

2020-2021 Elementary Student Handbook



Horizon Elementary
695 S. Commercial
Smithville, MO 64089
Phone: 532-4566
Fax: 532-4409
<http://smithvilleschooldistrict.net/Domain/10>
Twitter: @HrznWarriors
#warriorsrise
Facebook:
@HrznWarriors
Instagram:
hrznwarriors
Maple Elementary
600 Maple Ave

Smithville, MO 64089
Phone: 532-0589
Fax: 532-3158
<http://smithvilleschooldistrict.net/Domain/11>
Twitter: @MapleWarriors
#warriorscreate
Facebook:
@MapleWarriors
Instagram:
maplewarriors

Eagle Heights Elementary

18801 F Highway
Smithville, MO 64089
Phone: 532-5959
Fax: 532-4409
<http://smithvilleschooldistrict.net/ehe>
Twitter: @EHWarriors
#warriorsconnect
Facebook:
@EHESWarriors

SMITHVILLE

School District

Tradition of Excellence

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June 24, 2020

Students and Parents,

Welcome to the 2020-21 school year in the Smithville R-II School District. We look forward to a wonderful year with you and your child!

This handbook contains the policies and procedures the Smithville elementary schools follow to ensure a safe learning environment for students and staff. This year protocols have been added to address safety and procedures related to education during the pandemic. Please take some time to become familiar with its contents and review important items with your child. You might find it beneficial to keep the handbook in a convenient place for reference throughout the school year. The addendum and links to board policy can be found at <https://www.smithvilleschooldistrict.net>.

The Horizon, Maple, and Eagle Heights Elementary staff strive to provide high quality educational and co-curricular opportunities for each child. We hold the belief that each child has the potential to be a successful leader and we invite you to become our partners in helping your child to reach his/her full potential.

Sincerely,

Mrs. Kristi Mellon
Horizon Principal

Dr. Rena Hawkins
Maple Principal

Mrs. Renee Slack
Eagle Heights Principal

HORIZON ELEMENTARY PERSONNEL
Principal Mrs. Kristi Mellon

Assistant Principal Mr. Casey Kuska

Classroom Faculty

Early Childhood Mrs. Toni McLaughlin
Kindergarten Mrs. Rachel Cocalic, Mrs. Gina Parks, Mrs. Lane Traub
Grade One Mrs. Rhonda Henshaw, Mrs. Kim Roske, Mrs. Stephanie Sneed
Grade Two Mrs. Nicole Johnson, Ms. Hallie Berry, Ms. Elaine Stewart
Grade Three Ms. Jill Billings, Mrs. Erin Ellis, Mrs. Michelle Price
Grade Four Ms. Jenna Crain, Mrs. Christine Deihl, Mrs. Megan Jermain
Grade Five Ms. Ashley Homan, Ms. Hannah Jundy, Mrs. Emilie Meyer
Grade Six Mr. Jake Butterworth, Mrs. Jennifer Hedgecorth, Mrs. Kim McGuire

Special Areas Faculty

Counselor Mrs. Aimee Pawlcyn
Art Mrs. Emily Way
Music Ms. Linley Tate-Ioanis
P.E. Mr. Nathan Barker
Innovation/Tech. Mrs. Paige Scheibe
Reading Mrs. Denise Hahn
Reading Res. Aide Mrs. Sandra O'Donnell
Librarian Mrs. Ellen Sumerall
Gifted (Quest) Mrs. Sarah Young, Mrs. Ashley McWhinnie
Band Mr. Thomas Brockman, Mr. Dalton Haberman, Mrs. Leah Kubala

Special Services Faculty

Special Services Mrs. Kristen Gromacki, Mrs. Diana Sinclair
Speech/Language Mrs. Stephanie Simon, Ms. Leah Wollmering
ECSE IA Mrs. Kay McCall
Special Services IAs Mrs. Kim Kaminski, Mrs. Jennifer Cramer, Mrs. Cari Klein,
Process Coord. Ms. Jennifer Stanley
OT/PT Mrs. Susan Holden, Mrs. Corrie Tice

Support Staff

Administrative Assts. Mrs. Christy Gilley, Mrs. Tarryn Hickman
Nurse Ms. Donna Catlett
Behavior Int. Mrs. Cody Wilson
Family Resource Sp. Ms. Lisa Manz
Custodial Mr. Ryan Clark, Ms. Beverly Forsberg, Mrs. Donna Staggs
Cafeteria Manager Mrs. Jackie Rembolt

MAPLE ELEMENTARY SCHOOL PERSONNEL

Principal Dr. Rena Hawkins
Assistant Principal Mrs. Ashley Doll

Classroom Faculty

Early Childhood	Mrs. Joni Collins
Kindergarten	Mrs. Sarah Claytor, Mrs. Angel Garrett
Grades One	Mr. Aaron Bowlin, Miss Emily Bradford, Mrs. Genna Cornelisse
Grade Two	Mrs. Abrielle Bartley, Mrs. Jana Lakatos
Grade Three	Mrs. Katie Mays, Mrs. Mary Beth Montesano, Mrs. Kassie Reade
Grade Four	Miss London Bundridge, Miss Anna Fischer, Mrs. Allie Lewis
Grade Five	Mrs. Sheri Greenfield, Mrs. Hannah Hensley, Mrs. Abbey Meyer
Grade Six	Mrs. Angela Herndon, Mrs. Katy Gaines

Special Areas Faculty

Counselor	Mrs. Christina Hough
Art	Mrs. Jenny Haddock
Music	Mr. Justin Orscheln
Band	Mr. Thomas Brockman, Ms. Leah Kubala, Mr. Dalton Haberman
Quest	Mrs. Ashley McWhinnie, Mrs. Sarah Young
P.E.	Mr. Kyle VanNess
Reading	Mrs. Lesa Quinn
Reading Resource Aides	Mrs. Teresa Moorshead
Pathways to Rdg Coach	Mrs. Denise Hahn
Librarian	Mrs. Teresa Kathcart
Innovation/Tech Lab	Mrs. Sara Freeman

Special Services Faculty

Special Services	Mrs. Katie Bryan, Mrs. Leah DeYoung, Mr. Brandon Peck, Mrs. Janet Smith
Speech/Language	Mrs. Mary Veselic
Special Services IAs	Mrs. Brenna Andrews, Mrs. Dannel Blackwell, Mrs. Katie Brittan, Mrs. Tricia Casaos, Mrs. Kristy Humbar, Mrs. Becky Lockwood, Mrs. Kim Miller, Mr. Jacob Simpson
ECSE IA	Mrs. Corrie Cox
Process Coordinator	Miss Jennifer Stanley
OT/PT	Mrs. Susan Holden/Mrs. Corrie Tice

Support Staff

Administrative Assistants	Mrs. Kay George, Mrs. Alison Fisher
School Nurse	Mrs. Cassie Lawhon
Behavioral Specialist	Mr. Steven Woods
Custodial/Maint.	Mr. Charles Layton, Mr. Noah Jensen
Cafeteria Manager	Mrs. Cindy Gullett
Cafeteria Staff	Bonnie Green, Vickie Osborn

EAGLE HEIGHTS ELEMENTARY PERSONNEL

Principal.....Mrs. Renee Slack
Assistant Principal.....Mrs. Ashley Doll

Counselor..... Mrs. Callie Downey

Classroom Faculty

ECH – Pre-K	Ms. Abigail Curry
Kindergarten	Mrs. Pam Heisey, Mrs. Brittany Huckleby, Ms. Peggy Renz, Mrs. Erica Sellars, Mrs. Kathy Mattke
Grade One	Mrs. Megan Britton, Mrs. Lindsay Edwards, Mrs. Shannon Helms
Grade Two	Mrs. Rachel Steffen, Mrs. Angee Schmidt, Ms. Brenda Rushing
Grade Three	Ms. Amy Boynton, Mrs. Kaitlin Corcoran
Grade Four	Mr. Clint Brittain, Mrs. Carissa Cowan, Ms. Olivia Scott
Grade Five	Mrs. Jocelyn Ewald, Mrs. Steelman, Mrs. Cyndi Crouch
Grade Six	Ms. Rachel Clark, Mrs. Audra Baber, Mr. Jim Watt

Special Areas Faculty

Art	Ms. Andrea Aeschilman
Music	Mr. Daniel Venner
Gifted (Quest)	Mrs. Sara Young, Mrs. Ashley McWhinnie
P.E.	Mr. Ross Parker
Reading	Mrs. Nicole Tornow
Librarian	Mrs. Lauren Bennaka
Innovation/Tech.	Mrs. Amy Thompson
6 th Gr. Instrumental	Mr. Thomas Brockman, Ms. Leah Downard, Mr. Dalton Haberman

Special Services Faculty

Spec. Services	Ms. Angela Giammalva, Ms. Holly Anderson, Ms. Diana Sinclair
Process Coord.	Mrs. Amy Baugh
Speech/Lg.	Mr. Matt Ware
Instr. Assts.	Ms. Rose Hoyes, Mrs. Donna Irwin, Mrs. Lori Stangl, Mrs. Lori Moorman, Mrs. Jennifer Cramer

Support Staff

Nurse	Mrs. Emily Houghton
Admin. Assts.	Mrs. Stephanie Phipps, Mrs. April Griggs
Behavior Int.	Mr. Matt Avilies
Custodial	Mrs. Duana Swindall, Mr. Ken Snyder
Cafeteria Manager	Ms. Anna Curtis

SMITHVILLE ELEMENTARY STUDENT HANDBOOK

SCHOOL DAY

Starting time:	8:45 a.m.	Mon. Tues. Thurs. Fri. Students riding in private vehicles to school should arrive no earlier than 8:30 a.m.
	9:05 a.m.	Late start Wednesdays. Students riding in private vehicles to school should arrive no earlier than 8:50 a.m.
Dismissal time:	3:40 p.m.	Students being picked up by parents and students riding the buses will be dismissed at 3:35 p.m.
Early Childhood:	8:45 – 11:45	AM session. <u>Does NOT operate on Wednesday.</u>
	12:25 – 3:40	PM session. <u>Does NOT operate on Wednesday.</u>

ARRIVAL

Parents dropping off students by private vehicle are asked to pull through the parent drop-off lane to unload. To keep traffic flowing, please pull forward as far as possible, and unload in a timely manner. For safety purposes, students should only exit the vehicle from the passenger side.

There is no parking in the drop-off lane during morning arrival times, so traffic may flow through smoothly and quickly. Do not attempt to pass a vehicle that is unloading – this is not a safe practice. For safety purposes, there is no parking in the bus driveway or student drop off lane during morning arrival times and afternoon loading times.

Arrival of a student after the regular start time: The parent must check the student in through the office and obtain a tardy pass. *With safety measures related to COVID19, parents/guardians will ring the office and remain in the vestibule. Office staff will assist with signing in the student and assisting them to class if necessary.*

Early Childhood: Parents will need to park their car in the parking lot and walk their students to the front doors. The Early Childhood teachers will be waiting outside the doors for the students to arrive.

DISMISSAL

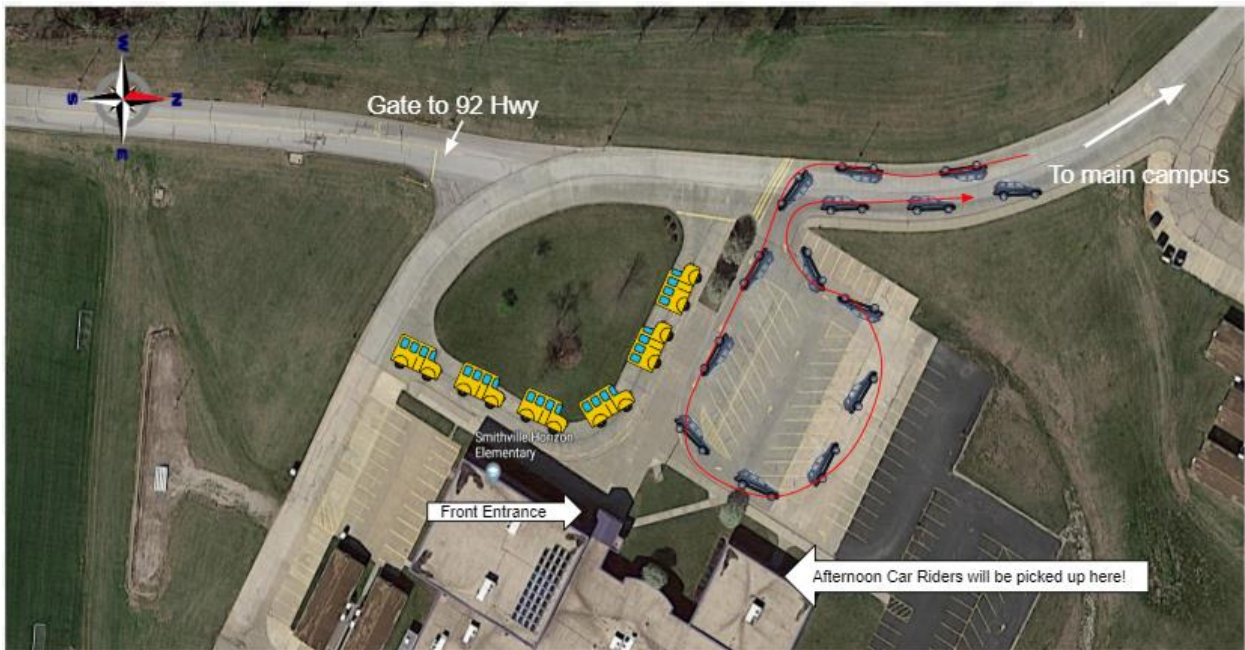
Horizon: Transportation Information - Pickup and Dropoff

Bus Riders - Busses will pick up and drop off in the bus loop. The bus company will let you know where your stop is near your house and will provide you a timeframe that the bus arrives. Kindergarten students require an adult to meet them at the bus stop for safety reasons.

Parent drop off/pick up - Enter and exit through the parking lot. Cars will be unloaded in the morning along the curb with students entering through the main entrance and loaded in the afternoon along the sidewalk, there will be cones. If you follow the red arrow and car, you can see the direction that the cars will move through the lot for pickup and dropoff. You must come from the main campus to enter the car rider line.

In the mornings, the 92 gate will be open for you to enter from the south, afternoons that gate is locked and you will have to come through the main campus.

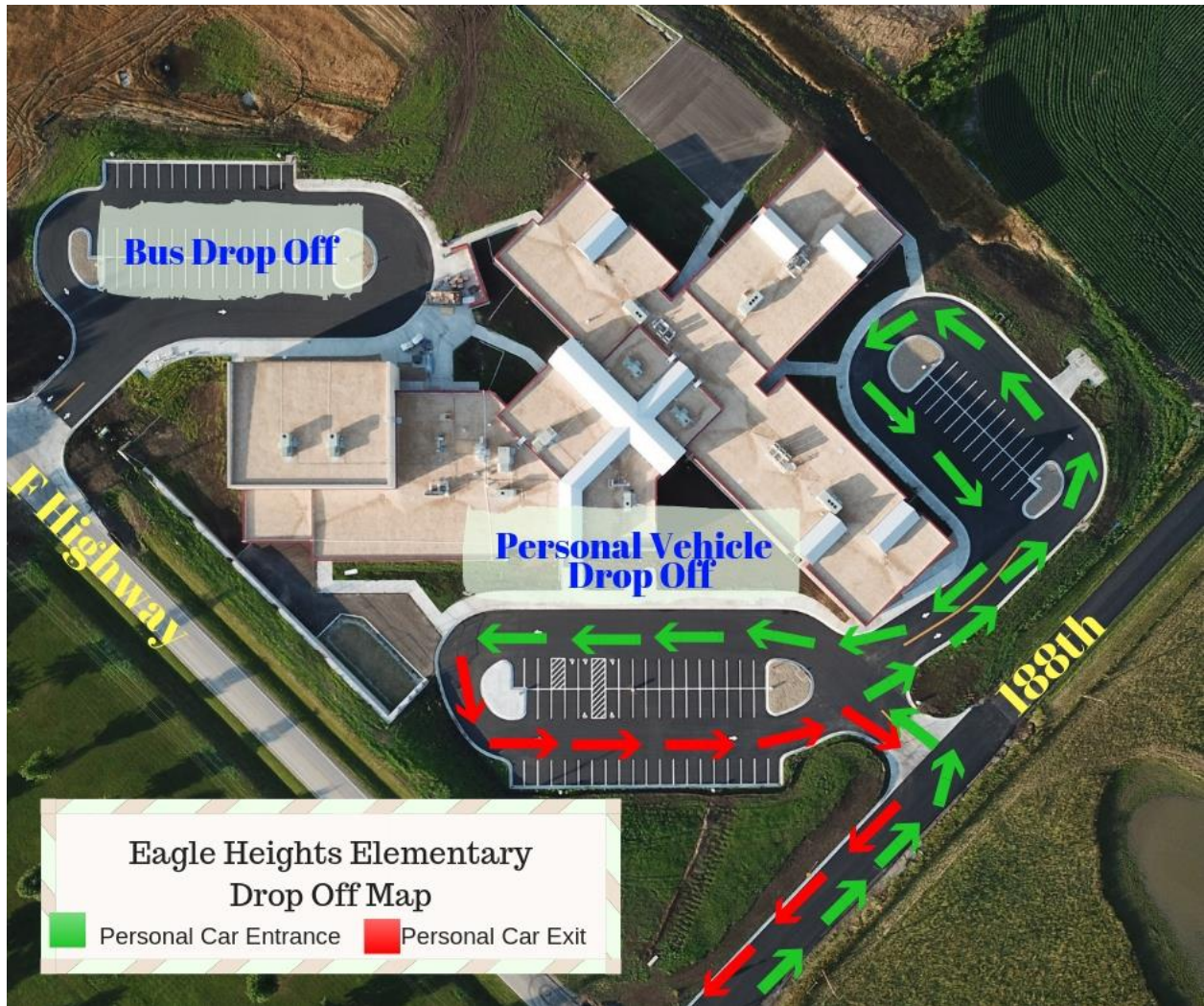
At the end of the day, students who are being picked up by their parents will be dismissed through the designated doors exiting onto the parking lot using a valet system. Adults should remain in their vehicle pulling forward into the loading zone. A staff member will walk your student to the car and assist with loading. Parents should display their school provided placard, obtained at registration or back to school night, in their window with their student's first and last name. Anyone without a placard must show identification.



Maple Parent-pickups: Students being picked up by private vehicle are called to the gym for dismissal first. Vehicles enter and exit the parent pickup loop from Maple Lane. Adults should remain in their vehicle pulling forward into the loading zone. A staff member will walk your student to the car and assist with loading. Parents should display their school provided placard, obtained at registration or back to school night, in their window with their student's first and last name. Anyone without a placard must show identification. Bus students and walker/bike riders will be walked out by teachers at the end of the day.



Eagle Heights Parent-pickups: At the end of the day, students who are being picked up by their parents will be dismissed through the designated doors in the front of the building exiting onto the parking lot using a valet system. Adults should remain in their vehicle pulling forward into the loading zone. A staff member will walk your student to the car and assist with loading. Parents should display their school provided placard in their window with their student's placard number. Placards will be mailed to families prior to the start of the school year. Anyone without a placard must show identification.



Dismissal of a student before the regular dismissal time: His/her parent or guardian must sign the dismissal sheet at the office. *All student releases must be completed through the office or nurse. With safety measures related to COVID19, parents/guardians will ring the office and remain in the vestibule. Office staff will assist with signing out the student.*

Change in plans: The office must be notified of any change in plans regarding a student’s routine at the end of the day, i.e., riding a different bus, walking home instead of riding the bus, going home with a friend, picked up by a different person, etc. Otherwise, the student will follow the normal routine. We ask that parents send a note to the teacher, *or call the office prior to 3:00 p.m.* The end of the day is a hectic time in the office, and we want to be certain that we have time to notify the teacher and student of any changes. If it becomes necessary for a permanent change in routine, please notify the school in writing.

ATTENDANCE

Regular attendance: Our official school day is from 8:45 A.M. until 3:40 P.M. (Wednesday is 9:05 A.M. to 3:40 P.M.)

Absence: When your child is absent from school, please telephone the school between 8:30 and 9:30 A.M to report the absence. If we do not receive a telephone call from you, for your child's protection, we will attempt to reach you to check on the whereabouts of your child. Please send a note with the child when he/she returns to school following an absence, stating the reason they were absent so we may maintain accurate records. If a child has excessive absences, then a doctor's note will be required.

Physical Education, Recess, and Planned Activities: To excuse a child from physical education, it is necessary to provide a note from your child's doctor recommending that he/she not participate. Please include in the note the length of time your child should not participate in physical education or recess, and the reason for the excuse. Students will not be allowed to sit out without a note.

Because regular exercise is important for the physical development of children, all students are also expected to participate in recess. When the weather is cold, please make certain that your child is dressed properly for recess. If the temperature or wind chill is below twenty degrees, students will be kept indoors for recess. Students will also have indoor recess if the temperature or heat index is above ninety-five degrees.

Communication: Communication between home and school is very important. Students will have a daily folder and/or planner to keep track of their work and school correspondence. Please check their backpacks daily for them.

Telephone conversations are also an important way to keep the lines of communication open between the school and home. Please remember that all calls during the school day will go directly to voicemail and will be returned as soon as possible by the staff member. Another way to contact staff is by using their email address.

Each building utilizes social media, the school website and newsletters to keep families up to date.

BUS AND AUTOMOBILE PROCEDURES

Please read the information below to help prevent accidents on campus and on the bus:

Horizon Elementary Procedures:

1. The circle drive is for one-way traffic only.
2. The circle drive is for bus traffic only between the hours of 8:00 – 9:30 a.m. and 3:00 – 4:15 p.m.

3. Buses will unload in the circle drive. Students will enter the building through the front doors.
4. Students riding to school in automobiles will be unloaded in the parent parking lot and enter the building through the main entrance. Do not park along the curb in the parent parent drop-off lane. This is for loading and unloading students only. If you plan to enter the building, please park in the parking lot.
5. Students riding to school in an automobile should arrive at school between 8:30 and 8:45 a.m. Do not bring your child to school before 8:30 a.m. On late start Wednesdays, do not bring your child to school before 8:50 a.m. as school starts at 9:05 a.m.
6. Upon dismissal, all bus students exit the building through the main entrance or gym doors. *Students will wear face coverings and maintain social distancing while walking to their buses.*
7. Students riding buses home are dismissed beginning at 3:40 p.m. Groups of buses will pick up students in front of the school between 3:40 p.m. and 3:55 p.m. .
8. Do not park your car in the circle drive or in the parent pick-up lane at dismissal. A parked car causes congestion for everyone and difficulties for bus drivers. Signs are posted in the circle drive, which prohibit parking in the circle drive during pick-up time. Please help us maintain a safe setting by adhering to these signs. Set a good example for our children by not walking between parked buses in the circle driveway.
9. Students who are being picked up by a parent during dismissal will be dismissed at 3:35 p.m. through the designated doors which lead to the parking lot. Parents will wait in a moving line through the parking lot and a staff member will assist your child in the loading zone. This is a similar process to arrival and the traffic will continue to move. Please have your student placard visible in your front window for staff.

Maple Elementary Procedures:

1. The first circle drive in front of the elementary school is for school bus traffic only.
2. All private vehicles should use the entrance marked for private vehicles, entering from the “entrance” lane, and exiting from the “exit” lane on Maple Lane.
3. Private vehicles bringing students to school should enter the north parking lot, and unload students along the plaza area. Students will enter through the doors at the top of the ramp/stairs located by the car rider loop.
4. Buses will unload in the area in front of Maple Elementary School. Students will enter the building through designated entrances.
5. Students walking to school or riding in an automobile should arrive at school between 8:30 and 8:45 a.m. Please do not bring your child to school before 8:30 a.m. on Monday, Tuesday, Thursday, or Friday or 8:50 a.m. on late start Wednesdays.
6. Upon dismissal, all bus riders exit the building through the front doors or cafeteria doors. *Students will wear face coverings and maintain social distancing while walking to their buses.*
7. Students riding buses home are dismissed beginning at 3:40 p.m.. Groups of buses will pick up students in front of the school between 3:40 and 4:00 p.m. Please do not enter the bus loading drive.
8. Please do not park your car in the circle drive in front of the school at dismissal time while you go into the school to pick up your child. Help us maintain a safe setting by

adhering to this request. Set a good example for our children by not walking between parked buses in the circle driveway.

Eagle Heights Elementary Procedures:

1. The parking lot located behind the school directly off of F Highway is for bus traffic and staff parking only during normal school hours. Upon dismissal, all students riding the bus will exit the building through designated entrances.
2. Buses will unload behind the school. Students will enter the building through designated entrances.
3. Students riding to school in automobiles will be unloaded in the front parent parking lot located directly off of 188th. Students will enter the building through designated entrances. **Please do not park and leave your car unattended along the curb. This is for loading and unloading students only. If you plan to enter the building, please park in the parking lot.**
4. Students riding to school in an automobile should arrive at school between 8:30 and 8:45 a.m. Do not bring your child to school before 8:30 a.m. On late start Wednesdays, do not bring your child to school before 8:50 a.m. as school starts at 9:05 a.m.
5. For dismissal, parents will wait in a moving line through the parking lot and a staff member will assist your child in the loading zone. This is a similar process to arrival and the traffic will continue to move. Please have your student placard visible in your front window for staff.
6. Students riding buses home are dismissed beginning at 3:40 p.m. Groups of buses will pick up students behind the school. *Students will wear face coverings and maintain social distancing while walking to their buses.*

BUS TRANSPORTATION

School bus routes will be based upon the permanent residences of eligible students. Unless required by law or an emergency situation, the district will provide transportation for students only within the student's designated attendance area. If a parent chooses for the student to attend a school or before or after school care center that is outside the designated attendance area, the parent is responsible for providing transportation.

Students desiring transportation services within the Smithville R-II School District to and from a location other than their permanent residence may be permitted to receive such services on a space-available, first-come, first-served basis. This applies to alternative custody arrangements. Parents or guardians must complete an application and submit it to the Smithville R-II School District Administrative Office in order to receive route change approval. Application request forms shall be made available at each K-12 school building or on the Smithville R-II School District's website under the link to Transportation. Requests for the new school year should be made by July 1. The phone number to Coulter Bus Company is 532-0655.

Rules and Regulations for Students Riding the Smithville R-II School Buses:

The local administration shares the responsibility of training students to be good passengers and to observe the following regulations/guidelines that are established for school bus discipline and safety.

The driver will issue a misconduct notice to students who choose not to follow school bus regulations. Misconduct notices will be issued as follows:

First Misconduct Notice: Serves as a warning to the student that inappropriate behavior will not be tolerated. Student will conference with an administrator and parents will be notified.

Second Misconduct Notice for the Same Behavior/Action: Student will conference with an administrator. An appropriate consequence will be assigned and parents will be notified.

Third Misconduct Notice for the Same Behavior/Action: Student will be suspended from riding the bus for a period of up to 10 school days.

A misconduct notice must be signed by the parent. Transportation Misconduct Notices resulting in a bus suspension prohibit a student from riding all buses in service that are transporting students to and from school. A student may not be suspended from a school bus, then board another bus to receive transportation services during his/her suspension period.

COVID19 Related Procedures/Information:

- *Families are encouraged to provide transportation to and from school if possible*
 - *Buses will run at full capacity to ensure equitable access to education for all students.*
 - *Bus drivers, aides and students will wear face coverings on the bus.*
 - *Family members will be seated together.*
 - *Bus seats will be assigned.*
 - *Buses will be loaded from the back to the front and unloaded from the front to the back to limit exposure*
1. When boarding the bus, students are to be seated and remain seated until arrival at their destination. Student's shall never move or stand while the bus is in motion.
 2. Band instruments are to be taken to the seat with the student and may be held or placed under the seat. Instruments may NOT be left with the driver or unattended in a seat or aisle. Instruments are not to be played on the bus.
 3. No pets or other animals in boxes, jars or other containers will be allowed on the bus. Parents must transport.
 4. Radios and other audio equipment will not be allowed on the bus. Headphones are permitted.
 5. Students should remain quiet at all railroad crossings and there should be minimal noise while passing through towns.
 6. NO EATING OR DRINKING ON THE BUS. (Except extra trips or as allowed by school.)
 7. Students are NOT to place their hands or any other part of their body out of the windows. Nothing shall ever be thrown out the windows of the bus.
 8. No fighting or horseplay on the bus. Classroom conduct shall be observed at all times.
 9. Each student WILL be held accountable for any destruction of property, including damage to the bus or personal property.
 10. Parents or guardians are to never board the bus for any reason.

11. The driver is in charge at all times. When on activity trips, the teacher/sponsor and driver are in charge.
12. The driver may not transport any person not regularly assigned to the bus unless otherwise authorized by building principal or designee.
13. The driver may assign each student a seat on the bus.
14. The use of alcohol, tobacco and/or drugs is NOT permitted on the bus or at the bus stops. The use of matches and/or lighters will not be permitted.
15. Obscene and unacceptable language, gestures and signs will not be tolerated.
16. Students (ALL grades) must pass 10 feet in front of the bus and establish eye contact with the driver before doing so. Students should NEVER walk behind the bus. Students are to stand a minimum of 10 feet back from the road while waiting for the bus.
17. Students are NOT to go to their mailbox until the bus has traveled away from the bus stop.
18. The school bus is an extension of school. All school rules and regulations which pertain to the students are applicable on the bus at all times.
19. Skateboards are NOT allowed on the bus. NO EXCEPTIONS.
20. Students may be videotaped while riding the school bus. The viewing of these tapes is subject to the guidelines set by the school district.
21. The use of cell phones and taking pictures with camera phones will not be allowed on the bus.

Off Campus Permit Within School Boundaries

The community of Smithville has numerous opportunities for student outings and field trips away from the school campus. Such opportunities are important resources for the classroom teacher. All field trips require written parent permission. When you sign off on reading the handbook, you are given permission for your child to participate in field trips within the boundaries of the Smithville School District. Such field trips will either be walking or trips by bus to local places. Field trips outside of Smithville will still require a separate permission slip specifically for that trip.

PERSONAL ITEMS

All articles of clothing that are going to be removed at school should be marked with your child's name. We have a box for "lost and found" items, but the box is emptied frequently. If your child loses an article of clothing, please check the "lost and found" as soon as possible to ensure the clothing is not discarded or given away.

Please do not allow your child to bring personal items such as electronic games, stuffed animals, toys, trading cards, etc. to school unless requested by a teacher. Conflict is often the result of having personal items at school. Also, items brought to school are frequently broken, lost, or stolen. Cell phone use is included in the district technology agreement and they should be used responsibly at the teacher's discretion. At no time should a cell phone be taken into the restroom. **We will not accept responsibility for personal items that are broken, lost, or stolen, nor will the Smithville R-II School District staff mediate between children or the parents of children if such an incident occurs.** When these items create a problem, they may be

confiscated by bus drivers, teachers, or other staff members. We try to return confiscated items at the end of the school year, but there is no guarantee due to the possible time lapse. We cannot be responsible for items that are damaged or lost. It is best to simply not bring these items to school, as requested.

Other Non-Permitted Items: Students are not permitted to bring knives (including toy knives), water guns, cap guns, laser pointers, skateboards, roller blades, scooters or other items that may cause injury or conflict.

Sleepovers and Distribution of Birthday Invitations: Students who attend slumber parties or have overnight visitors must make arrangements with parents for transportation. Students will not be allowed to ride a bus to another child's house for a sleepover. We do not have space available on the buses for "extra" students or room in the classrooms to store sleeping bags, radios, pillows, etc. items throughout the day. Also, please do not distribute invitations for private parties to children at school. Conflict often arises when invitations are distributed at school.

COVID19 Related Procedures/Information:

- *Face coverings will be provided to students who do not bring their own.*
- *Students will need a water bottle each day. Water fountains cannot be used at this time, however bottle filling stations are available to students.*
- *Students will keep their own supplies in a supply box and carry them with them to their Encore classes. Personal materials will not be shared. In the instance where materials need to be shared, materials will be thoroughly sanitized between student use.*

TECHNOLOGY USAGE

COVID19 Related Procedures/Information:

- *Students will be assigned a device to use at school and home if necessary. An assigned device will only be used by the student to which it is assigned. Devices will be appropriately sanitized regularly.*
- *In the case students need to use their device at home, a checkout procedure will be communicated by the district.*

The Smithville R-II School District's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. Research has shown that students who have access to technology improve achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are being used effectively by teachers and students.

Violations of Technology Usage Policies and Procedures: Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any

violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Damages: All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

WEARING APPAREL FOR SCHOOL

Guidelines for Proper Attire:

1. Shorts, skirts and dresses need to be mid-thigh or longer in length.
2. Halter tops, spaghetti straps tank tops and mesh shirts are not to be worn to school.
3. The midriff for both boys and girls must be covered.
4. Bicycle shorts and spandex are not permitted as outer-garments.
5. Shirts, pants, hats, etc. with pictures or words that are inappropriate for school-aged children are not permitted at school. This includes garments advertising beer or cigarettes and/or using profane, sexual, or violent language.
6. Hats are not to be worn in the school building.

School officials will use their discretion in determining whether or not other items of clothing are inappropriate. Students wearing items that are deemed inappropriate will be asked to call home for a change of clothes or asked to change into clothing we have available at school. Items at school are not always available.

STUDENT DISCIPLINE

Code of Conduct: The Student Code of Conduct at Smithville's Elementary Schools is designed to foster student responsibility, respect for authority and for others, a strong work ethic, and to ensure orderly operation throughout the school. Research indicates that students will adjust themselves better to school and will learn more in an atmosphere that is safe and in an environment that is conducive to learning. No code of conduct can be expected to list each and every offense which may result in the use of disciplinary action. For the most part, the consequences contained in this Code of Conduct are suggested guidelines. The principal and staff have authority to use discretion and common sense as they enforce the consequences for a particular violation of rules.

Discipline is Our Responsibility: All school district staff members are responsible for the care and supervision of the students of Smithville's Elementary Schools. The authorization to hold every student accountable and to promote responsibility, respect, and self-control while in

school, on the school grounds, at school-sponsored activities, on the school bus, or during recess periods at school belongs to every school employee.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. An individual staff member can usually handle minor misbehavior on the part of a student that disrupts the normal day-to-day procedures of the classroom or interferes with the orderly operation of the school. Misbehavior that is frequent or of a serious nature often requires the intervention of personnel at the administrative level.

When a student is sent to the office for disciplinary reasons, it may be assumed that the student has: (1) consistently failed to exercise responsibility, (2) consistently failed to respect the rights of others, (3) continued to disrupt the learning environment. When a student has been sent to the office, the administrative personnel will then use professional discretion in determining the type of disciplinary procedure that is needed to ensure that the student's behavior is corrected.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent or expulsion by the Board of Education, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 days; however, expulsion of students is a function only of the Board of Education.

Discipline Philosophy: Schools must prepare students for their responsibilities in a democratic society. To accomplish this goal, there must be respect and mutual trust among parents, teachers, and students. A discipline policy is a tool that helps prepare students for these responsibilities. In this regard, the discipline policy becomes an integral component of the education process and a symbol of the commitment of parents, students, teachers, and administrators to maintain an effective learning environment.

Corporal Punishment: The Smithville R-II School District does not use corporal punishment as a measure of correction or of maintaining discipline and order (File JGA).

Safe Schools Act of 1996: Under the Safe Schools Act of 1996, all employees of the district shall annually receive instruction related to the specific contents of this policy of discipline and its implementation, including methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity for confidentiality.

Threats of Violence: It is considered of extreme importance that the students and employees of the Smithville R-II School District perceive our schools to be safe and unthreatening environments for learning. As such, threats of violence or bodily harm, be they verbal, physical, visual, or written, will not be tolerated and will result in swift investigation, appropriate disciplinary action, and possible notification of law enforcement authorities. Students and district employees are urged to contact an administrator, teacher, or counselor immediately if they have been threatened or are made to feel threatened at any time.

Missouri's School violence Hotline number 1-866-748-7047

Make A Call, Help Us All! Report threats against students, teachers and schools.

PBIS: Smithville R-II School District follows the PBIS (Positive Behavioral Intervention and Supports) model, as well as working to be proactive and preventative with discipline. Students are consistently rewarded for doing what is right through the use of Tribe Tickets.

The following district beliefs guide decisions around student discipline in preventive and proactive ways:

- We believe that high student engagement results in positive student behavior.
- We believe that building quality staff-student relationships and staff-staff relationships creates a school culture where all learn, trust, and own personal behavior.
- We believe that establishing positive expectations, consistent structures, and explicitly taught routines creates an environment in which all students can learn and are empowered to make good choices about their behavior.
- We believe that as our society and community changes, we need continual professional development to ensure our students' academic, behavioral, and social-emotional growth.

Following a proactive and preventative approach, the following methods will be used:

- establish and teach clear rules & expectations (3-5); state rules in the positive
- establish and teach routines & procedures
- analyze classroom environment for potential drawbacks (including structure, layout & decor)
- provide behavior-specific praise
- provide choice
- recognize that teacher's actions impact behavior
- provide students with "opportunities to respond" (OTR)
- provide feedback stated in the positive; praise desired behavior; structure opportunities for goal setting; explicitly describe corrective behavior
- make student and teacher engagement a priority
- provide ongoing professional development for staff
- show respect for students; ignore some behaviors
- teach conflict resolution

When problems arise, the following methods may be used:

1. If a student is making inappropriate choices, and proactive and preventative approaches have not been effective, the student is moved to a safe spot in the classroom. This is typically a desk that is set apart from the other students, but in a location that allows the student to continue to receive instruction. The student may complete a "Think Sheet" while in the safe spot. The Safe Spot is viewed as a "cooling off" spot for students.
2. If the student is still unable to rejoin the class or causes further disruption to the class, a behavioral interventionist or administrator is called into the classroom to assist. The

attempt to recover and rejoin the class is done within the classroom setting unless the behavior is disrupting the learning of others.

3. Some students may require a behavior plan that is created and implemented with the support of a behavioral specialist and/or administrator. Communication with the student's parents/guardians is an integral component of impacting behavioral change.

BULLYING

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.

Missouri School Violence Hotline: If you suspect your child is being bullied, remember to support your child, inform others and take action. The Missouri School Violence Hotline does take reports on bullying.

First, focus on your child. Be supportive and gather information about the bullying. Tell your child you are concerned about him or her and ask questions. Contact your child's teacher and/or principal. He or she will probably be in the best position to understand the relationships between your child and other peers at school. Ask the teacher to talk to other adults who interact with your child at school to see if they have observed students bullying your child. If you know your

child is being bullied, take quick action. There is nothing worse than doing nothing, and bullying can have serious effects.

For more information about bullying, bullies, victims, and what adults can do, check out this website provided by the U.S. Department of Health and Human Services: www.stopbullyingnow.hrsa.gov or call 1-866-748-7047.

Crisis Plan: Each of the schools in the Smithville School District has a Crisis Plan in place. Drills are conducted periodically throughout the school year to ensure that students and staff will respond quickly and appropriately in the event of a crisis.

At the start of the school year, and periodically throughout the year, teachers will review with students the procedures to be followed during crisis drills.

ENROLLMENT/DEPARTURE PROCEDURES

Kindergarten: Children who will be five years of age on or before July 31 may enter kindergarten. Children who live inside the Smithville R-II School District will be asked to register in the spring before entering school in the fall.

First Grade Students: Children who are six on or before July 31 for the coming school year may enter first grade.

New Student Enrollment: Any student who enrolls in Smithville School District after the first day of the academic school year may attend school the day following his/her registration, provided all information has been obtained. It is necessary that we have one full school day to process new student registrations, send for student records, and assign new students to classrooms.

Students enrolling must present a birth certificate, social security card, immunization record, and proof of residency that we may copy for our records.

Early Childhood Enrollment: An Enrollment form/Health update is necessary to enroll a child in the Smithville R-II Early Childhood program.

Students Leaving the District: Any child who begins school in the Smithville R-II School District and moves out of the district during the course of the school year must attend school in his/her new school district. If you are moving out of the Smithville R-II School District, please notify your Elementary office at least five (5) days prior to withdrawing your children from school.

COVID19 Related Procedures/Information:

Virtual Enrollment: *Virtual enrollment is an option this school year. For additional information visit www.smithvilleschooldistrict.net.*

HEALTH INFORMATION

Medication: The Smithville School District health personnel are dedicated to providing the highest level of service to our students. When possible, we encourage medication to be administered at home using a schedule that will not require doses during school hours. However, a child's health care provider may deem it necessary for medication to be taken during school hours. If so, all prescribed medication must be accompanied by written permission from a licensed physician.

1. Students on daily or temporary prescription medication

- a. Written or faxed orders from a physician licensed to prescribe and written permission from the parent/guardian must be provided for any prescription medication to be given at school. The information will include the name of the student, name of the medication, dosage, route of administration, and time the medication is to be taken.
- b. Medication must be brought to school in the original container appropriately labeled by the pharmacy or licensed health care provider to include:
 - i. Student's name
 - ii. Name of medication
 - iii. Strength
 - iv. Dosage schedule
- c. For the safety of students, it is strongly recommended that medications be delivered to school by an adult.

2. Over the counter medication(Limited to items such Jr. Str. Tylenol, Jr. Str. Advil, cough medicine and cough drops-applies to elementary schools only)

- a. Non- prescription over the counter medication must be sent in the original container marked with students name and accompanied by a parent's authorization to administer.
- b. Only the instructions on the container will be followed unless the physician provides alternative instructions.
- c. If a question should arise, the school nurse will have the right to refuse administration of the medication until further clarification is available from the parent/guardian and/or documentation from the physician is received.

3. The attached "Permission to Dispense Medication" form should be filled out by parents. The form should be returned on or before the first day medication is to be dispensed.

4. Injectable Medication (for asthma, allergies, diabetes, bee stings.)

- a. School personnel will not be responsible for administering injectable medication. If a medical condition exists requiring medication, arrangements must be made by the parent/guardian.

5. Any change in the time or dosage of medication must be accompanied by a written request from the physician.

6. It is the student's responsibility to come to the health room for assistance in taking medication.

7. Administration of medication to a student shall be limited to the Registered Nurse and/ or the nurse's designee.

8. All medication will be stored in a locked cabinet or refrigerated as appropriate.

Immunizations: Smithville Schools Rules and Regulations Manual-Section JHCB states:

“It is unlawful for any student to enroll in or attend school unless the student has been immunized, as required under the rules and regulations of the Division of Health of the Department of Public Health and Welfare, and can provide satisfactory evidence of such immunization or produces satisfactory evidence of having begun the process of immunization. School attendance may continue as long as the immunization process is being accomplished in the prescribed manner. It is unlawful for any parent or guardian to refuse or neglect to have a child immunized, as required by this section, unless the child is properly exempted as provided by Section 167.181 of the Missouri Statutes.”

The Health Services Department of the Smithville School District shall keep complete immunization records of each pupil in the school system. Students who do not meet state immunization requirements, or who have not been exempted as provided by law, will not be allowed to enroll in or attend school.

In the event of an epidemic is officially declared, all students not properly immunized will be excluded from school attendance during the course of the epidemic. This includes those who otherwise have been exempted.

If your child receives an immunization during the school year, please send his/her immunization record to school for update and verification. We will copy the record and return it to you immediately. The school is required by law to keep your child’s health record as current as possible

Immunization requirements for age 16-59 months:

DPT/DtaP/DT	Four doses by 4 th birthday
Polio	Three doses by 4 th birthday
Hepatitis B	Three doses
Hib2	One or more doses
MMR	One dose
Varicella	One dose

Head Lice: School board policy JHCC-1 states that students enrolled in the Smithville R-II School District who have been found to have head lice will be excluded from school and will not be readmitted until proof is presented that treatment for head lice has been administered. Students will be re-examined by school personnel prior to re-admittance. At that time there can be no live lice and all visible lice eggs (nits) must have been removed from the hair. If the student does not meet these criteria, admittance back into school will be denied even if the student has a physician’s note.

If you treat your child, please report it to the school nurse. This will assist the nurse in controlling the spread of lice.

When to Stay Home: A student should not attend school when his/her temperature has already reached 99 degrees in the morning. A temperature at night is a fair indication that your child will need to stay home the next day, since temperatures often drop in the morning and rise during the

day (a condition often seen in viral illness). A child running a low-grade fever should not be in school, due to his/her susceptibility to other infections, as well as the danger of exposing others to the infection. When a child registers a temperature of 100 degrees at school, he/she will be sent home immediately. ***A child should be free of fever for 24 hours before returning to school.*** An accurate temperature (not one influenced by Tylenol or other fever reducers) should be taken.

COMMON ILLNESS

Sore throats are a very common complaint. They are not emergent unless other symptoms are present as well (i.e. temp, vomiting, rash). Once at the clinic, students will be assessed by the nurse. If reddened or sinus drainage is observed, fluids may be encouraged. If blisters or swollen tonsils are observed, a parent will be contacted. Peppermints may be given to students. For **strep throat** a student may return to school 24-48 hours after beginning an antibiotic treatment (recommended by the Missouri State Health Department).

Stomach aches are a very frequent complaint, often exaggerated, and difficult to medically evaluate. It can become a very time consuming evaluation for the student, nurse, and teacher. If a child states vomiting, there must be verification from school staff. If the student has been in clinic x 20 min without fever, vomiting, or diarrhea, they may return to class. Upon initial complaint to the teacher, the student should be given the opportunity to use the bathroom. If a child has a medical condition that caused frequent stomach problems, it should be reported to the school nurse so that a Plan of Care can be written and followed.

Dry, chapped lips are not a medical necessity and do not need to be seen in the clinic unless sores or bleeding are evident. Students will then be allowed 1 trip to the clinic for Chapstick. Parents are encouraged to provide Chap Stick especially in the winter season.

Splinters will be removed if visible and accessible with tweezers. They will not be “dug” out. A Band-Aid may be given and the student will be encouraged to let parents/guardians know upon arriving at home.

If **pink eye** is suspected, the child will be sent home and referred to a doctor for evaluation & treatment. If it is diagnosed as pink eye, they may return to school after 24 hours of treatment with appropriate medicated eye drops.

Students with **draining wounds** that cannot be covered with appropriate bandages will not be allowed at school.

All **head traumas** will be reported to parent/guardian immediately. Student will be sent home if needed.

If the student has **ringworm** in a place where it can be covered by a bandage, the student may remain in school and the parent will be notified to obtain treatment. If not, the student will be sent home. They may return to school after appropriate medical treatment is started. Two applications are preferred.

If **scabies** is suspected, your child may be sent home and referred to a medical professional for diagnosis. They may not return to school until treated and released by a doctor.

If a student complains of a **headache**, and no other symptoms, he/she may be asked to remain in class until break. If appropriate, the student may rest in a quiet darkened clinic for up to thirty minutes. Exceptions to this would be diagnosis of migraines or other medical condition that includes frequent headaches. Headaches are a frequent complaint and can be hard to evaluate/diagnose. Oftentimes headaches can be related to dehydration. Please encourage students to bring a water bottle from home and hydrate throughout the day. Parents, please talk with your school nurse if there is a history of medical problems so that special adjustments can be made.

Eyeglass repairs can be time consuming. If the glasses are wearable, the student will be asked to have the glasses fixed at home.

Earaches can be a common complaint. Unless it is a chronic pain or drainage is apparent, and a temperature is present, the child may be kept in class. The nurse can check for inflammation and drainage, but cannot diagnose an ear infection; therefore, the child may be referred to a physician for further evaluation. Most children with ear aches without fever can stay at school.

Stomachaches or **earaches** that have interrupted sleep at night are generally organic in nature, and often signify infection.

Vomiting that occurs, followed by a *fever*, and usually indicates *intestinal flu*. ***You must remain home for 24 hours after vomiting.*** Please keep your child at home to restrict the diet. Generally, *intestinal flu* is accompanied by vomiting, diarrhea, or both.

Emergency Information: It is essential that you provide the names and telephone numbers of the individuals to be contacted in case of emergency or illness if you are not available. If this information changes during the school year, please notify the office of the change.

Miscellaneous Information: Check your child's backpack daily for information regarding school, immunization notices, visits to the health room due to illness, accident reports, lunch balance notices, etc. *Special health problems such as asthma, allergies, and/or chronic illness should be reported to the school nurse.*

Health Screenings: Throughout the year vision, hearing, and dental screenings are conducted. If you do not want your child screened, please send a note to school at the beginning of the school year. All health related screenings are announced in advance.

Clay County Health Department has a free immunization clinic that is open to the public each Thursday afternoon from 1:00 P.M. until 4:00 P.M. at the Northview Heights Housing Project in Smithville. In order for your child to be immunized, he/she must be accompanied by a parent or legal guardian, have no fever, and be free from antibiotics for a period of at least three (3) days. An immunization record must be presented.

Mission of the Smithville R-II Health Services: To assist students to achieve academically and socially in the school environment by promoting health for all students. Our health services staff is here each day to promote this goal.

- Establish regular evening routines which will provide adequate time for study, relaxation and rest.

- Began each day with a nutritious breakfast.
- Take pride in personal appearance and practice good personal hygiene.
- Make clothing choices suitable for changeable weather conditions.
- Call school if student is absent and report communicable illnesses or changes in health.
- Stay at home if fever, diarrhea, or vomiting is present, or if too ill to benefit from classroom activities.
- Follow the district and fever guidelines: students sent home from school with a fever 100 degrees or greater may not return to school the following day. They must be fever free for 24 hours, without medication, before returning to school.
- Inform your school health room of recent immunizations.
- Report changes in emergency information, phone numbers, addresses, emergency contact to your school office or health room.
- Help your family make positive choices. Be a good listener. Discuss concerns. Be respectful and supportive.

COVID19 Related Procedures/Information: *The district is taking guidance regarding how to address symptoms from local medical professionals and organizations. As guidance is updated, the school district will adjust accordingly. The Smithville elementary schools will follow district procedures related to COVID19 symptoms and illness.*

High/Increased Risk Populations

People of any age with certain underlying medical conditions are at increased risk for severe illness from COVID-19:

People of any age with the following conditions are at increased risk of severe illness from COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

COVID-19 is a new disease. Currently there is limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from

COVID-19. Based on what we know at this time, people with the following conditions might be at an increased risk for severe illness from COVID-19:

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

Children who have medical complexity, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease might be at increased risk for severe illness from COVID-19 compared to other children.

Screening

Families need to self-assess on a **daily basis** to determine if their child is safe to come to school. Symptoms may appear 2-14 days after exposure to the virus. Anyone with one major symptom or 2 or more minor symptoms may have COVID-19 and should not come to school. The school must be contacted immediately with an explanation of symptoms.

Symptoms Associated with COVID-19

Major Symptoms (High Risk)	Minor Symptoms
Fever $\geq 100^*$	Chills
Shortness of breath/difficulty breathing	Persistent Cough
New loss of taste or smell	Fatigue
	Muscle or Body Aches
	Headache
	Sore Throat

	Congestion or Runny Nose
	Nausea or Vomiting
	Diarrhea

Exposure

Exposure is defined as contact within 3–6 feet for ≥ 15 consecutive minutes within the 48 hours prior to onset of symptoms in a person with known or suspected COVID–19.

What to do if a student has COVID-19 Symptoms?

Scenario 1:

Screening Results	Does the Child Require a COVID-19 Test	When Can the Child Return to School?
1 Minor Symptom AND No COVID-19 Exposure	NO	Return to school 24 hours after symptom resolution OR If an alternate diagnosis is made, return with a doctor's note**

**A doctor's note is required to return with an alternate diagnosis or recommendation to return to school.

Scenario 2:

Screening Results	Does the Child Require a COVID-19 Test	When Can the Child Return to School?
1 Major Symptom OR ≥ 2 Minor Symptoms AND No COVID-19 Exposure	YES	Negative COVID-19 Test Return to school 24 hours after symptom resolution OR If an alternate diagnosis is made, return with a doctor's note**

		<p>Positive COVID-19 Test At least 24 hours since resolution of fever without fever-reducing medications AND improvement in symptoms AND At least 10 days have passed since symptoms first appeared</p>
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**A doctor’s note is required to return with an alternate diagnosis or recommendation to return to school.

Scenario 3:

Screening Results	Does the Child Require a COVID-19 Test	When Can the Child Return to School?
Exposure to person with COVID-19	NO	Quarantine for 14 days from the last exposure to a person with confirmed or suspected COVID-19.* If a child develops major or minor symptoms during quarantine, they need to be tested for COVID-19.

*If you are living with a person quarantined for COVID-19, the student is considered exposed if the person with COVID is in contact with the student at any time. Quarantine for the student begins when there is NO contact with the person that has COVID-19.

Students and staff will be required to go home with at least one major symptom or 2 or more minor symptoms based on nurse assessment and knowledge of the student's medical history. The school nurse will use their professional judgement to evaluate the entire clinical picture when making assessments. Parents should come immediately to pick up a child when the nurse calls. Each school has a designated space within or near the health room for an isolation room. Students will be placed in an isolation room while waiting for a ride home. PPE should be used by the nurse (or other designated staff member) when escorting the student to the vestibule to meet parents/guardians who are picking up a child.

School nurses will be in full PPE while interacting with students in the health room including masks, eye shields, and gloves. Students are required to have a face covering. PPE, health rooms and isolation spaces will be cleaned and disinfected regularly.

Students will go to the health room to receive their medication; however, the nurse will meet students at the door to mitigate risks of those entering the health room.

The health room restroom will be used for medical reasons only and will be monitored by nurses.

Nurses are to report any positive cases of COVID-19 to the superintendent.

Tracking Attendance related to Health Concerns/COVID-19 Related Issues

A spreadsheet will be kept by nurses with the assistance of building administrative assistants to track any students sent home with COVID-19 symptoms as well as any reported exposures or absences due to COVID-19.

1. Nurses will ask the parent/guardian about recent travel in or out of the country of student and/or household members and recent exposure to a confirmed or presumed positive case of COVID-19.
2. Administrative assistants will prompt parents for more information about students who are ill.
3. Parents will be required to give symptoms, if there was any diagnosis, and if a COVID-19 test was done.
4. A determination will need to be made based on the information provided to the school on when a child can return to school based on testing or not-testing.
5. It will be imperative that classroom teachers share any and all information that parents direct to them to keep the nurse and administrative assistant informed.

GRADING SYSTEM

Smithville R-II Board policy file: IKA states:

Letter grades will be used in grades three through twelve. Special symbols and terms appropriate to elementary art, music, technology and innovation, and physical education programs may be used to indicate student progress. Students with disabilities may be graded according to their individual education program (IEP). The Board of Education may exempt certain programs from this policy.

Grades will be related to academic achievement. Teachers will keep records to indicate how the evaluation was determined and shall be ready to explain such evaluation when requested. Once a teacher assigns grades, only the teacher shall change a grade.

Smithville R-II Board policy file IKA-R states:

The Smithville R-II School District student evaluation plan is designed with flexible criteria to encompass individuality. This is helpful in attempting to analyze each student's progress to the

student, parents/guardian, and teachers. The following guidelines reflect the procedures to be used regarding grading at the district’s elementary, middle, and high schools.

Purpose of 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 provides a uniform system of communicating the student’s standing to the student and parents/guardians.

Our grading system is currently under revision; however, for now the following applies:

Letter Grading: The grades assigned in school subjects or courses shall measure achievement of the subject or course concerned. Grades assigned by different teachers shall represent as nearly as possible the same relative degree of achievement. The following percentage scale will be used as a guideline:

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

Standards Based Grading: In some specific areas, standards based grading will be utilized in place of the traditional letter grading system. That system is outlined as follows:

- *Reporting on core subjects:*

5 – Advanced	Consistently performing above grade level expectation
4 – Proficient	Consistently meeting grade level expectation
3 – Progressing	Objective not met, but showing progress
2 – Needs Work	Performing below grade level expectation
1 – Introduced	Newly introduced objective

- *Reporting on Core Ethical Values & Art/Music/PE/Innovation & Technology Grades*

1 – Not met	2 – Making progress	3 – Met
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Parent/Teacher Conferences: Individual Parent/Teacher Conferences will be held at the end of the first quarter. Student led conferences will be scheduled in the spring. Please consult your Elementary School’s Calendar of Events for exact dates.

Student Assessment: *Smithville R-II Board policy file IL states:*

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.

LUNCH

COVID19 Related Procedures/Information:

The following adjustments will be made regarding cafeteria procedures:

- Students and staff will not self serve.
- Breakfast will be eaten in the classrooms.
- Lunches will be served to students eating one of the three available school lunch options- hot lunch, sandwich, or salad.
- Students will rotate between eating in the cafeteria and eating in the classroom to ensure social distancing. Students will not be required to wear face coverings while eating and will follow social distancing guidelines.
- Students may bring lunch from home that follow school guidelines
- Hand washing will occur before and after lunch.
- The cafeteria will be cleaned and sanitized between lunch shifts.

School Lunch: Smithville R-II School District uses a computer system for accounting and reporting school lunch. Each student is issued an account number. As the student goes through the lunch line, the price of the school lunch is deducted from the student's account. Please keep money deposited into your child's account to avoid a negative balance.

Even with the computerized program, students may "charge" lunch for a period of up to five days. When a charge has reached \$10.00, no more charges will be allowed until the negative balance is paid. Any student with a negative account balance of \$10.00 will be given a commodity lunch until the balance is paid. Paper notification will no longer be sent home regarding negative accounts. Please utilize your PowerSchool account to monitor your child's balance.

The preferred payment method is for parents to access Revtrak for online payments. Instructions for using Revtrak are found at <https://www.smithvilleschooldistrict.net> under Parent Resources. Click on "Student Fees and Meal Payments (Revtrak)".

Students may "charge" lunch for a period of up to five days. After charges totaling \$10.00 have occurred, no more charges will be allowed until the negative balance is paid. Any student with a negative account balance of over \$10.00 must bring a sack lunch to school until the balance is paid. If a sack lunch is not brought to school, the school will provide an alternative sandwich and milk for the student.

Please do not send soda to school for your child’s lunchtime beverage. Food items or drinks in glass containers are not allowed due to safety issues. Children are not allowed to share food.

Lunch Prices for the School Year are:

Breakfast.....	\$2.00
School Lunch	\$2.50
<i>Reduced Price</i> School Breakfast	\$.30
<i>Reduced Price</i> School Lunch	\$.40
Extra Milk.....	\$.45

Adult Prices:

Breakfast.....	\$2.50
Lunch.....	\$3.50

Snacks and Treats: The food sold to students as part of the district’s meal programs will meet the requirements of the U.S. Department of Agriculture (USDA). The foods and beverages sold and served during the school day outside the reimbursable school meal program (competitive foods and beverages) will meet or exceed the USDA Smart Snacks in School (Smart Snack) nutrition standards. These standards will apply in all locations any time foods and beverages are sold to students during the school day, which includes but is not limited to, foods and beverages sold in vending machines, school stores, and snack or food carts; a la carte options in cafeterias; and food and beverages sold through district-sponsored fundraising, including fundraising by student-initiated groups, unless an exemption applies, as described below:

1. Foods sold off campus, outside the school day or to non-students do not have to meet the USDA standards.
2. Foods that do not meet USDA standards and are not intended for consumption at school may be delivered during the school day, and order forms for such food may be distributed during the school day, to the extent that these activities comply with district policies and procedures.
3. Each school building within the district may hold up to five events per school year on district property, during the school day that involves the sale of foods that do not meet the USDA/Smart Snacks standards.

DUE TO COVID19, BIRTHDAY TREATS DISTRIBUTED AT SCHOOL MUST BE PURCHASED THROUGH OPAA.

All food and beverages the district provides or makes available to students during the school day will meet or exceed the Smart Snack nutrition standards. This includes, but is not limited to, foods and beverages provided or made available to students for celebrations, classroom parties and birthdays, regardless of the source of the food. Some classrooms are nut-free classrooms and food-free classrooms due to allergy concerns. Please be considerate of all student needs and abide by these guidelines. The following link will help to determine if a food or product meets the standards set forth: [USDA Healthier School Day](#).

Foods and beverages will not be used as a reward or withheld as punishment. Students will have access to safe and unflavored drinking water throughout the school day in every district facility used by students. Free, safe, and unflavored drinking water will be available to students during mealtimes in the places where the meals are served.

Early Childhood: Our Early Childhood Program is a peanut and tree nut free zone. At this time, baked goods from a bakery are not allowed due to concerns of cross contamination.

Listed below are foods that contain peanuts/tree nuts or any of these ingredients:

- Any nut butter
- Caponata
- Nut oil, cold pressed, expelled or extruded peanut oil
- Gianduja (a nut mixture found in some chocolates)
- Goobers
- Ground nuts
- Mandelonas
- Marzipan (almond paste)
- Natural nut extract (i.e. almond, walnut)
- Nougat
- Nut paste
- Nut pieces
- Nutmeat
- Peanut butter
- Peanut flour
- Pesto
- All nuts and artificial nuts

Other foods or products that may indicate the presence of peanut/tree nut protein include the following:

- African, Asian (especially Chinese, Indian, Indonesian, Thai, and Vietnamese) and Mexican dishes
- Candy(including chocolate candy)
- Cereals
- Granola bars
- Trail mixes
- Dried fruit
- Egg rolls
- Enchilada sauce
- Flavoring
- Sunflower seeds are often produced on equipment shared with peanuts

Please read all ingredients before sending a product to the program. Smithville R-II Early Childhood Program does not allow homemade items to be brought into the building.

POWERSCHOOL

Parents may access their child's grades, attendance, and lunch balance at any time through the internet using PowerSchool. Grades are updated a minimum of once per week and attendance and/or lunch balances are updated daily. To access this service, you must be registered in PowerSchool and receive an ID and password. To access, go to the UES Website at <http://ues.smithville.schoolfusion.us> and click on the link provided. You may also access the site at <http://ps.smithville.k12.mo.us/public>

LIBRARY

Library will be included in the Encore rotation. The librarian plans appropriate activities to promote books, reading, library skills, or a classroom activity.

No fines are charged for late books, but students may be restricted from checking out other books until the late book is returned. Students are charged a replacement fee for lost or damaged books and magazines.

Students will checkout books during their scheduled library class time.

ENCORE

COVID19 Related Procedures/Information:

The following procedures will be followed to ensure student safety:

- washing of hands before, during and after Encore class
- students will have access to their own supplies
- shared supplies will be thoroughly sanitized after use
- social distancing guidelines will be followed
- travel in the hallway to and from Encore classes will be staggered to eliminate the number of cohort groups in the hallway during passing periods
- When necessary Encore classes may move to an outdoor setting to assist with social distancing during certain activities

VISITORS

COVID19 Related Procedures/Information: *At this time, visitors will not be allowed in the buildings during the school day except in the case of an emergency.*

If guidelines allow visitors during the school year, the below practices will be followed:

All visitors must sign in at the office before entering the building and wear a visitor sticker while in the building even before school begins. After 9:05 a.m. all doors will be locked and visitors must use a buzz in system at the front door to gain access to the building.

Visitors at School: Parents are welcome to visit their child's classroom. However, to ensure that the environment is conducive to learning, please limit your classroom visits to 30 minutes or less. If you plan to visit in the classroom, call ahead to set up a time with the teacher for your

visit. This is especially important in the lower elementary grades where visitors in the classroom may easily distract students. *All visitors are asked to sign in at the office and obtain a visitor badge before going to the classroom.*

Do not use a classroom visit as an opportunity for a parent/teacher conference. If you wish to visit with a teacher about your child, please set up an appointment to meet with the teacher.

Children Visiting: Because of a lack of seating, the confusion that generally results and the lack of planned activities for unexpected children, we cannot allow children to visit school who are not accompanied by a parent or an adult.

INCLEMENT WEATHER AND THE CANCELLATION OF SCHOOL

When bad weather occurs and there is a possibility of school cancellation, the following situations could occur:

1. School Cancellation: Watch for closings on most radio and TV stations in the Metropolitan Kansas City area. The decision to cancel school is generally made by 6:00 a.m.
2. School Starting Later in the Day: If inclement weather strikes late at night and clears by early morning, it is possible that school could start an hour or two later to allow road crews to clear roads. Classes will dismiss at regular times in the afternoon. Area radio and TV stations will air the information.
3. Dismissing School Early: If bad weather strikes after classes have begun for the day, school may dismiss early, ensuring that the second bus routes are able to complete their routes before darkness falls. This information will be aired on area radio and TV stations.

We ask that parents carefully plan the options available to them in the event school is dismissed early in the day. (For example: Do your children know what they are to do when school is dismissed early? Do you have alternate plans for child care when school is dismissed early?)

Planning ahead for an early dismissal helps to avoid confusion, and helps to avoid communication problems in transporting your child where he/she needs to go. Notifications of school closings will be announced on: **KCMO - Kansas City - 710 AM and on KCMO-TV channel 5.**

FREE AND APPROPRIATE PUBLIC EDUCATION NOTICE

The Smithville R-II School District is required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty, regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three through twenty-one will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders

(voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education and traumatic brain injury.

IMPORTANT NUMBERS

High School	816-532-0405
Middle School	816-532-1122
Horizon Elementary	816-532-4566
Horizon Cafeteria	816-873-3217
Maple Elementary	816-532-0589
Maple Cafeteria	816-873-3288
Eagle Heights Elementary	816-532-5959
Eagle Heights Cafeteria	816-532-6301
Central Office	816-532-0406
Coulters Bus Company	816-591-5399