

C.M.S. Student Handbook

Welcome Students to Chillicothe Middle School, “Home of the Hornets”!

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

On behalf of the entire staff of Chillicothe Middle School we want to welcome each student to the 2008-2009 school year. It is our intent to continue the mutual respect and appreciation between our staff and student body established in previous years. We have had a great deal of success in our programs and look forward to continuing the tradition. We are sure you will find our staff well prepared and excited about the upcoming school year and looking forward to helping you enjoy a successful year.

Bryan Copple
Principal

Steve Haley
Assistant Principal

STUDENT RIGHTS AND RESPONSIBILITIES

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

Each student has the right to:

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

Each student has the responsibility to:

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

ACADEMICS

The primary purpose of Chillicothe Middle School is to provide the students with the best learning environment and opportunities possible. We encourage students to do their best in school and take advantage of the numerous opportunities available. Much depends on the learning habits and self-discipline we develop in our middle school years.

ACCOUNTABILITY

To the extent that parents and patrons actively support Chillicothe Schools, the Board of Education, administration, faculty and staff jointly accept primary responsibility for achieving the purpose and goals of the school district. With guidance and support from parents and educational personnel, the students are accountable for taking full advantage of the educational opportunities and experiences established on their behalf.

CLASS PREPARATION

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

DAILY SCHEDULE

The school day at CMS will begin at 8:10 a.m. Each of the class periods during the day will last approximately 50 – 54 minutes. Since no bells will ring to signify the beginning or ending of a class, students must listen closely to their teachers for dismissal times. First period class will begin at 8:10 a.m. School will dismiss at 3:10 p.m. The Middle School building is closed at 3:40 p.m. to all students not under the direct supervision of a teacher.

EARLY ARRIVAL

Students should not arrive prior to 7:45 a.m. each day. When students arrive they will be required to stay in the area designated for their grade level.

LEAVING SCHOOL

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

CUSTODY OF STUDENTS

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

STUDENT TRANSPORTATION

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

POP, JUICE, AND CANDY MACHINES

Pop, juice and candy machines may be provided for student use during **after-school hours** in the commons. All pop and candy are to be consumed in the area where it is purchased. It is not to be taken into the classrooms, gyms, or on the bus after school. Make sure all trash is taken care of properly. These machines may be available for student use as long as students care for them properly and follow these guidelines. If you have a problem with one of the machines please contact the nearest office.

LUNCH PROGRAM

Lunch is provided for the students in the cafeteria. The meals are well-balanced and meet the guidelines of the national school lunch program. All students are to report to the cafeteria immediately upon the teacher's dismissal to lunch, even if they bring their own lunch or choose not to eat the school lunch. Milk and a-la-carte items are available for all students to purchase. The cafeteria is a very busy place. It is essential for students to conduct themselves appropriately while in the cafeteria. Students who run, are loud, or fail to clean their area will be dealt with through the student discipline code.

STUDENT I.D./BREAKFAST/LUNCH CARD SYSTEM

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

Students will use deposit envelopes to make deposits in their breakfast/lunch account as needed. Charging breakfast or lunches on an account with a zero balance will not be allowed. Students will need to be responsible for maintaining their own lunch account.

HEALTH SERVICES

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

MEDICATIONS

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 dose 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.

Non-Prescription (Over-the-Counter) 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

All prescription medications being taken by students must be cleared through the office by the parents. They will be monitored through the nurse's office. All medications a student requires, no matter how minor they appear, must be dispensed in the nurse's office. Students violating this policy can expect serious consequences.

ATTENDANCE

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

Students who fail to meet the districts standards for attendance are presumed to have failed to satisfy a necessary academic prerequisite to credit or promotion, unless the instructional staff of the district review the student's case and find that the student has academically mitigated the effect of the absences.

To earn a passing grade or credit in a credit-based course, or to be considered for promotion in the middle grades, students who have missed school in excess of:

6 th – 8 th	seven (7) days per semester
9 th – 12 th	six (6) days per semester

Must have their cases considered under Part III of this policy.

Students who miss in excess of the attendance limit could be considered "at risk" of potential failure, retention and/or eventually becoming a dropout. In order to assist all students in school success, the district will offer Saturday school for academic review, study, and preparation for academic programs. After exceeding the absence limit, all days must be made up at Saturday school.

VISITORS

Students from other schools are not allowed to visit the Middle School during regular school days. Visitors are welcome to our school, however, no visiting students will be permitted to remain in the building unless accompanied by an adult and advance permission is granted through the office. All adult visitors to CMS are required to check in at the office upon arrival to obtain an identification badge to be worn during their visit at the Middle School.

LOCKERS

Chillicothe Middle school has nearly enough lockers for each student to be assigned their own locker. Lockers will be assigned and managed through a classroom teacher. Once a locker assignment is made, students are not allowed to switch without the consent of the office and the assigning teacher. Records of all student locker numbers and combinations are kept in the office for reference when books are needed during a student's absence. School issued locks will be made available to every 7th and 8th grade student. Students will be required to properly use and maintain their lock and locker. Only school issued locks may be used on school lockers. The lockers are property of the Chillicothe R-II School District and they may be entered by school personnel at any time it is deemed

necessary. Students who lose locks or damage a locker will be held responsible for replacement or repair.

STUDENT ACTIVITY TICKETS

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

SCHOOL CANCELLATIONS

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

BUS STUDENTS

Middle School students are to board and leave buses only at such places as designated by the director of transportation and the bus driver. Upon arrival at CMS all students are expected to remain in their assigned portion of the building at all times.

SCHOOL TELEPHONE

The telephones in the office are important to the school as an outlet to parents, school related businesses and even emergency personnel. It is important as an inlet to parents and others who need to contact school personnel on school related matters. It is for this reason that student use of the office phone must be restricted. Only student calls that are absolutely necessary will be allowed, and students will not be called from class to answer the phone. No long distance calls are to be made on the school phone.

SOLICITATION

Distribution of literature, announcements, posters, bulletins, etc. by any individual shall not be permitted on school property without approval of the school principal. Commercial solicitations are prohibited.

FINES

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

HONOR ROLL

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

Principal's – G.P.A. of 9.5 – 11 (A- to A)

CMS – G.P.A. of 8.0 – 9.499 (B to B+)

C.M.S. 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-
BELOW 60%	F

STUDENT DRESS CODE

The purpose of the Chillicothe Middle School dress code is to ensure that all students are able to attend school in an environment that is free from the distraction of inappropriately clothed students. It is not our intention to infringe on the individual student's right to freedom of expression but rather to encourage students to "dress for success" and to come to school properly prepared to participate in the learning process. Although the listing given below details items that are not allowed, the teachers and administration reserve the right to determine that other items not listed here are causing interference to the educational process and therefore will not be allowed.

1. No hats, sunglasses, handkerchief head scarves or headbands.
2. No midriffs are allowed – the midsection should always be covered.
3. Appropriate shorts may be worn. They will be disallowed if they are too tight or too short. Shorts are appropriate in length if they are worn at **mid-thigh**.
For the purpose of this policy, the thigh is defined as the area from the inseam to the top of the kneecap. Dresses, skirts, shorts, and dresses with a slit in the side must meet the same standard as shorts to be worn to school.
4. No halter tops
5. Tank tops or spaghetti strap tops or dresses may not be worn in such a way as to expose inappropriate amount of the body or the underclothing.
6. No clothing with inappropriate language, phrases, pictures, or innuendoes will be allowed. Clothing that advertises illegal drugs or paraphernalia, alcohol,

bars, or tobacco is also prohibited. Jewelry that is distracting or dangerous will not be allowed.

7. "Sagging" is not allowed. Pants must cover the underwear at all times.

Consequences for failing to meet the standards for dress at CMS are as follows:

1. First offense – warning, change of clothing and notify parents.
2. Second offense – detention, change of clothing and notify parents.
3. Third offense – Loss of privilege to wear the offending item to school, detention and notification of parents.

BEHAVIOR

Development of good behavior is one of the most important goals of education. Discipline is the development of self-control, character, proper behavior, and proper consideration for other people. The objective of the student code is to establish rules with regard to the conduct and behavior of all students at Chillicothe Middle School. No code can list each 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 based on the administrator's assessment of the magnitude of the problem or threat to an individual student or the student body as a whole.

This policy applies to all 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
- Voluntary or involuntary manslaughter
- Kidnapping
- First, second, or third degree assault
- Sexual assault or deviate sexual assault
- Forcible rape or sodomy
- Burglary in the first or second degree
- Robbery in the first degree
- Possession of a weapon
- Distribution of drugs
- Arson in the first degree
- Felonious restraint
- Property damage in the first degree
- Child molestation in the first degree
- Sexual misconduct involving a child
- Sexual abuse

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

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

GENERAL SCHOOL RULES

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

HALL CONDUCT/PASSES

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

TEACHER ASSIGNED DETENTIONS

Students violating the teacher's or school rules will likely be assigned negative consequences. This may be in the form of a teacher assigned detention. The teacher has the right to determine when and where the detention is to be served. If the student fails to serve the detention at the assigned time and place, the consequence will be increased and discipline points issued. Failure to serve the detentions at that point will result in the student being referred to the office.

OFFICE ASSIGNED DETENTIONS

Students may be assigned detentions through the office for infractions that occur in the hallways, cafeteria, or school grounds. These detentions can be in two forms depending on the seriousness of the offense. Lunch detentions will be issued for offenses that are minor. These detentions will be 26 minutes in length and will be held in the room adjacent to the cafeteria. Students who receive a lunch detention will report to that room at the beginning of lunch. They will sit in silence with no forms of communication until the supervising teacher tells them to get their meal. Upon getting their meal they will return to the lunch detention room and eat in silence. These students will be dismissed after the other students have been dismissed from the cafeteria.

For incidents more serious, Saturday school may be issued. Depending on the severity of the offense, two or four hour blocks of time can be assigned by the administration. Students assigned Saturday school will be expected to be prompt, bring work and work on it in silence, and follow all directions given by the faculty member in charge. Students who fail to do any of these will be required to serve the time again. Students who skip Saturday sessions will have their time doubled up to the point of serving two consecutive four hour Saturday sessions. The next skip will result in a day of ISS with the Saturdays still issued. If the student still chooses to skip the assigned Saturday School the process will end with one day of Out-of-School Suspension being issued.

IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSIONS

Students who are assigned to in-school or out-of school suspension are subject to a different set of guidelines than the rest of the student body. Any student serving a suspension is not permitted to attend or participate in any school activity, practice, game, etc. They are allowed to resume normal student status on the day following the completion of the suspension. A copy of the suspension notice will be forwarded to the office of the Superintendent of Schools, and possibly to the Juvenile Office and Police Department. Students are expected to make up work that was assigned during the suspension and will receive full credit for such work.

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.

ACADEMIC DISHONESTY

Academic dishonesty is the deliberate misrepresentation of academic, artistic, mechanical or athletic work, accomplishments, achievements or aptitudes as that student's creation, product, possession or property. Consequences for such action can include zero on the work, detention and notification of the parent/guardian and or notification of the principal.

ASSAULT/FIGHTING

Fighting is considered a serious offense at the Middle School. “Safe Schools” legislation in the State of Missouri mandates that certain violent or threatening behaviors that occur within a school be reported to proper legal authorities. The following guidelines will be followed when dealing with those who have allowed themselves to be involved in a fight. Some consideration will be given to those who have made an attempt to prevent the fight through notifying school officials, seeking mediation, or by being responsible enough to decline involvement. However, every student who is involved in a fight should expect the following punishment:

1. First offense 1 – 5 days I.S.S. or O.S.S.
2. Second offense 3 – 10 days I.S.S. or O.S.S.
3. Third offense 10 days O.S.S. up to recommendation to the Superintendent for expulsion.

If an attempt is made to kill or cause serious physical injury to another the consequence could merit expulsion and contact of the proper law enforcement agencies.

BOGUS CALLS/IMPERSONATION/FORGERY

If a student represents 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 the consequence will range from In-School Suspension to three days Out-Of-School suspension.

BULLYING

Bullying is 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. Consequences range from detention to In-School-Suspension to 1 – 180 Days Out-Of-School Suspension

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 them to stay. No student shall leave the building prior to school being dismissed without permission from the office. Violating this rule will result in consequences ranging from Saturday school In-School Suspension.

DRUGS, ALCOHOL, AND WEAPONS/ BOMB THREATS

Students who choose to involve themselves with any type of illegal drug, alcohol, or weapon, (real or look-a-like) or making a bomb threat, on school grounds or within the “safe school zone” are at risk of encountering very severe punishments. Recent changes in Missouri Law call for suspensions of up to one calendar year for those who violate these guidelines. Students should realize that even pocket knives that they may not consider to be a weapon have no place at school. Students who are found to be in possession of a knife – regardless of the size of the knife, will be subject to the same punishments as called for by the Missouri Safe Schools Act. Students making bomb threats verbally or in written form will be subject to up to one year of suspension. The motivation or means for carrying out such a threat need not be present for such a suspension. Threats such as this are taken very seriously and will be referred to the Juvenile Office in addition to the long term suspension.

ELECTRONIC DEVICES/CELL PHONES/TEXTING

Students are not allowed to have electronic devices or cell phones visible once they have entered the school building. Cell phones can not be physically present in any locker room for security reasons. Cell phones/electronic devices that are visible in the school before or during the day will be confiscated and taken to the office. A parent/guardian will need to come in to pick up the confiscated device. Each instance of confiscation will require a parent/guardian to pick up the device. Consequences will be issued in the following progression:

- 1st offense – Warning
- 2nd offense – Lunch Detention
- 3rd offense – 4 hour Saturday School
- 4th offense – In-School-Suspension
- 5th offense – Out-of-School Suspension

Students may have cell phones visible in the building after school dismisses at 3:10.

PUBLIC DISPLAY OF AFFECTION

Physical contact inappropriate for the school setting, including, but not limited to, kissing and groping will result in consequences ranging from a principal/student conference to suspension from school.

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 will result in consequences ranging from 1 – 10 days of Out-of-School Suspension with the possibility of sending a recommendation to the Superintendent for long-term suspension/expulsion.

SEXUAL HARASSMENT

- 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 such harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances. Offenses of this nature merit consequences ranging from a Principal/student conference to 1-180 Days Out-of-School Suspension.
- 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. Offenses of this nature merit consequences ranging from In-School Suspension to 1-180 days Out-of-School Suspension.

SMOKING AND TOBACCO

Students are not allowed to have any form of tobacco on school grounds at any time. Incidents involving tobacco at school will be taken very seriously. Students who are found to have tobacco products with them at school will have the tobacco taken from them and thrown away, and will be subject to the following disciplinary actions:

1. First offense 1 day I.S.S.
2. Second offense 1 – 10 days O.S.S.
3. Third offense up to 10 days O.S.S. and recommendation to the Superintendent for expulsion.

TARDIES

Tardiness is defined as any unexcused absence of a student beyond the scheduled time that a class begins. Students are allowed four minutes passing time from one class to the next. This is ample time. Students are to come to the office for an admit slip if they are tardy to first period or just arriving at school. Students are not to come to the office for a tardy permit between classes. Tardy records are kept on a quarterly basis. The following rules apply for unexcused tardies:

1. First offense Teacher contacts the parent (letter sent).
2. Second offense Parent contact and lunch detention
3. Third offense Two lunch detentions
4. Fourth offense Four hour Saturday School
5. Fifth offense I.S.S.
6. Sixth offense Suspension from school and refer to School Resource Officer.

THEFT

Students who take items that do not belong to them are subject to consequences ranging from In-School-Suspension to Out-of-School Suspension. Restitution of lost property will be required. The school resource officer will be included on incidents of theft as will the Juvenile Office depending on the nature of the theft.

THREATS OR VERBAL ASSAULT

Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage will merit consequences ranging from Principal/Student conference to 1-180 days of Out-of-School Suspension.

TRUANCY

Truancy is any absence from school without the knowledge and permission of parents/guardians and school officials. Truancy is a serious offense and will be dealt with in a serious manner. The Juvenile Office and Superintendent's Office will be notified any time a student is truant from school. The following guidelines will be followed in handling truantries:

1. First offense 1 day I.S.S. or Saturday
2. Second offense 1 day O.S.S. or Saturdays
3. Third offense 3 days O.S.S. or Saturdays
4. Fourth offense 5 days O.S.S. or Saturdays
5. Fifth offense 10 days O.S.S. or Saturdays

Once a student arrives on school property in the morning they are not allowed to leave school grounds for any reason without permission. Students who do so will be dealt with according to the truancy policy.

VANDALISM

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students will merit consequences ranging from Principal/Student conference to 1-180 days Out-of-School suspension. Restitution of damages will be required. The school resource officer will be included on incidents of vandalism as will the Juvenile Office depending on the nature of the vandalism.

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.

CMS ASSERTIVE DISCIPLINE PLAN

Chillicothe Middle School follows a set of procedures for maintaining discipline in the school called Assertive Discipline. The plan is based on the belief that every student and teacher deserves the opportunity to work in an environment conducive to learning. The student is informed of possible consequences of inappropriate action at the beginning of the school year and by failing to follow the established guidelines, is making the choice to accept the punishment described in the plan. Each teacher will establish their own classroom rules and the procedures for implementing those rules. A complete record of individual student behavior is kept in the school computer system. Students should be aware that the Assertive Discipline Plan calls for more serious consequences as the number of offenses increases. It sometimes seems unfair to students that two students will be called into the office for the same offense and will receive different punishments. The reason is often due to the fact that the students are at different levels in the assertive discipline plan. Understand that the more times you are referred to the office, or have teacher notices sent to the office, the greater the punishment.

When a student is referred to the office, or has teacher notes of discipline incidents in the classroom that each will be assigned a disciplinary "point" value. The more serious the offense = the higher the point value. As points accumulate there are levels established for a student to receive Saturday school, I.S.S. and O.S.S. As the points increase the punishment increases as well. The CMS Assertive Discipline point system is as follows:

POINT SYSTEM FOR OFFENSES.

Each disciplinary incident will be assigned a point value ranging from 0.5 for minor incidents up. The following levels have been established for consequences from accumulation of discipline incidents on a **semester** basis:

6 th grade	6 points = Saturday detention (2 hours) 12 points = ISS 18 points = OSS 1 day 24 points = OSS 3 days 30 points = OSS 5 days 36 points = OSS 10 days with consideration of placement in Alternative School
7 th grade	5 points = Saturday detention (2 hours) 10 points = ISS 15 points = OSS 1 day 20 points = OSS 3 days 25 points = OSS 5 days 30 points = OSS 10 days with consideration of placement in Alternative School.
8 th grade	4 points = Saturday detention (2 hours) 8 points = ISS 12 points = OSS 1 day 16 points = OSS 3 days 20 points = OSS 5 days 24 points = OSS 10 days with consideration of placement in Alternative School.

General misconduct in the classroom and hallway can lead to serious consequences, including Out-of-school suspension. Please don't allow yourself to be placed in this position. From time to time incidents of a more serious nature require movement beyond the next sequential step in the assertive discipline plan. Examples of incidents requiring movement beyond the normal placement within the assertive discipline plan include, but are not limited to: sexual harassment, flagrant disrespect, stealing, and intimidation. Students should keep in mind that Chillicothe R-II Board of Education policy "JGA" allows the use of corporal punishment when, "all other alternative means of discipline have failed." This policy is maintained in accordance with Missouri Public School Law.

REDEMPTION OF POINTS

The whole idea of having consequences is to change behavior. In an effort to encourage change with positive reinforcement we have created a system for students to reduce their discipline point totals. For a student to accomplish this they need to come by either office and have an administrator fill in the students name and dates on a copy of the following voucher:

The bearer of this voucher, _____, may use it to earn a disciplinary credit of 0.5 points if they have ZERO disciplinary incidents for one entire week.

It is the student's responsibility to:

1. Initiate the process of point recovery by asking for a voucher
2. Have behavior for a solid week that merits ZERO discipline referrals.
3. Keep track of this certificate for the entire time period.
4. Present this voucher to an Administrator for verification and credit.

Time frame begins: _____

Time frame ends: _____

If the student behaves the entire week we credit their discipline record by taking half a point off. The voucher is null and void if there are any discipline incidents during the week's time frame. **Any student who has a discipline incident is encouraged to obtain one of these vouchers to reduce their point total.**

SCHOOL RESOURCE OFFICER

The Chillicothe R-II School District and the Livingston County Sheriff's Office have formed a partnership to address the social issues of this community. Together we have formed the School resource Officer Program, in which a trained, full-time Sheriff's Deputy works with the educational system to promote and assist the District in providing a safe learning environment.

Another goal of the SRO is to promote a better understanding of law enforcement's role in society while educating students, parents, school personnel, and community as a whole. The community can be educated on important issues such as gangs, crime, drug and alcohol abuse, and other related topics. The program also provides a positive role model in the educational system.

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

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

Student Activities Code

Section I – Philosophy

The student activities program allows the school to meet those objectives not fully served through regular classroom instruction and is, therefore, considered an extension of the overall education program.

Participation in the Chillicothe School District's Activity Program is a privilege that a student must earn and maintain. This is accomplished by accepting standards that promote citizenship, academic performance, and responsibility. Participants will have the opportunity to represent our school and our community. They will serve as examples for other students and, therefore, must be considered a credible school citizen by society and be prepared to accept the specific guidelines set forth by the District, the sponsors, and governing bodies of the activities in which they choose to participate.

Section II – Principles and Procedures

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

When a violation of the established expectations occurs, the following stages are defined and specific responsibilities identified.

- **Investigation**

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

- **Due Process**

If, after the investigation, a violation of policy is suspected, the sponsor and administrator will conduct a conference with the student to explain the charges and provide an opportunity for the student to respond. Conferences shall be conducted within seven days after the conclusion of the investigation. Parents, legal guardians, or other appropriate representatives will be allowed at the student's request.

If a student has been charged with a misdemeanor or felony, the student will be allowed to represent the school in activities pending the legal resolve of the case. However, if there is admission of guilt, or if, after reviewing the case, school officials believe there is strong evidence (e.g. witnesses, and/or information which strongly indicates guilt) the school may restrict or suspend participation.

- **Notification Stage**

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

- **Appeals**

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

1. Sponsor
2. Athletic Director
3. Building Administrator
4. Superintendent
5. Board of Education

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

Section III – General Guidelines for Enforcement of Standards Activities Governed by the Code

All activities sponsored by the Chillicothe R-II School District shall be subject to the guidelines set forth in this document. It is recognized, however, that the wide variety of activities available will require flexible application by the sponsors while insuring the intent of the stated philosophy and procedures.

Standards for Specific Activities

Sponsors are expected to develop standards that are appropriate for their activity and the nature of the students involved. The standards that are established by each sponsor shall follow sections I and II of this code. Items in Section III of this code shall be addressed as appropriate by each individual sponsor. All standards shall be presented in writing to the appropriate administrator for approval at least ten (10) days prior to the first organized activity. Students will be provided with written copies of policies pertaining to specific activities.

Athletics

Chillicothe Middle School's Athletic Program includes football, basketball, wrestling and track for boys; volleyball, basketball, track, and cheerleading for girls. In order to be eligible for sports, a student must meet all requirements of the Missouri State High School Activities Association. They include:

Citizenship

You must be a credible citizen. Credible citizens are those who conduct – both in and out of school – will not reflect negatively on themselves or their school.

Academics

1. A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any such student

who failed more than two (2) scheduled subjects, or failed to make standard progress in special education, shall be ineligible the following grading period regardless of promotion to the higher grade. A “grading period” is a period no less than 6 weeks and no greater than nine weeks where progress is determined and is reported to students/parents.

2. The student shall be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age
3. This section shall not apply to students promoted for the first time into the 7th grade prior to the first day of classes
4. Sponsors may establish additional standards that are appropriate to their specific activity. Certain activities defined as co-curricular may be deemed as not subject to these minimal standards.

Amateur and Awards Standards

After entering a member school, you will become ineligible if you receive cash for participating in any athletic contest. You may accept awards which are symbolic in nature, such as medals, ribbons, trophies, plaques, etc. You may accept awards which are merchandise and do not exceed \$25.00 in the manufacturer’s suggested retail price. Such awards which are presented by a person or group other than your school must be approved in advance by your principal. Any questions should be addresses to the Athletic Director prior to participating in such events.

Age Requirements

To be eligible for junior high competition against teams all in a particular grade classification, the students shall not have reached the following ages prior to July 1 preceding the opening of school: Grade Seven – 14, Grade Eight – 15. If a student does not meet the age standard for a particular grade classification, that student may compete on a school team of a higher grade classification, within the school district.

All students must have a signed Physical, Citizenship, and Drug Testing Pool Permission form on file before participation is allowed.