

Chilhowee R-IV School District  
**Student/Parent Handbook**  
**2016-2017**



101 SW State Route 2 Highway  
Chilhowee, MO 64733

**Mission**

*Committed to high expectations and learning  
opportunities for developing responsible,  
productive citizens*

### **Important District Phone Numbers**

Central Office	660-678-2511
Principal's Office	660-678-4511
Counselor's Office	660-678-4511 ext. 111
Nurse	660-678-4511 ext. 205
Special Services	660-678-4511 ext. 403
District Website	<a href="http://chilhowee.k12.mo.us">http://chilhowee.k12.mo.us</a>
Facebook	<a href="https://www.facebook.com/chilhoweeschool">https://www.facebook.com/chilhoweeschool</a>
Twitter	@ChilhoweeSchool

### **Non-Discrimination**

The Chilhowee R-IV School District does not discriminate on the basis of race, color, national origin, sex, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies.

Mr. Troy Marnholtz  
101 SW State Route 2 Highway  
Chilhowee, MO 64761  
660-678-2511

For further information on discrimination on the basis of race, color, national origin, sex, disability, or age, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the U.S. department of Education, Office for Civil Rights enforcement office that serves your area, or call 1-800-421-3481.

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**Appendix**

Mrs. Morris	6th Grade					Plan	7th/8th Reading	6th Grade
Mrs. Gilmore	CA 11	CA 9	7th-8th Spanish Sem-1	CA 10 (EOC)	Sem1: Mythology Sem2:TBD student input Edgenuity	Sem1: Pract.Eng. Sem2:ShortStories	Plan	TRIBE TIME
Mr. Vogt	Math 8	Math 7	Algebra II	Algebra I (EOC)	Geometry	Trigonometry & Pre Cal	Plan	
Mrs. Iott	Biology (EOC)	Science 8	Physical Science	Plan	Earth Science or Chemistry	7th Science	Family/Consumer Resource Management	
Mr. Calwetti	Current Issues Edgenuity	Government (EOC)	World History	Social Studies 7	8th Social Studies	American History	Plan	
Mrs. Askew	CA 7	Plan/OL	Plan/OL	CA 8	K, 1, 2, 7	3, 4, 5-6, 8	PLAN/OL/ Edgenuity	
Mr. Pierce	PE 9	Health/Elective	Lifetime Sports	Plan	K, 1, 2, 7	3, 4, 5-6, 8	Body Conditioning	
Mrs. Heckencamp	PLAN	Elective/Edgenuity	Elective/Edgenuity	Elective/Edgenuity	K, 1, 2, 7	3, 4, 5-6, 8	Band	
Mrs. Snook	PLAN	Sem1: Food Sci.& Tech Sem2: Per. Finance	7th-8th Ag.	Sem1: Ag Construction Sem2: Ag Business	Ag. 1	Ag. 2	6th Science	

### Chilhowee R-IV School District

#### 2016-17 School Year Calendar

July 2016						
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

8/11 - New Staff Orientation  
8/11-8/17 Staff Inservice  
8/18 First Day of School

9/2 1/2 day for Chilhowee Fair  
9/5 Labor Day - No School  
9/19 Teacher In-Service No students

October 2016						
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

11/14 Teacher Inservice - No Students  
11/23-11/27 Thanksgiving Vacation

12/21 Early Dismissal for End of 2nd Quarter  
12/22 - 12/31 - Christmas Break (No School)

10/19 End of First Quarter  
10/21 1/2 day Teacher Work Day  
10/26 P/T conferences 3:00-6:00 p.m.  
10/27 Early Dismissal P/T confs 1:00-6:00p.m.  
10/28 No School

January 2017						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1/1 Christmas Break (No School)  
1/2 Teacher Work Day - No Students  
1/16 MLK Day School Closed

2/17 Teacher Inservice - No Students  
2/20 Pres. Day

3/10 Third Quarter Ends 1/2 day work day  
3/22-3/24 Spring Break (No School)

April 2017						
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

4/14 No School  
4/17 - Teacher In-Service No Students

5/12 - Graduation early dis  
5/19 - End of 4th Qtr. & Last Day of School  
5/22- Teacher Workday -

# GENERAL INFORMATION & BUILDING PROCEDURES

## MISSION OF THE CHILHOWEE R-IV SCHOOL DISTRICT

The Chilhowee R-IV Learning Community is committed to high expectations and learning opportunities for developing responsible, productive citizens.

## ASBESTOS NOTICE

Regarding the health of students at school, the Chilhowee R-IV School District has an asbestos inspection conducted by a certified inspector as required by AHERA (1986) and maintains an asbestos management plan. There are no problematic areas concerning asbestos in the Chilhowee R-IV School according to the latest inspection completed June 2009. Any inquiries concerning the possible presence of asbestos or about the management plan should be directed to the Superintendent of Schools.

## BELL SCHEDULE

7:50	Breakfast Begins
8:10	First Period Dismissal Bell
8:13 – 9:01	First Period
9:04 – 9:52	Second Period
9:55 – 10:43	Third Period
10:46 – 11:34	Fourth Hour
10:55 – 11:25	Elementary Lunch: Grades K-5
11:34 – 11:54	JH/HS Lunch: Grades 6-12
11:57 – 12:45	Fifth Period
12:48 – 1:36	Sixth Period
1:39 – 2:27	Seventh Period
2:30 – 3:00	TRIBE Time
3:00	Dismissal of ALL Bus Riders, Elementary Walkers
3:03	Dismiss JH/HS Car Riders, Walkers, Drivers

## BREAKFAST & LUNCH PROGRAM

Chilhowee School participates in the federal school breakfast and lunch program. Parents are requested to purchase meals by the week (5 days) or month (20 days). Prices will be published at the beginning of the school year.

Every student will be given a weekly breakfast & lunch account statement and it is the parents' responsibility to insure students' meal accounts are current. Money will be collected from students in the school office each Monday morning.

Once the student has exceeded the \$10.00 negative balance limit, they will receive a peanut butter & jelly sandwich for lunch. **Students will not be allowed to be more than \$10.00 in arrears in their meal account.**

Free and reduced meal information will be sent home at the beginning of school, or it may be requested from the school office. The form must be completed and returned to the principal's office before students will be eligible to receive free and reduced meal prices. Parents will be notified upon approval or denial of their application.

### Cafeteria Meal Prices

Student Breakfast: \$1.70	Elementary Lunch: \$2.25	Adult Lunch: \$3.00
Adult Breakfast: \$1.95	JH/HS Lunch: \$2.50	

## BUILDING HOURS

Students may enter the building at 7:50 am and remain in the gym or released to the cafeteria if eating breakfast. Students not eating breakfast will remain in the gym until the first period dismissal bell. School begins at 8:10 am and releases at 3:00 pm. To remain in the building past 3:15 pm, a student must be under the direct supervision of a faculty member. The school offices are open during the regular school days from 7:40 am to 3:30 pm.

## **BULLETINS**

Information placed in the bulletin must be approved by the class or club sponsor and be in the principal's office by 12:00 pm the preceding day. General information and announcements will appear from time to time on the bulletin board by the front entrance double doors. All announcements, posters, etc. must be approved by administration and removed immediately after the event. An online calendar may be accessed by logging onto the district home page.

## **BUS DROP-OFF PROCEDURES**

The expectation of the Chilhowee R-IV School District transportation department is that a parent, guardian, or responsible older sibling will meet kindergarten through second grade students for drop-off, or will be within sight distance. When no responsible party is available, bus drivers will contact the school and return the child to school where the parents can be contacted. If a child is returned to school, it will be the parent's responsibility to provide alternate transportation home. Children returned to school will be placed in the after-school care program, where charges may apply at a daily rate.

## **CONFIDENTIALITY**

The superintendent or designee shall ensure that student confidentiality rights are strictly observed in accordance with Missouri law (191.689 RSMo-1994) which identified two groups of people within a school system who will be informed of the identity of a student with an infection on a "need to know" basis. They are:

1. Those designated by the school district to determine the fitness of an individual to attend school (Review Committee members);
2. Those who have a reasonable need to know the identity of the child in order to provide proper health care. Examples of people who needed to know are: school nurse, review team members, and IEP team if applicable. Security of medical records maintained. Breach of confidentiality may result in disciplinary action, a civil suit, and/or violation of the Family Education Rights Act.

## **DISMISSAL OF SCHOOL DUE TO INCLEMENT WEATHER**

When school must be canceled due to inclement weather, these public-broadcasting services will announce the cancellation:

### **Radio**

KDKD – 95.3 FM  
KXXK – 105.7 FM  
KMZU – 100.7 FM

### **Television**

WDAF – FOX – Channel 4  
KCTV – Channel 5  
KMBC – Channel 9

Administration will also notify through School Reach Broadcast System and on our home webpage <http://chilhowee.k12.mo.us>.

## **DISMISSAL PROCEDURES FROM SCHOOL**

During the dismissal of students, district personnel will monitor the parking lot and other locations where students board the district's transportation or meet parents or others. At the request of the parent, school personnel will verify the identity of a parent or other authorized person before releasing the student. District staff may refuse to release a student and will notify the principal if they have concerns regarding the student's safety or whether a person is authorized to transport the student. Otherwise, the district will assume that the student knows with whom he or she may leave.

## **EMERGENCY PROCEDURES**

Each classroom will be provided with emergency procedures. Everyone must cooperate during a drill in order to keep everyone safe. **Fire, tornado, earthquake, and lockdown drills** will be held from time to time. Students must follow teachers' instructions. Parents/Guardians will be notified via SchoolReach in the event of an emergency at school.

1. **FIRE SIGNAL** – Continuous short rings of the klaxon.  
**Fire Evacuation Procedures:** Students will leave everything and file out of the room in an orderly manner. Students will walk to the nearest exit and continue until all students have reached the designated area for their class on the football field. Directions to the nearest exit are posted in each classroom.
2. **TORNADO SIGNAL** – Long continuous ring of the klaxon.

**Storm Warning Procedures:** All classes will be going to interior classrooms within the school building, including the girls and boys locker room. All classes will follow the routes posted in the respective classrooms in an orderly manner. Student will take instructions from the designated person when arriving to each designated safe room.

3. **EARTHQUAKE SIGNAL** – Same as tornado signal; long continuous ring of the klaxon.  
Earthquake Safety Information – Public information provided by FEMA regarding earthquake safety. Please refer to *Appendix A* for additional information.
4. **INTRUDER/WEAPON LOCKDOWN** – High-pitched rings of the klaxon and/or intercom announcement.

### **EQUAL EDUCATIONAL OPPORTUNITY**

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact Jennifer Corson, Principal, at 660-678-4511.

### **EXTRA-CURRICULAR ACTIVITIES**

1. Students must attend a complete day of school prior to attending extra-curricular school activities. The students must attend the last school day of the week to attend a weekend activity. Students with more than 5 unexcused absences in a semester will not be allowed to participate. Any exceptions must have the prior approval of the principal.
2. Class and club parties held at school must conclude no later than 11:00 p.m. unless the principal grants special permission.
3. The group or organization is responsible for cleaning the room or area where the activity is held and for returning all equipment and furniture to the proper location.
4. Each class or club is limited to one approved social function during the school year. Any further social function requires approval by the principal.
5. Students who leave the building *at any activity* will not be readmitted unless school personnel on duty grants permission.
6. Tobacco, alcoholic beverages, and drugs are not allowed. Persons under the influence of alcohol and/or drugs will not be permitted to attend social and school-sponsored activities, including athletic contest at home or away. Students who violate this provision will be subject to disciplinary action as well as reported to law enforcement officials if the situation warrants.
7. At least 24 hours prior to activity, the principal must approve any non-school person invited to a school activity.
8. All extracurricular activities and those activities necessary for preparation will be outside the normal school day. Any exceptions must have the prior approval of the principal.

### **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) NOTICE OF DIRECTORY INFORMATION**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that [School District], with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, [School District] may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the [School District] to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside



organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.<sup>1</sup>

If you do not want Chilhowee R-IV School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by [insert date]. Chilhowee R-IV School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- |   |   |
|---|---|
| -Student’s name   | -Participation in officially recognized activities and sports |
| -Address  | -Weight and height of members of athletic teams               |
| -Telephone listing  | -Degrees, honors, and awards received                         |
| -Electronic mail address  | -The most recent educational agency or institution attended   |
| -Photograph   |   |
| -Date and place of birth  |   |
| -Major field of study   |   |
| -Dates of attendance  |   |
| -Grade level  |   |
| -Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.) |   |
- These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

### **FIELD TRIPS**

A signed permission slip must be on file before your student will be allowed to go on the trip. Field trip permission slips signed at the beginning of the year will serve as permission for all school related field trips. School staff in charge of field trips will notify families of trips and itineraries at least one week prior to the field trip.

### **GUIDANCE AND COUNSELING**

The guidance counselor helps students with academic and personal problems, course schedules, selection of college/technical school, post-high school plans, testing and interpreting test results. Students are welcome to browse and check out guidance material and make appointments during the school day. You may also view the Counselor website from the CHS homepage where you will find information regarding dual credit/ITV courses, vocational technical school and information on scholarships.

### **GYMNASIUM**

1. Street shoes are not allowed on the gymnasium floor for PE or related activities. Gym shoes must be of the non-marring type.
2. School personnel must properly supervise all activities in the gymnasium.

### **HEALTH SERVICES**

The school district will give temporary first aid for all injuries and sudden illnesses occurring at school. If a student becomes ill at school and needs to go home, a parent/guardian will be notified promptly. Current, local emergency numbers must be on file. Students must have a health slip with them when seeing the nurse.

**Immunizations:** Missouri law regarding immunization of school age children states: “It is unlawful for any student to attend school who has not been immunized against polio, diphtheria, measles, rubella and other diseases as required by law unless exemptions have been signed by a physician and filed with the school.” Immunizations must be current before a student will be allowed to attend.

**Medication Administration:** The school nurse dispenses medication following the district’s medication administration policy (JHCD). All medications being administered must be brought to the health nurse by the parent/guardian in the original pharmacy labeled bottle. The current prescription label will serve as the physician’s order. The parent/guardian must sign a request asking the school district to comply with physician’s orders. This may be done when the medication is delivered. Students are not allowed to carry

prescription or over the counter medications while on district grounds, on district transportation or during district activities unless explicitly authorized by this policy.

**Special Health Care Needs:** The school nurse is available to assist students in case of illness or emergency. The parent/guardian of a student with special health care needs should meet with the school nurse prior to the student's first day of attendance.

**Communicable Diseases:** Missouri law requires that students with a contagious disease be excluded from school until medical clearance is received. Students must be without fever (99.7 and above) 24 hours before returning to school.

## **HUMAN SEXUALITY CURRICULUM**

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available prior to the instruction.

## **LOCKERS**

Lockers are assigned at the beginning of the school year. Students are responsible for all damage to lockers. The school will not assume responsibility for lost or stolen items. Students are not to share or switch lockers. The district reserves the right to access lockers whenever appropriate.

## **LOST AND FOUND**

The school maintains a lost and found collection outside the gymnasium. Check there first if something has been lost. Unclaimed items in the lost and found will be donated to goodwill at the end of each quarter.

## **NCLB ACT OF 2001 & COMPLAINT PROCEDURES**

For information on NCLB and how to file a complaint regarding the district's federal programs, please refer to *Appendix B* at the back of the handbook.

## **POSTERS**

The principal must grant permission before any items can be posted in the halls of the Chilhowee School.

## **PROTECTION OF PUPIL RIGHTS AMMENDMENT NOTIFICATION**

Notice of rights pursuant to the Protection of Pupil Rights Amendment (PPRA), please refer to *Appendix C* at the back of the handbook.

## **PUBLICATIONS**

All student publications must be approved by the principal before publication and disbursement of material.

## **SPECIAL EDUCATION SERVICES**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools beginning on the child's third birthday through age twenty, regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

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

All public schools are required to provide parents the right to inspect and review personally – identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or the rights of their children. Parents have the right to file complaints with the U.S. Department of Educations or the State Department of Education concerning alleged failures by the District to meet the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative, which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures, which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty who reside in the District or whose parent/legal guardian resides in the District. The census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: names of each child; parent/legal guardians' name/address; birth date and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language.

### **STATE ASSESSMENTS**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards by the Missouri State Board of Education. Grade-Level and End-of-Course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). Students in grades 3-12 will be **required** to take Grade-Level and EOC assessments for courses they are enrolled in for the current year. Students will take state assessments in the spring of each school year.

### **STUDENT ACTIVITY ACCOUNTS**

Any funds remaining in the school account after the payment of all bills can be used at the discretion of the class for the purpose of purchasing an item(s) for donation to the school. The funds will be available for donation by the students for 12 months. After the 12 month period, any funds remaining in the account will be placed into the Student Betterment account fund.

### **STUDENT IDENTIFICATION CARDS**

All students will be issued a photo I.D. card, which is required for lunch. Replacement cost for lost cards will be one dollar.

### **STUDENT MEMORABILIA**

Most students and parents want to retain some permanent impression or keepsake as a reminder of the school experiences from year to year. The Board of Education sanctions the practice of negotiations and contractual obligations with commercial companies for student photographs, class rings, and other memorabilia as a service to the students and as part of the total school program. No student, however, will be required to purchase any student memorabilia.

### **STUDENT RECORDS**

A confidential cumulative record is kept on each student enrolled in the Chilhowee School. The record is available to the school's professional staff, the pupil at age 18, and his or her parent/guardian. The record contains the following types of information: (1) Standardized test scores, (2) Grades and credits earned, (3) Attendance information, (4) Health information, (5) Activities and awards, (6) Title 1 and Special Education records, and (7) student disciplinary record.

### **STUDENT SEARCHES**

School lockers, desks and other district property are provided for the convenience of students and are subject to periodic inspection without notice. The district may use dogs to indicate presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars may also be conducted in accordance with law.

### **TELEPHONE CALLS**

The office telephone is for business purposes only. The office staff will take messages for students and will deliver them between classes or as soon as possible. Students will not be called from class to the telephone. The office phones will be made available to the students after activities and bus trips when it is necessary for students to call for rides home.

### **TOBACCO-FREE DISTRICT**

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products in all district facilities, on district transportation and on all district grounds at all times. This prohibition extends to all facilities the district owns contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children. Students who possess or use tobacco products on district grounds, district transportation or at district activities will be disciplined in accordance with Board policy.

### **VISITORS**

Parents/Guardians visitors are welcome. *Appropriate contact with classroom teachers is expected prior to arriving at school.* All visitors are to check in at the principal's office immediately upon entering the school building. All parents/guardians must check in with the office before being allowed to interrupt instructional time. Parents will be given a visitors' pass to the classroom, except during elementary holiday parties. There will be no student visitors permitted during normal operating hours of the school day, unless prior approval is granted by the principal.

### **WITHDRAWAL FROM SCHOOL**

The following procedure will be necessary for those students who transfer or drop out of school:

1. The principal's office must be notified that the student is transferring or withdrawing from school. The principal's designee will provide the student with a withdrawal slip to be taken to each teacher for checking in of supplies. A grade will be given by each teacher at the time of withdrawal.
2. All books and equipment provided by the school must be returned.
3. All outstanding fees, dues, and other bills must be paid.

## **ATTENDANCE & ACADEMICS**

### **ACT TEST**

The ACT test will be administered to all enrolled juniors during the month of April. An ACT Prep Course will be offered to any student interested in attending prior to the April testing date.

### **ATTENDANCE**

Chilhowee R-IV recognizes the importance of regular student attendance for a successful learning experience. Attendance is crucial to improving student achievement. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefits of classroom instruction, once lost, cannot be entirely regained. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet student achievement goals. The following guidelines and procedures will be used to implement the district's attendance policy.

#### **Excused and Unexcused Absences**

The following absences will be excused. A phone call must be placed or documentation must be provided as indicated.

1. Illness or injury of the student, **with a phone call or written documentation from the legal guardian, a physician or other health care provider.**
2. Medical appointments, with written appointment confirmation by medical provider.
3. Funeral, with written excuse from parent. The principal may require a program or other evidence from services as well.
4. Religious observances, with written excuse from parent.
5. Out-of-School suspension.

6. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty, is on leave from or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
7. Other unique circumstances resulting in an unavoidable absence may be submitted to the principal for approval.

All other absences and any absence for which required documentation is not provided are unexcused.

### **Tardies (K-12)**

If a student is tardy to school at the beginning of the day, the student must check into the office either with a parent, a note or phone call from the parent and receive a tardy slip. (If a student is more than 15 minutes late, it will be treated as an absence.)

All tardies to class will be unexcused unless the student has a note from a staff member stating that they detained the student. A student will be allowed two unexcused tardies (per semester) before detention will be assigned. Each teacher will submit tardy notices to the office for accurate record keeping. At the third tardy, the student will be given a 60-minute detention. The fourth tardy and each tardy thereafter will result in a 60-minute office detention. Every 7<sup>th</sup> tardy to class or late to school is equivalent to 1 day of absence.

### **Johnson County Education Court Promoting Educational Success for the Children of Johnson County**

In accordance with the Johnson County Education Court, when a student's attendance rate drops to 92%, a referral may be made to the Johnson County Juvenile Office and the Johnson County Prosecuting Attorney. Further action may be taken through the Johnson County Court system if attendance continues to decline. This policy follows the rules and regulations of the Missouri Compulsory Attendance Law (Section 167.031 RSMo.).

Any student subject to compulsory school attendance may be referred to the Johnson County Juvenile Office for absences resulting in a student's attendance rate dropping below 92% wherein the student is repeatedly and without justification absent from school. The Johnson County Juvenile Office may take action, including the filing of a petition in Juvenile Court, to address the attendance issue. This policy follows the rules and regulations of the Missouri Compulsory Attendance Law (Section 167.031 RSMo.) and the Missouri Juvenile Code (Section 211.031 RSMo.)

### **Grades K-5 Attendance**

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason, the principal, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Parents are asked to call the school office before 9:00 am, the day of, to notify and inform school personnel of the absence. If parents/guardians of an absent student have not contacted the school, the principal or designee will contact the parent by phone or in person.
2. When a student has accumulated 3 unexcused absences or more in any semester, the principal or designee may set up a conference with the parent at a time convenient for the parent to discuss the student's attendance and current level of academic performance. One or more of the student's teachers will be in attendance. The purpose of the conference is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.
3. When a student has accumulated 4 or more unexcused absences in a semester, the principal may schedule a conference with the parents at a time convenient for the parents. All of the student's teacher will be present, and the parents will be encouraged to bring other family members. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
4. When a student has accumulated 5 unexcused absences in a semester, a staff member from the district may arrange an in-home visit or conference at school to discuss the student's attendance plan and any necessary modifications to the student's attendance plan.

5. More than 5 unexcused absences in a semester will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.

Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

Any conference may be waived by the principal if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

### **Grades 6-8 Attendance**

The school may implement any of the consequences and interventions outlined above for students in grades 6-8. Because students in grades 6-8 are expected to take more responsibility for their actions, students will be included in conferences and interventions.

Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. Each teacher may set reasonable limits regarding the timeframe in which missed work may be completed.

**Student activities including clubs, sports, dances, and field-trips are a privilege for students in good academic standing. These privileges will be suspended from students who have accumulated more than 5 unexcused absences in a semester.**

Regular, punctual attendance at school is vital for a student's academic success. Accumulated absences will result in a conference with parents and possible reporting of educational neglect. Absences of more than 5 days per semester will result in students spending time in **Academic Recovery Time (ART)** scheduled by the principal on Mondays and Thursdays from 3:00-4:00 pm. If the student does not complete the academic recovery time, then class credit towards promotion will not be awarded and the student will be required to attend credit recovery classes during summer school.

Absences related to school activities will not be counted toward the five allowable days. However, class assignments should be turned in no later than the next class session they attend *unless prior arrangements have been made*. In the case of a preplanned absence, the parent/guardian is requested to come by the principal's office at least five days prior to the absence to make the necessary arrangements for assignments. It is anticipated that these assignments will be completed and submitted to the appropriate instructors before the planned absence. Preplanned absences count towards a student's allowed number of absences.

Students must attend a **complete day of school** prior to attending or participating in any extracurricular school activity. A student may miss school and participate in an extracurricular activity if they have a dentist, doctor, or similar appointment. The student must present a note from the doctor or dentist upon arrival at school to be granted permission to participate in the activity. The notes must specifically state that the student has been approved for participation. Students must also attend the last school day of the week in order to participate or attend a weekend activity. Again, the principal must approve any exceptions. ***Examples of missed activities would be athletic events or dances. School related activities will not follow under these rules.***

Students must report to the office when they return to school to receive an admit slip. The student must report to the office prior to eating breakfast or going to the gym. Standing in line waiting to get an admit slip will not excuse a student from a tardy to their first hour (period) class.

### **Grades 9-12 Attendance**

Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. Each teacher may set reasonable limits regarding the timeframe in which missed work may be completed.

**Student activities including clubs, sports, dances, and field-trips are a privilege for students in good academic standing. These privileges will be suspended from students who have accumulated more than 5 unexcused absences in a semester.**

Regular, punctual attendance at school is vital for a student's academic success. Accumulated absences will result in a conference with parents and possible reporting of educational neglect. Absences of more than 5 days per semester will result in students spending time in **Academic Recovery Time (ART)** scheduled by the principal on Mondays and Thursdays from 3:00-4:00 pm. If the student does not complete the academic recovery time, then class credit towards promotion will not be awarded and the student will be required to attend credit recovery classes during summer school.

On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unexcused should have been recorded as excused. An appeal will not be taken based on whether the reason for the absences justifies an exception to this rule.

Absences related to school activities will not be counted toward the five allowable days. However, class assignments should be turned in no later than the next class session they attend *unless prior arrangements have been made*. In the case of a preplanned absence, the parent/guardian is requested to come by the principal's office at least five days prior to the absence to make the necessary arrangements for assignments. It is anticipated that these assignments will be completed and submitted to the appropriate instructors before the planned absence. Preplanned absences count towards a student's allowed number of absences.

Students must attend a **complete day of school** prior to attending or participating in any extracurricular school activity. A student may miss school and participate in an extracurricular activity if they have a dentist, doctor, or similar appointment. The student must present a note from the doctor or dentist upon arrival at school to be granted permission to participate in the activity. The notes must specifically state that the student has been approved for participation. Students must also attend the last school day of the week in order to participate or attend a weekend activity. Again, the principal must approve any exceptions. *Examples of missed activities would be athletic events or dances. School related activities will not follow under these rules.*

#### **Academic Recovery Time**

This is a program designed to help students, who have accumulated more than 5 absences in a semester, recover high school credit towards promotion. A.R.T. will meet twice a week for 60 minutes a time. Academic Recovery Time will be made up by the hour. Therefore, every hour the student is absent beyond the 5 days per semester will need to be made up during A.R.T. Students will be required to sign in and out during their time in A.R.T. A student cannot serve a behavior office detention at the same time as they are making up academic recovery time.

#### **Absences and Graduating Seniors**

Seniors must make up any (excused/unexcused) absences accumulated during 2<sup>nd</sup> semester during Academic Recovery Time (A.R.T.) before the day of Graduation. *Seniors will not be permitted to participate in graduation commencement until all requirements are completed.*

#### **College Visits**

Seniors are granted two college visits during their senior year. Juniors will be granted one college visit during the second semester of their junior year. This day **must** be prearranged through the counselor and the principal and will not be counted toward their attendance to make-up. Documentation of visit is required.

#### **Admittance after Absences**

Students must report to the office when they return to school to receive an admit slip. The student must report to the office prior to eating breakfast or going to the gym. Standing in line waiting to get an admit slip will not excuse a student from a tardy to their first hour (period) class.

#### **Notification to Parents**

Parents will receive a letter or phone call notifying them if their child will not receive credit due to excessive absences.

## EARLY GRADUATION

Students who wish to graduate early will be required to meet with the counselor and submit written notification to the principal. The student will receive a diploma if the student has met all graduation requirements set forth by the district. Students choosing early graduation may participate in the spring graduation ceremonies, but will be considered an alumni for all other activities.

## FINALS

All students in grades 7 – 12 will take semester finals; however, seniors may be exempt from finals as long certain conditions are met. Finals will represent 10% of the semester grade. Each quarter grade will represent 45% of the grade ( $2 \times 45 = 90\% + 10\% = \text{Semester grade}$ ). The state mandated End-of-Course testing will take the place of 2<sup>nd</sup> semester finals for grades 9-12.

In order to be exempt from finals, a senior must meet the following requirements:

1. 90% grade average in **all** classes, including Vo-Tech courses;
2. No more than 5 absences per semester;
3. No more than 4 tardies per semester;
4. No more than 4 detentions per semester;
5. No ISS or OSS;
6. Maintain academic eligibility each PASS period.

## Opt-Outs

Students can only have 3 or fewer excused/unexcused absences for the semester in order to receive an opt-out. Students who are absent longer than one class period in a day will count as a full day absence in regards to opt-outs.

- Zero absences = 2 opt out classes
- 1-3 absences = 1 opt out class

Students must have a minimum grade of 70% in the class they want to opt out of. Students who can opt out, but choose not to, can still take the exam. The exam can only be used to improve their grade. Students may not opt out of finals in which they are receiving dual credit. Students who have received an office detention, ISS or OSS, may NOT opt out.

## GRADE LEVEL PLACEMENT OF HIGH SCHOOL STUDENTS

Students will be classified according to the number of credits that they have earned.

Freshman	0 – 6 credits
Sophomore	7 – 12 credits
Junior	13 – 18 credits
Senior	19 – 28 credits

## GRADING SYSTEM (1 – 8)

Quarter grades will be averaged grades for a given quarter. Semester grades will be determined by averaging the two quarter grades. Grades will be calculated on the following scale:

Percentage	Letter Grade
95-100	A
90-94	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
59 and below	F



Extra Credit is limited to no more than 10% of the total grade and must be turned in at least two (2) weeks prior to the end of the quarter in which it applies.

**GRADING SYSTEM (9-12)**

Percentage	Letter Grade	Grade Points	Weighted Grade Points
95-100	A	4.0	5.0
90-94	A-	3.66	4.66
87-89	B+	3.33	4.33
83-86	B	3.0	4.0
80-82	B-	2.66	3.66
77-79	C+	2.33	3.33
73-76	C	2.0	3.0
70-72	C-	1.66	2.66
67-69	D+	1.33	2.33
63-66	D	1.0	2.0
60-62	D-	0.66	1.66
59 and below	F	0.00	0.00

**HIGH SCHOOL GRADUATION REQUIREMENTS**

Graduation requirements for the high school diploma will be a minimum of twenty-five units of credit completed during grades nine through twelve.

English	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Fine Arts	1 units
Practical Arts/Vocational	1 units
Physical Education	1 units
Health	.5 units
Personal Finance	.5 unit
General Electives	8 units
<b>Total</b>	<b>25 units</b>

**HIGH SCHOOL REQUIRED COURSES**

American History	American Government	Algebra I
Communication Arts 9	Physical Science	
Communication Arts 10	Biology	
Communication Arts 11	World History	
PE/Health	Personal Finance	

**HONOR ROLL AND CLASS RANK**

The school will reward students with high academic achievement by placing their names on one of two honor rolls. Students in grades 1-12 are eligible for honor roll placement. Grade point averages will be calculated on a quarterly basis for determination of honor placement.

**A Honor Roll**—Students receiving a grade point average from 3.7 and above with no grade below A-.

**B Honor Roll**—Students receiving a grade point average from 2.7 and above and no grade below B-.

(Art, music, physical education, computers, & library grades will not be used to calculated grade point averages for students in grades 1-6)

## **INCOMPLETE GRADES**

All incomplete work must be turned in within one week after the completion of a quarter/semester. No credit will be given for work not received within those times. Students with an incomplete grade will not be allowed to participate in extracurricular activities.

## **PROGRESS REPORTS**

PASS (Parent Awareness Support System) reports will be sent home to parents for each student at the end of the first three weeks and at the end of the second three weeks of every quarter.

## **PROMOTION/RETENTION POLICY**

It is expected that all students will be promoted annually from one grade to another upon completion of satisfactory work. However, a student may be retained when his/her level of academic achievement would not allow satisfactory work progress in the next grade.

### **Standards for Promotion**

Students will be promoted:

1. If they complete and master essential skills needed to be successful in the following grade as identified by local and State Department of Education core subject objectives.
2. At the discretion of the principal, with feedback from the classroom teacher, based upon academic history, current age, MAP or Terra Nova test scores, attendance and other relevant characteristics/needs of the student.

### **Retention Procedures**

1. A list of students who are not meeting grade level objectives in reading, communication arts or mathematics will be given to the building principal for review during the October, January and March reporting periods. Any student who is reported as not meeting grade level objectives in reading, communication arts, mathematics, science or social studies, the following procedures will be initiated:
  - a. The teacher, principal and counselor will meet to review the student's academic record, current test scores and work samples.
  - b. The parent/guardian will be notified as soon after the review as possible that retention is being considered. A meeting with the parent/guardian will be scheduled. The parent/guardian will be informed that the student is not meeting grade level objectives and could be retained in the same grade unless there is positive improvement in the student's work.
  - c. An academic program including remediation will be offered to the student.
  - d. A follow-up conference for the parent/guardian will be scheduled with the classroom teacher, principal and counselor to review the student's progress upon completion of the academic program.
  - e. The decision for retention will be made by the principal, with feedback from the classroom teacher, in accordance with the above-references factors, and written notification of retention will be sent to the parent/guardian.

## **READING LEVELS AND STATE-MANDATED RETENTION**

### Second/Third Grade Students

Second and third grade students will be administered a reading assessment within forty-five (45) days prior to the end of the school year. If this assessment indicates that the student is reading at least one year below grade level, the District will design and implement a reading improvement plan for the student's next year. The reading improvement plan must include a minimum of thirty (30) hours of additional reading instruction or practice outside the regular school day during the next year. In addition, the District may require the student to attend summer school for reading instruction as a condition of promotion.

### Fourth Grade Students with Reading Improvement Plans

Within forty-five (45) days of the conclusion of the fourth grade year, the District shall administer another reading assessment to those fourth grade students for whom reading improvement plans had been designed. If this assessment reveals that the student is reading below a third grade level, the student shall be required to attend summer school to receive supplemental reading instruction. At the conclusion of summer school, the student shall be given another reading assessment. If the student is still reading below a third grade level, the student shall not be promoted to fifth grade. Students shall not be retained more than once on the basis of their inability to satisfy the

third grade or fourth grade reading standards. However, the District may, at its discretion, retain any student with a reading improvement plan who has not completed a summer program for supplemental reading instruction.

#### Fifth and Sixth Grade Students

The reading assessment process shall be repeated on a yearly basis through the end of students' sixth grade years, accompanied by a corresponding increase in the required reading level. The reading assessment process will also be applied to students who initially enter the District in grades four, five or six, and who have been determined to be reading below grade level. The permanent record of a student who is determined to be reading below the fifth grade level at the end of the sixth grade shall carry a notation stating that the student has been unable to meet the minimal reading standards. That notation will be removed from the student's record once the District determines that he or she has met the standards.

#### Exceptions from Reading Level Retention

The following students are exempt from the reading assessments:

1. Students receiving special education services under an Individualized Education Program (IEP) pursuant to §162.670, RSMo.
2. Students who are receiving special education services pursuant to Section 504, whose service plan includes an element addressing reading.
3. Students who have limited English proficiency.
4. Students who have insufficient cognitive ability to meet the reading requirements. However, a reading improvement plan shall be provided for these students in accordance with law.

#### Appeal of Retention Decisions

The parent/guardian who wishes to appeal a decision regarding a student's retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

### **REPORT CARDS**

Report card will be issued at the end of each quarter showing students' progress. Report cards will be distributed to the students no later than one week after the end of the quarter or semester, except the first semester. First semester grade cards will be distributed to the students after winter break. Second semester report cards will be available in the office within two weeks after the end of school. Semester grades will be entered on the students' permanent records.

### **SCHEDULE CHANGES**

Classes may be added or dropped the first three days of the semester. The following steps are necessary:

1. Schedule and meet with the school counselor.
2. Student must complete a change of schedule form, including required signatures.
3. Approval from the parent.
4. Approval of the school counselor, principal and course instructor.

### **SERVICE WORK**

As part of the requirement for participating in graduation, all high school students must perform service work hours in accordance with the table below, which may include tutoring, community service, or helping with after school activities. All high school students will be given a form to help them keep track of their service work and must be completed 2 weeks before graduation. Following the guidelines below will help to ensure all hours are completed in a timely manner.

Freshmen	10
Sophomore	15
Junior	20
Senior	25

### **SUMMER SCHOOL CREDIT**

#### **Junior High**

Students who fail two or more quarters of a core subject (communication arts, math, science and social studies) will be required to attend summer school in order to be promoted.

#### **High School**

Summer school may or may not be offered by the district. A maximum of three, one credits of approved summer school courses may be counted toward graduation requirements.

**VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS:**

In order to be the class valedictorian, a senior must be ranked number 1 in the senior class. In order to be the class salutatorian, a senior must be ranked number 2 in the senior class.

**VOCATIONAL TECHNICAL SCHOOL**

The district will send eligible students to Warrensburg Area Career Center within the limits of the school budget and quotas levied on us. We will observe the philosophy of the Warrensburg Area Career Center in the student selection process. The following will be the basis for selection:

1. The student intends to use the training as an occupation.
2. The teachers, principal, and counselor feel the student would use the training in their future career plans.
3. The student has shown that he/she is reliable.

*Criteria used to determine admission to the Warrensburg Area Career Center:*

- A. Discipline History
- B. Attendance Record
- C. Work History in Class
- D. Academic Record
- E. General Attitude towards Academic Pursuits

The Board of Education will not send a student in any area where similar experiences or training can be received at Chilhowee R-IV High School. Students attending the Warrensburg Area Vocational Technical School will be required to be transported by school bus to and from Warrensburg. Emergency driving privileges will be considered on an individual basis. Driving to the Vo-Tech School requires a form signed by the Vo-Tech School Director and the Chilhowee R-IV High School Principal, and is only good for one day.

**WEIGHTED CLASSES**

- I. Classes

College Prep English	Psychology
Advanced Math	Sociology
Chemistry	
Physics	
Dual/Credit courses	
Other courses may be added on an individual basis	
- II. Guidelines for classes to be eligible
  - A. Class cannot be a required class
  - B. Class must have a pre-requisite list including minimal grade in pre-requisite classes.
- III. Guidelines for students to be eligible to take a weighted class
  - A. The student must have a minimum overall GPA => to a C and or permission of the instructor.
  - B. The student must be a junior or senior or receive approval from the principal, counselor, and teacher.
  - C. If the student's grade in that class is below a C- at semester, the student will automatically be dropped from the weighted class to the regular class offering.
  - D. Permission of the parent, permission of the teacher, approval of the counselor, and approval of the principal. There will be a copy of the contract for each class that has a sign off line for each of the above listed individuals and a sign off line for the student.
- IV. Drop Policy

Students can change their minds about taking the class as a weighted class during the first three days. This is the same time frame that they have to change classes each semester.

## STUDENT CONDUCT

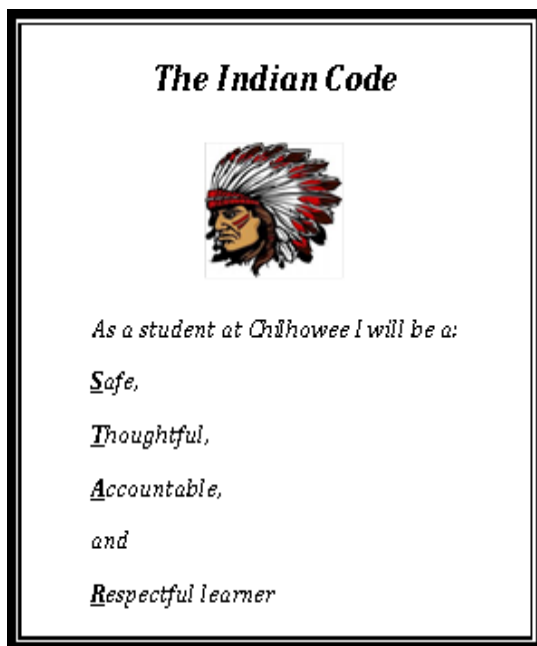
During the 2015-2016 school year, Chilhowee R-IV will continue to implement School Wide Positive Behavior Interventions and Supports (PBIS or PBS). Previously school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important aspect of a student's educational experience. Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of the school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

In short, Positive Behavioral Interventions and Supports (PBIS) is rooted in the behavior or behavior analytical perspective in which it is assumed that behavior is learned, is related to immediate and social environmental factors, and can be changed. PBIS is based on the idea that students learn appropriate behavior in the same way they learn to read – through instruction, practice, feedback and encouragement. Key features of PBIS include:

- Administrative leadership
- Team-based implementation
- Clear set of defined positive expectations and behaviors
- Teaching of expected behaviors
- Recognition of meeting expected behaviors
- Monitoring and correcting errors in behaviors
- Recognition of meeting expected behaviors
- Monitoring and correcting errors in behaviors
- Using data-based information for decision making, monitoring and evaluating results.

### SCHOOL-WIDE EXPECTATIONS

All students at Chilhowee R-IV should be in accordance with The Indian Code. The Indian Code consists of simply stated expectations of behavior that every student in the District should follow.



Behavior expectations are also further defined within the behavior matrix for elementary and for Jr. High and HS.

## Chilhowee Elementary Behavior Expectations

	All Settings	Classroom	Hallways	Cafeteria	Restrooms	Playground	Bus
<b>Safe</b>	Kahfooty Keep All Hands, Feet and Other Objects To Yourself	*Be prepared with materials *Complete Assignments *Every teacher defines based on: <b>Safe</b>	*Walk on right side of hall *1, 2, 3 Line	*Walk *Report Spills	*Wash your hands *Throw away trash in trash can	*Use equipment properly *Stay in designated area	*Back to Back, Seat to Seat *Use an indoor voice *Keep arms and objects in bus
<b>Thoughtful</b>	Be a problem solver	<b>Thoughtful</b> <b>Accountable</b> <b>Respectful</b>	*Walk away from trouble *Alert adults of any problems	*Use table manners *Solve problems independently	Make wise decisions	*Be a problem solver *Agree on the rules of the game before you play	Remember bus driver's directions
<b>Accountable</b>	*Keep School neat and clean *Take care of school materials		*Be in a 1, 2, 3 line with no adult reminder *Return to class promptly	*Wait for teacher's permission to empty trays *Scrape trays and place in window *Remember your silverware	Wise and Timely use of the restrooms	*Follow the rules of the game *Line up in a 1,2,3 line promptly	Report unsafe behavior to the bus driver
<b>Respectful</b>	*Use kind words *Follow Directions		Walk quietly	*Clean up after yourself *Talk quietly	Keep restrooms clean	*Take turns fairly in play *Take care of equipment	*Kahfooty *Keep bus clean

## Chilhowee Jr. High & HS Behavior Expectations

	All Settings	Classroom	Hallways	Cafeteria	Restrooms	Bus	Extra Curricular
<b>Safe</b>	Notify teachers of anything unsafe/ Not working or broken	*Complete Assignments for Every Class *Bring all needed Materials *Every teacher defines based on: <b>Safe</b>	Always Walk	*Walk *Report Spills *Find a Seat and Stay in it	*Wash your hands *Throw away trash in trash can	*Remain seated at all times *Use a quiet voice *Keep arms and objects in bus and to yourself	*Stay with a Sponsor/Coach *Notify Sponsor/Coach when leaving
<b>Thoughtful</b>	Solve Conflicts Peacefully	<b>Thoughtful</b> <b>Accountable</b> <b>Respectful</b>	Use time appropriately to be in class when the bell rings	Use food and silverware appropriately	Make wise decisions	Remember and follow bus driver's directions	All School Rules still apply, Even Dress Code
<b>Accountable</b>	*Keep School neat and clean *Take care of school materials *Keep personal belongings stored safely		*Take care of items in the hallways (Posters and displays) *Use a hallway pass at all times *Return to class promptly	*Place trays, silverware, and trash in correct spots *Clean up your spills	*Use facility quickly and quietly *Return to class promptly	*Be ready when bus arrives *Report unsafe behavior to the bus driver	*Leave things the way you found them or better *Follow Sponsor/Coaches guidelines
<b>Respectful</b>	*Use polite language *Follow Dress Code *Use appropriate ways to show affection		*Walk quietly with a quiet voice *Ask permission to enter another classroom	*Clean up after yourself *Talk quietly *Wait patiently in line	*Keep restrooms clean *Take care of your own business *Respect other's privacy	*Keep bus clean *Enter and Exit bus promptly	*Sportsmanship *Be courteous of other activities going on

## CAFETERIA

1. Students will walk to the cafeteria.
2. Do not take books and papers to the lunchroom.
3. All students will be in the cafeteria during lunch unless they are under teacher supervision.
4. The lunchroom is to be kept orderly and clean. Place all paper cartons and napkins and soda bottles in the receptacles provided prior to leaving the cafeteria.
5. Students eating breakfast may go to the gym when they are finished if the bell has not sounded.
6. All students (K-12) are to remain in the cafeteria for the entire lunch period and are not allowed to leave without permission.

## CARE OF SCHOOL PROPERTY

Students are responsible for the care of all books, supplies, furniture, etc., furnished for their use by the school. Students failing to take proper care of the above will be required to pay all damages and may be subject to disciplinary action.

## CLASSROOM STANDARDS

Teachers will communicate specific rules for each class. The following rules apply to all:

1. Students are to be in classrooms and quiet when the bell rings to start the class period.
2. Students are to come to class prepared with all needed books, supplies, and assignments.
3. Food and drinks are allowed within classrooms at the discretion of each teacher.
4. Gum is not allowed in the classrooms or halls for grades K-5, unless approved by the classroom teacher.

## CORRIDOR COURTESY

1. Keep corridors open to traffic by walking to the right. Do not block traffic for other students.
2. Pass through the corridors quietly. **DO NOT RUN.**
3. Place trash in the container provided. Help keep the building clean at all times.
4. Leave the school building within five minutes after the dismissal of school. **Students remaining in the building must be under the direct supervision of a staff member.**
5. Students who are in the halls during class time must have a pass from the teacher to whom they are assigned for that class period.

## DRESS CODE

Proper appearance is conducive to a positive self-concept and enhances a child's ability to learn. Students are encouraged to maintain a neat appearance at all times and to avoid extremes in selecting clothing. Students will wear some type of footwear at all times.

When a student's style of dress presents a clear and present danger to the student's health and safety or causes an interference with school work or creates a classroom or school disorder, he or she will be asked to correct the condition. Students who must be sent home will have an unexcused absence added to attendance. Examples of school dress that are not permissible include, but are not limited to:

1. Clothing and accessories that display offensive statements or pictures, either alcohol, tobacco, other drugs, sexual innuendos, weapons, or violent themes, racial slogans, or references, or anything else that could infringe on the rights of others.
2. Mesh tops, backless tops, bare midriffs or half shirts, revealing tank tops and ripped or torn clothing that promotes inappropriate exposure of underwear.
3. Shorts, skirts and dresses should be no shorter than mid-thigh.
4. Sunglasses, unless specifically ordered by a physician.
5. Hats, caps, or hoods of any kind are not allowed in the building or during school hours.
6. Book bags must be left in lockers and not taken to class.

The appropriateness of student dress will ultimately be determined by the building administration. Students who fail to comply with dress code guidelines will be subject to disciplinary action.

## DRIVING REGULATIONS

Students will be allowed to park their vehicles in the school parking lot as long as the vehicle is registered with the school. Vehicle registration forms are available in the principal's office. All vehicles must be registered within the first five days of school or within the first 5 days after a student begins driving their vehicle to school during the year. Students will not be allowed to leave in the afternoon until the buses have cleared the school grounds. Students are not to be in their vehicles during regularly scheduled school hours without school personnel permission. Students will not be allowed to drive to the Vo-Tech School without prior approval from the principal. Students who abuse their driving privileges will lose their privilege to park on the school lot and will be expected to ride the school bus to and from school or be transported by parents/guardians. The first row of parking spaces closest to the school is reserved for teachers. Violations will be handled according to the discipline code.

#### **ELIGIBILITY STANDARDS FOR EXTRACURRICULAR ACTIVITIES (4-12 grades)**

Students must remain in good academic standing, no "F's", in order to maintain the privilege of participating in extracurricular activities. Academic standing will be determined by PASS reports issued for each three week progress period, quarterly grades, and semester grades.

If a student is not in good academic standing as reported on a three week progress report or quarterly grade card, they may maintain extracurricular eligibility during the next three week progress period by meeting the guidelines below:

1. All failing grades must show improvement, as reported weekly by the teacher.
2. The student must attend at least two 30 minute study sessions per week with the teacher of the class the student is failing or the activity sponsor. This will need to be logged with the corresponding teacher before eligibility will be granted.

If a student remains ineligible for two consecutive progress periods, the student will not be allowed to participate in extracurricular activities for the remainder of the quarter. If a student is ineligible for three consecutive progress periods, the student will not be permitted to participate in extracurricular activities for the remainder of the semester. **Students receiving a failing grade, an "F", on a semester grade will not be permitted to participate in extracurricular activities the following semester.**

Students must also meet the Missouri State High School Activities Association requirements for activities that are governed by their rules. Eligibility is determined by the day that grades go home.

All extracurricular activities may be suspended for students who have accumulated more than 5 unexcused absences in a semester.

#### **HOMEWORK (Grades 6-12)**

Students are responsible for completing all assigned homework by the due date. The following steps will be taken if a student has an incomplete or missing homework assignment.

1. First offense--If a student does not complete or turn in their homework assignment, the student will fill out an incomplete/missing homework slip explaining why they did not do the assignment. Must be returned with parent signature.
2. Second offense—Student again fills incomplete/missing homework slip. Must be returned with parent signature.
3. Third offense—Student fills out homework slip. The teacher will contact parent by phone, email, or letter, and a homework period will be assigned with the classroom teacher.
4. Subsequent offenses – Assignment of homework period and possible office referral.

#### **LEAVING SCHOOL DURING THE SCHOOL DAY**



Students are not to leave the school grounds during the school day, *or be absent without authorization from class*, unless they have parental permission **and** approval from the principal's office. *Violations will be handled according to the discipline code.*

### **LOCKERS**

Lockers are issued to students at the beginning of the year from the principal's office.

1. Students should keep their lockers clean, inside and out.
2. Any locker malfunction should be reported to the office.
3. Money or valuables should not be kept in the hall lockers or gym lockers.
4. Any lock that is put on a locker by a student must have a copy of the key or combination submitted to the principal's office.
5. *Students are not to change lockers without the prior approval of the principal. If a student changes lockers without prior approval, they will lose locker privileges for the remainder of the school year.*

### **PASSING BETWEEN CLASSES GRADES 6 – 12**

There will be a bell indicating the end of each class period. The teacher will dismiss students. After a three-minute interval, a second bell will ring indicating that it is time for the next class period to begin. Students not in their next class will be considered tardy. **See tardy policy.**

### **SPORTSMANSHIP**

Good sportsmanship is conduct, which imposes a type of self-control involving honest rivalry, courteous relations, and graceful acceptance of results. School spirit is a reflection of these attitudes and behavior. If a school is to succeed in one of its prime functions, that of developing good citizenship, it is necessary that student groups and members of the community radiate proper sportsmanship conduct. The administration will administer any disciplinary action that is deemed necessary to promote and maintain good sportsmanship by adults as well as students.

### **STAFF/STUDENT RELATIONS**

Staff members are encouraged to communicate with students for educational purposes using a variety of effective methods, including electronic communication. When communicating electronically with students, staff members are required to use district-provided communication devices, accounts, webpages and social networking sites, when available. Some staff members are given permission to communicate with students on a limited basis using the staff member's personal telephone numbers, addresses, webpages or accounts (including texting) for the purpose of organizing or facilitating a district-sponsored class or activity. Staff communications must be professional, and student communications must be appropriate. Staff members may only electronically communicate with students between the hours of 6:00 a.m. and 10:00 p.m.

### **TECHNOLOGY USAGE (Technology Safety)**

#### **Student Users**

No student will be given access to the district's technology resources until the district receives *User Agreements* signed by the student and the student's parent/guardian. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *User Agreement* without additional signatures. Students who do not have a *User Agreement* on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

#### **General Rules and Responsibilities**

The following rules and responsibilities will apply to all users of the district's technology:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited and users will be responsible for using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.

4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of person using district technology in violation of any law.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors.
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act.
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
14. At no time will district technology or software be removed from the district premises, unless authorized by the district.
15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
16. High school students will be required to use District computers to complete mandatory End of Course exams (EOC).

#### **Technology Security and Unauthorized Access**

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teachers or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external network is prohibited.

### **Electronic Mail**

A user is responsible for all e-mail originating from the user's e-mail account.

1. Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. Users are prohibited from sending unsolicited mass e-mail. The district considers more than 10 addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
4. All users must adhere to the same standards for communicating electronically that are expected in the classroom and that are consistent with district policies and procedures.
5. Users must obtain permission from the superintendent or designees before sending any district wide e-mail messages.

### **Electronic Devices**

#### **CELL PHONES & ELECTRONIC DEVICES**

With today's use of cell phones and/or electronic devices (EDs), and connectivity we understand that many students, parents, and friends like to stay connected. This connectivity allows a great deal of communication and sharing of ideas. Chilhowee High School wants to allow students the privilege of communicating with each other and those outside of school; with this being said, the top priority of Chilhowee School District is to provide students the best education possible. To give students the best education possible, we as a district must limit distractions in the classroom to help students focus on the tasks at hand. We know that EDs may be used for a multitude of communication purposes as well as for educational purposes. The below policies are created to allow students opportunities to utilize EDs, but only when it does not interfere or distract from the education process.

EDs may be used as follows:

*Academic Periods*-EDs shall not be used, viewed, or listened to, during academic periods without the prior approval/consent of administration or staff. Classroom teachers will indicate when EDs are permitted by posting either RED signs (EDs may not be used) or GREEN signs (EDs may be used) in their classroom. The high school administration may revoke the privilege of possessing and using ED's at any time throughout the school year. EDs include devices used to communicate, receive, send, store, record, or listen to voice, text, digital, audio, video, photo, electronic, or internet/cyberspace data, images, and/or information which shall include, but not limited to, pagers, cellular phones, iPods, personal computers, Personal Digital Assistants (PDAs), MP3 players, portable music players, CD players, game players, cameras, video cameras, GPS, etc.

*Non-Academic Periods*- EDs may be used in the hallways during passing time and in the cafeteria during lunch. The intent of this policy is to allow the use of EDs during non-instructional times and in non-instructional areas

### **Disciplinary Consequences (see Technology Misconduct in the Discipline Code)**

#### **TRANSPORTATION (JFCC-AP)**

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation. Video cameras may be in operation on the school buses.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept clear at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.

9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
13. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
14. Students shall not throw objects about the vehicle nor out the windows.
15. Students shall keep feet off the seats.
16. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.

### **TRANSPORTATION TO SCHOOL ACTIVITIES**

All students involved in games and school-sponsored activities requiring transportation away from school will:

1. Ride the bus to the event.
2. Return to the Chilhowee School by bus unless a parent/guardian has properly signed a request or has requested in person and received approval from the sponsor or principal.
3. Under **no circumstance** will a student be permitted to travel home with anyone other than a parent or grandparent, or parent of another Chilhowee student who has received permission from the administrator in charge. Arrangements must have been made prior to the end of the school for the latter to be granted.
4. The parent/guardian and/or the school where the student is transferring must make a written request for official records to be forwarded. Transcripts and records will not be sent until school property is returned and fees, dues, and fines are paid.

## **DISCIPLINE CODE**

In accordance with PBS, disciplinary infractions will be classified as minor or major depending on the severity of the infraction. Disciplinary infractions will be tracked on an individual student basis. If a student occurs three documented minor discipline infractions within a quarter, the student will then receive an office disciplinary referral (ODR). A major infraction will result in an immediate office disciplinary referral. The discipline code set out in this handbook is intended to be an illustrative, but not an exclusive, listing of acts of misconduct and the consequences for each. Misconduct that is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the administration or the Board of Education due to mitigating or aggravating circumstances. The district can discipline a student for any action that is disruptive to the school environment, whether it occurs on or off school property. The school district works cooperatively with police and will notify police when a crime occurs on school property.

***The classroom teacher will first handle classroom discipline, as outlined in the classroom rules. When the severity and/or frequency of the infraction requires then the student will be referred to the Principal for the following policy to be administered.***

**RESPONSE OPTIONS: The following may be imposed for any discipline concern:**

**Detention, Friday School, In-School Suspension, Suspension, and/or Expulsion.**

**DISCIPLINARY PROCEDURE K-5***(Office Disciplinary Referral – when referred to the Principal)*

- a. Verbal reprimand and 30 minute detention.
- b. Verbal reprimand and 60 minute detention.
- c. In-School Suspension at the Principal's discretion

- d. Friday School (1-3 days)
- e. Saturday School
- f. One day out of school suspension with a parent conference.
- g. Three days out of school suspension with a parent conference.
- h. Five days out of school suspension with a parent conference.
- i. Ten days out of school suspension with a parent conference.
- j. 11-180 days out-of-school suspension
- k. Board Action

Various steps may be repeated or skipped based on the Administrator’s discretion. The Chilhowee Board of Education does **not** support the use of corporal punishment and the policy is available upon request from the Superintendent’s office.

**DISCIPLINARY PROCEDURE 6-12** *(when referred to the Principal)*

- 1. Principal/Student Conference
- 2. A 60-minute detention with parent contact.
- 3. In-School Suspension with parent contact or multiple 60-minute detentions.
- 4. Friday School (1-3 days)
- 5. Saturday School
- 6. Three days out of school suspension with a parent conference.
- 7. Five days out of school suspension with a parent conference.
- 8. Ten days out of school suspension with a parent conference.
- 9. 11-180 days out-of-school suspension.
- 10. Board action.

Various steps may be repeated or skipped based on the Administrator’s discretion. The Chilhowee Board of Education does **not** support the use of corporal punishment and the policy is available upon request from the Superintendent’s Office.

\*A refusal to serve a detention or a missed detention will result in an additional detention being assigned at the next level. Both detentions will be served. Example, a student misses a 30-minute detention, the 30-minute detention will be reassigned and an additional 30-minute detention will be assigned. If they miss a 60-minute detention, the 60-minute detention will be reassigned with an additional 60-minute detention assigned. If a student misses the additional consequence, then the next level of discipline will be assigned, e.g. Friday School, ISS, etc.

## **DISCIPLINARY CONSEQUENCES**

**CORPORAL PUNISHMENT**

No person employed by or volunteering for the school district shall administer or cause to be administered corporal punishment upon a student attending Chilhowee R-IV Schools.

**DETENTION**

Detention is assigned as part of the disciplinary consequences administered by the teacher or administrator. Detentions are served with an assigned teacher after school beginning at 3:00 and ending at 3:30 (30 min. detention) or 4:00 (60 min. detention). Failure to serve or a removal from detention will result in an additional detention being assigned or if needed other disciplinary consequences. Until all assigned detentions are properly served and completed, a student may not participate in any extracurricular activity. This restriction goes into effect the day the detention is to be served.

During detentions students are expected to work quietly. Students will first write an apology letter to the necessary person or people (if appropriate for the specific situation). Students will then work on school work focusing on the subject in which the student has the lowest grade. If all school work is completed, the student will read or study. During detentions the use of all electronic devices (cell phones, tablets, computers, etc.) will not be permitted unless necessary for completing school work.

## **FRIDAY SCHOOL**

Friday School is a part of the disciplinary consequences administered by the administrator. Friday School begins at 3:15 pm and lasts until 6:15 pm. Failure to attend an assigned Friday School will result in an additional Friday School (Student will owe 2 Friday Schools). The student will not be allowed to participate in or attend any extra-curricular activity until both Friday Schools have been served. Failure to attend both Friday Schools will result in a two-day out-of-school suspension. Any disruptions during Friday School will result in removal from the session and an additional session assigned, or if needed other consequences may be assigned.

## **IN-SCHOOL SUSPENSION**

In-School Suspension will be assigned to student as part of the regular discipline procedure. ISS can be substituted for OSS at the administration's discretion. When an In-School Suspension is assigned, the student will be expected to bring regular classroom work to the (ISS) room and complete the work as during a normal school day. This will be a room separate from the normal school population for the school day. Those assigned to ISS will not participate with other students in any activity of the school during the school day. Students will be eligible for extra-curricular activities following the completion of the ISS. All work completed may be turned in for regular class credit.

Until all assigned In-School Suspension are properly served and completed, a student may not participate in any extracurricular activity. This restriction goes into effect the day the in-school suspension is to be served. If a student misses an assigned suspension day due to illness, doctors' appointment, or other family emergency, an authorized record of that absence (or **PRIOR** permission from the principal) must be provided. This would include appointment slip, court record, or other acceptable form of information to allow an excused absence to be granted. If a student is removed from ISS due to misbehaviors, etc., that student will be assigned an additional ISS/OSS. Vo-Tech students who receive In-School Suspension are not permitted to attend the Vo-Tech on the day of their scheduled ISS. An ISS that is not served on the appropriate day will result in a Friday School and/or an additional ISS being scheduled. A student will not be permitted to participate in any extra-curricular activities until both ISS periods are served.

## **SATURDAY SCHOOL**

Saturday School is a part of the disciplinary consequences administered by the administrator. Saturday School begins at 8:00 am and lasts until 12:00 pm. Failure to attend an assigned Saturday School will result in an additional Saturday School (Student will owe 2 Saturday Schools). The student will not be allowed to participate in or attend any extra-curricular activity until both Saturday Schools have been served. Failure to attend both Saturday Schools will result in a two-day out-of-school suspension. Any disruptions during Saturday School will result in removal from the session and an additional session assigned, or if needed other consequences may be assigned.

## **SUSPENSION AND EXPULSIONS**

Suspension from school will not allow the student to attend school or any school-sponsored activities during the term of the suspension. Students suspended for an act of violence, drug-related activity or any other specified offenses may not be prohibited within 1,000 feet of the school during the time of suspension. However, Out-of-School suspensions will not count against the student's allowable absences to receive class credit. **Impact on Grades:** The student must make up work missed while suspended. Students must have all missed work completed and turned in on the day of return from their Out-of-School suspension. Any work not turned in will result in a zero for the assignment/s. Parents will be notified immediately of all suspensions. Upon the return from an Out-of-School suspension, the student and the parents/guardians will meet with administration for a follow-up meeting before the student may return to class.

Expulsion is a termination of the student's educational membership at the Chilhowee School. Only the Board of Education may expel students. Expulsion recommendations will be made to the Board of Education by the administration.

# **DISCIPLINE GUIDELINES**

### **ACADEMIC DISHONESTY, CHEATING OR PLAGIARISM**

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense: No credit for the work, grade reduction, or replacement assignment, direct parental contact by the teacher. No extra credit work will be allowed for the quarter that the offense occurred. No exceptions.

Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

### **ARSON**

Starting a fire or causing an explosion with the intention to damage property or buildings.

First Offense: Detention, ISS, 1-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in students' discipline record. Restitution if appropriate.

Subsequent Offense: 1-180 days OSS or expulsion. Restitution if appropriate.

### **ASSAULT/ACT OF VIOLENCE**

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

First Offense: Principal/Student conference, detention, ISS, 1-180 days of OSS, or expulsion.

Subsequent Offense: ISS, 1-180 days OSS, or expulsion.

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

First Offense: 10-180 days of out-of-school suspension or expulsion.

Subsequent Offense: Expulsion.

### **BULLYING and CYBER BULLYING(Policy JFCF)**

In order to promote a safe learning environment for all students, the Chilhowee R-IV School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with the guidelines in the CHS handbook. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

Bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

First Offense: Detention, ISS, 1-180 days out-of-school

Subsequent Offense: 1-180 days OSS or expulsion.

## **BUS MISCONDUCT**

Any offense committed by a student on a district-owned or contracted bus will be punished in the same manner as if the offense had been committed at the student's assigned school. In addition bus-riding privileges may be suspended or revoked. Transportation must then be provided by parent/guardian of the student to and from school. Any infractions that occur on an extra-curricular event or field trip will also fall under rules covered by the handbook.

First Offense: Verbal warning, Assign seats, Principal/Student conference, Detention

Second Offense: Principal/Student conference, Detention, Loss of bus privileges for up to five (5) days, ISS

Subsequent Offense: Loss of bus privileges for six (6) to ten (10) days, repeated incidents of second offense may result in permanent loss of bus privileges, ISS

## **DRUGS/ALCOHOL**

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

First Offense: ISS or 1-180 days out-of-school

Subsequent Offense: 1-180 days OSS or expulsion.

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

First Offense: ISS or 1-180 days out-of-school

Subsequent Offense: 1-180 days OSS or expulsion.

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

First Offense: ISS or 1-180 days out-of-school

Subsequent Offense: 1-180 days OSS or expulsion.

## **EXTORTION**

Verbal threats or physical conduct designed to obtain money or other valuables.

First Offense: Principal/Student conference, detention, ISS, 1-10 days out-of-school

Subsequent Offense: ISS, 1-180 days OSS or expulsion.

Principal's discretion may be used in K-6.

## **FAILURE TO CARE FOR OR RETURN DISTRICT PROPERTY**

Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Detention or in-school suspension.

## **FIGHTING (See also Assault)**

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.



First Offense: Principal/Student conference, detention, ISS, 1-10 days out-of-school  
Subsequent Offense: ISS, 1-180 days OSS or expulsion.

### **GAMBLING**

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

First Offense: Principal/Student conference, loss of privileges, detention , or ISS  
Subsequent Offense: Principal/Student conference, loss or privileges, detention , ISS, 1-10 days out-of-school

### **HAZING**

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

First Offense: ISS or 1-10 days out-of-school  
Subsequent Offense: 1-180 days OSS or expulsion.

### **HORSEPLAY, ROUGHHOUSING, ETC.**

Playing practical jokes, pranks, etc. No malicious intentions of bodily harm.

First Offense: 1-3 Days detention  
Second Offense: 1-3 days Friday School  
Third Offense: 1-5 days ISS, possible notification to law enforcement officials, and documentation in the student's discipline record.

### **IMMORAL CONDUCT OR INDECENT EXPOSURE**

A student, while on school grounds, school buses, or while attending a school-sponsored activity, shall not forcibly touch another person's sex organs or any other part of the body in a way which constitutes sexual contact, whether or not such touching occurs through clothing, a student knowingly exposes the sex organ or body parts under circumstances in which such conduct is likely to be offensive or otherwise inappropriate.

First Offense: Principal/Student conference, detention , ISS, 1-180 days out-of-school  
Subsequent Offense: Detention, ISS, 1-180 days OSS or expulsion.

### **PUBLIC DISPLAY OF AFFECTION**

All relationships in and around school are expected to be kept at the highest social level. In providing a definite judgment clarification, any physical contact beyond handholding is to be regarded as insubordination.

First Offense: Principal/Student conference, detention , ISS, 1-10 days out-of-school  
Subsequent Offense: Detention, ISS, 1-180 days OSS or expulsion.

### **RADIOS, TAPE/CD PLAYERS, MP3s, CELL PHONES, AND OTHER ELECTRONIC DEVICES**

(See #2 under Technology Misconduct)

### **RESTITUTION**

In addition to the administration of the Disciplinary Procedure, all students will be required to make restitution for the repairs of vandalism and the replacement of stolen articles. (100% or replacement cost) Restitution payments will be made to the office of the superintendent, and their accounts will be credited accordingly. If necessary,

provisions may be made for payment in several installments. Accounts not paid in full within a specified time will be processed for legal action. (Policy ECA-AP2)

**SEXUAL HARASSMENT (Policy AC)**

Our school district is committed to an academic and work environment in which all students and employees are treated with dignity and respect.

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense: Principal/Student conference, detention , ISS, 1-180 days out-of-school or expulsion.  
Subsequent Offense: ISS, 1-180 days OSS or expulsion.

2. Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.

First Offense: ISS, 1-10 days out-of-school, or expulsion.  
Subsequent Offense: 1-180 days OSS or expulsion.

**SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL**

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value.

First Offense: Confiscation. Principal/Student conference, detention , ISS, 1-180 days out-of-school  
Subsequent Offense: Confiscation. Detention, ISS, 1-180 days OSS or expulsion.

**TECHNOLOGY MISCONDUCT**

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

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention , ISS, 1-180 days out-of-school  
Subsequent Offense: Restitution. Loss of user privileges, 1-180 days OSS or expulsion.

2. Using personal electronic devices during instructional time and/or in instructional areas in which permission has not been granted by administration and/or staff.

First Offense: Confiscation, released at the end of the school day. Principal/Student conference, detention.

Subsequent Offense: Confiscation, only to be released by parent/guardian approval. Detention, Friday school, Denial of privilege.

3. Violations, other than those listed in (1) or (2) above, of of Board policy EHB, and procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

First Offense: Restitution. Principal/Student conference, detention , ISS, 1-180 days out-of-school

Subsequent Offense: Restitution. Loss of user privileges, ISS, 1-180 days OSS or expulsion.

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

First Offense: Confiscation. Principal/Student conference, detention , or ISS

Subsequent Offense: Confiscation. Principal/Student conference, detention, ISS, 1-180 days OSS

### **THEFT**

Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention , ISS, 1-180 days out-of-school

Subsequent Offense: Return of or restitution for property. 1-180 days OSS or expulsion.

### **THREATS OR VERBAL ASSAULT**

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

First Offense: Principal/Student conference, detention , ISS, 1-180 days out-of-school

Subsequent Offense: ISS, 1-180 days OSS or expulsion.

### **TOBACCO**

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention , or ISS

Subsequent Offense: Confiscation of tobacco product. Detention, ISS, 1-10 days OSS.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, ISS, 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product. ISS, 1-10 days OSS.

### **TRUANCY**

Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention , 1-3 days ISS.

Subsequent Offense: Detention or 3-10 days ISS.

### **UNAUTHORIZED ENTRY**

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

First Offense: Principal/Student conference, detention , ISS, 1-180 days out-of-school  
Subsequent Offense: 1-180 days OSS or expulsion.

### **VANDALIISM**

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Restitution. Principal/Student conference, detention, ISS, 1-180 days out-of-school suspension  
Subsequent Offense: Restitution. ISS, 1-180 days OSS or expulsion.

### **WEAPONS**

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. § 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. ‘921, 18 U.S.C. ‘930 (g)(2) or ‘571.010., RSMo.

First Offense: ISS, 1-180 days out-of-school or expulsion  
Subsequent Offense: 1-180 days OSS or expulsion.

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

First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion

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

First Offense: In-school suspension, 1-180 days out of school suspension, or expulsion

Subsequent Offense: 1-180 days out-of-school suspension or expulsion