

# **Chillicothe R-II School District**

## **Elementary Handbook**



**Chillicothe Elementary School Grades K-1**

**900 Coach K Street 240-3315**

**Field Elementary**

**Grades 2-3**

**1100 Oak St. 646-2909**

**Dewey Elementary**

**Grades 4-5**

**905 Dickinson 646-4255**

# Elementary

PARENT/STUDENT

# Handbook



**Chillicothe R-II School District**  
[chillicotheschools.org](http://chillicotheschools.org)

**Superintendent's Office**, 1020 Old Hwy. 36 (660)646-4566  
Mr. Dan Wiebers, Superintendent  
Dr. Zach McMains, Assistant Superintendent  
Mrs. Emily Schmidt, Director of Special Services

**Chillicothe High School**, 2801 Hornet Road (660)646-0700  
Mr. Dan Nagel, Principal/Activities Director  
Dr. Jill Watkins, Assistant Principal

**Chillicothe Middle School**, 1529 Calhoun St. (660)646-1916  
Mr. Steve Haley, Administrator  
Mr. Tim Cool, Assistant Principal/Activities Director

**Dewey Elementary School**, 905 Dickinson St. (660)646-4255  
Mrs. Melanie Rucker, Administrator

**Field Elementary School**, 1100 Oak St. (660)646-2909  
Mrs. Jennie Boon, Administrator

**Chillicothe Elementary School**, 900 Coach K St. (660)240-3315  
Mrs. Abby Smith, Administrator

**Other Related Services**

**Transportation** (660)646-6309  
Ms. Amber Scott  
Mr. Terry Mammen

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## School Calendar

<http://chillicotheschools.org/forms/calendar/Chillicothe%202019-20%20Official%20Calendar%20-%20BOE%20Approved%2012-17-2018.pdf>

**Dear Parent/Guardian:**

This handbook is designed to give you an overview of the procedures, routines, and policies of Chillicothe Elementary Schools. Please take a moment to review this information and then let it serve as a helpful resource for you and your family. Please note that the items in this handbook are not all inclusive as each teacher may have rules and procedures specific to his or her classroom. Don't hesitate to call if you should have any questions.

**Chillicothe R-II School District Mission Statement**

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***Vision Statement***

Building a ***brighter future***  
for our children and our community.

***Mission Statement***

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

***Commitments***

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

## **Welcome to Our Schools!**

As a new school year approaches, let us welcome you to our school! In our district I am confident you will find Chillicothe students excelling in all scholastic and extracurricular activities. Teachers, staff and patrons work together to ensure learning for all, whether that is in the classroom or in a remedial setting. We take student achievement seriously and our results speak for themselves.

The strength of our school district originates with the fine folks of Chillicothe and the surrounding Livingston County area. Our patrons have high expectations for their educational system and demonstrate support to teachers and students. We are fortunate to be located in Livingston County, Missouri, known throughout the area as an exceptional rural location to raise a family.

The elementary schools enjoy an abundance of cooperative partnerships with families and the local businesses that entrust us with the responsibility of providing their children with a complete educational experience in a safe learning environment. Daily, parents give of their time to volunteer in classrooms while our business partners support learning by inviting us into their workplaces as well as making routine visits to our schools. We understand that children need a well-rounded education and we are determined to provide these experiences.

Success at our schools begins with a highly qualified teaching staff and the dedication of all personnel associated with our students. Staff members are connected to the professional learning process as they contribute new strategies and teaching methods that improve student achievement. Data is reviewed regularly to ensure that every student is progressing to the best of their ability. Professional development, such as Technology Integration and Curriculum Development are provided to teachers as growth opportunities.

If you are new to town, new to our schools, or just haven't been in for awhile, I'd invite you to stop in and catch a glimpse of the excitement we have for learning!

Looking forward to seeing you!

Abby Smith  
CES Principal

Jennie Boon  
Field Principal

Melanie Rucker  
Dewey Principal

## General Information and Practices

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### Early Arrival/Late Departure

Class Hours:

CES: 8:05-3:15 Doors open at 7:35

Field Elementary: 8:15-3:25 Doors open at 7:45

Dewey Elementary: 8:20-3:30 Doors open at 7:30

Students are not permitted in the building prior to doors open time.

**Neither the school, nor the teachers will assume responsibility for the welfare and safety of students who come to school before the beginning of the day or after being dismissed to go home.**

### Traffic Flow

Chillicothe Elementary School – Kindergarten and First Grade parents picking up or dropping off students use the **north side/main entrance** only. This allows for pick-up/drop off cars to avoid getting in the bus traffic.

Field– Parents picking up or dropping off students travel **EAST ON 10TH STREET** and let your student out at the corner of **10th & Oak St.** to the **east door/main entrance** only. This allows for separate car and bus routes.

Dewey – Parents picking up or dropping off students travel **EAST ON POLK STREET** and let your student out/in at the **Northwest door only**. Dickinson Street is reserved for busses only.

### Change of Routine

### Policy JEDB

Please note that every attempt will be made to ensure that your child arrives home safely, but in the event that \*you need to change your child’s end of day routine please note the following:

#### Bus Rider Policy

Daily bus changes must be called into the Bus Barn no later than 2:30. This time frame allows drivers to accommodate those changes.

#### All Others

Please make your \***call to the office** as close to 2:30 as possible. This allows children time to know of their change in routine.

***\*Do not rely on your child’s cell phone for change of routine. School personnel must be informed of changes through parent/guardian.***

### Signing Out

### Policy JEDB

When it becomes necessary for you to pick your child up from school during school hours, please come to the office and follow the sign-out procedure. Your child will be called to the office to meet you. If our staff is unfamiliar with the person picking up your child, **picture identification may be requested**.

### Change of Address and Phone Numbers

Please notify the teacher and school office of any change as soon as possible. It is important that the school has a current address, email address and phone number on file in the office.

## **Absenteeism**

If your child must miss school due to illness or other circumstances, please notify the office by 9:00 a.m. We appreciate your help in this, as it helps us ensure no child has encountered difficulty en route to school.

## **Policy JEA**

## **Excessive Absence/Tardiness**

If excessive absence from school occurs, a referral to the School Resource Officer or Children's Division will be made according to district policy and Missouri law (included in the appendix).

## **Policy JEA**

**\*Parents will be notified when a student's absences reach or exceed 5 and 10 days.**

Excessive tardiness (arriving to school after start time) may result in similar action. Letters to alert parents of excessive tardiness are sent at the tenth and fifteenth recorded tardy.

Prolonged illness will be cause for the school to receive a written excuse from a doctor.

*\*Additional information and board policy can be found in the appendix.*

## **Separated or Divorced Parents**

Under Missouri law, it is presumed that natural parents have equal authority to make educational decisions regarding their children. Similarly, when parents are informally separated, they continue to have equal rights to custody and control of their children until the marriage dissolution action is filed and ruled upon by a court. Such equality is altered, only if a formal separation agreement between the parents limits one parent's rights regarding custody and/or educational decision-making powers.

Divorced parents must provide the school with a copy of the most recent court-approved legal documentation defining parental custody rights. Maintenance of this documentation is the most effective step that a parent can take to minimize the chances of a child custody battle at school. If there is any doubt as to whether a decree or order is presently valid, school officials will notify law enforcement for assistance.

## **Inclement Weather Procedure**

The Weather Policy for the Chillicothe R-II School District states that the Superintendent of Schools is responsible for the announcement of school dismissal due to bad weather conditions. This announcement will be made at approximately 6:00 a.m. on the mornings that school is to be dismissed. School closings will be announced on the following radio and TV stations:

KCHI Chillicothe	<i>Kansas City Stations</i>	<i>St. Joseph Stations</i>
KMZU Carrollton	WDAF Channel 4	KFEQ 680 AM
KTTN Trenton	KCMO Channel 5	KSJQ 92.7 FM
KZBK Brookfield	KMBC Channel 9	KQTV Channel 2
	KSHB Channel 41	

In the event inclement weather necessitates the early dismissal of school, announcements will be made over the same radio and television stations.

## **TextCaster/Hornet Alerts**

The Hornet Alert System is available to all parents and guardians. The system is an exceptional way of receiving school information, such as closings and early dismissals.

To register visit [chillicotheschools.org](http://chillicotheschools.org) and **click on: HORNET ALERT REGISTRATION.**



## **Snacks**

When snacks are necessary, they must be pre-packaged or store bought. Snacks, baked or made at home, are not to be distributed to students.

## **School Dress**

## **Policy JFCA**

Proper dress at all times is encouraged. We encourage students to look neat in their dress. Sometimes the way we dress influences the way we act. Shoes should be appropriate for safety and comfort. Please understand that on days when students have physical education they must have appropriate shoes (athletic shoes). No roller blade shoes are allowed at school. Caps, hats, and bandanas will not be worn in the building, except on designated days. Writing on T-shirts and caps should be non-distracting, non-suggestive, and must be acceptable for school. Please make sure your child is sufficiently dressed for outside recess in **\*cold weather**. Students may not be permitted to go outside for activities if they are not dressed appropriately. Spaghetti straps will not be permitted without an over-shirt. Bare midriffs are not permitted. Halter-tops are not allowed. Under clothing should not be visible. School officials, when warranted, may deem other extremes or variations in dress inappropriate. Students dressed in an inappropriate fashion will be asked to cover, change, or turn clothing inside out.

***\*Cold Weather Policy: If the wind chill (or FEELS LIKE TEMPERATURE found at [TheWeatherChannel.com](http://TheWeatherChannel.com)) is below 20 degrees, students will not go outside.***

## **Civility Policy**

## **Policy KK**

The Chillicothe R-II District encourages positive civil and professional behavior between school system employees and citizens. All exchanges between employees and citizens are to be considerate, respectful and professional. The purpose of the policy is to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff.

The district will not tolerate any behavior (whether by students, parents, staff or members of the public), which is physically or verbally threatening, coercive, intimidating, violent or harassing, or other behavior that is otherwise out of control. Furthermore, the district will not tolerate the use of profanity, personally insulting remarks, attacks regarding a person's race, gender, nationality, religion, disabling condition and other characteristics protected by law. Students who violate the civility policy may be disciplined. Parents who violate the civility policy may be restricted from being present on school property or have restrictions placed on their communications with district personnel.

## **Visiting the School**

## **Policy KK**

**All visitors must report to the office and obtain a visitor's pass.** If you are picking up your child at school dismissal, please wait outside the building.

**Conferences should be arranged in advance and at a time when the teacher does not have students in the classroom, or is not on duty elsewhere.** Parents are reminded that teachers do value their instructional time and interrupting class time results in the teacher having to spend extra time to refocus the class back on the lesson at hand; therefore we ask parents to plan to visit your

child at school during lunch time. Children not enrolled, but visiting will be limited to *no more than* one hour at lunchtime.

**Volunteers** to the classroom will be required to complete a **Volunteer Background Check** on an annual basis. Forms are available in the office. A volunteer background check is required prior to volunteering in the classroom and/or chaperoning a field trip.

### **Personal Property**

The Chillicothe R-II District is not responsible for recovery, reimbursement or replacement of lost, stolen or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home. Personal property should never be left unattended and, where provided, should be secured in a backpack at all times. Examples of personal property include but not limited to: purses, wallets, watches, jewelry, cash, books, notebooks, toys and **cell phones** or other **electronic devices**.

### **Cell Phones and Electronic Devices**

The school does not encourage personal cell phones at school, but certainly recognizes that cell phones may be valuable for students and parents, particularly to communicate after school is dismissed so that parents know their child is safe. Therefore, the school must utilize some guidelines for children having cell phones in the elementary school.

1. The cell phone is to be powered off while on school property.
2. The cell phone is to be stored in the child's backpack at school.
3. Students should be instructed by parents to refrain from showing the phone to peers and discussing the fact he/she has a cell phone at school.

Upon the first infraction of this policy, students will have the phone taken away until the end of the day. Further infractions will result in the phone being taken away and placed in the office where parents may pick it up as time allows.

### **Student Technology Use**

Each elementary has district-owned technology for student use. Students are required to read and review the Technology User Agreement and use such equipment appropriately. Failure to follow terms of the user agreements may result in the loss of computer privileges and disciplinary action.

### **Student Field Trips**

Parents may be asked to pay for transportation and/or admission fees. Students must ride the bus to the field trip. They will not be allowed to ride back to school or be checked out by anyone other than a parent/guardian without prior building administrator approval. Participation in field trips may depend upon the student meeting appropriate pre-determined behavior guidelines.

### **Special Invitations**

Personal invitations to any event, other than school events, may not be handed out at school – unless there is one for each student in the class. (Examples: birthday parties, skating parties, etc.).

### **School Resource Officer (SRO)**

The school resource officer (SRO) performs the regular duties of a law enforcement officer, makes classroom presentations, serves as a resource to parents, students and staff, and assists in medications.

### **Textbooks/Library Books/Resource Books**

Books issued from the library are the property of the Chillicothe R-II School District. They should be used with care and returned in good condition. Students are responsible for books, which are lost, stolen, or damaged.

### **Some Basic Expectations of Students**

\*Students are expected to conduct themselves in such a way as to reflect a positive image for themselves, their parents/guardians, and to the Chillicothe R-II School District.

\*Students should report directly to the appropriate area upon arrival and remain there unless directed elsewhere by school personnel.

\*Students are expected to participate in physical education classes unless a written excuse from the parent/guardian is received. A physician's excuse is required when a student is to be excused for an extended period of time.

\*Students are expected to show respect and care for property belonging to themselves, to others, and to the school.

## **Bullying & Cyberbullying**

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### **“Bullying” is**

### **Policy JFCF**

- Intimidation, unwanted aggressive behavior, or harassment (either repetitive or substantially likely to be repeated) and causes a reasonable student to fear for his or her physical safety or property;
- Or substantially interferes with the educational performance or opportunities, or benefits of any student;
- Or substantially disrupts the orderly operation for the school.

Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus.

### **“Cyberbullying” is**

### **Policy JFCF**

Bullying through, for instance, a message, text, sound, or image by means of an electronic device.

- That originates on a school’s campus or at a district activity if the electronic communication was made using the school’s technological resources;
- If there is a sufficient nexus to the educational environment;
- Or if the electronic communication was made on the school’s campus or at a district activity using the student’s own personal technological resources.

The school district may discipline any student for such cyberbullying to the greatest extent allowed by law.

### **Reporting Bullying:**

- Reporter should complete a written form regarding the incident.
- Building designated investigator will investigate the reported bullying or cyberbullying within two (2) days of receiving a report.
- The investigation will be completed within ten (10) school days, unless good cause exists to extend the investigation.
- The designated investigator may issue findings and outcomes of the investigation, including recommendations for corrective action, including discipline, as appropriate.

# School Breakfast and Lunch Program

## Nutrition Services

## Policy EF & EFB

Breakfast and lunch are served in our school's cafeteria daily for a nominal fee. You may pay daily or ahead by the week or month for both breakfast and lunch. At the beginning of each school year you will receive an application for **free and reduced priced meals**. You are encouraged to complete these confidential forms and return them to the school office. Your participation in the free or reduced lunch program is beneficial to your child and the school district! Cost is kept down by complete participation of students. A well-balanced meal is provided.

Our menus are sent home monthly. Occasionally these menus have to be changed because of late deliveries or snow days; however, most of them are served as listed. *Changes in the menu and daily menus are announced on KCHI Radio daily.*

Lunchroom expectations are posted in the cafeteria and taught throughout the school year. There will be a supervisor present, he/she is in charge and students are expected to follow his/her directions.

## USDA Nondiscrimination Statement

**For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs (including the District) are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.--

## **Students and Soda Pop**

Current nutrition requirements for school lunch programs do not permit pop as a beverage option. Students will not be allowed to drink pop at lunch. Water is provided daily or students may purchase milk. Please help us make our student body healthier!

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## School Transportation

Students living more than one mile from school will be provided transportation to and from school. Parents are responsible for transporting students living less than one mile from school. Parents will be informed of routes and schedules prior to the start of school by letter. For more information on Transportation, please see the link to Transportation under our district website ([chillicotheschools.org](http://chillicotheschools.org)). Select the link District Information then Transportation.

### Policy EEA & EEAB

#### Bus Discipline Consequences

The school bus driver makes every effort to deal individually with minor discipline problems on the bus. When a student's disruptive behavior is persistent or when a student's behavior puts the safety of other students in jeopardy, then the student will be subject to the following consequences:

- *A bus discipline conduct report will be sent home as a **“warning”** to the student and the parents that any further disruption may result in suspension of bus riding privileges for the student. The student must return the form signed by parent or legal guardian to the bus driver the following day or the student will not be allowed to ride the bus. A copy of the report will also be sent to the school principal, who will confer with the student concerning further consequences.*
- *If a student receives a **second conduct report, the student will receive from 1 to 3 days** suspension of bus riding privileges from the building principal. The principal will notify the assistant superintendent of any suspension. The parent(s) will be responsible for the student's transportation during the suspension period.*
- *Should a student receive a **third discipline conduct report, the student will be referred to the Building Principal and the student will receive an automatic 5 day suspension of bus riding privileges.** The student and the student's parents will be required to have a conference with the Principal before the student will be allowed to ride the bus again.*
- *Should a student receive a **fourth conduct report or if a severe behavior problem occurs, the student will be referred to the Assistant Superintendent and the student will receive a thirty day suspension of bus riding privileges.** The student and the student's parents will be required to have a conference with the Assistant Superintendent before the student will be allowed to ride the bus again.*
- *Should a student receive a **fifth conduct slip after a thirty day suspension the student's bus privileges would be suspended indefinitely.***

Students who intentionally damage or cause damage to a bus will be required to make payment for repairs and may also be required to provide community service hours for cleaning buses in addition to receiving a suspension of bus riding privileges.

**\*Students receiving bus suspensions of riding privileges for regular routes will not be allowed to ride activity and athletic trip buses during the time of their suspension.**

## Health & Medical Information

### Health

### Policy JHC

The school has the responsibility for the health and welfare of all students. Chillicothe School District policy mandates that students with a contagious disease or those suspected of having a contagious disease are excluded from school as outlined in the State's Health Standards Practices. School personnel can request a doctor's excuse prior to the re-admittance of a student to school if there is a suspicion of a communicable disease. **Please make sure that you leave a phone number for our file in case of emergency.**

**If your child is not able to participate in PE or to play outside for more than 3 days, a doctor's note is required; otherwise, a parent note is required for injury/illness episodes lasting fewer than 3 days.**

### Medications in School

### Policy JHCD

We request that parents and/or guardians bring all medication to school. It is extremely unsafe to have elementary students transport medications on the bus. A **Medication Verification Form must be completed and accompany all medication.** Designated school personnel will then count the pills and complete the form.

### Prescription Medication

### Policy JHCD

All medications must come in the original container. The medication label must include:

- Student name (&)
- Name of medication (&)
- Dosage of medication (&)
- Name of doctor (&)
- Specific instructions for giving the medication.

If the medication is to be given at home and school, please ask the pharmacy for a second labeled bottle that can stay at school.

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

Short-term medications (10 days or less) such as antibiotics must have the parent section of the medication authorization completed. The prescription label will be considered an equivalent of the physician's written order. The school will not give a 3-a-day antibiotic at school. Please give before school, after, and at bedtime.

**Inhalers** will be kept in the office.

### Non-Prescription Medication

### Policy JHCD

The district may administer over-the-counter medications to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packing and will only be administered in accordance with the manufacturer's label.



Tylenol or Ibuprofen will be given at school on an as needed basis if the parent/guardian has given permission via the online registration platform. The school **does** stock Tylenol or Ibuprofen for minor pain and fever, if your child takes it frequently, please send their own bottle.

## **Illness**

If a child becomes ill, or is seriously injured during the school day, the school will make every effort to contact the parent/guardian. The emergency phone number listed for the child will be called if parents cannot be reached. **Please keep the school advised of any changes in phone number or emergency contacts. In the event that contacts can't be reached, the school will seek the help of the School Resource Officer.**

The school nurse or school personnel will attend to minor scrapes and bruises, but students will be sent home if:

- \*they are running a temperature of 100 degrees
- \*they have vomited
- \*they have diarrhea
- \*they have a severe head injury

\*we cannot determine the cause of a sudden physical or emotional distress

Before returning a child to school, the child **MUST be free of temperature and/or free of vomiting or diarrhea for 24 hours without (fever-reducing) medication.**

“It is unlawful for any child to attend a public school in Missouri while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it” (Missouri Statute 167.191)

## **Head Lice/Bed Bugs**

## **Policy JHC-AP2**

Head lice (and bed bugs) are a recurring health problem. The school will send home students infested; with specific instructions that must be followed before re-admittance to school. **Parents must return to school with the child the following day in order that the nurse can recheck the child.** Parents are advised to contact the school if they find head lice or bed bugs on their child. All information will be handled in confidence.

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# Behavior Expectations and Interventions

## BIST

[www.bist.org](http://www.bist.org)

In order to provide a productive learning environment in the Chillicothe Elementary Schools, teachers have been trained in the use of the BIST process for managing student behavior. BIST stands for Behavior Interventions Support Team. The purpose of the BIST strategy is to help bring about lasting changes in students' attitudes toward themselves and others around them, so that they can be productive students in the classroom, be in control of their own behavior, and find acceptable solutions to their problems.

### **The BIST Bottom Line: It is never okay to be disruptive or hurtful.**

Students will be expected to be the following at Dewey, Field, and Central:

Be Respectful-----Be Responsible-----Be Safe

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

- \*Minor infractions will be dealt with in the classroom, then using the BIST continuum.
- \*If a student continues to misbehave, he/she may have a BIST plan for success.
  - \*A student may not be able to attend field trips for repeated infractions.
- \*If a student threatens, assaults, steals or has repeated Recovery Room visits, he/she will be sent to the principal's office.

### **BIST Placement Continuum:**

Own seat - Safe Seat - Buddy Room - Recovery Room - Office Referral – home/BSP

## **Behavioral Success Program and Recovery Room**

During the 2005-2006 school year, the Chillicothe R2 School District implemented the Behavioral Success Program and the Recovery Room Concept at each Elementary School. These programs are designed to help teach students to make better decisions about their behavior. For students, the recovery room gives them the opportunity to: calm down; be safe from acting out; develop adult relationships; and establish clear boundaries for classroom behavior. For teachers, the recovery room gives them the opportunity to: maintain order in the classroom; have a safe place for the student to go; maintain a safe environment for the other children; and to be able to implement positive, constructive discipline options.

## **Steps for referring a student to the Behavioral Success Program**

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

1. When possible, the student should be initially referred to the building REFERRAL Team.
  2. The REFERRAL Team will develop a BIST Behavior Plan for Success.
  3. Students with consistent behavior concerns are reviewed for specialized behavior resources.
  4. Review may be done by the REFERRAL Team or by request (principal, parent, teacher).
  5. \*If team decides specialized resources are needed, a meeting will be set with parents.
- \*Team members include, but may not be limited to: Parents (if possible); building principal; Special Education Director and Special Education Teacher if there is an IEP; classroom teacher; counselor; Recovery Room teacher; BSP staff.**
- \*The district reserves the right to provide a student with specialized behavior resources if that is determined to be his/her best educational opportunity.**

The complete discipline policy can be found on pages 17-23 of the appendix

## APPENDIX

### School Attendance

### Policy JEA

The Chillicothe R-II Board of Education finds that regular school attendance is key to maximum achievement within the school district's curriculum. Students are expected to be in school daily, except under the following circumstances requiring their absence:

- \*Personal illness or illness in the immediate family requiring student's presence
- \*Medical or dental appointments that cannot be scheduled for non-school time
- \*Death in the immediate family
- \*School activities at the request of the school.

Every effort should be made to inform the school of your child's absence. Parents should notify the school by telephone prior to 9:00 a.m. on the day the student is absent, as to the reason. If a parent knows in advance of their student's absence, please contact the school by phone or note.

**Parents will be notified by mail when a student's absences reach or exceed 5 and 10 days.** The district will also notify the school resource officer and information will be reported to the Division of Family Services and/or Juvenile Office. If further absences are due to medical reasons, a doctor's excuse will be required.

**When a student's absences reach 15 days,** the school will provide the county prosecutor with an official attendance record.

A student becoming ill at school should inform the teacher. If necessary, parents will be contacted. It is important for an emergency telephone number to be on file in the office. Please complete the enclosed student information form.

### Tardies

Excessive tardies can contribute to poor academic performance and place hardships on students to make up missed work. Students are considered tardy after 8:05 a.m. Even a few minutes late starts the day off wrong for the student and is disruptive to the class.

The school's course of action for excessive tardies is as follows:

- After **10 tardies** the school will send notification alerting parents of the concern
- After **15 tardies** the Division of Family Services and/or Juvenile Office will be contacted

### 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. Students may be considered truant even if they are absent with consent of parent/guardian and have accumulated an excessive number of absences.

## **Safe Schools Act**

In May of 1996, the Missouri General Assembly passed House Bills 1301 and 1298 collectively known as the “Safe Schools Act”. The Safe Schools Act is a major effort to improve safety, security, and student discipline in Missouri schools.

The Chillicothe R-II School District, in accordance with the “Safe Schools Act” recognizes there are certain behaviors that cannot be tolerated in any public school setting. In support of this effort, the Chillicothe R-II Board of Education has adopted a “Zero Tolerance Policy” in the following areas:

**Drugs (JFCH, HFCD):** Students shall not possess\*, transfer, use, be under the influence of, dispense, attempt to sell, or sell narcotics, drugs, controlled, or imitations of controlled substances, including inhalants, and/or drug paraphernalia.

\*(Except as prescribed to the individual.)

**Weapons (JFCJ):** Students shall not possess weapons. Weapons include, but are not limited to the following: firearm, blackjack, concealable firearms, explosive weapon, firearm silencer, gas gun, spring gun, automatic weapon, projectile weapon, rifle, shotgun, razor blade, knife and switchblade knife.

**Acts of Violence:** Students shall not commit any act, which in its commission is violent. An act of school violence is the exertion of physical force by a student with the intent to do physical injury to another person or that creates substantial risk of death, disfigurement, or protracted loss or impairment of the function of any part of the body.

Violations in any of these areas will result in a suspension from school for a minimum of one calendar year or expulsion. All cases will be referred to the appropriate legal authorities and prosecuted to the maximum extent of the law. This policy applies to all district buildings, on or about school grounds, at all school activities, or activities involving Chillicothe Schools, or in any vehicle that is used to transport students for the school district.

The Chillicothe R-II School District considers it to be unacceptable and a serious violation of this policy any conduct which inhibits good order and discipline in the schools or which tends to impair the morale or good conduct of students. As the result of such conduct, students may be subjected to more severe disciplinary action, including suspension or expulsion from school and/or school activities. This policy applies to conduct in all school buildings, on or about school grounds, at all school activities, or activities involving Chillicothe schools, or in any vehicle when that vehicle is used to transport students for the school district.

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

- \*Tardiness; truancy, excessive absences;
- \*Failure to obey school rules; failure to obey instructions of a school official; dishonesty;
- \*Possessing, using, or selling tobacco;
- \*Stealing and vandalizing or otherwise damaging property; cheating; gambling;
- \*Extortion (Using threats or violence to get money or property or to conceal wrongdoing);
- \*Sexual harassment and sexual violence; racial/ethnic harassment;
- \*Possessing, consuming, being under the influence of, or selling alcoholic beverages;
- \*Fighting, assault and battery; obscenity; open defiance, profanity, threats by word or deed; unruly conduct that disrupts school;
- \*Any conduct which would subject a student to criminal prosecution.

The Safe Schools Act will be reviewed with all students at the beginning of the school year.

## **STUDENT DISCIPLINE PROCEDURES & CODE OF CONDUCT**

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The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list every offense that may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses that, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

Per Board Policy JG/JG-R: All students who are suspended or expelled, regardless of reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participation in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

1. **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 a zero on the work, notification to the parent/guardian and/or notification to the principal, or B.I.S.T. continuum.

Subsequent Offense: Same as above.

2. **Arson**--Starting a fire or causing an explosion with the intention to damage property or buildings.

First Offense: 1 or more days of Recovery Room, 1-180 days out of school suspension or expulsion, notification to law enforcement officials, and restitution if appropriate.

Subsequent Offense: 1-180 days out of school suspension, expulsion and restitution if appropriate.

3. **Assault**--Physical or Verbal

**Policy JG-R1**

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

First Offense: Principal/Student conference, detention, 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.

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

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

Subsequent Offense: Expulsion.

#### 4. **Bullying and Cyberbullying**

#### **Policy JFCF**

Intimidation or harassment of a student or multiple students perpetuated by individuals or groups.

First Offense: Principal/student conference, 1 or more days of Recovery Room, or 1-10 days out of school suspension.

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

#### 5. **Bus Misconduct**

Any offense committed by a student on a district-owned or contracted bus that causes a concern for safety or order. Bus riding privileges may be suspended or revoked or other disciplinary action may result.

6. **Disparaging or Demeaning Language**--Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

First Offense: Principal/Student conference, 1 or more days of Recovery Room, or 1-10 days of out-of-school suspension.

Subsequent Offense: 1 or more days of Recovery Room or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

7. **Disrespectful Conduct or Speech**--Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings directed at/to a staff member.

First Offense: Principal/Student conference, 1 or more days of Recovery Room, or 1-180 days out-of-school suspension.

Subsequent Offense: 1 or more days of Recovery Room, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

8. **Disruptive Speech or Conduct**--Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.

First Offense: Principal/Student conference, 1 or more days of Recovery Room, or 1-10 days out-of-school suspension.

Subsequent Offense: 1 or more days of Recovery Room, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

**9. Drugs/Alcohol**

**Policy JFCH & JHCD**

a. Possession of or attendance under the influence of any unauthorized prescription or over the counter drug, alcohol, narcotic substance, counterfeit drugs, herbal preparation or drug-related paraphernalia at school or school activity.

First Offense: 1 or more days of Recovery Room, 1-180 days out-of-school suspension.

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

b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia.

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

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

**10. Electronic Devices/Personal items**--Possession of cellular phones, pagers, radios, CD players, electronic games or other electronic devices during school hours is prohibited. The school is not responsible for lost, stolen or broken personal items brought to school.

First Offense: Student will be asked to turn off the device and the teacher will keep until the end of the day.

Subsequent Offense: Confiscation of device and placed in office safe to be returned to parent at their discretion. Further consequences may include Recovery Room as alternate placement.

**11. Extortion**--Threatening or intimidating any student for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, 1 or more days of Recovery Room or 1-10 days out-of-school suspension.

Subsequent Offense: 1 or more days of Recovery Room, 1-180 days out-of-school suspension, or expulsion.

**12. False Alarms**--Tampering with emergency equipment, setting off false alarms, making false reports.

First Offense: Principal/Student conference, 1 or more days of Recovery Room, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1 or more days of Recovery Room, 1-180 days out-of-school suspension, or expulsion.

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

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.

14. **Public Display of Affection**--Physical contact which is inappropriate for the school setting.

First Offense: Principal/Student conference, 1 or more days of Recovery Room, or 1 - 180 days out-of-school suspension.

Subsequent Offense: 1 or more days of Recovery Room, 1-180 days out-of-school suspension, or expulsion.

15. **Harassment or Sexual Harassment**

**Policy AC**

a. Use of unwelcome verbal, written or symbolic language that is harassing based on gender, race, color, religion, sex, nation origin, ancestry, disability or any other characteristic protected by law.

First Offense: Principal/Student conference and/or 1 or more days of Recovery Room. A protective plan and/or counseling may be considered. Contact parent.

Subsequent Offense: 1 or more days of Recovery Room, 1-180 days out-of-school suspension, or expulsion.

b. Physical contact that is sexually harassing.

First Offense: Contact parent; 1 or more days of Recovery Room, 1-180 days out-of-school suspension or expulsion.

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

16. **Theft**--Theft, attempted theft or willful possession of stolen property.

First Offense: Principal/student conference, loss of recess in Recovery Room w/documentation completed for offense, BIST plan for success may be implemented, BSP placement may be discussed/implemented.

Second Offense: Principal/student conference, parents called, one day in Recovery Room as alternate placement, School Resource Officer notified to speak with student and/or parents, BIST plan for success implemented (if not already in place), BSP placement may be discussed/implemented.

Third Offense: Principal/student conference, parents called, two days in Recovery Room as alternate placement, School Resource Officer notified, BSP placement may be discussed/implemented.



Fourth Offense: Principal/student conference, parent notified, five school days in Recovery Room as alternate placement, School Resource officer notified, BSP placement discussed/implemented.

Fifth Offense: Parent/student conference, 1-3 days alternate placement in which time BSP placement is determined and implemented.

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

First Offense: Principal/Student conference, detention, 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.

18. **Tobacco**

**Policy JFCH**

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

First Offense: Confiscation of tobacco product, principal/student conference, 1 or more days of Recovery Room or 1-3 days out of school suspension.

Subsequent Offense: Confiscation of tobacco product, principal/student conference, 1 or more days of Recovery Room or 1-10 days out-of-school suspension.

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

First Offense: Confiscation of tobacco product, principal/student conference, 1 or more days of Recovery Room or 1-3 days out of school suspension.

Subsequent Offense: Confiscation of tobacco product, principal/student conference, 1 or more days of Recovery Room, or 1-10 days out-of-school suspension.

19. **Truancy**

**Policy JED**

Absence from school without the knowledge and consent of parents/guardian and/or the school administration.

First Offense: Principal/student conference or 1-3 days recovery room alternate placement.

Subsequent Offense: 3-10 days recover room alternate placement.

20. **Vandalism**

**Policy ECA**

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

First Offense: 1 or more days of Recovery Room, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**21. Weapons**

**Policy JFCJ**

- a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 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: 1 or more days of Recovery Room, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, and documentation in the student's discipline record.

- b. Possession or use of a firearm as defined in 18 T.I.S.C. 921 or any instrument or device defined in g 571.010, RSMo.

First Offense: One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Any other offense, which constitutes a "serious" violation of the district's discipline policy as defined in board policy, will be documented in the student's discipline record.

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

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## **CHILlicothe R-2 SCHOOL DISTRICT PUBLIC NOTICES**

### **NONDISCRIMINATION NOTICE**

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

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

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

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

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

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

**Emily Schmidt, Director of Special Services**

**1020 Old Hwy 36 West**

**Chillicothe, MO 64601**

**Phone: 660-646-4566**

## **CHILD FIND**

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

## **FREE APPROPRIATE PUBLIC EDUCATION (FAPE)**

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

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

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

*This notice will be provided in native languages as appropriate.*

## **SECTION 504 PUBLIC NOTICE**

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

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

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

*This notice will be provided in native languages as appropriate.*

## **LOCKERS, DESKS AND STORAGE AREAS**

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

## **STUDENT RECORDS**

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

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

**RIGHT TO PREVENT DISCLOSURE:** Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. The District will attempt to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request, the District

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

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

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

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

**Limited Directory Information** – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the

juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and email address and the parents' addresses, telephone numbers and email addresses.

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

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

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

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

## **SURVEYS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

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

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

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

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

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. The District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of



such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: Collection, disclosure, or use of personal information for marketing, sales or other distribution; Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education; Any non-emergency, invasive physical examination or screening as described above.

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

### **TEACHER QUALIFICATIONS**

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

Dear Parent or Guardian:

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

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

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

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.

- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

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

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

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**1. What is a complaint?**

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

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

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

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

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

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

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

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V

<sup>2</sup> In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

**FOOD SERVICE MANAGEMENT**  
*(Notice of Nondiscrimination in School Nutrition Programs)*

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at 800-877-8339.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at [https://www.ascr.usda.gov/complaint\\_filing\\_cust.html](https://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to the USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to the USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, DC 20250-9410;
2. Fax: 202-690-7442; or
3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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