

SMITHVILLE HIGH SCHOOL

STUDENT HANDBOOK 2021-2022



MASCOT: WARRIOR

COLORS: GREEN AND WHITE

**SMITHVILLE HIGH SCHOOL
645 S. Commercial
Smithville, MO 64089
(816) 532-0405**

CONFERENCE: GKCSC
(Greater Kansas City Suburban Conference)

Conference Schools:
Kearney, Platte County, Winnetonka, Grandview, Raytown South and Ruskin

MISSION STATEMENT:

Building on a tradition of excellence, the mission of Smithville High School, located in a growing lakeside community, is to educate all students in a premier learning environment and to develop students to serve as proactive, compassionate leaders in an interconnected world by providing rigorous and meaningful opportunities for each student to reach his/her unique and full potential while being good stewards of our resources and investing in quality staff.

VISION

Our positive school culture is based on the **INVESTMENT** we make in **RELATIONSHIPS**. We value relationships based on trust and **INTEGRITY**, carried out and sustained through habits such as **PERSEVERANCE** which helps us grow into a **COMMUNITY** and is carried out through our vision.

SCHOOL SONG

*Smithville High School's the best school
any one has ever known:
Fate spinners declare us winners,
so we know it must be so.*

*Here's to Warriors of Smithville
may your powers prove the best,
And proclaim thru every victory fame for the
S. H. S.*

SMITHVILLE HIGH SCHOOL STAFF 2021-2022

645 South Commercial Avenue
Smithville, MO 64089
Telephone: (816) 532-0405 Fax: (816) 532-4193

Administrators: **Dr. Tracy Platt – Principal**
Mr. Darren Shaffer – Assistant Principal/Activities Director
Ms. Monica Leary - Assistant Principal
Mr. Taylor Middleton - Assistant Principal
Dr. Rachael Marchetti - Assistant Principal

Administrative Assistants: Ms. Donna Vennera – Office Ms. Stacey Sapp - Bookkeeper
Mrs. Laura Edwards - Office Mrs. Kim Nitsche - Athletics

Behavior Interventionist: Mr. T Mason

Counselor’s Office: **Ms. Karen Johnson – Counselor - PLC Leader**
Mrs. Jennifer Robinson – Counselor
Mrs. Tara Combes – Counselor
Mrs. Deb Donnell– Registrar

English/Language Arts: **Mr. Alex Houck – PLC Leader**
Mrs. Sarah Doubenmier Mrs. Angie Perkins
Miss Nikki Wagner Mrs. Sara Miller
Mrs. Danielle Finch

Vocational/Practical Arts: **Mrs. Rochelle Sinclair(FACS)**
Mr. Johnny Viebrock – Agriculture Mr. Ben Matthews – PLTW/Math
Mrs. Allison Mollenhour - FACS Ms. Destiny Marsh
Mrs. Bailey Grassley - FACS

Fine Arts: Mr. Tom Brockman - Band Mr. Dalton Haberman - Jazz Band
Ms. Diane Migletz - Art Ms. Tessa Courtoise - Art
Mr. Grant Fischer - Band Mr. Dalton Pittenger - Theatre/Drama
Mr. Marcus Duncan - Vocal

World Languages: Ms. Tamarin Stark Mrs. Kelly Cashatt
Ms. Elisa Scarpelli

Math: **Mr. Justin Corcoran – PLC Leader** **Mrs. Angie Sanders - PLC Leader**
Mrs. Rachel Cooper Mr. Tim Jordan
Mr. Jon Reed Mr. Shawn Logan

Media Center: Mrs. Julie Winterboer
Media Center Aide: Vacant

Nurse: Mrs. Debbie Wilmes

Physical Education:	Mr. Jason Ambroson - PLC Leader Ms. Monica Leary Mr. Taylor Middleton Mr. Jared Luke	Ms. Leslie Dickherber Mr. Josh Speer
Athletic Trainer:	Ms. Gini Fite	
Science:	Mr. Ryan McCluskey – PLC Leader Mrs. Reian Wilson Mr. Kiefer Smith	Ms. Kim Morgan Mrs. Rebecca Carnes Mr. James Pickert
Social Studies:	Mrs. Alexis Small – PLC Leader Mr. Jake Sobbe Mr. Mitchell Kline Mr. Bret Marshall	Ms. Megan Klein Mrs. Katy Minnix Mrs. Joeline McCrary
Special Services:	Mr. Dustin Pearson - PLC Leader Mrs. Tiffany Cox Mrs. Heather Cintron	Ms. Lauren Milby Ms. Alison Storm
Gifted:	Mrs. Paige Scheibe	
In-School Suspension:	Mrs. Leary, Mr. Mast, Mr. Middleton	
Learning Center:	Mr. Charles Spitsnogle (Alternative Education)	
Learning Center Aide:	Mrs. Tiffani Miller	
Instructional Aides:	Mrs. Michelle Atkinson Mr. Michael Mast Mrs. Bev Still Mrs. Sherri Clegg	Mrs. Rochelle Hoffman Mrs. Lori Flugrad Mr. Blake Huneau Mr. Caleb Wiley
Custodial Staff:	Mr. Ken Snyder Mr. Kyle Neilsen	Mr. Brian Crabtree Mrs. Lisa Crabtree
School Resource Officers:	– Officer Joe Buchheit	

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MESSAGE FROM THE PRINCIPAL



Welcome to the Smithville High School Handbook. This handbook is designated to communicate key information and expectations with our students and their families. It is also designed to assist with organizational needs as students maximize learning opportunities. Our focus to maintain high standards and excellence will include strong **Attendance**, strong **Behavior**, strong **Credits**, and strong **Social-Emotional Support**. **(The ABC'S of success)**

It is our pleasure to welcome all parents and students to Smithville High School. The teachers, staff, and administrators at Smithville are dedicated to accelerating the achievement of **EVERY STUDENT, EVERY DAY, NO MATTER WHAT!** Smithville High School maintains a proud tradition of academic excellence. U.S. News "Best" badges are widely recognized as symbols of excellence in U.S. education. We proudly display this badge as we are ranked 35th out of 603 high schools in the state of Missouri for 2021 for academic excellence and 24th out of 136 in the MO Metro Area High Schools.

Academic success for every student is a result of high standards, support, positive relationships with students, and strong partnerships with parents. Our school offers a variety of co-curricular activities for students and we encourage you to participate. Participation in co-curricular activities enriches the high school experience. We have established three expectations for our learning community to achieve our academic and co-curricular goals:

Be Respectful

Be Responsible

Be Safe

Based on these expectations students will benefit from a positive and safe learning environment. We are "**Warrior STRONG**" and we want our staff, students, parents, and guests to feel a sense of pride and camaraderie when on our campus. Therefore, **we maintain high standards of respect and kindness for persons and property**. We will follow our **Warrior Strong Code** which outlines both incentives and consequences for violating a rule that protects a safe and positive environment. **We are proud to serve the students and families of Smithville**. Please do not hesitate to stop in or call if you have questions or need assistance. We look forward to a successful year together as Warriors!

Dr. Tracy Platt

Principal, Smithville High School

plattt@smithville.k12.mo.us



Twitter: @FinishSTRONGSHS



Facebook: @SHSWarriorStrong



@warriorstrongshs

SMITHVILLE HIGH SCHOOL BUILDING IMPROVEMENT PLANS 2021-2022

PRIORITIES: Our priority is to provide a learning environment that supports student growth and supports them mentally, emotionally, and physically. Our school improvement plans focus on the whole student through the following tactics:

- ✔ **Tactic #1:** Establish a Positive School Culture and Climate for Staff, Students, and All Stakeholders
- ✔ **Tactic #2:** Establish a Multi-tiered System of Support for Behavior/Discipline [Ms. Leary/Mr. Middleton]
- ✔ **Tactic #3:** Establish a Safe, Proactive, and Preventative Learning Environment [Dr. Marchetti]
- ✔ **Tactic #4:** Establish Best Practices for Academics that support Student Achievement [Dr. Platt]
- ✔ **Tactic #5:** Establish a Positive Culture and Climate within Athletics and Activities [Mr. Shaffer]

IMPORTANT JOSTENS/SCHOOL TRADITION DATES

September 13	Senior class presentation to order Graduation items (GYM) 10:30 AM
September 13	Sophomore class presentation to order class rings (PAC) 10:30 AM
September 27	Seniors place orders for graduation items during lunch
September 28	Senior second chance to order graduation items before school 7:15-7:45
September 20	Sophomore ring Parent Night (Sophomore parents can visit with representatives, get questions answered and order rings in the front lobby area.) 4 PM - 6 PM
September 21	Order sophomore rings during lunch
December 7	Deliver class rings during lunch
March 29	Deliver Senior Items during lunch
March 30	Deliver Senior Items before school 7:15-7:45

SCHOOL PHOTOS - REED PORTRAIT GROUP

Photos for grades 9 - 12 for ID and to purchase photo packets is August 30, 2021.
A makeup opportunity for student photos will be determined at a later date.

PEP ASSEMBLY SCHEDULE - Follow Pep Assembly Bell Schedule

1. Fall Athletics/Activities Pep Assembly August 27th
2. Winter Athletics/Activities Pep Assembly November 19th
3. Spring Athletics/Activities Pep Assembly March 25th

OFFICE CONTACT INFORMATION

(816) 532-0405

ADMINISTRATORS

PRINCIPAL Dr. Tracy Platt plattt@smithville.k12.mo.us	Assistant Principal for Athletics and Activities Mr. Darren Shaffer shafferd@smithville.k12.mo.us
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Assistant Principal Dr. Rachael Marchetti marchetr@smithville.k12.mo.us	Part-Time Assistant Principal Mr. Taylor Middleton middlett@smithville.k12.mo.us	Part-Time Assistant Principal Ms. Monica Leary learym@smithville.k12.mo.us
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OFFICE SUPPORT STAFF

Administrative Assistant Donna Vennera vennerad@smithville.k12.mo.us	Administrative Assistant Laura Edwards edwardsla@smithville.k12.mo.us
Bookkeeper Stacey Sapp Sapps@smithville.k12.mo.us	Registrar Deb Donnell donnelld@smithville.k12.mo.us

Part-Time Athletics/Activities Kim Nitsche Nitschek@smithville.k12.mo.us
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***You may access e-mail addresses for all other staff members on the school website**

www.smithvilleschooldistrict.net

OFFICE AND BUILDING HOURS

The office and building hours will be from 6:45 a.m. to 3:15 p.m. A student must be supervised by a teacher in order to be in the building at any time other than the stated hours. Students will have access to their lockers from 7:35 a.m. to 2:45 p.m on Monday, Tuesday, Thursday and Friday. Students will have access to their lockers on Wednesdays beginning at 7:55 AM.

BELL SCHEDULE

Monday, Tuesday, Thursday, Friday Schedule:

Block 1 07:42 – 09:12

Block 2 09:17 – 10:44

RTI 10:49 – 11:14

Block 3 11:19 – 01:09

11:15 - 11:38	1 st lunch
11:38 - 12:01	2 nd lunch
12:23 - 12:46	3 rd lunch
12:46 - 01:09	4 th lunch

Block 4 01:14 – 02:41

Wednesday Schedule:

Late Start – Doors to building open at 7:30

Block 1 08:02 – 09:26

Block 2 09:31 – 10:52

Warrior Time 10:57 – 11:22

Block 3 11:27 – 01:15

11:27-11:52	1 st lunch
11:52-12:17	2 nd lunch
12:25-12:50	3 rd lunch
12:50-1:15	4 th lunch

Block 4 01:20 – 02:41

PEP ASSEMBLY SCHEDULE:

School Wide Assembly 07:45 – 09:01

Block 1 09:06 – 10:08

Block 2 10:13 – 11:15

Warrior Time/RTI 11:20 – 11:45

Block 3 11:50 – 01:34

11:45-12:08 1st lunch
12:13-12:36 2nd lunch
12:41-01:04 3rd lunch
01:11-01:34 4th lunch

Block 4 01:39 – 02:41

EARLY DISMISSAL SCHEDULE :

Block 1 07:42 – 08:35

Block 2 08:39 – 09:29

Warrior Time/RTI 09:33 – 09:49

Block 4 09:53 – 10:43

Block 3 10:47 – 12:05

10:43-11:03 1st lunch
11:03-11:23 2nd lunch
11:23-11:43 3rd lunch
11:43-12:05 4th lunch

TWO HOUR LATE START SCHEDULE:

Block 1 09:42-10:35

Block 2 10:39-11:29

Warrior Time/RTI 11:33-11:55

Block 3 11:59-01:47

12:03-12:26 1st Lunch
12:30-12:53 2nd Lunch
12:57-01:20 3rd Lunch
01:24-01:47 4th Lunch

Block 4 01:51-02:41

SMITHVILLE HIGH SCHOOL A / B SCHEDULE

2021 - 2022

FIRST SEMESTER

* = Early Dismissal at 12:05 PM

	Monday	Tuesday	Wednesday	Thursday	Friday
AUGUST	NO SCHOOL	24 - O	25 - A	26 - B	27 - A
	30 - B	31 - A			
SEPTEMBER					
			1-B	2-A	3-B
	NO SCHOOL	7-A	8-B	9-A	10-B
	13-A	14-B	15-A	16-B	17-A
	20-B	21 - A	22 - B	23 - A	24 - B
	27 - A	28 - B	29 - A	30 - B	
OCTOBER					
					1 - A * Homecoming
	NO SCHOOL	5 - B	6 - A	7 - B	8 - A
	11 - B	12 - A	13 - B	14 - A	15 - B
	18 - A	19 - B	20 - A	21 - B	22 - A
	25 - B	26 - A	27 - B	28 - A	29 - B
NOVEMBER					
	1-A	2-B	3-A	NO SCHOOL	NO SCHOOL
	8-B	9-A	10-B	11-A	12-B
	15-A	16-B	17-A	18-B	19-A
	22-B	23-A	NO SCHOOL	NO SCHOOL	NO SCHOOL
	29-B	30-A			
DECEMBER					
			1-B	2-A	3-B
	6-A	7-B	8-A	9-B	10-A
	13-B	14-A	15-B	16-A	17-B
	NO SCHOOL	NO SCHOOL	NO SCHOOL	NO SCHOOL	NO SCHOOL
	NO SCHOOL	NO SCHOOL	NO SCHOOL	NO SCHOOL	NO SCHOOL

SMITHVILLE HIGH SCHOOL A / B SCHEDULE

2021 - 2022

SECOND SEMESTER

* = Early Dismissal at 12:05 PM ^ = Snow makeup date

	Monday	Tuesday	Wednesday	Thursday	Friday
JANUARY	NO SCHOOL	4 - O	5-A	6-B	7-A
	10-B	11-A	12-B	13-A	14-B
	NO SCHOOL	18-A	19-B	20-A	21-B
	24-A	25-B	26-A	27-B	28-A
	31-B				
FEBRUARY					
		1-A	2-B	3-A	4-B
	7-A	8-B	9-A	10-B	11-A
	14-B	15-A	16-B	17-A	NO SCHOOL
	NO SCHOOL	22-B	23-A	24-B	25-A
	28-B				
MARCH					
		1-A	2-B	3-A	4-B
	7-A	8-B	9-A	10-B	11-A
	NO SCHOOL	NO SCHOOL	NO SCHOOL	NO SCHOOL	NO SCHOOL
	21-B	22-A	23-B	24-A	25-B
	28-A	29-B	30-A	31-B	
APRIL					
					1-A
	4-B	5-A	6-B	7-A	8-B
	11-A	12-B	13-A	14-B	15-A
	18-B	19-A	20-B	21-A	22-B
	25-A	26-B	27-A	28-B	29-A
MAY					
	2-B	3-A	4-B	5-A	6-B
	9-A	10-B	11-A	12-B	13-A
	16-B	17-A	18-B	19-A	20-B
	23-A	24-B	25-A	26-B *	

Inclement weather days will be made up in the following order: February 21, May 27.

SMITHVILLE



School District

Tradition of Excellence

2021-2022

School Calendar

JULY	AUGUST	SEPTEMBER
M T W Th F	M T W Th F	M T W Th F
1 2	2 3 4 5 6	1 2 3
5 6 7 8 9	9 10 11 12 13	6 7 8 9 10
12 13 14 15 16	16 17 18 19 20	13 14 15 16 17
19 20 21 22 23	23 24 25 26 27	20 21 22 23 24
26 27 28 29 30	30 31	27 28 29 30
OCTOBER	NOVEMBER	DECEMBER
M T W Th F	M T W Th F	M T W Th F
1	1 2 3 4 5	1 2 3
4 5 6 7 8	8 9 10 11 12	6 7 8 9 10
11 12 13 14 15	15 16 17 18 19	13 14 15 16 17
18 19 20 21 22	22 23 24 25 26	20 21 22 23 24
25 26 27 28 29	29 30	27 28 29 30 31
JANUARY	FEBRUARY	MARCH
M T W Th F	M T W Th F	M T W Th F
3 4 5 6 7	1 2 3 4	1 2 3 4
10 11 12 13 14	7 8 9 10 11	7 8 9 10 11
17 18 19 20 21	14 15 16 17 18	14 15 16 17 18
24 25 26 27 28	21 22 23 24 25	21 22 23 24 25
31	28	28 29 30 31
APRIL	MAY	JUNE
M T W Th F	M T W Th F	M T W Th F
1	2 3 4 5 6	1 2 3
4 5 6 7 8	9 10 11 12 13	6 7 8 9 10
11 12 13 14 15	16 17 18 19 20	13 14 15 16 17
18 19 20 21 22	23 24 25 26 27	20 21 22 23 24
25 26 27 28 29	30 31	27 28 29 30 1

Schedule of Events

Kagan Training	August 9-10
ALL New Staff Welcome (AM)	August 12
New Certified Staff Orientation	Aug 12 (PM) -13, 16
Teachers' Flex Workday Option	August 17
ALL Staff Convocation (PM)	August 18
Teachers' Meetings	August 18 (AM) - 20
Teachers' Flex Workday Option	August 23
First Day of School	August 24
Labor Day (No School)	September 6
Homecoming (Early Dismissal)	October 1
Teachers' Meeting (No School)	October 4
1st Quarter Ends	October 15
No School due to P/T Conferences	November 4-5
Thanksgiving Break (No School)	November 24-26
End of First Semester	December 17
Christmas Break (No School)	December 20-31
Teacher Workday (No School)	January 3
School Resumes	January 4
MLK Day (No School)	January 17
Teachers' Meeting (No School)	February 18
Presidents' Day (No School)	February 21*
3rd Quarter Ends	March 11
Spring Break (No School)	March 14-18
Last Day of School (Early Dismissal)	May 26
Teachers' Flex Workday Option	May 27*
Memorial Day	May 30
Summer School	June 1-July 1

Legend: 1st & Last Day No School Early Dismissal End of Quarter

*Inclement weather days will be made up in the following order: February 21, May 27.
No other inclement weather days will be made up to guarantee May 27th as the last day for 2021-2022.

SMITHVILLE HIGH SCHOOL WARRIOR STRONG CODE

Smithville High School is dedicated to being a place of mutual respect. It is an expectation that all members of the Smithville community-- teachers, administrators, classified staff, students, parents, or guests-- will follow the Warrior Strong Code, and treat each other as they would wish to be treated themselves.

It is expected that everyone on the Smithville campus will conduct themselves in such a fashion that everyone will feel safe and free from harassment, both physical and emotional. **The main focus of Warrior Strong Code is to provide a clear system for all expected behaviors at SHS.** While many members of our school community have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through Warrior Strong Code, we will continually work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their roles in the educational process.

Our school-wide recognition and acknowledgement system benefits ALL students who follow our school-wide expectations. Warrior Strong Code focuses on positive behavior. Students are taught and acknowledged for following the expectations in all areas of the school. Students must be problem solvers, act responsibly, work hard, and show respect in and out of the classroom setting.

The Warrior Strong Behavioral Code of Conduct will apply to students:

- while on the school grounds,
- while on the school bus or traveling to or from school,
- during lunch,
- during or while going to or from any school-sponsored activities, and
- during any other event related to school activities or attendance.

Respect and courtesy for persons and property are expected at all times. Where a specific penalty for violating a rule is not listed in the Warrior's Code of Behavioral Expectations, the consequences assigned will be in proportion to the severity of the infraction.

WARRIOR STRONG CODE OF CONDUCT

BE RESPECTFUL

We will:

- Treat everyone with dignity and respect
- Use appropriate language
- Be kind, not hurtful
- Be open-minded
- Take care of our environment, including personal and school property

BE RESPONSIBLE

We will:

- Follow through on commitments
- Come prepared

- Be accountable for choices and actions and understand the consequences
- Use planning tools to organize time and obligations
- Plan to succeed

BE SAFE

We will:

- Act in a manner that does not endanger self or others
- Resolve conflicts peacefully
- Establish and maintain an environment that is free from harassment, violence, and bullying
- Be aware of surroundings at all times
- Report unsafe situations and conditions

SMITHVILLE ATTENDANCE

Attendance is extremely important at Smithville High School. We require attendance according to Missouri state law. Any person having legal custody of a child between the ages of (6) six and eighteen (18) years shall cause the child to attend school regularly during the full period and hours (except religious holiday) that the public or private school in which the child is enrolled is in session until the end of the quarter, term or semester of the school year in which the child becomes (18) eighteen years of age. It is the responsibility of the administrators of the school to monitor and enforce regular school attendance.

Regular attendance promotes habits of punctuality, responsibility, and self-discipline. Students who have good attendance generally achieve higher grades, enjoy school more, and are typically more employable after leaving high school. Staff and parents can have a tremendous impact upon their student's attendance by simply emphasizing and reinforcing the importance of regular school attendance. **At Smithville High School we will monitor attendance closely.**

Here are the expectations to support our learning environment:

- Parents are required to call the High School Office (532-0405) the morning of the student's absence for any reason other than a school-sponsored activity by 8:30 AM.
- Students will not be allowed to participate in extracurricular activities (practice or competition) unless they have been in attendance the entire school day, without approval from the athletic director.
- Prior notification must be given to the High School Office for planned family vacations, driving tests, college visits, and any other pre-planned activities.
- Students who are absent without a valid reason and/or without parental or administrative approval will be considered truant. After 15 minutes the student is counted absent/truant rather than tardy unless a phone call has been received.
- Students who have excessive tardies, truancies or absences will not be permitted to attend school activities, athletics, or functions such as dances, field trips etc. Attendance is important and our expectation is that students are in class where learning is best. Extra curricular as well as school functioned activities are a privilege and good attendance is required in order to take part.

SCHOOL ATTENDANCE

ABSENCES

Our objective is to promote a responsible, respectful and effective learning environment.

Excused absences include, but are not limited to:

- Illness or injury of the student with written correspondence or phone calls from parents. Once a student is on an attendance plan, formal communication from a doctor, dentist etc. will be required.
- Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written correspondence or phone calls from parents.
- Medical appointments, with written confirmation by a medical provider.
- Funeral, with a written correspondence or phone call from a parent.
- Religious observances, with written correspondence or phone call from a parent.
- Other appointments that cannot be scheduled outside attendance hours, such as court appointments, with written correspondence or phone call from a parent.
- Out of school suspension.

For your convenience, an answering machine is on when the office is closed. Without such a call, office personnel may attempt to make phone contact to ensure parental knowledge of the absence and/or to ascertain the reason for the absence. If phone contact is not made, a signed note from the parent is acceptable. The phone contact must be made or a signed parental note must be received within one (1) business day following the absence or the absence will be considered truant.

Unexcused Absence/Truancy

All absences that do not meet the above criteria for excused absences will be coded as unexcused/truant. Truancy will result in school disciplinary consequences to include restrictions of school functions or activities not required for academic purposes. Unexcused Absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The administration will determine on a case-by-case basis the appropriate methods to deal with unexcused absences.

Habitual truancy will be handled with wrap-around services the school will attempt to provide, however, if the truanies persist, we will refer to the Clay County Juvenile System. They provide services and resources and partner with families in an attempt to support students and their parents before having to move to a school neglect issue where juvenile services begin to provide consequences for lack of attendance. Please understand that regardless of the reason for the absences we are required to share attendance issues with Clay County in an effort to help support families before chronic absenteeism occurs.

Truancy

A student will be considered truant if he or she is absent part or all of one or more blocks from school during which the school has not been notified of the legal cause of such absence by the parent or guardian of the absent student. The student will receive a zero for blocks where the student is deemed truant.

You will be considered truant if you:

- Leave school without signing out of the building.
- Are absent from school without prior permission from your parent.

- Are absent from class without permission.
- Obtain a pass to go to a certain place and do not report there or you report there more than five minutes late.
- Become ill and go home or stay in the school building instead of reporting to the nurse.
- Cutting class.

TRUANCY (per semester/1 per day): will result in one or more of the following: administrative conference and parent contact, parent face to face meetings with students, Friday School, ISS, OSS. For each truancy, the consequence will increase and build.

Smithville School District works closely with The Clay County Prosecuting Attorney, Clay County Division of Family Services and Family Court Juvenile office as well as law enforcement to address reports of violations of Missouri Compulsory Education Law.

Smithville School District and the state have set the attendance goal at 95%. Reports will be pulled weekly and notification to parents occurs every 20 days. Administration will follow up with students and parents as needed. Per Smithville High School, once a student has missed 9 total blocks of a class, the required seat time has not been met and must be made up in order to earn credit regardless of the reason for the absence (excused or unexcused). This does not include school sponsored activities.

1. Your absence is unexcused if a parent or guardian has not placed a phone call to the office personnel or written a note excusing your absence. Parent/Guardian phone call or written note must be turned into the office within one (1) business day following the absence or the absence will be considered truant.
2. The office must recognize the excuse as valid.

LOSS OF PRIVILEGES There are many privileges for students who attend Smithville High School. These privileges are earned through appropriate behavior and attendance. These privileges may increase as a student matures. When a student is issued a loss of privilege (LOP), he/she will be unable to utilize some or all of the privileges that are available. These privileges may include, but are not limited to, student driving/parking, enrichment rewards, and attendance at, and/or participation in extracurricular activities to include dances, clubs. Students who lose lunchroom privileges will eat in a designated location. Students who do not comply with loss of privileges may be given additional days of LOP as well as detention, and/or suspension.

1st Truancy	Student/Admin conference/parent contact	Will receive a zero on any work assigned or collected during the time they are truant. Alternate assignments may be required for mastery. Loss of privileges
2nd Truancy	Student/Admin/Parent Conference Face to Face	Will receive a zero on any work assigned or collected during the time they are truant. Alternate assignments

		may be required for mastery. Restorative Practice Loss of privileges
3rd Truancy	Friday School Parent Notification	Will receive a zero on any work assigned or collected during the time they are truant. Alternate assignments may be required for mastery. Loss of privileges
4th Truancy	ISS Parent Notification	Will receive a zero on any work assigned or collected during the time they are truant. Alternate assignments may be required for mastery. Loss of privileges
5 + Truancies	Consequences will continue to build	Possible part-time status which results in lack of credits to graduate.

ATTENDANCE PROCEDURES

Absences are based on total days missed per class, per semester. Regardless of the reason for an absence, students not in attendance will find it difficult to fully receive the instruction, benefits of class discussion, teacher presentation of content, and individual student participation, as well as, receive High School Credit that accompanies being in attendance.

Daily absences are verified and monitored by the front office attendance secretary.

3 absences per block	Parent Notification by Office Personnel	Documentation of reasons
5 absences per block	Administrator meets with student, Parent Notification Students moves to Tier 3	Support Plan in place with parent input
7 absences per block	Administrator meets with student and parents Attendance Hearing	Support Plan modified to include consequences
10 absences per block or 80 total blocks	Attendance Hearing Schedule Modifications	Plan modified and Clay County notified

- Students who are not in attendance are at-risk of not receiving credit for the course due to lack of progress, participation or missed assignments.

- Students that have more than nine (9) absences will be jeopardizing their chances to attend an A+ school of their choice.
- Smithville R-II School District and the state have set the attendance goal at 95%.
- Reports will be pulled weekly and notification to parents occurs every 20 days.
- Administration will follow up with students and parents as needed.

We believe seat time is important, for that reason, once a student has missed 15 total blocks of a class, the required seat time has not been met and must be made up in order to earn credit regardless of the reason for the absence (excused or unexcused). This does not include school sponsored activities. The seat time and tasks will need to be made up during the calendar school year ending one month after the last day of the school year. Restrictions to extra-curricular activities to include athletics and any form of activity on school grounds will not be permitted once a student is on an attendance plan. In addition, students will lose their participation points for that day and additional points if assignments are not turned in the next day if due the day the student is deemed truant.

While every effort will be made to minimize the impact on students' absences, natural and logical academic consequences will occur when students miss class. Teachers will work with students when absences occur, but the ultimate goal is to have students in class engaged in the learning and taking the necessary steps to successfully achieve the objectives in every class.

STUDENTS LEAVING EARLY

Students requiring early dismissal for doctor's appointments, family reasons, etc. must have a parent/guardian notify the office or send the student with a written note in order for the student to be issued a pass to leave school. ***Students who do not feel well during the day must see the nurse before leaving school or will be considered truant.***

TARDY PROCEDURES

To promote a responsible, respectful, and effective learning environment, students will be marked tardy if they are not inside the assigned classroom and ready to learn. Students will be marked tardy for the first fifteen (15) minutes of class. It is an unexcused absence when a student arrives more than 15 minutes late.

A student is tardy if he/she reaches class after the second bell rings and has not been excused by a teacher or other school official. Students arriving at school late must sign in the office and present an excuse before going to class. Students who arrive after 7:45 will be considered tardy until 8:00, at that time it may be considered an excused or unexcused absence pending parental contact. **Student drivers will lose driving privileges for excessive tardies along with a restriction to after school activities and athletic events to include school functions such as dances, club gatherings etc. (See Loss of Privileges above)**

Tardy Procedures

3-9 Tardies per block	Parent Notification from teacher	Teacher/Student Conference
10 Tardies per block	Parent Meeting with teacher and Administration.	Loss of privileges Possible part-time status which results in lack of credits

Students are expected to arrive at school on time and to each class prior to the tardy bell. With appropriate planning, the five-minute passing time between classes should be sufficient for students to reach any part of the building prior to the beginning of the class period.

HOMEWORK/MAKE UP WORK PROCEDURES AND WITHDRAWAL

HOMEWORK REQUEST (ABSENCES and Out-of-School Suspension)

Parents and students can access PowerSchool for homework when a student is absent from school. In the event parents and students do not have access to Powerschool, you are encouraged to contact your teachers directly or the school office by 8:30 a.m. to pick up the work for that day's absence or provide an email address to have it emailed directly to the parent or student.

Homework will typically not be available to be picked up prior to 2:00 p.m. the day of the request unless requested electronically. Students assigned to OSS are eligible to make-up missed assignments, tests, and quizzes. Twenty four to 48 hours after the suspension the office will have a folder of missed work for parents (only) to pick-up.

MAKE-UP WORK FOR PLANNED VACATION/PLANNED SCHOOL ACTIVITIES

A student, accompanying his/her parents on a planned vacation or planned school activity during the school year, is expected to complete the following:

1. The student's parents shall notify the main office of the date(s) of the vacation or school activity prior to the planned absence.
2. The student shall notify each teacher of the date(s) of the vacation/school activity and request assignments that will be missed during the vacation/ activity. This should be done prior to the planned absence.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from school, the student should notify the Registrar, obtain a withdrawal form, and check out with all teachers, librarian, counselor, and principal. All fines and fees must be paid in full and all supplies, books, and computers must be returned at time of withdrawal. Once these steps are completed, the student records to process the withdrawal request and prepare transcripts or records transferred to a new district will occur.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Smithville High School are designed to allow each student a safe, orderly, and appropriate education. Students are expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of state and federal law.

VISITORS - No Visitors if there are any COVID restrictions.

Parents and patrons are cordially invited to visit and become acquainted with the operation of our school. All visitors will be required to pass through the front office prior to gaining entrance into the high school. It is expected that parents desiring a meeting with a faculty member phone the school to make an appointment. All visitors must report to the office with a driver's license upon arriving at school, sign in and receive an ID badge. Upon leaving the building, visitors are asked to sign out and return their ID badge. Student visitors will not be permitted to visit unless they are participants in a visitation program authorized by the principal.

ENTERING/EXITING EXPECTATIONS

Our objective at Smithville High School is to ensure that students feel safe, they feel a sense of belonging and pride. For that reason, it is important that students understand expectations of entering and exiting the building. Kindness and respect are a focus and staff will teach students appropriate greetings and farewells. Students and staff will be expected to reciprocate and/or acknowledge a greeting or farewell with taught behaviors. Students, staff and visitors will also adhere to the check in and out procedures through the office for safety reasons during the school day. We are a closed campus and students will not be allowed to leave the building at any time without prior approval through the office.

Students are encouraged to remain after school to work with teachers or participate in extracurricular activities. They may not stay after for the sole purpose of socializing or loitering. After school supervision is provided only for students engaged in approved activities. Students loitering in the halls after dismissal may be subject to discipline actions.

HALLWAY EXPECTATIONS

The warrior strong matrix will guide hallway expectations for our students. The objective is to promote a safe, respectful, and effective learning environment even during passing time in the hallway. Students will use appropriate language and voice volume when walking in the hallway and move to and from classes in a timely manner. Excessive playfulness and running are not acceptable and will not be tolerated. Individuals must be aware of their surroundings at all times and seek to resolve conflicts peacefully. To avoid congestion and keep walkways clear, pass on the right at all times (including stairwells). All members of the school community are expected to help keep campus hallways and common areas clean. Please see Warrior Strong Code for specific consequences.

CLOSED CAMPUS

Smithville High School is a closed campus. That means students are not permitted to leave the building during the day except for the following reasons:

- If schedule permits (examples: NCC, CAPs program, A+ part time, work release etc.) chaperoned by staff for field trip or activity, have a pass from the office to leave early or arrive late.

All other circumstances need to be cleared through the office prior to leaving campus and will be handled by administration.

Students who have online courses must adhere to the closed campus rules. If you have an online class 1st block you may come in at the end of the block and if you have 4th block online classes you may leave early but ***you cannot leave campus if you have an online class on blocks 2-3. We are a closed campus.***

CLASS DUES

Each year students will be assessed a class fee. These fees are used for class t-shirts, activities, incentives, and grade specific functions. (ie. decorations for events such as dances, celebrations and awards or grade level meetings.) Prom is typically a significant fee and is paid for out of class funds. Each grade level has a specific hashtag for social media that is grade level specific.

Fees with hashtags are as follows:

9th grade	\$15	#StartStrong
10th grade	\$15	#BeStrong
11th grade	\$15	#StayStrong
12th grade	\$20	#FinishStrong

COMMUNICATION

Daily announcements will be done during the beginning of the first block. Announcements will also be done at the end of the day right before the bell.

The SHS weekly newsletter can be found on the SHS Website:

<https://www.smithvilleschooldistrict.net/Domain/8>

Parents should direct all non-emergency messages to the front office (532-0405).

SCHOOL ISSUED STUDENT IDENTIFICATION

Students are expected to have ID cards with them at all times. Students should be prepared to present the appropriate ID if asked to do so by a staff member. If an ID card is lost or stolen, students should report to the Counseling Office to obtain information on how to order a replacement card. A \$5 fee is charged for replacement cards. Students are **REQUIRED** to have their ID in order to purchase lunch. If they do not have their ID they will still be permitted to eat but will do so in a lunch detention which is held in the in-school-suspension room.

DRESS CODE

The general atmosphere of the school must be conducive to learning. If a student's appearance attracts undue attention to the extent that it may become a disruptive factor in the educational process and/or if the student's appearance is inconsistent with the school's mission, the student will be asked to make the necessary changes. Such guidelines shall prohibit student dress or grooming practices which:

- present a hazard to the health or safety of the student himself/herself or to others in school (e.g. chains, spikes, bands, etc.)
- interfere with school work, create disorder, or disrupt the educational program (e.g. exposed midriff, cleavage, underwear, etc.) or,
- Cause excessive wear or damage to school property,
- Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement (e.g. sunglasses, visors, headgear, etc.).

Any clothing or accessories that display or promote the use of alcohol, drugs, racial or ethnic slurs, gang affiliation or identity, violence, sexually suggestive or profane activities are not allowed. Appropriate apparel for participation in physical education classes are expected at all times for students enrolled in these classes. Final decision on appropriate clothing is at the discretion of school administrators.

DRESS CODE PROCEDURES

Objective: To promote a professional and respectful learning environment and readiness for the work world.

1. Shoes must be worn at all times. Slippers are not acceptable as shoes.
2. Any clothing or accessories that display or promote the use of alcohol, tobacco, drugs, racial or ethnic slurs, gang affiliation or identity, violence, sexually suggestive or profane are not allowed.
3. Appropriate apparel for participation in physical education classes are expected at all times for students enrolled in these classes.

Parents and students are responsible for clothing choices. Any clothing causing a disruption to the learning environment will be handled accordingly.

Consequences:

1. Student / Administrator Conference.
2. Student / Administrator Conference.
3. Student / Administrator Conference.
4. Parent Meeting meeting.
5. Detention
6. ISS

PARKING - *See Page 48 for Parking Addendum*

Operation of a motor vehicle on school property is a privilege. This privilege can be revoked/suspended at any time based on the judgement of the school administrator. Below are rules that must be followed:

- Parking permit price is \$40 per year and will be prorated as needed.
- A permit must be clearly visible hanging on the rearview mirror of the vehicle.
- Vehicles should remain locked while on campus.
- Student parking regulations adhere at all times, including weekends and evening school sponsored events.
- Driving off campus during class hours, breaks or at lunch is not permitted.
- Speeding or careless driving may result in revoking driving privileges.
- Pedestrians and buses have the right-of-way and all vehicles are expected to yield. The speed limit on campus is 10 miles per hour.
- The school district may inspect the interiors of student automobiles whenever a school official has reasonable suspicion to believe illegal, unauthorized, or inappropriate materials are contained inside.

- Vehicles are subject to being ticketed and/or discipline infraction assessed to students for parking lot and driving violations.

Students who have a violation will be subject to:

1st Offense	Parent Notification	\$5 fine
2nd Offense	Parent Notification	\$10 fine
3rd Offense	Parent Notification	\$15 fine and so on adding \$5.00 for each additional parking violation

Students who park in the parking lot without a parking pass will be subject to:

1st Offense	Parent Notification	\$5 fine
2nd Offense	Parent Notification	\$10 fine
3rd Offense	Parent Notification and possible towing of vehicle	\$15 fine plus towing costs paid by student

All funds from parking permits are used for the upkeep and care of the parking lot to include but are not limited to the following:

- resurfacing,
- repainting stripes,
- fixing holes or other issues,
- maintenance of security cameras and equipment,
- parking tags,
- and other related issues.

Funds incurred from fines are used for students' incentives and rewards throughout the school year as it relates to our Warrior Strong Code.

CAMPUS POLICY Smithville High School has a closed campus policy; therefore, students are not allowed in the parking lot or outside the building between 7:45 a.m. and 2:40 p.m. (including during lunch) without permission from the office.

TOBACCO AND PET FREE CAMPUS

Tobacco Free Campus

In compliance with Missouri statutes and Smithville Board of Education policies, Smithville High School is a "tobacco-free campus." As such, smoking or use of electronic cigarettes is prohibited inside any of the district's buildings or on school grounds. The cooperation of patrons is appreciated.

Smithville School District is a Pet Free Campus -

Pets can pose a threat to the health and safety of the campus community, as well as to a healthful educational environment (through allergy, excessive noise, waste, animal bites, and disease transmission via fleas, ticks, parasites, viruses, bacteria, etc.). Individuals with disabilities are at particular risk. For instance, dogs running freely pose a particular hazard to individuals using service animals. Pets on campus can also be destructive, causing damage to grounds, buildings, and property. SHS prohibits pets inside SHS-controlled buildings, except for those animals that are exempted from this policy. Any person who walks a pet on SHS grounds shall be responsible for the behavior and actions of the pet, health and safety of individuals in proximity of the animal, and the health and cleanliness of the campus environment. To this end, the prompt collection and disposal of animal waste is required and all pets must be attended and leashed at all times.

Exempted Pets and Other Animals - The following animals are permitted on SHS-controlled property:

- Service Animals. See SHS Policy for the Use of Service Animals.
- On-duty police dogs or other animals individually trained to do work.

LOCKERS

Each student will be assigned a hall locker and, if enrolled in physical education, a gymnasium locker may be assigned. Students are to lock their lockers at all times. Students should never leave money or valuables unattended in lockers.

The following guidelines will help students effectively use their hall lockers:

1. Upon registering, each student is assigned a locker to be used specifically by the individual.
2. Students are responsible for the condition of the locker assigned to them. Students are not to mark, write, or paste anything in or on a locker. Adhesive stickers are not to be placed in or on lockers. Any damage or vandalism to or writing on a locker may result in a monetary maintenance charge and/or disciplinary action. Anything posted on a school locker must be approved by the High School Administration.
3. Students are responsible for the condition and all contents of their locker at all times. As lockers are the school district's property, they are subject to inspection by school personnel at any time.
4. Students are not to keep money or any valuable items in lockers at any time.

Personal Electronic Devices (Cell phones, ipods, etc.)

All personal devices are to be turned off and put away prior to entering the classroom and will not be in use during instructional time (unless authorized by teachers for instructional purposes). The school takes no responsibility for the loss or damage of such devices. If the device is used or turned on during instructional time, the teacher will follow the consequence chart below.

1st offense	Teacher will keep it until the end of the block and log as a minor infraction.	Warning
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2nd offense	Confiscated and phone sent to office. Teacher will log as a minor infraction. Parent Contact to pick up device.	Parent will need to pick up device.
3rd offense	Confiscated and phone sent to office. Teacher will log as a minor infraction. Parent Contact to pick up device.	Parent will need to pick up device. Student will serve a lunch detention.
4th offense	Confiscated and phone sent to office. Teacher will log as a minor infraction. Parent Contact to pick up device. Student and parent will meet with an administrator.	Parent will need to pick up device. Student will serve a 2 hour Friday school.
5th offense	Confiscated and phone sent to office. Teacher will log as a minor infraction. Parent Contact to pick up device. Student and parent will meet with an administrator.	Parent will need to pick up device. Student will serve ISS and will be put on a plan for their device. Student will not be allowed to have phone or it will be confiscated until the end of the semester.

*Any items prohibited at Smithville High School may be returned at the discretion of administrators. At most, items can be held for the remainder of the school year and returned after second semester exams. Any items not retrieved by July 1st of the same school year will be discarded or donated to a charitable organization.

SAFETY PROCEDURES AND RESPONSIBILITIES

SCHOOL CLOSING

Students are encouraged to listen to most major radio stations and/or television stations such as Channel 4, 5, 9, and 41 for notification of school closings due to inclement weather. The district will send a text to your cell phone for school closings. You may also check the website for school closings.

Additionally, in an effort to better inform parents and students about school closings, the school district will use SchoolReach to notify parents with voice communication and by sending text messages to participating individuals regarding school closing and other calendar and emergency information. Other than a possible cell phone service plan charge to receive a text message, there is no charge to participate in the SchoolReach program. Interested individuals may sign up from the school district web site through PowerSchool parent portal for the texting option.

Finally, when school is canceled or will use altered start or dismissal times, we will place a message on the homepage of the school district web site <https://www.smithvilleschooldistrict.net/>

INTRUDER PROCEDURES

The safety and security of our students is of the utmost importance. We strive to regularly evaluate policies and procedures to help us with this mission. Though we remain hopeful a school safety event, such as an active shooter, is something that we never have to face, we are obligated to prepare and train for such an event to provide the highest level of safety for our students. Staff will inform students on the proper procedures since location of the intruder will dictate the correct procedures.

Smithville R-II School District has adopted a new strategy known as A.L.I.C.E. plan for an intruder active shooter situation.

A.L.I.C.E. is an acronym for Alert, Lockdown, Inform, Counter, and Evacuate and is endorsed by federal, state, and local law enforcement officials and used in schools throughout the nation. The district's current strategy for an intruder active shooter is to lock doors, turn out the lights, minimize sound, and move away from the windows during a crisis event. In light of recent school violence, the A.L.I.C.E. plan offers a different philosophy and another option should it become necessary. The philosophy of A.L.I.C.E. is to use technology and information in a way so staff and students can make informed decisions in a crisis, remove as many people as possible from the danger zone, and provide training so those involved in a crisis will have a better chance of surviving.

FIRE ALARM AND PROCEDURES

The fire alarm is a continuous ringing of the buzzer. In case of a fire or fire drill, students should follow designated exit routes in a calm and orderly manner. All students should congregate in the grassy area of the circle drive area immediately in front of the building.

TORNADO ALARM AND PROCEDURES

The tornado alarm will be sounded by a series of short buzzes over the intercom followed by the announcement of an alert.

Students are to pass in a calm and orderly manner to the FEMA gym and sit down on the floor. Faculty should supervise their groups and then assume the same position. Glass areas should be avoided. In the event of severe weather or a confirmed tornado in the area, students will not be released until proper authorities have announced the "all-clear" communication.

EARTHQUAKE PROCEDURES

Should an earthquake occur, teachers and students should seek any available cover under desks or heavy furniture. Areas near walls and away from windows tend to be safest. Approximately one minute after the end of the tremor, students and teachers should follow established fire escape routes and procedures out of the building.

WEAPONS ON SCHOOL GROUNDS

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities. Students that are aware of an unsafe situation, are to notify building administration or staff member immediately. A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another

person. Violators of this policy will be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school.

In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year and will be referred to the appropriate legal authorities. The suspension may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.

MISSOURI SCHOOL VIOLENCE HOTLINE

Report threats against students, teachers, or your school by calling Missouri School Violence Hotline at 1-866-748-7047.

BULLYING AND CYBERBULLYING

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.

HARASSMENT

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. Examples of illegal harassment include, but are not limited to racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic. Harassment including Sexual harassment is a serious offense that is investigated by the school district compliance officer, Dr. Michelle Kratofil.

SEXUAL HARASSMENT

The Smithville R-II School District will not tolerate actions or verbal statements which constitute sexual harassment from students or staff members. Incidents of sexual harassment will be investigated and handled in accordance with school district disciplinary policies. Sexual harassment is a serious offense that is investigated by the school district compliance officer.

TOBACCO / ALCOHOL / DRUGS

Smithville High School will not tolerate the use of, possession of, or association with tobacco, illegal drugs/drug paraphernalia including alcohol while at school or school activities. Additionally, adult students may not smoke, be in possession of tobacco and lighters, or provide tobacco to minors while at school or school activities.

This procedure includes but is not limited to the following examples:

- Possession/use of any type of illegal drugs/controlled substances;
- Possession/use of pharmaceutical drugs prescribed to someone else;
- Possession/use of unlabeled containers of pharmaceutical drugs prescribed to you and
- Possession/use over-the-counter (OTC) drugs of any kind;*
- Possession/use of E-cigarettes, vapes or paraphernalia related to these items.

*Note: All prescription medicines and OTC drugs that require administration during school hours must be authorized by a family doctor, presented to the school nurse for locked storage, and taken under direction of the school nurse/designee.

Tobacco Consequences (Excluding Vapes)	Possession/Use
1st offense	3 days ISS and students participate in Restorative Practices.
2nd Offense	5 days ISS
3rd Offense	5 days Suspension. 3 OSS / 2 ISS Discipline Hearing

***Students who participate in athletics/activities will attend a conference with Mr. Shaffer - Assistant Principal for Activities and Athletics.**

Drug/Alcohol Consequences: (Including Vapes)	Possession/Use
1st offense	10 days Suspension. 5 OSS/5 ISS if students participate in Restorative Practices.
2nd Offense	10 days Suspension & Discipline Hearing to determine any further consequences.
3rd Offense	Long term suspension pending disciplinary hearing

STUDENT CONCERNS

When a student has a concern with a faculty member, it is important to take the following steps in an attempt to resolve any concerns.

- Follow directions and respond politely to adult requests. When you have concerns, request a private, personal meeting to discuss them.
- If you need assistance to help resolve a conflict, ask your parent/guardian to contact the staff member directly to request a private, personal meeting and/or telephone conversation.
- If a resolution cannot be reached, the parent/guardian and/or student should contact their counselor. The counselor will work with both parties to find a mutually agreeable resolution.

STUDENT CONFLICT/FIGHTING

Our goal at Smithville High School is to promote a safe, healthy school, and effective learning environment. We will support students by teaching expected behaviors to include how to avoid a fight.

What to Do to Avoid a Fight

- Let an administrator, counselor, teacher, school resource officer or other campus personnel know if you are feeling unsafe, threatened, or harassed. These feelings may interfere with your ability to concentrate on your schoolwork, so it is important that the problem be addressed quickly.
- Avoid listening to and spreading gossip. The only thing that comes from gossip is hurt feelings and anger.
- Adopt the attitude, "If I did not hear it with my own ears, it is not worth being hurt or angry about it."
- Don't confront another student in front of others or when angry; the other person may react defensively, unsure of what you might do. If you are not able to forget about or ignore what the other student is doing that makes you angry, ask for help from a teacher or staff member.
- Make an appointment with your counselor or a peer counselor. He/she can give you additional suggestions, meet with the other student, or a meeting for the students involved in order to solve the problem in a safe and non-confrontational manner.

Definitions Associated with Fighting

1. Breaking up or preventing a fight is characterized by: seeking help from the nearest adult; encouraging the students to walk away; and surrounding a friend and moving him/her away from the argument.
2. Defending one's self is characterized by putting hands up to block or prevent a hit; putting hands out to keep the other student at a distance; repeating over and over the desire to NOT fight; calling for help; turning away; and walking away.
3. Threatening or initiating fights will be treated the same as fighting.

The following behaviors communicate a willingness to fight: remaining engaged in an argument; stepping threateningly towards the other student; clenching fists; throwing down items being held (i.e. backpack, books, etc.); removing outer garments such as a jacket; threats via text message; and posts on social networking sites or any electronic means.

**Threats to any student, school employee or their property, including via the internet, will result in disciplinary action and possible recommendation for expulsion.

Continued Definitions:

- **Physical Contact** - defined as unwanted contact to another student such as shoving and slapping.
- **Fighting** - defined as mutual combat, contributing to, or perpetuating a fight
- **Causing Serious Injury**
- **Jumping in** -joining in on another student's fight or contributing to/perpetuating the fight.
- **Running to or Being Present to Watch a Fight** - escalates the potential of a fight occurring and the seriousness of the fight

Consequences to be considered by Administration:

- In-school suspension
- Out-of-school suspension
- Possible citation by Smithville Police Department
- Out of school suspension, notification to Smithville Police Department
- Possible recommendation for expulsion

INTERROGATIONS, INTERVIEWS AND SEARCHES

Searches by School Personnel

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Student property may be searched based on *reasonable suspicion (note: police officers must have probable cause) of a violation of district rules, policy or law.

Reasonable suspicion is based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

School Resource Officer

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school Officials.

To send an anonymous tip you may download the app called [P3TIPS](#). Set up an account and choose Smithville/Smithville School or you may email your SRO at SRO@smithville.k12.mo.us.

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians Unless the interviewer raises a valid objection to the notification.

Removal of Students from School by Law Enforcement Officials

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

Interview with the Children's Division

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

Contacts by Guardian Ad Litem and Court-Appointed Special Advocate

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule. (See FILE: JFG Interrogations, Interviews and Searches on the district website.)

CONDITIONS OF SUSPENSION, EXPULSION AND OTHER DISCIPLINARY CONSEQUENCES

In accordance with law, a student who is suspended for any offenses listed in §160.261, RSMo., or an act of violence or drug-related activity defined by policy JGF As a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district,

regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

- The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
- The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
- The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet the Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

The following are descriptions of prohibited conduct as well as 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. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Impact on Grades: As with any absence, absences due to an out-of-school Suspension may result in the student earning an incomplete or other consequences in accordance with the district's policy on absences. Yet, SHS officials make an attempt to secure a suspended students homework when out-of-school suspension contracts are assigned.

STUDENT SERVICES

FOOD SERVICE

Students will need ID badges during lunch. Smithville high school has a closed campus lunch. Students must remain in the cafeteria during lunch unless they have secured a pass to visit a teacher in advance (*this includes the library media center*). After eating lunch students will remain in the cafeteria until dismissed.

MEAL PRICES FOR STUDENTS:

Breakfast	\$ 2.10
Lunch	\$ 2.60
Extra Milk	\$.45

Meals will be on a pay-before-you-eat basis. We ask that you pay online [Revtrak Link](#) or bring payment to the office prior to 7:45 each morning for it to post on your account that day. Anyone who is unable financially to pay for his/her meal should see the principal in advance to make arrangements to eat. Free and Reduced Lunch applications can be found online (Power school), one per family. Applications must be submitted annually to the district office. Lunch visitors will be restricted to parents/guardians, grandparents (with written permission), and campus mentors (unless individuals are a part of a limited

public forum). Students need a teacher note and permission from the administrator on duty to leave the cafeteria. (See building Matrix for Cafeteria Expectations)

STUDENTS RIDING THE SMITHVILLE R-II SCHOOL BUSES (INCLUDING ACTIVITY TRIPS)

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation.

Video cameras may be in operation on the school buses.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load or unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
13. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
14. Students shall not throw objects about the vehicle nor out the windows.
15. Students shall keep feet off the seats.
16. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.

EXTRACURRICULAR ACTIVITY TRANSPORTATION

In accordance with 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 Mr. Darren Shaffer.
2. Participating students are not to 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 parent or guardian at the event when the parent or guardian signs the student out with the sponsor/coach. Parents then assume responsibility for their return home. For students to be released to anyone other than their parent or guardian, a release must be requested in writing or telephone by the parent and approved by administration.

LIBRARY MEDIA CENTER (LMC)

The Smithville High School library media center serves as a center for information needs for staff and students by providing curriculum support, reading and research materials both print and non-print, to help our students develop the information literacy skills needed to achieve success in their future endeavors. The library media center staff works with the teachers and administrators to provide the best resources for staff and students. We are here to help and ready to assist our high school students with any information needed.

Media Center Guidelines

Hours: 7:35 AM – 2:45 PM unless otherwise posted or announced. If extra time is needed in the library for research or class projects arrangements can be made with the librarian to use the facility for times other than regularly posted hours.

Flexible school day schedule: Students may come to the library individually with both student ID and a teacher pass. If the student is not with a class, please sign in at the circulation desk in order for the LMC staff to account for students in case of an emergency. Please sign out and have your pass signed before leaving the library. Please be sure to check out all materials before leaving the library. Students are responsible for the replacement cost of any lost or damaged items.

HEALTH INFORMATION

HEALTH ROOM

A Registered Nurse serves the High 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 or text to request dismissal from school without first reporting to the health room.**

MEDICATION

The Smithville School District health personnel are dedicated to providing the highest level of service to the students. When possible, we encourage medication to be administered at home using a schedule that will not require doses during school hours. Students are **not** allowed to carry medication on their person unless the school nurse is notified in advance. Narcotic and/or prescription medications (e.g., Tylenol with Codeine, Hydrocodone, etc.) **will not** be administered at school. If medication must be given on a regular basis and/or at a prescribed time during the school day, the medication must be sent in the original prescription bottle with the student's name and directions marked clearly on the label. **All prescribed medication must be accompanied by written permission from a licensed physician and a "Permission to Dispense Medication Form" must be completed and on file before medication can be administered.**

IMMUNIZATIONS

There are immunization requirements all students must meet before entering school in the state of Missouri. Missouri State Law, the Department of Education, and the Department of Public Health and Welfare establish these requirements. It is unlawful for any student to enroll in or attend school unless he/she has been immunized or exempted as required under the rules and regulations of the Missouri Division of Health. If you can provide satisfactory evidence of having begun the process of immunization, he/she may continue to attend school 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 their child immunized unless the child is properly exempted. (Proper exemption refers to exemptions for medical or personal reasons, and the proper form must be signed by the physician or parent and must be on file in the nurse's office.)

Missouri state law now requires all incoming 12th graders to receive one or two doses of the vaccine of meningococcal meningitis. Two doses of the vaccine is required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. Proof of immunization for all incoming 12th graders must be submitted prior to the beginning of school.

WHEN TO STAY HOME

A student running a low-grade fever should not be in school because of his/her susceptibility to other infections as well as the danger of exposing others to the infection. When a student registers a temperature of 100° at school, he/she will be sent home immediately. Students must be fever-free for at least 24 hours without use of a fever-reducing medicine (Tylenol, Advil, etc.) before they may return to school. Stay at home if fever, diarrhea, or vomiting is present, or if too ill to benefit from classroom instruction. Students will be sent home if they vomit at school.

EMERGENCY INFORMATION

It is essential that you provide the names and telephone numbers of the individual to be contacted in case of emergency. If this information changes during the school year, please notify the office of that change.

UPDATES, SPECIAL HEALTH PROBLEMS, AND COMMUNICABLE ILLNESSES

If your student receives an immunization during the school year, please send his/her immunization record to school for update and verification. The school is required by law to keep your child's health record current. Special health problems such as asthma, seizures, allergies, and/or chronic illness should be reported to the school nurse. Report communicable illnesses or changes in health to the school nurse.

COUNSELING CENTER

The counselors' offices are located on the first floor next to the main office. The services offered include counseling to discuss educational and vocational plans, social or personal problems, and concerns.

Students are provided opportunities to meet with post-secondary representatives throughout the year. Counselors are available to assist in arranging post-secondary and/or job shadow visits for juniors and seniors.

Group and individual tests will be administered at different intervals during the year in the fields of scholastic ability, scholastic achievement, interests, occupational aptitude and post-secondary ability. Appointments for individual counseling may be made in the counselor's office at any time during school hours.

The counselors can be reached at 532-0405 or via email.

Karen Johnson (johnsonk@smithville.k12.mo.us) works with students with last names A-F

Tara Combes (CombesT@smithville.k12.mo.us) works with students with last names G-N

Jennifer Robinson (robinsoj@smithville.k12.mo.us) works with students with last names O-Z

SMITHVILLE ACADEMICS

GRADE REQUIREMENTS

Smithville High School graduation requirements, as adopted by the Smithville R-II Board of Education on March 15, 1995, and updated on March 19, 2008, are as follows:

4 credits:	English Language Arts (ELA I; ELA II, ELA III, and 1 credit other ELA elective.)
3 credits:	Mathematics (Algebra I, Algebra II and Geometry)
3 credits:	Science (Physical Science, Biology and one science elective)
3 credits:	Social Studies (American History, World History, Civics or AP U.S. Government and Politics, & Global Studies or AP Comparative Govn't)
1 credit:	Fine Arts
1 credit:	Practical Arts
1 credit:	Physical Education
.5 credit	Health
.5 credit	Personal Finance
9 credits	Electives

Total 26 units of credit and successful completion of the United States Constitution Test, the Missouri Constitution Test, and Speech requirement.

A combined total of no more than nine (9) units of credit in Art, Music, and Physical Education will apply to the total units of credit required for graduation.

A student must complete all requirements for graduation, which includes completing state End-of-Course Exams in Algebra I, Communication Arts II, Biology and Civics, to be eligible to participate in the Commencement program.

Eighth grade students, who have earned high school credit in Algebra I or Spanish I, cannot count these credits toward graduation requirements and therefore, will not count toward the high school grade point average (GPA).

*Students who earn a failing grade below a 40% shall automatically fail the course and must retake the course. Students that fail the course with a 59 to 41 percent are eligible for summer school or credit recovery.

GRADUATION REQUIREMENTS FOR SPECIAL EDUCATION

The Smithville R-II Board of Education, when appropriate, may waive specific course requirements for those students who are being actively served under an Individual Education Plan, in accordance with Public Law 94-142. A multi-disciplinary team comprising the special education teacher, classroom teachers, counselor, parents, student, and/or the principal shall determine the curriculum for students receiving such services. Eight semesters of attendance and satisfactory progress in a specified curriculum shall be the requirement for graduation.

***Assessment 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.

SCHOLASTIC DIPLOMA REQUIREMENTS

Smithville High School Scholastic Diploma requirements, as adopted by the Smithville R-II Board of Education on March 15, 1995, are as follows:

4 credits: English Language Arts (ELA I; ELA II; ELA III; AP English Language and Composition; AP English Literature and Composition, Contemporary World/Women's Lit, Literature of Social Change)

4 credits: Mathematics (from Algebra I, Geometry, Algebra II, Math Analysis, College Algebra, Statistics, College Prep Math, AP Calculus AB, AP Calculus BC)

4 credits: Physical Science, General Biology, Chemistry or Physics, and one credit of the following: AP Biology, College Chemistry, Physiology & Anatomy, Microbiology, AP Physics C: Mechanics, Zoology, Forensic Science, Genetics, Oceanography, or Earth & Space Science)

4 credits: Social Studies (American History, World History, Civics/AP US Government, Global Studies/AP Comp Government and one unit of another elective)

1 credit: Fine Arts

2 credits: Foreign Language in same language

1 credit: Practical Arts

1 credit: Physical Education

.5 credit Health

.5 credit Personal Finance

.5 credit Speech

5.5 credits Electives

28 units of total credit and successful completion of the United States Constitution Test, the Missouri Constitution Test, & Speech requirement.

A combined total of no more than nine (9) units of credit in Art, Music, and Physical Education may apply to the total units of credit required for graduation. **Eight semesters of attendance**, after grade eight, are required.

*A student must complete all requirements for graduation, which includes completing state End-of-Course Exams in Algebra I, and/or Algebra II, Communication Arts II, Biology, and Civics to be eligible to participate in the Commencement program; All graduating classes after 2017 must also complete End-of-Course Exams in Communication Arts I and American History.

At least a “B” average (3.0/4.0 G.P.A.) is required.

GRADE CARDS/ PROGRESS REPORTS

Our focus is to be Credit STRONG at Smithville High School.

Mid-term progress reports and grades will be shared on the following dates:

1st Q Mid-term	1st Quarter	2nd Q Mid-term	1st Semester
9/22	10/17	11/17	12/17
3rd Q Mid-term	3rd Quarter	4th Q Mid-term	2nd Semester
2/2	3/11	4/13	5/26

What is expected at mid-term, end of quarter, and semester?

All teachers will send a generic email communicating to parents about any student that is failing their course and share the following information:

- What content/subject they are failing

- Interventions or ways to bring up the grade (ie. tutoring, turning in missing assignments, re-takes etc.) Several ways can be listed to meet the needs of all students failing. This may not be applicable at the end of the semester.
- Encourage parents to check Power School for accountability and follow through
- Timeframe before final grades are due and changes cannot be made (end of quarter/semester).

Grades will be posted on Powerschool for Parents and Students to access following each nine-week quarter. Once the quarter has ended, no late work or assignments can be accepted. Students/Parents can view the student’s progress at any time on their Powerschool account. Grades are updated weekly on Mondays.

GRADING SCALE

Smithville High School is aware of the inadequacy of a mark when used to express total values for achievement and attitudes. The school believes that self-competition for self-improvement and striving for satisfaction which come from performing each task well are most important goals for its students. Academic achievement will be recorded and made available for reference, when needed, using the following system:

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

While proper conduct is certainly a desirable and necessary character trait, in as far as possible, the marks which are **given indicate achievement in subject matter**. Students **may, however, be graded on in-class participation**, of which attendance is a major component.

The semester grade is the final grade for the subject and credit is given if the student has a passing grade for the semester. The semester is approximately 18 weeks, or approximately 90 days, of school time. Students who have made a passing grade at the first and third quarter grade reporting time could still fail for the semester.

CLASS RANKINGS

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduating class.

Selection of the Valedictorian(s) will be determined by the following:

- The Valedictorian(s) is defined as the full-time senior(s) having the highest Grade Point Average (GPA) of the graduating class.
- The highest Grade Point Average will be based on the class rank of the seniors at the end of the fourth quarter of the senior year.
- The Grade Point Average will be calculated to the ten-thousandth place. (Example: 4.2792)
- Grade Point Averages will be calculated as the cumulative average of all courses beginning in grade 9.
- *Transfer Students: For the purpose of determining the selection of the Valedictorian: the transcript of classes of a student who was not enrolled in Smithville High School as of the third quarter of freshman year and each year thereafter will be weighted according to Smithville High School's course offerings and weight policy for that graduating class to determine the GPA.
- To be considered for Valedictorian(s) students must be enrolled as full time seniors by the first Friday of the school year.

Selection of the Salutatorian(s) will be determined by the following:

- The Salutatorian(s) is defined as the full-time senior(s) having the second highest Grade Point Average (GPA) of the graduating class.
- The second highest Grade Point Average will be based on the class rank of the seniors at the end of the fourth quarter of the senior year.
- The Grade Point Average will be calculated to the ten-thousandth place. (Example: 4.2792)
- Grade Point Averages will be calculated as the cumulative average of all courses beginning in grade 9.
- Transfer students: for the purpose of determining the selection of the Salutatorian: the transcript of classes of a student who was not enrolled in Smithville High School as of the third quarter of freshman year and each year thereafter will be weighted according to Smithville High School's course offerings and weight policy for that graduating class to determine the GPA.
- To be considered for Salutatorian, students must be enrolled as full-time seniors by the first Friday of the school year.

Advanced Placement and Dual Credit Coursework at Smithville High School

Advanced Placement (AP) and Dual Credit (DC) courses provide the opportunity for students to take college - level courses and exams while enrolled in high school. Faculty members on college campuses report students who challenge themselves with Advanced Placement Courses are better prepared for rigorous academic work.

The College Board suggests applicants for college who have taken Advanced Placement courses in high school are much better prepared for the rigor of college courses. Every year, SHS students enter college with credit from Advanced Placement Exams, which are given in the spring.

Students may choose to take an Advanced Placement Exam without taking the Advanced Placement course. If students' score a 3, 4, or 5 on an exam, this credit may allow students to accelerate into upper-level courses or complete an undergraduate degree in fewer than four years – a considerable financial savings. Colleges have various standards about what score is acceptable. College Admissions Directors prefer to see rigorous course selections such as Advanced Placement on transcripts even if students do not receive an "A" in those courses.

A Dual Credit program is a program in which post secondary courses are taught at Smithville High School by instructors who are also certified as adjunct college instructors. A high school student may take Dual Credit courses to earn both high school and college credits.

The Weighted GPA System

Smithville High School calculates a weighted GPA for select Advanced Placement and Dual Credit courses (see below for list of weighted courses). A bonus point of .5 will be added to the grade point earned for select Advanced Placement and Dual Credit courses. To earn the bonus point of .5, the student must receive a passing grade.

Advantages of the Weighted GPA System

- allows students to earn grade point averages (GPAs) higher than 4.0
- more accurately reflects student effort and achievement in both GPA and class rank
- encourages and draws attention to rigorous performance
- rewards students for taking high-level Advanced Placement and Dual Credit courses
- creates more competitive student transcripts for college admission and scholarships

We offer a variety of Advanced Placement and Dual Credit courses for students over the course of their four years. These courses are very rigorous and require an above average commitment of time outside of the school day for research, study and writing. Parents and students should read the course syllabus for a course before committing to an AP/DC course. Once a student is enrolled in an AP course, no drop is allowed except in the case of an emergency. Students are expected to complete the course and submit all course work in a timely manner.

The following courses have met the Weighted Course Designation Criteria and have been approved by the Board of Education for the Weighted Grade Designation:

Advanced Placement Language and Composition
Advanced Placement Literature and Composition
Advanced Placement Biology
Advanced Placement Calculus AB
Advanced Placement Calculus BC
Advanced Placement Capstone Seminar
College Chemistry
Advanced Placement Comparative Government
Advanced Placement US Government and Politics
Advanced Placement Physics
Advanced Placement Psychology
Advanced Placement United States History
Advanced Placement World History
Advanced Placement Spanish Language and Culture
Spanish III
Spanish IV
French III
French IV
College Statistics

CASE Animal Science
College Environmental Science
AP Seminar
Introduction to Engineering Design
Principles of Engineering
Digital Electronics
Civil Engineering and Architecture
Computer Science and Software Engineering
NCAPS: Advanced Manufacturing and Engineering
NCAPS: Medicine and Healthcare
NCAPS: Technology Solutions
NCAPS: Digital Media and Design
NCAPS: Global Business and Entrepreneurship

ACADEMIC LETTER

A student must be enrolled at Smithville High School by the end of the first quarter of the current year. A student must be classified as a Freshman, Sophomore, Junior, or Senior. He/she must be enrolled in four (4) courses from the areas of Math, Language Arts, Social Studies, Science, CAPS (counts as 1 course), NCC (counts as 1 course), Project Lead the Way (PLTW), &/or Foreign Language (III, IV, or V level) and must be enrolled in a total of six (6) courses each semester. The student must have maintained an A- average (3.667 GPA), based on an average of S1 and S2 GPA for the current school year.

An Academic letter will be awarded to those students eligible for an initial Academic Letter. A bar will be awarded after receiving an initial Academic Letter. Awards will be distributed at graduation for Senior students and in the following Fall semester for Freshman, Sophomore, and Junior students.

A+ SCHOOLS PROGRAM

The Smithville R-II School District and Smithville High School has been designated an A+ School by the Missouri Department of Elementary and Secondary Education. A+ Schools represents a comprehensive program of curricular, instructional, and technological developments and improvements designed to better meet the needs of all regardless of whether they plan to attend a traditional four-year college, a community college, a vocational or technical school, or plan to seek employment immediately out of high school.

The primary goals of this program are:

- a) All students graduate from high school;
- b) All students complete a selection of high school studies that is challenging and for which there are identified learning expectations; and
- c) All students proceed from high school graduation to a traditional college or postsecondary vocational or technical school or high wage job with workplace skill development opportunities.

Smithville High School graduates are eligible for state reimbursement of the cost of tuition to participating Missouri public community college or vocational or technical school. To be eligible, a student must enter into a written agreement with the school and:

- have attended an A+ School for three years prior to high school graduation;
- graduated from high school with at least a 2.5 G.P.A.;
- maintained a 95% rate of attendance;

- performed 50 hours of unpaid mentoring or tutoring other students; and maintained good citizenship and avoided the unlawful use of drugs and/or alcohol.
- complete and document the submission of FAFSA during the spring of senior year;
- Class of 2015 and beyond: Must score proficient or advanced on the state level Algebra I End of Course exam. (If Algebra I is not met then ACT math sub-score of 17, or Compass Pre-Algebra score of 43, or Compass Algebra score of 1). These scores may be subject to change annually per the Department of Higher Education.

The A + program will be funded as long as there are available funds. For more information about the A+ Schools program, contact Mr. Darren Shaffer at 532-0405.

ACT TEST

The ACT® will once again be offered for all SHS 11th grade students 3/29/22 at Smithville High School. The ACT Bootcamp will be held 3/19/22 at Smithville High School from 8:00 am to 12:00 pm.

CURRICULAR LOAD

Senior students requesting early graduation (*part-time status*) at the end of first semester must complete an intent to move to part-time status **by Monday, November 1st, 2021**. Request forms should be submitted to the building principal or counselor. To participate in MSHSAA extra-curricular activities, students must be enrolled and receive credit in seven (7) credit courses and at least 80% of the courses in which they are enrolled. Students who desire a reduced curricular load or early graduation (*part-time status*) are advised to contact a counselor or building administration to ensure all required graduation credits have been met. The curricular load for each student is dependent upon his/her ability and, to a certain extent, upon the out-of-class preparation required by the subjects selected. Students will be advised Accordingly. With early graduation, students are not eligible for Valedictorian or Salutatorian.

GRADUATION CEREMONY

Graduation will be held ___TBD_____ at TBD. The graduation ceremony for Smithville High School is a formal occasion where students, parents, grandparents, guardians etc. celebrate a young adult’s highest academic achievements to date. Staff are not required to attend but are welcome.

Early Graduation (Part-time status) - Students that have not applied and been approved by the November school board meeting will not be considered for early graduation. The deadline for students to turn in early graduation forms is November 1st.

ACADEMIC INTEGRITY

Our goal is to promote a professional, respectful, and mutually trustful learning environment. We highly value academic integrity and do not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances the credit on an individual assignment or a course grade. Academic integrity violations commonly occur (intentionally or unintentionally) in the following categories.

1. Plagiarism – From the Greek root word for “kidnapping” plagiarism is the theft of someone else’s ideas, words, or other work. Plagiarism includes an exact copying of another’s work, or rewording, paraphrasing, partial quotation or summarization of another’s work without properly acknowledging the creator of the original work.

Examples include, but are not limited to the following:

- a. Downloading information from that which is copied or translated from another source or person.

2. Cheating – the deliberate or attempted use of unauthorized materials, information, technology, study aids, or unauthorized group work on assignments, projects, tests, or other academic exercise during class or outside of class. Examples include, but are not limited to the following:
 - a. Forging a signature for the purposes of earning credit in a class.
 - b. Providing access to materials or information so that credit may be dishonestly claimed by others.
 - c. Creating and distributing copies of one’s own work so that credit may be dishonestly claimed by others.
 - d. Giving or receiving unauthorized assistance on an assessment.
 - e. Falsifying or altering grades related to documents, programs, or information.
 - f. Works with a partner or group when the student has been told to work independently.
 - g. Use text messages/pictures or phones in any way to communicate assessment items.
 - h. Copies someone else’s work.
 - i. Obtains or attempts to obtain pre-knowledge content of an examination.

Consequences:

1st offense	Student meeting with teacher, parent notification	Lunch detention; zero on the assignment
2nd offense	Student meeting with teacher, admin, and parent to create a plan	2 hour Friday detention; zero on the assignment
3+	Student meeting with teacher, admin, and parent	ISS/OSS; zero on the assignment

GRADE APPEAL PROCEDURE

Faculty members have a professional obligation to evaluate the progress and/or performance in each course taught at Smithville High School.

Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Lack of success in meeting the academic grading standards established by the instructor shall not constitute a case for appeal.

A student who feels the instructor has graded on the basis of personal opinions or other matters unrelated to the established academic standards are first encouraged to consult with the instructor.

If the student still feels the instructor is not accurate in academic evaluation, the student shall have the right to make a written appeal to the High School Administration within ten (10) school days of the evaluation/grade being issued.

If the administration feels there is reasonable justification for the student's appeal, then they shall schedule a formal hearing in which testimony from both the student making the appeal and from the instructor concerned will be considered, along with any supporting evidence. At the conclusion of the

hearing, the administration will make its recommendation for the resolution of the difference. Both the student and the instructor shall be notified in writing of the outcome (decision).

If the student or instructor does not accept the decision of the building administration, they may appeal in writing to the superintendent within five school days after the receipt of the letter from the building administration. This written request must explain the nature of the appeal and provide sound evidence to be considered.

If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the Secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of Federal programs. In the event the complaint may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education. (Reference Board of Education FILE KL-AP)

Athletics, Activities, and Organizations

Name of Club/Group/Activity	Advisor
Anime	Vacant
Cheerleaders	Mrs. Cox
Dazzlers Varsity Dance Team	Mrs. Simon
FCA	Ms. Morgan
FBLA	Mrs. Marsh
FCCLA	Mrs. Sinclair & Ms. Grassley
FFA	Mr. Viebrock
FFA Trap Shooting Team	Mr. Viebrock
GSA (Gay-Straight Alliance)	Ms. Doubenmier & Ms. Sapp
Interact	Mrs. Sanders
Junior Class Sponsors	Ms. Milby
Library Book Club	Mrs. Winterboer
National Art Honor Society	Ms. Migletz & Ms. Courtoise
National English Honor Society	Mrs. Perkins
National Honor Society	Mrs. Minnix
Newspaper (online)	Ms. Finch
Pair O'Dice Game Club	Mr. Kline
S.W.A.T. Robotics	Mr. Bargman
Scholar Bowl	Mr. Logan and Ms. Stark
Science Club	Mrs. Carnes

Senior Class Sponsor	Mrs. Cox & Ms. Sapp
Sophomore Class Sponsor	Ms. Sanders
Speech and Debate	Mrs. Finch and Mr. Finch
Student Coalition	Ms. Leary
Student Council	Ms. Milby and Mrs. Cox
Theatre	Mr. Pittenger
Yearbook	Mrs. Finch

Sport	Coach
Baseball	Coach Speer
Basketball-Boys	Coach Benneka
Basketball-Girls	Coach Mosby
Cheerleading	Coach Cox
Cross Country	Coach Moore
Dazzlers	Coach Simon
Football	Coach Ambrosion
Golf-Girls and Boys	Coach Mosby
Soccer-Girls	Coach Reed
Soccer-Boys	Coach Reed
Softball	Coach Mayhugh
Swimming	Coach Martin
Track-Girls	Coach Dickherber
Track-Boys	Coach Moore
Volleyball	Coach Minnix
Wrestling	Coach Middleton

*The administration reserves the right and privilege to issue consequences for acts of discipline not specifically stated and to alter consequences as necessary. Administration may amend any provision in this handbook at any time.

Parking Addendum

This addendum has been created due to the construction at the school. The stadium parking lot is considered the “staging” area for construction vehicles, construction materials and could be dangerous. Because of this, there will be no parking in the stadium parking at any time during the school hours of

7:00-3:00 pm. Furthermore, if your car is found to be parked in the stadium parking lot, it will be towed immediately with all costs to the owner.

In addition, there will only be **363** parking spots available for the 2021-2022 school year. Seniors and Juniors will have until September 7th to purchase a parking pass at a first come first served basis. After this date it will open up to all students and will remain a first come first served basis. Once all **363** parking spots have been distributed a wait list will be created and as spots become available we will refer to this list in the order placed on a first come first served basis. Thank you for your understanding and cooperation.