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Smith-Cotton High School
2010 Tiger Pride Blvd., Sedalia, MO 65301
2018-2019 STUDENT HANDBOOK

MISSION STATEMENT

The purpose of the Sedalia School District #200 is to provide a challenging education in a safe environment for all students so they will become productive, responsible, and successful members of our diverse society.

ADMINISTRATION

Mr. Wade Norton, Principal
Mrs. Robin Wyatte, Assistant Principal
Mr. Joseph Doyle, Assistant Principal
Mrs. Stacy Curry, Assistant Principal
Mr. Rob Davis, Activities Director

SCHOOL SPIRIT

School spirit accompanies every phase of all school activities. It is a feeling of loyalty, a feeling of pride in our school. In the classroom, in the halls, at the activities, school spirit is teamwork. Each one of us must contribute to school spirit in order to possess it. As students of Smith-Cotton, we have a common bond, a feeling of togetherness and belonging, and it is our school spirit that will keep the memories of our days at S-C alive and precious to us throughout the years. Let us all strive to make each year at SCHS a better year than the one before.

SMITH-COTTON'S ALMA MATER

Hail Alma Mater, hats off to you. Ever you'll find us loyal and true. Firm and undaunted ever we'll be, Hail to the school we love. Here's a toast to thee.

SMITH-COTTON FIGHT SONG

Sedville will shine tonight, Sedville will shine. Sedville will shine tonight, Sedville will shine. Sedville will shine tonight, Sedville will shine. When the sun goes down, and the moon comes up, Sedville will shine.



Daily Bell Schedule 2018-2019

1. 8:20- 9:10	50
2. 9:15-10:05	50
3. 10:10-11:00	50
4. 11:05-11:55	50
*5. 12:00-1:23	83 (61 minute class periods)
6. 1:28-1:48 SEMINAR	20
7. 1:53-2:43	50
8. 2:48-3:38	50

***LUNCH SHIFTS (22 minutes each)**

1 st : 11:55-12:17	2 nd : 12:17-12:39
3 rd : 12:39-1:01	4 th : 1:01-1:23

Early Out Schedule

1. 8:20- 8:54	34
2. 8:59-9:33	34
3. 9:38-10:12	34
4. 10:17-10:51	34
7. 10:56-11:30	34
*5. 11:35-12:58	83 (61 minute class periods)
8. 1:03-1:38	35

***LUNCH SHIFTS (22 minutes each)**

1 st : 11:30-11:52	2 nd : 11:52-12:14
3 rd : 12:14-12:36	4 th : 12:36-12:58

Late Start Schedule

1. 10:20-10:54	34
2. 10:59-11:33	34
*5. 11:38-1:01	83 (61 minute class periods)
4. 1:06-1:40	34
3. 1:45-2:19	34
7. 2:24-2:58	34
8. 3:03-3:38	35

***LUNCH SHIFTS (22 minutes each)**

1 st : 11:33-11:55	2 nd : 11:55-12:17
3 rd : 12:17-12:39	4 th : 12:39-1:01

CALENDAR 2018-2019 SCHOOL YEAR

August 22.....	First Day for Freshmen Students
August 23.....	First Day for K-12 Students
September 3.....	Labor Day – School Dismissed
October 5.....	Homecoming Parade & Game – Early Out
October 6.....	Homecoming Dance (semi-formal)
October 19.....	End of First Quarter
October 24.....	Parent Conferences – School in session
October 25.....	Parent Conferences – Early Out
October 26.....	Teacher Workday – School Dismissed
November 9.....	Veteran’s Day – Early Out
November 20.....	Archives Dance (semi-formal)
November 21 - 23.....	Thanksgiving Break – School Dismissed
December 21.....	Christmas Break – Early Out
December 21.....	End of 1 st Semester
December 22- January 6.....	Christmas Break – School Dismissed
January 21.....	Martin Luther King, Jr. Day – School Dismissed
February 15.....	Teacher Professional Development Day, School Dismissed
February 18.....	President’s Day – School Dismissed
March 13.....	End of Third Quarter
March 21-22.....	Spring Break
April 5.....	Smith-Cotton Dismissed (First Robotics Competition)
April 19.....	Good Friday – School Dismissed
April 22-23.....	School Dismissed, Easter Break
May 4.....	Prom
May 5.....	Baccalaureate
May 8.....	Senior Awards Night
May 16.....	Candlelight
May 17.....	Early Out – Preceding Commencement
May 17.....	Whittier Graduation
May 18.....	Commencement
May 22.....	Last Day for Students – Early Out

Priority order for Designated Make-Up Days: 3/21, 4/23, 4/22, 5/23, 5/24, 5/28.

STUDENT ATTENDANCE POLICY

Rationale for the policy

1. Sedalia #200 has established a goal of 95% attendance for all students.
2. Regular and punctual pattern of attendance is expected of each student. Good high school attendance helps to prepare the teenager for attendance requirements in adulthood.
3. Students should strive to maintain a good attendance record. There is a direct relationship between school attendance and grades, citizenship, and success in school.
4. Students working toward A+ tuition reimbursement must maintain 95% attendance for all four years at Smith-Cotton.

ATTENDANCE PROCEDURES

1. Daily Absence Reporting

- a. The parent or legal guardian of the student should notify the attendance office by **9 a.m.** each day of the student's absence. This call will excuse the student's absence. While an excused absence counts as one of the eight absences allowable for each class (see #5), students will be allowed to make up work.
 - b. Students whose parents have not contacted the school on the day of their absence will need to provide a written excuse from a parent or legal guardian when they return to school.
 - c. Medical documentation must be provided **within 10 school days** of the absence in order for the absence to be marked as Medical (M). Parents should always obtain a note from the attending physician/physician's assist/nurse practitioner when the student needs medical attention. **These notes must have the times in and out of the appointment.** The absence will be considered excused and will count as one of the eight allowable days. However, this medical documentation will be taken into consideration should the student's absences reach nine.
 - d. The student will be considered TRUANT if the parent or legal guardian fails to notify the school on the date of the absence. Truancy is defined as an avoidable absence without the knowledge and consent of the student's parents/legal guardians or school administration.
2. **Any absence beyond eight (8) per class per semester may result in loss of credit if without medical documentation or administrative approval.**
 3. **Student attendance will be checked periodically by a building administrator, counselor, and/or social worker. Parents/guardians will be notified of the student's attendance record after four absences.**
 4. **When a student has exceeded the absences limit in a class:**
Parents will be notified by the administration, via phone call, home visit and/or letter.
 5. **Make-up Privileges**
 - a. Upon returning to school, after being absent and receiving an excused absence, it is the student's responsibility to ask the teachers for make-up work. Make up work will be due one (1) day after the missed day.
 - b. Students who have excused absences from school will have the number of school days they were absent to complete make-up work, except by special arrangement with the teacher.
 - c. Make-up for final exams requires administrative approval.
 - d. **Students missing school time due to field trips, extra-curricular, and co-curricular activities must obtain their homework ahead of time or no credit will be given.**
 6. **Appeals** will be considered only on the basis of medical records, emergencies, or special circumstances. Loss of credit due to truancy is not a valid basis for appeal. If the student or his/her parents feel that the absences were unavoidable, they may file a request present

their information to the Appeals Committee. The Appeals Committee will be composed of an administrator, counselor, and/or school nurse and special education coordinator (when applicable). An appeal must be filed no later than **10 days after the semester ends**.

7. **Tardies**
 - a. Each student has the responsibility to arrive at school and to class on time.
 - b. Students who arrive at school after 8:20 a.m. MUST check-in through the attendance office.
 - c. Tardies will be monitored by each classroom teacher, who can require the student to serve a 15 or 30-minute detention.
 - d. Excessive tardiness to class, or failure to serve a detention, will be referred to the assistant principals for disciplinary action and parent notification.
8. **Tuancy/Unexcused Absences will result in one or more of the following:**
 - a. No make-up privileges.
 - b. Administrative action.
 - c. Parent notification or conference, either by letter, phone, or in person.
 - d. Referral to juvenile office.
 - e. Loss of credit.
 - f. Parent prosecution.
9. **Check-Out Procedure During the School Day**
 - a. Students who have to leave the building during the school day MUST have their parent's/guardian's permission. They MUST report to the attendance office and sign-out before leaving the building. Failure to sign-out in the office before leaving will be considered truancy, and result in disciplinary action.
 - b. Parents may not excuse students who leave during the school day after the absence has occurred. All excuses must be cleared through the office PRIOR to the student leaving campus.
 - c. Students who become ill or have an accident during school hours should report to the nurse's office. The school nurse will contact parents. Students who check out for illness during the day may not be eligible to participate in any extra-curricular activity that day.

PROCEDURES AND INFORMATION

GENERAL RULES AND REGULATIONS

1. Students are expected to follow the directions and instructions of their teachers and other school authorities. If a student feels that a teacher's demands are unjust or unfair, the student may confer with a counselor/administrator at an appropriate time without interrupting class or further compounding the problem.
2. Common courtesy and respect for the rights of others should be observed at all times.
3. Students may use school building and other facilities only under the direct supervision of the school staff. A faculty member must be physically present and actively supervising activities held in the school building.
4. The deliberate destruction or defacing of school property will not be tolerated.
5. Students who are out of their assigned class during the class period must have a proper hall pass or request from the office.
6. When students report to class, they are expected to have the books and the supplies necessary to carry out class activities successfully.
7. Pamphlets, posters, and other published materials brought to school or posted on school bulletin boards must be approved by the administration.
8. Administration strongly encourages students to safely secure **cell phones** in their lockers or vehicles. In accordance with the **Bring Your Own Device** initiative, students may possess electronic devices (cell phone, iPod, iPad, laptop, etc.) for educational purposes.

Devices are to be powered off at all times while the student is in class, unless that use is instructed by a teacher for learning activities in the classroom. **Use of a cell phone during class-time without teacher permission will result in confiscation by school personnel.** Students may claim cell phones in the front office after 3:38 p.m. with proper identification. School administration may require parent pick-up of cell phones. Cell phones are not allowed to be a distraction to the educational process. Cell phones should never be out and in use in restrooms or locker room facilities.

9. Electronic music devices with ear phones may be carried by students during the school day and used at the discretion of each classroom teacher. Ear phones may be worn in only one ear at a time for safety purposes. No speakers of any kind may played in the hallways or cafeteria.
10. Cell phones and electronic devices are the student's responsibility. The Sedalia School District, the S-C administration, nor the S-C staff are not responsible for lost or stolen electronic devices.
11. Toys, sharp instruments, chains of any kind, and dangerous objects have no place at school and will be confiscated and the student will be subject to disciplinary action.
12. Students are not allowed to smoke, chew, or possess tobacco or vapor products on school property, school buses, or at school activities.
13. Be informed that the use of illicit drugs and the unlawful possession or distribution of, or use of alcohol is illegal, harmful and prohibited on school premises or as part of any of its activities. Violation will result in consequences up to and including expulsion and referral for prosecution. Compliance with the standards of conduct is mandatory.
14. Public display of affection has no place at school. Students observed in inappropriate forms of affection before, during and after school on school grounds will be subject to disciplinary action.
15. Fighting on school grounds will result in immediate suspension and possible referral to law enforcement.
16. No outside drinks are allowed. Students may carry water in a sealable clear container.
17. No outside food deliveries are permitted. Parents/guardians may bring lunch for their student only. If the lunch is purchased (i.e., McDonald's, Subway, etc.) the food must be consumed in the main office during the student's schedule lunch shift.
18. The passing time between classes is to be used by students to get to their next class— not to congregate or loiter in the halls.
19. Textbooks, uniforms, and any other school equipment checked out to students are their direct responsibility. If lost, stolen, damaged, or destroyed at or away from school, students will be required to pay for them. To prevent theft of valuables, students are encouraged to secure their lockers with locks.
20. Students are not to be in the building before 7:50 a.m. each day. The cafeteria is open each morning from 7:50-8:15 for students who eat breakfast. Access to the student Commons and Library before school may made be available on a rotating basis by grade level. The upper gym is available for students to congregate before school. Students are allowed to go to their lockers at 8:10am. Students are not to remain in the building after school is dismissed, unless they are under the supervision of a staff member. Students riding buses should walk in the designated area. Those students not riding buses should leave the school grounds as soon as school is dismissed at 3:38 p.m.
21. Students may pick up flowers, balloons, or packages after 3:38 p.m. in the principal's office. Glass containers are not allowed on buses.

DISCIPLINE

The disciplinary actions for those students who violate school rules include detentions, in-school suspensions, community service, suspensions from school, JIP, loss of privileges, and expulsion. (See the Sedalia District #200 Disciplinary Codebook for more details)

1. **Detention Policy**
 - a. Teacher assigned detentions will be before or after school for 15 or 30 minutes. Office Detentions will be assigned after school from 3:38 – 5:38 two days per week. Rules for student conduct in detention: Students are to bring written work to the detention room. Students will sit in seats as assigned by the supervisor. At no time will students be allowed to talk or sleep. Any student tardy to the detention assignment will receive an additional detention period.
 - d. Failure to serve detentions, without prior re-scheduling, may result in In-School Suspension.
2. **In-School Suspension (I.S.S.)**
 - a. The In-School Suspension Program, known as I.S.S., has been established to give students an opportunity to explore alternatives to unacceptable behavior in a restricted environment as opposed to an out-of-school suspension. Students are removed from their regular school environment and stay in a supervised classroom during the time of their suspension. Teachers are required to provide appropriate assignments for students in I.S.S. and students receive full credit for work completed.
 - b. Students serving I.S.S. may not participate or attend any school district activities until the I.S.S. is completed. Students may practice, but not compete until I.S.S. assignments are completed.
3. **Out of School Suspension**
 - a. The principals and assistant principals of schools in Sedalia School District #200 may suspend a pupil for a period not to exceed 10 days. The superintendent may suspend a pupil for a period of time not to exceed 180 days.
 - b. Suspended students may not be on any Sedalia School District #200 property and may not participate in or attend any school activities.
 - c. Suspended students may not make up any school work missed during the suspension period.
 - d. Students assigned out of school suspension may be required to fulfill a community service component before returning to school.
4. **Expulsion:** The Board of Education of this district, after notice to parents or others having custodial care and a hearing upon charges preferred, may suspend or expel a pupil.
5. **The school is an educational institution and will not tolerate those few whose purpose is to disrupt classes and the orderly learning process of other students.** Administrators will have the authority to use their discretion in determining the appropriate disciplinary steps, depending on the severity and frequency of incidents. These disciplinary measures apply at school activities as well as during normal school days.
6. **Please refer to the Sedalia School District #200 Discipline Code for listing of infractions and consequences of misbehavior.**

BLACKBOARD

Sedalia School District 200 uses School BLACKBOARD as its parental notification system. The system uses the contact information provided in student data files, but that contact information is not shared or published. The district publishes messages through BLACKBOARD via text message, email and recorded voice messages. In cases of emergency (weather-related closings, lockdowns, etc.), the district will contact parents through all three channels; in most other circumstances, contact will be made through only one of those channels. Parents are able to opt-out of any or all notification channels.

SOCIAL MEDIA

Smith-Cotton High School recognizes and support student rights to freedom of speech, expression, and association, including the use of social networks. You are expected to portray yourself, your school, and the School District in a positive manner at all times.

Below are the new social networking guidelines for all students using any form of social networking:

- Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.
- What you post may affect your future. Many employers and college admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posters).
- Similar to comments made in person, Smith-Cotton Administration will not tolerate disrespectful comments and behavior online. You will be held accountable and face consequences determined by administration for indiscretions such as:
 - Derogatory language or remarks that may harm fellow students, teachers, and coaches/sponsors, Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
 - Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
 - Indicating knowledge of any unreported school or team/group violation—regardless if the violation was unintentional or intentional.

Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. On-line social network sites are NOT a place where you can say and do whatever you want without repercussions. The information you post on a social networking site is considered public information. Protect yourself by maintaining a self-image of which you can be proud of for years to come.

DRESS AND PERSONAL APPEARANCE

It is generally accepted that cleanliness, good grooming and appropriate dress is necessary to reduce distractions, promote health and provide a productive learning atmosphere. **Extremes in dress and personal appearance, which tend to cause distraction or pose health problems, will not be allowed at school.** The following regulations are examples of what is and what is not permissible. **The appropriateness of student dress will ultimately be determined by the building administration.**

1. All clothing must be clean and neat.
2. All students must wear shoes at all times.
3. The length of any garment must be school appropriate.
4. No spaghetti straps allowed. No low cut tops, crop tops, or see through clothing will be permitted. T-shirts with sides cut out are not permissible.

5. Underwear may not be worn as outerwear or exposed to view.
6. **No sleepware** is allowed to be worn to school. In addition, no blankets may be carried to classrooms.
7. Vulgar, illegal (including alcohol, drugs, tobacco), and or sexually-oriented statements or suggestions on clothing are not permitted. Any dress or statement which causes, intends to cause, or is likely to cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment is prohibited.
8. Students may not wear sunglasses or head coverings of **any kind** (i.e.: hats, caps, hoods, bandanas, visors, scarves) inside any building on the SC campus. **Head coverings may not be carried into any classroom.** Violators will be disciplined and their headgear confiscated.
9. Students may not wear chains on or hanging from their clothing or wallet.
10. Oversized clothing that compromises the safety of students is not permitted. Students who fail to comply with dress code guidelines will be subject to disciplinary action by an administrator.

LOCKERS

Lockers are the property of Smith-Cotton, loaned to students for their convenience. Each student will be assigned a locker. Students are not to change lockers without permission. **Students must supply their own locks and they should take care to keep their lockers secured at all times.** Lockers should not be banged, kicked, defaced, or otherwise damaged. Locker decorations must not be offensive. Students must understand that the administration has the legal right to search lockers at any time. If a problem arises, report the problem to the office at once.

PARKING

Students illegally parked in the faculty/visitor parking areas may be issued parking tickets and be subject to disciplinary action including towing. Student parking is free and a privilege. Passes will be issued to any student. This privilege may be revoked as a result of disciplinary action.

CAFETERIA PROCEDURES

1. All students will report to the cafeteria during their lunch shifts. Students failing to report to the cafeteria may be considered truant.
2. Students that fail to pick-up trays and trash are subject to disciplinary action including clean-up detail.
3. Students should not go to their lockers during lunch shifts.
4. Students will not be allowed to check out of school each day during their lunch shift.
5. The Sedalia District #200 food service offers breakfast and lunch to all students. Our cardless system is set up as a debit system not a credit system. To ensure that our students have an adequate amount of time to eat lunch we request that all accounts have money on them and that money needs to be applied **BEFORE** 8:15 a.m. each day. Students wanting to pay with cash will be asked to go to the end of the lunch line. We use key pads to enter a student's PIN to access their lunch account. Regardless of whether your child eats a school lunch or not, each student will have a lunch account. The addition of a **Parent Web Access** to our Student Information System (SIS) will enable parents/guardians to view their student's lunch balance and lunch history. Students **will not** be allowed to charge more than seven days. If a student's account balance is in the negative, that student will not be allowed to purchase a la carte items. No student is ever denied a meal. **Free/Reduced Lunch Info:** We will also send home with each student an application for free and/ or reduced price lunches. A free/reduced lunch consists of an entrée, (five to six choices daily) and from one up to five additional side dishes. These vary daily but always include three choices of milk, three or more choices of fresh fruit, one or more vegetable or salad side dishes, a bread item, and often a dessert. To be considered a "meal," a tray must have an entrée and at least one other item. One application per family

household is all that is required with each student's name, grade and school attending on the application. With the cardless system there is no way for students to distinguish one category from another. Our goal is to serve **ALL** students a nutritious, balanced meal at a reasonable price and to encourage healthy choices in meal selections.

CANINE SEARCH

For the safety of students and staff, random drug searches will occur throughout the school year using specially trained drug-sniffing dogs. These animals will be used to conduct periodic random searches of student lockers, classrooms, and campus vehicle parking areas.

NURSE

A full-time nurse is on duty in Room C103. A student who wishes to consult the nurse should request a nurse's pass from his or her classroom teacher. Students will be admitted to the nurse's office without a pass only in cases of severe injury or emergency. All medical excuses from P.E. are issued by the nurse.

IMMUNIZATION POLICY

According to the state law, each child who attends school must be immunized against measles, tetanus, diphtheria, rubella, mumps, hepatitis B, and polio. Students who do not furnish up-to-date certificates of immunization will be excluded from school.

LIBRARY/COMPUTER SERVICES

LIBRARY

The S-C library is open from 8:00 a.m. to 4:00 p.m. Monday – Friday. Books are usually checked out on a two-week basis. Access to digital resources requires login using your network user name and password.

DISTRICT INTERNET/COMPUTER USAGE

1. All students will be required to sign the Internet Usage Agreement.
2. Students are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter." This includes the use of proxy sites used to bypass the school district's filter.
3. The District and school administration reserve the right to remove files, limit or deny access, and refer students violating the Board policy to appropriate authorities or for other disciplinary action.
4. Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet.
5. The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are responsibility of the account holder.

Disciplinary actions are stated in the Student Discipline Code Handbook.

SCHOOL COUNSELORS AND A+ COORDINATOR

Ashley Burris	Counselor
Carmen Brock	Counselor
Katie Ellis	Counselor
Pam Crafton	Counselor
Jeanie Swain	A+ Coordinator

SCHOOL COUNSELORS

Our school counselors are available to aid students and parents with all aspects of student life. Students will be assigned to a counselor based on grade level. Students will find counselors available to discuss scheduling, career decisions, post-secondary plans, and social/emotional developmental issues. The SC counselors conduct in-depth orientation programs each fall with their assigned class and hold meetings for parents in the evenings to discuss post-high school plans. The counselors also maintain student transcripts and academic records.

REQUIREMENTS FOR GRADUATION

English	4.0
Social Studies	3.0
Math	3.0
Science	3.0
Practical Arts	1.0
Fine Arts	1.0
Physical Education	1.0
Health	0.5
Personal Finance	0.5

Additional Specified Requirements

Required Units	17.0
Elective Units	<u>7.0</u>

Total Units 24.0

WEIGHTED GRADE INFORMATION

Weighted classes are given one additional grade points to count towards a student's GPA. For a complete list of weighted courses, see your Education and Career Planning Guide.

DUAL ENROLLMENT

All dual enrollment courses taken on the Smith-Cotton HS campus will be weighted. The Sedalia School District #200, State Fair Community College, and the University of Central Missouri have agreements whereby students at SCHS, with qualifying scores, may enroll in college courses and receive both high school and college credit. To be eligible, students must have at least a GPA of 2.91 on a 4.00 scale. For more specific information refer to your Education and Career Planning Guide and/or contact your counselor.

GRADES AND GRADE POINT SYSTEM

Smith-Cotton High School utilizes a 4-point grade system.

Grade reports will be issued at the end of each quarter/semester. It is the student's responsibility to present grade reports to parents.

Semester grades are based on cumulative points in the following areas: tests, assigned work, class participation and special assignments. Grades are based on the following percentages:

100-95 = A	86-83 = B	76-73 = C	66-63 = D
94-90 = A-	82-80 = B-	72-70 = C-	62-60 = D-
89-87 = B+	79-77 = C+	69-67 = D+	59-00 = F

**** Last day to drop a class with a "W" will be 10 days into the 1st and 3rd quarters.

FINAL EXAM EXEMPTIONS

The purpose of the final exam exemption incentive program (FEEIP) is to motivate students and promote year-long high standards in the areas of: academic achievement, attendance and behavior. Students who qualify for FEEIP, have the option of opting out of up to two final exams each semester. This program is available to students grades 10-12.

To be eligible for the FEEIP, students must meet all of the following criteria:

1. No OSS or ISS for the qualifying semester.
2. At least 95% Average Daily Attendance (hours) for the qualifying semester. All absences (including medical) will count against students' average daily attendance with the exception of school-sponsored absences.
3. A grade of 85% or better in the course in which they choose to exempt.

Additional Guidelines:

1. The student must be enrolled at Smith-Cotton High School before October 1st (1st semester) or February 1st (second semester).
2. The following courses are not eligible for final exam exemption:
 - a. Any courses in which the final exam is also an end-of-course exam
 - b. Personal Finance
 - c. All Dual Credit Courses (whether taken for dual credit or not)
 - d. All A.P. Courses (whether or not A.P. exam is taken)
 - e. Levels III and IV for all Foreign Language courses
 - f. Business Tech. II, Accounting II & III, Computer Programming, Web Page Design, Entrepreneurship, Advanced Marketing, and Sports & Entertainment
 - g. Final performances for Vocal, Instrumental and Theatre courses
3. Any student who wishes to be exempt from a final exam must return the completed exemption form with parent signature to Mrs. McRoy in the front office prior to the deadline.
4. If a student exempts an exam, the final grade for the course will be the grade earned following the last assignment prior to the final exam.

PROGRESS REPORTS

Parents will be notified of their student's progress in each class at the midpoint of each quarter. It is often helpful to arrange conferences with the teacher by contacting the School Counselors' Office.

A+ SCHOOLS PROGRAM

Smith-Cotton is part of the A+ Schools program, and uses the “Career Path” concept to help students and parents with educational planning. For more information about A+ enrollment or career paths, please contact the A+ Coordinator or the School Counselors’ Office.

PARENT WEB ACCESS

Parents/students may check progress at any time using Parent Link. Check with the School Counselors’ office for more information.

SCHOLARSHIPS AND FINANCIAL AID

Scholarships are competitive and are available in several categories to those who qualify. Students interested in applying for scholarships or financial aid should inquire in the School Counselors’ Office during the first semester of their senior year.

EXTRA- & CO-CURRICULAR ACTIVITIES

ELIGIBILITY FOR EXTRA- and CO-CURRICULAR ACTIVITIES

Students participating in extra-curricular and co-curricular activities must be enrolled in, and passing, at least six classes in which they will receive credit. Eligibility for MSHSAA is based on earning 3.0 credits the previous semester on a traditional day schedule.

Eligibility is a PRIVILEGE to be granted by the school to a student, which allows that student to participate in interscholastic activities. Eligibility is not a student’s right by law. Precedents setting legal cases have determined that eligibility is a privilege to be granted only if the student meets all standards adopted by the school, which enables the school to grant the student such a privilege.

Listed below is some information to acquaint you with the major rules and regulations you must follow in order to protect your eligibility:

- You must be a creditable school citizen. Creditable school citizens are those students whose conduct, **both in and out of school**, will not reflect discredit upon themselves or their school.
- You must have earned 3.0 units of credit (6 classes) the preceding semester and you must be currently enrolled in 3.0 units of credit (6 classes) to be eligible.
- If you transfer schools and your parents do not move to your new school district, you will be ineligible for 365 days, unless you meet one of the exceptions to the transfer or promotions rules.
- You are eligible to participate in any sport for a maximum of four consecutive seasons. Your eligibility in high school activities begins when you first enter the ninth grade and for the first eight semesters that you are enrolled in high school. Your eighth semester must immediately follow your seventh semester.
- You must enter school within the first 11 days of the semester to be eligible.
- You may not receive cash, merchandise or gift certificates for participating in an athletic/academic contest.
- You may accept awards that are symbolic in nature, such as medals, trophies, ribbons, plaques, etc.
- You may accept awards for participating in non-school sponsored athletic/academic competition only if the awards are symbolic in nature, such as medals, trophies, ribbons, plaques, etc.
- If you reach the age of 19 prior to July 1, you will be ineligible for interscholastic competition the next school year.
- You may not participate in any organized non-school athletic competition and your school team **IN THE SAME SPORT** during the same season.

- You may participate on a school team and a non-school team in different sports during the same season; however, you may not practice or compete in non-school organized athletic competition on THE SAME DAY that you practice or compete with your school team without approval of the school administration.
- You may participate in an “audition” or “try-out” for a college team only after you complete your last season of eligibility in the sport for which you wish to tryout.
- You may attend a non-school sponsored summer specialized sports camp for as long as you wish, where you do not receive instruction or coaching from a member of your school’s coaching staff.
- You may attend a camp or clinic where your school’s coaching staff instructs or coaches for a period no longer than two weeks in duration.

REMINDER: Any questions pertaining to eligibility that is not answered above should be brought to the attention of your athletic director.

*Student ID with ID number may be required for student admittance to all Smith-Cotton activity/athletic events.

LETTERING

In order to receive an activity letter, a student must meet those guidelines set by the individual coach or department head. Academic letters will be awarded to those students who maintain a grade point average of 3.45 on 4-point scale for three semesters.

SCHOOL DANCES

- A. Fall Homecoming Dance - sponsored by Student Council (semi-formal)
- B. Archives Ball - sponsored by Archives Staff (semi-formal)
- C. Junior/Senior Prom - sponsored by Junior and Senior Class (formal)

Dance Regulations

- Student ID with ID number may be required for student admittance.
- Non- S-C guests must be pre-registered in the administrative office. Guests must be between the age of 14 and 20. K – 8th grade and students who have dropped out of school are not admitted to any S-C dance or activity.
- If asked to leave any dance, the student will not be allowed to attend the next dance.
- All students are subject to a random alcohol breath-test.
After entering a dance or any school activity, students may not leave and re-enter without administrative approval.

STUDENT TRIPS

Students who take trips sponsored by Smith-Cotton High School will be provided transportation. Students are required to use the transportation provided both to and from their destination. They will be under the direct supervision of our staff members during the entire trip. Any exception to this rule must be approved by Administration.



Student Educational Records

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. **It is the responsibility of the parent/guardian or eligible student to inform the District in writing of that desire.** Military recruiters will be provided the same access to students as is given to institutions of higher learning.

Definitions

1. *Directory information* means information contained in the educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information, under this policy, includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs.
2. *Educational record* means those records that are directly related to a student and are maintained by the District.
3. *Disclosure* means to permit access to or the release, transfer, or other communication of education records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written or electronic means.
4. *Eligible student* means a student who has reached 18 years of age or attends an institution of post-secondary education.
5. *Parent* means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent/guardian in the absence of a parent/guardian.
6. *Personally identifiable information* includes, but is not limited to the student's name; the name of the student's parent/guardian or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number or student number; a list of personal characteristics that would make the student's identity easily traceable, or other information that would make the student's identity easily traceable.
7. *Student* means any individual who is or has been in attendance in the District and about whom the District maintains educational records.