

Transition To Life Center Chillicothe R-2 Schools Program Handbook



The Chillicothe High School handbook serves as guidance for overall school procedures and policies. This handbook is designed to give you an overview of the routines and policies of the **TLC program. Please take a moment to review this information and then let it serve as a helpful resource for you and your family. Please note that the items in this handbook are not all inclusive as each teacher may have rules and procedures specific to his or her classroom. Don't hesitate to call if you should have any questions (660-646-0

August, 2018

Dear Parents and Students,

The faculty and staff welcome you to the Transition to Life Center and the 2018-2019 school year. We hope that you will find our alternative program challenging and rewarding. Your success will depend on regular attendance, self-discipline, and a desire to succeed. We want to assist you in your journey to becoming lifelong learners and productive members of society. We encourage the involvement of community, parents and students in a partnership for success in the alternative setting.

This handbook is provided to help you become aware of your responsibilities and privileges as a student at TLC. Please read the handbook and be aware of its contents. As part of the TLC Program, a parent meeting is mandatory between parents and staff in order to complete the student's enrollment. If students or parents have any questions or concerns regarding the contents of the handbook, please contact Director of Special Services, Emily Schmidt at 660-646-4566.

We hope you have a productive and enjoyable year at TLC. We think you will find this "alternative choice" for high school a good one. We are all looking forward to working with you and helping you to meet your goals.

Sincerely,

Emily Schmidt, Director of Special Services
Academic Instructor

Diana Holcer,

Janna Ingram, Counselor
Academic Instructor

Tammy Price,

Sue Bachman, Mo Options Paraprofessional
Academic Instructor

Michael Creekmore,

Program Description

Transition to Life Center (TLC) is an alternative setting offering high school credits toward graduation. The Center is designed to help students become more independent and manage their educational plan as well as participate in project based learning incorporating service learning opportunities.

TLC offers students the opportunity to learn in a small personal setting while addressing behavioral and social-emotional concerns through counseling services, career transition services, academic support and enhanced individualized instruction. Our goal is for students to receive their high school diploma and be college/career ready upon graduation.

In addition to traditional high school credits, our center offers additional services:

Missouri Options is a program for students that are significantly behind their peers in credits. This program allows students to graduate with their cohort peers through proficiency on the HISET test.

Bridge Alliance is a mental health transition program specifically designed for students returning from any kind of mental health/health hospitalization. The program focuses on collaboration with CHS instructors, counselors, parents and community mental health professionals to ensure students are given individualized opportunity to complete any make-up work and obtain and/or maintain a passing grade.

Off Site Suspension is a program designed to work with students who have been assigned Out-of-School Suspension.

Entrance and Referral Process

Students may be referred to TLC at any point during the school year. Once the referral process is complete, TLC Staff will determine if the student will be a good fit for our environment based on meeting the admission criteria and interventions implemented within their classrooms. All students must have their entrance cleared through CHS administration.

Students may be referred to TLC by parents, teachers, counselors and administrators. They must be at risk of failing in some major task that is necessary to assure a happy and productive high school experience. Examples include, but are not limited to:

1. If no credit is earned for any reason (academics or attendance) the previous semester, students will be referred by TLC/CHS staff/Administrators.
2. A student in violation of the District's attendance policy with no reasonable efforts to recover hours or earn credits. Student and/or teacher and/or school administration

must be able to cite interventions implemented prior to referral and/or how entrance into TLC programs will improve attendance concerns.

3. Students must be failing, or in fear of failing, 2 (two) or more courses beyond reasonable expectations to earn credit given the amount of time remaining in the semester.
4. Students must be in jeopardy of not graduating with their cohort and may be no more than 5 credits behind before entering their final semester.
5. Students who have a life barrier that could include, but not be limited to; mental health or health concerns (anxiety, depression, hospitalizations, missing school due to mental health or medical appointments), pregnancy, being at risk of dropping out or not graduating; and will be encouraged to participate in mental health/health services as part of their intervention.
6. A student-parent interview with TLC Director/Counselor is required **before admission**.

Students with sole discipline referrals or violations to the Safe Schools Act will not be considered for our TLC programs.

TLC students will only be permitted to return to CHS at the beginning of each academic semester (twice per year).

Students, teachers, counselors and administrators may be required to send documented efforts of any interventions implemented in order to be considered for admission.

Although we welcome all referrals, no student is guaranteed admission to our programs.

Admission is based on TLC staff and student needs and student meeting the criteria outlined above. Students may be placed on a waitlist for admission based on maximum capacity.

Report of Student Progress

Student progress is reported in a number of ways:

1. *Parent-Teacher Conferences* are scheduled after the first quarter. We encourage you to attend these conferences and discuss your student's progress with his/her teachers. Parents are also encouraged to call to set up a meeting with staff members to discuss their student's progress throughout the year.
2. *Parent/Student meetings* are scheduled by teachers and staff any time throughout the school year. TLC staff may schedule a meeting with you and/or your student if a) progress reflects a lack of effort and credits may not be earned, b) attendance has dropped below 90% (per district policy) and student is in jeopardy of not earning credits, c) an issue has developed at school that may require parent, administrator or law enforcement attention.

3. *Progress reports* are given when requested by parents, law enforcement, Juvenile Office, supervisors (all with valid release information) and can be given weekly, monthly or quarterly.
4. *Quarter reports* are reviewed with students at the end of each quarter (three times per year). Quarter reports are not traditional grade cards as TLC students do not earn credit in a traditional way. Quarter reports will reflect any courses in progress or completed and whether student is currently passing or failing enrolled courses.
5. *Mid-term* review will be used halfway through each quarter and reviewed with students.

Communication

TLC staff encourage communication and are eager to speak to you about your student. Several opportunities for progress checks and parent/teacher conferences will be available throughout the year and are outlined above. TLC has a NO INTERRUPTIONS policy that will be strongly enforced. Please feel free to contact us via email or by phone at any time during the day. Our plan period is from 2:40 pm-3:30 pm Monday-Thursday and we will be returning any emails and calls during this time.

Case Management and Interagency Communication

TLC staff encourage and in some circumstance require case management, counseling and interagency communication. No student will be allowed to meet with case management or outside counseling services without proper release information. Please understand the communication with law enforcement and juvenile authorities do not require release information or permission.

These services are welcome at school and we appreciate and respect the services they offer. However, interruptions to our school day impact all students learning environment.

- Case management and other services are welcome any time on Friday.
- Case management and other services are welcome Monday-Thursday from 11:30 am-12:40 pm.
- Case management and other services will be required to make an appointment 24 hour in advance for each visit if these times are not available.
- Due to confidentiality responsibilities, case managers and other services will not be permitted past the front desk for any reason. Rooms will be made available during appointments and students will promptly return to class or the counselor upon completion of the appointment.
- TLC staff will notify case management and other services if there is a crisis situation. If service providers need to meet with a student for a crisis situation, 24 hours' notice is not required.

Hours of Operation

Our school day is divided into two blocks and students may be scheduled in three different ways:

AM: 8:00am-11:55am (includes 1st-4th hours and lunch)

PM: 12:00pm-2:45pm (includes 5th-8th hours and lunch will be provided at the high school)

Full Day: 8:00am-2:45pm (includes 1st – 8th hours and lunch)

Lunch: 11:30 am-11:55 am

Early release days will be at 11:55am for TLC students.

Supervision of students will be provided before school at 7:30am. Students are not permitted at school before 7:30am or after 2:40 pm unless approved by staff who will be supervising them.

Student Schedules

Student academic schedules will be completed by the TLC counselor and staff in collaboration with CHS counselors. Students will be expected to complete at least seven credits per year based on a transcript review and credit needs. Students will have a homeroom advisor that helps in facilitating courses and credits. All scheduled changes need to be approved by the counselor.

Any course listed on the schedule that are not complete may be an INCOMPLETE or FAIL on the official transcript. Any course not completed in a semester's time will start over the following semester from the beginning.

Students are eligible to complete recovery courses each semester. Regular courses will be scheduled first, in order to keep the student in their cohort class. Students will be given a complete schedule for at least 4 courses in the AM Session, 3 courses in the PM Session and 7 courses for a Full Day Session. Schedules are subject to change based on bussing.

Daily Schedule

AM Schedule

PM Schedule

7:50 am-8:15am= Breakfast
Advisory/Recovery

8:15am-8:50am = Block 1/Advisory

8:50 am-9:30 am = Block 2/Mo Opts/Recovery

9:30am-10:10am = Block 3

10:10am-10:50am = Block 4

10:50 am-11:30am = Block 5

11:30am-11:55am = Lunch

11:55 am-12:00 pm = Bus

12:00 pm-12:40 pm = Block 5b/PM

12:40pm -1:20pm = Block 6

1:20 pm – 2:00 pm = Block 7

2:00 pm – 2:40 pm = Block 8

2:40 pm - 2:50 pm = Bus

Courses will be 40 minute sessions Monday through Thursday with Maker Space and (Project Based Learning) PBL taking place each Friday.

Program Completion Leading to a High School Diploma

All students are required to complete 24 Credits and pass the U.S. and Missouri Constitution tests in order to earn a diploma from Chillicothe R-2 School District. Students must earn grades over at least an eight semester period unless a request is made to waive a portion of the eight semester attendance requirement. Students who have completed all requirements of an approved program may be dismissed from further requirements of school attendance. Chillicothe R-II guidelines state no more than two semesters may be waived. Transition to Life Center and Chillicothe High School policy state that students must attend school with their cohort class in order to participate in graduation ceremonies. Students who chose to graduate early will not be eligible for graduation ceremonies unless approved by administration. Students must complete the Missouri End-of-Course exams in English II, Algebra I, Biology and Government. No credit will be awarded until EOC exams are completed in the course. Students are also required to take a College/Career Readiness test (ACT, ASVAB or COMPASS), complete required CPR training and Civics curriculum.

Missouri Options

The Missouri Options Program is designed for a select group of students-those who have the ability to meet regular graduation requirements, but who are so far behind in earning credit that they cannot reasonably expect to graduate with their class. This program allows students to stay in school, to participate in meaningful classes and receive support services while preparing to take the High School Equivalency Test (HiSET), and to earn a high school diploma.

Missouri Options students range in age from 17-21. Due to the age difference between a potential Missouri Options student and a traditional high school or TLC student, they will remain in the Missouri Options room throughout the day. This includes breakfast, lunch or special circumstances. Missouri Options students will not be permitted to interact with students in

common areas or classrooms unless necessary for their proficiency. Missouri Options students will not be eligible for field trips or other interactions with TLC alternative students.

Eligible students must meet the following criteria:

- Be at least 17 years old and at least one year behind their cohort class in earning credits required for graduation
- Attend 15 hours weekly of HiSET preparation at TLC. This is a state mandated requirement. ALL TIME MISSED WILL NEED TO BE RECOVERED.
- Commit to an additional 20 hours per week fulfilled through a job, volunteer work, or classes at the high school, Grand River Technical School or TLC
- Pass the HiSET examinations. All HiSet exams will be scheduled by May 1, of each year.
- Pass the required exams over the U.S. and Missouri Constitutions, CPR testing, College and Career Readiness assessments and complete a Civics requirement.
- Earn a minimum of ½ credit in Government, Personal Finance and Health.
- Take required End-of-Course exams.

Upon successful completion of the program, students are awarded a high school diploma.

NOTE: The Missouri Options Program will not be used to circumvent compulsory attendance regulations or to facilitate an early exit.

Please see the Missouri Options contract for further details.

Bridge Alliance

This program will be offered to students who will transition to public school from residential treatment, hospitalization, home-school or other circumstances that may require a smaller group setting. Families, staff and mental health agencies will have the opportunity to work with both CHS and TLC in order to make a smooth transition back to a high school setting.

- Students enrolled in CHS courses who experience a brief need for hospitalization or out of school treatment may remain enrolled in their CHS courses and complete work with tutoring from TLC Staff. When coursework is completed and student is deemed “caught up” they will return to CHS and complete the remainder of their courses.
 - a. A checklist of work needing to be completed is required for entry. Gradebooks may not be used as a reference unless sent by instructor and specific assignments are highlighted as needing completed.
 - b. CHS will designate one contact person per student to send and receive work and answer any questions necessary.

- c. TLC will track incoming, completed and outgoing work using our homework tracker system and return to CHS contact person.
- d. TLC will designate one contact person per student to send and receive work and answer any questions
- e. Student will return to regular classes when check list is complete for all courses.
 - Students who have not been enrolled in CHS courses at any point during the semester, who have entered the semester too late to earn credit or have not completed enough assignments to pass courses will be enrolled in TLC courses on a half or full time basis. Students will return to CHS when the following things are completed, but no sooner than the following semester:
 - a. Student has achieved 90% attendance from the time of entry or one complete semester.
 - b. Student has earned enough credits to remain in their cohort group.
 - c. Student has demonstrated positive behaviors.

Students who enter TLC on the Bridge Alliance requirements will be encouraged to follow up with mental health professionals, appointments and treatments required during their discharge. Release of information may be discussed upon entry.

Off Site Suspension

In an effort to minimize the impact to the attendance rate for students who are serving a long-term, non-violent Out of School Suspension, Chillicothe High School will offer students on a case-by-case basis the opportunity to serve an off-site, Out of School Suspension. Students will serve the designated time at the Chillicothe R-II School Transition to Life Center. Students will sign a contract of terms for serving the suspension. Students will follow all guidelines in the CHS and TLC Student handbook and their contract.

Alternative Setting

Students enter the alternative setting with the goal of completing courses, improving attendance and achieving graduation. Each student is responsible for participating in courses to meet graduation requirements. Students must log a minimum of 60 hours for every half credit earned and 20-30 hours for each recovery credit earned. Students must earn 24 credits to earn a high school diploma.

Credits

Credit is granted for successfully completing objectives outlined in the classroom curriculum. Students must complete all course work to comply with district grading scale. Credits will be granted at the end of each semester. If a student withdraws from school prior to the end of the semester, grades will be transferred based on completion. No credits will be awarded until the semester is completed without district approval. Official school transcripts will be maintained at

CHS by the district registrar. Credits earned at TLC do NOT count towards GPA and will be granted on a PASS/FAIL Scale.

Language Arts.....4 Credits	Social Studies.....3 Credits
Personal Finance..... ½ Credit	Math.....3 Credits
Science.....3 Credits	Health..... ½ Credit
Fine Arts.....1 Credit	Practical Arts.....1 Credit
Physical Education.....1 Credit	Electives.....7 Credits

Students may choose from the following courses offered at TLC to complete the required credits for graduation:

Language Arts	4 Credits	Social Studies	3 Credits
Comp and Lit I.....	1 Credit	U.S. History.....	1 Credit
Comp and Lit II.....	1 Credit	Western Civilization.....	1 Credits
Applied Communications III...1 Credit		Government.....	1 Credit
Applied Communications IV...1 Credit			
Science	3 Credits		
Mathematics.....	3 Credits	Science	3 Credits
Algebra A.....	1 Credit	Physical Science.....	1 Credit
Algebra B.....	1 Credit	Biology.....	1 Credit
Algebra I.....	1 Credit	Chemistry.....	1 Credit
Applied Math.....	1 Credit	Earth Science.....	½ Credit

Required Electives	4 Credits	Electives	7 Credits
Art I.....	1 Credit	Creative Writing.....	½ Credit
Missouri Connections.....	1 Credit	The Novel.....	½ Credit
Health.....	½ Credit	Psychology.....	½ Credit
Personal Finance.....	½ Credit	Geography.....	½ Credit
Physical Education.....	1 Credit	Applied Math.....	1 Credit
		MC Looking Deeper.....	1 Credit
		MC Next Steps.....	1 Credit
		Humanities	½ Credit

Comp and Lit I: This is a yearlong (1 credit) course designed for students to master basic skills through short stories, drama, non-fiction, poetry and novels. Students will also work on language skills including grammar, usage, spelling, vocabulary and essay writing. This course will utilize the A Plus Learning system, journal writings, as well as various components from CHS English I courses.

Comp and Lit II: Requirement- Successful completion of Comp and Lit I. This is a yearlong (1 credit) course focusing on literary form of fiction, non-fiction, and novels. Writing skills and vocabulary building are emphasized. This course will utilize the A Plus Learning system, journal writings and various components from English II courses. The End-of-Course exam is required for graduation.

Applied Comm III: This is a junior level Language Arts course offered in place of English III. The course will focus on communications needed in the workplace, as well as grammar, writing and literature. Students will improve their ability to read and express themselves orally and in written work. Students will also prepare for the ACT in April. This course will utilize the A Plus Learning system, journal writings and various components of the Applied Communications courses. Students must complete 2 credits of English prior to enrollment. ACT or other College/Career assessment is required for graduation.

Applied Comm IV: This is a senior level Language Arts course designed specifically for TLC students becoming college and career ready. This course is offered in place of English IV and will focus directly on job skills and on the job communications including verbal and written. Students in this course will complete a senior memory book and learn through job shadowing experiences. This course will utilize the A Plus learning System, journals, memory books and various components from Applied Communications, as well as job shadowing, college and/or employment tours. Students enrolled in this course must have completed 3 credits of English.

U.S. History: This required course for freshman is a survey of the political, economic and social institutions of the United States focusing on post-Civil War United States. Students will analyze the causes and consequences of the Industrial Revolution and America's growing role in diplomatic relations. Students will study the goals and accomplishments of the Progressive Movement and the New Deal. Students will study the World War II, Cold War and Civil Rights Movement. This course will use various components of CHS curriculum.

Western Civ: This is a required course for sophomores meeting the Social Studies requirements for graduation. This course will be completed on the A Plus Learning System.

Government: This is a required course for juniors that will be completed using the A Plus Learning System and classroom instruction. This course will provide an overview of government through the study of the U.S. Constitution. Students must pass the Missouri and US Constitution tests during this class. The End-of-Course exam is required for graduation.

Algebra A: This is the first course in a two year sequence covering the content of Algebra I. The course will cover all operations with real number, solving linear equations and inequalities, solving and applying proportions, graphing linear and other equations and inequalities. The

course will be completed using the A Plus Learning System and classroom instruction. Students that have successfully completed Algebra A will advance onto Algebra B.

Algebra B: This is the second course in a two year sequence covering the content of Algebra I and begin with a review of concepts learned in Algebra A. The topics for this course will be systems of equations and inequalities, properties and exponents, exponential functions, polynomial operations, factoring, quadratics and square roots. Algebra B will follow Mr. Fairley's Google Classroom. Curriculum will meet standards outlined by the Missouri revised standards.

Physical Science: This is a required course for freshman meeting the Science requirements for graduation. This course will be primarily completed on the A Plus Learning System with supplemental components from the CHS Physical Science.

Biology: This is a one credit course meeting the Science requirement for graduation. This course will primarily be completed using the A Plus Learning System with supplemental lessons added to review for the Missouri End-of-Course Exam. The End-of-Course exam is required for graduation.

Chemistry: This is a $\frac{1}{2}$ or 1 credit course that will meet the third Science requirement for graduation. This course will be completed using the A Plus Learning System.

Earth Science: This is a $\frac{1}{2}$ credit course that will meet part of the third Science requirement for graduation. This course will be completed using the A Plus Learning System.

Art I: This is a course designed to meet the Fine Art requirement for graduation. This course will include completing the Art Appreciation course on the A Plus Learning System and completion of 10 Art projects. Students will develop a list of projects they wish to complete using internet or magazine based research, a list of supplies needed for projects and work with instructor to purchase supplies. Each art project should last approximately 2 weeks.

Missouri Connections: This is a course designed to meet the Practical Art requirement for graduation. This course will include completing various lessons assigned on Google Classroom from Missouri Connections. Students will be encouraged to work independently and in a group setting to complete this course.

Health: This is a $\frac{1}{2}$ credit course required for graduation. This course will be completed using the A + Learning System.

Personal Finance: This is a $\frac{1}{2}$ credit course required for graduation. This course will be completed using the A + Learning System.

Lifetime Fitness: This a is a course designed to meet the Physical Education requirement for graduation. The course will utilize the A Plus Learning System and a student driven fitness plans. Students will be required to develop a fitness routine using various programs and research. Students will complete a journal entry that will include their fitness plan and logs for each day.

Creative Writing: This is a ½ credit course being offered as an elective. Students will create short stories, poetry and newspaper articles. Students may also record events of the school through pictures and words; and prepare social media posts.

The Novel: This is a ½ credit course being offered as an elective. During the course of this class, students will read a series of books, watch the movie based on the book and complete a project about the differences.

Psychology: This is a ½ credit course offered as an elective. This course will be completed using the A Plus Learning system.

Geography: This is a ½ credit course offered as an elective. This course will be completed using the A Plus Learning system.

Applied Math: This is a course specifically designed for TLC students. Components of this course may be preparing students for Algebra, offering tutoring for enrolled math courses or earning an additional credit to complete Math requirements for graduation. Students will review reactions, decimals, percent, measurements, money and formulas. Students may also prepare for the end-of-high school math assessment and future employment tests. All units will focus on teaching students how to reason, problem solve, and apply math skills in their job shadowing experience or everyday work environment.

Attendance

All students are expected to be in class daily. This is necessary if the student is to develop his/her full potential. Parent/School contact is required concerning each absence. Chillicothe R-2 School District policy states that each student is allowed 5 days per semester. Once the student has reached 5 absences (verified or unverified) they will be required to make up time through Saturday school or arrangements made at TLC. It's important for each parent/student to understand that students are allowed 5 absences, regardless of the reason and are required to make up time after that. In some situations, and with proper documentation students may petition for attendance forgiveness of any verified absences for medical or health concerns. Please refer to the CHS handbook for more information

Reporting absences

Parents are expected to phone the school the morning of the absence by 8:15am. The school will contact the parent at work or at home concerning the student's absence, whenever possible, if the parent does not call the school. If no contact is made by 8:15am, the student's absence will be considered unverified. If there are circumstances, such as an accident, serious illness, or death in the family, we will need official documentation to consider those days to be verified. Verified absences DO count against the 90% attendance requirement.

Credit Attendance

A student is required to be in attendance at least 90% of the days school is in session to receive credit for a class. If a student does not have 90% average daily attendance at the end of the semester no credit will be awarded unless that time is recovered and attendance is brought back to a 90%.

Chromebook and Computer Usage

All students and parents must sign the District Acceptable Use Policy in order to use district technology. Computers from CHS are used first. TLC students are not permitted to take TLC Chromebooks home for any reason. Students who lose their computer and chromebook privilege at CHS will also lose them at TLC.

Chromebooks

Beginning with the 2017-18 school year, Chillicothe High School will provide Chromebooks for each student to use for academic purposes. Students will follow the **Chillicothe R-II School District Chromebook Policy and Usage Handbook** for all issues covering the use and application of these Chromebooks.

Chillicothe High School will follow the following guidelines:

- A. Chillicothe R-II School District retains sole right of possession of the Chromebook.

- B. Chillicothe R-II School District lends the Chromebook to the students for educational purposes only for the academic year.

- C. Additionally, Chillicothe R-II administrative staff and faculty retain the right to log, supervise, access, view, monitor, record, collect and/or inspect Chromebooks at any time for any reason related to the operation of the school, including via electronic remote access and to alter, add or delete installed software or hardware.

- D. By using a Chromebook, users agree to such access, monitoring, and recording of their use.

- E. Chromebook Check in and Check Out
 1. Receiving Your Chromebook:

- a) All parents/guardians are required to attend an orientation or meet with school personnel and sign the Chillicothe R-II School District Chromebook Agreement before a Chromebook will be issued to their student.
- b) Orientations will be held early in the fall semester so students have access to their devices within the first few weeks of school.
- c) Additionally, parents will have to opt into an insurance agreement before students are allowed to take their Chromebook home.

2. Parents and students must sign and return the following documents before the device can be issued to a student:

- a) District Acceptable Use Policy-online
- b) Email User Agreement
- c) Chromebook Responsibility Agreement
- d) Insurance Agreement

3. Transfer/New Student Distribution:

- a) All transfers/new students must participate in a school orientation and will be able to pick up their Chromebooks on campus.
- b) Both students and their parents/guardians must sign the Chillicothe R-II School District Chromebook Agreement prior to picking up a Chromebook.

F. See the complete Chillicothe R-II School District Chromebook Policy and Usage Handbook for more information on the following frequently asked questions:

1. Asset Tags and Logos
2. Chromebook Identification Records
3. Returning Your Chromebook
4. Taking Care of Your Chromebook
5. General Precautions
6. Carrying Your Chromebook
7. Screen Care
8. Using Your Chromebook at School
9. Chromebooks Left at Home
10. Charging Your Chromebook

11. Wallpapers, Screensavers, Themes and Background Photos

12. Sound on Your Chromebook

13. Printing from Your Chromebook

14. Home Internet Access

15. Using Your Chromebook Outside of School

16. Managing Your Files and Saving Your Work

17. Copyright and File Sharing

18. Content Filtering

19. Software on Chromebooks

20. Additional Software

21. Acceptable Use Policies and Procedures

22. Parent/Guardian Responsibilities

23. School Responsibilities

24. Student Responsibilities

25. Repairs

26. Chromebook Insurance Protection;

27. Activities that are Strictly Prohibited:

- a) Illegal installation or transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
 - b) Any action that violates existing Board policy or public law
- c) Use of outside data disks (including flash drives) or external attachments without prior approval from the administration
 - d) Spamming by sending mass or inappropriate emails
 - e) Gaining access to other students' accounts, files, and/or data
- f) Use of the school's Internet and email accounts for financial or commercial gain for any illegal activity.
- g) Students are NOT allowed to give out personal information over the Internet-with the exception of teacher-directed instances.
- h) Participation in credit card fraud, electronic forgery, or other forms of illegal behavior i) Vandalism of school equipment

j) Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.

k) Bypassing the Chillicothe R-II School District Web filter through a Web proxy filter.

28. Digital Citizenship Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- (1) Respect Yourself. I will show respect for myself through my actions. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life I post as it is public. I will not be obscene. I will act with integrity.
- (2) Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- (3) Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, or harass people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
- (4) Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- (5) Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source 12 alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Focus

Focus is defined as an area designated for the redirection of the student. There are multiple FOCUS zones and areas throughout the building. When a student is in FOCUS, they may also be given a behavior plan outlining what they need to work on in order to be dismissed from the FOCUS area. They will be required to turn their cell phone into their locker and complete their

school work, complete a think sheet, follow all expectations and demonstrate they are ready to return to regular classes. Student in FOCUS must seek permission before leaving the area and remain in the area at all times. Students will have breakfast and lunch brought to them and must remain in their assigned FOCUS area while eating. Chromebook/Music will be determined on an individual basis.

Focus Room-is an isolated room with a desktop computer, desk and list of expectations. This room is our primary focus area and used for the most severe focus needs.

Focus Zone-is an area outside of the counselor's office that is under supervision

Focus Seat- is a seat or desk where the student is assigned on a regular basis. It is located away from other students, but does permit the student to interact with peers with more supervision and sit at the tables during meals.

Leaving School

If a student leaves during the school day WITHOUT A PARENT OR GUARDIAN SIGNING THEM OUT/PERMISSION, upon the student's return, he/she will be assigned to a Focus room/zone with adult supervision until 24 hour mark of his/her return. **All missed assignments will be completed before returning to class.**

For example, if student leaves at 1:00pm and returns at 1:30pm, student will be in FOCUS the rest of that day and the following day until 1:30pm.

If you leave at 1:30pm and do not return the same day, your FOCUS time will begin when you return to school the following day.

For example, if you leave at 1:30pm and come to school Friday at 8:20am, you will remain in FOCUS the rest of Friday and until 8:20 am on Monday. If you are late on Monday, your new time starts with the time you arrive.

Tardy/Late Policy

Students are tardy if they are not at school at starting time (8:00am). Any student who arrives after 8:00 am will be considered tardy. When a student is tardy three (3) times, they will be required to recover 30 minutes of time. If a student is no more than 30 minutes late, they may stay 30 minutes after school to recover that time in order to not be considered tardy.

Students are late if they are more than 25 minutes late to school. Any student who is 25 minutes late to school three (3) times will be considered absent and will be required to recover 60 minutes of time.

Food and Drinks Brought to School

Students are not to bring cups (i.e. McDonalds) with lids or bottles (water or soda) that have been opened. If these items are brought into the building, they will be disposed of immediately upon arrival at school. This includes McDonald's drinks or sodas that have been opened. Only sealed

bottles or cans may be brought with sack lunches for breakfast or lunch time. Water/sport bottles may be brought to school empty. If any fluid is in them when they are brought to school, they will be emptied and may be filled at school for use in the classroom. No water bottles/drinks are to be used near the computers. **NO ENERGY DRINKS ARE TO BE CONSUMED AT SCHOOL.** No ONE liter or TWO liter bottles of soda are permitted at school.

All food that is brought to school for breakfast or lunch is to be consumed in the lunch areas during the designated breakfast/lunch times. All food must remain at the breakfast/lunch tables. No food of any kind is permitted at your desk or in classrooms without permission. This does not include credit candy or other food shared by staff.

Meals

Chillicothe R-II provides breakfast (dry cereal, milk, toast, juice and fresh fruit) and lunch for each student (hot lunch option or salad). Students should notify staff by 8:15am if they plan to eat lunch at school. TLC enforces a closed campus lunch policy which means visitors are not allowed at lunch. Students are allowed to bring an individual daily lunch, but will need to store it in their area, as there will be no refrigeration available. Students are not able to have lunches brought to them, such as McDonald's unless pre-arranged with staff. When bringing lunch, please remember the drink policy. Lunch will be provided to AM students only. PM students will eat at the high school.

Lockers

Each student will be issued a locker and a lock for their locker. Students should store all their personal belongings (back packs, headphones, phones, etc) in their locker. Students should not return to their locker for any reason throughout the day with the exception of breakfast, lunch and designated arrival and/or departure times. No student should be in the locker area without permission outside of designated times. Designated times include breakfast, lunch, arrival and departure.

Phones

Students are not to use the TLC phones for personal calls without permission. TLC staff may deliver messages and make emergency calls for the students, when necessary. If a student needs to use the phone, they may be granted permission on an individual basis with supervision.

Students are not to use cellular phones in the school without permission. Improper use will result in confiscation and they will only be returned to parents/guardians. Refusal to turn over phone to staff will result in student being sent home. **NO PHONES SHOULD EVER BE USED OR TAKEN TO THE RESTROOM** for any reason as this is a violation of privacy.

Student Dress

Transition to Life Center encourages all students to dress and groom in a manner that reflects good taste and style appropriate for regular school day attendance. Students are expected to dress in a fashion, which will not do the following:

- a. Disrupt the educational process.
- b. Constitute a health or safety hazard.
- c. Promote the proliferation of gang related activity.
- d. Violate civil law or district policy.

Recognizing that some students will abuse dress privileges, the following limitations will be enforced: Extreme brevity of attire will not be acceptable. Examples would be short shorts or skirts, form fitting clothes, bare midriff clothing, halter-tops, tank and tube tops (unless covered by appropriate outer garment), no off-shoulder tops, etc. Students are not to wear sleeveless shirts/tops at any time during the school day. Outer layer of pants must be worn at hip level or above. Staff members may require that a student hold their pants up with a cable tie if the pants are sagging. Students who refuse to wear their pants at an appropriate level will be sent home to change their clothes. (The definition to be used for "Short shorts": If the student allows their arm to hang at their side and their shorts rest above their middle finger, the shorts are too short. The student will be required to go home and change or wear more appropriate clothing that will be supplied to them.) Tennis shoes or soft-soled shoes must be worn for participation in physical education.

1. Sunglasses will not be worn within the school building unless for reasons approved by the staff.

2. Forms of clothing that will not be worn in school:

- a) Advertisement of alcohol, drugs, and other types of controlled substances
- b) Inappropriately suggestive
- c) Demeaning to others
- d) Profane or obscene
- e) Specifically relate to gang-type activity
- f) That have items attached that may pose a danger, such as sharp objects.

3. Coats will not be worn in class without the permission of the instructor and only when temperature variations warrant additional protection. Single layer jackets may be worn as part of regular garments, but no hoods are to be worn at any time.

4. Students may not wear caps, stocking caps, hats, visors, hoods, or bandanas. Bandanas are not to be displayed on students' heads, necks, or from their pockets, etc. Hooded shirts may be worn as long as the hood is not pulled up onto the student's head. No pajama pants are to be worn at school. Any time a teacher or student observes a student who is dressed in such a way that the educational process is being disrupted, the student will be referred to staff, who will make the

final determination as the appropriateness of the student's dress. A student may be asked to turn an inappropriate shirt inside out or cover brief attire. If the student continues to wear inappropriate clothing, further action will be taken.

Student Operated Vehicles

The school provides bus transportation to all students meeting the Chillicothe R-II transportation policy. Students who drive to school will park in the student parking lot. Students are not to park in the faculty/guest parking area.

Students are not allowed to drive to or from the high school or TLC at any point during the school day.

For example, if you drive to TLC for your AM classes and complete the day at CHS or GRTS, you must ride the 11:45am bus to those places. If you start the day at CHS and end the day at TLC you must ride the 12:00pm bus. Driving from building to building during the school day is not permitted by any student.

Students who fail to comply with this policy may receive a driving violation. Examples of driving violations are: high speed, illegal parking, parking in an area that is not student parking, careless and imprudent driving, driving to or from the high school or vice-versa, leaving the building to go to vehicle. The act of driving to school for students is considered to be a privilege. Students are expected to operate vehicles safely and responsibly. Failure to do so may result in loss of driving/parking privileges on school property.

1st Infraction = Warning

2nd Infraction = 5 days removal of driving/parking privileges

3rd Infraction = 2 weeks removal of driving/parking privileges

4th Infraction = Removal of driving/parking privileges for remainder of the year.

Sleeping Policy

Sleeping is a persistent problem at school. Many students who sleep during the school day claim that they are unable to sleep at home, stay up late doing enjoyable things or they simply don't feel like staying awake. Students cannot be productive when they are sleeping. TLC staff will use the following procedure for students who are sleeping:

- Students will be given a verbal prompt every five minutes, for 15 minutes total, to sit up with their school materials on the desk/table and without leaning their head on their hands, if they appear to be sleeping.

- After 15 minutes, the student will be instructed to go to the restroom or water fountain to splash water on their face.
- At the maximum of 30 minutes cumulative time of sleeping, staff will determine if a parent needs to be called to decide if they want to pick the student up since we will assume he/she is ill and unable to respond to all of these attempts. If the parent/guardian does not choose to pick the student up, the student will be considered absent and required to recover the time the following day/days.
- Students will not be permitted to drive home if they are providing their own transportation, since we are assuming that they are ill when we send them home. This is a safety concern.
- The time out of school will count against their attendance.
- Students are required to have a 90% attendance in order to earn credit.

Maker Spaces

At TLC, we utilize education through learning communities. We use our maker spaces to create, construct, collaborate and contribute. We have a number of maker spaces available including a kitchen, art room, writer's den and pallet shop. We team up with several members of the community to create and have recently had service groups ask to work with our students and spaces. Students will complete academic work and be passing classes Monday through Thursday, and Friday will be reserved for Maker Space time.

Students may also be asked and encouraged to make things to sell. Part of the success of our maker spaces is sustaining them. Students will not earn money from the sale of the items, but instead could earn the continued use of a sustainable, educational setting where freedom and creativity are the main focus. Students will be awarded the day to create when they have completed all academic work for the week.

Transition to Life Center

Parent/Teacher/Student Contract

School Year 2018-2019

The Chillicothe R-II School district and each of the schools in the district envisions the highest level of success for every individual. The schools make the commitment to motivate, to challenge, and to inspire each student to become the best they can possibly be.

To accomplish this goal, parents, teachers, and students need to work together. The TLC program staff ask that parents, teachers, and students complete and sign the part of the agreement that belongs to them.

Parent/Guardian:

1. I have met with TLC staff to receive the TLC handbook.
2. I have received the TLC handbook and understand that my child will follow the guidelines set forth.
3. I will help ensure that my child attends school each day ready to learn.
4. I understand that my child will receive credits on a pass/fail basis.
5. I will keep the school district updated on current contact information including phone number and address, as well as a reliable emergency contact.

Parent/Guardian's Signature:

_____ Date: _____

Teacher :

I will:

1. Provide a safe and caring learning environment.
2. Take into account personal strengths of each student.
3. Help your child follow the classroom and school rules.
4. Keep parents/guardians informed about their child's progress.
5. Provide rigorous course instruction to ensure that your child is college/career ready.

Teacher's Signature:

_____ Date: _____

Student:

I will:

1. Read the TLC handbook and follow the school rules.
2. Work independently to meet my daily, weekly and semester goals.
3. Respect others.
4. Complete the work my teacher asks me to do.

Student Signature:

_____ Date: _____

Field Trips
Parent Permission Form

Throughout the year, students will be taking field trips as part of their educational experience. These might include trips to the library, trips to the job shadowing experiences, trips for project based learning, trips to the YMCA, etc (this list is not inclusive, just serves as examples of experiences). We need parent permission for your child to participate in these types of activities. Please sign and return the form at the bottom to show your permission. Thank you.

Please check the appropriate response on the form, sign and return to your child's teacher.

_____ Yes _____ has my/our permission to go on field trips with his/her class.

_____ No _____ does NOT have my/our permission to go on field trips with his/her class.

(Parent's Signature) (Date)

(Student's Signature) (Date)

