

# **CHS HANDBOOK 2008-2009**

Welcome students to Chillicothe High School, “Home of the Hornets”!

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

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

Tony Perry  
Principal

Bill Shaffer  
Assistant Principal

***Our Mission...***

*To provide a comprehensive educational program encompassing prekindergarten through grade twelve and post-secondary education, meeting the needs of each student to insure each student is ready to begin and succeed in school and graduate with the skills necessary to continue with his or her ambition.*

**STUDENT RIGHTS AND RESPONSIBILITIES**

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

**Each student has the right to:**

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

**Each student has the responsibility to:**

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

### **Academics**

The primary purpose of Chillicothe High School is to provide the students with the best learning environment and opportunities possible. We encourage students to do their best in school and take advantage of the numerous opportunities available. Much depends on the learning habits and self-discipline we develop in our high school years. We encourage students to take a rigorous and challenging academic schedule, but not to forget the opportunities provided through the elective curriculum at Chillicothe High School.

### **Accountability**

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

### **Class Preparation**

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

### **Daily Schedule:**

The Chillicothe High School operates on a seven-period schedule beginning at 8:00 a.m. and dismissing at 2:42 p.m. Each period is fifty (50) minutes in length. Students are given four minutes between classes to go to their lockers, exchange books and materials, and arrive at their next class.

#### **Regular Schedule**

7:35	Teachers in classroom
7:50	Vo-Tech Bus Bell
7:55	First Bell
7:59	Warning Bell
8:00 – 8:50	First Period
8:54 – 9:44	Second Period
9:48 – 10:38	Third Period
10:42 – 11:56	Fourth Period
LUNCH	
1 <sup>st</sup>	10:38 – 11:01
2 <sup>nd</sup>	11:01 – 11:24
3 <sup>rd</sup>	11:33 – 11:56
12:00 – 12:50	Fifth Period
12:54 – 1:44	Sixth Period
1:48 – 2:42	Seventh Period
2:38	Bus Bell
2:45	Office Detentions Begin
3:30	Office Detentions End

The school district will announce school closing due to inclement weather on area radio stations (KCHI, KMZU, KTTN). This information should be broadcast between 6:00 and 6:30 a.m.

## GRADUATION REQUIREMENTS

Graduation requirements for Chillicothe High School have been established by the Chillicothe Board of Education in accordance with the requirements of the Missouri State Department of Education. Students graduating from Chillicothe High School must complete a program cooperatively planned by the student, parents, and the school to meet the individual need of the student. Students are required to complete six units of credit per year unless granted a waiver by the principal. Eight semesters of attendance is required unless waived by the Board of Education.

<u>Category</u>	<u>Credits</u>
English	3
Mathematics	3
Science	2
Social Science	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Electives	<u>9</u>
<b>Total</b>	<b>23</b>

All students must pass a United States Constitution test and a Missouri Constitution test during high school prior to graduation.

All graduates must have attended their last semester at Chillicothe High School.

All students must complete all phases of the Missouri Assessment Program (MAP).

*All students will be required to meet the minimum number of course requirements established by the Board of Education in order to participate in the graduation ceremonies.*

\*Athletes considering enrollment in a Division I NCAA college should make certain that they meet NCAA academic standards. See your counselor for details.

Beginning with the incoming Freshman Class of 2006-2007 graduation requirements have been increased by the Missouri Department of Elementary and Secondary Education to the following:

<u>Category</u>	<u>Credits</u>
Communication Arts	4
Social Science	3
Mathematics	3
Science	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Health Education	½
Personal Finance	½
Electives	<u>7</u>
<b>Total</b>	<b>24</b>

### Tech Prep Certificate

Students at Chillicothe High School have an opportunity to attain a "Tech Prep Articulated Certificate of Credit" through North Central Missouri College. Students must have a attendance average of 90%, maintain a grade of "B" or higher during the program and demonstrate the ability to perform entry level skills in their chosen occupation. Articulated programs include Farm Management, Office Computers, Accounting, Modern Office, Welding, Automotive Technology, Carpentry, Electronics, Collision Technology, Child

Care, and Marketing. Credit for this program is granted after the student has completed 12 hours of credit at NCMC with six of those hours in the chosen Vocational Program area.

### **College Preparatory Studies Certificate**

This certificate is provided by the Department of Elementary and Secondary Education and is issued to graduates who have completed a program of study which includes a minimum of the following:

<u>Category</u>	<u>Credits</u>
English	4 (I, II, III, IV, and above)
Mathematics	3 (Algebra I and above in High School)
Social Studies	3 (Social Studies, World History, US History)
Science	2 (ABC and above)
Fine Arts	1
Practical Arts	1
Physical Education	1
General Electives	6
*Core Electives	<u>3</u>
<b>Total</b>	<b>24</b>

Students must earn at least a 3.0 grade point average (GPA), on a 4.0 scale, in the combined areas of English/language arts, mathematics, science, and social studies.

Students must score above the prior year's national composite average on the American College Test (ACT) or on the Scholastic Aptitude Test (SAT).

\*Core Electives include a minimum of three units from the following:  
Advanced courses in English, Mathematics, Science, or Social Studies

OR

Advanced Vocational-Technical courses\* (see below)

OR

Foreign Language

\*The following courses may be used to meet all or part of the advanced Vocational-Technical course requirements:

Drafting II	Electronics II
Architectural Drawing	Industrial Welding
Business Technology I	Auto Collision Technology II
Business Technology II	Agri-Business Management
Microcomputer Applications	Ag Management I
Auto Service Technology II	Ag Management II
Carpentry II	Vocational Accounting

### **Advanced Academic Studies Certificate**

The Chillicothe R-II Board of Education offers an Advanced Academic Studies Certificate to graduating seniors. To be eligible for the AASC, a student must meet the following criteria:

1. Take twelve (12) semesters of Advanced Placement or Dual Enrollment courses with at least eight (8) of those semesters from each of the core areas of English, Math, Science, and Social Studies.
2. Receive a grade of at least a B- in each of the AP or Dual Enrollment courses.
3. Sign an AASC "Intent to Complete" form during preliminary enrollment in the spring of the sophomore year.

Courses meeting the criteria for AASC include:

College Physics	College Chemistry	College Biology
Psychology	Sociology	American History I – II
National Government	Economics	Zoology
Anatomy and Physiology	College Calculus	College Algebra
Speech 175	College Composition	Great Plains History
College Prep English	College Research	

#### **College Visits**

Students will be permitted one college visit during their Junior year. Two college visits will be permitted during a student's Senior year. Additional visits may be permitted during the Senior year for the purpose of scholarship try-outs. For additional information see the Guidance Office.

#### **Academic Letters**

An Academic Letter will be awarded to all students who earn a 3.3 Grade Point Average or above for the entire academic year. All classes are counted in the compilation of GPA. The letter is a "C" with a lamp of Knowledge insert for first year recipients and bars for each year thereafter that the minimum GPA is maintained. Letters are awarded in the fall of each year and are based on the grades from the previous year. Graduating seniors who qualify will receive the letters in the mail following graduation.

#### **Honor Roll**

There are two honor rolls published at the end of each semester. "Principal's Honor Roll" recognizes students whose GPA is 3.45 – 4.00. The "School Honor Roll" recognizes students whose GPA is between 3.00 and 3.44. All classes receiving credit are counted and the semester grade is used when applicable.

#### **Student Progress Reports**

A report card is issued every nine weeks.

Mid-term Progress Reports are mailed to parents. These are issued during the fifth week (5<sup>th</sup>) week of each grading period.

In addition to the mid-term reports and quarter grade cards, parents have the opportunity to maintain awareness of their child's daily progress by accessing information online. Please contact the Registrar for additional information regarding our Parent-Link access.

#### **A+ Schools Program**

The A+ Schools Program at Chillicothe High School is an exciting opportunity for all students regardless of their future educational plans. The program provides for curriculum development, including applied courses that allow student to connect what they learn to real-life situations. The program provides for extensive career guidance for students, which includes activities for at-risk. Possibly the most important part of the program is the financial incentive available to students for continuing their education after high school.

Chillicothe High School was designated an A+ School in 1997. All graduates can qualify for **two years of financial assistance toward tuition and fees at any public community college, vocational, or technical school in the state of Missouri.** This program will remain intact as long as two things continue to happen: 1) the State Legislature continues to fund the A+ Program, and 2) each year Chillicothe High School is re-designated by the Department of Elementary and Secondary Education.

To qualify, a student must have attended a designated school for three consecutive years prior to graduation, and:

- 1) Maintain at least a 2.50 Grade Point Average on an 4-point scale.
- 2) Maintain a 95% attendance average over their four (4) year high school career.
- 3) Perform 50 hours of unpaid tutoring or mentoring.
- 4) Maintain a record of good citizenship.
- 5) Avoid the unlawful use of drugs.

These incentives are available for two years during the four year period immediately following graduation in which the student must maintain a minimum 2.5 GPA (4.0 scale) and be a full time student. Interested students are asked to sign a participation agreement acknowledging their interest in the A+ Program and delineating the criteria that must be met to receive the financial incentives.

Typically, the vast majority of students will want to sign their agreement form and get started with the tutoring and mentoring activities immediately upon beginning their freshman year. A student may, however, sign up at any time and begin to meet the requirements. Student should be aware that the criteria are determined by those posted upon the **official** transcript upon graduation.

**Contact the CHS A+ Coordinator, Dave Mapel, or your counselor for more information.**

### **UPWARD BOUND**

#### **What is Upward Bound?**

The Upward Bound Program is an externally funded pre-college program sponsored by the Department of Education under the category of Federal TRIO Programs. TRIO Programs help students overcome social, class, academic, and cultural barriers to higher education. The Upward Bound Program at North Central Missouri College enrolls a total of fifty participants from selected schools in Grundy, Davies, Caldwell, and Livingston counties. Upward Bound is designed to provide academic instruction, motivational skills, and other support services necessary to give that extra push to high school students interested in attending college.

#### **Program Components**

During the school year, Upward Bound helps students develop their study skills. The program also provides tutoring, counseling, and career exploration, all within the school. There are also Saturday activities each month in which students will attend workshops about career choices, time management, SAT/ACT preparation, and many more topics.

During the summer, students will take part in a six-week residential program at North Central Missouri College that allows them to experience what life on a college campus is really like. While living on campus students will take interesting courses, participate in community service, enjoy social activities, and travel.

#### **Who is eligible?**

- You are eligible for the North Central Missouri College Upward Bound Program if:
- You show potential for academic success in college, but lack the adequate skills, motivation, or self-confidence.
  - You are a first-generation college student, meaning that neither of your parents earned a bachelor's degree (four year).
  - Your family's income does not exceed the guidelines determined by the U.S. Department of Education.

*The primary goal of Upward Bound is to generate in its participants the skills and motivation necessary for success in education beyond high school.*

**Grading**

Chillicothe High School operates on a four (4) point grading system. The following points are assessed as listed and used for the purpose of calculating grade point averages and class rank:

4	A
3.70	A-
3.30	B+
3.00	B
2.70	B-
2.30	C+
2.00	C
1.70	C-
1.30	D+
1.00	D
0.70	D-
0.00	

Chillicothe High School operates on the following classroom system:

96 – 100	A
90 – 95	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
67 – 69	D+
63 – 66	D
60 – 62	D-
59 and Below	F

**Grade Point Averages**

On the basis of the preceding scale, each student will have a Grade Point Average and Class Rank calculated. To determine Grade Point Average (GPA) add the points for each grade earned for each class taken and divide that total by the number of classes taken. The GPA is cumulative and is recalculated on a semester basis.

**Student Enrollment**

Students who have not been enrolled in a school have until the mid-term of the first quarter to enroll in order to receive credit for the first semester. Students enrolling during the second semester have until mid-term of the third quarter in order to receive credit for the second semester. Students who do not meet these deadlines may enroll for no credit. All students are expected to follow all rules and policies as set forth by the Chillicothe R-II School District. For the purpose of determining grade level the following credit limits have been established:

0 – 5.5 units of credit	Freshman
6 – 11.5 units of credit	Sophomore
12 – 16.5 units of credit	Junior
17 and above	Senior

### **Student Immunizations**

All students enrolling in the Chillicothe R-II School District must have all immunizations and records as determined by Missouri statute before the student will be allowed to attend classes.

### **Schedule Change Guidelines**

Students desiring a schedule change must seek approval through their guidance counselor within the first week of the semester. If a student chooses to withdraw from a course after the announced deadline, the student will receive an administrative "F" for that course. This grade will become part of their official transcript and used to calculate all GPA and class rank. The student may then be enrolled in another course (if available) and will assume all responsibility for completing all work assigned prior to their enrollment.

Second semester course changes must be completed at the end of the first semester and within the designated time frame announced by the guidance office.

### **Guidance and Counseling**

A comprehensive Guidance Program is provided to all students, their families, and the school community. These services include Occupational, Educational, and Social information; individual and group counseling; testing and test interpretation; planning, placement, and follow-up related to class planning an scheduling; career and educational planning; and referrals when requested or necessary. Students are free to select their own counselor except in matters regarding scheduling and class changes. Assignment is based on grade level with each student having the same counselor all through high school. Parents and others may schedule appointments by calling the school.

### **Media Center**

The Media Center is open before school, during the day, and after school for student use. Access at certain times is limited due to the Media Center being used by classes or large groups. The Media Center is designed to be a quiet place to study and complete research. Students who violate rules may have their privileges restricted or removed. All materials taken from the library must be checked out properly.

### **Cafeteria**

Well-planned meals are served daily in the cafeteria at a nominal cost. Chillicothe High School is a closed campus and, therefore, students must bring a lunch or purchase a school lunch. No catered/delivered food is allowed. Students are to eat food items in the cafeteria/commons. Any food items in the possession of students outside of this area will be confiscated and immediately disposed. Students are responsible for placing the trash in receptacles and returning their plates and utensils to the proper areas. Each student must use his/her own lunch card in order to purchase food items in the cafeteria. Payments to the debit system may be made in the collection box in the commons area. It is suggested that payment for food services be made by check rather than cash. A student may not make additional charges from his/her debit account if the account balance is zero; after depositing additional money to reach a positive balance, the student may resume purchasing food items. All deposits made to the debit system must be made during the morning. All deposits to the debit system must be in by 9:00 am to be available for use on that day. Cash money and money for deposit will not be accepted in the serving line.

Students/parents who meet established guidelines may receive meals free or at a reduced price. Applications are available at the High School Office or the Office of the Superintendent, Churchill Building, 1020 Old Highway 36 West, Chillicothe, Missouri.

To qualify as a free or reduced meal the meal must consist of 1 entrée (main course item) and 1 side dish.

### **Health Office**

Should a student become ill or injured at school, he/she should report to the Health Office. A hall pass is required except for emergencies. Office personnel or the school nurse cannot dispense medication of any kind. Please keep the office informed of emergency contacts in the event we are not able to contact a parent. Please advise the health office of any conditions that might require special attention. Each student must have all required immunizations and records on file before attending classes.

Student physicals are required *before* participating in all athletic events.

### **Accidents**

Any accident occurring on school property, or during a school-sponsored activity should be reported immediately to the individual in charge of the activity or group. The individual responsible for the activity or group must complete an Accident Report form and report the accident to the principal as soon as possible.

### **Administration of Medications to Students**

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

### **Prescription Medications**

#### **Administering Medications to Students:**

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

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

#### **PRESCRIPTION MEDICATION:**

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

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

#### **Non-Prescription (Over-the-Counter) Medications**

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

1. **MEDICATION MUST COME IN THE ORIGINAL CONTAINER**
2. Child's name on the medication container

3. Only the instructions listed on the medication container will be followed unless a physician requests in writing different instructions for administering the medication
4. Written permission from parent/guardian to give medication
5. Time of day medication is to be given.

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

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

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

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

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

**Student Transportation**

Riding the school bus is a privilege extended to all students and all school rules and regulations that pertain to student conduct in the schools are applicable to student conduct on the bus. All students being transported are under the authority of the driver and must obey his/her requests. Students riding the bus are to go directly to and from the bus to the building and are not permitted to leave school property. Transportation is provided to all students having classes at the Grand River Technical School, students involved in A+ tutoring/mentoring at one of the other Chillicothe School District campuses, and to students completing Cadet Teaching. Specific bus regulations will be issued each year to all bus students.

Students are not allowed to transport themselves or others to GRTS. Doing so will be considered a discipline violation of the closed campus policy.

**Student Driving/Parking**

Driving a vehicle is a privilege which, if abused, can be revoked. Students wishing to drive to school and park in the student parking lot during regular school hours must complete and return a Student Driving/Parking Permit and purchase a parking tag.

**Permission For Leaving Campus**

All requests for students to leave campus while school is in session must be cleared through the Assistant Principal's or Principal's office. This includes medical appointments, illness, or other reasons necessitating the student to leave the school.

**Custody of Students**

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

**Hall Conduct/Passes**

Teachers will enforce school policy in the halls and anywhere on school property. Teachers will have the authority to enforce school policy during the regular school day and at school functions. Students should be in the halls only at the beginning and end of the school day and while moving from one class to another unless they have permission from a teacher,

guidance counselor, or administrator. Students in the halls during class time must have hall passes in their possession signed by one of the listed authorities. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running, shouting, or horseplay in the halls is never permitted.

Students who leave their assigned area must have a pass from the instructor or supervisor stating the student's name, time they left, their destination, and the instructor or supervisor's signature. Students who feel ill must obtain the teacher's permission and a pass to go to the Health Office. Students who wish to visit with their counselor must obtain a pass from their counselor prior to leaving class or study hall.

#### **Textbooks/Materials**

Textbooks are provided to all students without cost. However, fines may be levied for loss or undue damages. In classes where student projects are part of the instructional activities, materials will be supplied at cost.

#### **Student Lockers**

Students are assigned lockers at the beginning of each year. These lockers are school property that is being made available for student use. Students should be aware that the administration has the right and responsibility to search lockers any time there is reasonable suspicion that school rules or state/federal laws are being violated, and may be done without notice, student consent, and/or without a search warrant. Students are not allowed to change locker assignments without permission from the Assistant Principal or Principal.

Students may not put their own personal lockers on their lockers. Combination locks will be provided free of charge upon request from the Assistant Principal's office. Loss or damage of locks or damage to the locker is the responsibility of the student.

#### **School Dress Code**

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

1. All students must wear shoes, boots or other types of footwear.
2. No hats, sunglasses, handkerchief head scarves, or headbands.
3. No bare midriffs are allowed - the midsection must always be covered.
4. Appropriate shorts may be worn. They will be disallowed if they are too tight or too short. Shorts are appropriate in length if they are worn at mid-thigh. For the purpose of this policy the thigh is defined as the area from the inseam to the top of the kneecap. Dresses, skirts, skorts, and dresses with a slit in the side must meet the same standard as shorts to be worn to school.
5. No halter tops.
6. Tank tops or 'spaghetti straps' may not be worn in such a way as to expose an inappropriate amount of the body or the underclothing.
7. No clothing with inappropriate language, phrases, pictures, or innuendoes will be allowed. Clothing that advertises illegal drugs or paraphernalia, alcohol, bars, or tobacco is also prohibited. Jewelry and chains that are distracting or dangerous will not be allowed.
8. "Sagging" is not allowed. Pants must cover the underwear at all times.

9. Boys' shirts must have sleeves that cover the armpits.
10. Strapless tops, backless tops, and tops with revealing necklines are not to be worn in the school building.
11. Visibly showing your underwear is not allowed in the school building.
12. Jeans or pants should not have holes above the knees.
13. Class activities that present a concern for student safety may require that student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
14. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications.

Exceptions to the grooming and dress code for health or religious reasons will be considered on a case-by-case basis.

#### **Master School Calendar**

An official school calendar is maintained in the Principal's Office. To eliminate conflicts and confusion, teachers, sponsors, and students are to schedule events with the Principal's Office as early as possible. All dates must be approved by the Principal before they are entered on the calendar. No activity or event will be considered official until approved by the Principal and placed on the Master Calendar.

#### **After Hours Use of Facility**

A faculty member must supervise student organizations, individual students, or groups practicing or working in or on school-owned property before, during, or after the regular school day.

#### **School Dances**

During the school year dances are sponsored by various school organizations. Proper dress is expected for all dances and is announced prior to the event. High school dances are limited to students in grades nine through twelve. Out-of-town guests and past graduates must be approved prior to the dance by the sponsors of the event in conjunction with the building administration and School Resource Officer. Students bringing a non-CHS guest to a dance may be held accountable for their guest's conduct while in attendance. Students who leave a dance are not permitted to return once having left.

#### **Activity Tickets**

Activity tickets may be purchased so that a student can attend all activities at a reduced rate. It provides admission to home games. It does not include districts, state playoff, plays, or Student Council events. Activity tickets must be presented to the gate worker or the student will be required to pay full price for admission.

#### **Lost and Found**

Articles found should be taken to the office and given to the secretary. If something is lost or stolen, it should be reported immediately to the office.

#### **Stolen Items**

Students are responsible for locking and securing all personal property. The school is not responsible for items stolen.

#### **Telephone**

With the exception of emergencies, all telephone calls made by students should be made on the pay phones between classes or before or after school. No student will be

called from class to answer a phone call except in an emergency. The office can take and deliver messages. Teachers will not excuse students from class to use the telephone.

#### **Student Visitors**

**Bringing visitors to school is strongly discouraged. Only school -age students may visit provided permission is secured 24 hours in advance from the Principal. No visitors will be allowed the week prior to Christmas and Easter vacations or the week prior to the end of school. Visits will be limited to one half-day.**

#### **School Resource Officer**

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

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

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

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

#### **Clubs, Organizations, and Athletics**

All CHS students are encouraged to become involved in the various clubs, organizations, and activities at CHS. The clubs and organizations available include:

Academic Team	Student Council
Cheerleading	Dance Team
CHS Players	"C" Club
DECA	FBLA
FFA	FCCLA
FTA	SADD
Octagon Club	Science Club
Spanish Club	VICA
Choraliers	Art Club
History Club	Cresset
Hi-Step	Hunting and Fishing Club
Key Club	

In addition, school plays, band and choral events, intramural activities, and school publications offer students rewarding challenges.

## Student Activities Code

### **Section I - Philosophy**

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

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

### **Section II - Principles and Procedures**

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

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

#### **1) Investigation**

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

#### **2) Due Process**

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

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

#### **3) Notification Stage**

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

#### **Appeals**

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

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

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

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

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

**Standards for Specific Activities**

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

**Athletics**

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

**Citizenship**

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

**Academics**

You must have earned, during the preceding semester of attendance, a minimum of 2.5 units of credit or have earned credit in 70% of the maximum number of credits which may be earned, whichever is greater.

You must be enrolled in, and regularly attend, courses that offer 2.5 units of credit or 70% of the maximum allowable credits which may be earned, whichever is greater.

If you are a ninth grade student you must have been promoted at the close of the previous school year.

Do not drop courses without first consulting your counselor or principal to determine whether it will affect your eligibility.

You must enter school during the first eleven (11) days of the semester to be eligible.

Sponsors may establish additional standards that are appropriate to their specific activity. Certain activities defined as co-curricular may be deemed as not subject to these minimal standards.

**Amateur and Awards Standards**

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

*ALL STUDENTS MUST HAVE A PHYSICAL AND CITIZENSHIP FORM ON FILE  
BEFORE PARTICIPATION IS ALLOWED.*

### **Sportsmanship**

Chillicothe High School is proud of the tradition of sportsmanship which has been built over the years through competitive contests with other schools. This means that we treat our opponents with respect and courtesy in defeat as well as in victory, at home or away.

Students are reminded that should they commit an unsportsmanlike act while participating in an event they could become ineligible.

If conduct as a spectator is found to be unsportsmanlike, students could be barred from attending any further high school athletic contests.

### **Release of Student/Athletes**

**Students participating in school-related activities/events must ride school provided transportation to and from the activity/event. A student will be released ONLY to a parent or legal guardian (who must be present) and ONLY upon personal notice to the coach or sponsor of their wish to have the student released to them.**

**Any exceptions or situations involving extenuating circumstances must be cleared with the building administrator in advance. Coaches, sponsors, or other school officials cannot accept phone calls, notes, or other communications as a means of authorizing the release of the student. Unless an emergency arises, the coach/sponsor reserves the right to expect all students/athletes to ride on school-provided transportation.**

### **Closed Practices**

All practices conducted within the facilities of Chillicothe High School will be closed to the public. Individuals will not be allowed to observe, assist, or wait for practicing athletes within the practice facility. Parents may wait for the conclusion of practices in the circle drive in front of the high school. If the commons area is not in use, parents may wait there for the conclusion of practice, but will not be permitted in the practice area.

In sports that involve outdoor facilities, parents should respect the efforts of the coaching staff and remain at such a distance as to not interfere with practice or activities.

### **Dual Participation**

Students/athletes will not be permitted to participate in more than one sport in a single season.

### **Guidelines To Be Determined By Sponsors**

Attendance and Participation

In order to justify offering an activity, regular student attendance and participation is expected at all meetings, practices, contests, etc. All sponsors shall establish appropriate expectations for student attendance and participation.

### **Time Frame For Code Enforcement**

Generally, students shall come under the standards of this code beginning with the first organized practice and ending with the last meeting, contest, practice, or activity. Restrictions from activities will usually be carried over from one season to the next if those seasons run consecutively with the same school year.

### **Academic Attendance Policy**

#### **I. Attendance Policy Principles**

- A. The Chillicothe R-II Board of Education finds that regular school and classroom attendance is key to satisfactory achievement within the school district's curriculum and that attendance has an independent academic value which examinations or other evaluations do

not fully measure. Consistent attendance by all students also has a profound positive effect on the district's resources, which, in turn, affects the quality of instruction and student achievement district-wide.

- B. Students who fail to meet the district's standards for attendance are presumed to have failed to satisfy a necessary academic prerequisite to credit or promotion, unless the instructional staff of the district review the student's case as provided in Part III of this policy and find that the student has academically mitigated the effect of the absences.
- C. To earn a passing grade or credit in a credit-based course, or to be considered for promotion with the elementary grades, students who have missed school in excess of six (6) days per semester must have their individual cases considered under Part III of this policy. In the High School the six (6) absences are per class.
  - 1. Transfer students joining courses at mid-term operate on a pro-rate limit rounded to the next whole day.
  - 2. Students receiving supervised and school-sponsored/approved homebound instruction will be treated as if they were in attendance. Homebound instruction requires five (5) consecutive days of absence before services can be provided.
- D. Attendance or absences will be calculated on an hourly basis. The following limits are established for individual case consideration under the policy:

Minutes to Hours:	Hours to Days:
25 min. = 1 hour absent	6 hrs. = 1 day absent
- E. Students must be in attendance a minimum of four (4) hours on the day of an activity in order to participate or attend that activity unless prior arrangements have been made with the building administration regarding the absence.

## II. Make-up and Alternative Assignments

- A. While the district's academic standards include the benefits of regular attendance, students' long-term interests require a fair opportunity to meet the district's academic expectations in an alternative manner.
- B. Students who have been absent from instruction will have double the amount of time missed to makeup assignments and/or complete additional or alternative assignments designed to substitute for the missed instruction, as provided in this policy. Once becoming in violation of the Attendance Policy a student will not be permitted to make-up any work missed due to an unverified absence.
- C. On the day the student returns from an absence, he/she will be required to take any tests that were scheduled and announced prior to the absence. Tests scheduled and announced during an absence will be treated the same as any other make-up work.
- D. When students are absent, it is the responsibility of the parent/guardian to contact the school to verify the student's absence. If the parent does not contact the school, the principal or representative will attempt to notify the parent of the student's absence. For an absence to be verified, a parent/guardian must contact the school within two (2) business days of the absence, either in writing or by telephone.
- E. When a student is absent for the fourth time in a semester, a letter will be sent to the home notifying the parent/guardian of their student's attendance status. Students absent from school for more than 12 days in a semester in a class, either verified or unverified, will have their case sent to supporting agencies (Division of Family Services, Juvenile Office, School Resource Officer, or Prosecuting Attorney). Exceptions to this will be such things as documented medical situations requiring the student to be out of school for an extended period, documented family emergencies, etc.

- F. Students having their attendance cases furthered to supporting agencies will be declared ineligible to participate or attend any extra-curricular activity until the attendance is made-up in Saturday School.
- G. Since the impairment to academics caused by absences is not dependent upon the reason for the absence, there will be no categorical list of excused or unexcused absences. However, a student's incapacity or other reasonable inability to devote time and effort to school work may be considered when determining what is, or was, a fair opportunity to satisfy academic requirements by alternative means. Absences that occur without parental knowledge or consent will be considered truancy.
- H. So that disciplinary actions will not unnecessarily impact academic evaluation, a student who is removed from school under disciplinary suspension or not more than ten (10) days will be provided a fair opportunity to do make-up or alternative assignments and evaluations during each such suspension and receive 75% credit, so that is the student chooses to take responsibility for doing the work, the student will be able to remain relatively current with his/her classes. These assignments and tests are due on the date in which the student returns to class. The student and parent are responsible for collecting and completing those assignments prior to returning to school. Absences for disciplinary reasons count toward the limit triggering academic review under Part III of this policy.

### **III. Academic Review/Saturday School**

- A. Regardless of whether a student has kept current with all missed assignments or not, when a student fails to meet the district's academic attendance standards as established by this policy, the superintendent will ensure that student's case is reviewed by appropriate members of the administrative and professional instructional staff.
- B. Students who miss in excess of the attendance limit could be considered as "at risk" of potential failure, retention and/or eventually becoming a dropout. In order to assist all students in school success, the district will offer Saturday School for academic review, study, and preparation for academic programs. After exceeding the absences limit, all days must be made up during Saturday School. After becoming in violation of the Attendance policy a student will not be permitted to make-up any unverified absence.
- C. Saturday School will be in two sessions from 8:00 a.m. to 12:00 p.m. or from 1:00 p.m. to 5:00 p.m. During first semester, Saturday School will be offered throughout the second quarter and for two (2) Saturdays following the end of the semester. Second semester Saturday School will be offered throughout the fourth quarter and for the first two full days following the last day of school. Parents and students are responsible for selecting the sessions in which they want to attend and then notifying the school of which session they plan to attend. The school must be contacted by 2:00 p.m. on the Friday before the Saturday School will be served. Students may make-up two absences by attending both sessions on any given Saturday. Students who do not take advantage of Saturday School will not receive credit for the semester in which they fail to meet the attendance policy requirements. Senior students in violation of the Attendance Policy and not receiving credit for the second semester of their Senior year will not be permitted to participate in graduation activities. High school students will be eligible to attend Summer School for credit.
- D. Instruction will take place during Saturday School.
  - 1. Students will be expected to stay awake and participate in the learning activities in order to get credit for attendance.

2. Students who are uncooperative, disruptive, or create a discipline problem will be asked to leave and attend another session at a later date.
3. Students who are not able to make it to a session at the starting time will be required to wait for the next session or another session.

#### **IV. Appeals Process**

- A. The Academic Attendance Program is designed to ensure students have the opportunity to be successful in school. The program is also designed to provide parents and students with the flexibility to meet the attendance requirements.
- B. Individuals who do not think they fall under the attendance policy or require a waiver should appeal to the Assistant Principal.

#### **Truancy**

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parent/guardians.

#### **Tardiness**

Tardiness is any unexcused absence from a class when it starts. Students are expected to be in their seats when the tardy bell rings. Tardiness of twenty-five (25) minutes or more is considered an absence. Students that are repeatedly tardy to school and/or class could be assigned In-School Suspension or Out-of-School Suspension. Tardies are cumulative, not in each individual class. After receiving the 3<sup>rd</sup> tardy during a semester, students will be assigned one (1) tardy detention. Each additional three (3) tardies will result in the student being assigned additional punishment. Tardy detention will be held on Tuesdays and Thursdays from 3:00 – 4:30. Students not serving their assigned Tardy Detention will be assigned one (1) day of In-School Suspension. After accumulating the 9<sup>th</sup> tardy in a semester, the student will be assigned 1 day Out-of-School Suspension.

1. 3<sup>rd</sup> Tardy – 1 Tardy Detention
2. 6<sup>th</sup> Tardy – 1 Tardy Detention
3. 9<sup>th</sup> Tardy – 1 day Out-of-School Suspension
4. 1 day Out-of-School Suspension for each additional tardies beyond 9 in a semester.

#### **STUDENT DISCIPLINE**

##### **Committed to Safe and Respectful Schools**

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

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

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

### **Responsibility for Student Discipline**

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

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

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

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

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

### **BEHAVIOR**

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

### **Due Process**

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

1. The student will be given notice of the charges against him/her, either in written or oral form.
2. The student will have the opportunity to present his/her side of the case.
3. An oral or written explanation of the evidence will be given to the student if the student denies the charges against him/her.

4. The student may appeal the decision successively to the Principal, Superintendent, and finally the Board of Education.

#### **Searches**

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

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

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

#### **Student Conduct**

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

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

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

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

#### **Reporting Acts of Violence**

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

### **Reporting To Law Enforcement**

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

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

- First or second degree murder under §§ 565.020, .021, RSMo.
- Voluntary or involuntary manslaughter under § 565.024, RSMo.
- Kidnapping under § 565.110, RSMo.
- First, second, or third degree assault under §§ 565.050, .060, .070, RSMo.
- Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
- Forcible rape or sodomy under §§ 566.030, .060, RSMo.
- Burglary in the first or second degree under §§ 569.160, .170, RSMo.
- Robbery in the first degree under § 569.020, RSMo.
- Possession of a weapon under chapter 571, RSMo.
- Distribution of drugs under §§ 195.211, .212, RSMo.
- Arson in the first degree under § 569.040, RSMo.
- Felonious restraint under § 565.120, RSMo.
- Property damage in the first degree under § 569.100, RSMo.
- Child molestation in the first degree pursuant to § 566.067, RSMo.
- Sexual misconduct involving a child pursuant to § 566.083, RSMo.
- Sexual abuse pursuant to § 566.100, RSMo.

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

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

### **Corporal Punishment**

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

### **Removal of Students**

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

### **Children With Disabilities**

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

### **In-School Suspension**

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

### **Guidelines for In-School Suspension**

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

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

### **Rules of In-School Suspension**

1. Students assigned to serve ISS will report to the High School Office at 7:55 a.m. each day of suspension.  
**If tardy to ISS you will be assigned an additional day.**
  - You will gather your books, writing utensils, and other school materials from your locker.
  - You will the report, in person, with your materials, to the Principal/Assistant Principal.
  - If you are truant from ISS you will be considered truant from school and will be disciplined accordingly.
2. Students in In-School Suspension must sit where directed.
3. Students must remain in their assigned seats while in In-School Suspension.
4. Students will not be permitted to sleep or lay their heads down on their desk.
5. No talking or unnecessary noise will be allowed in ISS. Students must stay in their seats and looking forward while in ISS unless given permission to do otherwise.
6. Students in ISS will be escorted to and from the restroom and cafeteria.
7. Non-verbal communications such as notes, signs, gestures, etc., will not be allowed.
8. Students will bring all necessary books, materials, and writing utensils with them to the ISS Room. Students will not be permitted to return to their locker for anything while in ISS. **Students will not be permitted to bring book bags or coats to the ISS Room.**
9. Students are excluded from ALL extracurricular activities while assigned to ISS. Eligibility for extracurricular activities will resume at the beginning of the next day after the assignment to ISS is complete.
10. Students will not be permitted to eat or drink in the ISS Room. This includes, but is not limited to, gum, candy, etc.
11. If all assigned work is complete and turned in the student is to read material approved by the Principal/Assistant Principal. If the student does not have approved material to read he/she will be assigned additional reading/writing material by the Principal/Assistant Principal.
12. You must work at all times on appropriate subject materials.
13. Students will be allowed to use the restroom and get drinks throughout the school day.
14. Permission of the Principal/Assistant Principal is necessary before speaking or leaving an assigned seat.

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

#### **Student Suspension and Expulsion**

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

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

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

#### **Prohibition against Being on or near School Property during Suspension**

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

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

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

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

#### **Suspensions of 10-180 Days**

If, in the judgment of the principal, suspension for a period exceeding ten (10) schools day, or expulsion, is recommended and otherwise required by this policy, the

principal shall refer the matter to the Superintendent or, in his/her absence, to the Assistant Superintendent.

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

#### **Suspensions For More Than 180 Days and Expulsions**

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

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

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

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

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

#### **Re-Admission Conference**

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

### **Actions and Consequences**

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

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

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

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

*First Offense*

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

*Subsequent Offense*

Same as above

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

*First Offense*

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

*Subsequent Offense*

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

### **Assault**

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

*First Offense*

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

*Subsequent Offense*

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

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

*First Offense*

Expulsion

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

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

*First Offense*

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

*Subsequent Offense*

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

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

*First Offense*

Two days In-School Suspension  
Parent written notification

*Second Offense*

5 days In-School Suspension  
Parent written notification

*Third Offense*

3 days Out-of-School Suspension  
Parent written notification

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

*First Offense*

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

*Subsequent Offense*

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

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

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

*First Offense*

2 detentions  
Parent written notification

*Second Offense*

2 days In-School Suspension  
Parent written notification

*Third Offense*

5 days In-School Suspension  
Parent written notification

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

*First Offense*

Principal/Student conference, detention, In-School Suspension, or 1-10 days Out-of-School Suspension

*Subsequent Offense*

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

**Drugs/Alcohol (see Board policy JFCH and JHCD)**

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

*First Offense*

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

*Subsequent Offense*

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

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

*First Offense*

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

*Subsequent Offense*

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

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

*First Offense*

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

*Subsequent Offense*

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

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

*First Offense*

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

*Subsequent Offense*

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

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

*First Offense*

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

*Subsequent Offense*

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

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

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

*First Offense*

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

*Subsequent Offense*

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

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

*First Offense*

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

*Subsequent Offense*

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

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

*First Offense*

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

*Subsequent Offense*

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

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

*First Offense*

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

*Subsequent Offense*

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

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

*First Offense*

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

*Subsequent Offense*

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

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

*First Offense*

3 – 10 days Out-of-School Suspension  
Parent written notification. Recommendation to the Superintendent for long-term suspension/expulsion

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

- a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

*First Offense*

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

*Subsequent Offense*

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

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

*First Offense*

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

*Subsequent Offense*

1-180 days Out-of-School Suspension

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

Consequences based per semester

Tardy Detention

Tardy Detention

1 day Out-of-School Suspension

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

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

*First Offense*

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

*Subsequent Offense*

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

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

*First Offense*

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

*Subsequent Offense*

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

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

*First Offense*

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

*Subsequent Offense*

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

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

*First Offense*

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

*Subsequent Offense*

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

**Tobacco**

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

*First Offense*

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

*Subsequent Offense*

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

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

*First Offense*

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

*Subsequent Offense*

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

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

*First Offense*

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

*Subsequent Offense*

Detention or 3-10 days In-School Suspension

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

*First Offense*

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

*Subsequent Offense*

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

**Vandalism (see Board policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

*First Offense*

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

*Subsequent Offense*

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

**Weapons (see Board policy JFCJ)**

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

*First Offense*

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

*Subsequent Offense*

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

- b. Possession or use of a firearm as defined in 18 U. S. C. § 921 or any instrument or devise defined in § 571.010, RSMo. Or any instrument or devise defined as a dangerous weapon in 18 U. S. C. § 930(g)(2).
- First Offense*  
One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
- Subsequent Offense*  
Expulsion

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

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

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

**The 2008-2009 edition of the Hornet Code Handbook has been adopted by the Chillicothe R-II Board of Education.**