2026-2027
Elementary Student

SMITHVILLE
School District

Tradition of Excellence

Horizon Elementary
695 S. Commercial
Smithville, MO 64089
Phone: 532-4566
Fax: 532-4409
https://www.smithvilleschooldistrict.net/o/he
Twitter:@HrznWarriors
Facebook: @HrznWarriors
Instagram: hrznwarriors

Maple Elementary
600 Maple Ave
Smithville, MO 64089
Phone: 532-0589
Fax: 532-3158
https://www.smithvilleschooldistrict.net/o/me
Twitter: @MapleWarriors
Facebook: @MapleWarriors
Instagram: maplewarriors

Eagle Heights Elementary
18801 Eagle Parkway
Smithville, MO 64089
Phone: 532-5959
Fax: 532-5960
https://www.smithvilleschooldistrict.net/o/ehe
Twitter:@EHEWarriors
Facebook: @EagleHeightsElementary School

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July 1, 2026

Students and Parents,

Welcome to the 2026-2027 school year in the Smithville R-II School District. We look forward to a wonderful year with you and your child!

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

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

Sincerely,

Mrs. Kristi Mellon	Dr. Taylor Jahn	Ms. Melinda Sterling-Stewart
Horizon Principal	Maple Principal	Eagle Heights Principal

HORIZON ELEMENTARY PERSONNEL

Principal Mrs. Kristi Mellon

Assistant Principal Mrs. Nicole Johnson

Classroom Faculty

Early Childhood	Mrs. Katie Bryan
Kindergarten Team:	Miss Kaley Smith, Mrs. Madison Hagen, Mrs. Lane Traub
First Grade Team:	Mrs. Heather Alwes, Mrs. Maggie Richard, Mrs. Katelyn Lammers
Second Grade Team:	Mrs. Ashley Elifrits, Mrs. Hallie Berry, Mrs. Rachel Steffen
Third Grade Team:	Ms. Jill Billings, Mrs. Erin Ellis, Ms. Michelle Price
Fourth Grade Team:	Miss Jenna Crain, Mrs. Christine Deihl, Miss Samariah Jordan
Fifth Grade Team:	Miss Hollingsworth, Mrs. Hannah Jundy, Mrs. Emilie Meyer
Sixth Grade Team:	Miss Bailey Hiatt, Miss Emma Latz, Miss Makayla Schnoover, Mrs. Hillary Spellmeier

Special Areas Faculty

Counselor	Ms. Aimee Pawlcyn & Mr. Keith Slater
Art	Mrs. Emily Way
Music	Mrs. Tiffany Ketterman
P.E.	Mr. Nathan Barker
Innovation/Tech.	Mrs. Megan Jermain
Reading	Mrs. Kim Roske & Miss Josie Benedict
Reading Res. Aide	Mrs. Tiffani Miller
Librarian	Mrs. Jennifer Rinehart
Gifted (Quest)	Mrs. Kassie Reade, Mrs. Paige Scheibe

Special Services Faculty

Special Services	Mrs. Clare Brooks
Speech/Language	Mrs. Elizabeth Shoemate
ECSE IA	Mrs. Corrie Cox
Special Serv. IAs	Mrs. Megan Elliott, Mrs. Jackie Lamson, Mrs. Melinda Royds, Mrs. Stephanie Walters
Process Coord.	Mrs. Amanda McCluskey
OT/PT	Mrs. Susan Holden, Mrs. Natalie Loyd

Support Staff

Admin. Assistants	Mrs. Amber Carter, Mrs. Tarryn Hickman
Nurse	Ms. Emily Houghton
Behavior Int.	Mrs. Cody Wilson
Recess/Cafeteria Aides	Sarale Draper, Haley Hartland, Samantha Easter, Abbey Landolt
Family Resource Sp.	Ms. Lisa Manz
Custodial Staff	Mr. Ryan Clark, Mrs. Donna Staggs
Cafeteria Manager	Mrs. Jackie Rembolt
Cafeteria Staff	Peggy Lewis, Donna Drider, Sarale Draper
Technology	Mr. James Betsworth
SPO	Mr. Thad Seever

MAPLE ELEMENTARY SCHOOL PERSONNEL

Principal Dr. Taylor Jahn

Assistant Principal Mrs. Abbey Meyer

Classroom Faculty

Warrior PreSchool	Ms. Jeanie Martin, Mrs. Courtney Matthews, Ms. Heaven Contreras
Kindergarten	Mrs. Sarah Claytor, Ms. Sydney Goss, Mrs. Heidi Uptegrove
Grade One	Mr. Aaron Bowlin, Ms. Kiersten Darr, Ms. Makenzie Kelly
Grade Two	Ms. Jenna Buchinger, Mr. Caleb Goodwin, Mrs. Sheri Greenfield
Grade Three	Mrs. Emily Callahan, Mrs. Jolie Lederer, Mrs. Haley Starner
Grade Four	Mrs. Cortney Saxton, Mrs. Randa Blakeslee
Grade Five	Mrs. Mandi Alvord, Mrs. Amber Medley, Mrs. Koryn Roach
Grade Six	Ms. Amanda Bradberry, Mrs. Amy Elliott, Ms. Taylor Broleman

Special Areas Faculty

Counselors	Mrs. Christina Hough, Mr. Keith Slater
Art	Mrs. Jenny Haddock
Music	Mrs. Reba McNair
Quest	Mrs. Kassie Reade, Mrs. Paige Scheibe
P.E.	Mr. Zach Anderson
Reading	Mrs. Caitlin Will, Mrs. Josie Benedict
Reading Resource Aide	Mrs. Erika Opperman
Librarian	Mrs. Brea Sissom
Innovation/Tech Lab	Mrs. Loren Ray

Special Services Faculty

Special Services	Mrs. Dawn Gehl, Mr. Greg Chastian, Mrs. Michelle Steelman, Mrs. Cassandra Gearhart
Speech/Language	Mrs. Heather Peterson
Special Services IAs	Mrs. Sarah Dubon, Ms. Nicole Tripp, Ms. Gabrielle Tucker, Ms. Shantelle Mathis Mr. James Richmond, Mrs. Pam Nichols
Early Childhood IAs	Mrs. Dannel Blackwell, Ms. Sara Woolery, Mrs. Kaitlin Way
Process Coordinator	Mrs. Amanda McCluskey, Mrs. Kristen Gromacki
OT/PT	Mrs. Susan Holden, Mrs. Natalie Lloyd, Mrs. Mariah May

Support Staff

Administrative Assistants	Mrs. Alison Camacho, Mrs. Heather Waters
School Nurse	Mrs. Sarah Burch
Behavioral Specialist	Mrs. Ashli Ellis
SPO	Officer Eddie Morales
Recess/Cafeteria Aides	Mrs. Jessica Chetto, Mrs. Ashleigh Dunlap, Ms. Carolyn Steenrod, Mrs. Caitlin Yeager
Custodial/Maint.	Sarah Parks, Samantha North
Cafeteria Manager	Abby Selvage
Cafeteria Staff	Shevonne Mercer, Christin Cox, Katherine Neal

EAGLE HEIGHTS PERSONNEL

Principal Ms. Melinda Stewart
Assistant Principal Mrs. Katie Betts

Classroom Faculty

ECSE – Pre-K	Mrs. Abigail Smith
Preschool	Mrs. Anne Hicklin
Kindergarten	Mrs. Kelsey Malo, Mrs. Briah Howard, Ms. Nancy Brown
First Grade Team	Mr. Brian Andreasen, Mrs. Krystel Heil, Mrs. Stacey Kochis
Second Grade Team	Mrs. Ali Holder, Mrs. Angee Schmidt, Mrs. Jana Lakatos, Mrs. Shannon Helms
Third Grade Team	Ms. Amy Boynton, Mrs. Olivia Adams, Ms. Zenda Lee
Fourth Grade Team	Mrs. Samantha Rembolt, Mr. Daren Scadlock, Ms. Gabrielle Rustici, Ms. Sarah Weiler
Fifth Grade Team	Ms. Charlene Noble, Mrs. Rochelle Sinclair, Mr. Andrew Way
Sixth Grade Team	Mrs. Lexi Farmer, Mrs. Amy Pringle, Mr. Jim Watt, Ms. Maddie Dimick

Special Areas Faculty

Art	Ms. Andrea Aeschilman
Music	Mr. Daniel Venner
Gifted (Quest)	Mrs. Kassie Reade, Mrs. Paige Scheibe
P.E.	Mr. Ross Parker
Reading	Mrs. Leah DeYoung
Librarian	Mrs. London Rice
Innovation/Tech.	Mrs. Amy Thompson

Special Services Faculty

Counselor	Ms. Sarah Newman
Counselor	Mr. Keith Slater
Spec. Services	Ms. Jina Arellano, Ms. Leia Nichols
Process Coord.	Mrs. Tiffany Cox, Mrs. Amanda McCluskey, Ms. Kristin Gromacki
Speech/Lg.	Ms. Megan Keiling
Instr. Assts.	Mrs. Donna Irwin, Mrs. Teresa Kathcart, Mrs. Lorie Moorman, Mrs. Tammy Saighman, Mrs. Amy LaBrie

Support Staff

School Protection Officer	Mr. Eric (Link) Randolph
Nurse	Ms. Erin Vernon
Admin. Assts.	Mrs. Amanda Muck,
Behavior Int.	Mr. Morgan Noland, Ms. Rebecca Grace
Recess/Cafeteria Aides	Mrs. Dawn Adkins, Mrs. Misty Ramos, Mrs. Sherrie Carter, Ms. Pat Huegerich
Custodial	Mr. Christopher Winston, Mr. Keith Brimeyer, Mr. Scott Hamilton
Cafeteria Manager	Mrs. Andrea Cornett
Cafeteria Staff	Mrs. Andrea Cornett, Mrs. Chelsea McMillian, Mrs. Misty Ramos, Ms. Annette Maples

SMITHVILLE ELEMENTARY STUDENT HANDBOOK

SCHOOL DAY

Starting time: Students arriving by private vehicle should be dropped off no earlier than 8:30 a.m. School begins at 8:45 a.m.

Dismissal time: School dismisses at 3:45 p.m. This applies to all students, including bus riders and those being picked up by parents.

Early Childhood Special Education (Eagle and Horizon Elementary):

8:45 – 11:45 AM session. **Does NOT operate on Wednesday.**
12:25 – 3:45 PM session. **Does NOT operate on Wednesday.**

ARRIVAL

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

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

Arrival of a student after the regular start time: The parent must check the student in through the office and obtain a tardy pass.

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

DISMISSAL

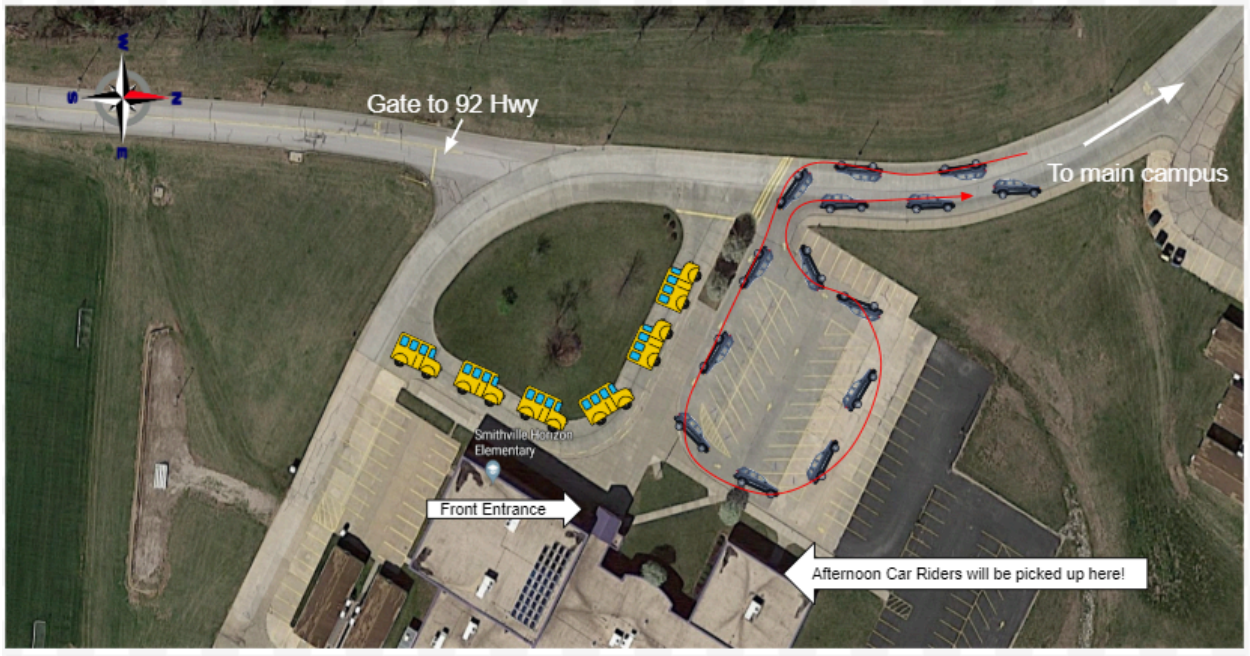
Dismissal of a student prior to the regular end time: Any student leaving prior to the regular dismissal time must be checked out in the office by a parent.

Horizon: Transportation Information - Pickup and Dropoff

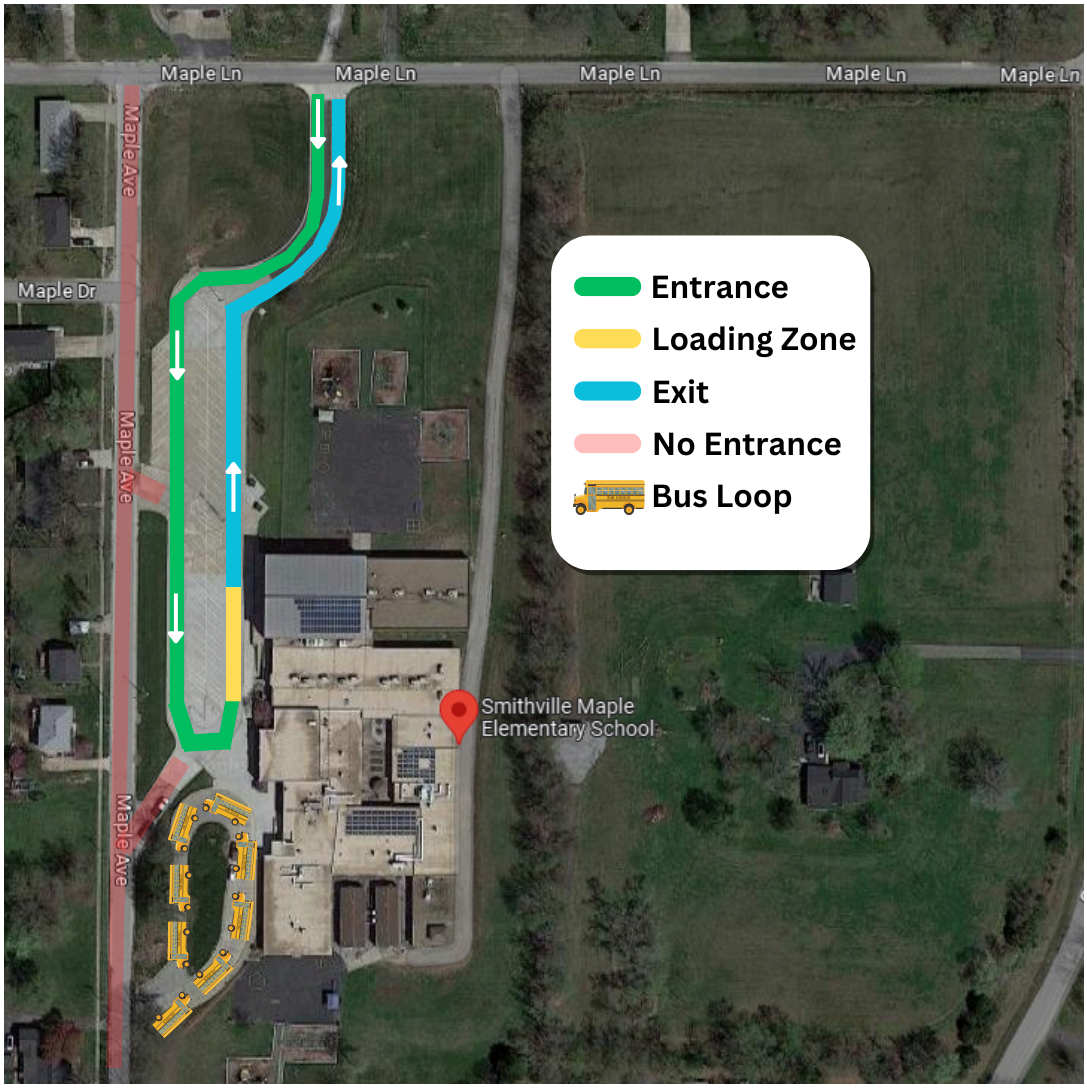
Bus Riders - Buses will pick up and drop off in the bus loop. The bus company will let you know where your stop is near your house and will provide you a timeframe that the bus arrives. Kindergarten students require an adult to meet them at the bus stop for safety reasons.

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

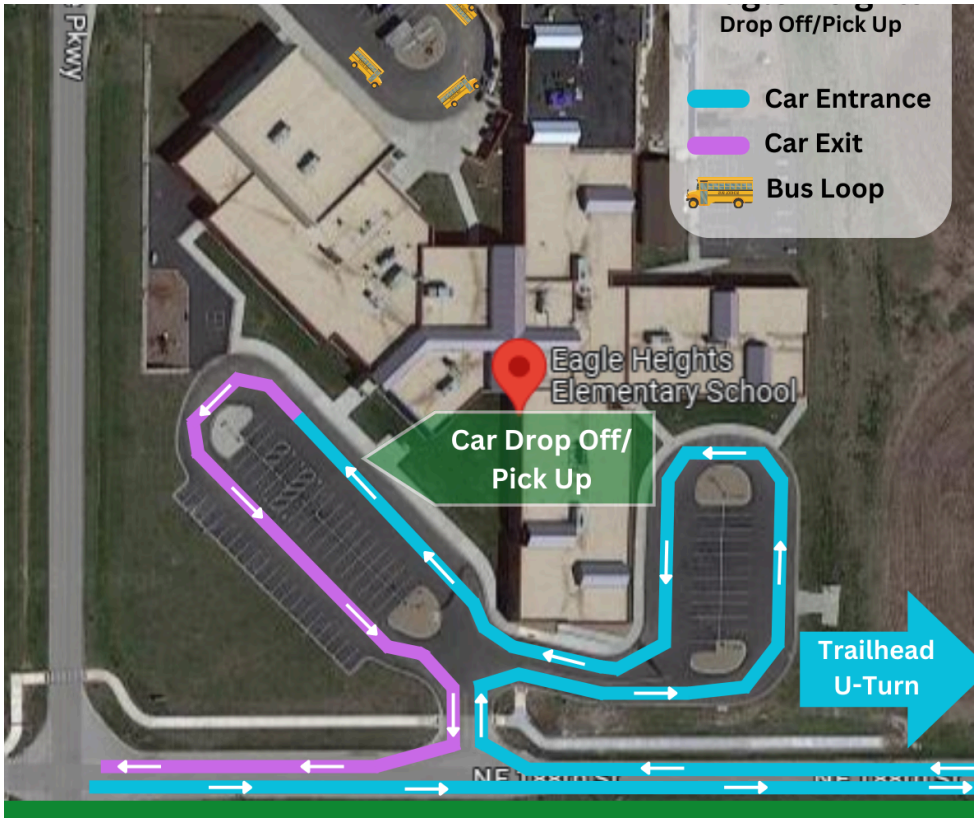
At the end of the day, students who are being picked up by their parents will be dismissed through the designated doors exiting onto the parking lot using a valet system. Adults should remain in their vehicle pulling forward into the loading zone. A staff member will walk your student to the car and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



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



Eagle Heights Parent-pickups: At the end of the day, students who are being picked up by their parents will be dismissed through the designated doors in the front of the building, exiting onto the parking lot using a valet system. Adults should remain in their vehicle, pulling forward into the loading zone. A staff member will walk your student to the car and assist with loading. Parents of students requiring additional support in getting buckled will be asked to pull into a parking space to assist their child further. Parents should display their school provided placard in their window. Placards will be distributed to families at Back-to-School night prior to the start of the school year. Anyone without a placard must show identification.



Dismissal of a student before the regular dismissal time: His/her parent or guardian must sign the student out at the kiosk in the office. ***All student releases must be completed through the office or nurse.***

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

BUS AND AUTOMOBILE PROCEDURES

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

Horizon Elementary Procedures:

1. The circle drive is for one-way traffic only.
2. The circle drive is for bus traffic only between the hours of 8:00 – 9:30 a.m. and 3:00 – 4:15 p.m.
3. Buses will unload in the circle drive. Students will enter the building through the front doors.
4. Students riding to school in automobiles will be unloaded in the parent parking lot and enter the building through the main entrance. Do not park along the curb in the parent parent drop-off lane. This is for loading and unloading students only. If you plan to enter the building, please park in the parking lot.
5. Students riding to school in an automobile should arrive at school between 8:30 and 8:45 a.m. Do not bring your child to school before 8:30 a.m. Upon dismissal, all bus students exit the building through the main entrance or gym doors.
6. Students riding buses home are dismissed beginning at 3:45 p.m. Groups of buses will pick up students in front of the school between 3:45 p.m. and 3:55 p.m. .
7. Do not park your car in the circle drive or in the parent pick-up lane at dismissal. A parked car causes congestion for everyone and difficulties for bus drivers. Signs are posted in the circle drive, which prohibit parking in the circle drive during pick-up time. Please help us maintain a safe setting by adhering to these signs. Set a good example for our children by not walking between parked buses in the circle driveway.
8. Students who are being picked up by a parent during dismissal will be dismissed at 3:45 p.m. through the designated doors which lead to the parking lot. Parents will wait in a moving line through the parking lot and a staff member will assist your child in the loading zone. This is a similar process to arrival and the traffic will continue to move. Please have your student placard visible in your front window for staff.

Maple Elementary Procedures:

1. The first circle drive in front of the elementary school is for school bus traffic only.
2. All private vehicles should use the entrance marked for private vehicles, entering from the "entrance" lane, and exiting from the "exit" lane on Maple Lane.

3. Private vehicles bringing students to school should enter the north parking lot, and unload students along the plaza area. Students will enter through the doors at the top of the ramp/stairs located by the car rider loop.
4. Buses will unload in the area in front of Maple Elementary School. Students will enter the building through designated entrances.
5. Students walking to school or riding in an automobile should arrive at school between 8:30 and 8:45 a.m. Please do not bring your child to school before 8:30 a.m. on Monday, Tuesday,Wednesday, Thursday, or Friday.
6. Upon dismissal, all bus riders exit the building through the front doors or cafeteria doors. *Students will wear face coverings and maintain social distancing while walking to their buses.*
7. Students riding buses home are dismissed beginning at 3:45 p.m.. Groups of buses will pick up students in front of the school between 3:45 and 4:00 p.m. Please do not enter the bus loading drive.
8. Please do not park your car in the circle drive in front of the school at dismissal time while you go into the school to pick up your child. Help us maintain a safe setting by adhering to this request. Set a good example for our children by not walking between parked buses in the circle driveway.

Eagle Heights Elementary Procedures:

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

BUS TRANSPORTATION

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

Students desiring transportation services within the Smithville R-II School District to and from a location other than their permanent residence may be permitted to receive such services on a space-available, first-come, first-served basis. This applies to alternative custody arrangements. Parents or guardians must complete an application and submit it to the Smithville R-II School District Administrative Office in order to receive route change approval. Application request forms shall be made available at each K-12 school building or on the Smithville R-II School District's website under the link to Transportation. Requests for the new school year should be made by July 1. The phone number to Durham School Services is 816-532-5959.

Rules and Regulations for Students Riding the Smithville R-II School Buses:
The local administration shares the responsibility of training students to be good passengers and to observe the following regulations/guidelines that are established for school bus discipline and safety.

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

First Misconduct Notice:	Serves as a warning to the student that inappropriate behavior will not be tolerated. Student will conference with an administrator and parents will be notified.
Second Misconduct Notice for the Same Behavior/Action:	Student will conference with an administrator. An appropriate consequence will be assigned and parents will be notified.
Third Misconduct Notice for the Same Behavior/Action:	Students may be suspended from riding the bus for a period of up to 10 school days.

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

1. When boarding the bus, students are to be seated and remain seated until arrival at their destination. Students shall never move or stand while the bus is in motion.
2. No pets or other animals in boxes, jars or other containers will be allowed on the bus.
3. Radios and other audio equipment will not be allowed on the bus. Headphones are permitted.
4. Students should remain quiet at all railroad crossings and there should be minimal noise while passing through towns.
5. NO EATING OR DRINKING ON THE BUS. (Except extra trips or as allowed by school.)
6. Students are NOT to place their hands or any other part of their body out of the windows. Nothing shall ever be thrown out the windows of the bus.

7. No fighting or horseplay on the bus. Classroom conduct shall be observed at all times.
8. Each student WILL be held accountable for any destruction of property, including damage to the bus or personal property.
9. Parents or guardians are to never board the bus for any reason.
10. Parent concerns over bus drivers should be addressed with either their child's building administrator or Durham School Services.
11. The driver is in charge at all times. When on activity trips, the teacher/sponsor and driver are in charge.
12. The driver may not transport any person not regularly assigned to the bus unless otherwise authorized by building principal or designee.
13. The driver may assign each student a seat on the bus.
14. The use of alcohol, tobacco and/or drugs is NOT permitted on the bus or at the bus stops. The use of matches and/or lighters will not be permitted.
15. Obscene and unacceptable language, gestures and signs will not be tolerated.
16. Students (ALL grades) must pass 10 feet in front of the bus and establish eye contact with the driver before doing so. Students should NEVER walk behind the bus. Students are to stand a minimum of 10 feet back from the road while waiting for the bus.
17. Students are NOT to go to their mailbox until the bus has traveled away from the bus stop.
18. The school bus is an extension of school. All school rules and regulations which pertain to the students are applicable on the bus at all times.
19. Skateboards are NOT allowed on the bus. NO EXCEPTIONS.
20. Students may be videotaped while riding the school bus. The viewing of these tapes is subject to the guidelines set by the school district.
21. The use of cell phones will be permitted at the discretion of the bus driver so long as phones are used appropriately. Taking pictures or videos with camera phones will not be allowed on the bus.

Off CAMPUS PERMIT WITHIN SCHOOL BOUNDARIES

The community of Smithville has numerous opportunities for student outings and field trips away from the school campus. Such opportunities are important resources for the classroom teacher. All field trips require written parent permission. When you sign off on reading the handbook, you are given permission for your child to participate in field trips within the boundaries of the Smithville School District. Such field trips will either be walking or trips by bus to local places. Field trips outside of Smithville will still require a separate permission slip specifically for that trip. All students must ride on the bus to the field trip or they are counted absent, however leaving the field trip they may ride with parents if they are checking them out. In that case, you must have signed parent or guardian permission to take a student home from a field trip. Students cannot be signed out by other parents.

ATTENDANCE

Our official school day is from 8:45 A.M. until 3:45 P.M.

When your child is absent from school, please telephone the school between 8:30 and 9:30 A.M to report the absence. If we do not receive a telephone call from you, for your child's protection, we will attempt to reach you to check on the whereabouts of your child.

Regular and prompt school attendance is required by Missouri law and is crucial for early academic development and forming good long-term habits. To support this, school staff will closely monitor attendance, though parents must notify the school by 9:30 a.m. if a student will be absent, and students should arrive no earlier than 8:30 a.m. While absences for illness, medical appointments, school activities, or a death in the family are considered excused, attendance letters will be mailed home if a student misses multiple days of instruction for either excused or unexcused reasons. School teams will implement intervention strategies to support families and avert future attendance problems, but continued chronic absenteeism will be referred to the appropriate legal and juvenile authorities.

Any attendance conference may be waived by the principal if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

PHYSICAL EDUCATION, RECESS, AND PLANNED ACTIVITIES

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

Because regular exercise is important for the physical development of children, all students are also expected to participate in recess. When the weather is cold, please make certain that your child is dressed properly for recess. If the temperature or wind chill is below twenty degrees, students will be kept indoors for recess. Students will also have indoor recess if the temperature or heat index is above one-hundred five degrees. Policy: ADF-1-AP(1)

Communication between home and school is very important. Please check their backpacks daily for any school to home communication. Telephone conversations are also an important way to keep the lines of communication open between the school and home. Please remember that all calls during the school day may go directly to voicemail and will be returned as soon as possible by the staff member. Another way to contact staff is by using their email address. Each building utilizes social media, the school website, and newsletters to keep families up to date.

RECESS

At our school, recess is a valued time for students to play, socialize, and recharge. To ensure a safe, inclusive, and fun environment for everyone, all students are expected to follow our PBIS-aligned expectations centered around Being Safe, Respectful, and Responsible.

Be Safe

- Use equipment properly and safely.
- Stay within designated recess areas.
- Keep hands, feet, and objects to yourself.
- Follow adult directions the first time they are given.
- Line up promptly when the signal is given.

Be Respectful

- Include others in games and activities.
- Use kind words and actions.
- Share equipment and take turns.
- Listen to and cooperate with adult supervisors.

Be Responsible

- Take care of school equipment and return it when finished.
- Report problems or unsafe behavior to an adult.
- Dress appropriately for the weather.

COLD WEATHER COAT POLICY

To keep students safe and healthy during colder months, the following coat policy will be enforced:

- If the temperature is below 40°F (including wind chill), students must wear a coat to go outside for recess.
- If a student does not have a coat, they will remain indoors during recess.
- Hoodies or sweatshirts do not count as coats in cold weather.

PERSONAL ITEMS

To ensure a focused learning environment, please mark all removable clothing with your child's name and check the lost-and-found box promptly, as unclaimed items are emptied frequently. Additionally, students should not bring personal items like toys, electronic games, or trading cards to school unless requested by a teacher, as these items often cause conflict, can be easily lost or damaged, and are not permitted to be traded at school. Similarly, fidget items are permitted strictly as learning tools, not toys, and require teacher approval for use. To keep their fidget privileges, students must use them responsibly, and ensure they remain completely silent

so they do not cause a distraction; items that are misused, shared, or thrown will be confiscated by the teacher and either kept at their desk or sent home.

We will not accept responsibility for personal items that are broken, lost, or stolen, nor will the Smithville R-II School District staff mediate between children or the parents of children if such an incident occurs.

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

COMPUTER USAGE (BOE POLICY EHB)

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

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

ELECTRONIC DEVICES, CELL PHONES (BOE POLICY JG-R)

In compliance with Missouri Senate Bill 630 - 162.207, Smithville School District has updated its policy regarding student use of personal electronic communications devices.

Definition:
A "personal electronic communications device" means any portable device used to send, receive, store, or view communication, information, images, or data electronically. This includes, but is not limited to:

- Cell phones
- Smartwatches
- Bluetooth speakers
- Headphones/earbuds
- Smart glasses
- Tablets and similar devices

When and where are Personal Electronic Devices NOT allowed?

All personal electronic devices:

- may not be displayed or used during the school day.
- must be powered off (or silenced) and put away from the first bell (8:30 AM) to the final dismissal bell (3:40 PM).
- are not permitted during:
    - Instructional time
    - Passing periods
    - Lunch (including while walking to and from the cafeteria)
    - Recess, Breaks

When and where are Personal Electronic Devices permitted?

Students may use personal electronic devices only:

- Before or after school hours 14
- When authorized by a teacher or administrator for an approved educational purpose
- When outlined in a student's IEP, Section 504 plan, or individualized health care plan
- During an actual emergency (not a drill), such as:
    - Active fire, tornado, earthquake, or severe weather event
    - Active intruder
    - Medical emergency

Student Responsibility:

Students are responsible for securing their devices in their pocket, backpack or locker. The school is not liable for any loss, theft, or damage to personal electronic devices.

Teacher Discretion:

Teachers may allow personal device use only for instructional purposes. Students will be notified when this is permitted. Misuse during these times may still result in disciplinary consequences.

Enforcement:

If a device is seen or heard without permission, it will be collected by staff and returned according to the tiered consequences below. Refusal to turn over a device will result in immediate referral to administration for further disciplinary action.

Personal Electronic Device Consequences

Offense	Consequence
First Offense	● Parent Communication ● Classroom Consequence
Second Offense	● Parent Communication ● Office Consequences
Third and Subsequent Offense	● Parent Communication ● Office Consequences ● PCD plan created with the building administration and family that will explore interventions and specific plans to comply with the law/policy

STUDENT CODE OF CONDUCT- DISCIPLINE POLICIES AND CONSEQUENCES(BOE POLICY JG-R1)

As a result of unacceptable conduct, students may be subjected to disciplinary action including suspension or expulsion from school and/or school activities. The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation.(Board Policies—JG-R, if applicable, are in parentheses.)

Offense	First Offense	Subsequent Offenses
Academic Dishonesty - Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics..	No credit for the work, grade reduction, or replacement assignment	No credit for the work, grade reduction, course failure, and/or suspension
Arson - Starting or attempting to start a fire, or causing or attempting to cause an explosion.	Detention, ISS, 1-180 days OSS, expulsion. Restitution is appropriate.	1-180 days OSS, expulsion. Restitution is appropriate.
Assault 1 - Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative;	Principal/student conference, detention, lunch detention, ISS, 1-180 days OSS or expulsion	ISS, 1-180 days OSS or expulsion

or any other act that constitutes criminal assault in the third degree; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative.		
Assault 2 - Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.	10-180 days out-of-school suspension or expulsion.	Expulsion
Bus or Transportation Misconduct (JFCC)	Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.	
Dishonesty (JG-R1) - Any act of lying, whether verbal or written, including forgery.	Nullification of forged document, Principal/student conference, detention, lunch detention, or ISS	Nullification of forged document, detention, ISS, 1-180 OSS
Disrespect or Disruptive Conduct or Speech (AC, ACA)- Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise	Principal/Student Conference, detention, lunch detention, ISS or 1-10 day OSS	ISS, 1-180 days OSS or expulsion
Drugs / Alcohol (JFCH, JHCD) - Possession, purchase, sale, or distribution of drugs/alcohol, e-cigarettes or vaping devices or “look a-likes”	ISS or 1-180 days OSS	1-180 days OSS or expulsion
Extortion – Threatening or intimidating any person for	Principal/Student Conference, detention, lunch	ISS/1-180 days OSS or expulsion

the purpose of obtaining money or anything of value.	detention, ISS or 1-10 day OSS	
Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.	Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Detention or in-school suspension.
Failure to meet conditions of suspension, expulsion or other disciplinary consequences - Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."	Verbal warning, detention, lunch detention, ISS, 1-180 days OSS or expulsion. Report to law enforcement if expelled.	Verbal warning, detention, lunch detention, ISS, 1-180 days OSS or expulsion. Report to law enforcement if expelled.
Fighting - Mutual combat in which both parties have contributed to the conflict either verbally or physically	Principal/Student Conference, detention, lunch detention, ISS or 1-10 day OSS	ISS/1-180 days OSS or expulsion
Harassment 1 (AC, ACA) - Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

by law.		
Harassment 2 - Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.
Harassment 3 - Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.	10-180 days out-of-school suspension or expulsion.	10-180 days out-of-school suspension or expulsion.
Incendiary Devices/Fireworks - possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.	Confiscation, warning, Principal/ student conference, detention, lunch detention, ISS	Confiscation, Principal/conference, detention, lunch detention, ISS, 1-180 days OSS
Nuisance Items – Possession or use of items such as toys, fidget, games, and portable media players that are not authorized for educational purposes.	Confiscation. Warning, principal/student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Theft (JG-R1) - Theft, attempted theft or knowing possession of stolen property.	Restitution, Principal/student conference, detention, lunch detention, ISS, 1-180 days OSS	Restitution, 1-180 days OSS or Recommend possible expulsion.
Threats / Verbal Assault / False Alarms (JG-R1) - verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of	Possible restitution for false alarm, Principal/student conference, detention, lunch detention, ISS, 1-180 days OSS	Possible restitution for false alarm, 1-180 days OSS, or Recommend possible expulsion.

physical injury or property damage. fear of physical injury or property damage.		
Truancy (JED) - absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.	Principal/student conference, detention, lunch detention, 1-3 days ISS	Detention, 3-10 days ISS and removal from extra-curricular activities
Vandalism (ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.	Restitution, Principal/Student conference, detention, lunch detention, ISS, 1-180 days OSS, or recommend possible expulsion	Restitution, ISS, 1-180 days OSS or recommend possible expulsion.
Weapons (JFCJ) 1. Possession or use of any weapon as defined in board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 57010, RSMo.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.
Weapons (JFCJ) 3. Possession or use of ammunition or a component of a weapon.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.

ISS = In School Suspension; OSS = Out of School Suspension; SRO = School Resource Officer
Please refer to BOE Policy JFH for Student Complaints and Grievances.
Please refer to BOE Policy JFG concerning Interrogations, Interviews and Searches.

The behaviors listed above are not all-inclusive. For a complete list of student conduct expectations and violations, please refer to Board Policy JG-R. School administration reserves the right to determine appropriate consequences for behaviors not specifically outlined in this document.

THREATS OF VIOLENCE

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

Missouri's School violence Hotline number 1-866-748-7047
Make A Call, Help Us All! Report threats against students, teachers and schools.

BULLYING/TEASING/CYBERBULLYING(BOE POLICY JFCF)

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

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

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

Bullying that includes harassment based upon race, color, religion, sex, disability, ancestry, country of origin or age will also be investigated as a potential violation of Smithville School District Policy AC which prohibits discrimination, harassment and retaliation based upon a federally protected class.

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

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

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

DRESS CODE (BOE POLICY JFCA)

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

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

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

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

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

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment,

including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior.

School is a place for the expression of good taste in dress and behavior. Student dress can have a significant effect on learning and behavior and dress that materially disrupts the educational environment and will be prohibited. Student dress and grooming will be the responsibility of the individual and parents/guardians. The following guidelines will be in effect for all extensions, including athletic events, of the school day:

1. Appropriate footwear will be worn.
2. Clothing must be worn according to the original design of the garment.
3. Clothing and accessories that promote the use of drugs, alcohol, tobacco, or criminal or sexual activity are not permitted.
4. Clothing printed with slogans that are disruptive or offensive are not permitted.
5. The bottom edge of the student's top garment must meet the top of the edge of the bottom garment.
6. Undergarments must not be exposed.
7. Excessively short clothing is not permitted. Tops must be worn from the shoulder to the waist and bottoms must be worn from the waist to the mid-thigh.
8. Garments that are transparent, mesh, or contain holes are not permitted unless an appropriate clothing article is worn underneath.

Dress Code Policy Violation Consequences

Offense	**Consequence**
First Offense	Conference with staff member and student changes clothes before returning to class
Subsequent Offense	Conference with staff member, notification of parent/guardian, student changes clothes before returning to class and a minor infraction will be issued.

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

PBIS

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

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

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

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

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

When problems arise, the following methods may be used:

1. If a student is making inappropriate choices, and proactive and preventative approaches have not been effective, the student is moved to a safe spot in the classroom. This is typically a desk that is set apart from the other students, but in a location that allows the student to continue to receive instruction. The student may complete a "Think Sheet" while in the safe spot. The Safe Spot is viewed as a "cooling off" spot for students.

2. If the student is still unable to rejoin the class or causes further disruption to the class, a behavioral interventionist or administrator is called into the classroom to assist. The attempt to recover and rejoin the class is done within the classroom setting unless the behavior is disrupting the learning of others.

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

EMERGENCY OPERATIONS PLAN

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

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

ENROLLMENT/DEPARTURE PROCEDURES

Kindergarten: Children who will be five years of age on or before August 1 may enter kindergarten. Children who live inside the Smithville R-II School District will be asked to register in the spring before entering school in the fall.

First Grade Students: Children who are six on or before August 1 for the coming school year may enter first grade.

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

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

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

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

SMITHVILLE ONLINE LEARNING:

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

Senate Bill 603

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

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

What is MOCAP?

Missouri Course Access and online School Program (MOCAP) was established in 2007 as the state's online school. It was previously named Missouri online Instruction Program (MOVIP). Students can take courses from any Internet-connected computer, available 24-hours a day, seven days a week. MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses, and interactive online learning that is neither time nor place dependent.

Preferred Vendors for SSD

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

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

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

Enrollment Procedures

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

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

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

Homeschool Students

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

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

Scheduling

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

Progress Monitoring

Parents are given parent observer accounts to monitor progress of their students for Launch Classes.

District employees (when given permission) can monitor student progress using Launch Command Center.

State Testing

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

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

IEP/504 Students

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

HEALTH SERVICES & ILLNESS GUIDELINES (BOE POLICY JHCD, JHCB, JHCC)

Medication at School (Policy JHCD)

To protect student safety, medications will only be given at school when they cannot be scheduled at home.

- **Prescriptions:** Require a written doctor's order and written parent permission. Must be in the original pharmacy container labeled with the student's name, medication name, dosage, and schedule.
- **Over-the-Counter (OTC):** Must be in the original packaging with the student's name and parent permission.
- **Important Rules:** Adults should deliver all medications. School staff cannot administer injectable medications (e.g., insulin, allergy shots)—parents must make arrangements. Students are responsible for reporting to the health room for their doses.

Immunizations (Policy JHCB)

- **Attendance Law:** By Missouri law, students cannot enroll in or attend school without up-to-date, state-required immunizations or official proof that the process has begun.
- **Epidemic Exclusion:** In the event of an officially declared epidemic, all unimmunized students (including those with legal or religious exemptions) will be excluded from school.
- **Updates:** Please send updated records to the school nurse immediately if your child receives a vaccine during the school year.

When to Keep Your Child Home

- **Fever:** Keep students home if their temperature reaches 99°F in the morning. Students registering a temperature of 100°F at school will be sent home immediately.
- **The 24-Hour Rule:** Students must be entirely fever-free, diarrhea-free, and vomiting-free for 24 consecutive hours (without the use of fever-reducing medicine like Tylenol) before returning to school.
- **Strep Throat / Pink Eye:** Students may return 24 hours after beginning appropriate antibiotic/medicated drop treatments.

Head Lice (Policy JHCC)

- **Exclusion Policy:** Smithville R-II operates under a strict No Live Lice/No Nit policy. Students found with head lice will be sent home.
- **Readmittance:** Before returning, proof of treatment must be shown, and the student must be cleared by the school nurse. There can be no live lice and all visible eggs (nits) must be gone—doctor's notes do not bypass this check.

GRADING SYSTEM

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

Grades K–2: Standards-Based Grading Only: Per policy, letter grades do not begin until 3rd grade. Students in Kindergarten, 1st, and 2nd grade are evaluated strictly on the standards-Based Grading scale. For core academic subjects (like Reading, Writing, and Math), teachers will utilize the 1–5 scale outlined below to measure progress toward specific grade-level objectives.

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

Grades 3–6: Traditional Letter Grades: Starting in 3rd grade, core academic courses switch to standard letter grades. The district mandates this exact percentage scale. The grades assigned in school subjects or courses shall measure achievement of the subject or course concerned. Grades assigned by different teachers shall represent as nearly as possible the same relative degree of achievement. The following percentage scale will be used as a guideline:

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

Please Note: Throughout the school year, students in grades 3-6 will also receive standard-based grades for priority standards. These marks show a student's current mastery of specific skills based on the following scale:

Scale	Expectation
2	Mastered: The student consistently demonstrates a deep understanding of the skill and can apply it independently.
1	Progressing: The student is working toward the skill and understands the concepts, but still needs some support or practice to reach full independence.
0	Not Mastered: The student has not yet demonstrated an understanding of the skill and requires significant teacher support and extra practice.

Core Ethical Value and Encore(Art, Music, P.E, and T&I) Grades: In an elementary school setting, Core Ethical Values refer to the foundational character traits and behavioral expectations that a school district values and expects students to practice. Instead of measuring academic intelligence, these values measure a student's personal development, citizenship, and conduct.

At Smithville Elementaries, these Core Ethical Values focus on the specific character traits, citizenship, and behavioral expectations defined by the district to support student growth. They typically encompass foundational characteristics like:

- Responsibility: Taking ownership of actions and belongings.
- Respect: Showing kindness to teachers, peers, and school property.
- Honesty: Telling the truth and acting with integrity.
- Perseverance: Sticking with difficult tasks and trying one's best.

How They are Graded (K–6): At Smithville Elementaries, Core Ethical Values are tracked separately from regular academic subjects (like Reading or Math). Along with elementary "Encore's" (Art, Music, Physical Education, and Innovation & Technology), these areas do not use standard letter grades or the 1–5 academic scale. Instead, progress is communicated using a simplified 1–3 progress scale:

Scale		Expectation
3	Met	The student consistently demonstrates the ethical value or meets the specific criteria for the Encore class.
2	Making Progress	The student is working toward consistency but still requires reminders or support.
1	Not Met	The student is currently struggling to demonstrate the value or meet the course expectations.

PROMOTION, ACCELERATION AND RETENTION OF STUDENTS(BOE POLICY IKE):

At Smithville Elementaries, our ultimate goal is to see every student grow, succeed, and confidently move forward each school year. We believe that regular attendance, active participation, and mastery of core skills are the building blocks for your student's future.

How Decisions Are Made: The progression of a student from one grade to the next is determined carefully and collaboratively.

- The Team Approach: Promotion or retention decisions are made by the building principal and classroom teacher(s), with close input from you, the parent/guardian.
- The Criteria: We look at the whole child, not just a single test score. Decisions are based on:
    - Academic achievement and progress on classroom objectives.
    - Standardized benchmark assessments (such as i-Ready).
    - Social, emotional, and physical development.
    - Attendance history.

Early Identification & Support: We never want retention to be a surprise. If a student is struggling or falling behind grade-level expectations, Smithville Elementaries will proactively step in:

1. Parent Notification: Teachers will communicate with parents early in the school year if there are significant academic concerns.

2. Intervention Plans: The school will design specific support strategies, such as small-group instruction or supplemental reading support, to help the student catch up.

3. Collaborative Meetings: We will partner with you to monitor progress and adjust support as needed before any final grade-level decisions are made.

Special Considerations & Exemptions:

- Students with Disabilities: For students receiving special education services, promotion and retention choices are guided directly by their Individualized Education Program (IEP) team and goals.

- State Reading Requirements: In accordance with Missouri state law, specific reading proficiency guidelines apply to elementary students (particularly by the end of 3rd grade) to ensure they have the foundational skills needed for higher grades.

ACADEMIC HONESTY (BOE POLICY JG-R1)

Academic dishonesty (Board Policy JG-R1) is defined as Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; AI writing and other misconduct related to academics.

Offense	**Consequence**
First	● Formative Assignments No credit for the original submitted assignment, Parent Contact, Minor Infraction, Opportunity to redo the assignment for 10% grade reduction, ● Summative Assignment: No credit for the original submitted assessment, Parent Contact, Office Discipline Referral (ODR), ISS, Opportunity to redo the assignment
Second	● Formative Assignments No credit for the original submitted assignment, Parent Contact, Minor Infraction with Lunch Detention, and Opportunity to redo the assignment for 10% grade reduction ● Summative Assignment: No credit for the original submitted assessment, Parent Contact, ODR, 2 Days of ISS, Opportunity to redo the assignment
Subsequent Offense	● Formative Assignments No credit for the original submitted assignment, Parent Contact, No Opportunity to redo the assignment, 1 Day ISS ● Summative Assignment: No credit for the original submitted assignment, Parent Contact, No Opportunity to redo the assignment,

	ODR ISS + OSS

a. The term Formative Assignment includes, but is not limited to, any student work (In class Practice, Exit Tickets, Participation, Drafts, Homework, Reflections, etc) that is implemented by the teacher during the learning process to introduce, practice or build on a concept in order to monitor student progress, provide feedback and guide instructional supports

b. The term Summative Assessment includes, but is not limited to, any student work (Quizzes, Test, Exams, Essays, Papers, Projects, Presentations, Portfolios, etc) that is implemented by the teacher for the purpose of evaluating student mastery of specific skills, standards or concepts at the end of an instructional unit or learning period.

c. The term cheating includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.

d. The term plagiarism includes, but is not limited to: (i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.

e. The term AI writing includes, but is not limited to, the unauthorized use of artificial intelligence to compose, create or write content.

POWERSCHOOL

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

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PARENT/TEACHER CONFERENCES

Individual Parent/Teacher Conferences will be held at the end of the first quarter. Student led conferences will be scheduled in the spring. Please consult your Elementary School's Calendar of Events for exact dates.

DISTRICT ASSESSMENT PLAN

At Smithville Elementaries, we believe that assessments are a helpful tool to celebrate your child's academic growth and ensure we are providing the highest quality education possible. Rather than looking at testing as a one-time score, we use this information to see what our students have mastered and where they might need a little extra support.

The Purpose of Assessments

Assessments help our school community in three major ways:

- Guiding Instruction: They help teachers tailor daily lessons to meet the unique needs of every student.
- Checking Our Progress: The Board of Education and administrative team regularly review student data to evaluate how well our curriculum and reading/math programs are working, making adjustments whenever necessary.
- Meeting State Standards: We partner with the state of Missouri to administer all required annual standardized assessments.

Participation Expectations: To get an accurate picture of student growth and ensure our programs are serving everyone effectively, the district requires all enrolled students to participate in all applicable aspects of our school assessment program. We appreciate your partnership in making sure your student is present, well-rested, and ready to do their best on testing days!

Accommodations & Support: We want every child to feel confident and supported. Smithville Elementaries strictly complies with all federal and state assessment mandates for students with disabilities, including the Individuals with Disabilities Education Act (IDEA). Any testing accommodations or alternative assessments outlined in a student's Individualized Education Program (IEP) or 504 Plan will be fully provided.

READING SUCCESS PLAN(BOE POLICY IGBD)

To ensure all students become confident, fluent readers, our district strictly aligns with state policy guidelines regarding early literacy. If standard benchmarks or screenings show that a student needs extra support, our team will establish a Reading Success Plan. This plan acts as a roadmap for targeted interventions and keeps families informed of progress every step of the way.

LUNCH

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

Even with the computerized program, students may "charge" lunch for a period of up to five days. Electronic notification will be sent home regarding negative accounts. Please utilize your PowerSchool account to monitor your child's balance.

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

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

Eating Lunch with your child:

We allow parents to come to school to eat lunch with their child during their lunch time. Students may not have friends join their lunch. Parents are required to sign in and eat in our designated area for guests. Once lunch is over your child will head back to class and parents will return back to the office and sign out. Parents are not allowed to walk students back to their classroom. Students that are serving ISS or other discipline consequences are not allowed visitors for lunch that day.

Lunch Prices for the 26/27 school year are:

Student Prices:

Breakfast……$2.60
School Lunch …… $3.10
Extra Milk……$0 .65

Adult Prices:

Breakfast…… $3.00
Lunch…… $4.10

Snacks and Treats: The food sold to students as part of the district's meal programs will meet the requirements of the U.S. Department of Agriculture (USDA). The foods and beverages sold and served during the school day outside the reimbursable school meal program (competitive foods and beverages) will meet or exceed the USDA Smart Snacks in School (Smart Snack) nutrition standards. These standards will apply in all locations any time foods and beverages are

sold to students during the school day, which includes but is not limited to, foods and beverages sold in vending machines, school stores, and snack or food carts; a la carte options in cafeterias; and food and beverages sold through district-sponsored fundraising, including fundraising by student-initiated groups, unless an exemption applies, as described below:

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

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

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

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

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

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

- Peanut flour
- Pesto
- All nuts and artificial nuts

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

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

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

LIBRARY

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

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

Students will check out books during their scheduled library class time.

SLEEPOVERS and DISTRIBUTION of BIRTHDAY INNOVATIONS

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

VISITORS

All visitors must sign in at the office before entering the building and wear a visitor sticker while in the building even before school begins. After 9:05 a.m. all doors will be locked and visitors must use a buzz in system at the front door to gain access to the building. Employees outside of their contract time are considered visitors and must follow all visitor procedures while off duty.

Visitors at School: Parents are welcome to visit their child's classroom. However, to ensure that the environment is conducive to learning, please limit your classroom visits to 30 minutes or less. If you plan to visit in the classroom, call ahead to set up a time with the teacher for your visit. This is especially important in the lower elementary grades where visitors in the classroom may easily distract students. ***All visitors are asked to sign in at the office and obtain a visitor badge before going to the classroom.***

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

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

FIELD TRIPS & EXCURSIONS (BOA Policy IICA)

Field trips and off-campus excursions are carefully planned learning experiences designed to enrich our classroom curriculum and support our educational goals. Because student safety, supervision, and the integrity of the instructional environment are our top priorities, the following guidelines apply to all district-sponsored trips:

- Permission Forms: Written parental permission must be submitted for each student prior to the trip. Students who do not return a signed form will remain at school in an alternative instructional setting.
- Behavior and Conduct: While on a field trip, students are representing the Smithville School District. All standard school handbook rules, behavioral expectations, and dress code guidelines remain in strict effect.
- Chaperones and Attendance: To ensure proper student-to-adult supervision ratios, all chaperones must be approved in advance by the building administration.

Attendance Restriction

> Only students currently enrolled in the participating class or school-sponsored group are permitted to attend the field trip. To maintain strict safety counts and ensure chaperones can focus entirely on supervising the class, outside students, non-enrolled siblings, or personal children of chaperones/staff are strictly prohibited from attending or meeting up with the group at the field trip location.

INCLEMENT WEATHER AND THE CANCELLATION OF SCHOOL

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

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

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

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

ELEMENTARY SCHOOL ALTERNATIVE METHOD OF INSTRUCTION GUIDANCE:

When	After the one traditional snow day with no instruction, SSD will move to AMI days to meet the required number of instructional school days. Depending on the amount of inclement weather we receive, there are 6 AMI days written into the school calendar. Any additional weather days will be made up either on scheduled day off or at the end of the school year. (Starting on the 8th day missed due to weather.)
What	During AMI days students will participate in instructional activities from home though virtual instruction or other alternative instruction. Content may be introduced, reviewed or reinforced. Student attendance is required and will be taken by one of the following methods: ● Google Meet Attendance Record (automatically created and emailed to meeting host following the meeting) ● Assignment/Packet completed & turned in the first day back ● Assignment completed in Google Classroom ● Email correspondence between teacher and student
How PK-2	Students will complete the AMI work packets sent home at parent

	teacher conferences. The packets will indicate how much to complete per day. The work should be returned the first day back following the AMI day. Teachers will provide guardians a link for a Google Meet that they will host for students to complete an activity with the class. If you do not have access to a device at home, please let your child's teacher know. Teachers will also be available throughout the day via email.
How 3-6	Students will utilize their Chromebooks to complete their AMI work. All work will be uploaded into Google classroom by 8:00 a.m. Students will attend a Google Meet with their teacher at the assigned time to go over instructional content or a class activity. After attending the Google Meet, students will work independently to complete assignments. **Assignments are due the next day back following the AMI day.** Teachers will be available throughout the day via email.
Teacher Info	Instructional Staff's workday will be from 7:30-3:00 p.m. Outside of Google Meets, staff will be available via email. Google Meet Times are as follows: ● K-6 Homeroom 9:00-9:40 a.m. ● K-4 Encore Office Hours: 9:40-10:00 a.m. ● 5-6 Encore Office Hours 10:00-10:20 a.m. ● PreK Sessions: Determined by the teacher and will be communicated

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FREE AND APPROPRIATE PUBLIC EDUCATION NOTICE

The Smithville R-II School District is required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty, regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three through twenty-one will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education and traumatic brain injury.

IMPORTANT NUMBERS

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