
STUDENT HANDBOOK

2023-2024

SMITHVILLE



Middle School

675 South Commercial Avenue
Smithville, Missouri 64089

<https://www.smithvilleschooldistrict.net/sms>

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Assistant Principal: Jeff Haynes

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Associate Admin Assistant: Kass Simpson

Counselor: Jenni VanWinkle-Holmberg

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Table Of Contents

Smithville Middle Mission Statement	3
Building Information	3
Bell Schedule	4
Middle School Parent Groups (MSPG)	6
New Admissions	6
Family Educational Rights and Privacy Act (FERPA)	6
Notice of Directory	7
Student Attendance	7
Appointments / Leaving School Early	7
Make up Work Policies	8
Planned Vacations	8
Late Arrival	8
Tardy Policy	8
Grading System	8
Late Work Policy	9
Promotion and Retention	9
Academic Honesty	9
Emergency Information	10
Dismissal	10
Loitering	10
Lockers	11
Lunch Prices	11
Riding Bicycles, Skateboards or Walking to School	12
Food and Drink Policy	12
Extracurricular Activities	12
School Violence Hotline	13
Electronic Devices and Cell Phone Policy	13
Public Displays of Affection	14

<u>Book Bags, Purses, Backpacks</u>	14
<u>Dress Code Policy</u>	15
<u>Physical Education</u>	16
<u>Health Room / Medication Policy / Immunizations</u>	17
<u>Computer Usage Policy</u>	17
<u>School Related Conduct Off School Property</u>	18
<u>School Property Policy</u>	18
<u>School Visitation Policy</u>	18
<u>Library Rules</u>	19
<u>District Bullying Definition and Consequences</u>	19
<u>Policy AC: Prohibition Against Illegal Discrimination, Harassment, & Retaliation</u>	20
<u>Smithville School District Assessment Program</u>	20
<u>English Proficiency Assessment</u>	21
<u>Statewide Assessment</u>	21
<u>End-of-Course (EOC) Assessment</u>	21
<u>National Assessment of Educational Progress</u>	21
<u>Student Code of Conduct: Policies and Consequences</u>	22
<u>Smithville RII Bus Regulations</u>	28
<u>Smithville Online Learning</u>	30
<u>Senate Bill 603</u>	30
<u>Mocap</u>	31
<u>Preferred Vendors</u>	31
<u>Enrollment Procedure</u>	31
<u>Homeschool Students</u>	32
<u>Scheduling</u>	32
<u>Progress Monitoring</u>	32
<u>State Testing</u>	32
<u>IEP / 504 Plans</u>	32

Middle School Mission Statement

Building on a foundation of strong community values, a highly invested staff and a safe and welcoming environment, Smithville Middle School will create a positive learning experience and assist in the transitional development of each 7th and 8th grade student by encouraging student voice, enhancing leadership skills, fostering opportunities for personal growth and supporting innovative thinking and the desire to learn.

SMS Objectives

- Assist each student in their transition to high school as an innovative thinker, creative problem solver and motivated learner by investing in highly qualified staff while sustaining a premiere learning environment.
 - Support each student to discover and pursue his/her unique interests and talents through curricular and extracurricular experiences.
 - Instill in each student the interpersonal skills to be an effective communicator, a positive team player and a goal oriented individual.
 - Cultivate responsible citizens and effective leaders that serve the needs of the community with ideas and actions.
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Building Information

Address: 675 South Commercial Ave.

Smithville, MO 64089

Website: <http://ms.smithvilleschooldistrict.net>

Facebook: <https://www.facebook.com/SMSWarrior>

Phone: 816-532-1122

Fax: 816-532-3210

Twitter: [@Smithville_MS](https://twitter.com/Smithville_MS)

Office Hours:

7:15 a.m. – 3:15 p.m. M-F

MIDDLE SCHOOL SCHEDULE

M, T, Th, F - Doors Open – 7:10 AM

Students must be in 1st Hour - 7:35 AM

Student dismissal - 2:38 PM

Wednesday late start - Doors open - 7:35 AM

Students must be in 1st Hour – 7:55 AM

Student dismissal - 2:38 PM

2023 - 2024 SMS Bell Schedule

Monday, Tuesday, Thursday, Friday			Wednesday Late Start	
Start	End	Hr	Start	End
7:35	8:22	1st	7:55	8:40
8:25	9:12	2nd	8:43	9:28
9:15	10:02	3rd	9:31	10:16
10:05	10:52	4th	10:19	11:04
<u>7th Grade</u>	<u>8th Grade</u>	5th	<u>7th Grade</u>	<u>8th Grade</u>
10:55 - 12:05 <small>7th Team I: 10:57 - 11:19 7th Team II: 11:30 - 11:52</small>	10:55 - 11:43		11:07 - 12:13 <small>7th Team I: 11:09 - 11:31 7th Team II: 11:38 - 12:00</small>	11:07 - 11:52
12:08 - 12:56	11:46 - 12:56 <small>8th Team I: 11:58 - 12:20 8th Team II: 12:32 - 12:54</small>	6th	12:16 - 1:01	11:55 - 1:01 <small>8th Team I: 12:06 - 12:28 8th Team II: 12:37 - 12:59</small>
12:59	1:47	7th	1:04	1:49
1:50	2:38	8th	1:52	2:38

*Early Dismissal and Testing Bell Schedules will be released on those days

Quarter / Semester Dates

Event	Date
First Day of School	August 22, 2023
Homecoming	October 6, 2023 (Noon Dismissal)
Quarter One End Date	October 13, 2023 (Early Student Dismissal)
Quarter Two / Semester One End Date	December 19, 2023 (Early Student Dismissal)
School Resumes from Winter Break	January 3, 2024
Quarter Three End Date	March 15, 2024 (Early Student Dismissal)
Quarter Four / Semester Two End Date	May 23, 2024 (Early Student Dismissal)
Last Day of School	May 23, 2024

School Breaks/No School Days

Event	Date
Labor Day	September 4, 2023
Fall Teacher Prof. Development Meetings	October 9, 2023
Fall Parent Teacher Conferences	October 26 & 27, 2023
Thanksgiving Break	November 23 - 24, 2022
Winter Break	December 20 - January 2, 2024
Martin Luther King Jr. Day	January 15, 2024
Spring Teacher Meetings	February 16, 2023
Presidents' Day	February 19, 2024
Spring Parent Teacher Conferences	March 19, 2024
No School	April 19, 2024

* Spring Parent Teacher conferences are TBA after school hours.

Middle School Parent Group (MSPG)

The Middle School Support Group meets monthly, beginning in September. It is a great way for parents to become involved in the activities of the school. Through fundraising efforts, MSPG has donated thousands of dollars worth of equipment, buses for student field trips, juices and snacks for testing, and “Fun Night” events, to name a few. They coordinate opportunities for mentoring, volunteering and sponsoring/ chaperoning events. You may contact MSPG through the Middle School Website. Please “Like” us on Facebook.

New Admissions

Students who are transferring from another school should arrange to provide copies of their academic and health records (signing a release of records), as well as proof of residency within our district, birth certificate, and appropriate custodial or guardianship paperwork.

FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.
 2. The right to request the amendment of the student’s education records that the parent believes is inaccurate. They should write the Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record, the School will notify the parent of the decision and advise them of their right to a hearing regarding the request. Additional information regarding the hearing procedures will be provided to the parent.
 3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. Upon request, the School discloses educational records without consent to officials of another school district in which a student seeks to enroll.
 4. The right to file a complaint with the US Department of Education concerning alleged failures by the School District to comply with FERPA requirements.
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Notice of Directory Information

FERPA requires that the School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary. Examples include: a playbill, showing your student's role in a drama production; annual yearbook; honor roll or other recognition list; graduation programs; and sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want Smithville R-II School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1st. Smithville R-II School District has designated the following as directory information:

- Student's name
- Electronic mail address
- Address
- Telephone listing
- Photograph
- Dates of attendance
- Grade Level
- Weight/height of members of athletic teams
- Degrees, honors and awards received
- Date and place of birth
- Major field of study
- Most recent educational institution attended
- Participation in officially recognized activities/sports

Attendance – (BOE Policy JED)

Students are required by Missouri law to attend school regularly and promptly. Excused absences are for illness, medical appointments, school activities, or death in the family. Students should arrive no earlier than 7:20 a.m. *Parent or guardian must notify the school (816)532-1122 of a student's absence by 8:30 a.m. If notification does not occur, absence will be considered unexcused.*

Attendance letters will be mailed when a child misses multiple days of instruction, whether excused or unexcused. Chronic absenteeism will be referred to the appropriate legal and/or juvenile authorities.

Appointments/Leaving School

In the event a student must leave school, parents should ensure that the student is picked up either by the parent/guardian or has written permission to leave with another adult. *For the safety of our students we require parent/guardian to come in and sign students out. The student will not be released from class until the parent is in the building. Parents must present a valid Driver's License or State ID to sign out students.*

Students will be permitted to leave under the following circumstances: sickness, doctor or dental appointment, parent/guardian telephoning the school or by a note from parent/guardian, and parent/guardian coming into school personally to get the student. Students leaving school, or missing class(es), without permission will receive an unexcused absence and will be considered truant.

Make Up Work Policies

Students will be expected to make up all work regardless of whether an absence is excused or unexcused. Students may check Google classroom for assignments and classwork they missed while they were absent. Your child is responsible for communicating and working with his/her teacher to complete all make-up work due to absences.

Planned Vacations

Students and parents with questions concerning whether an anticipated absence will be excused MUST contact the office requesting approval for the student's absence at least one week prior to the vacation. Parents are encouraged to plan vacations outside of school time. Attendance is critical to academic success.

Late Arrival

Students arriving at school late must enter the building at the front doors and sign in to pick up a tardy slip before going to class.

Tardy Policy

A student is considered tardy to class if he/she is not in the classroom when the bell rings. Excessive tardiness may result in a parent / student conference, lunch detention, after school detention or a personalized intervention plan.

Grading System

The district's grading system indicates the extent to which objectives of the particular assignment, unit or course have been achieved by the student and communicates the student's standing under a uniform system to the student and parents/ guardians.

The following percentage scale will be used:

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

Student grades are composed of summative and formative assessments, assignments, projects, etc.

- Summative work (tests, quizzes, projects, etc) weigh 70% of the student's final grade.
- Formative work (daily work, activities, etc.) weigh 30% of the student's final grade.

Late Work Policy

All summative assessments (unit tests, projects, essays, etc.) may be turned in up until 5 days before the quarter ends. All formative assessments must be turned in by the end of each unit.

Promotion and Retention

Promotions and retention are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention are: a) indifference or lack of effort on the part of a capable student, b) physical or social immaturity, and c) frequent or long absences. Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents are encouraged to confer with the teachers on a regular basis.

Academic Honesty (BOE Policy JG-R1)

According to Smithville School District Board policy, academic dishonesty is defined as "Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics."

Cheating includes those activities where a student:

- A. Obtains or attempts to obtain pre-knowledge content of an examination;
- B. Copies or attempts to copy someone else's work;
- C. Uses unauthorized reference material in an examination;
- D. Has someone else take an examination for them;
- E. Pays for work that the student claims as his/her own;
- F. Uses text messages/picture phones to communicate assessment items;
- G. Turns in another's work as their own;
- H. Other acts of academic deception.

1st Offense: Parent notification, no credit for the work, grade reduction, and/or replacement assignment.

Subsequent Offense: Parent notification. No credit for the work, grade reduction, course failure, and/or removal from extra-curricular activities.

Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation.

Emergency Information

In case of emergency, each student is required to have on file in the school office the following information. Please update with changes as frequently as necessary by contacting the office.

1. Parent(s) or guardian(s) name(s).
 2. Complete and up-to-date address.
 3. Home phone and parent(s) work phone.
 4. Emergency phone number of friend or relative.
 5. Physician's name and phone.
 6. Medical alert information.
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Dismissal Procedures

Dismissal: Students will dismiss in waves and will wait in their last block class and remain seated in their assigned seat until their wave is dismissed. Students will be supervised by their last block teacher. Students will take all of their belongings with them to their last block class to expedite dismissal and avoid congregation in the halls.

- **First wave:** Parent Pick-up/Car Riders: These students will depart from the building through the West Wing Doorway.
 - **Second Wave:** Bus Riders. Approximately 5 designated buses. These students will depart through the exterior gym doors.
 - **Third Wave:** Bus Riders. Approximately 5 designated buses. These students will depart through the exterior gym doors.
 - **Fourth Wave:** Bus Riders/Walkers. Approximately 5 designated buses. These students will depart through the exterior gym doors.
 - **Last Wave:** After School Activities' participants. Students will report to the designated location for their after school event.
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Loitering

Students should leave the school grounds promptly after classes or activities are dismissed. *Students may not stay in the building without specific adult supervision past 2:45 p.m.* After school, students walking to the high school or home are to remain in class until the teacher escorts them to dismissal location.

Lockers

A locker without a combination lock is issued to each student at the beginning of the school year. Students are expected to keep their lockers clean and orderly. No outside decorations are permitted on lockers, unless for special activities with administrative permission.

*The school cannot be responsible for valuables left in lockers. We encourage you to leave all valuables at home. If a student feels the need for a padlock, or combination lock, he/she may bring one from home. Remember that lockers are the property of the School District, and are subject to inspection by school personnel at any time. Locks *may* be cut off if necessary.*

Lunch Prices

Description	Cost
Student Lunch Prices	\$2.80
Student Paid Breakfast	\$2.30
Reduced Student Breakfast / Lunch	\$0.45 / \$0.50
Extra Milk	\$0.50

*****a la carte* items have various prices.

Students will be responsible to enter their own student number each time they purchase food. Parent notification will occur when account balance reaches negative \$7 so notice is given prior to going over \$10. Negative lunch balances cannot exceed \$10. After that, he/she will be offered a sandwich and milk. A student who has a negative balance will not be allowed to purchase extra milk or *a la carte* items.

Meal deposits must be made before 8 am to be credited for lunch that day. NO CASH is accepted in the lunch line. Parents may make electronic deposits by linking through the district website. Only cash or credit are accepted as payment for lunch accounts.

Riding Bicycles, Skateboards and Walking

Smithville Middle School asks that parents discourage their children from riding bicycles, skateboards and/or walking to and from school. If a student does ride or walk to school, they cannot leave until their teacher escorts them to the dismissal location. Due to safety concerns, skateboards must be checked in at the office during school.

Food and Drink Policy

Only water is allowed in classrooms. Energy Drinks are prohibited during school hours (7:20 AM - 2:40 PM). We will be following the District's new Wellness Policy (ADF-AP). Students are not allowed to consume food (candy, snacks, etc) during instructional time and/or share with other students. Parents should please refrain from celebrating with lunch parties – it's OK to bring something for your own child, just not a group of friends.

Extra-Curricular Activities

To determine student eligibility for participation in extracurricular activities at Smithville Middle School:

1. A student must fulfill all eligibility standards as established by the Missouri State High School Activities Association (MSHSAA).
2. 7th and 8th grade students must pass each course in which he/she is enrolled at Smithville Middle School during the previous quarter of attendance. A student failing a course will be declared on probation and ineligible for all contests and activities in any extracurricular program until the mid-quarter check of the quarter. If the student is passing all of his/her classes at the mid-quarter check, the student will then gain eligibility at that date and can participate in activities the rest of the quarter. If the student is failing any class at the mid-quarter check then they remain ineligible for the remainder of the quarter.
3. A student who transfers to Smithville Middle School will be required to fulfill MSHSAA standards in the previous semester.

Attendance for Extracurricular Participation

Following the Smithville School District policy, students must be in attendance all day to be eligible to participate in school activities on that day or night. If an absence is due to a doctor's appointment, *except for illness*, students must return with a doctor's note to be eligible to participate that day.

If a student receives an in-school suspension or out-of-school suspension he/she may not participate in any school sponsored activity on the day served. Participation includes practice, play, rehearsals, school dances, or competitions. (Note: Principals' discretion may be used.)

Important! Students who are absent for all or part of the school day (unexcused) will not be allowed to participate in school sponsored activities that day. For an absence to be excused, a physician's note must be provided, or the absence must be permitted and excused by an administrator.

School Violence Hotline: 1 – 866 – 748 – 7047

Electronic Devices, Cell Phones - BOE Policy JG-R

All personal electronic devices (including, but is not limited to, cell phones, smart watches, bluetooth speakers, headphones, tablets, etc) use is not permitted during class time unless approved by the teacher. Cell phones should not be seen or heard.

Students may check/use their cell phones during passing time, however making phone calls / video calls during passing is not permitted. If students need to make a call, they need to check in with the front office. During passing time in the hallways students may use headphones / earbuds as long they do not create a disruption or become a nuisance. If a student is using their earbuds in the classroom without permission from the teacher, the teacher will collect them and return them in accordance with the cell phone consequence continuum.

Individual teachers may allow students to use cell phones/headphones/earbuds/etc. in class on occasion. Students will receive notification that they are allowed that day, and not receive consequences for having them. However, rules apply for proper use and if not followed, devices can be confiscated.

Students are to put cell phones and electronic devices away before class begins. Students have these options for their phones:

- Home
- Pocket
- Backpack/sling bag
- Binder Pocket
- With a trusted teacher (This will be for all day until either passing time between 7th and 8th periods or after the first dismissal bell.)

It is the responsibility of students to secure their personal electronic devices (cell phones, headphones, smart watches, tablets, etc) and keep them safe. Smithville Middle School is not responsible for the theft, damage or loss of money, cell phones, headphones or any other personal electronic device.

Students may not use their cell phones or personal electronics during their lunch time including on the way to / from the Cafeteria.

When a student asks to use the restroom during class, they must leave their cell phone in the classroom.

Failure to comply with aforementioned policies on appropriate personal electronic device usage will result in the device being confiscated and consequences will be applied.

If a cell phone is visible or audible in a classroom, it will be confiscated.

Refusal to turn over an item when requested by any staff member escalates the disciplinary action and the student will be sent to the office.

Cell Phone Policy Violation Consequences

1st offense: Phones, earbuds, and other electronic devices that have been confiscated can be picked up by students from the confiscating teacher at the end of the day (after dismissal bell). Teacher records infraction in the tracking sheet and notifies the parents.

2nd offense: Phones, earbuds, and other electronic devices that have been confiscated can be picked up by students in the office, parents notified by the teacher, and then notifies the office staff by email. Teacher records infraction in tracking sheet.

3rd offense: Phone confiscated for persistent refusal to comply with school rules, parent pick up. Students will have cell phone suspension for 10 days and must turn the phone into the office at the beginning of each day if they bring it to school. Teacher records infraction in tracking sheet. Teacher notifies the office staff by email.

4th offense: Phone confiscated for persistent refusal to comply with school rules, parent pick up, 1 detention with team, 10 day technology suspension. Teacher records infraction in the tracking sheet and notifies the office staff by email.

5th Offense: Phone confiscated for persistent refusal to comply with school rules, parent pick up, 1 day of ISS, 10 day technology suspension. Teacher records infraction in the tracking sheet and notifies the office staff by email.

Subsequent Offenses: Phone confiscated for persistent refusal to comply with school rules, parent pick up, additional days of ISS, additional days of technology suspension. Teacher records infraction in the tracking sheet and notifies the office staff by email.

Anytime a student is sent to the office, they will turn in any electronic devices to the front desk. Device will be returned with administrative approval.

Public Displays of Affection – PDA BOE Policy JG-R1

Smithville Middle School strives to maintain an educational atmosphere conducive to responsible and appropriate behavior. Public displays of affection are not appropriate to the environment we promote for our students. Such behavior is not permitted. This includes physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping. Disciplinary action can include Principal/student conference, detention, ISS, OSS or expulsion.

Book bags, Purses and Backpacks

Students are allowed to use book bags, purses and backpacks to carry supplies, books and materials to and from school. Book bags, backpacks, drawstring bags, or sling bags may be used to carry items from class to class.

Dress Code - BOE policy [JFCA](#)

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education and not interfering with the educational process. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. The Smithville R-II Board of Education believes that dress promoting the use of drugs, alcohol, tobacco or criminal or sexual activity does disrupt the educational environment. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable. (See FILE: JFCA Student Dress Code on the District Website).

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear.
3. Dress and grooming will not disrupt the educational environment.
4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior.

School is a place for the expression of good taste in dress and behavior. Student dress can have a significant effect on learning and behavior. The following are examples of dress that materially disrupts the educational environment and will be prohibited:

1. Shoes must be worn in the building.
2. Clothing must be worn according to the original design of the garment.
3. Clothing and accessories that promote the use of drugs, alcohol, tobacco, or criminal or sexual activity.
4. Clothing printed with slogans that are disruptive or offensive.
5. Clothing that is excessively revealing is not permitted.
6. Undergarments must not be visible. Pants and shorts must be worn at the waist. Tops must cover straps of undergarments.
7. Excessively short dresses, skirts, and shorts are not permitted. If the shorts, skirts, or dresses are too short and cause an inappropriate distraction they will not be permitted.
8. Excessive holes in garments is not permitted. Holes must be covered by an appropriate clothing article (i.e., leggings, shorts, etc.).

Dress Code Policy Violation Consequences

First Offense: Conference with staff member, notification of parent/guardian and student changes clothes before returning to class*

Second Offense: Conference with staff member, notification of parent/guardian, and student changes clothes before returning to class*

Subsequent Offenses: Same as Second Offense and documented as a minor infraction.

*Students have options for changing clothes: change into PE clothes, parent brings in a change of clothes, put on a change of clothes from the Counselor or Nurse's clothes closet, cover the inappropriate attire, etc.

Physical Education

Students are expected to wear clothing that is in accordance with the Physical Education class dress code which includes athletic attire and footwear. Attire must be in compliance with school dress code.

Only non-aerosol/spray deodorant is allowed. Perfume/Cologne/Body Sprays are not allowed in aerosol/spray form and are highly discouraged due to the number of students with asthma and allergies.

If a student is unable to participate in PE for any reason, a parent may write a note excusing the student for that day. If the student is unable to participate beyond one day, a doctor's note that specifies the amount of time the student will be excused is required. Students with excused participation in PE will be required to complete alternative assignments in order to earn their daily points.

Health Room/Medication Policy and Immunizations (BOE Policy JHCD and EBB)

A Registered Nurse serves our school. If a student becomes ill at school, he/she should report to the health room. The nurse will make arrangements for the student to go home if necessary. Students are not to call home requesting dismissal from school without first reporting to the health room.

Students are not allowed to carry medication unless it has been approved by the school nurse in advance. Narcotic prescription medications will not be administered at school. If medication must be given during the school day, the medication must be sent in the original prescription bottle with the student's name and directions on the label. All prescribed medication must be accompanied by written permission from a licensed physician and a parent/guardian. (see district medication guidelines)

There are immunization requirements all students must meet in Missouri, and it is unlawful for any student to enroll in or attend school unless he/she has been immunized or exempted.

A student should not attend school when a fever of 99 degrees is reached in the morning. Students will be sent home when he/she registers a temperature of 100 degrees, and must be fever-free for 24 hours (without fever-reducing medicines) before returning to school. Students are also sent home if vomiting.

Computer Usage Policy– (BOE Policy EHB)

In order to be issued a computer, students and parents must sign a computer user agreement.

General Computing:

- Applying for a user ID under false pretenses is prohibited.
- Sharing one's user ID with any other person is prohibited. In the event a user should share the user ID with another person, the user will be solely responsible for the actions of that other person on the network.
- Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is prohibited, regardless of the system location or the time duration of the disruption.
- Attempts to access obscene or any other information inappropriate in an educational environment are prohibited. Non-obscene material deemed "pornographic for minors" by state law in any setting in which any minor is, or is likely to be present, is prohibited.
- Students are not allowed to use e-mails or enter "chat rooms" unless they are under the direct supervision of a teacher and as a part of a class assignment.

The consequence for misuse of computer may include restitution (if applicable), loss of computer privileges, and ISS or OSS, per discretion of administration.

District One-to-One Computer Policies/Guidelines can be found at this link:

<https://www.smithvilleschooldistrict.net/Page/1151>

School-Related Conduct Off School Property

Students may be accountable to the school for out-of-school misconduct that disrupts the educational environment, to include cyber-bullying or harassment. Behavior at extra-curricular activities or field trips must be appropriate and consequences may ensue for failing to behave appropriately.

School Property Policy - BOE Policy ECA

Students shall pay for books, school supplies, school equipment, or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the office in accordance with the replacement cost. Any student who intentionally defaces or damages school property, or property of others, will be required to make restitution and may be subject to additional disciplinary action. According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children.

School Visitation Policy

We welcome adult visitation to our school. In the best interest of the educational process, we require that individuals make prior arrangements with the teacher and the office. All visitors are required to check in at the office, and wear a visitor's badge or identification. Parents/guardians bringing items for their children must leave these items in the office rather than taking them to the classroom. We have a policy of NO student visitations. No students from other schools are allowed to visit. *This includes school dances.*

Library Rules:

1. The library is open each school day from 7:20 a.m. until 3:30 p.m. Students may use the library before or after school within the scheduled hours.
2. Students must check out any item at the circulation desk before it is taken from the library. The student should present his/her photo i.d. card to the librarian.

3. Paperback and hardback books from the regular shelves are checked out for a period of two weeks.
 4. Magazines are checked out for a period of three days.
 5. A student is responsible for any materials he/she checks out from the school library. Damage to or removal of a bar code will result in a \$1.00 charge for a replacement bar code to the student who checked out the book. Habitual or frequent damage to library materials will result in loss of library privileges. If any materials are lost or damaged, the student must pay for the cost of the item or lose library privileges.
 6. Fines are not charged for overdue books. However if a book is lost or destroyed/damaged, a replacement fine is charged.
 - Minimum charge for: paperback: \$5.00, hardback: \$10.00, magazine: \$3.00
 7. Reference books and reserve books circulate overnight only. These items may be checked out after 2:15 and are always due by 7:45 a.m. the next school morning.
 8. Students using the library who are not with a class must sign in at the circulation desk and may use the library subject to space availability.
 9. Overdue materials, fines, or inappropriate behavior by a student will result in the suspension of library privileges until the materials are returned, the fines paid, or the suspension period is served. Second offenses of inappropriate behavior or any serious offense will be referred to the office. Serious offenses include any unauthorized or reckless use of the computers or any equipment, and willful damage to library materials.
 10. A color printer is available for student use with permission from a teacher.
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District Bullying Definition/Consequences

Bullying means intimidation, unwanted aggressive behavior, or harassment that is repetitive or likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student; or substantially disrupts the orderly operation of the school.

Bullying may consist of physical actions, gestures, oral or written communication, or any threat of retaliation for reporting acts of bullying. Bullying also includes cyberbullying which is transmission of a communication including, but not limited to, a message, text, sound or image by means of any electronic device.

Students and staff who witness acts of bullying are required to report such acts to building or district administration. Reports may be made in person to building or district administration or through the Bullying Report Form which can be found on the district website and each building website. When a report is filed via this form, building and district administration are alerted via email so an investigation may be conducted. All reports of bullying will be investigated according to Smithville School District Policy JFCF.

Bullying that includes harassment based upon race, color, religion, sex, disability, ancestry, country of origin or age will also be investigated as a potential violation of Smithville School

District Policy AC which prohibits discrimination, harassment and retaliation based upon a federally protected class.

When required by law, information gathered through bullying investigations will be shared with law enforcement. Consequences for bullying include detention, in-school suspension, out-of-school suspension, or expulsion. Depending on the severity of the incident, any of these consequences can be used whether it is the first or subsequent offense.

Prohibition Against Illegal Discrimination, Harassment and Retaliation: Policy AC

The Smithville R-II School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law.

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects. Students who violate this policy will be disciplined, which may include suspension or expulsion. Students will not be disciplined for speech in circumstances where it is protected by law.

Discrimination is defined as: Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Harassment is defined as: A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Smithville School District Assessment Program: Policy IL

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

District Assessment Plan

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the district wide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. *Student Guidance* – To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:
 - a) Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
 - b) Help the professional staff formulate and recommend instructional policy.
 - c) Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* – To provide indicators of the progress of the district and individual schools toward established goals.
5. *Accreditation* – To ensure the district maintains accreditation.
6. There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

English Proficiency Assessments

The district will annually assess the English reading, writing and oral language skills of district students with limited English proficiency.

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

End-of-course (EOC) assessments

Will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent/guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

National Assessment of Educational Progress

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

Student Code of Conduct - Discipline Policies and Consequences

As a result of unacceptable conduct, students may be subjected to disciplinary action including suspension or expulsion from school and/or school activities. The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor

potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation.(Board Policies—[JG-R](#), if applicable, are in parentheses.)

Offense	First Offense	Subsequent Offenses
Academic Dishonesty - Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics..	No credit for the work, grade reduction, or replacement assignment	No credit for the work, grade reduction, course failure, or removal from extracurricular activities
Arson - Starting or attempting to start a fire, or causing or attempting to cause an explosion.	Detention, ISS, 1-180 days OSS, expulsion. Restitution is appropriate.	1-180 days OSS, expulsion. Restitution is appropriate.
Assault 1 - Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative.	Principal/student conference, detention, lunch detention, ISS, 1-180 days OSS or expulsion	ISS, 1-180 days OSS or expulsion
Assault 2 - Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.	10-180 days out-of-school suspension or expulsion.	Expulsion
Bullying / Teasing / Cyberbullying (JFCE) - Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the	Detention, lunch detention, ISS, or 1-180 days OSS or expulsion	1-180 days OSS or expulsion

school. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.		
Bus or Transportation Misconduct (JFCC)	Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.	
Dishonesty (JG-R1) - Any act of lying, whether verbal or written, including forgery.	Nullification of forged document, Principal/student conference, detention, lunch detention, or ISS	Nullification of forged document, detention, ISS, 1-180 OSS
Disrespect or Disruptive Conduct or Speech (AC , ACA)- Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings	Principal/Student Conference, detention, lunch detention, ISS or 1-10 day OSS *Students will not be disciplined for speech in situations where it is protected by law.	ISS, 1-180 days OSS or expulsion *Students will not be disciplined for speech in situations where it is protected by law
Drugs / Alcohol (JFCH , JHCD) - Possession, purchase, sale, or distribution of drugs/alcohol, e-cigarettes or vaping devices or "look a-likes"	ISS or 1-180 days OSS	1-180 days OSS or expulsion
Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.	Principal/Student Conference, detention, lunch detention, ISS or 1-10 day OSS	ISS/1-180 days OSS or expulsion
Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books,	Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Detention or in-school suspension.

computers, calculators, uniforms, and sporting and instructional equipment.		
Failure to meet conditions of suspension, expulsion or other disciplinary consequences - Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."	Verbal warning, detention, lunch detention, ISS, 1-180 days OSS or expulsion. Report to law enforcement if expelled.	Verbal warning, detention, lunch detention, ISS, 1-180 days OSS or expulsion. Report to law enforcement if expelled.
Fighting - Mutual combat in which both parties have contributed to the conflict either verbally or physically	Principal/Student Conference, detention, lunch detention, ISS or 1-10 day OSS	ISS/1-180 days OSS or expulsion
Gambling - Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.	Principal/Student conference, loss of privileges, detention, or in-school suspension	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension
Harassment 1 (AC , ACA) - Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Harassment 2 - Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.
Harassment 3 - Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.	10-180 days out-of-school suspension or expulsion.	10-180 days out-of-school suspension or expulsion.
Hazing (see board policy JFCG) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting	In-school suspension or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.

position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team		
Incendiary Devices/Fireworks - possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.	Confiscation, warning, Principal/ student conference, detention, lunch detention, ISS	Confiscation, Principal/conference, detention, lunch detention, ISS, 1-180 days OSS
Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.	Confiscation. Warning, principal/student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Public Display of Affection – Consensual physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.	Principal/Student conference, detention, or in-school suspension.	Detention, in-school suspension, or 1-10 days out-of-school suspension.
Sexual Harassment or Activity, including Sexting (AC) - Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury.	Confiscation of sexted material, Principal/Student conference, detention, lunch detention, ISS, 1-180 days OSS	Confiscation of sexted material, ISS, 1-180 days OSS or expulsion
Technology Misconduct 1 (EHB) - Attempting to gain, block or avoid unauthorized access to a technology system or information;	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
Technology Misconduct 2 - Using, displaying or turning on unless permitted by the building principal.	Confiscation, principal/student conference, detention, or in-school suspension.	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Technology Misconduct 3 - Violations, other than those listed in (1) or (2) above, of board policy EHB, procedure EHB-AP1	Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
Technology Misconduct 4 - Use of audio or visual recording equipment in violation of board policy KKB.	Confiscation. Principal/Student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft (JG-R1) - Theft, attempted theft or knowing possession of stolen property.	Restitution, Principal/student conference, detention, lunch detention, ISS, 1-180 days OSS	Restitution, 1-180 days OSS or Recommend possible expulsion.
Threats / Verbal Assault / False Alarms (JG-R1) - verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage. fear of physical injury or property damage.	Possible restitution for false alarm, Principal/student conference, detention, lunch detention, ISS, 1-180 days OSS	Possible restitution for false alarm, 1-180 days OSS, or Recommend possible expulsion.
Tobacco - 1. Possession / 2. Use of any tobacco, electronic cigarettes, imitation tobacco products or other nicotine-delivery products on district property, district transportation or at any district activity, nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD .	Confiscation of tobacco, Principal/ Student conference, detention, lunch detention, ISS, or OSS	Confiscation of tobacco, detention, ISS or 1-10 days OSS
Truancy (JED) - absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.	Principal/student conference, detention, lunch detention, 1-3 days ISS	Detention, 3-10 days ISS and removal from extra-curricular activities
Unauthorized Entry - Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.
Vandalism (ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.	Restitution, Principal/Student conference, detention, lunch detention, ISS, 1-180 days OSS, or recommend possible expulsion	Restitution, ISS, 1-180 days OSS or recommend possible expulsion.
Weapons (JFCJ) 1. Possession or use of any weapon as defined in board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 57010, RSMo.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.

Weapons (JFCJ) 2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).	One calendar year suspension or expulsion, unless modified by the board upon recommendation by the superintendent.	Expulsion.
Weapons (JFCJ) 3. Possession or use of ammunition or a component of a weapon.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.

ISS = In School Suspension; OSS = Out of School Suspension; SRO = School Resource Officer

Please refer to BOE Policy JFH for Student Complaints and Grievances.

Please refer to BOE Policy JFG concerning Interrogations, Interviews and Searches.

It is understood that in categorizing misconduct, situations will occur that do not fit into a specific category. When this occurs, it will be the responsibility of the administration to determine the appropriate discipline.

When a student is sent to the office, or serving a lunch detention, they will turn their cell phone/electronic device into the front office.

IMPORTANT: Students are expected to abide by the student code of conduct at school, on school buses, and at all school sponsored activities, both at home and away.

SMITHVILLE R-II BUS REGULATIONS

(including Activity Trips) – BOE Policy JFCC

The following rules and regulations have been established by the administration and Board of Education for the safety and protection of the students who are transported from home to school and on school activity trips. Please note - students are only allowed to ride the bus to and from their primary residence. Exceptions must be pre- approved by the building administration.

1. When boarding the bus, students shall be seated and shall remain in that seat until arrival at their destination.
2. Band instruments, books, etc. are to be taken to the seat with the student and placed under the seat or held by the student.
3. No pets or animals in boxes, jars, or containers will be allowed on the buses.
4. Unnecessary conversation with the driver is prohibited.

5. Students should remain quiet at all railroad crossing stops and there should be a minimum of noise going through towns.
6. No eating on the buses.
7. Students are not to put hands or arms out of windows.
8. No fighting or "horseplay" on buses. Except for normal conversations, classroom conduct shall be observed.
9. Each student and his/her parents shall be held accountable for any destruction of property (including damage to the bus or personal property).
10. If a student is to be discharged from the bus at a place other than his/her own home, a written note from the parents and approved by the school principal or secretary must be given to the bus driver.
11. The first buses shall leave the Middle School building at approximately 2:38, and the last buses at approximately 2:44.
12. The driver of the bus is in charge at all times. When on activity trips, the teacher and the driver are in charge.
13. Drivers may not haul any students not regularly assigned to the bus without written approval from the parents of all parties involved and the school administration.

In accordance with the Smithville Board of Education policies, students participating in extracurricular activities are to observe the following transportation guidelines:

1. Participating students will ride the school bus (or other district provided transportation) to away activities if such transportation is provided. Exceptions must be approved in advance by the building principal.
2. Participating students are not to ride in private cars or drive to any school sponsored activity for which district transportation is provided.
3. Participating students are to ride the school bus (or other district provided transportation) from the location of the activity back to school. Participating students may be released to their parents/guardians or designee, who will assume responsibility for their return home. The release must be requested in writing by the parent and verified by the activity sponsor. Sign out lists will be handled by activity sponsors.

BUS MISCONDUCT

A bus driver may issue a ticket to any student that commits any of the following offenses while on a district-owned or contracted bus. This is not an all-inclusive list.

1. Failure to remain seated.
2. Refusing to obey or cooperate on the bus.
3. Lighting matches or cigarette lighter.
4. Throwing items of any kind inside the bus, at the bus, or out of the bus window.
5. Hanging out of the window.
6. Spitting on the bus.
7. Creating a nuisance.
8. Vandalism – destruction of property.
9. Excessive noise and disruption – lack of courtesy and respect.

10. Deliberate delay of loading or unloading the bus.
 11. Interference with the normal operation of the bus, which results in jeopardizing the driver's or student rider's safety.
 12. Violation of any other rule of student conduct which governs student conduct in the Smithville R-II School District.
 13. Other conduct prejudicial to the maintenance of good order and safety.
 - 1st Offense:** Warning – parent must sign bus ticket.
 - 2nd Offense:** Bus suspension – student may not ride bus for 5 days and parent must sign bus ticket.
 - 3rd Offense:** Bus suspension – student may not ride bus for 10 days and parent must sign bus ticket.
 - 4th Offense:** Bus suspension – student may not ride bus for remainder of school year and parent must sign bus ticket.
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Smithville Online Learning

As we prepare students for college and career readiness, we believe having the option to take online courses is important for students. details regarding our online learning program can be found below. For specific details regarding course enrollment, please visit with your student's guidance counselor.

Senate Bill 603

SB 603 was passed in the spring of 2018. It expanded online learning opportunities for students across Missouri. Below are a few key points of the bill:

- Each school district must adopt a policy that creates a process for students to enroll in online courses. This may include consulting with a school counselor.
- The school district will pay for eligible K-12 students to take online courses as long as the student: resides in the Smithville School District, is currently enrolled in the district, and was enrolled full-time in a public school the previous semester. **Exceptions for homeschool students who reside in the district are referenced below in the 'homeschool student section of this document.
- School districts are not required to pay for courses beyond full-time enrollment. Therefore, if a student is already enrolled in seven courses in a semester during the regular year (or two courses during the summer school session), the district is not required to pay for additional courses.
- School districts may determine a student's eligibility to enroll in an online course and can deny enrollment based on 'the best educational interest of the child'. If the parent disagrees with the district's decision, an appeal may be made to the Board of Education.

What is MOCAP?

Missouri Course Access and online School Program (MOCAP) was established in 2007 as the state's online school. It was previously named Missouri online Instruction Program (MOVIP).

Students can take courses from any Internet-connected computer, available 24-hours a day, seven days a week. MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses, and interactive online learning that is neither time nor place dependent.

Preferred Vendors for SSD

Local school districts and charter schools are able to use their own preferred online provider. The Smithville School District uses Launch as preferred vendors in addition to the local online high school courses developed and taught by SSD teachers. Launch is operated and overseen by the Springfield MO) School District and currently offers over 120 courses in grades K-12. Courses are designed by Missouri teachers and aligned to the state standards. A formal review process is built into all course development to ensure high quality and rigor. Students wishing to take advantage of online learning opportunities will do so through our own courses or Launch first. Launch is an approved MOCAP provider. Options not offered through either vendor can then be discussed with the student's counselor/principal.

Current course offerings through Launch can be found at: <https://fueledbylaunch.com/courses/>

Students wishing to take a course through a different vendor are required to set a meeting with their school counselor to seek approval. They will discuss possible options based on an individual basis.

Enrollment Procedures

In order to enroll in an online course under the provisions of Senate Bill 603, students must be a resident of the Smithville School District and enrolled in the district. Upon determining that online learning may be an option for a student, parents should contact the school counselor to pursue possible enrollment. A meeting will be scheduled with the student's counselor and administrator where student eligibility will be determined. The school district may deny a student/parent request to enroll in a online course at district cost if one or more of the following is true:

- The student has previously gained the credits provided from the completion of the online course.
- The online course is not capable of generating academic credit.
- The online course is inconsistent with the remaining graduation requirements of the student.
- The student has not completed the prerequisite coursework for the requested online course.
- The student has failed a previous online course(s).
- The course enrollment request does not occur within the same timeliness established by Launch, and/or the school district.

Should a student meet the eligibility expectations and the course requests are aligned to graduation requirements, he/she will be enrolled in the online courses agreed upon.

Homeschool Students

If a student who resides in the Smithville School District was homeschooled in the prior semester and wishes to take online courses at the district's expense, there are allowances for this. The following criteria must be met:

- The student resides in the district (and provides proof of residency) The student will look at SHS online courses and Launch courses first
- The student must meet all of the expectations (regarding prerequisites, etc.)
- The student may only enroll in a total of eight courses a semester during the school year or two courses during the summer semester (but may enroll in less than eight)

Scheduling

If a student has a schedule that includes both face-to-face and online courses, he/she may be required to remain on campus while working on the online course, depending upon when the online course work is occurring. This will be at the determination of the building administrator. Students who work off campus are responsible for their own transportation; the district will not provide transportation.

Progress Monitoring

Parents are given parent observer accounts to monitor progress of their students for Launch Classes. District employees (when given permission) can monitor student progress using Launch Command Center.

State Testing

All MOCAP students are required to participate in the Missouri Assessment Program (MAP) and End of Course (EOC) testing when appropriate. MAP and EOC tests measure students' progress toward mastery of the Show-Me Standards, which are the educational standards in Missouri. All testing is conducted at the local school site in which the student resides or at the district office.

- MAP: All students in grades three through eight in Missouri will take the MAP test in communication arts and math. Students in grades five and eight will also take the MAP test in science.
- EOC: End-of-Course assessments are taken when a student has received instruction on the course-level expectations for an assessment, regardless of grade level (but typically in high school). EOC tests are required in the subject areas of Algebra I and/or Algebra II, Biology, English II and Government.

IEP/504 Students

Launch instructors are trained in accommodating students' needs. The school's process coordinator or 504 case manager will email your student's IEP or 504 to Launch so that it can be distributed to the student's teachers. Accommodations will be made accordingly.