

Student Handbook

Chaffee Junior Senior



High

School

John Cundiff
Principal

Mary Hall
District Assistant Principal

Charon Shy
Counselor

Aaron Horrell
Athletic Director

Laura Schilling
Administrative Assistant

Chaffee R-II Public Schools

Welcome. . .

The Faculty and Administration welcomes you to the 2022-2023 school year. It should be an enjoyable and educationally rewarding year for you. During the coming months you will be involved in many facets of school life such as academics, extracurricular activities and social events.

The academic program is certainly the most important area of school activities. In fact, it is **THE** reason you are here. Chaffee Junior-Senior High School is committed to the principle that all children have ability, dignity, worth and an equal right to develop their potential for a full and meaningful life. The program of studies offered is relevant and sensitive to the needs of students.

Academics, however, are only part of the record you will build while attending school. Your attendance, participation in athletics and involvement in student activities are also part of your permanent record. Strive to make your overall record the very best possible.

This handbook contains important information. Students, teachers, board members, parents and administrators were consulted in developing the programs and policies. You and your parents are asked to read this handbook completely as soon as possible. Refer to it as the need arises. It will be your responsibility to become familiar with this information.

The faculty and staff of Chaffee Junior-Senior High School are here to help you. Chaffee has a proud history. The faculty, alumni and community are proud of this school -- remember it is your school. Please share in this pride and join the efforts to make this year the best ever.

If you have any questions about the school, the activities or the regulations, please feel free to ask. I look forward to working with you during the coming school year.

John Cundiff

Principal

Chaffee Junior-Senior High School

Philosophy

America's concept of education for all people stands as one of the greatest contributions this nation can make to the history of the world. Equality of educational opportunity is the essence of a democratic form of government. For the nation to continue in freedom, a well-educated citizenry is vital. We believe that our youth is the country's most valuable resource and that high quality universal public education with appropriate parent participation is the best tool for developing that resource.

The primary aim of Chaffee R-II Public Schools is to provide the services necessary to educate each child relative to ability in keeping with the financial ability of the district to provide such services.

Mission Statement

We serve the community by creating an educational environment of accountability and high expectations conducive to the production of life-long learners.

Vision Statement

Engaged citizens who contribute to positive growth.

Core Values

As we carry our mission and achieve our vision, we will remain true to our core values of:

Safety	Commitment
Compassion	Service
Responsibility	Growth
Cooperation	Knowledge

Chaffee R-II Schools Nondiscrimination Policy – P2100

The Chaffee R-II School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies;

Shawn Nix, Superintendent of Schools, 517 West Yoakum, Chaffee, Missouri 63740 573/887-3532

Crescent Devenport, 504 Coordinator, 408 Elliot Avenue, Chaffee, Missouri 63740 573/887-3244

Jennifer Vandeven, Title IX Coordinator Age Act Coordinator, 517 West Yoakum, Chaffee, Missouri 63740 573/887-3532

Jennifer Vandeven, Title II Coordinator Title VI Coordinator, 408 Elliot Avenue, Chaffee, Missouri 63740 573/887-3244

For further information on notice of non-discrimination, visit the address and phone number of the office that serves your area, or call 1-800-421-3481.

Notice of Locations and Services for Individuals with Disabilities

The Chaffee R-II Public School District at 517 West Yoakum, Chaffee, Missouri provides services, activities and facilities that are accessible to and usable by individuals with disabilities. A facility map has been posted at the main entrance indicating all services and locations of services usable by individuals with disabilities.

Should concerns arise or facilities are unacceptable, please contact the Director of Special Services, Board of Education Office, 517 West Yoakum, Chaffee, Missouri 63740, (573) 887-3532. The Director of Special

Services has been designated by Chaffee R-II Public School District to coordinate his/her institution's effort to comply with the regulations implementing Title VI, Title IX, and Section 504.

Child Find Statement

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

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

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

The Chaffee R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Chaffee Junior Senior High School.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1st of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Mr. Shawn Nix, 517 West Yoakum Avenue, Chaffee, Missouri (573) 887-3532.

This notice will be provided in native languages as appropriate.

No Child Left Behind Act Of 2001

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

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

- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent the following:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Federal Programs Complaint Resolution Procedures

The Elementary and Secondary Education Act requires certain notifications to parents and guardians when school districts receive federal funds. School districts must annually disseminate federal programs complaint resolution procedures to parents and guardians of students and appropriate private school officials or representatives. The Every Student Succeeds Act of 2015 (ESSA) complaint procedures can be found online.

Parents' Right To Know

Under the ESSA federal law, parents and guardians may request information regarding the professional qualifications of their students' classroom teachers and paraprofessionals. Please contact the Chaffee R-2 Superintendent's Office to request this information. You have a right to request the following:

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

Chaffee Website

Check out our Chaffee Public Schools website at:

District website:	chaffee.k12.mo.us
Elementary website:	ces.chaffee.k12.mo.us
Jr./Sr. High School website:	chs.chaffee.k12.mo.us

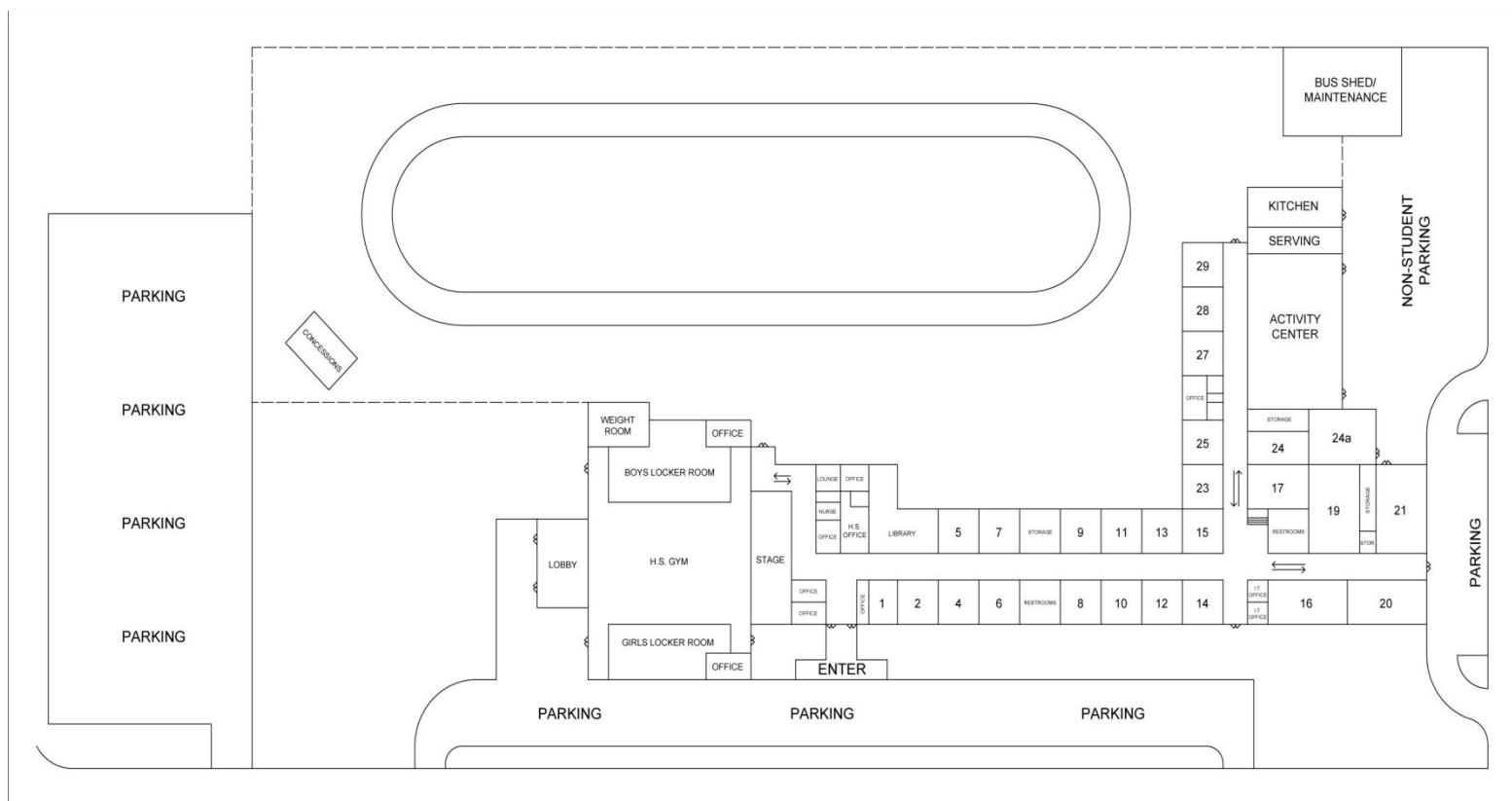
Deliveries

The school accepts flowers, balloons, or gift deliveries for students; however, items that may restrict the bus driver's visual field or cause a safety concern on the bus including, but not limited to, helium balloons or glass items, will not be allowed on the bus. When making a delivery to the school, arrangements should be made to pick up all items at the end of the day by a parent/guardian.

Table of Contents

Absence on the Day of an Activity (for Athletic Program)	23	Grade Level Classification	14	Treats of Violence & Fighting	33
Academic Dishonesty	28	Grading Periods	13	Valedictorian / Salutatorian	14
Academic Standards (for Athletic Program)	22	Grading Scale - Weighted Courses	12	Vandalism	33
Activities	38	Harassment-Bullying	33	Virtual Instruction	20
Activities and Organizations	21	Honor Roll	12	Vision Statement	2
Additional Rules	35	Honor Student-Academic Letter	12	Visitors	38
Administrative Disciplinary Action	35	Inclement Weather	38	Welcome	1
Alcohol	34	In-School Suspension	36-37		
Announcements	38	Internet Access	28		
Arson	33	Junior-Senior Prom	22		
Assemblies	38	Leaving School	31		
Athletic Program Coaching Staff	24	Locker Searches	37		
Athletic Program Introduction	22	Long Term In-School Suspension - Alternative School	37		
Attendance	25	Long-Term Suspension	37		
Attendance & Truancy Program (ATP)	25-27	Loss of Privilege	36		
Attendance at Extracurricular Activities	27	Make-Up Assignments	27-28		
Bell Schedule	7	Mission Statement	2		
Building and Campus	38	Missouri School Immunization Requirements	38-39		
Bus Conduct	32	Misuse of Social Media	28-29		
Chaffee Website	4	No Child Left Behind	3-4		
Child Find Statement	3	Nondiscrimination Policy	2		
Citizenship Standards (for Athletic Program)	23	Notice of Location & Service for Individuals with Disabilities	2-3		
Class Organization and Class Officers	21	Open Campus Requirements	11		
Class Sponsors	21	Parent Involvement	36		
Conference-Parent Contact	36	Parent Portal	18		
Confiscation	36	Parking and Driving	30-31		
Core Values	2	Philosophy	2		
Corporal Punishment	36	Power of ICU Assignment Policy	19		
Correspondence Courses	17	Procedures for Early Graduation for Seniors	15		
Counseling Services	11	Public Display of Affection	32-33		
Dangerous Weapons	33-34	Reduced Schedule Option for Seniors	15		
Defacing or Destroying School Property	33	Residency	27		
Deliveries	4	Restitution	36		
Detention	36	Retention Policy	18		
District Calendar	8	Schedule Changes	11		
Dress and Appearance	31	School Dances	22		
Dress Code	32	School Lunch Program	10		
Drugs	34	School Map Layout	6		
Dual Credit	17	Selection of Valedictorian and Salutatorian	14		
Early College Credit	17	Senior High School Credits for Graduation Requirements	14		
Electronic Equipment	29	Short-Term Suspension	37		
Eligibility Standards (for Athletic Program)	23-24	Smoking, Use of Tobacco, E-Cigarettes or Vapes	35		
Expectations	10	Student Council	21		
Expulsion	37	Table of Contents	5		
Extracurricular Programs	21	Tardy Policy	16		
Faculty & Staff	9	Teacher Expectations: Consequences for Classroom Tardiness	17		
Federal Programs Complaint Resolution Procedures	4	Telephone Messages	38		
Fire, Tornado, Earthquake and Intruder Drills	38	Theft	35		
Forgery or Fraud	31	Transfer and/or Withdrawal from School	11		
General Health Guidelines and Basic First Aid	40-46	Transportation Instructions	18		

School Map Layout



Classroom Number

Subject

	Counselor
01	Mr. Jack Altermatt, Credit Recovery / School Board Meeting Room
02	Mrs. Ashley Acup, Junior High Mathematics
04	Mr. Steven Speidel, Junior High / High School Mathematics
05	Mrs. Morgan Swinford, High School Mathematics
06	Mr. Travis Calkins, High School History
07	Mrs. Christina Kinder, Junior High Science
08	Mr. Dutch Miller, Science Lab
09	Ms. Katie Hawkins, Junior High / High School Art
10	Mr. William Ducote, High School Science
11	Mrs. Kaitlyn Rodgers, Junior High School Language Arts
12	Ms. Taylor Werdehasuen, High School Language Arts
13	Mr. Shawn Seabaugh, High Language Arts
14	Mr. Kerry Thompson, Junior High Social Studies
15	Mrs. Angie Barger, Journalism Lab
16	Mr. Austin Westrich, Business and Keyboarding
17	Mr. Mitchell Dirnberger, Industrial Arts
19	Shop
20	Mr. Sid Atkins, Family and Consumer Science
21	Mr. Alex Martin, Music / Band / Choir
23	Mr. Matt Schonhoff, Alternative Room / ISS
24	Robotics Lab
25	Mrs. Nikki Burlison / Mrs. Danielle Steinnerd, Special Education Resource
27	Mrs. Mary Beth Owens, Special Education Resource
28	Mrs. Dulcie Mayberry, High School Science
29	Mr. Andy Cannon, High School Government and Personal Finance

Mon, Tues, Thurs & Fri		Wednesday	
Morning Bell	7:50 AM	Morning Bell	8:00 AM
1	7:55-8:44	1	8:05-8:53
2	8:48-9:37	2	8:57-9:45
3	9:41-10:30	3	9:49-10:37
4	10:34-11:23	4	10:41-11:29
JH Lunch	11:23-11:47	JH Lunch	11:29-11:53
HS 5	11:27-12:16	HS 5	11:33-12:21
JH 5	11:51-12:40	JH 5	11:57-12:45
HS Lunch	12:16-12:40	HS Lunch	12:21-12:45
6	12:44-1:33	6	12:49-1:37
7	1:37-2:26	7	1:41-2:29
Advisory	2:30-2:56	Advisory	2:33-2:59
4 Minutes Between Classes		4 Minutes Between Classes	

2022-2023 School Calendar

July 2022

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

August 2022

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

September 2022

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

October 2022

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

November 2022

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

December 2022

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

Chaffee R-II School District

517 West Yoakum
Chaffee, MO 63740

Aug 12	Prof. Dev. for Teachers
Aug 15-18	Professional Development Days
Aug 22	First Day of School for Students
Sep 5	Labor Day - No School
Sep 30	Professional Development Day
Oct 27	Prof. Dev. (Morning)/ Parent Teacher Conference (Afternoon) - No School
Oct 28	No School
Nov 21-25	Thanksgiving Break
Dec 19-Jan 3	Winter Break
Jan 2	Prof. Dev. Day - No School
Jan 3	Students Return from Winter Break
Jan 16	Martin Luther King, Jr. Day - No School
Feb 16	Prof. Dev. (Morning)/ Parent Teacher Conference (Afternoon) - No School
Feb 17	No School
Feb 20	Presidents' Day - No School
Mar 17	No School
Mar 20	Professional Development Day
Apr 7-10	Spring Break - No School
May 4	High School Graduation
May 16	Last Day of School-1/2 Day

2022-2023 Schedule Make-Up Days

Students will not make up the first five snow days. If number of days missed exceeds five, days will be added to the end of the school year.

Personal Days may not be used for Professional Development Days without prior written approval.

Staff will have one required floating Professional Development Day that must accumulate to 6 total hours.

Category of Events

	Professional Development
	First Day of School/Students Return
	School Closed
	Prof. Dev 1/2 day, Parent Teacher Conferences
	Graduation
	Last Day of School - 1/2 Day

January 2023

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

February 2023

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

March 2023

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

April 2023

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

May 2023

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

June 2023

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

Faculty and Staff

Superintendent
High School Principal
District Assistant Principal
Athletic Director

Administration

Dr. Shawn Nix
Mr. John Cundiff
Mrs. Mary Hall
Mr. Aaron Horrell

Family and Consumer Science
Special Education Resource
Credit Recovery
High School Social Studies
ISS/Jr. High Academic Guidance
Industrial Arts/CAD
Junior High Language Arts
School Counselor
Junior High Social Studies
Physical Education
Junior High/High School Mathematics
Junior High Science
Junior High/High School Art
Junior High/High School Health, Spanish
Special Education Resource
High School Science
High School Social Studies
Music/Band/Choir
High School Language Arts
Junior High/High School Librarian
Junior High/High School Librarian
Special Education Resource
Weight Training
High School Science
Junior High Mathematics
High School Mathematics
A+ Program Coordinator
High School Language Arts
Business and Computers
Journalism

Academic Aids

Academic Classroom Aid
Academic Classroom Aid
Academic Classroom Aid

Administrative Assistants

Superintendent Secretary/Bookkeeper
High School Secretary

Health/Medical Services

High School Nurse

Cook

Cook

Custodians/Maintenance/Transportation

High School Maintenance
Transportation Director/Bus Driver
Custodian
Custodian
Bus Driver/Custodian

Academic Staff

Mrs. Sid Atkins
Mrs. Nikki Burlison
Mr. Jack Altermatt
Mr. Travis Calkins
Mr. Matt Schonhoff
Mr. Mitchell Dirnberger
Mrs. Kaitlyn Rodgers
Mrs. Charon Shy
Mr. Kerry Thompson
Mr. Joshua Govreau
Mr. Steven Speidel
Mrs. Christina Kinder
Ms. Katherine Hawkins
Mr. Dutch Miller
Mrs. Mary Beth Owens
Mrs. Dulcie Mayberry
Mr. Andy Cannon
Mr. Alex Martin
Mr. Shawn Seabaugh
Ms. Amanda Mossman
Ms. Nanette McDowell
Mrs. Danielle Steinnerd
Mr. Shawn Powderly
Mr. William Ducote
Mrs. Ashley Acup
Mrs. Morgan Swinford
Mrs. Jeanette Wachter
Ms. Taylor Werdehausen
Mr. Austin Westrich
Mrs. Angie Barger

Ms. Mariann Wilson
Mrs. Lora Pfefferkorn
Mr. Trenton Gramlisch

Mrs. Kelly Spies
Mrs. Laura Schilling

Mrs. Carol Rhodes

Mrs. Crystal Gramlisch

Mr. Raymond Spies
Mrs. Debbie Flanigan
Ms. Brenda Hester
Ms. Amber Flanigan
Mrs. Kelly Glastetter

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kthompson@chaffee.k12.mo.us
jgovreau@chaffee.k12.mo.us
sspeidel@chaffee.k12.mo.us
ckinder@chaffee.k12.mo.us
khawkins@chaffee.k12.mo.us
dmiller@chaffee.k12.mo.us
mknutson@chaffee.k12.mo.us
dmayberry@chaffee.k12.mo.us
acannon@chaffee.k12.mo.us
amartin@chaffee.k12.mo.us
sseabaugh@chaffee.k12.mo.us
amossman@chaffee.k12.mo.us
nmcowell@chaffee.k12.mo.us
dsteinnerd@chaffee.k12.mo.us
spowderly@chaffee.k12.mo.us
wducote@chaffee.k12.mo.us
aacup@chaffee.k12.mo.us
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Expectations (Student Attendance and Student Conduct)

To maximize the benefits of education for all students, the Board of Education of Chaffee R-II Public School District has current policies concerning student discipline and student attendance. It is the philosophy of the Board that these policies be emphasized and enforced.

Student Attendance: Education requires continuity of instruction, classroom participation, learning experiences and study. A student can never really make up or compensate for absence from class. All students are expected to attend school regularly and to be on time for classes in order to derive maximum benefit from the instructional program. There is a direct relationship between poor attendance and class failure.

Student Conduct: The basis of being able to carry on the teaching/learning process rests upon the ability of staff members, teachers and administrators to ask students to do reasonable things, behave in reasonable ways and follow reasonable rules. Ordinary courtesy and common sense behavior is expected of every student. Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom. When a disciplinary referral is made on a student, the student will be made aware of the accusations, given an opportunity to respond and then given notification of the disciplinary action to be taken. When disciplinary action is necessary, the number of repeat offenses, the total number of different offenses, and the seriousness of any one single offense are taken into consideration.

School Lunch Program

To purchase lunch in the cafeteria students will be using an assigned PIN. It is the student's responsibility to remember their PIN. The district participates in the free and reduced price guides as outlined by the National School Lunch Program and serves nutritious meals each day. Chaffee R-II School District will operate under a closed campus policy where all students grade seven (7) through twelve (12) will remain on campus for lunch. However, Juniors and Seniors who maintain a 98% daily attendance will receive open campus privileges or if they score in the top two (2) levels of the Missouri Assessment Program in both Communication Arts and Math, or score twenty-one (21) or above on the ACT examination.

Students must pay for meals in advance. If individual lunch accounts exceed negative twenty-five dollars (-\$25.00), an alternative lunch will be offered to those students – **NO EXCEPTIONS** – until the negative balance has been paid. Students will be able to deposit money into their accounts daily by placing money in a collection envelope and giving it to the office or placing it into the red locked drop box in the Activity Center.

Open Campus Requirements

(Monitored Daily and on a Quarterly Basis)

1. Students must maintain 92% (ninety-two percent) attendance. All absences (verified, excused, and unexcused) will count towards a student's overall attendance.
2. Students must maintain an overall "B" average (80%).
3. Students will have no discipline referrals resulting in ISS or OSS and no more than two referrals resulting in reprimands or detentions.

Counseling Services – P2810

A school counselor is available to provide personal counseling for individuals or groups. The counselor also aids students by arranging class schedules, administering and interpreting student testing and is available to help students when needed. The counselor is available before school and after. Students must have permission from their classroom teacher before visiting the counselor during a class.

Parents, who wish to arrange conferences with the teachers at times during the year other than Parent-Teacher Conferences are encouraged to call the counselor's office at (573) 887-3226.

Schedule Changes

The master schedule is developed as a result of careful planning by the school counselor and administration. The accommodations and modifications to the master schedule are based on several factors that include state and local graduation requirements, class size and teacher certification. Considerable effort is invested to ensure that each student receives the scheduled of his or her choice. However, it may be impossible to schedule first-choice courses due to the period the class is offered.

It is the schools hope that through extensive planning that we can have yet another successful academic year. Enrollment is at an all-time high and class sizes continue to be larger than years past. Each year the staff and administration go through the process of ordering the exact number of textbooks, materials and desk so that each class is fully equipped. However, it is extremely difficult to plan without students scheduled secured. Therefore, requests for student schedules meet his or her academic needs.

Schedule Change Procedure:

- Students will need to obtain a schedule change application from the school counselor.
- Schedule change application must be signed by all parties.
- Schedule change application must be received during the first (1st) full week of each semester.
- Schedule change considerations must be approved by the school counselor and principal.

Transfer and/or Withdrawal from School – P2245

Students moving or transferring to another school should pick-up a transfer form from the office and have it completed by their teachers. When completed, the form should be returned to the office. Students wishing to withdraw from school should contact the counselor.

Grading Scale-Weighted Courses – PR6450

Letter grades at Chaffee Junior-Senior High School will be earned according to the following scale: (Weighted Classes include – Chemistry and Advanced Math courses).

CHS	Weighted Classes		
11	12	A	96-100
10	11	A-	90-95
9	10	B+	87-89
8	9	B	83-86
7	8	B-	80-82
6	7	C+	77-79
5	6	C	73-76
4	5	C-	70-72
3	4	D+	67-69
2	3	D	63-66
1	2	D-	60-62
0	0	F	0-59

Honor Roll – PR6450

Students can participate in Honor Roll. Grade point averages are not used in the selection. If a student's letter grade for any quarter averages "B" or better with no grade lower than a "B-", he or she will make the Honor Roll for that quarter. Students who are on Honor Roll all four quarters for the year will have this distinction noted on their permanent record. The calculation of grades to determine honor roll recognition will not include Cape College Center (MAC) grades for the first (1st) and third (3rd) quarters due to grade reporting times by that institution. However, second (2nd) and fourth (4th) quarter honor roll recognition will have Cape College Center grades calculated in with regular coursework done at Chaffee Junior-Senior High School for students participating in that program.

Honor Student-Academic Letter

Honor Students are the students with the top five (5) grade point averages in grades ninth (9th), tenth (10th), eleventh (11th) and twelfth (12th). Grades are averaged on a four (4) point scale. Grade points from all courses will be counted with the exception of courses in which a student earns a grade of "credit". These courses (Business Internship, etc.) will not be counted. In order to qualify, the student must carry a minimum of four courses in which a grade is awarded. Academic letters will be awarded to students who were listed on the Honor Roll for the first (1st), second (2nd) and third (3rd) quarters. All courses in which a letter grade is awarded will be counted.

Grading Periods – PR2520

Mid Quarter Grades – sent home with student	
Quarter	Date Mid-Quarter Grades are Distributed
1	09/16/2022
2	11/18/2022
3	02/16/2023
	Distributed at Parent Teacher Conferences
4	04/14/2023

Report Cards – mailed home by the office	
Quarter	
1	10/27/2022 Distributed at Parent Teacher Conferences
2	Week of 12/26/2022
3	03/10/2023
4	Week of 05/22/2023

Quarter Ending Dates	
1 st Quarter Ends	10/21/2022
2 nd Quarter Ends	12/16/2022
3 rd Quarter Ends	03/03/2023
4 th Quarter Ends	05/16/2023

Senior High School Credits for Graduation Requirements – PR2525

In order to graduate from Chaffee Junior-Senior High School, a student must complete a minimum of twenty-four (24) units of credit and pass both US and Missouri Constitution test. Graduation requirements are as follows:

Subject Area	Graduating Requirements
English/Language	4.0
Mathematics	3.0
Science	3.0
Social Studies	3.0
Fine Arts	1.0
Practical Arts	1.0
Physical Education	1.0
Health	0.5
General Electives	7.0
Personal Finance	0.5
TOTAL	24.0

A general elective is any course which is not required. A course will count as a general elective, provided it is not used to fulfill another requirement. For instance, Business Computer Applications may be used as a general elective and would satisfy the requirement for one unit of credit. However, Business Computer Applications would not satisfy two requirements, that is a unit of practical arts credit and a unit of general electives credit.

Grade Level Classification

Students in the Senior High (grades 9-12) will be assigned to a grade level classification according to the credit they have successfully completed:

Senior:	16 or more credits
Junior:	9-15 credits
Sophomore:	5-8 credits
Freshman:	0-4 credits

Graduation Activities

Valedictorian / Salutatorian – PR6450

For the purposes of class rank and designation of the Valedictorian and Salutatorian, all classes are counted in the computation of grade point averages. The student having the highest GPA (Grade Point Average) and meeting college preparatory requirements will be named as Valedictorian. The second highest student meeting those same requirements will be named Salutatorian. A tie is recognized only if two or more individuals have a mathematically exact cumulative grade point average.

Selection of Valedictorian and Salutatorian – PR6450

The Board of Education requires that any student eligible to be valedictorian and salutatorian must maintain four consecutive semesters of attendance their junior and senior year at Chaffee Junior Senior High School.

Reduced Schedule Option for Seniors – P2540

1. The faculty of Chaffee Junior-Senior High School believes in the value of a full-day, eight (8) semester education program for all Chaffee students, and the faculty strongly recommends that all college-bound students complete a full-day, eight (8) semester program.
2. The faculty of Chaffee Junior-Senior High School believes that as our students become seniors they should be given the opportunity to earn a reasonable degree of latitude in designing their academic schedules in order to prepare them for the freedom they will experience beyond being graduated.
3. Those students that request a reduced schedule will be enrolled in a business internship for eighth (8th) period. A letter from the employer will be required stating the specifics of job responsibilities and hours of employment.
4. The faculty has determined that seniors who have demonstrated success and maturity in academics, attendance and conduct will be given the opportunity to enroll for seven (7) out of eight (8) periods to the following standards of success. The seniors who have met two (2) of the three (3) standards of success with regard to academics, attendance and conduct will be given the opportunity to petition for a reduced schedule through a formal process by completing an Application for Reduced Schedule provided by the School Counselor. Simultaneously, any student approved for a reduced schedule who falls below any of the three (3) standards of success will be subject to dismissal from the privilege.
5. The application for reduced enrollment must be completed during the pre-enrollment process during the spring semester and must be endorsed by the student's parent, counselor and principal and submitted by the deadline date.

Standards of Success Defined:

Attendance: A student must achieve an average daily attendance of ninety-five percent (95%) the semester preceding the application for participation. A student must maintain an average daily attendance of ninety-five percent (95%) while participating in the program.

Discipline: A student must have no disciplinary referrals the semester preceding the application and must receive no disciplinary referrals during the time of participation.

Grades: A student must have achieved a cumulative GPA (Grade Point Average) of a "B" (eight point zero (8.0) or higher on an eleven (11) point scale preceding the application for participation.

Procedures for Early Graduation for Seniors – P2540

1. The faculty of Chaffee Junior-Senior High School believes in the value of a full-day, eight (8) semester education program for all Chaffee students, and the faculty strongly recommends that all college-bound students complete a full-day, eight (8) semester program.
2. The faculty of Chaffee Junior-Senior High School believes that as our students become seniors they should be given the opportunity to earn a reasonable degree of latitude in designing their academic schedules in order to prepare them for the freedom they will experience beyond being graduated.
3. Students who elect to graduate after the required seven (7) semesters of attendance must complete an application for early graduation during the pre-enrollment process during the spring semester and must be endorsed by the student's parent, school counselor and principal and must be submitted by the deadline date.
4. Students who apply for early graduation must complete all graduation requirements by the conclusion of the seventh (7th) semester.
5. Students who apply for early graduation forfeit eligibility for the Honors Banquet, Salutatorian and Valedictorian. Class rank for early graduation will be determined at the end of the last semester enrolled and will not be included in the final class rank for commencement.
6. Students who are graduated early are not required to participate in commencement exercises; however, they may do so if they choose. All diplomas will be issued after June first (1st).

Tardy Policy – PR2610

Morning Tardy: A morning tardy will be defined as any student who is late to first (1st) period. All morning tardies will be addressed with in the principal's office.

1st – Warning (may not be notified)

2nd – Conference with admin

3rd – 1 Lunch detention

4th – 2 Lunch detentions

5th – Wednesday after school detention

(Parent contact will be made after fifth (5th) tardy)

6th – 1 SSD (Saturday School Detention) (After 6th morning tardy, referral to Phase 1 of ATP)

7th – 1 SSD (Saturday School Detention)

8th – 1 day of ISS

9th – 2 days of ISS

10th – 4 days ISS

11+ - is considered excessive tardiness and will be addressed at the discretion of administration.

Class Tardies: Class tardies are defined as being late between second (2nd) through Advisory hour classes.

Teachers will track students second through seventh (2nd-7th) hour tardies and assign first through third (1st-3rd) tardy discipline. Fourth (4th) + will result in an office referral.

1st: Warning (issued by period teacher)

2nd: One (1) written assignment, additional assignment, or before/after school detention. *if student fails to complete assignment(s) or detention(s), will result in an office referral.

3rd: Double written assignment, additional assignment, or before/after school detention. * if student fails to complete assignment(s) or detention(s), will result in an office referral.

4th: Office referral – Three (3) lunch detentions

(Parent contact will be made after the 4th tardy)

5th: Office referral – Wednesday after school detention

6th: Office referral – 1 SSD (Saturday School Detention)

7th: Office referral – 1 day ISS or 2 SSD (Saturday School Detentions)

8th: Office referral – 2 days ISS

9th +: is considered excessive tardiness and will be addressed at the discretion of administration.

*****6th Hour Class Tardy: After the fourth (4th) tardy please contact Mr. Cundiff and/or Mrs. Hall. Lunch privileges will be taken away and no off campus lunch will be permitted the rest of the semester.**

Saturday School Detentions: Will take place on a Saturday from 8:00am – 10:00am in the activity center. Students who have nothing to work on will be supplied with additional enrichment assignments. Students will report to the building promptly no later than 8:00am or other disciplinary actions will be added. Failure to serve a Saturday school detention will result in further disciplinary actions.

Teacher Expectations: Consequences for Classroom Tardiness

A tardy occurs when a student arrives in class after the bell rings. Habitual tardiness is not acceptable at Chaffee Jr/Sr High School. Students face the following disciplinary actions:

1st Tardy:

- Teacher gives verbal warning to students
- Teacher logs and documents tardy in SIS.

2nd – 3rd Tardy:

- Teacher assigns student discipline according to handbook
- Teacher logs and documents tardy in SIS.

4th - 8th Tardy:

- Teacher submits office referral
- Teacher logs and documents tardy in SIS.

Teachers please contact Mr. Cundiff and/or Mrs. Hall if a student exceeds 4 (four) classroom tardies in 6th hour. This will result in lunch privileges will be taken away and no off campus lunch will be permitted the rest of the semester.

NOTE: Six (6) unexcused morning tardies per semester **will result in a referral** to Phase One of the Attendance & Truancy Program; further unexcused tardies may result in student case moving to Phase Two or Phase Three. The student and parent/legal guardian/custodian are subject to the school's Tardy Policy at all times.

Correspondence Courses – PRF6190

Those students needing one (1.00) unit of credit or less to complete graduation requirements will be permitted to enroll in an approved correspondence course of study through the University Of Missouri Center for Independent Study. A maximum of one (1.00) unit may be used to meet graduation requirements. If all district requirements are met and all correspondence courses passed prior to the start of the next school year, the diploma will be issued. If district requirements and correspondence courses are not completed and passed prior to the start of the next school year, the student will be issued a diploma dated the following year.

Early College Credit

Juniors or seniors interested in enrolling in college classes at Southeast Missouri State University or Cape College Center (MAC) during their junior or senior year should consult the counselor during pre-enrollment. Students may enroll in these classes and be granted college and high school credit.

Dual Credit

Dual credit college courses will be offered at Cape College Center (MAC) at Career and Technology Center, Southeast Missouri State University on line and dual enrollment. Other dual credit options such as on-line with University of Missouri will need to meet the approval of the guidance counselor and building principal. Dual credit classes will count as one (1) full credit for graduation as opposed to ½ (half) credit.

If a student that is enrolled in a Cape College Center (MAC) or Career and Technology Center dual credit course, and withdraws because of a failing grade after the designated withdraw date, the student will receive an "F" on their high school transcript. Furthermore, students unable to finish making tuition payments for Cape College Center (MAC) or Career and Technology Center dual credit courses will forfeit all credits and not be allowed to enroll in regular courses during that time.

Transportation Instructions – PF2150

Students are not allowed to drive their own vehicles to and from the Cape College Center (MAC) and/or the Career and Technology Center. Should students not arrive on time for the bus, they are expected to report to the high school office. Exceptions for driving include obtaining the proper documentation form from the above mentioned sites. Exceptions may also include site placement of a student in an on the job internship.

Retention Policy – PR2520

The retention of a child will be made only when it is in the best interest of, and for the welfare of, the child. The goal of retention will be to increase academic proficiency. Some factors to be considered in determining retention will be:

1. A student who has four (4) semester failures in the basic courses or five (5) semester failures in all courses.
2. Teacher observation and recommendation.
3. Achievement test results.
4. Maturity of a child.
5. An overview of the child's entire academic achievement.

Parent Portal – PR1405

Parent Portal is an Internet ready program that allows you, via your web browser, to access timely information about your child's progress in school. With a click of the mouse you will have access to grades, attendance, discipline, and much more. To begin using Parent Portal, you must first ensure that the office has a correct email address on file to access the system. When the office has your correct email address and it is entered into the system, you will have access to set up your parent account. This is an updated system for the 2021-2022 school year and will enable you to update contact information, add or delete those who have access to pick up your child from school, check your student's important student information and more. The web address to set up your account is <https://sdm.sisk12.com/MOCF360x3/login>.

Power of ICU Assignment Policy

Junior High Criteria (7th and 8th Grades)

Chaffee Junior-Senior High School believes that ALL STUDENTS CAN LEARN! In order for learning to take place, assigned work is not optional. It is the responsibility of the student to complete each assignment on time and in a manner that shows satisfactory understanding of the standard. The basic premise is that any time a student doesn't do their work and/or does it unsatisfactorily; their understanding of the standards needs assistance or care. In an effort to help ALL STUDENTS reach their full potential, Chaffee Junior High School has adopted the following Power of ICU (Intensive Care Unit) Procedures:

1. Students will be placed on the ICU list if they have an incomplete assignment. (Their name will be removed once the assignment has been turned in and is satisfactory.)
2. Classroom teacher will decide an appropriate intervention (Academic Lab, Lunch Detention, or other).
3. The "Lifeguards" will communicate with student and parent to discuss a plan of action.
4. Continued non-compliance may result in administrative discipline.

Parental support, student's commitment, and teacher's directed instruction are key factors to the success of any assignment policy.

Assignments are designed to:

- Be an extension of a meaningful classroom experience and have a positive effect on achievement.
- Reinforce learning through practice, application, integration, and extension of knowledge and skills.
- Strengthen test preparation skills and strategies.
- Develop study skills, work habits, time management skills, and a sense of personal responsibility so the student may become an independent learner.
- Use school and community resources.
- Develop self-discipline and life-long learning skills that will benefit the student throughout their life.

High School Criteria (9th through 12th Grades)

1. Any assignment or test worth 10% or more of the student's quarterly grade is eligible to be placed on the ICU list
 1. Students may work on the assignment in the assigning teacher's classroom during the advisory period to complete the missing assignment
2. It will be left to the teacher's discretion for late assignments that are less than 10% of the student's quarterly grade if they want the student to come in before or after school or during advisory.
3. Any assignment that has been on the ICU list for more than 5 school days will be up to the department discretion if the assignment will be accepted after that time or the assignment results in a 0.
4. For a failed test, retakes will need to be scheduled with the teacher before or after school or during advisory.
 1. The maximum test retake score is a 60%
 2. Students are allowed one test retake per test should they have failed
5. Students who are failing a class will need to report to that teacher's classroom on Tuesdays and Thursdays for three weeks. This will occur after the first progress report is issued for the quarter.
6. Students with three or more missing assignments will be in the ICU room for the full hour regardless of completion time. Students with five (5) or more missing assignments will be placed in ISS until the work is completed.
7. For ICU assignments "left at home", the first occurrence will be a lunch detention. The second will result in the assignment being a zero.
8. Mr. Andy Cannon and Mrs. Christina Kinder will meet with repeat offenders and failing students on a regular basis to assess their progress on grade improvement.

Virtual Instruction – PRF6190

Overview

Chaffee Junior-Senior High School is committed to working with our families to provide the best opportunities for our students with face-to-face instruction and online courses. Currently, there are courses approved under the MOCAP library for grades fifth through twelve (5th – 12th). The Chaffee R-II staff will work with families to review online options. All students enrolled in online courses will be required to take that course on campus in the library or designated computer lab.

Student Eligibility

Chaffee Junior Senior High School, in accordance with Missouri Law, will accept applications from eligible district families to enroll in online courses approved by MOCAP. Here are the guidelines for eligible students:

In accordance with law, a student is eligible to take a MOCAP course through the district if:

1. The student physically resides in and is enrolled in the district;
2. The student has attended a public school or charter school at least one semester, immediately prior to enrolling in MOCAP. A student will be excused from this requirement if the student has documented medical or psychological diagnosis or condition that prevented the student from attending a school in the district during the previous semester;
3. The enrollment is approved by the principal or designee
4. The student has a GPA of at least two point five (2.5) on a four point zero (4.0) scale and
5. The enrolled student must have attendance for the prior semester of at least ninety percent (90%)

Students who are transferring from a non-public school, in order to meet the requirements of a semester, must be enrolled for ninety percent (90%) of the semester, continuously, prior to the semester MOCAP courses are requested.

Enrollment Procedures

The following dates are appropriate for consideration for MOCAP courses. All requests need to be in writing by completing the Request to Enroll in Virtual Courses Form:

- For the Fall Semester: August 1st
- For the Spring Semester: December 1st
- For the Summer Semester: April 1st

All requests are welcome prior to the due date and are encouraged during our scheduling process beginning in January and at our Student Led Conferences, when schedules are reviewed and career planning discussions between student, family and staff occur.

Application Form

Application form for requesting MOCAP courses at Chaffee Junior-Senior High School can be found in the office of each building and under the Online Learning page on the district website.

Student Activities – PRF2920

Extracurricular Programs

Whether participating or attending an activity, students are expected to exhibit good conduct and sportsmanship. Behavior while attending an athletic competition should never be rude to the opposing team. In the interest of safety, side games are not permitted at any time. Young children should not be left unattended at school functions. Students, regardless of their age, may be asked to leave an event if their behavior is disruptive or if they refuse to comply with the directives of a staff member.

Student Council

The purpose of the Student Council is to give students a voice in the administration of student affairs and to be of service to the school. The Chaffee Junior-Senior High School Student Council will be governed by a constitution with supervision from the school administration.

Class Organization and Class Officers

Elections will be held at the beginning of each school year for president, vice-president, secretary, treasurer and reporter. Class meetings will be scheduled as needed.

Class Sponsors

07th Grade – Mrs. Dulcie Mayberry, Mr. Travis Calkins, Mr. Andy Cannon, Mr. Jack Altermatt
08th Grade – Mrs. Danielle Steinnerd, Ms. Katie Hawkins, Mr. Alex Martin, Mr. Kerry Thompson
09th Grade - Mr. Shawn Seabaugh, Mr. Austin Westrich, Mr. Dutch Miller, Mrs. Ashley Acup
10th Grade – Mr. Joshua Govreau, Mrs. Kaitlin Rodgers, Mr. William Ducote, Mrs. Nikki Burlison
11th Grade - Mrs. Mary Owens, Ms. Taylor Werdehausen, Mrs. Christian Kinder, Mr. Steven Spiedel
12th Grade - Mr. Sid Atkins, Mr. Shawn Powderly, Mrs. Morgan Swinford, Mr. Mitchell Dirnberger

Activities and Organizations

Several special interest clubs, activities and organizations are available to Chaffee Junior-Senior High School students. Continuation and formation of these special interest clubs are determined by expressed student interest. Below is a list of clubs, organizations and activities which are sanctioned by the school as well as the sponsors of each activity.

Mr. Alex Martin	Band/Choir
Mrs. Angie Barger.....	Beta Club
Mr. Sid Atkins.....	Family, Career and Community Leaders of America (FCCLA)
Mrs. Dulcie Mayberry.....	Fellowship of Christian Athletes (FCA)
Mr. Alex Martin & Ms. Katie Hawkins.....	Fine Arts Club
Mr. Austin Westrich.....	Future Business Leaders of America (FBLA)
Mrs. Angie Barger.....	Junior Beta Club
Mrs. Morgan Swinford.....	Pep Club
Mrs. Morgan Swinford & Mrs. Mary Hall.....	Student Council (STuCO)
Mr. Aaron Horrell	Varsity Club
Mrs. Angie Barger.....	Yearbook & Newspaper
Mr. Mitchell Dirnberger.....	Shop Club & Robotics

School Dances

Dances will be held provided there is enough interest to support the project financially. Students may bring a guest to the dances provided they have completed the application for out-of-school dates and had it approved by the principal in advance. To attend a dance, students must be in school the day of the dance and in good standing in regards to citizenship. After students have arrived at the dance they must not leave school property. Students must make arrangements to have a ride pick them up after the dance. All school rules and district policies will apply to Chaffee students and their out of school guest.

Junior Senior Prom

Prom is an annual event that is held in the spring of the school year. Chaffee Juniors and Seniors are eligible to attend the dance as an individual or with a guest. Chaffee prom directors will be responsible for all arrangements regarding prom activities.

In order to bring a guest to the event, an application form must be completed and turned in by a designated date; the date will be announced via the daily announcements as well as the Chaffee Junior-Senior High School web site. All guests' applications will be reviewed by the administration and the prom directors. The guest must have established a record of good conduct; if a guest is a student he/she must have obtained the ninth (9th) grade. If the guest is not a high school student he/she must not be more than twenty (20) years of age. The school administration reserves the right to deny any application. Guests become a Chaffee student in terms of his/her obligations to observe the school regulations as well as any directives given by teachers or administrators. A student must be in attendance a full eight (8) hours the day before prom, or they forfeit their privileges to attend prom unless prior arrangements have been made with administration.

NOTE: When students accumulate more than ten (10) unexcused absences, they will no longer be eligible to attend prom.

Athletic Program Introduction

The athletic program provides a valuable, educational experience for the student body through a program that provides ever-changing opportunities. The welfare of the student is always the primary concern. Believing that interscholastic athletics is an integral part of a total school program, a comprehensive program is offered.

Academic Standards (for the Athletic Program)

A student in grades nine through twelve (9th-12th) must be currently enrolled in and regularly attending courses that offer a minimum of three (3.00) units of credit and must have earned a minimum of three (3.00) units of credit the preceding semester attendance or must be enrolled in a full course at his or her level in a special education program. A beginning ninth (9th) grade student who failed more than two (2) subjects the previous semester shall be ineligible for one (1) semester.

Students dually enrolled in college and high school classes but do not receive high school credit on their high school transcript for college work may have college hours earned during a regular semester count up to a maximum of one (1) unit of credit toward determining high school eligibility as follows: half (½) unit of high school credit for a two (2) or three (3) credit hour class; one (1) unit of high school credit for a four (4) or five (5) college credit class.

A seventh (7th) or eighth (8th) grade student must be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public school special education program which enrolls pupils of equivalent chronological age. A student must have been promoted to a higher grade at the close of the previous year and must not have failed more than two (2) scheduled subjects the previous semester.

Citizenship Standards (for the Athletic Program)

The Missouri State High School Activities Association (MSHSAA) states: Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered “creditable citizens.” Conduct shall be satisfactory in accord with the standards of good discipline.

A student shall not be considered eligible while under suspension. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for three hundred sixty five (365) days from the date of expulsion or withdrawal. If a student misses class on the date of a contest without being excused by the principal, he/she shall not be considered eligible on that date. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority to judge its students under those standards.

Those students who violate school regulations or who engage in behavior harmful toward another individual (in or out of the school setting; or before, during, or after the school day) are not recognized as meeting the standards of good discipline and are not viewed as being creditable citizens. Regarding citizenship, examples of behaviors or circumstances which may result in the loss of eligibility include, but are not limited to, those instances in which students:

- (A) have legal charges filed against them (misdemeanor or felony);
- (B) flagrantly, willfully or consistently violate school rules and regulations;
- (C) possess, use, distribute or sell drugs or alcohol;
- (D) are insubordinate, defiant or abusive to a staff member or other citizen;
- (E) threaten, harass or intimidate other individuals;
- (F) exhibit poor sportsmanship; and/or
- (G) behave in a manner which fails to meet the basic societal expectation for the time, place or purpose.

Judgment regarding citizenship is not limited to student conduct during the school day, nor is judgment exclusive of conduct outside the school day. To meet the citizenship standard, students must be good citizens in the community as well as the school setting and judged so by the school principal.

A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (jail time, fine, court cost) or special condition of probation (restitution, community service, counseling) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Minor moving offenses shall not affect eligibility, unless they involve drugs, alcohol, accidents or injuries. After a student has completed all court appearances and penalties and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility. (MSHSAA Handbook)

It will be the student’s responsibility to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school’s discovery, then the student shall be ineligible for up to three hundred sixty five (365) days from discovery, pending review by the Board of Directors. (MSHSAA Handbook)

Absence on the Day of an Activity (for the Athletic Program)

A student who misses a class or classes on the date of a contest without being excused by the principal shall not be considered eligible on that date.

Eligibility Standards (for the Athletic Program)

Below is a complete list of the MSHSAA eligibility standards for student athletes:

1. Be a good citizen in your school and community.
2. Earn the required number of credits the preceding semester or have made standard progress in special education.
3. Enter school within the first (1st) eleven (11) days of the semester.
4. Have not received or competed for an award of any kind other than that given by your school for your services as an athlete in the sport in which you are competing.
5. Have not reached your nineteenth (19th) birth date prior to July first (1st) of this school year.

6. Have not competed under an assumed or false name.
7. Attend a public high school in the district in which your parents live, a boarding school or a private or parochial school to which you commute daily from your home.
8. Have not graduated from a four (4) year high school or its equivalent.
9. Attend your eighth (8th) semester immediately following your seventh (7th) semester.
10. Have not competed at any time as a member of a junior college or senior college team.
11. Have not competed on an outside team or individual match competition in an organized non-school competition in that sport during the time the sport is in season.
12. Have not transferred from one (1) high school to another because of being influenced to do so.
13. Have not attended for more than two (2) weeks of specialized camp for any one (1) sport.

Remember...Schools of the Missouri State High School Activities Association have adopted the standards listed above. Eligibility to participate in school athletics is a privilege granted if you meet these standards; it is not an inherent right. All who compete interscholastically must meet these eligibility requirements. Student athletes are expected to exhibit good sportsmanship at all times and abide by the rules and regulations of the school and the Missouri State High School Activities Association.

Athletic Program Coaching Staff

Mr. Aaron Horrell	Athletic Director
Mr. Aaron Horrell	Baseball (Head)
Mr. Shawn Powderly.....	Baseball (Assistant)
Mr. Brian Horrell	Baseball (Assistant)
Mr. Joshua Govreau	Boys Basketball (Head)
Mr. Logan Lawson	Boys Basketball (Assistant)
Mr. Jack Altermatt	Football (Head)
Mr. Steven Speidel	Football (Assistant)
Mr. Andy Cannon	Football (Assistant)
Mr. Seth Waters	Football (Assistant)
Mr. Matt Schonhoff.....	Girls Basketball (Head)
Mr. Kerry Thompson	Girls Basketball (Assistant)
Mr. Travis Calkins	Girls Cross Country (Head)
Mr. Joshua Govreau	Jr. High Boys Basketball (Head)
Mr. Aaron Horrell	Jr. High Boys Basketball (Assistant)
Mr. Logan Lawson	Jr. High Boys Basketball (Assistant)
Mr. Ben Rushin	Jr. High Boys Football (Head)
Mr. Sid Atkins.....	Jr. High Boys Football (Assistant)
Mr. Seth Waters	Jr. High Boys Football (Assistant)
Ms. Shelby Lands.....	Jr. High Cheerleading
Mr. Matt Schonhoff.....	Jr. High Girls Basketball (Head)
Mr. Kerry Thompson.....	Jr. High Girls Basketball (Assistant)
Mr. Brian Horrell	Softball (Head)
Mr. Shawn Powderly.....	Softball (Assistant)
Mrs. Kristi Yarbro.....	High School Cheerleading
Mr. Travis Calkins	Track Sr. High Boys & Girls (Head)
Mrs. Mary Owens	Track Sr. High Boys & Girls (Assistant)
Mr. Andy Cannon	Track Sr. High Boys & Girls (Assistant)
Mr. Jack Altermatt	Track Jr. High Boys & Girls (Head)
Mr. Ben Rushin	Track Jr. High Boys & Girls (Assistant)

Attendance – PR2310

Absences from the regular classroom learning experiences disrupt the instructional process not only for the individual student that is absent, but for the instructor and the remainder of the class as well. The benefit of regular classroom instruction is essential for all students in order that they will gain the most from their educational experience. Most students that are absent from classes frequently experience a great deal of difficulty in making satisfactory grades and in learning the standards.

All absences will be considered unverified until arrangements have been made via parent or guardian and administration to verify the absence. Anytime the student is absent it is necessary for the parent/guardian to contact the school prior to 8:00am the following day or the absence will be considered unverified. **After six (6) parent call-ins per semester, a third party verification will be necessary, such as a doctor's excuse, obituary, court documents, etc. If your child is absent from school he/she may not attend extra-curricular school activities.**

The principal or his/her designee will determine whether an absence is verified or unverified.

A total of **six (6) verified absences** will be allowed for each student. After the first (1st) six (6) verified absences, medical verification will be required before further absences will be verified. All school sponsored activities or suspension by administration will not count toward the six (6) days of attendance. **Absences during outbreak of a contagious disease will be reviewed on a case-by-case basis and may not carry punitive measures if student is over the six (6) verified absences.**

A verified absence will be defined as:

- Illness
- Illness in immediate family
- Death/Tragedy in immediate family
- Medical Appointments – Appointment time noted is required from physician's office upon return to school
- Absences that have strong educational or family value and is approved in advance by the building principal.

Note: It is strongly urged that family vacations should not be taken during the school year. Please refer to the district calendar information and makeup days.

Examples of unverified absences:

- Truancy
- Hunting
- Leaving school without signing out
- Interviews/work
- Shopping
- Haircuts
- Oversleeping
- Personal Business

Note: Final decision regarding unverified absences will be made by administration.

Attendance & Truancy Program (ATP) – PR2310

Your child's school, with the cooperation of the 33rd Circuit Juvenile Office and the Scott County Prosecuting Attorney's Office, has developed a coordinated response to address the issue of excessive unexcused school absences. Depending on the circumstances of the unexcused absences this program will focus on either the student being the cause of the absences or the parent as the responsible party failing to prevent the absences. **The number of unexcused absences is cumulative for the entire school year.**

Possible Sanctions: Weekly meetings with the Juvenile Officer, Community Service (child & parent), electronic monitoring, 24 (twenty-four) hour detention holds (child), court costs, Children's Division involvement (cases where child is less than 12 (twelve), residential placement, Contempt of Court/jail (parents), removal of the child from the parent's custody (foster care), misdemeanor criminal charges (parents).

ATP Consists of Two (2) Distinct Phases:

Phase One: Truancy Diversion Program – This phase will not result in any official court record, but will require the student and parent/custodian to meet with the Truancy Monitor or a Deputy Juvenile Officer to discuss

ways to help reduce your child's unexcused absences. **A referral to this phase of the Attendance and Truancy Program will be made once a student has accrued 11 (eleven) unverified absences for the school year.**

Phase Two: Juvenile Court – This phase results in a formal petition being filed either for Truancy against the student or Educational Neglect against the parent(s) in Juvenile Court. If the student is less than 12 (twelve) years old the petition will be for Education Neglect against the parent. If the student is 12 (twelve) years of age or older the petition will be filed as Truancy against the student. The petition will be heard by the Juvenile Court Judge and if the petition is found to be true the Judge will enter Court Orders directing what must be done to eliminate unverified absences. The parent/custodian shall be made a party to the court case and shall be liable for court costs, which may exceed \$100.00 (one hundred dollars), and shall also be subject to any orders of the court which will include participation in the Attendance and Truancy Program (ATP). It is possible that continued unverified absences **could result in the removal of the child from the home for reasons of educational neglect.** 21 (twenty one) unverified absences will result in a referral to this phase of the Attendance & Truancy Program.

NOTE: At any time a student exceeds the maximum number of unexcused absences in a school year a referral may be made to the Prosecuting Attorney for **criminal charges** to be filed against the parent/custodian alleging "Violation of Education Requirement For A Child; (*Misdemeanor "C" RSMo: 167.031*) which could result in a fine, probation and/or incarceration. This referral may originate with the school or the Juvenile Office. **The Juvenile Office will make the referral to the prosecutor when a student accrues 21 (twenty one) or more unverified absences and this decision will be made on a case by case basis.**

****167.061. Any parent, guardian or other person having charge, control or custody of a child, who violates the provisions of section 167.031 is guilty of a class C misdemeanor.*

****Class C Misdemeanors carries a punishment up to fifteen (15) days in jail and/or a fine of up to \$750.00 (seven hundred fifty dollars).*

Suspended or Expelled from School:

Days suspended or expelled from school shall **not normally** be counted as unexcused absences for the purpose of a referral to the Attendance & Truancy Program. **However**, if the School Superintendent has good reason to believe the student is purposefully doing things to cause a suspension so that the student does not have to attend school, the School Superintendent may make a referral to the program based on this belief.

THE STUDENT HANBOOK MAY CONTAIN OTHER RELEVANT INFORMATION CONCERNING THE SCHOOL DISTRICT'S ATTENDANCE POLICY. THE ABOVE POLICY STATEMENTS ONLY CONCERN THE POLICY RELATED TO THE ATTENDANCE & TRUANCY PROGRAM.

Truancy Court Program:

This is an intensive program that may be used during any phase of the Attendance & Truancy Program. Truancy Court is presided over by the Truancy Court Judge. It combines supervision by a Deputy Juvenile Officer, attendance at all scheduled Truancy Court proceedings, and following the direction of the Truancy Court Judge. Normally, Truancy Court is held at the student's school on a weekday prior to the start of the regular school day once a month.

Attendance Consequences for Unverified Absences:

Absences will reset at each semester

1st Unverified- Conference with building administration

2nd-4th Unverified- 2 (two) Lunch Detentions for 2 (two) or more hours missed, 1 (one) Lunch Detention for 1 (one) or less hour missed

5th and 6th Unverified- Wednesday after school detention

7th-9th Unverified- 1 (one) Saturday School for each day missed from 6th-10th

10th Unverified absence of a semester will result in the loss of credit for the student. 1 (one) day of ISS for each day missed (10th=Phase I of ATP). Loss of dance privileges after the 10th unexcused absences. Student must attend summer school to make up missed days.

Absences will reset at semester. However, referral to the ATP is based on cumulative absences for the school year.

20 (twenty) accumulated unexcused absences for the school year will result in being referred to Phase II of ATP, loss of dance privileges.

Skipping Classes

Students who are not reporting to the proper class or going to the bathroom for an extended amount of time will be subject to the following disciplinary actions. Students need to be in their classroom receiving the instruction necessary to succeed during the school year.

1st – 2 (two) lunch detentions

2nd – Wednesday after school detention

3rd – Saturday school detention

4th – 1 (one) day of ISS

Additional skipping class violations is considered excessive and will be addressed at the discretion of administration.

Attendance at Extracurricular Activities

Whether participating or attending an activity, students are expected to exhibit good conduct and sportsmanship. Behavior while attending an athletic competition should never be rude to the opposing team. In the interest of safety, side games are not permitted at any time. Young children should not be left unattended at school functions. Students, regardless of their age, may be asked to leave an event if their behavior is disruptive or if they refuse to comply with the directives of a staff member.

Residency – PRF2230

Any student enrolled at Chaffee Junior-Senior High School must have their primary residence with a court-appointed guardian or custodial parent. The location of that primary residence must be within the boundaries of the Chaffee R-II School District. School authorities in accordance with the provisions of the Safe Schools Act must make any exceptions to this policy.

Make Up Assignments – PR2310

Make-up assignments are available for pick-up between 2:30pm and 3:00pm upon request. The request must be made before 9:00am the day the work will be picked up.

Students are to obtain all make-up work from their teachers immediately upon returning to school. All students with absences (excused or unexcused) shall have the opportunity to make-up their assignments. Failure to obtain make-up assignments is no excuse for not doing the work. Missed work must be made up within a reasonable time depending upon the length and cause of the absence. Arrangements to make-up work should be made the day a student returns to school. All students shall have the opportunity to make-up assignments including tests, subject to the following conditions.

Note: Students that serve out-of-school suspension may be allowed to complete school work at the discretion of the school administration.

1. Advance assignments are those which are assigned at least ten (10) school days in advance. These will normally be due on the day and at the time designated or immediately upon a student's return to school.
2. Regular assignments are those due the next day or in the next few days. Students shall have additional time, equal to the amount of time they were absent, to turn in these assignments. Assignments turned in later than this may have credit reduced. It is the student's responsibility to find out what assignments have been missed and to make arrangements for turning work in to a teacher.
3. If a student misses a test, it shall be made up on the day that the student returns to school if the student chooses. Students may have additional time equal to the time they were absent from school to make up a test. If a student is

absent for a semester exam or a final exam in a course, permission to make up the exam must be secured from the principal.

4. All make-up work must be turned in no later than two (2) weeks after the end of the quarter and/or semester. If work is not made up by this time, grades will be averaged on completed work and tests.
5. If a student misses a daily assignment or a pop quiz, and his/her absence is excused, the student will be allowed to make up the assignment or will be given an alternative assignment.

Student Policies and Disciplinary Procedures

Academic Dishonesty

Disciplinary action may be taken in those instances where students are deemed guilty of academic dishonesty. Students are considered guilty of academic dishonesty if they:

- Turn in work misrepresented as their own
- Copy homework or other assignments
- Use notes other than their own during an open-note test
- Receive or give assistance during tests or quizzes
- Use cheat sheets or prewritten information during tests or quizzes
- In any other way represent work as their own when they have had unauthorized assistance.

Factors taken into account in determining disciplinary action will be the nature of the dishonesty, the circumstances under which it occurred, and teacher recommendation. It is customary for students to receive a zero (0) on work if they are guilty of academic dishonesty (this includes talking during a test). Further disciplinary action will be taken if multiple offenses occur.

Internet Access – PR6320

Before a student gains access to the Internet, he/she will be required to sign a contract in which he/she agrees not to obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable. Violation of this agreement will result in disciplinary action which may include suspension or revocation of the student's access to the Internet.

Misuse of Social Media – PR6320

Facebook, Twitter, SnapChat, Instagram, TikTok, Reddit, Internet Forums, Etc.

The use of social media is heavily prevalent in today's society and can be used as a positive way to communicate. However, as with most innovations, there also comes responsibility to use them properly. Students, who misuse social media to threaten, bully or harass fellow students, teachers, staff and/or administrators shall have the following consequences:

1st Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned lunch detention(s), ISS or suspension from school. Student disciplinary action may be for a period of one (1) to one hundred eighty (180) days out-of-school suspension. This offense will be documented on a student's discipline record.

2nd Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned ISS, alternative school placement, out-of-school suspension. Student disciplinary action may be for a period of one (1) to one hundred eighty (180) days out-of-school suspension. This offense will be documented on a student's discipline record and law enforcement officials may be notified.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned alternative school placement, recommendation made to the

superintendent for long term out-of-school suspension. This will be documented on a student's discipline record and law enforcement officials may be notified.

Electronic Equipment – P2656

Cell Phones/Communication Devices

The school district understands and acknowledges that cell phones are a necessity for many students and parents. Responsible usage of technology is expected of students at Chaffee Junior-Senior High School. Students will be allowed to use cell phones while in the activity center during breakfast and lunch. If a student abuses this privilege, they may lose all rights to access their cell phone during those times. Usage of phones in the classroom and restroom / locker rooms are prohibited in efforts to protect the privacy of others and the academic integrity of courses at CHS. Cell phones are expected to be set to silent during the school day to eliminate disruptions and/or interruptions. Headphones/earbuds are prohibited on all areas of campus except for the Activity Center DURING breakfast/lunch. If a student needs to make a phone call, they must do so in the office. Students who make a call from the bathroom or a location in the school without coming to the office to call will be subject to disciplinary action by the building administration.

Cell phones may be confiscated by school personnel and held in the office for parent retrieval under the following circumstances:

1. Cyberbullying or harassment
2. Spreading false information
3. Making threats
4. Academic dishonesty
5. Sexting
6. Photographs and or video recording is prohibited at all times
7. Making phone calls/video calls from the bathroom or activity center.
8. Usage in academic areas (classrooms)
9. Usage of cell phones in hallways, locker rooms and restrooms
10. Other forms of inappropriate and illegal behavior
11. Sending messages to student in class

Teachers may permit students to use cell phone / headphones for academic purposes.

First Offense: Warning and cell phone to be picked up by student at the end of the school day.

Second Offense: Student must serve 1 (one) Saturday school detention

Third Offense: Three (3) days of ISS for student and cell phone must be turned into the office upon student arrival for those days.

Fourth Offense: Five (5) days of ISS. Student must turn in cell phone to the office during the time they are serving ISS.

Fifth and Subsequent Offenses: ISS, one to one hundred eighty (1-180) days OSS, or loss of user privileges and documentation in student discipline record.

Refusal to turn in cell phone to administration:

- First Offense: Five (5) days ISS
- Second Offense: Five (5) days OSS
- Third Offense: Ten (10) days OSS
- Fourth Offense: Ten (10) days OSS with recommendation for long-term suspension.

Student Cell Phone Notification and Procedure

The School District understands and acknowledges that cell phones are a necessity for many students and parents. However, cell phones are now creating and posing many problems for the District and for the safety of our students.

1. In the event of an emergency situation, cell phones used by students could jam the airwaves and emergency personnel would not be able to make the necessary calls to address and resolve the situation quickly.
2. Use of cell phones by students in an emergency situation may cause a significant number of people to learn of the emergency and come to the school building out of concern or curiosity. This could interfere with the ability of emergency personnel or district officials to do their jobs or even get to the scene. In addition, a significant number of onlookers could interfere with the district's implementation of its emergency plan that may call for moving students to another location.
3. Cell phones frequently cause disruptions within the classroom (ringing/vibrating in class, constant text messaging, etc.) that disrupt the educational process and quality of education for our students.
4. Cell phones can be used to bully and harass; to spread false information; to make threats; to intimidate; to commit forgery; to cheat; to share inappropriate and/or illegal information such as "sexting."

For these reasons, the Chaffee Junior-Senior High School will follow and enforce the following procedures and consequences for all students regarding cell phones and other electronic communication devices such as pagers, personal digital assistants or personal laptops. Students shall not use, display or turn on electronic communication devices during instructional class time. Exceptions or waivers to this restriction may be made at the discretion of teachers or administrators in the event of an emergency or if used for instructional purposes.

First Offense:	Warning and cell phone to be picked up by parent/guardian only.
Second Offense:	One (1) Saturday School Detention
Third Offense:	Three (3) days of ISS for student and cell phone must be turned into the office upon arrival to school for those three (3) days.
Fourth Offense:	Five (5) days of ISS for the student and cell phone must be turned into the office upon arrival to school for those five (5) days.
Fifth and Subsequent Offenses:	ISS, one to one hundred eighty (1-180) days OSS, or loss of user privileges and documentation in student discipline record.

Parking and Driving – PF2150

If you choose to drive to school, you are aware that driving a motor vehicle is a great responsibility. Part of that responsibility is to follow the rules that contribute to the safe and orderly operation of the vehicle. Reasonable rules have been established for the Chaffee Junior-Senior High School parking lot similar to those that you will find in the community. Chaffee Junior-Senior High School will no longer assign individual parking spots to students; parking will be on a first come, first received basis. Underclassmen (Sophomores and Freshmen will park in west parking lot (old hospital lot). The front parking lot is reserved for Visitors, Administrative Employees, Juniors and Seniors only. Teachers and employees will continue to use designated "STAFF" parking areas; students are prohibited from parking in the pre-designated locations.

Each student vehicle must be register with the school; students will be issued a parking tag/sticker. Vehicles MUST display a parking tag from their rearview mirror. The initial tag fee will be \$3.00, a \$3.00 fee will be charged for any missing tags. Students parking in the incorrect lot or parking without a tag will be subject to a \$3.00 parking fine. Continually parking in the incorrect lot can lead to disciplinary action by the administration. There are no prorated, replacements and/or discounted prices. Parking at Chaffee Junior-Senior High School remains at the risk of each student. The school district is not responsible for any loss, damage and/or stolen property while vehicles are parked on

school property. All vehicles parked on campus are subject to search by a school administrator. If the school official determines there is reasonable suspicion that a school regulation, a city law, or a state law has been violated, he/she may be assisted by a law enforcement officer.

Parking tags may be revoked and/or disciplinary consequences may be assigned if Chaffee Junior Senior High School parking regulations are not followed. Some of the violations are as follows:

- Failure to display parking tag or failure to register vehicle(s) with the school.
- Unauthorized parking or improper parking in areas not designated for students.
- Obstructing the flow of traffic, endangering or damaging property, parking in a fire lane, parking in a bus-loading/unloading zone, parking on the sidewalk or lawn.
- Improperly parking (e.g. outside lines)
- Excessive speeding
- Failure to drive with vehicle under control – doing “donuts” or spin outs, squealing of tires or other reckless or dangerous driving which could endanger passengers or others.
- Loaning, giving or selling issued tags to another student.
- No golf carts, side-by-sides, four-wheelers, or any other type of recreational vehicle is permitted

Individual drivers are responsible for:

- All items located inside the vehicle. Anything in a student’s vehicle is understood to belong to that student.
- Accurately registering his/her vehicle(s) with the school.
- Knowing and observing the school’s parking policies.
- Relinquishing the parking permit at the request of an administrator.
- Driving safely and with regard for the safety of others.

Leaving School – PR2330

No student may leave school during the school day unless OFFICIALLY excused by the principal or his designee and SIGNED OUT at the office. If the student fails to follow these steps, it will be considered a “skip” and appropriate action will be taken. The following guidelines apply:

1. Students should have their parent or guardian inform the school of the reason and the time the students must leave. Notification may be made by a telephone call, email or fax from the parent. All notes requesting a student to leave during the day must be signed by the principal before the student is permitted to sign out.
2. Students should get permission from the principal to sign out before the first period class starts.
3. No student may leave school without signing out in the office.
4. A student returning to school after signing out should report to the office and sign in.
5. Part-time students are required to sign in and out of school daily.

Forgery or Fraud

Telephone calls or notes that are not legitimately executed by authorized individuals will constitute fraud or forgery, and disciplinary action will be taken.

Dress and Appearance – P2651

We take pride in the appearance of our students. Your dress reflects the school, your conduct and your home. Any type of attire which attracts undue attention to the wearer and causes a disturbance in the school is in bad taste and not acceptable. Students wearing clothing that would cause a disruption to classes or interfere with the learning process will be sent to the principal. The principal may request student improvement on dress or request a student to return home to change clothes before returning to school if it is felt that the clothes are inappropriate.

Dress Code – P2651

In keeping with established practices of good hygiene, safety, moral and social values, and to provide for the maximum learning opportunity, the following list is provided as a guideline for student dress.

Bottom line: **If your clothing draws undue attention, then it is most likely inappropriate.**

1. **Brief and Revealing Clothing:** Students must realize that brief and revealing clothing is not appropriate apparel for school. The following guidelines on brief clothing are examples; however, do not cover all situations.

- Students shall not wear tank tops, halter-tops, garments with spaghetti straps or strapless garments.
- Garments that are “see through”, low neckline or expose one’s midriff are not acceptable.
- Sleeveless garments must extend to the end of the shoulders and fit closely under the arms.
- Skirts must not be shorter than three (3) inches above the knee.
- Undergarments must not be visible.

2. **Sagging Pants:** Students shall not wear pants that when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.

3. **Hats:** Students shall not wear hats in the district buildings except for medical or religious purposes.

4. **Vulgar, Offensive Messages:** Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene or libelous; that degrade others on the basis of race, color, religion, creed, national origin, gender, sexual orientation or disability; that promote alcohol or drug use, or violence, or are otherwise contrary to the school’s educational mission.

5. **Physical Education Dress Code:** Students participating in physical education classes will be required to dress in appropriate attire that will allow them to perform activities in a safe physical manner. A percentage of the student’s grade will be based on their participation in physical activities that will be performed in a separate change of clothes. Students failing to dress out for physical education classes will be subject to a grade deduction and the below discipline measures. Students will be referred to the office upon receiving a fourth (04th) non-dress of the quarter.

1 st Offense	One (1) hour ISS
2 nd Offense	One (1) hour ISS
3 rd Offense	One (1) hour ISS
4 th Offense	One (1) hour ISS + Two (2) Lunch Detentions
5 th Offense	One (1) hour ISS + Four (4) Lunch Detentions
6 th Offense	One (1) hour ISS + One (1) day ISS
7 th Offense	One (1) hour ISS + Two (2) days ISS
8 th Offense	One (1) hour ISS + Three (3) days ISS
9 th Offense	One (1) hour ISS + Four (4) days ISS
10 th Offense	One (1) hour ISS + Five (5) days ISS

NOTE: While serving ISS, students will be given an alternative PE written assignment.

Piercings worn during physical education class may be required to be removed by the teacher depending on the activity. This will be at the discretion of the teacher.

Bus Conduct – PR5620

Students are under the authority and supervision of the bus drivers while on the bus and are expected to follow the driver’s instructions. Students who disobey the instructions or directions of a bus driver will be subject to disciplinary action, which may include suspension of bus riding privileges.

1st Offense: Bus suspension for one (1) week.

2nd Offense: Bus suspension for two (2) weeks.

Subsequent Offenses: Bus suspension for the remainder of the quarter, semester, or year.

Public Display of Affection – PR2610

At Chaffee Junior-Senior High students are considered young men and women. Therefore, you are expected to conduct yourselves as young men and women in a public institution. Public display of affection is not permitted at school or

school activities. This can be defined as hugging, embracing, holding hands or kissing. Failure to follow this policy will result in disciplinary action.

Defacing or Destroying School Property – PR2610

Student's willfully destroying or defacing school property will be subject to out-of-school suspension and restitution for damages.

Arson – PR2610

Arson is defined as starting a fire. Those students guilty of arson will be subject to disciplinary action prescribed by the district discipline code. The appropriate authorities will be notified any time local, State, or Federal laws are violated.

Vandalism – PR2610

Students who intentionally deface or damage school property shall be required to pay for all damages and will be subject to additional disciplinary action. Failure to pay for damages shall result in suspension from school with readmission only upon application to the Board of Education.

Harassment-Bullying – PR2610

The Chaffee R-II School District prohibits any forms of unlawful harassment-bullying because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

1st Offense: Conference with building administration, parent notification, detention, in-school suspension.

2nd Offense: In-school suspension, alternative school placement, out-of-school suspension, parent notification, notification of law enforcement

Subsequent Offense: Alternative school placement, recommendation for long term out-of-school suspension, notification of law enforcement.

Threats of Violence & Fighting – PR2610

Any student who makes a violent threat against another student, staff, faculty member or school administrator will be subject to immediate disciplinary action. The disciplinary action may include suspension from school. In addition, students who make threats will be referred to the appropriate law enforcement agency. Students who are suspended from school will be required to see a professional counselor before they return.

Consequences

1st Offense – In school suspension, parent notification.

2nd Offense – In school suspension, alternative school placement, out-of-school suspension, parent notification, notification of law enforcement.

Subsequent Offenses – Alternative school placement, recommendation for long term out-of-school suspension, notification of law enforcement.

Dangerous Weapons – PR2610

Any person utilizing a school facility is not to carry, conceal or directly or indirectly sell, deliver or loan any kind of deadly or dangerous weapon in the school building or on the school district's grounds.

Two (2) levels of misconduct are to be addressed:

1. Students found to be in possession of dangerous weapons such as pocketknives, pellet-BB guns, brass knuckles; martial arts equipment or mace, on or near school grounds shall receive an automatic suspension from school of eleven (11) to ninety (90) days.
2. Whereas, a student found to be in possession of a dangerous weapon such as a handgun, shotgun, rifle or any other item determined to be a dangerous weapon with the potential to injure another person, on or near school grounds shall receive an automatic suspension from school for a period of not less than one (1) year. Violation of this provision will be referred to the appropriate legal authorities.

Drugs – PR2610

The use, sale, transfer, possession (which includes being under the influence) of intoxicants, alcohol and/or physical or mind altering chemicals (drugs) are prohibited on or in school property, at school sponsored activities or events, and in any vehicle being used to transport students for the school district. Any student taking drugs, whether prescription or over-the-counter medication, must see the principal or school nurse each day the medication is taken. Any student found in possession of any substance herein referred to and found guilty of violating the district policy on Student Drug Abuse will be subject to suspension or expulsion. All substances confiscated and suspected to be controlled substances shall be turned over to the local law enforcement agency.

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.
1st Offense: In-School Suspension or one (1) to one hundred-eighty (180) days out-of-school suspension. Reasonable discipline measures may be pursued depending on the circumstances of the situation and will be at the discretion of the administration.
Subsequent Offense: One (1) to one hundred-eighty (180) days out-of-school suspension or expulsion. Notification of law enforcement
2. Possession of or attendance while under the influence of any unauthorized prescription drug, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs.
1st Offense: One (1) to one hundred eighty (180) days out-of-school suspension. Must pass approved drug test prior to return to school. Must be able to provide proof of a prescription for that student.
Subsequent Offense: Forty-five (45) to one hundred-eighty (180) days out-of-school suspension or expulsion. Notification of law enforcement. Approved drug test prior to return to school.
3. Sale, purchase or distribution of any prescription drug, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug related paraphernalia, including controlled substances and illegal drugs.
1st Offense: Ninety (90) to one hundred-eighty (180) days out-of-school suspension. Must pass approved drug test prior to return to school.
Subsequent Offense: Ninety (90) to one hundred-eighty (180) days out-of-school suspension or expulsion. Notification of law enforcement. Approved drug test prior to return to school.

Students receiving discipline for drug violations for both the first (1st) and subsequent offenses will be required to pass a drug test ten (10) days prior to returning to school. Also, students returning from a drug suspension may be transitioned back to school through the alternative school program.

Alcohol – PR2610

The use, sale, transfer, or possession of alcohol is prohibited on or in school property, at school activities or events and in any vehicle being used to transport students for the school district.

1st Offense: One (1) to ten (10) days out-of-school suspension

Subsequent Offense: Ten (10) to forty-five (45) days out-of-school suspension. Notification of law enforcement.

Smoking, Use of Tobacco, E-Cigarettes or Vapes – PR2610

The use of or possession of tobacco and tobacco related products, such as “Skoal”, “Red Seal” or “Grizzly”, chewing tobacco/dipping tobacco, vapes, e-cigarettes and vaping material, and cigarettes by students is prohibited in the school building or on school grounds. This applies to ALL school-sponsored activities, extra-curricular activities as well as the regular school day. Violations of this rule constitute a serious offense and possible suspension from school.

Possession and use of all tobacco and/or vaping related products:

1st Offense: In-school suspension, parent notification

2nd Offense: Combination of in-school suspension, out-of-school suspension, parent notification

Subsequent Offense: Out-of-school suspension and placement in alternative school

Students under the age of eighteen (18) will be reported to law enforcement officials.

Theft – PR2610

Theft, attempted theft or willful possession of stolen property.

1st Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will either be assigned lunch or after school detention, ISS or suspension from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of one (1) to one hundred eighty (180) days out-of-school suspension or expulsion. This offense, is considered as a serious offense, will be documented in a student’s discipline record and law enforcement officials may be notified. The school district will seek restitution of all loss by theft.

Subsequent Offense: An administrative review will be held. There will be a principal and student conference. Parents will be notified. The student will be suspended from school. The length of suspension will depend on the severity of the offense. Serious and dangerous offenses will be directed to the superintendent. Student disciplinary action may be for a period of one (1) to one hundred eighty (180) days out-of-school suspension or expulsion. This offense will be documented on a student’s discipline record and law enforcement officials may be notified. The school district will seek restitution of all loss by theft.

Additional Rules – PR2610

The administration reserves the right to take reasonable action to make rules and administer them as they may judge to be necessary to maintain general school discipline or for the educational benefit of the student and/or the student’s schoolmates. Enforcement of school rules to provide for a safe and orderly climate will be at the discretion of the principal.

Administrative Disciplinary Action – PR2610

The discipline code of Chaffee R-II School District explains in detail the district-wide discipline policy. Please refer to it for a complete description of specific offenses and an explanation of the disciplinary action most likely to be taken into consideration.

Below is listed a detailed explanation of the types of disciplinary action most often utilized. The list of disciplinary alternatives begins with the least punitive and progresses to the most severe. The individual student as well as the circumstances of the specific incident will be carefully considered prior to any decision regarding disciplinary action.

The teachers and building principal intend to work closely with parents to keep the lines of communication open regarding their child’s conduct, behavior and attendance.

Conference-Parent Contact – PR1405

A formal conference is held between the student and principal. During this conference the student must agree to correct the offending behavior. A contract stating specified behavioral expectations may be required. Such an agreement will outline the action to be taken should the student engage in the specific behavior again.

Parent Involvement - PR1405

Parents are notified by telephone, personal contact, letter or certified letter of the incident. A conference may be conducted between the student, the parent, appropriate school personnel and any other individual concerned.

Confiscation – PR2610

Inappropriate or dangerous items are seized from the student. These may be returned to the child at the end of specified length of time, or the parent will be asked to come to school for the items.

Loss of Privilege – PR2610

Access to or use of various school services (including riding the school bus) or facilities and/or the privilege of participating in scheduled events are suspended.

Detention – PR2610

The student is assigned to a restricted environment normally during the student's regular lunch period and/or after school.

Restitution – PR2610

Student is required to satisfactorily repair or to pay for damaged or vandalized items or property.

Corporal Punishment – P2670

Students will receive one (1) to three (3) swats on the buttocks, preferably from the administration. Corporal punishment will only be administered in the presence of one other certified staff member. In accordance with Board Policy, corporal punishment will only be used when all other means of discipline have failed.

In-School Suspension – PR2610

When a student is assigned to In-School Suspension, the student will be required to do all the assigned class work prior to being released from In-School Suspension. Grades earned and work completed will be returned to the teachers, graded and credit earned.

1. Students are to report to In-School Suspension at the sounding of the first (1st) period bell. Being prompt is essential.
2. Students are to bring books from all classes, writing utensils, paper and any material needed to complete daily work assignments.
3. Students will be assigned a desk and are responsible for the condition of that desk and the area around it.
4. Students must receive permission before leaving their seat or talking.
5. Students are to be busy studying during the full time of their placement.
6. Any behavior deemed unacceptable will be corrected.

7. Students will be provided with tutoring in their subjects when needed.
8. Students may be visited by their counselor.
9. Students will be given bathroom breaks.
10. Students are not allowed to sleep in In-School Suspension.
11. Students will eat lunch in In-School Suspension and must remain in their assigned seat.
12. Misbehavior or failure to comply with the above guidelines may result in students being assigned extra time. A student who continues to engage in unacceptable behavior will be referred for additional disciplinary action.
13. As a general rule, students will be assigned between two (2) and ten (10) days for any offense. After a student accumulates a total of ten (10) days in In-School Suspension during a school year, other disciplinary methods will be used to deal with future offenses.
14. Students assigned to In-School Suspension will not be allowed to participate in extra-curricular activities on the dates serving a suspension.

Long Term In-School Suspension-Alternative School – PR2610

Students can be placed in a long term In-School Suspension-Alternative School setting because of habitual disciplinary referrals or to serve as a transitioning period as a student returns from a long term out of school suspension. Students will primarily be completing their course work through a server based computer program, Edgenuity. Student's participation in extra-curricular activities after being assigned to long term In-School Suspension-Alternative School will be at the discretion of the administration.

Short-Term Suspension – PRF2662

The student is not permitted to attend classes, be present on school grounds, or participate in school-related activities for a period of one (1) to ten (10) days.

Long-Term Suspension – PRF2662

The student is not permitted to attend classes, be present on school grounds, or participate in school-related activities for a period of up to ninety (90) days.

Expulsion – PR2664

The student is permanently removed from school. The student may be readmitted only with the consent of the Board of Education.

Locker Searches – PF2150

Lockers are the property of the Chaffee R-II School District. The administration or their designee has the right to inspect or search lockers as deemed necessary. The student is expected to keep his/her locker clean and neat at all times. Locks may be used however; the office will keep the combination number and/or a key. If the locker is shared, both students must have the combination and/or a key. If a lock is placed on a locker and administration does not have the combination and/or key; locks may be cut-off and disposed of by administration.

Additional Items to Consider

Visitors – P1430

Students may not bring visitors to school.

Telephone Messages

Only in case of an emergency will students be called to the telephone during class time. All calls will be screened before the student is contacted.

Activities – PRF2920

Students are expected to exhibit good conduct at all times. When attending athletic events, side games are not permitted. In the interest of safety, parents are advised not to leave young children unattended.

Announcements

A teacher must approve announcements brought to the office by students. The principal or his designee **MUST** approve ALL announcements. Announcements will be emailed to parents, put on the Chaffee Junior Senior High School website and read daily over the intercom at a designated time.

Assemblies

Assemblies offer excellent opportunities for student performances, student elections, special experiences and inspiration. They result in an increased feeling of unity and pride in our school and student body. The behavior of students at any assembly would be that found in the classroom. In many instances there will be visitors present at these assemblies who will take with them a lasting impression of the school based on the student's behavior.

Building and Campus

The people of Chaffee R-II School District built your school for your safety, comfort and pleasure. Do your part to keep it clean and attractive. Visitors judge our school, citizenship and spirit by what they see in the building and on campus.

Inclement Weather – P5241

Should it be necessary to dismiss school for inclement weather or other perils, the announcement will be carried over the local radio stations, KFVS television & also through the school outreach message and/or email messages.

Fire, Tornado, Earth Quake and Intruder Drills – PR5240

In case of fire, tornado, earthquake or other emergency situations, students should follow the specific instructions given by their teachers. Be sure to:

1. Walk at a rapid pace...DO NOT RUN!
2. Do not talk...your teacher will have instructions.

Disaster drills will periodically be practiced during the school day.

Missouri School Immunization Requirements

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Required immunizations should be administered according to the current Advisory Committee on Immunizations Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>).

- To remain in school, students “in progress” must have an Immunization In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in program and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable disease occur.

Vaccines Required for School Attendance	Dose Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT ¹	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap ²									1	1	1	1	1
MCV ³ (Meningococcal Conjugate)									1	1	1	1	2
IPV (Polio) ⁴	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR ⁵	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B ⁶	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella ⁷	2	2	2	2	2	2	2	2	2	2	2	1	1

- Last dose on or after the fourth (4th) birthday and the last dose of pediatric pertussis before the seventh (17th) birthday. **Maximum needed:** six doses.
- 8th – 12th Grades: Tdap, which contains pertussis, is required.
- Grade 8th – 11th: One (1) dose of MCV is required. Dose must be given after ten (10) years of age. Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was sixteen (16) years of age or older, in which case only one dose is required. At least one (1) dose must be given after sixteen (16) years of age.
- Kindergarten – 10th Grade: Last dose must be administered on or after the fourth (4th) birthday. The interval between the next-to-last dose should be at least six months. 11th – 12th Grades: Last dose on or after the fourth (4th) birthday. Any combination of four (4) doses of IPV and OPV constitutes a complete series. **Maximum needed:** four (4) doses.
- First (1st) dose must be given on or after twelve (12) months of age.
- There must be at least four (4) weeks between doses and one (1) and two (2); at least eight (8) weeks between doses two (2) and three (3); at least sixteen (16) weeks between doses one (1) and three (3) and final dose must be given no earlier than twenty-four (24) weeks of age.
- First dose must be given on or after twelve (12) months of age. Kindergarten – 10th Grades: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease. 11th – 12th Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

General Health Guidelines and Basic First Aid

ABDOMINAL PAIN

1. Assess for the following: fever/temperature of 100 degrees or above, presence of nausea, vomiting, or diarrhea/last bowel movement, abdominal distention, presence of rebound tenderness, activity tolerance.
2. If abdomen distended with gas – obtain relief by lying on abdomen.
3. May offer water, tums, and crackers/snack if deemed appropriate.
4. If student does not have any of the above mentioned symptoms, may have child rest in quiet room for 15 minutes and then return to class.
5. If pain persists, notify parent/guardian to take child home and evaluation by physician may be advised.
6. SEE ALSO DIARRHEA AND VOMITING.

AED USE

1. If any individual becomes unconscious – assess for breathing and pulse for no longer than 10 seconds.
2. If NO breathing and pulse noted – remain with individual, begin chest compressions, send second rescuer for AED and to call 911.
3. Turn on AED and follow voice & visual prompts. Attach electrode pads to individual's bare chest as indicated. Stop CPR and do not touch individual while AED analyzing.
4. Continue to follow prompts until EMS arrives.

ASTHMA ATTACKS

1. Establish student is having symptoms of asthma attack: wheezing, coughing, difficulty breathing/shortness of breath.
2. Follow student's emergency action plan if available and student's personal medication available.
3. If student does not have emergency plan and/or medication is not available: School staff will attempt to contact student's parents/guardians/emergency contacts. Nurse may follow standard orders as prescribed by Chaffee R-II District Physician.
4. Student may remain at school unless symptoms worsen or persist after treatment.

BED BUGS

CONTROL PLANS WILL BE MADE ON A CASE BY CASE BASIS.

1. Identify the bug as a bed bug.
2. Check student's belongings for any additional bed bugs.
3. School staff will remain in communication with student's parents and provide educational materials and resources to assist in remedying situation at home.
4. Inform the custodial staff and student's teachers and provide them with educational materials as needed to assist in maintaining the school environment and preventing infestation.
5. Licensed pest control operator should be consulted for confirmed infestations.
6. No student should be excluded unless deemed necessary by administration.
7. BED BUG BITES: Healthcare provider may recommend an antihistamine or corticosteroid to reduce allergic reaction and inflammation.

BITES – ANIMAL

1. Treat as for CUTS AND ABRASIONS.
2. Notify student's parents; may recommend physician evaluation.
3. Get good description of animal and name of owner if known to report to Scott County Sheriff's Office and local Police Department.

BITES – HUMAN

4. Treat as for CUTS AND ABRASIONS.
5. Notify student's parents.

BROKEN TEETH

1. Find tooth or partial tooth. DO NOT attempt to clean tooth even if dirty.
2. Place tooth in a Save-A-Tooth container/solution or in a carton of milk.
3. Notify student's parents – send tooth and child to dentist as soon as possible.

BURNS

1. Remove or cut away clothing covering burned area (DO NOT remove any clothing or material which sticks to the burn.).
2. Immerse area in cool water.
3. Exclude air by a dry sterile dressing (Apply ointment only if burn is very minor.).
4. If burn is severe and area is extensive, secure immediate attention:
5. DO NOT apply anything to burned area.
6. Wrap area in bandage or a clean dry sheet.
7. Notify student's parents and seek medical advice.

COLDS

1. Recommend exclusion if excessive nose and eye discharge, persistent cough, excessive sore throat, headache, and general malaise are present, or if temperature is 100 degrees or above.
2. If symptoms are mild and fever is not present, may give generic Tylenol, cough drops, and/or throat lozenges.
3. If child complains of same symptoms for more than two consecutive days, recommend exclusion and physician evaluation.

CONJUNCTIVITS (PINK EYE)

1. Monitor student for the following symptoms: eye discomfort/pain, redness of the white part of the eye and inner eyelid, discharge (which may be pus or mucus), eyelids sticking together, swollen eyelids, and sensitivity to light.
2. Parents should be notified and student excluded from school, and may return 24 hours after physician treatment begins.
3. NOTE: Allergies (non-infectious condition) usually present in both eyes accompanied by itching, redness, and watery discharge.

CUTS AND ABRASIONS

1. Wash with mild soap and water. May also use antiseptic to cleanse area.
2. May apply antibiotic ointment to area.
3. Apply bandage or sterile dressing depending on size of wound.

4. Parents should be notified and student referred to a physician for extensive wounds.

DIARRHEA

1. SEE ALSO ABDOMINAL PAIN.
2. Notify parents and exclude from school for 24 hours symptom free.

EARACHE

1. Assess student with otoscope, if available, for s/s of infection – purulent drainage, redness, fluid behind eardrum.
2. If infection suspected, notify parents and recommend physician evaluation and treatment as soon as possible.
3. If unable to determine presence of infection, notify parent that if symptoms persist to seek medical evaluation.
4. Student does not need to be excluded from school unless temperature of 100 degrees or higher present.

EPI PEN USE

1. Establish individual is having symptoms of anaphylaxis, including but not limited to: swelling of the face, mouth, or tongue, shortness of breath/difficulty breathing, wheezing, difficulty swallowing/tightening or narrowing of the throat.
2. Follow student's individualized Epi Pen Emergency Care Plan.
3. Follow student's emergency action plan if available and student's personal medication available.
4. If no emergency care plan nurse may follow standard orders as prescribed by Chaffee R-II District Physician.
5. CALL 911.

FAINTING

1. If student becomes unconscious but continues to have normal pulse and respirations, attempt to arouse using sternal rub and shouting student's name.
2. If unsuccessful and student does not immediately arouse/respond – CALL 911 and notify student's parents immediately.
3. If student becomes responsive, assess vital signs and monitor for injury (follow additional procedures if appropriate). Contact student's parents for exclusion and highly recommend medical evaluation.

FEVER

1. If temperature 100 degrees or above, notify parents and exclude from school. Student must be fever-free for 24 hours without fever reducing medications before returning to school.
2. If student has low-grade fever, parents may be notified.

FRACTURES

1. If fracture is suspected – immobilize the affected area if possible using splints or padding, and elevate affected area.
2. Contact student's parents and exclude from school. Recommend medical evaluation as

soon as possible.

3. Refrain from administering acetaminophen or ibuprofen until seen by physician.

FOREIGN BODY IN EYE

1. DO NOT allow student to rub eye.
2. Suggest closing eye for a few minutes to allow tears to wash out foreign body. May offer ice pack to eye at this time.
3. If foreign body can be seen, remove if possible by touching lightly with cotton applicator.
4. May irrigate eye using eye wash bottle and eye wash solution/normal saline.
5. Cover eye with sterile dressing.
6. Notify parents and refer to physician if pain continues longer one hour OR if unable to remove foreign body.
7. If acid or alkali solution enters eye, wash immediately with plenty of tap water for at least 20 minutes. Notify parents and refer to physician.

HEADACHE

1. May offer student generic Tylenol or ibuprofen as deemed necessary and appropriate for age/weight.
2. Exclude from school only if temperature 100 degrees or greater, or if symptoms worsen/unrelieved with medication and student is unable to properly function/participate in classroom setting.

HEAD INJURY/POSSIBLE CONCUSSION

1. Student will be asked to describe symptoms, and a neurological assessment will be performed.
2. If concussion is suspected, contact parent for exclusion and highly encourage physician evaluation as soon as possible.
3. Student will be excluded from play/activity and must be symptom free for at least 24 hours before returning to play/activity.

HEADLICE

1. Routine head checks of healthy students are no longer recommended and will not be conducted. Checks for lice and/ or nits will be performed as the need arises.
2. If a student is found to have lice and/or viable nits, the student will be excluded from school until treatment is given with removal of live lice. The parent will be provided with instructions on how to treat and eliminate lice and nits.
3. Students will be rechecked before reentry to school.
4. Parents must continue to remove viable nits to prevent re-infestation.

HEAT EXHAUSTION

1. Take student to cool environment as quickly as possible. If unable to transport student send for assistance immediately.
2. Loosen clothing.
3. Attempt to cool student's body temperature by placing cool cloths on forehead and chest if possible; fan the body.

4. Only allow sips of water at first.
5. Notify parents and recommend exclusion.

HIVES

1. Attempt to determine the cause.
2. May apply topical anti-itch cream or ice to the affected area to relieve itching and reduce swelling.
3. Monitor student for worsening reactions and/or systemic reactions, such as breathing difficulties. If noted, contact parent and recommend student be taken to physician for immediate evaluation and treatment (SEE ALSO EPI PEN USE).

IMPETIGO

1. Contact student's parent for exclusion – will need evaluated by physician for treatment. Student may return to school after receiving at least 24 hours of prescribed treatment.
2. Notify custodial department for proper cleaning/disinfecting.

INSECT BITE/STING

1. Stinger should be removed.
2. May apply ice pack and hydrocortisone cream to area.
3. SEE ALSO EPI PEN USE if student has history of allergy or anaphylactic response occurs.

NOSEBLEEDS

1. Have student sit in chair with head slightly forward while pinching the nostrils together.
2. May apply cold compress to the bridge of the nose.
3. May apply pressure to the upper lip under the nose.
4. Avoid wiping or blowing the nose.
5. If bleeding does not cease after 15 minutes of continuous pressure, contact student's parents and recommend exclusion for medical evaluation.

POISON IVY

1. May apply Calamine lotion to the lesions.
2. Cover the area(s) while at school if possible.
3. If the area involved is extensive, involves the face or genitals, or does not resolve with Calamine treatment, parent should be notified and physician treatment recommended.
4. The student should remain at school unless so symptomatic that he/she is unable to properly function/participate in classroom setting.

RINGWORM

1. Area **MUST** be covered while student is at school.
2. Contact student's parents and recommend treatment of antifungal cream. If area does not improve with over-the-counter treatment, student will need to be evaluated by physician.
3. Encourage student to practice good hand hygiene.
4. If area is unable to be covered student will need to be evaluated by a physician. Student may return to school with a doctor's note approving reentry.

SCABIES

1. If student is suspected to have scabies – small bumps, blisters, or scratch-like elevated lines, accompanied by severe itching (which may be worse at night) – notify student's parent for exclusion and refer to physician for evaluation and treatment.
2. Student may return to school once treatment is completed along with physician approving reentry to school.

SEIZURES

1. Note the time and call/send for assistance.
2. Remain with the student at all times.
3. Do not restrain the student, but attempt to protect them from injury. If student is standing or seated, assist them to the floor. Clear the area. If possible, turn student to his/her side. Do not force anything into student's mouth. Loosen clothing around the neck.
4. Monitor breathing and pulse.
5. If seizure lasts less than 5 minutes – notify student's parents for exclusion. If student does not have history of seizures, recommend medical evaluation.
6. If student goes from one seizure into another without gaining consciousness OR has a seizure that lasts more than 5 minutes, call 911 and notify student's parents.

SHINGLES

1. Blisters/fluid **MUST** be covered at all times while student is at school. If unable to do so, student should be excluded from school.
2. Notify any staff members that may be pregnant and work with the student.
3. Notify the parents of students who have not been immunized against chickenpox.

SHOCK

1. May occur following injury – observe student for the following symptoms: pale, cool or clammy skin, chills, feeling dazed, loss of consciousness, rapid or weak pulse, nausea/vomiting, or severe thirst.
2. Have student lie down – keep warm and elevate feet.
3. Loosen clothing.
4. Notify student's parents and call 911.

SORE THROAT/STREP THROAT

1. Assess student's temperature and examine throat. May also assess for headache, nausea/vomiting, abdominal pain, muscle pain, and skin rash.
2. If temperature is 100 degrees or higher and/or the following are present: enlarged tonsils, white exudate or pus on tonsils, petechiae or small red spots on the soft palate, parents should be notified and student be excluded until physician evaluation to rule out strep infection.
3. If student is positive for strep infection, he/she should be excluded from school until 24 hours after antibiotic treatment begins and without fever for 24 hours.
4. If fever is not present and/or symptoms of strep are not present upon nurse examination, may offer chloraseptic spray, throat lozenges, and/or salt-water gargle. Student may return to nurse if symptoms worsen.

METHICILLIN-RESISTANT STAPHYLOCOCCUS AUREUS (MRSA)

1. If a student presents with area of skin that is red, painful, swollen, and/or filled with pus, contact parents and recommend physician evaluation.
2. Student may remain at school if area can be covered and student does not have a temperature of 100 degrees or higher.
3. In the event of confirmed cases of MRSA infections, custodial staff should be informed.

VOMITING

1. SEE ALSO ABDOMINAL PAIN.
2. Notify parent and exclude from school until symptom free for 24 hours.

Please note:

- Nurse and/or school staff may require medical note for student's reentry on case by case basis.
- Medical care provided may be adapted to accommodate individual needs.