Chilhowee R-IV School District



Student Parent Handbook

Adopted by the Board of Education: July 15, 2026

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Mission C-110-S
The mission of the Chilhowee R-IV is: Chilhowee School District is committed to high expectations and learning opportunities for developing responsible, productive citizens.

School Board Members G-100-S

Chris Postlethwait, President
Matt West Sr., Vice-President
Dan Malott, Treasurer
Matt Hoff
Justin Lankford
Dan Rice
John Widel

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

School Building Information and Contact Information
Chilhowee R-IV
101 SW State Route 2
Chilhowee, MO 64733
Phone: (660) 678-2511
Fax: (660) 678-5711

The Department of Elementary and Secondary Education's District and Building Report Cards are available here.

Central Office	660-678-2511 option 3 or ext. 514
High School Principal's Office	660-678-4511 option 1 or ext. 104
Elementary Principal's Office	660-678-4511 option 1 or ext. 111
Counselor's Office	660-678-4511 option 2 or ext. 107
Nurse	660-678-4511 option 1 or ext. 104
Special Services	660-678-4511 option 1 or ext. 201
District Website	http://chilhowee.k12.mo.us
Facebook	https://www.facebook.com/chilhoweeschool
Twitter	@ChilhoweeSchool

Administration Information

Joe Murphy	Superintendent
Alana Rehn	Secondary Principal
Kelly Gotsch	Elementary Principal/Title 1 Coordinator

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Academic Calendar I-100-S

Chilhowee R-IV School District 2026-27

School Hours: 7:50AM - 3:38PM / Doors Open and Breakfast Served at 7:35AM

July 2026

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

August 2026

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

Aug. 17-21 Start of Year Teacher In-Service
Aug. 24 First Day of School

September 2026

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

Sep 4 Half Day - Chilhowee Fair
Sep. 14 Teacher In-Service

October 2026

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

Oct 5 GVVC In-Service (Bronaugh, MO)
Oct. 12 Parent/Teacher Conf 11am-7pm
Oct. 16 End First Quarter

November 2026

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	✡	✡	✡	✡	✡	28
29	30					

Nov. 2 Teacher In-Service
Nov. 23-27 Thanksgiving Break

December 2026

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	✡	✡	✡	✡	✡	26
27	✡	✡	✡	✡		

Dec. 18 End 2nd Quarter & Semester 1
Dec. 21 - Jan 4 Christmas Break

January 2027

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

Jan. 4 Teacher Workday
Jan. 5 Students Return
Jan. 18 Martin Luther King Jr. Day
Jan. 25 Teacher In-Service

February 2027

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

Feb. 15 Presidents Day
Feb. 22 Teacher In-Service

March 2027

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	1❄	16	17	18	19	20
21	✡	✡	✡	✡	✡	27
28	29	30	31			

Mar. 8 Parent/Teacher Conf 11am-7pm
Mar. 12 End 3rd Quarter
Mar. 22-26 Spring Break (26th-Good Friday)
Mar. 29 Teacher In-Service

April 2027

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

May 2027

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

May 21 Half Day - Last Day for Students
Graduation & Teacher Workday
May 24 Teacher Workday

June 2027

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

△	New Teacher In-Service & Returning Teacher Workday (Aug 17)
	Teacher Beginning of the Year In-Service
✡	No School
\	Half Day
◢	Teacher In-Service - No School for Students
—	End of Quarter and/or Semester
∪	Teacher Workday - No School for Students
✡	Students First Day of Semester 1 & 2
⟷	Parent/Teacher Conferences (11am - 7pm)
❄	Weather Make-Up Days

Q1	33.5
Q2	35
S1	68.5
Q3	44
Q4	34.5
S2	78.5
Total	147

Total Student Days: 146 Full / 2 Half (1093.8382hours)

Total Staff Days: 163 **5 Built-In Weather Days**

Board Approved: TBD

WEATHER MAKE UP ❄ SCHEDULE ❄

As Needed / In This Order	
1st Make Up Day	March 15
2nd Make Up Day	April 5
3rd Make Up Day	April 12
4th Make Up Day	April 19
5th Make Up Day	April 26

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Attendance and Absence Procedures S-115-S

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused.

Grades K-6 Attendance

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

- Parents/guardians of an absent student have not contacted the school, the principal or designee will contact the parent by phone or in person.
- When a student has accumulated 5 unexcused absences in any semester, the principal or designee will send home an attendance letter letting parents know how many days their student has missed and what their attendance/absentee percentage is.
- When a student has accumulated 6 unexcused absences in a semester, the principal may schedule a conference with the parents at a time convenient for the parents. All of the student's teachers may be present, and the parents will be encouraged to bring other family members. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate District attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
- More than 7 unexcused absences in a semester will be a factor in determining whether the student may be required to attend summer school, or make up time before or after school. The principal will refer the student to the Juvenile Office for excessive absences.

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

Any conference may be waived by the principal if the absences were caused by a specific event or long-term illness. In cases where the District is aware that a student must be

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absent for an extended period of time, the District will arrange for the student to receive instruction by other appropriate means.

Grades 7-12 Attendance
The school may implement any of the consequences and interventions outlined above for students. Because students are expected to take more responsibility for their actions, they will be included in conferences and interventions.

Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. Each teacher may set reasonable limits regarding the timeframe in which missed work may be completed.
Student activities including clubs, sports, dances, and field-trips are a privilege for students in good academic standing. These privileges will be suspended from students who have accumulated more than 5 unexcused absences in a semester.

Regular, punctual attendance at school is vital for a student's academic success. Accumulated absences will result in a conference with parents, a letter mailed home, and possible reporting of educational neglect. Absences related to school activities will not be counted toward the five allowable days. However, class assignments should be turned in no later than the next class session they attend *unless prior arrangements have been made*. In the case of a pre-planned absence, the parent/guardian is requested to come by the principal's office ***at least five days*** prior to the absence to make the necessary arrangements for assignments. It is anticipated that these assignments will be completed and submitted to the appropriate instructors before the planned absence. Preplanned absences count towards a student's allowed number of absences.

Students must attend a **complete day of school** prior to attending or participating in any extracurricular school activity. A student may miss school and participate in an extracurricular activity if they have a dentist, doctor, or similar appointment. The student must present a note from the doctor or dentist upon arrival at school to be granted permission to participate in the activity. The notes must specifically state that the student has been approved for participation. Students must also attend the last school day of the week in order to participate or attend a weekend activity. Again, the principal must approve any exceptions. ***Examples of missed activities would be athletic events or dances. School related activities will not follow these rules.*** Athletic coaches may add additional eligibility standards to determine eligibility but cannot make them less stringent. These additions shall be communicated to both students and parents/guardians as required.

On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the District's records show or that an absence recorded as unexcused should have been recorded as excused. An appeal will not be taken based on whether the reason for the absences justifies an exception to this rule. Absences related to school activities will not be counted toward the five allowable days. However, class assignments should be turned in no later than the next class session they attend *unless prior arrangements have been made*. In the case of a preplanned absence, the

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parent/guardian is requested to come by the principal's office at least five days prior to the absence to make the necessary arrangements for assignments. It is anticipated that these assignments will be completed and submitted to the appropriate instructors before the planned absence. Preplanned absences count towards a student's allowed number of absences.

Procedures for Reporting an Absence
A phone call must be placed before 9:00 a.m. or documentation must be provided as indicated. ***Also, absences will be unexcused if the parent cannot be contacted to explain the absence.***

Excused Absences
Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be excused. When a student's absence is excused, it is the student's responsibility to make up work with teacher support. The teacher will determine the timelines for turning in make-up work.

In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Illness or injury of the student, with a phone call or written documentation from the legal guardian, a physician, or other health care provider
- Medical appointments that cannot be scheduled outside the school day, with written appointment confirmation by medical provider
- Serious illness or death of a family member, with written excuse from the parent. The principal may require a program or other evidence from services as well.
- Religious observances, with written excuse from the parent
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from, will be immediately deployed, or immediately returned with notification and approval of the Superintendent or designee
- Suspensions
- Driver's Education Test
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

College Visits
Seniors are granted two college visits during their senior year. Juniors will be granted one college visit during the second semester of their junior year. This day **must** be pre-arranged through the counselor and the principal and will not be counted toward their

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attendance to make-up. If a student would like to attend more college visits, it must be pre-arranged with the counselor and the principal. Documentation of visit is required.

Unexcused Absences
Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. Students who have an unexcused absence are encouraged to make-up the work to aid learning. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the teacher. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

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

Late Arrival/Tardiness
A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence.

Tardiness (7th-12th Graders)
If a student is tardy to school at the beginning of the day, the student must check into the office either with a parent, note, or phone call from the parent and receive a tardy slip. (If a student is more than 15 minutes late, it will be treated as an absence for the hour).

Tardies will be tracked by classroom teachers. If it becomes a problem, a teacher will refer to administration.

Truancy
Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Students who are truant are encouraged to make-up the work to aid learning. Families are entitled to appeal assigned consequences to the Superintendent or designee.

Students K-12, regardless of age, are not allowed to leave the school grounds during the school day, or be absent without authorization from class, unless they have parental permission and approval from the principal's office. Parents must call the school office for students to be allowed to leave school grounds. Violations will be handled according to the discipline code.

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

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

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

Academic Recovery Time and Graduating Seniors
Seniors must make up any unexcused absences or tardies accumulated August through May during Academic Recovery Time (A.R.T.) before the day of Graduation. Students will be required to track their A.R.T. time and obtain signatures on their tracking log for each hour served. A student cannot serve a behavior office detention at the same time as they are making up academic recovery time. A student's parent/relative who is a school employee cannot sign their relatives' A.R.T sheet or vouch for their hours.

<u>Dress Code S-180-S</u>
The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations and Prohibitions
Shirts and shoes must be worn at all times. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. Soft-soled house shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments, or where undergarments should be, when a student is sitting or standing;
5. Undergarments worn as outer wear;
6. Holes in pants that are above mid-thigh unless patched;

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7. Clothing with profane, obscene, or otherwise inappropriate language;
8. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
9. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
10. Language or symbols that promote gangs;
11. Hoods (hooded sweatshirts worn up);
12. Handkerchiefs;
13. Sunglasses;
14. Face paint; or overly-dramatic make-up or clothing that could be considered a costume;
15. Overly-dramatic make-up;
16. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
17. Blankets carried or worn as coats or wraps while in the building;
18. Heavy or loose chains, or straps that create a safety risk.

Additional Dress Code Information
Hats may be worn unless they become a distraction to the learning environment, in which case, they will need to be removed. Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

<u>Food Service Program F-285-S</u>
Breakfast and Lunch
Chilhowee has a closed lunch hour. Students are not permitted to leave school grounds. All food and drink must be consumed in the cafeteria. Parents/visitors may eat lunch with their child during their child's scheduled lunch shift. However, they must have approval before eating with their child. The secretary would need to know by 3:00 p.m. the day before that a parent/visitor is wanting to eat lunch with their child the following day. Adult breakfast is $2.70 and Adult lunch is $3.20. Outside food may be brought to students to have during their scheduled lunch shift. It may be delivered to the main office by a parent, legal guardian, or by another individual when parent/guardian permission is provided to the district, but students may not leave campus to get food.

Chilhowee School participates in the federal school breakfast and lunch program. Parents are requested to purchase meals by the week (4 days) or month (16 days). Prices will be published at the beginning of the school year.

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

Charging lunches are only available on a very limited basis. If a lunch account falls into a negative balance, a note will be sent home with the child, and you will receive a statement from the school. Once the student has exceeded the $50.00 negative balance limit, they will be served an alternate meal. ***Students will not be allowed to be more than $50.00 in arrears in their meal account.*** Free and reduced meal information will be sent home at the beginning of school, or it may be requested from the school office. The form must be completed and returned to the principal's office before students will be eligible to receive free and reduced meal prices. Parents will be notified upon approval or denial of their application.

Cafeteria Meal Prices

Student Breakfast: $2.35	Elementary Lunch: $3.00	Adult Lunch: $3.25
Adult Breakfast: $2.75	JH/HS Lunch: $3.25	
Reduced Breakfast $0.30	Reduced Lunch: $0.40	

Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches

Food for class parties must be pre-packaged store-bought snacks. Homemade goods are not allowed.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine, Narcan, and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

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All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Individual Approaches
The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S
Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may not be physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

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

Students must be fever-free (temperature below 100.4°F) for at least 24 hours without the use of fever-reducing medication before returning to school. Open or oozing sores must remain covered while at school to prevent exposure to bodily fluids. Students who are experiencing vomiting or diarrhea should remain home and may return to school after being symptom-free for 24 hours.

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Health Screenings
Students in Kindergarten through 3rd Grade will be screened for vision, hearing, height, and weight during the school year. Students 5-12 will be screened height and weight, and students in 5, 7, 9, and 11th will be screened for vision.

Health Office
If you have any questions, please contact Brandy Hutchison at 660-678-4511 option 1 or ext. 104.

Administration of Medication S-135-S
All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Students are not allowed to carry prescription or over the counter medications while on District grounds, on District transportation or during District activities unless explicitly authorized by the District. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office by a parent/guardian and must be accompanied by the following information:

> *Non-Prescription Medication* – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others. **The school will only give Tylenol or Ibuprofen between 11am-2:30pm.**
>
> *Prescription Medication* – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider. The parent/guardian must sign a request asking the District to comply with physician's orders. This may be done when the medication is delivered.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need-to-know basis. Please contact the school nurse.

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Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline/ remedial action in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Asbestos F-215-S

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

There are no problematic areas concerning asbestos in the Chilhowee R-IV School according to the latest inspection completed April 2024.

A copy of the Management Plan and inspection reports are available for review at the Superintendent's office located at 101 SW State Route 2, Chilhowee, MO 64733 as well as each school office. Questions regarding asbestos or the management plan may be directed to the Superintendent at 660-678-2511.

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, make an optional student accident group plan available for students, for which a carrier is named and rates established annually. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies. In the Student Enrollment Packet, there will be

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information regarding student insurance. Parents will have the opportunity to get additional information to apply for student insurance. The Accident Coverage Form is available in the front office.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf.

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Custodian of Records/District Counselor. Requests to amend education records may be directed to the District's Custodian of Records/District Counselor to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent

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or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year.

The District designates the following items as directory information:

> *General Directory Information*: The following personally identifiable information about a student may be disclosed by the District 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); participation in District-sponsored or District-recognized activities and sports; height of members of athletic teams; athletic performance data; 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, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses 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; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

School Officials with a Legitimate Educational Interest
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs

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an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Release of Records to Other Agencies or Institutions
The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

Military and Higher Education Access
The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Release
Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form. The release form is available in the Principal's office.

Notice
Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

<u>Personnel Records E-190-S</u>
The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide 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 statute through which State qualification or licensing criteria have been waived.

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- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your student 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.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- Timely notice that your student has been assigned, or have 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.

Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The Schoolwide Program Plan is available here:
https://docs.google.com/document/d/1xGNewbstFJhlMhkujTo-4n2dlHIbJjm0Oa3uV7ieC6s/edit?usp=sharing

The School Parent and Family Engagement Plan may be found here:
https://docs.google.com/document/d/15-1nSWWIrrsmyMSsv90GeNOMaXK4Bm3W0J6TKiwmtQQ/edit?usp=sharing

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Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, or in foster care is:

Name:	Elementary Principal
Phone #:	660-678-4511
Email Address:	kgotsch@chilhowee.k12.mo.us

The District's liaison for students who are English learners is:

Name:	Special Education Process Coordinator
Phone #:	660-678-4511
Email Address:	mbeamer@chilhowee.k12.mo.us

English Language Learners I-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into Spanish.

For more information about the programs for students with LEP or assistance for families, please contact:

Name:	Special Education Process Coordinator
Phone #:	660-678-4511
Email Address:	mbeamer@chilhowee.k12.mo.us

Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the principal's office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. Parents will be given a visitor's pass to the classroom, except during elementary holiday parties and/or other special events. There will be no student visitors permitted

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during normal operating hours of the school day, unless prior approval is granted by the principal. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit 5 days in advance.

Transportation Services F-260-S

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

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

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept clear at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver or school principal/staff.
8. Riders who damage seats or other equipment will reimburse the District for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
13. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
14. Students shall not throw objects about the bus nor out the windows.
15. Students shall keep feet off the seats.

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16. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.

TRANSPORTATION TO SCHOOL ACTIVITIES

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

1. Ride the bus to the event.
2. Return to the Chilhowee School by bus unless a parent/guardian has properly signed a request or has requested in person and received approval from the sponsor or principal.
3. Under **no circumstance** will a student be permitted to travel home with anyone other than a parent or grandparent, or parent of another Chilhowee student who has received permission from the administrator in charge. Arrangements must have been made prior to the end of the school for the latter to be granted.

Student Discipline S-170-S

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;

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2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

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Standards of Conduct and Consequences
No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

District Policy for Discipline

Definitions

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

Detentions are served with an assigned teacher after school beginning at 3:35 and ending at 4:05 (30 min. detention) or 4:35 (60 min. detention). Failure to serve or a removal from detention will result in an additional detention being assigned or if needed other disciplinary consequences. Until all assigned detentions are properly served and completed, a student may not participate in any extracurricular activity.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

When ISS is assigned, the student will be expected to bring regular classroom work to the ISS room and complete the work as during a normal school day. This will be a room separate from the normal school population for the school day. Those assigned to ISS will not participate with other students in any activity of the school during the school day. Students will be eligible for extra-curricular activities following the completion of the ISS. All work completed may be turned in for regular class credit.

Until all assigned ISSs are properly served and completed, a student may not participate in any extracurricular activity. This restriction goes into effect the day the in-school suspension is to be served. If a student misses an assigned suspension day due to illness, doctors' appointment, or other family emergency, an authorized record of that absence (or **PRIOR** permission from the principal) must be provided. This would include appointment slip, court record, or other

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acceptable form of information to allow an excused absence to be granted. If a student does not follow the rules of the ISS teacher or has to be removed from ISS due to misbehaviors, etc., that student will be assigned an additional ISS/OSS. Warrensburg Area Career Center students who receive ISS are not permitted to attend the Career Center on the day of their scheduled ISS. An ISS that is not served on the appropriate day will result in an additional ISS being scheduled. A student will not be permitted to participate in any extra-curricular activities until both ISS periods are served.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

The student must make up work missed while suspended. Students must have all missed work completed and turned in on the day of return from their Out-of-School suspension. Any work not turned in will result in a zero for the assignment/s. Parents will be notified immediately of all suspensions. Upon the return from an Out-of-School suspension, the student and the parents/guardians will meet with administration for a follow-up meeting before the student may return to class.

Physical Restraint – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

Seclusion – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the School District. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

Serious violation of the District's Student Discipline Policy — Any act of violence or violent behavior, any drug-related activity, any offense listed in Section 160.261.2, RSMo, or any other violation of the District's Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

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Prohibited Conduct & Definition	First Offense	Subsequent Offense
Academic Dishonesty - Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.	No credit for the work, or grade reduction**, direct parental contact by the teacher. No extra credit work will be allowed for the quarter that the offense occurred. No exceptions.**	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.
Arson - Starting or attempting to start a fire or causing or attempting to cause an explosion.	Detention, ISS, 1-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in students' discipline record. Restitution if appropriate.	1-180 days OSS or expulsion. Restitution if appropriate.
Assault, First or Second Degree -Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.	10-180 days of out-of-school suspension or expulsion.	Expulsion.
Assault, Third or Fourth Degree - 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 or fourth degree.	Principal/Student conference, detention, ISS, 1-180 days of OSS, or expulsion.	ISS, 1-180 days OSS, or expulsion.
Automobile/Vehicle Misuse - Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to	Principal/Student conference, detention, 1-3 days of ISS.	4-5 days of ISS, could result in loss of driving privileges.

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follow established rules for parking or driving on District property.		
<u>Bullying and Cyberbullying</u> - Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.	Detention, ISS, 1-180 days out-of-school.	1-180 days OSS or expulsion.
<u>Bus or Transportation Misconduct</u> - Any misconduct committed by a student on transportation provided by or through the District.	Will be punished in the same manner as if the offense had been committed at the student's assigned school. In addition bus-riding privileges may be suspended or revoked. Verbal warning, Assign seats, Principal/Student conference, Detention.	Will be punished in the same manner as if the offense had been committed at the student's assigned school. In addition bus-riding privileges may be suspended or revoked. Second Offense: Principal/Student conference, Detention, Loss of bus privileges for up to five (5) days, ISS. Subsequent Offense: Loss of bus privileges for six (6) to ten (10) days, repeated incidents of second offense may result in

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		permanent loss of bus privileges, ISS.
Dishonesty - Any act of lying, whether verbal or written, including forgery.	Principal/student conference, detention, ISS, 1-10 days out-of school.	Detention, ISS, 1-180 days OSS or expulsion.
Disrespectful or Disruptive Conduct or Speech - Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.	Principal/Student Conference, Detention, 1-3 days of ISS, or 1-3 days of OSS.	ISS, 1-180 days of OSS.
Drugs/Alcohol/Tobacco/E-Cigarettes - The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.	Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on school grounds, school transportation or at any school activity: Confiscation of tobacco products. Principal/Student conference, detention, or ISS. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on school grounds, school transportation or at any school activity: Confiscation of tobacco product. Principal/Student conference, detention, ISS, 1-3 days out-of-school suspension. Possession sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation: ISS or 1-180 days OSS. Possession of, including vehicles, or attendance while under the influence of or soon after consuming: ISS or 1-180 days OSS.	Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on school grounds, school transportation or at any school activity: Confiscation of tobacco product. Detention, ISS, 1-10 days OSS. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on school grounds, school transportation or at any school activity: Confiscation of tobacco product. ISS, 1-10 days OSS. Possession sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation:

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	All other sale, purchase or distribution: ISS or 1-180 days OSS.	1-180 days OSS or expulsion. Possession of, including vehicles, or attendance while under the influence of or soon after consuming: 1-180 days OSS or expulsion. All other sale, purchase or distribution: 1-180 days OSS or expulsion.
Extortion - Threatening or intimidating any person for the purpose of obtaining money or anything of value.	Principal/Student conference, detention, ISS, 1-10 days out-of-school.	ISS, 1-180 days OSS or expulsion. **Principal's discretion may be used in K-6.**
False Alarms or Reports - Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.	Parent Contact, 1-10 days of ISS.	1-10 days of OSS, Contact Juvenile Authorities.
Fighting - A conflict: verbal, physical, or both, between two or more people.	Principal/Student conference, detention, ISS, 1-10 days out-of-school.	ISS, 1-180 days OSS or expulsion.
Firearms and Weapons: A) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property. C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.	A) One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the Superintendent. B) ISS, 1-180 days out-of-school or expulsion. C) In-school suspension, 1-180 days out of school suspension, or expulsion.	A) Expulsion. B) 1-180 days OSS or expulsion. C) 1-180 days out-of-school suspension or expulsion.

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Fireworks or Incendiary Devices - Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.	Parent Contact, Principal/Student Conference, Detention, ISS or OSS.	Contact Juvenile Authorities, 1-10 days of OSS.
Gambling - Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	Principal/Student conference, loss of privileges, detention, or ISS.	Principal/Student conference, loss or privileges, detention, ISS, 1-10 days out-of-school.
Harassment, including Sexual Harassment - Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.	Hate speech/slurs: Principal/student conference, detention, ISS, 1-10 days out-of school. Sexual Harassment: Principal/Student conference, detention, ISS, 1-180 days out-of-school, or expulsion. Sexual Harassment with unwelcomed physical contact: ISS, 1-10 days out-of-school, or expulsion.	Hate speech/slurs: ISS, 1-180 days OSS or expulsion. Sexual Harassment: ISS, 1-180 days OSS or expulsion. Sexual Harassment with unwelcomed physical contact: 1 - 180 days OSS or expulsion.
Hazing - The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.	ISS or 1-10 days out-of-school.	1-180 days OSS or expulsion.
Horseplay, roughhousing, etc. - Playing practical jokes, pranks, etc. No malicious intentions of bodily harm.	1-3 Days detention.	Second Offense: 1-3 days ISS. Third Offense: 3-5days ISS, or OSS, possible notification to law enforcement officials, and documentation in the student's discipline record.
Nuisance Items - Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.	Confiscation, Parent Contact, Student/Principal Conference, ISS.	Detention, ISS, or OSS.
Profanity Directed Toward a Staff Member - A swear word, blasphemous, or	1-3 days of OSS.	4-10 days of OSS.

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obscene language directed toward any staff member.		
Property Damage or Loss of School Property - Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.	Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Detention or in-school suspension.
Public Display of Affection - Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	Principal/Student conference, detention, ISS, 1-10 days out-of-school.	Detention, ISS, 1-180 days OSS or expulsion.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material - Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.	Confiscation. Principal/Student conference, detention, ISS, 1-180 days out-of-school.	Confiscation. Detention, ISS, 1-180 days OSS or expulsion.
Sexual Activity - Consensual acts of sex or consensual simulations of sex.	1-30 days OSS, Refer to Superintendent.	Contact Law Enforcement, Referral for Expulsion.
Tardiness or Truancy - A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.	Truancy: Principal/Student conference, detention, 1-3 days ISS.	Truancy: Detention or 3-10 days ISS.
Technology Misconduct - Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.	Restitution, if applicable. Confiscation, released at the end of the school day, if applicable. Principal/Student conference, loss of user privileges, detention, ISS, 1-180 days out-of-school	Restitution, if applicable. Confiscation, only to be released by parent/guardian approval, if applicable. Loss of user privileges, Detention, Denial of Privilege, 1-180

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		days OSS or expulsion.
Theft - Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	Return of or restitution for property. Principal/Student conference, detention, ISS, 1-180 days out-of-school. All students will be required to make restitution for the repairs of vandalism and the replacement of stolen articles. (100% or replacement cost) Restitution payments will be made to the office of the Superintendent, and their accounts will be credited accordingly. If necessary, provisions may be made for payment in several installments. Accounts not paid in full within a specified time will be processed for legal action.	Return of or restitution for property. 1-180 days OSS or expulsion. All students will be required to make restitution for the repairs of vandalism and the replacement of stolen articles. (100% or replacement cost) Restitution payments will be made to the office of the Superintendent, and their accounts will be credited accordingly. If necessary, provisions may be made for payment in several installments. Accou nts not paid in full within a specified time will be processed for legal action.
Threats or Verbal Assault - Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.	Principal/Student conference, detention, ISS, 1-180 days out-of-school.	ISS, 1-180 days OSS or expulsion.
Unauthorized Entry - Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.	Principal/Student conference, detention, ISS, 1-180 days out-of-school.	1-180 days OSS or expulsion.
Vandalism - Deliberate destruction of or damage to property belonging to the District, employees, or students.	Restitution. Principal/Stude nt conference, detention, ISS, 1-180 days out-of-school suspension.	Restitution. ISS, 1-180 days OSS or expulsion. All students will be required to make

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	All students will be required to make restitution for the repairs of vandalism and the replacement of stolen articles. (100% or replacement cost) Restitution payments will be made to the office of the Superintendent, and their accounts will be credited accordingly. If necessary, provisions may be made for payment in several installments. Accounts not paid in full within a specified time will be processed for legal action.	restitution for the repairs of vandalism and the replacement of stolen articles. (100% or replacement cost) Restitution payments will be made to the office of the Superintendent, and their accounts will be credited accordingly. If necessary, provisions may be made for payment in several installments. Accou nts not paid in full within a specified time will be processed for legal action.
Violation of Imposed Disciplinary Consequences - The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.	Missing detention = 2 additional detentions given. Missing ISS: Serve their original punishment plus days missed. If a student is OSS and appears on school property, additional days of OSS will be assigned. Law enforcement might be contacted.	ISS, OSS, Refer to Superintendent, expulsion.

During this school year, Chilhowee R-IV will implement a Behavior Systematic Framework for Discipline and Classroom Management. We believe students need to have the right intervention strategies in place to help them succeed. The framework creates a partnership between teachers and students to help them be accountable for their actions and give them the tools and behavioral life skills they need to be successful citizens. Behavior and discipline will be categorized by 3 levels.

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Level 1 Misbehaviors	Level 1 Examples of Tools and Responses
-Disrespect -Disruption -Verbal Language 1 -Public Display of Affection -Property Misuse -Dress Code Violation -Violation of Personal Space 1	-Student Teacher Conference -Alternate Seating Arrangement -Buddy Room
Level 2 Misbehaviors	**Level 2 Examples of Tools and Responses**
-Defiance/Insubordinations/Non-Compliance -Verbal Language 2 -Inappropriate Use of Technology -Violation Personal Space 2 -Inappropriate Location/Out of Bounds Area -Plagiarism, Lying, or Cheating -Public Display of Affection -Horseplay -Repeated/Multiple Level 1 Behaviors	-Parent Contact -Student Teacher Conference -Triaging -After School Detention
Level 3 Misbehaviors	**Level 3 Examples of Tools and Responses**
-Harassment -Physical Aggression/Fighting -Skipping Class -Verbal Language 3 (malicious, directed at someone) -Technology Violation (unauthorized access, hacking, viewing inappropriate websites) -Theft/Property Damage/Vandalism -Public Display of Affection (kissing, touching or groping near private areas, and anything more severe) -Use Possession of Tobacco, Drugs, Weapons, and Alcohol -Gang Affiliation Display/Bomb Threat/False Alarm/Arson -Repeated/Multiple Level 2 Behaviors	-Office Referral -Student Conference with Principal -Documentation in Student File -ISS/OSS

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

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

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RESPONSE OPTIONS: **The following may be imposed for any discipline concern:**
Detention, In-School Suspension, Suspension, and/or Expulsion.

DISCIPLINARY PROCEDURE K-6 *(Office Disciplinary Referral – when referred to the principal)*

a. Verbal reprimand and 30 minute detention.
b. Verbal reprimand and 60 minute detention.
c. In-School Suspension at the principal's discretion
d. One day out of school suspension with a parent conference.
e. Three days out of school suspension with a parent conference.
f. Five days out of school suspension with a parent conference.
g. Ten days out of school suspension with a parent conference.
h. 11-180 days out-of-school suspension
i. Board Action

DISCIPLINARY PROCEDURE 7-12 *(when referred to the principal)*

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

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

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

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Behavior Expectations

PreK - 6th Grade Expectations

	Classroom	Cafeteria	Hallway	Restroom	Playground
Thoughtful	• Be helpful • Ask first • Be mindful of voice levels	• Using your manners • Say "please" and "thank you." • Use table talk	• Walk on the right side of the hallway	• Wait your turn • Use quiet voices	• Take turns • Nature stays in nature • Rocks on the ground
Respectful	• Raise your hand • Wait your turn • Keep your classroom clean	• Pick a spot and stay • 3 to a bench • No saving seats • Hands on your food only • Stay sitting on your bottom	• Voices off • All belongings put away in tubs	• Throw your trash away • Keep your hands to yourself	• If PK is not present, do not use their equipment • When you hear the whistle, FREEZE!
Integrity	• I can do something even if I don't want to • Be in charge of your own learning	• Clean your mess • Get in line, stay in line • Use cafeteria supplies correctly	• Walking feet at all times	• 1 pump of soap, 2 paper towels • Use the stalls properly	• I can stop the swing safely/correctly • KAHFOOTY
Brave	• I can do hard things • Ask questions when you don't know	• Report a problem (spilled milk or food, inappropriate words, or if someone's upset)	• Alert adults of problems • Being OK even if others are not OK	• Report messes or issues	• Include those who want to play (ask) • Report issues when they happen
Empathetic	• Your easy is someone else's hard - Be Kind • Use kind words	• Help others • Use kind words	• Wipe your feet at the door • Report all messes	• Do not tell other people's business	• Check on others who are sitting alone or hurt

7th - 12th Grade Expectations

	Classroom	Cafeteria	Hallway	Restroom	Extracurricular
Thoughtful	• Be ready to learn when the bell rings • Pick up spaces • No talking when the teacher is talking • Personal vs Everybody's Thoughts	• Keep hands and feet to oneself • Say "please" and "thank you." • No talking in line so that you can hear the cooks	• Make room for others to pass	• Clean up after yourself • Flush the toilet after use • Do not put paper towels/feminine products in the toilet	• Hold doors for others • Be mindful of your volume • Remember, you are a guest • Prepare ahead of time to do your best
Respectful	• Use property appropriately • Return things you borrow • Control body functions • Match your reaction to the situation	• Appropriate volume level • Hats off • Take turns at the microwave and stay with your food • Food is for eating	• KAHFOOTY • Do not block others from getting through the hallway • Go to your class	• Give others privacy & use discretion and decency	• Listen to presenters and adults • Clean up after yourself • Consider others' experience
Integrity	• Do your work - no AI, copying, or pasting • Control your volume	• Eat your food (no begging or snatching) • Own up to mistakes • Take 1 item from the share tray at a time • Take care of your tray	• Use time wisely • Get to class on time • Walking feet	• Use time wisely • Keep gates locked at all times • Wash your hands before leaving	• Represent our school and yourself well • Be proud of your choices • Be trustworthy • Put things where they belong
Brave	• Do what's right even when others aren't • Own your work • Take academic risks	• Sit with a new person • Stand by your decisions • Smart choices about where you sit	• Clean up messes • Make good choices when your friends aren't	• Report issues immediately regarding behavior or facility upkeep	• Remind others of expectations • Try new things/be open to new ideas • Endure inconveniences • Ask for help
Empathetic	• Wait your turn • Give others grace • Assume good intentions • Filter your sharing	• Say nice things about friends • Clean up after yourself • Be mindful of what you talk about	• Keep volume down • Feet on the ground • Let people access lockers	• Allow others the opportunity to "go." • Check on others having trouble	• Be observant of others' social limits • Be helpful/share resources • Accept the outcomes gracefully and congratulate others

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CAFETERIA RULES

1. Students will walk to the cafeteria.
2. All students will be in the cafeteria during lunch.
3. The lunchroom is to be kept orderly and clean. Place all paper cartons, napkins, and soda bottles in the receptacles provided before leaving the cafeteria.
4. All food and drinks will remain in the cafeteria after lunch is over. No food from the cafeteria can be taken to the classrooms.

CLASSROOM STANDARDS

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

1. Students are to be in classrooms when the tardy bell rings to start the class period.
2. Students are to come to class prepared with all needed books, supplies, and assignments.
3. ***Food and drinks (no energy drinks) will be allowed at the discretion of the classroom teacher. If drinks are allowed, all drinks must have a lid.*** This will not apply when classes have parties and celebrations.
4. Gum is not allowed in the classrooms or halls for grades K-6, unless approved by the classroom teacher.

CORRIDOR/HALLWAY COURTESY

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

Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Definitions

Bullying – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of 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.

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Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is 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 person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: High School Principal and can be reached at 660-678-4511 option 1 or ext. 104.

School Day – A day on the District calendar when students are required to attend school.

Reporting Bullying or Cyberbullying
District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Link to Bullying Form: https://forms.gle/o8okkF64qYFYthro7
The School Counselor will receive an email notification every time that a student submits the form. The link to the Bullying Form is on every student's Chromebook and

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on teacher devices. Students can also report bullying to the administration or Counselor and they can help the student fill out the electronic bullying form.

Investigation
Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

Retaliation
The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

Consequences of Bullying, Cyberbullying, or Retaliation
When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

Public Notice
The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address

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bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.

3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

Report Form
This form is available in the Principal's Office.

Complaints or Concerns C-120-S
Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will

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direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Superintendent
Phone #: 660-678-2511
Email Address: jmurphy@chilhowee.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be' made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Secondary Principal
Phone #: 660-678-4511
Email Address: arehn@chilhowee.k12.mo.us

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

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

General Information

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

Complaints filed with LEA	**Complaints filed with the Department**
4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?

Appeals

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

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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.

6. **How can a complaint be filed with the Department?**

   A complaint filed with the Department must be a written, signed statement that include:
   - A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
   - The facts on which the statement is based on the specific requirements allegedly violated.

7. **How will a complaint filed with the Department be investigated?**

   The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

   The following activities will occur in the investigation:

   - **Record.** A written record of the investigation will be kept.
   - **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
   - **Resolution at LEA.** The LEA will then initiate its local compliant procedures in an effort to first resolve the complaint at the local level.

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- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

<u>Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S</u>

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation

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of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name:	Superintendent
Phone #:	660-678-2511
Email Address:	jmurphy@chilhowee.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be' made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name:	Secondary Principal
Phone #:	660-678-4511
Email Address:	arehn@chilhowee.k12.mo.us

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title:	Secondary Principal
Address:	101 SW St. Route 2, Chilhowee, Missouri 64733
Email Address:	arehn@chilhowee.k12.mo.us
Phone #:	660-678-4511

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could

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constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Student Searches S-175-S
Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. The District may use dogs to indicate presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination of facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

Student Alcohol/Drug Abuse S-195-S
The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school

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authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (*See* the Handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (*See* the Handbook's section on Student Discipline for more information.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana will result in discipline.

Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, regardless of blade length; or items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

A+ Program S-130-S

A+ Program Description

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies

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them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four- year institutions are offering incentives for students who meet the A+ criteria.

A+ Program Requirements

To participate in the A+ program, a student must meet **ALL** requirements.

- Be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation.
- Graduate with a non-weighted GPA of at least 2.5 on a 4.0 scale
- Maintained ***at least a 95% attendance record in grades 9-12. (No more than 3 days per semester.)***
- In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office.
- Up to 25% (12.5 hours) may include job shadowing prior to graduation.
- Good citizenship and the avoidance of unlawful use of alcohol and drugs is required.
- A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved.
- Students not meeting the Algebra 1 requirements may meet the math requirement through the ACT or PreACT. Please see the school counselor for more details.
- Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.
- Male students must complete selective service registration.

More information about the A+ program may be accessed through the District website, the high school counselor/District A+ Coordinator.

Assessment Program I-195-S

All students will participate in the required statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is located at: https://www.chilhowee.k12.mo.us/page/assessments

The Chilhowee School District uses NWEA as our District wide assessment tool. This assessment provides diagnostic benchmarks to guide instruction, is aligned to the Missouri Learning Standards, and is used to correlate and align appropriate interventions and instructional plans for all students. Students will be tested in the areas of Reading/ELA, Math, and Science during fall, winter, and spring. Kindergarten - Third Grade students will also be taking the NWEA MAP Reading Fluency test, per HB681, at least twice a year. The District will use the following dates for assessing NWEA.

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Fall	Winter	Spring
8/31-9/11	11/30-12/11	4/6-4/16

Grade-Level and End-of-Course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). Students in grades 3-12 will be **required** to take Grade-Level and EOC assessments for courses they are enrolled in for the current year. Students will take state assessments in the spring of each school year.

Counseling S-147-S

The school counselor helps students with academic and personal problems, course schedules, selection of college/technical school, post-high school plans, testing and interpreting test results. Students are welcome to make appointments during the school day.

Schedule Changes

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

1. Schedule and meet with the school counselor.
2. Students must complete a change of schedule form
3. Approval of the school counselor

Withdraw from School

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

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

Suicide Awareness and Prevention

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Chilhowee R-IV School District is committed to maintaining a safe environment to protect the health, safety, and welfare of students. The goal of the District is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the District's belief that the student is at risk of suicide. The District will establish a District-level Crisis-Response Team (CRT). CRT members will include administrators, counselors, the school nurse, and may include school social workers, school resource officers, teachers, and community members as appropriate. The CRT will be responsible for implementing the District's response plan. The District will use an evidence-based/informed tool for determining whether a student is at risk of suicide or is having a suicide crisis. The CRT members, building administrator, and a

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designee will receive training and coaching in using this tool to help make determinations and appropriately respond.

Alternate Method of Instruction (AMI)
During the school year, the Chilhowee R-IV School District may decide to have an AMI day instead of a snow day. An AMI day will be communicated to parents through Thrillshare, Facebook, our school's website, and on news channels. On AMI days, students will come home with review schoolwork and all materials needed to complete the work. Nothing new should be assigned, and no assignments will require the internet. Teachers will provide instruction on AMI days by providing notes with instructions/examples, or instructions will be downloaded on a thumb/flash drive. For your child's absence to be counted, your child will need to complete the work assigned before returning to school. If your child does not complete the work, their absence will be marked as unexcused. For your child to be counted as present that day, they will need to complete the following:

- **PreK – 6th-grade students:** Must complete the entire packet given to them for each AMI day
- **7th – 12th-grade students:** Must complete all assignments given to them for each AMI day by the teacher through paper packets or Google Classroom.

Teaching About Human Sexuality I-120-S
Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

Teaching About Computer Science I-123-S
For students electing to use a computer science course for a math unit, please be aware some institutions of higher education may require four units of academic credit in math for college admission. If a student chooses to take a computer science course to fulfill a unit of academic credit in math, the parent/guardian who signs the Acknowledgement Form for this Student Parent Handbook acknowledges taking a computer science course to fulfill a unit of academic credit in math may have an adverse effect on college admission decisions for their student.

8th Grade Promotion

Students who are **required** to attend summer school for 2nd semester failing grades will not be permitted to participate in the 8th grade promotion ceremony.

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Graduation Requirements I-190-S
Graduation requirements for the high school diploma will be a minimum of twenty-five units of credit completed during grades nine through twelve.

English Language Arts	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Fine Arts	1 unit
Practical Arts/Vocational	1 unit
Physical Education	1 unit
Health	0.5 unit
Personal Finance	0.5 unit
General Electives	8 units
Total	25 units

HIGH SCHOOL REQUIRED COURSES

English 9	Missouri History	Physical Science
English 10	American History	Biology
English 11	Government	Physical Education
Senior English Elective	Algebra 1	Health
	Geometry	

Additional Graduation Requirements for Missouri include passing the following: Missouri Constitution Test, United States Constitution Test, Civics Exam, Mental Health Awareness, and CPR Education.

Students Eligible for Services under the IDEA
Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

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Early Graduation

Students who wish to graduate early will be required to meet with the counselor and submit written notification to the principal **by the end of October.** The student will receive a diploma if the student has met all graduation requirements set forth by the District. Students choosing early graduation may participate in the spring graduation breakfast, practice, and ceremony, but will be considered alumni for all other activities. This must be approved by the Superintendent and Board of Education.

Valedictorian and Salutatorian Requirements

In order to be the class valedictorian, a senior must be ranked number 1 in the senior class as indicated by the weighted GPA. In order to be the class salutatorian, a senior must be ranked number 2 in the senior class as indicated by the weighted GPA.

High Demand Occupations

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available here.

For a direct link to the fiscal year 2025 High Demand Occupations list, please click here.

ACT Test

The ACT test will be offered and administered to all interested Juniors during April. Sophomores participating in dual credit and Seniors may take the ACT at the same time as the Juniors. They must pay $51.00 before taking the test. An ACT Prep Course will be offered in the first semester to any student who wants further preparation for the ACT test. The School District will pay for every junior to take the ACT in April.

Student Memorabilia

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

Section 504 I-125-S

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's 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 are designed to meet individual educational needs of disabled

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persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has 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 Monday – Friday (7:30 am – 3:30 pm) in the office of Marty Beamer, 660-678-4511, mbeamer@chilhowee.k12.mo.us. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S
The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, 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 District 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, 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.

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

The District assures that personally identifiable information collected, used, or maintained by the District 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 District 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).

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This plan may be reviewed Monday – Friday (7:30 am – 3:30 pm) in the office of Marty Beamer, 660-678-4511, mbeamer@chilhowee.k12.mo.us. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S
The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at https://www.chilhowee.k12.mo.us/page/launch-virtual-course-information, https://www.chilhowee.k12.mo.us/page/mocap-information, and District Policy.

WARRENSBURG AREA CAREER CENTER'S VOCATIONAL TECHNICAL SCHOOL
The District will send eligible students to Warrensburg Area Career Center (WACC) within the limits of the school budget and quotas levied on us. We will observe the philosophy of the WACC in the student selection process. Sophomores will tour WACC in January or February and then will be given an application to fill out. The application will be due 2 weeks after receiving the application from WACC. **The following criteria will be used for selection**:

1. Student's attendance and tardies
2. Student's grades (Overall Math & English Grades and Overall GPA)
3. Student's discipline and truancies
4. Does this program fit with the student's career goals?
5. Is this a realistic choice in view of the student's past history and career plans?
6. Does the student meet the program's prerequisites?

Criteria used to determine admission to the **Warrensburg Area Career Center:**
A. Discipline History
B. Attendance Record
C. Work History in Class
D. Academic Record
E. General Attitude towards Academic Pursuits

The Board of Education will not send a student to any area where similar experiences or training can be received at Chilhowee R-IV High School. Transportation to Chilhowee School will be provided to students on days in which school is in-session at Chilhowee R-IV. Students attending WACC will be required to be transported by school bus to and from Warrensburg. Emergency driving privileges will be considered on an individual

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basis. Driving to WACC requires a form signed by the Career Center's Director and the Chilhowee R-IV High School Principal, and is only good for one day.

Technology F-265-S
Policy on Student Display or Use of Electronic Personal Communications Devices
For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

In accordance with Missouri Law (Senate Bill 68), the Chilhowee R-IV School District will be electronic device free from 7:35 am-3:35 pm during each school day. Students are prohibited from displaying or using personal electronic devices during these times. This includes: Cell Phones, Smartwatches, Ear buds, Headphones, Personal Tablets/Laptops, Gaming devices, Meta/AI glasses, and any other device that can connect to the internet. 7th-12th grade students will keep their powered-off devices in a YONDR pouch, provided by the district. Elementary students are strongly encouraged not to bring any devices; however, if they do, they must remain powered off in their backpacks all day.

Disciplinary Procedures

- **1st offense:** – Confiscation, 30-minute detention, and the parent/guardian must pick up the device.
- **2nd offense:** – Confiscation, 60-minute detention, and the parent/guardian must pick up the device.
- **3rd offense:** – Confiscation, 3 days of ISS, and the parent/guardian must pick up the device.
- **Subsequent Offenses:** - Confiscation, 1 to 180 days of OSS, and the parent/guardian must pick up the device. Students must turn in their device(s) to the office upon arrival at school daily for the remainder of the year.
- **YONDR Pouch Tampering or Burner Phones:** Restitution of the damaged pouch, Confiscation of the burner phone, 1 to 180 days of OSS, and the parent/guardian must pick up the device, and students must turn in their device(s) to the office upon arrival at school daily for the remainder of the year.

Exceptions
Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

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- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but is not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.

Technology Devices and Acceptable Use Policy
The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

Acceptable Use
All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

Unacceptable Use
Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.
User Agreements
Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (*See* User Agreement form in this handbook.)

Safety and Cybersecurity
The District monitors the online activities of students and operates a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials

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using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

Building Information

Grading and Reporting System

(Kindergarten – 8th Grade)

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

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

(9th-12th Grade)

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

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WEIGHTED CLASSES
The district offers students the opportunity to take Dual Credit Courses and AP Courses through online sources. These courses are the only classes available to be weighted courses.

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

MIDTERM GRADE REPORTS
Midterm Reports will be sent home to parents on a date in the middle of each quarter. This is to help update parents/guardians. Parents and guardians may also view their child(s)' grades via the Powerschool parent portal.

FINALS EXEMPTION
For students to be exempt for semester finals the following criteria must be met:

To exempt a semester final, students must have 3 or fewer absences; at least a 70% grade in the class they are exempting, and no ISS or OSS.

GRADE CHECK
Grades will be checked for all in-season athletes starting the second full week of school. Grade checks will be done every Friday to determine eligibility for the next week. Students must have a D- or higher in all classes to remain eligible. Any time a student has an F on a Friday grade check, they will be ineligible for the following week and remain in probationary status until the following Friday grade check. Students must raise the failing grade, including maintaining passing grades in all other classes during this probationary period, to gain back eligibility.

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

CLASS RANK
Student GPAs are calculated by our online grading system over the course of 9th – 12th grade.

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Grade Level Placement of High School Students

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

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

Promotion, Acceleration, and Retention of Students I-185-S

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

STANDARDS FOR PROMOTION

Students will be promoted:

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

RETENTION PROCEDURES

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

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

Summer School Credit

Junior High (Grades 7-8): Students who fail two or more quarters of a core subject (communication arts, math, science, or social studies) will be required to attend summer school in order to be promoted. **If the student does not pass the provided class during summer school, and they have failed the course all school year, they will be retained.**

High School (Grades 9-12): Students who are behind on credits, have a scheduling conflict, or wish to graduate early, may attend summer school to gain 1 credit.

Identification Cards/Badges
All students will be given a photo I.D. card each school year after Fall Picture Day.

Missouri State High School Activities Association (MSHSAA) Activities
The District complies with all MSHSAA guidelines and the District's Athletic/Activity Handbook. The most up-to-date version of the MSHSAA handbook is located at www.mshsaa.org.

District Sponsored Extra-curricular Activities and Clubs I-210-S
Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

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ELIGIBILITY STANDARDS FOR EXTRACURRICULAR ACTIVITIES (4th-12th grades)
Students must remain in good academic standing, no failing (F) grades, in order to maintain the privilege of participating in extracurricular activities. Academic standing will be determined by Mid-Term, Quarterly, and Semester grades.

If a student is not in good academic standing as reported on a Mid-Term progress report or Quarterly grade card, he/she will lose extracurricular eligibility during the week after grades have been printed. During this week the student should strive to improve the failing grade. After the initial week of ineligibility, the student's grade will be checked weekly, if the grade has been raised from an "F", the student will be declared eligible. If the student's grade is still an "F", he/she will remain ineligible for a second week. The student's grade will continue to be checked weekly. Once the student raises his/her grade from an "F", he or she will be declared eligible. If the student fails to raise the grade from an "F" each week, he or she will remain ineligible.

Students receiving a failing grade, an "F", on a semester grade will not be permitted to participate in extracurricular activities the following semester.
Students must also meet the Missouri State High School Activities Association requirements for activities that are governed by their rules. Eligibility is determined by the day grades go home.

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

Students must attend a **complete day of school** prior to attending or participating in any extracurricular school activity. However, if a student has a necessary appointment that cannot be rescheduled, the student/parent must notify the office at least 1 day prior to the appointment in order to participate in the extracurricular activity. The principal must approve any exceptions. The student must present a note from the doctor or dentist upon arrival at school to be granted permission to participate in the activity. The note must specifically state that the student has been approved for participation. Students must also attend the last school day of the week in order to participate or attend a weekend activity. Again, the principal must approve any exceptions.

Student activities including clubs, sports, dances, and field-trips are a privilege for students in good academic standing. These privileges will be suspended from students who have accumulated more than 5 unexcused absences in a semester. Athletic Coaches may add additional eligibility standards to determine eligibility but cannot make them less stringent. These additions shall be communicated to both students and parents/guardians as required.

1. Students must attend a complete day of school prior to attending extra-curricular school activities. The students must attend the last school day of the week to attend a weekend activity. Any exceptions must have the prior approval of the principal.

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2. Class and club parties held at school must conclude no later than 10:00 p.m. unless the principal grants special permission.
3. The group or organization is responsible for cleaning the room or area where the activity is held and for returning all equipment and furniture to the proper location.
4. Each class or club is limited to one approved social function during the school year. Any further social function requires approval by the principal.
5. Students who leave the building ***at any activity*** will not be readmitted unless school personnel on duty grants permission.
6. Tobacco, alcoholic beverages, and drugs are not allowed. Persons under the influence of alcohol and/or drugs will not be permitted to attend social and school-sponsored activities, including athletic contests at home or away. Students who violate this provision will be subject to disciplinary action as well as reported to law enforcement officials if the situation warrants.
7. At least 24 hours prior to activity, the principal must approve any non-school person invited to a school activity.
8. All extracurricular activities and those activities necessary for preparation will be outside the normal school day. Any exceptions must have the prior approval of the principal.

SPORTSMANSHIP

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

STUDENT ACTIVITY ACCOUNTS

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

Based on Missouri Statute (§ 167.790, RSMo), homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these.
The District may require participation in components of instruction required for participation in certain activities. The District's disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, and financial requirements.

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School Cancellations and/or Early Dismissal
School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing Thrillshare to notify students and parents/guardians. Announcements will also be made on radio: KDKD – 95.3 FM, KXKX – 105.7 FM , KMZU – 100.7 FM and TV: WDAF – FOX – Channel 4, KCTV – Channel 5, KMBC – Channel 9, the District website, and Facebook. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

Arrival and Dismissal Procedures S-165-S
ARRIVAL
The building opens at 7:35am. Students should not arrive at school before 7:35am. ***DO NOT drop off your child before 7:35am***. Elementary students will immediately report to their classroom when they enter the building. Junior high and high school students will immediately report to their TRIBE class or the cafeteria for breakfast when they enter the building. Students who wish to eat breakfast will drop off their belongings in their designated classroom/locker first and then proceed to breakfast. Students not eating breakfast should remain in their designated classroom. Only 7th-12th grade students should be in the cafeteria eating breakfast. School will begin promptly at 7:50am.

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

If the school has not been notified by 2:30pm on how your child is to get home, they will be sent home according to the information we have on file. We understand that emergencies will arise; however, we are asking for your assistance in providing consistent arrangements for your child. If a child is to leave the school for an appointment or go home some way other than usual, the teacher must have a dated note or phone call to the office (as early as possible).

Transportation arrangements must be specified in a written note and given to the teacher upon arrival at school. If you need to get a message to your child during school hours, please call the school office and give a message to the secretary. Do not leave a

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message on a phone for a change of plans for your child. Messages may not get checked before the end of the school day.

The building will be closed at 3:45pm. Without supervision, a student will not be allowed to remain in the building.

Class Schedules/Bell Schedules

2026–2027 Bell Schedule

Regular Schedule	Class	Early Dismissal
7:35 am – 7:50 am	Breakfast	7:35 am – 7:50 am
7:50 am–8:18 am	Tribe Time	7:50 am–8:18 am
8:22 am–9:18 am	1st Period	8:22 am–9:18 am
9:22 am–10:18 am	2nd Period	9:22 am–10:18 am
10:22 am–11:18 am	3rd Period	10:22 am–11:18 am
11:22 am – 12:38 pm	4th Period/Lunch	11:22 am – 12:38 pm
12:42 pm – 1:38 pm	5th Period	10–12 return to 4th–hour rooms after lunch 7–9 will remain in 4th–hour rooms
1:42 pm – 2:38 pm	6th Period	
2:42 pm – 3:38 pm	7th Period	
3:33 pm	Dismiss Car Riders (K–12th)	12:45 pm
3:35 pm	Dismiss Bus Riders & Walkers (K–12th)	12:47 pm
3:38 pm	Dismiss HS Drivers	12:50 pm

Lunch Shifts

Time	Grade
10:52–11:17	K–2
10:55 – 11:20	Preschool
10:55–11:15	WACC Students
11:22–11:42	7–9
11:48–12:15	3–6
12:18–12:38	10–12

2026-2027 JH/HS Schedule

Teacher/Subject	Tribe Time 7:50am-8:18am	1st Hour 8:22am-9:18am	2nd Hour 9:22am-10:18am	3rd Hour 10:22am-11:18am	4th Hour 11:22am-12:38pm	5th Hour 12:42pm-1:38pm	6th Hour 1:42pm-2:38pm	7th Hour 2:42pm-3:38pm
Askew, Caroline ELA	12th Grade	ELA 3	Sem 1: Creative Writing Sem 2: Mythology	PLAN	ELA 1	7th ELA	8th ELA	ELA 2
Brennaman, Maddie Social Studies	10th Grade	PLAN	Government	Early American History	American History	8th Social Studies	Current Events	7th Social Studies
Askew, Katarina Math	11th Grade	Foundations of Algebra	7th Math	Geometry	Algebra 2	PLAN	Algebra 1	8th Math
Science	8th Grade	Biology	8th Science	Anatomy & Physiology	PLAN	Chemistry	7th Science	Physical Science
Hughes, Travis Art	9th Grade	Sem 1: Drawing Sem 2: Painting	Sem 1: Ceramics Sem 2: Sculpture	7/8 Art	Arts & Crafts	PLAN	Specials	Publications
Wilson, Hattie PE		Team Sports	9th PE	Body Conditioning	7/8 PE	Sem 1: Team Sports Sem 2: Health	Specials	PLAN
Barnett, Alexis Speech/Debate/Music	7th Grade	7/8: Speech & Debate	PLAN	7/8 Drama	Playwriting	Speech & Debate	Specials	Drama
Thornley, Taryn AG		7/8 Life Skills	Ag 2	Ag. Structures	7/8 Ag	Ag 1	Food Science 1	PLAN
Bond, Kerri Launch / Library	Library/Launch	Library/Launch	Library/Launch	Library/Launch	Library/Launch	Sem 1: Personal Finance	Specials	Library/Launch

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6th Hour Specials				
	PE	Music	Art	Library
Tuesday	K	5th/6th	3rd/4th	1st/2nd
Wednesday	1st/2nd	K	5th/6th	3rd/4th
Thursday	3rd/4th	1st/2nd	K	5th/6th
Friday	5th/6th	3rd/4th	1st/2nd	K

PASSING BETWEEN CLASSES GRADES 7th – 12th
There will be a bell indicating the end of each class period. The teacher will dismiss students. After a four-minute interval, a second bell will ring indicating that it is time for the next class period to begin. Students will be counted tardy if they are late. Teachers will track tardies, if they choose, and will refer to administration if there is a problem. **See tardy section in S-115-S.**

Field Trips
A signed permission slip must be on file before your student will be allowed to go on the trip. Field trip permission slips signed at the beginning of the year will serve as permission for all school related field trips. School staff in charge of field trips will notify families of trips and itineraries at least one week prior to the field trip. Students can only attend field trips if they do not have: an F in any classes, any missing assignments, OSS, repeated ISS infractions, or kicked off of the school bus.

Lockers
Lockers are assigned at the beginning of the school year to students in grades 7-12. Students are responsible for all damage to lockers. The school will not assume responsibility for lost or stolen items. Students are not to share or switch lockers. The District reserves the right to access lockers whenever appropriate.

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

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

Telephone Calls
The office telephone is for business purposes only. The office staff will take messages for students and deliver them between classes or as soon as possible. Students will not be called from class to the telephone. Students need to remember to bring everything they need for school when they come and will not be allowed to call home for parents to bring it or sign out to go get it. Any after school activities should already be planned before the

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student arrives at school and a note or phone call from parents should happen before 2 PM. The office phones will be made available to students after activities and bus trips when it is necessary for students to call for rides home.

Lost and Found
Chilhowee School will not be responsible for lost money or other items of value brought to school. The school maintains a lost and found collection. Lost items will be kept for 30 days. Anything left after this time will be discarded or given to charity.

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

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

<u>District Policy Information</u>
Physical Examinations and Screenings S-146-S
The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S
The District has developed District Policies regarding the rights of a parent/guardian to:
- Inspect all instructional materials.

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- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

All District policies can be located at: https://egs.edcounsel.law/chilhowee-r-iv-school-district-policies

School Nutritional Program F-290-S
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 are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, 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:

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

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Student Transfers S-120-S

1. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school districts, districts may contract for necessary services for students with disabilities.

2. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

3. The parent/guardian and/or the school where the student is transferring must make a written request for official records to be forwarded. Transcripts and records will not be sent until school property is returned and fees, dues, and fines are paid.

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed.

Tobacco-Free Policy C-150-S

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Safety F-225-S

EMERGENCY PROCEDURES

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

1. **FIRE**
    a. **Fire Evacuation Procedures**: Students will leave everything and file out of the room in an orderly manner. Students will walk to the nearest

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exit and continue until all students have reached the designated area for their class on the football field. Directions to the nearest exit are posted in each classroom.

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

3. **EARTHQUAKE**
    a. Earthquake Safety Information – Public information provided by FEMA regarding earthquake safety. Please refer to *Appendix A* for additional information.

4. **INTRUDER/WEAPON LOCKDOWN**

Firearms and Weapons F-235-S
Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Use of Recording Devices or Drones C-165-S
The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

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Signature and Form Requirements

- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

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F-265-P Technology Form A

Email Consent/Permission Form

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

_____

Email Address(es):

_____

Parent/Guardian Signature

_____

Parent/Guardian Name (please print):

_____

Date:

_____

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Student Technology Usage Agreement

Students (for Kindergarten - 12th grade (printed signatures are acceptable for K-3rd grade students)

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

_____

Student Name (please print):

_____

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

_____

Parent/Guardian Name (please print):

_____

Date: _____

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C-105-P *District Rules and Guides* *Form A*

Student/Parent Handbook Acknowledgment

I acknowledge that I have received and reviewed the 2026-2027 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

_____

Parent/Guardian Name (please print):

_____

Date: _____

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