

Welcome!

The staff at CACE (Chillicothe Alternative Center for Education) welcomes you to our educational setting. We realize that the traditional educational setting does not reach everyone. CACE is designed to meet the needs of those students that have not found success in the traditional public school setting. Academic courses at CACE are designed so that classes are small and work is individualized to meet student needs. The curriculum is based on the grade level expectations set forth by the Missouri Department of Elementary and Secondary Education.

The CACE handbook is designed to serve as a guide for student enrollment. The handbook is not all inclusive and situations may arise that require the handbook be modified at the administrator's discretion.

CACE Staff

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Administrator

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Math

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GED

Participating Districts

Brookfield

Chillicothe R-II

Gallatin

Linn County

Marceline

Meadville

Southwest

ADMISSION TO CACE

Cooperating schools in the CACE program will recommend students for admission to the program. Each cooperating school will evaluate student performance and complete an enrollment packet to submit to the CACE director and personnel for admission to the program. CACE personnel will meet with the students, parents and school counselors to review the CACE program and determine if the student is eligible. Students are enrolled at the beginning of each quarter.

Enrollment information is kept on file by the CACE administrator and secretary. It is very important that the CACE staff have an up to date address and emergency number. **Please inform the CACE secretary of any change in address, phone numbers or other pertinent information.**

ACADEMICS

A daily academic class schedule is found in the appendix section. The CACE program operates on a block schedule. A and B day calendars will be posted at the CACE facility so that students are aware of their daily routine. Academics as well as personal and social growth are the foundation of the CACE program. Students are awarded credit on a semester basis. Students may obtain 4.5 credits per semester for a total of 9 credits per year. *Contact the CACE administrator with questions about graduation and academic credits.

Parents and students will be regularly informed of their academic progress through home/school communication. A monthly newsletter will be sent to parents as well as mid quarter, quarter and semester grade reports. A formal parent/teacher conference will be held at the end of the first quarter. (See enclosed school calendar in the appendix section). Students will complete most assignments at school. Work will be supervised by the CACE staff. The CACE staff will use a uniform grading scale (see grading scale in appendix section) to assign letter grades each grading period. The grades will be forwarded to the cooperating schools to be a part of the student's permanent transcript and school records.

Counseling and Career Planning

A licensed professional counselor is available to students Monday through Friday for personal counseling. Family counseling is also available by appointment. The mental health of students and their families are important to academic success. The counselor is an important part of the CACE program.

Academic and career counseling are available through the CACE administrator and counselors at the participating schools.

Daily Schedule

The daily schedule is as follows:

7:45 am - 8:00 am	Students Arrive
8:00 am - 8:10 am	Morning Advisory/Prepare for 1 st Block
8:10 am – 9:25 am	1 st Block
9:25 am – 10:40 am	2 nd Block
10:45 am – 11:10 am	Lunch
11:15 am – 12:00 pm	3 rd Block
12:00 pm - 12:10 pm	Afternoon Advisory/Prepare for 4 th Block
12:05 pm - 1:15 pm	4 th Block
1:15 pm - 2:30 pm	5 th Block
2:30 pm - 3:00 pm	Tardy seat time

Attendance

Attendance to school is an important part of the student's preparation for success after high school. Students must develop attendance habits that are expected of them in the adult world. The following attendance guidelines have been developed to assist students in developing and maintaining attendance habits that will insure their success after high school.

- If a student is absent or tardy for any reason, it is important that the school is notified. Parents should call the CACE secretary by 8:15 am to report absences or tardies. (Phone: 660-646-0013).
- If a call is not received and a student is reported absent by the CACE staff, parents will be called by the CACE secretary by 10:00 am
- An attendance report will be sent to the cooperating schools each day by the CACE secretary.
- If a student is tardy, the student must sign in with the CACE secretary. The time will be recorded and **students will serve tardy time minute for minute after school with the CACE director.** (Tardies will be counted until 25 minutes into the class period). If tardies are not served, students risk further academic and discipline consequences.
- Students are allowed 6 days of absence per semester. Students exceeding the six days per semester will be required to make up the time. After three absences, parents will be notified and parent conferences will be held after five absences to determine a plan of action. Failure to adhere to the attendance policy may result in dismissal from the CACE program.

The CACE program follows the Chillicothe R-II School district calendar. If Chillicothe cancels classes for inclement weather or emergency, the CACE program will also be closed.

Transportation

Transportation is provided by the participating districts. Each participating district will outline transportation procedures with students and make special arrangements if necessary. Chillicothe R-II students that attend CACE all day are allowed to drive to the CACE facility. A parking permit must be obtained from the CACE secretary.

Food Service

Students attending the CACE program have two options for lunch. Students may bring their lunch and microwaves and refrigeration are provided or students may order a lunch from the Chillicothe High School cafeteria to be delivered to the CACE facility. Lunches must be ordered by 8:30 am each morning and will be picked up by the CACE secretary at 10:30 am. Students may not leave the premises to purchase lunch. Lunch will be from 10:45 am to 11:10 am each day. It is the responsibility of the student to make arrangements for lunch. Outside vendor food may not be brought in.

Pop and snack machines are provided in the CACE facility. **Food and drink in classrooms is at the discretion of the CACE staff and is a privilege not a right.**

Health Services

The school nurse (Chillicothe High School) is available at student request. All health and medication policies of Chillicothe R-II Schools will be used at the CACE facility. A guideline established by the Chillicothe R-II School District in regards to prescription and non-prescription medications can be found in the appendix section.

Visitors

Due to the educational privacy issues of students, visitors are not allowed in classrooms during the regular school day. We welcome parents to schedule parent/teacher conferences or conferences with the administrator and/or counselor at any time during the school year.

Student Code of Conduct

Students at CACE have the right to learn in a safe environment and the responsibility to ensure that learning is taking place. It is our belief that students at the high school level know appropriate behavior standards and can conduct themselves in a responsible manner. A detailed code of disciplinary procedures adopted by the Chillicothe R-II School District Board of Education is outlined in the appendix section. General policies of the CACE program are outlined as follows:

Care of School Property

Students are expected to treat school property with care and consideration. Students who damage property will be expected to restore the property to its original condition and may face further consequences. Students are expected to respect the privacy and rights of other students in regards to personal property. The CACE facility is the responsibility of all staff and students. Trash, spills, etc. are expected to be cleaned up immediately.

Dress Code

Students are expected to dress appropriately for school. Student attire should not detract from the educational process. Any clothing deemed inappropriate for school by the CACE staff will be removed or worn inside out. Clothing that is inappropriate includes but is not limited to the following:

- Clothing or articles that are excessively torn or ragged.
- Clothing displaying vulgar writing, slogans, symbols or sexual references.
- Clothing with alcohol, tobacco, or controlled substances advertisements or references.
- Clothing that promotes or displays gang or gang related symbols.
- Shoes and/or sandals must be worn.
- Shorts in good taste may be worn (no spandex, excessively short, thin, see through, etc)
- Any clothing that reveals undergarments is inappropriate.
- Shirts must have sleeves.

Truancy

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant. Parents of students who are truant will be contacted and disciplinary actions will be taken. Truancy may result in dismissal from the CACE program.

Computer Usage and Electronic Devices

- Cell phones, pagers, beepers, etc. are not allowed to be used during school hours. If a student is using a cell phone during the day, the phone will be confiscated. Failure to turn in the device when asked will result in disciplinary consequences.
- PSP3 and other gaming devices are not allowed at the CACE facility. These devices should not be brought to CACE and having them in class will result in confiscation.
- Headphones are used only at the direction of the classroom teacher.
- Students must have an acceptable use policy on file in order to use the computers provided by the CACE facility.
- Only computers that are property of the CACE program may be used by students. **Students may not bring laptop computers from home.**
- Students will only use computers for academic work progress. If the student does not comply with the acceptable use policy computer privileges will be suspended.
- Downloading is strictly prohibited unless directed by a CACE staff member.

Grading Scale

96 – 100	A
90 – 95	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

Medications Policy

Administration of Medications to Students

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

Prescription Medications

Administering Medications to Students:

Medications will be given to students during school hours if absolutely necessary. If possible, the parent/guardian will be encouraged to schedule the medicine to be given before or after school. However, if this is not possible, the following instructions must be followed:

The first does of any medication will not be given at school because of possible allergic reactions or side effects.

PRESCRIPTION MEDICATION:

1. Medication container must have label attached by a pharmacist and/or physician and will include:
 - Child's name
 - Name of medication
 - Dosage of medication
 - Name of doctor
2. Written permission from parent/guardian to give medication
3. Time of day medication is to be given

All long-term (10 days or more) and emergency medications must have a special form completed by the physician and parent/guardian. The form is to be completed and returned to the school nurse. Forms are available in the school office.

Non-Prescription (Over-the-Counter) Medications

Administration of over-the-counter drugs with the exception of Tylenol (elementary level) and Ibuprofen (middle and high school) will require completion of the Medication Authorization form by parents and physician. This written request will be required prior to administering medications.

1. MEDICATION MUST COME IN THE ORIGINAL CONTAINER
2. Child's name on the medication container
3. Only the instructions listed on the medication container will be followed unless a physician requests in writing different instructions for administering the medication
4. Written permission from parent/guardian to give medication
5. Time of day medication is to be given.

MEDICATIONS ADMINISTERED TO STUDENTS WILL BE THE RESPONSIBILITY OF THE SCHOOL ONLY IF THE DISTRICT'S STUDENT MEDICATION POLICY IS FOLLOWED:

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

If parents are unable to bring medication to school, the medication verification form must be completed by the parent and accompany the medication. Designated school personnel will then count the pills and complete the form for verification.

If the parents bring the medication to school, this form need not be completed.

Excess medication at the end of the school year **WILL NOT** be sent home with the students. Parents must make arrangements to pick this medication up. Any medication not picked up will be disposed of.

Discipline Policy

STUDENT DISCIPLINE

Committed to Safe and Respectful Schools

The safety and well-being of our students is paramount. The Chillicothe R-II Board of Education supports the development of effective programs that ensure safety, hold persons accountable for their actions, and provide intervention programs that change behavior so students leave with skills that allow them to function successfully.

A safe and respectful learning environment in schools is accomplished by working together. That means:

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

Responsibility for Student Discipline

The Chillicothe R-II Board of Education has the legal authority to make all needed policies, rules, and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules, and regulations will apply to all students in attendance in the district instructional and support programs, as well as school sponsored activities and events. Student who have been charged, convicted, or pleaded guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with the law.

The Chillicothe R-II Board of Education assigns the responsibility to the Superintendent (or designee) to work with the district's professional staff in the implementation of this policy and the preparation of related rules and regulations.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain the proper behavior in schools under their supervision. In addition, teachers have the authority to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board of Education expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All employees of the Chillicothe R-II School District shall receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties. The training includes, but is not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements of confidentiality.

Students are subject to discipline, up to and including expulsion, for significant misconduct regardless of whether the misconduct occurs at a school activity, and regardless of when the misconduct occurs where it is reasonably determined that a student's misconduct adversely affects students' safety or students' welfare.

BEHAVIOR

Development of good behavior is one of the most important goals of education. Discipline is the development of self-control, character, proper behavior, and proper consideration for other people. The objective of the student code is to establish rules with regard to the conduct and behavior of all students at Chillicothe High School. No code can list each and every offense which may result in the use of disciplinary actions. These rules have been deemed necessary and appropriate for the maintenance of a wholesome school climate for all students. However, the purpose of this code is to list certain rules and offenses which, if committed by the student, will result in the imposition of a specific penalty. For offenses not listed, the Principal/Assistant Principal will impose consequences appropriate for the misbehavior. Students will be expected to be responsible for their own behavior and to act appropriate in all situations.

Due Process

Due process means fair treatment under the law and is guaranteed to all citizens by the United States Constitution. When considering serious punishment, such as detention, corporal punishment, or suspension of any form, the Principal will take the following steps in order to protect the student's due process rights.

1. The student will be given notice of the charges against him/her, either in written or oral form.
2. The student will have the opportunity to present his/her side of the case.
3. An oral or written explanation of the evidence will be given to the student if the student denies the charges against him/her.
4. The student may appeal the decision successively to the Principal, Superintendent, and finally the Board of Education.

Searches

The Chillicothe R-II School District has the legal authority and responsibility to provide for the safety and well-being of the student population. The school is not a law enforcement agency and is not restricted by the same laws affecting those bodies. To insure student safety, school officials have the latitude to conduct random or individualized searches of students in school, or within the safe school zone. All student property that is brought onto the school grounds or into the safe school zone will be subject to the same searches as school-owned property. The scope, frequency, and intensity of these searches will be base on the administrator's assessment of the magnitude of the problem or threat to an individual student or the student body as a whole.

This policy applies to all school buildings, on or about school grounds, at all school activities, or at activities involving Chillicothe Schools, or in any vehicle used to transport students of the district.

A refusal to permit a search will be considered a violation of the policy and treated in accordance to the Zero Tolerance Policy.

Student Conduct

The Chillicothe R-II School District considers unacceptable and a serious violation of this policy any conduct that is prejudicial to good order and discipline in the

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

Unacceptable conduct includes, but is not limited to, the following:

1. Tardiness; truancy; excessive absences;
2. Failure to obey school rules; failure to obey instructions of a school official; dishonesty;
3. Possessing, using, or selling tobacco;
4. Stealing; vandalizing and/or damaging property; cheating; gambling;
5. Extortion (using threats or violence to get money or property, or to conceal wrongdoing);
6. Sexual harassment and sexual violence; racial/ethnic harassment;
7. Possessing, consuming, being under the influence of or selling alcoholic beverages and/or drugs;
8. Fighting, assault and/or battery; obscenity; open defiance; profanity; threats by word or deed; unruly conduct that disrupts school;
9. Possession of any laser-emitting device (laser pointers, laser sights, etc.);
10. Any conduct which would subject a student to criminal prosecution.

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

Reporting Acts of Violence

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

Reporting To Law Enforcement

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

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

First or second degree murder under §§ 565.020, .021, RSMo.

Voluntary or involuntary manslaughter under § 565.024, RSMo.

Kidnapping under § 565.110, RSMo.

First, second, or third degree assault under §§ 565.050, .060, .070, RSMo.

Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.

Forcible rape or sodomy under §§ 566.030, .060, RSMo.

Burglary in the first or second degree under §§ 569.160, .170, RSMo.

Robbery in the first degree under § 569.020, RSMo.

Possession of a weapon under chapter 571, RSMo.
Distribution of drugs under §§ 195.211, .212, RSMo.
Arson in the first degree under § 569.040, RSMo.
Felonious restraint under § 565.120, RSMo.
Property damage in the first degree under § 569.100, RSMo.
Child molestation in the first degree pursuant to § 566.067, RSMo.
Sexual misconduct involving a child pursuant to § 566.083, RSMo.
Sexual abuse pursuant to § 566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Corporal Punishment

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted in the Chillicothe R-II School District. It shall be used only when other alternative means of discipline have failed and then only in reasonable form and upon recommendation of the principal. A staff member may, however, use reasonable force against a student without advance notice to the principal if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

Removal of Students

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

Children With Disabilities

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

In-School Suspension

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

Guidelines for In-School Suspension

In-School Suspension (ISS) is an alternative to Out-of-School Suspension (OSS) for disciplining students. Parents of students who have been assigned to ISS will be notified in writing of their son/daughter's removal from regular classes and the reason(s) for taking the discipline action.

In-School Suspension will take place at the Chillicothe High School ISS Room and will be supervised by an assigned staff member who will enforce the specific rules, regulations, and procedures of the program.

Rules of In-School Suspension

1. Students assigned to serve ISS will report to the High School Office at 7:55 a.m. each day of suspension

If tardy to ISS you will be assigned an additional day.

- You will gather your books, writing utensils, and other school materials from your locker.

- You will report, in person, with your materials, to the Principal/Assistant Principal.

- If you are truant from ISS you will be considered truant from school and will be disciplined accordingly.

2. Students in In-School Suspension must sit where directed.

3. Students must remain in their assigned seats while in In-School Suspension.

4. Students will not be permitted to sleep or lay their heads down on their desk.

5. No talking or unnecessary noise will be allowed in ISS. Students must stay in their seats and looking forward while in ISS unless given permission to do otherwise.

6. Students in ISS will be escorted to and from the restroom and cafeteria.

7. Non-verbal communications such as notes, signs, gestures, etc., will not be allowed.

8. Students will bring all necessary books, materials, and writing utensils with them to the ISS Room. Students will not be permitted to return to their locker for anything while in ISS. Students will not be permitted to bring book bags or coats to the ISS Room.

9. Students are excluded from ALL extracurricular activities while assigned to ISS. Eligibility for extracurricular activities will resume at the beginning of the next day after the assignment to ISS is complete.

10. Students will not be permitted to eat or drink in the ISS Room. This includes, but is not limited to, gum, candy, etc.

11. If all assigned work is complete and turned in the student is to read material approved by the Principal/Assistant Principal. If the student does not have approved material to read he/she will be assigned additional reading/writing material by the Principal/Assistant Principal.

12. You must work at all times on appropriate subject materials.

13. Students will be allowed to use the restroom and get drinks throughout the school day.

14. Permission of the Principal/Assistant Principal is necessary before speaking or leaving an assigned seat.

15. Assignments will be completed daily and returned to the classroom teachers for full credit at the end of your assignment to ISS.

16. Teachers of students assigned to ISS will be notified and will send class work to ISS by 8:00 a.m. each day.
17. Students with an absence while assigned to ISS will complete their ISS assignment immediately upon their return.
18. Any infraction of the established ISS rules or procedures may result in Out-of-School Suspension. Students suspended from ISS will complete their entire ISS assignment upon their return.
19. Students in ISS will eat lunch at the conclusion of the 2nd lunch period. They will pick up their meal through the serving line and return to the ISS Room.
20. Students making significant progress toward the completion of assigned work will be permitted to return to regular classes at the completion of their assigned time in ISS.
21. Students serving ISS will be monitored through audio and video recording.

Student Suspension and Expulsion

The Chillicothe R-II board of Education believes that the right of a child to attend free public schools comes with it the responsibility of the child to attend school regularly and to comply with the school district's lawful policies, regulations, and rules. This observance of school policies, rules, and regulations is essential for permitting all students to learn at school.

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

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

Prohibition against Being on or near School Property during Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student reside with 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, listed below.

Suspensions of 10-180 Days

If, in the judgment of the principal, suspension for a period exceeding ten (10) school days, or expulsion, is recommended and otherwise required by this policy, the principal shall refer the matter to the Superintendent or, in his/her absence, to the Assistant Superintendent.

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

Suspensions For More Than 180 Days and Expulsions

When a suspension for a period greater than 180 school days, or expulsion is recommended or required by board policy, the student or student's parents or others having custodial care of the student shall be notified orally and in writing stating the nature of the charges and.

the action proposed to be taken. The Board, or a committee of the Board, shall have a hearing on the charges preferred.

The student and the student's parents, or others having custodial care of the student, shall be provided notice of the hearing, and shall be filed in writing of the time and location of the Board hearing. If, in notice the judgment of the superintendent, the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the Superintendent may temporarily suspend the student for a period not to exceed ten (10) days or until a hearing is held, whichever comes first.

At any requested or required hearing before the Board, the student and the student's parents or others having custodial care of the student may be represented by counsel and will have the opportunity to examine witnesses and present evidence on their own behalf. The President of the Board may appoint a committee of board members to hear such matters with full authority to act for the Board. At any hearing before the Board, as set forth in this policy, the Board may consider the student's record of past disciplinary actions, criminal court record or juvenile court records consistent with the law, or the actions of the student which would constitute a criminal offense.

The Board will make a good faith effort to have the student's parents or other custodial present at any requested or required hearing before the Board.

Re-Admission Conference

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

Actions and Consequences

The Code of Student Conduct is designed to foster student responsibility and respect for the rights of others and to ensure safe and orderly operations at Chillicothe High School. No policy can be expected to list each and every offense that may result in the use of disciplinary action. However, the purpose of this section is to list certain offenses that will result in the imposition of certain disciplinary consequences. Any conduct not included herein, or an aggravated circumstance in any offense or an action involving a combination of offenses may result in disciplinary actions that extend this code of conduct as determined by the principal, superintendent, and/or the Chillicothe R-II Board of Education.

All consequences listed are at the discretion of the administrator should circumstances warrant deviation or amendments.

All student privileges, eligibility, and involvement in extracurricular activities are suspended while in ISS and/or OSS. Eligibility for students in ISS is reinstated at the end of the school day of their final assigned day of ISS. Eligibility for students in OSS will be reinstated at the beginning of the next school day after their final assigned day of OSS.

Academic Dishonesty/Cheating – The deliberate misrepresentation of academic, artistic, mechanical or athletic work, accomplishments, achievements or aptitudes as that student's creation, product, possession or property.

First Offense

Discipline can include – zero on the work, detention, notification of the parent/guardian and or notification of the principal.

Subsequent Offense

Same as above

Arson – Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense

Detention, in-school suspension, 1-180 days Out-of-School Suspension, or expulsion. Restitution if appropriate.

Subsequent Offense

1-180 days Out-of-School Suspension or expulsion. Restitution if appropriate.

Assault

a. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense

Principal/Student conference, detention, In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

Subsequent Offense

In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion

b. Attempting to kill or cause serious physical injury to another; killing or causing serious injury to another.

First Offense

Expulsion

Actions that constitute a violation of Missouri statute will be referred to the proper law enforcement agencies.

Automobile/Vehicle Misuse – Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense

Suspension or revocation of parking privileges, detention, In-School Suspension, or 1-10 days Out-of-School Suspension.

Subsequent Offense

Revocation of parking privileges, detention, In-School Suspension, or 1-180 days Out-of-School Suspension.

Bogus Calls/Impersonation/Forgery – Representing another person with the intent to tender oral or written approval or explanation for the absence, dismissal, or action of another person without the knowledge or consent of the parent or legal guardian.

First Offense

Two days In-School Suspension

Parent written notification

Second Offense

5 days In-School Suspension

Parent written notification

Third Offense

3 days Out-of-School Suspension

Parent written notification

Bullying (see Board policy JFCF) – Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to : physical violence, verbal taunts, name-calling and putdowns, threats, extortion or theft, damaging property, and exclusion from a peer group.

First Offense
Detention, In-School Suspension, or 1-180 days Out-of-School Suspension.
Subsequent Offense
1-180 days Out-of-School Suspension or expulsion.

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

Closed Campus – Once a student arrives on school grounds, either by school provided or personal transportation, he/she is to remain on school property. When school is dismissed, all students are expected to leave school property unless he/she has business requiring to stay. No student shall leave the building prior to the final bell of the day without permission from the office. No student shall transport themselves or others to be transported by another student to the vocational school without the expressed permission from the Principal or the Assistant Principal.

First Offense
2 detentions
Parent written notification

Second Offense
2 days In-School Suspension
Parent written notification

Third Offense
5 days In-School Suspension
Parent written notification

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situation where it is protected by law.

First Offense
Principal/Student conference, detention, In-School Suspension, or 1-10 days Out-of-School Suspension
Subsequent Offense
Detention, In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

Drugs/Alcohol (see Board policy JFCH and JHCD)

- a. Possession, sale distribution of any over-the-counter drug, herbal preparation or

imitation drug or herbal preparation.

First Offense

In-School Suspension or 1-180 days Out-of-School Suspension.

Subsequent Offense

1-180 days Out-of-School Suspension or expulsion.

- b. Possession of 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 of the Controlled Substances Act.

First Offense

In-School Suspension, 1-180 days Out-of-School Suspension

Subsequent Offense

1-180 days Out-of-School Suspension or expulsion

- c. 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 of the Controlled Substances Act.

First Offense

1-180 days Out-of-School Suspension or expulsion

Subsequent Offense

1-180 days Out-of-School Suspension or expulsion

Electronic Devices – Possession and/or use of cellular phones, pagers, radios, CD players, electronic games, laser pointers, camera phones, or other electronic equipment is prohibited during school hours.

First Offense

Confiscation of device (returned to parent). Contact parents, detention, In-School Suspension.

Subsequent Offense

Confiscation of device (returned to parent). Contact parents, In-School Suspension, Out-of-School Suspension.

Extortion – Threatening or intimidating any student for the purpose of obtaining money or anything of value.

First Offense

Principal/Student conference, detention, In-School Suspension, or 1-180 days Out-of-School Suspension.

Subsequent Offense

In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

Failure to Meet Conditions of Suspension – Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district’s discipline policy. See section of this regulation entitled “Prohibition against Being on or near School Property during Suspension.

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school’s disciplinary policy.

First Offense

Verbal warning, detention, In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

Subsequent Offense

Verbal warning, detention, In-School Suspension, 1-180 days Out-of-School Suspension or expulsion.

False Alarms (see also “Threats or Verbal Assault”) – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

First Offense

Restitution. Principal/Student conference, detention, In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion

Subsequent Offense

Restitution. In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

Fighting (see also, “Assault”) – Mutual combat in which both parties have contributed to the conflict either verbally or physically.

First Offense

Principal/Student conference, detention, In-School Suspension, or 1-180 days Out-of-School Suspension

Subsequent Offense

In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

Hazing (see Board policy JFCF) – 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 purpose 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 student involved are willing participants.

First Offense

In-School Suspension or 1-180 days Out-of-School Suspension.

Subsequent Offense

1-180 days Out-of-School Suspension or expulsion

Public Display of Affection – Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

First Offense

Principal/Student conference, detention, In-School Suspension, 1-180 days Out-of-School Suspension.

Subsequent Offense

Detention, In-School Suspension, 1-180 days Out-of-School Suspension, expulsion.

Racial Harassment – Any conduct based upon race, color, or national origin whether physical, verbal, graphic, or written that significantly interferes with the ability of another to learn or perform their job.

First Offense

3 – 10 days Out-of-School Suspension

Parent written notification. Recommendation to the Superintendent for long-term suspension/expulsion

Sexual Harassment (see Board policy AC and regulation AC-R)

a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. 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, In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

Subsequent Offense

In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

First Offense

In-School Suspension, 1-180 days Out-of-School Suspension

Subsequent Offense

1-180 days Out-of-School Suspension

Tardies – Arriving late to school, to class, or Vo-Tech Bus. Students should be in their classroom seats before the bell sounds for class.

Consequences based per semester

Tardy Detention

Tardy Detention

1 day Out-of-School Suspension

Technology Misconduct (see Board policy EHB and regulation EHB-R)

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

First Offense

Restitution. Principal/Student conference, loss of user privileges, detention, In-School Suspension, or 1-180 days Out-of-School Suspension.

Subsequent Offense

Restitution. Loss of user privileges, 1-180 days Out-of-School Suspension, or expulsion.

b. Violation other than those listed in “a,” or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

First Offense

Restitution. Principal/Student conference, detention, In-School Suspension, or 1-180 days Out-of-School Suspension.

Subsequent Offense

Restitution. Loss of user privileges, 1-180 days Out-of-School Suspension, or expulsion.

Theft – Theft, attempted theft, or knowing possession of stolen property.

First Offense

Return of or restitution for property. Principal/Student conference, detention, In-School Suspension, or 1-180 days Out-of-School Suspension.

Subsequent Offense

Return of or restitution for property. 1-180 days Out-of-School Suspension or expulsion.

Threats or Verbal Assault – Verbal, written, pictorial or symbol language or gestures that create a reasonable fear of physical injury or property damage.

First Offense

Principal/Student conference, detention, In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

Subsequent Offense

In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

Tobacco

a. Possession of any tobacco products on school grounds, school transportation or at any school activity

First Offense

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

Subsequent Offense

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

b. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense

Confiscation of tobacco product. Principal/Student conference, detention, In-School Suspension, or 1-3 days Out-of-School Suspension.

Subsequent Offense

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

Truancy (see Board policy JEDA) – Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense

Principal/Student conference, detention, or 1-3 days In-School Suspension.

Subsequent Offense

Detention or 3-10 days In-School Suspension

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, In-School Suspension, or 1-180 days Out-of-School Suspension.

Subsequent Offense

1-180 days Out-of-School Suspension or expulsion

Vandalism (see Board policy ECA) – 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, In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

Subsequent Offense

Restitution. In-School Suspension, 1-180 days Out-of-School Suspension, or expulsion.

Weapons (see Board policy JFCJ)

a. Possession or use of any instrument or device, other than those defined in 18 U.S.C § 921, 18 U. S. C. § 930(g)(2) or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

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.

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

First Offense

One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense

Expulsion

All disciplinary actions, even though different in nature, are accumulative and will result in more severe consequences with each violation.

It is impossible to develop policies to govern all circumstances; therefore, those that are not directly covered by school policy will be left to the discretion of the building administrators with consideration given to the severity of the individual case and the impact a given situation has upon the best interests of the school.

In accordance with the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Regulations thereunder, and P.L. 94-142; Rehabilitation Act of 1973 and Section 504 Regulations thereunder, it shall be the policy of the Chillicothe R-II School District that no person shall, on the basis of age, sex, race, handicap, national origin, political or religious beliefs, be excluded from participation in, be denied benefits or, or subjected to discrimination under any educational program or activity conducted by the district.