

Welcome!

The staff at CACE (Chillicothe Alternative Center for Education) welcomes you to our educational setting. We realize that the traditional educational setting does not reach everyone. CACE is designed to meet the needs of those students that have not found success in the traditional public school setting. Academic courses at CACE are designed so that classes are small and work is individualized to meet student needs. The curriculum is based on the grade level expectations set forth by the Missouri Department of Elementary and Secondary Education.

The CACE handbook is designed to serve as a guide for student enrollment. **The handbook is not all inclusive and situations may arise that require the handbook be modified at the administrator's discretion.**

CACE Staff

Penny Kennebeck

Administrator

Diana Holcer

Language Arts/Phys. Ed/Geography

Kirstin Blocker

Math/Science

Larry Vance

Social Studies/MO Options

Andrea Dennis

Middle School At-Risk

Inger Young

Counselor

Christina Alexander

Secretary

Terri Sampsel

Para Professional

Cheri Gifford

Part Time Special Education

Participating Districts

Brookfield

Chillicothe R-II

Gallatin

Gilman City

Linn County

Marceline

Meadville

Southwest

Tina Avalon

Trenton

ADMISSION TO CACE

Cooperating schools in the CACE program will recommend students for admission to the program. Each cooperating school will evaluate student performance and complete an enrollment packet to submit to the CACE director and personnel for admission to the program. CACE personnel will meet with the students, parents and school counselors to review the CACE program and determine if the student is eligible. Students are enrolled at the beginning of each quarter.

Enrollment information is kept on file by the CACE administrator and secretary. It is very important that the CACE staff have an up to date address and emergency number. **Please inform the CACE secretary of any change in address, phone numbers or other pertinent information.**

ACADEMICS

A daily academic class schedule is found in the appendix section. The CACE High School program operates on a block schedule. A and B day calendars will be posted at the CACE facility so that students are aware of their daily routine. Academics as well as personal and social growth are the foundation of the CACE program. Students are awarded credit on a semester basis. Students may obtain 4.5 credits per semester for a total of 9 credits per year. *Contact the CACE administrator with questions about graduation and academic credits. Middle School Alternative School Program operates on the regular middle school bell schedule.

Parents and students will be regularly informed of their academic progress through home/school communication. A quarterly newsletter will be sent to parents as well as mid quarter, quarter and semester grade reports. A formal parent/teacher conference will be held at the end of the first quarter and third quarter. (See enclosed school calendar in the appendix section). Students will complete most assignments at school. Work will be supervised by the CACE staff. The CACE staff will use a uniform grading scale (see grading scale in appendix section) to assign letter grades each grading period. The grades will be forwarded to the cooperating schools to be a part of the student's permanent transcript and school records.

Counseling and Career Planning

A licensed professional counselor is available to students Monday through Friday for personal counseling. Family counseling is also available by appointment. The mental health of students and their families are important to academic success. The counselor is an important asset to the CACE program.

Academic and career counseling are available through the CACE administrator and counselors at the participating schools.

Daily Schedule

The daily schedule is as follows:

7:45 am - 8:05 am	Students Arrive
8:10 am – 8:25 am	Home Room(1 st hr)
8:25am – 9:35 am	1 st Block (2 nd hr)
9:35 am -10:45 am	2 nd Block (3 rd hr)
10:45 am –11:15 am	Current Events (4 th hr)
11:15 am –11:35 pm	Lunch
11:35 pm -12:50 pm	3r Block (5 th hr)
12:50 pm – 2:00 pm	4 th Block (6 th hr)
2:00 pm - 2:30 pm	Character Ed. (7 th)
2:30pm -3:00pm	Tardies served

Attendance to school is an important part of the student’s preparation for success after high school. Students must develop attendance habits that are expected of them in the adult world. The following attendance guidelines have been developed to assist students in developing and maintaining attendance habits that will insure their success after high school.

- If a student is absent or tardy for any reason, it is important that the school is notified. Parents should call the CACE secretary by 8:05 am to report absences or tardies. **(Phone: 660-646-0013).**
- If a call is not received and a student is reported absent by the CACE staff, parents will be called by their home room teacher during 1st hours, if no answer CACE secretary will call by 10:00 am
- An attendance report will be sent to the cooperating schools each day by the CACE secretary.
- If a student is tardy, the student must sign in with the CACE secretary. The time will be recorded and **students will serve tardy time minute for minute after school with the CACE director.** (Tardies will be counted until 25 minutes into the class period). If tardies are not served, students risk further academic and discipline consequences. After 9 tardies, 1 day of ISS will be served (if minutes not made up on the current day of being tardy)
- Students are allowed 5 days of absence per semester. Students exceeding the five days per semester will be required to make up the time. After **three** absences, parents will be notified and after **five** absences parent conferences will be held to determine a plan of action. **Failure to adhere to the attendance policy may result in dismissal from the CACE program.**

The CACE program follows the Chillicothe R-II School district calendar. If Chillicothe cancels classes for inclement weather or emergency, the CACE program will also be closed.

Transportation

Transportation is provided by the participating districts. Each participating district will outline transportation procedures with students and make special arrangements if necessary. Chillicothe R-II students that attend CACE all day are allowed to drive to the CACE facility. A parking permit must be obtained from the CACE secretary.

Food Service

Students attending the CACE program have two options for lunch. Students may bring their lunch; microwaves and refrigeration are provided or students may order a lunch from the High School cafeteria to be delivered to the CACE facility. Lunches must be ordered by 8:30 am each morning and will be picked up by CACE personnel at 10:30 am. **Students may not leave the premises to purchase lunch.** Lunch will be from 11:15am to 11:35 am each day. It is the responsibility of the student to make arrangements for lunch, prior to the school day. **Outside vendor food may not be brought in at any time.—No exceptions!!**

Pop and snack machines are provided in the CACE facility. These machines will be turned off during the school day and turned on during the lunch period. **Food and drink in classrooms is at the discretion of the CACE staff and is a privilege not a right.**

Health Services

The school nurse (Chillicothe High School) is available at student request. All health and medication policies of Chillicothe R-II Schools will be used at the CACE facility. A guideline established by the Chillicothe R-II School District in regards to prescription and non-prescription medications can be found in the appendix section.

Visitors

Due to the educational privacy issues of students, visitors are not allowed in classrooms during the regular school day. We welcome parents to schedule parent/teacher conferences or conferences with the administrator and/or counselor at any time during the school year.

Student Code of Conduct

Students at CACE have the right to learn in a safe environment and the responsibility to ensure that learning is taking place. It is our belief that students at the high school level know appropriate behavior standards and can conduct themselves in a responsible manner. A detailed code of disciplinary procedures adopted by the Chillicothe R-II School District Board of Education is outlined in the appendix section. General policies of the CACE program are outlined as follows:

Care of School Property

Students are expected to treat school property with care and consideration. Students who damage property will be expected to restore the property to its original condition and may face further consequences. Students are expected to respect the privacy and rights of other students in regards to personal property. The CACE facility is the responsibility of all staff and students. Trash, spills, etc. are expected to be cleaned up immediately.

Dress Code

Students are expected to dress appropriately for school. Student attire should not detract from the educational process. Any clothing deemed **inappropriate** for school by the CACE staff will be removed or worn inside out. Clothing that is inappropriate includes but is **not** limited to the following:

- Clothing or articles that are excessively torn or ragged, holes above the knee.
- Clothing displaying vulgar writing, slogans, symbols or sexual references.
- Clothing with alcohol, tobacco, or controlled substances advertisements or references.
- Clothing that promotes or displays gang or gang related symbols.
- Shoes, boots and/or sandals must be worn.
- Shorts in good taste may be worn (no spandex, excessively short, thin, see through, etc) must be the length of finger tips when hands down to the side
- **Any** clothing that reveals undergarments is inappropriate.
- Shirts must have sleeves.
- Pajama pants and/or slippers
- Halter tops
- Bare mid-drift tops, mid section must be covered
- Hats, sunglasses, handkerchief headscarves, or headbands
- Hood to jackets must be worn down

Truancy

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant. Parents of students who are truant will be contacted and disciplinary actions will be taken. Truancy may result in dismissal from the CACE program.

Computer Usage and Electronic Devices

- Cell phones, pagers, beepers, etc. are **NOT** allowed to be used during school hours. If a student is using a cell phone during the day, the phone will be confiscated. Failure to turn in the device when asked will result in disciplinary consequences.
- PSP3 and other gaming devices are **NOT** allowed at the CACE facility. These devices should not be brought to CACE and having them in class will result in confiscation.
- Headphones are used only at the direction of the classroom teacher.
- Only computers that are property of the CACE program may be used by students. **Students may not bring laptop computers from home.**
- Students must have an acceptable use policy on file in order to use the computers provided by the CACE facility.
- Students will only use computers for academic work progress. **If the student does not comply with the acceptable use policy computer privileges will be suspended.**
- Downloading is strictly prohibited unless directed by a CACE staff member. If you are caught downloading ANYTHING on a computer your computer privileges will be revoked!