

**Sedalia School District #200**  
**2022-2023**



# **Parent- Student Handbook**

Revised 6/30/2022



# SEDALIA SCHOOL DISTRICT #200

2806 Matthew Drive, Sedalia, MO 65301-7981 p:660.829.6450 f:660-827-8938

**Todd Fraley, Ed.D.**

Superintendent

**Chris Pyle, Ed.S.**

Assistant Superintendent

**Jason Curry, Ed.S.**

Assistant Superintendent

**Devon Gilmore, Ed.S.**

Director of K-5 Curriculum,  
Instruction, Assessment, &  
Federal Programs

**Becky Brownfield, Ed.S.**

Director of 6-12 Curriculum,  
Instruction, Assessment, &  
Federal Programs

**Bob Satnan, B.A.**

Communications Director

[www.sedalia200.org](http://www.sedalia200.org)

**We Live Tiger  
Pride Everyday**

Sedalia #200 is an equal  
opportunity and  
affirmative action  
employer

Dear Parents, Guardians, and Students,

The Sedalia School District #200 team of staff and educators welcomes you to a new school year.

The youth of today are our leaders for tomorrow, and students are our most valuable resource. Parents/guardians and the school working together is our most powerful combination for student achievement. We take great pride in our schools and community. Together, we can make the best even better!

Enclosed please find important information about what rules and regulations students need to know to be successful in our district. In addition, it is important to know what students are expected to learn at each grade level. That information, in the form of curriculum guides, can be found on the district web site at [www.sedalia200.org/domain/39](http://www.sedalia200.org/domain/39). Our curriculum continues to evolve each year as we strive to maintain learning experiences that keep up with societal demands. This process includes alignment of the Missouri Department of Elementary and Secondary Education's (DESE) Missouri Learning Standards (MLS). These standards may also be accessed through the DESE website at <http://dese.mo.gov>, at the home page (under Educators-Curriculum-Missouri Learning Standards).

We are looking forward to working together with you as a team to engineer the successful education of your student. Please contact your student's teacher or administrator anytime during the school year with your questions, comments or concerns.

Proud to be a Tiger!

Dr. Todd Fraley  
Superintendent

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**SEDALIA SCHOOL DISTRICT #200 CALENDAR - 2022-2023**

**BOE approved 01/24/2022**

Orange = Teacher Workday Days w/* = Teacher PD Day Yellow = Student Day Green = Early Out Day Purple = Paid Holiday Blue - New Staff Days Pink = Non-Student/Staff Days		End of Quarter/Semester Snow Make-up days 491.50 Semester 1 Hrs 608.25 Semester 2 Hrs 1099.75 Total Student Hrs 165 +6 Holidays+13 Work/PD Days = 184 Certified Days	<table><tr><td>18</td><td colspan="4">Jan-2023</td><td>22</td></tr><tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td></td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td></td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td></td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td></td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></table>	18	Jan-2023				22	M	T	W	T	F		2	3	4	5	6		9	10	11	12	13		16	17	18	19	20		23	24	25	26	27		30	31					2-4 Christmas Break, No School 3-4 PD/Work Day - Certified Staff 16 Martin Luther King Day, No School  <div>121.50</div>																																									
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# SEDALIA SCHOOL DISTRICT #200

## 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.

[www.sedalia200.org](http://www.sedalia200.org)

Please refer to the District's website for documents that are included in the on-line registration and in this handbook along with other important information specific to your student's school.

## CENTRAL OFFICE ADMINISTRATION

Dr. Todd Fraley – Superintendent  
Mr. Jason Curry – Asst. Superintendent  
Mr. Chris Pyle – Asst. Superintendent  
Mrs. Becky Brownfield – Director of Curriculum, Grades 6-12  
Mrs. Devon Gilmore – Director of Curriculum, Grades K-5

## BUILDING ADMINISTRATION –refer to the district website for the staff directory by school

<b><u>Building</u></b>	<b><u>Name</u></b>	<b><u>Position</u></b>
LECC	Mr. Joel Sherman	Principal
Heber Hunt Elementary	Mrs. Angela Meyer	Principal
Heber Hunt Elementary	Mr. Patrick Pyle	Asst. Principal
Horace Mann Elementary	Mrs. Sara Pannier	Principal
Parkview Elementary	Mrs. Stephanie Jackson	Principal
Skyline Elementary	Mrs. Kelly McFatrach	Principal
Washington Elementary	Mrs. Lisa Volk	Principal
Sedalia Middle School	Mr. Brett Hieronymus	Principal
Smith-Cotton Jr. High	Mrs. Stacy Curry	Principal
Smith-Cotton Jr. High	Mr. Jeremy Fry	Asst. Principal
Smith-Cotton Jr. High	Mrs. Ashleigh Noland	Asst. Principal
Smith-Cotton High School	Mr. Wade Norton	Principal
Smith-Cotton High School	Ms. Kendra Barton	Asst. Principal
Smith-Cotton High School	Mr. Joseph Doyle	Asst. Principal
Smith-Cotton High School	Mr. Jerry Tankersley	Asst. Principal
Whittier Alternative High School	Mr. Martin White	Director
Whittier Alternative High School	Mr. Robert (BJ) Curry	Asst. Director

## **ATTENDANCE – The Sedalia School District #200 has established a goal of 95% attendance**

- **Absence** - If your student is going to be absent, please call the school to notify them of the absence and the reason for the absence. A student will be considered TRUANT if the school is not notified. If a student is absent from school, they may NOT attend school activities or be on school property the same day or night without permission from the administrator.
- **Illness** - A student will be sent home if the student has the following: fever above 100, diarrhea X2, vomiting, eye drainage, rash, other signs/symptoms of illness, lice/nits. If a student becomes ill, or is injured during the school day, the school will make every effort to contact the parent/guardian. The emergency phone number listed on the registration information for the student will be called if the parent/guardian cannot be reached. Please keep the school advised of any changes in phone numbers or emergency contacts. Parent/guardian should keep students home from school if they have a temperature or other symptoms of illness. A student who has a fever of 100 degrees or greater, or has diarrhea or vomiting may not return to school until they have been symptom free for 24 hours.
- **Medical/Dental Appointments** - If it is necessary for a pupil to visit a doctor or dentist during school hours, a note from the parent/guardian designating the time to be dismissed should be sent with the student and presented to the teacher. The parent/guardian/guardian must report to the school office to have the student released for an appointment and to sign the student in or out.
- **Medical Documentation** - must be provided **within 10 school days** of the absence in order for the absence to be marked as Medical (M). Parent/guardian should always obtain a note from the attending physician, physician assistant or nurse practitioner when the student needs medical attention. **These notes must have the date and times in and out of the appointment.** The absence will be considered excused. However, the doctor's note will be taken into consideration should the student's absences reach nine.
- **Tardy** - In order for students to benefit from a full session of class instruction, it is important that they be at school each day when classes begin. Frequent tardies will be cause for the school to contact the home. Students are expected to be in their respective classes before the tardy bell rings. Students that arrive after the start of the school day are required to check in at the attendance office.
- **Truancy/Unexcused Absences will result in one or more of the following**
  - No make-up privileges
  - Administrative action
  - Parent/guardian notification or conference, either by letter, phone, or in person
  - Referral to juvenile office
  - Loss of credit, if applicable
  - Parent/guardian prosecution

## **BICYCLES**

- Bicycles should be parked in designated bicycle racks. All bicycles should be locked, as the school assumes no responsibility for their loss or damage. Bicycles are to be parked immediately upon entering the school grounds and not be moved until after the buses have departed at the close of the school day. Bicycles are not to be ridden on school sidewalks or streets. Students who ride their bicycles or skateboards will report to the designated area immediately after school. They will be dismissed as soon as the school buses have departed.

## **BLACKBOARD**

- Sedalia School District 200 uses Blackboard as its parent/guardian 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 parent/guardian through all three channels; in most other circumstances, contact will be made through only one of those channels. Parent/guardian are able to opt-out of any or all notification channels.

## **DISCIPLINE - See the Sedalia District #200 Discipline Code Handbook for more details**

- The major objective relative to discipline is developing responsible citizenship. Pupils are expected to:
  - Complete and turn in school assignments on time
  - Demonstrate respect for the adults and other children in school
  - Demonstrate safe and appropriate behavior in and about the school
- To assist students in developing desirable habits of citizenship, educators will counsel, encourage, motivate, praise positive responses, and otherwise attempt to describe and demonstrate the expectations held to be important.
- While the emphasis will be on the "positive," experience shows that a small number of students will not respond satisfactorily. Parents/guardians will be kept informed of any problems and will be asked to assist in modifying the student's behavior. Generally, teachers and principals utilize many approaches to help modify behavior when needed. Some examples may include, but are not limited to the following, dependent upon grade level:
  - **ATS – Alternative To Suspension**
    - ATS Program is designed as an alternative to out-of-school-suspension.
    - Students who display unacceptable behavior beyond the scope of in-school suspension may be assigned to ATS.
    - ATS provides the opportunity for students to earn full credit for school work.
    - High school students will report to the high school at 11:30 am and will be dismissed at 2:30 pm.
    - Jr. High school students will report to the high school at 8:00 am and will be dismissed at 11:00 am.
    - Students needs to be on time and have transportation arrangements made.
    - Students will need to complete the number of community service hours designated by a school administrator by the end of their ATS assignment to receive credit for the work completed while in the program.
  - **Behavior Plans:** Students and teachers may work together and/or with the principal and parent/guardian to create behavior plans to help modify and correct an ongoing behavior problem.
  - **Conferences:** These may occur with the student, teacher, parent/guardian, and principal.
  - **Detention:** Students may be assigned detentions as disciplinary consequences. These detentions may last up to two hours after the normal school day. Parent/guardian will be contacted.
  - **Expulsion:** The Board of Education may expel students for serious offenses. Expulsion is rarely used at the elementary level.
  - **In-School Suspensions:** 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. 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.

- **Loss of Privileges:** Students may miss recess or other privileges as a consequence for misconduct and/or to help solve a problem or issue.
- **Out of School Suspension:** Administrators may suspend students for up to ten (10) days for serious defiance of authority or behavior that is seriously detrimental to the student or others. The Superintendent of Schools may suspend a student for up to 180 days for violation of the District's Discipline Policy. Suspended students may not be on any Sedalia School District #200 property and may not participate in or attend any school activities. Suspended students may not make up any school work missed during the suspension period. Students assigned out of school suspension may be required to fulfill a community service component before returning to school.
- 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.
- Please refer to the Sedalia School District #200 Discipline Code for listing of infractions and consequences of misbehavior.
- 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.
- Students are not allowed to smoke, chew, or possess tobacco or vapor products on school property, school buses, or at school activities.
- 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.
- 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.
- Fighting on school grounds will result in immediate suspension and possible referral to law enforcement.

## ENROLLMENT

- Pupils entering kindergarten and pupils new to the Sedalia School District system are required to register. New registrants must be in compliance with the Missouri State Immunization Law to attend school. The parent/guardian must provide the school with the following information:
  - Birth certificate, optional (document other than birth certificate may be used to verify legal name & age)
  - Proof of residency, a copy of a lease, rent, or mortgage agreement or utility bill (reflecting parent/guardian name and address)
  - Immunization record
- Pupils entering kindergarten must be five (5) years old prior to August 1<sup>st</sup>.
- Pupils leaving the school district should notify the school office at least one day in advance of the student's last day in attendance through a note or phone call from the parent/guardian.
- All students are required to complete the on-line registration.

## FOOD SERVICE

- The Sedalia District #200 food service offers breakfast and lunch to all students.
- Key pads and/or ID cards will be used to enter a student's PIN to access their lunch account.
- Each student will be assigned a lunch account, regardless if your student eats a school lunch or not.
- Breakfast and lunch prices are posted on the District's web site.
- The addition of a **Parent Portal Web Access** to our Student Information System will enable parents/guardians to view their student's lunch balance and lunch history. Payment may also be made on-line using the parent portal or payment may be made via check or cash.



- **Grade K-8 students will be allowed to charge up to ten dollars (\$10.00). Grade 9-12 will be allowed to charge one meal. If a student's account balance is in the negative, an alternative lunch will be provided. At no time will a student ever be denied a meal.**
- Charges are not allowed for ala carte foods and beverages. Students with a negative balance will not be allowed to purchase available ala carte items.
- Students will also be allowed to apply for free and/or reduced price lunches. A free/reduced lunch consists of an entrée 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 card-less 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 selection.
- Parent/guardian may eat lunch with their student by contacting the school by 9:00 am the day of.
- 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 designated area during the student's scheduled lunch shift. No food will be allowed in classrooms unless approved in advance by administration.

## GENERAL INFORMATION

- **Adjoining Property:** The people who live in the houses surrounding the schools should not have to tolerate trespassers who loiter on or vandalize their property, bother their pets, or are rude to them in any way. The school will cooperate fully with these people in every way possible to help identify these students and halt these practices.
- **Book bags:** Due to safety concerns, students are not allowed to have wheeled book bags in the building without administrator approval.
- **Cell Phone:** Administration strongly encourages students to safely secure **cell phones** in their lockers. **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 school. **School administration may require parent/guardian pick-up of cell phones.** Chronic abuse of this policy may result in disciplinary action. 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. Cell phones and electronic devices are the student's responsibility. The Sedalia School District administration and staff are not responsible for lost or stolen electronic devices.
- **Computer Usage:** Misuse or inappropriate use of the computer (internet included) in any action by a student is addressed in the TREC Student Handbook found in the on-line registration documents and the District website under the tab for Parents and Students.
- **Distribution of Materials:** Pamphlets, posters, and other published materials brought to school or posted on school bulletin boards must be approved by the central office administration. A request form may be found on the district website.
- **Homework:** The purpose of homework is to help students develop work and study habits, learn to budget their time and to finish projects begun in school. Homework will be given to reinforce areas of study, to make up work, and to enable students to work on special projects. Parent/guardian are asked to be supportive of their student in the completion of homework assignments. Parent/guardian should try to provide a quiet spot and to remember that self-direction is one of the major goals of homework.
- **Items Received:** Flowers, balloons, or packages will be delivered and held in the principal's office to be picked up at the end of the school day. These items are not allowed on the bus.

- **Lost and Found:** Lost articles are given to the office and may be claimed upon identification. It is strongly encouraged to mark or place your name on belongings.
- **Make-up Work:** Students will be allowed to make up missed assignments or tests according to the following procedure:
  - For each day a student is absent (excused) up to five days, they will be given one class day for each day they are absent. For example, 1 class day to make up assignments for 1 day absent, 2 class days to make up assignments for 2 days absent etc... After 5 days of absence, a student will be given a maximum of 5 days to make up their missed work. Each student will be responsible for requesting homework/assignments that were missed.
  - Assignments or tests which were announced prior to the student's' absence will be due the day the students return. Students who know in advance that they will be absent (for family vacations or school activities for example) may be required to complete assigned work before the absence. Instances of serious or long-term illness will be considered on an individual basis.
  - Parent/guardian may request make-up homework for students. Please check with the main office for the procedure.
  - **Out of Classroom:** Students who are out of their assigned class during the class period must have a proper hall pass or office request.
- **Parent/Teacher Association:** Parent/guardian are invited to become active members at the individual schools.
- **Phone Calls:** If you must contact the teacher or your student, the office forwards your message to the classroom so a return call can be made. Students may use the phone in the office or guidance office once having obtained permission. This is for emergency use only.
- **Remaining on School Grounds:** Once you arrive at school, you are to remain until you leave for the day.
- **Safety Drills:** Safety drills are held on a regular basis throughout the school year. These drills may include fire, building and bus evacuation, tornado, earthquake, bomb threat, and lock-downs.
- **Sales and Solicitation:** No article or service may be sold by a pupil in the school, other than those sponsored or approved by the Superintendent and/or Board of Education.
- **Standardized Tests:** District Policy 6440 states that "All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team." In addition, the District will administer other assessments as needed throughout the school year.
- **Student Accident Insurance:** The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. Parent/guardian may purchase student accident insurance. Check the District's website under Parents and Students tab.
- **Substitute Teachers:** Substitute teachers should be treated as guests in our school. Students should act especially courteous and well behaved toward them. Failure to cooperate will result in disciplinary action.
- **Teachers & Other Staff Members:** All teachers are responsible for you while you are in this building. Any teacher or staff member may correct your behavior at any time. Students are expected to follow the directions and instructions of administrators, teachers, and other school staff. 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.

## **GRADES AND GRADE POINT SYSTEM**

- Grades K-4 uses objective based grading with grades 2-4 also using letter grades.
- Grades 5-12 uses a letter grade system only.
- Smith-Cotton High School & Whittier High School utilizes a 4-point grade system.
- Grade reports will be issued at the end of each quarter/semester.
- 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
94-90%	A-
89-87%	B+
86-83%	B
82-80%	B-
79-77%	C+
76-73%	C
72-70%	C-
69-67%	D+
66-63%	D
62-60%	D-
59-00%	F

## **GUIDANCE DEPARTMENT** - Some major areas of service provided by the counselors are:

- Orientation of new students
- Class scheduling
- Career and post secondary plans
- Counseling program- personal problems and academic achievement, etc.
- Parent/guardian/student/teacher conferences
- Individual and group testing

## **HEALTH/NURSES OFFICE**

- The health/nurses office is maintained for first aid service. When it is necessary to use this facility, students are to check with the teacher, obtain a hall pass, and report to the nurse. The nurse will then make the proper arrangements with parent/guardian and the office.

## **IMMUNIZATION POLICY**

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

## **LIBRARY MEDIA CENTER**

- The library media center houses books, magazines, newspapers, reference materials, records, video tapes, cassette tapes of selected textbooks, audio visual equipment, including projectors of various types and video recorders, TV monitors, video cameras, computers, and other materials and equipment.
- Students may use the resources before school (with approval) and after school, with their language arts class for each week at a regularly scheduled time, and may also come at other times for group or individual study and research (with approval).
- Check with the individual school for times in which the library is open.

## LOCKERS

- Each student will be assigned a locker IF applicable.
  - Not all buildings have lockers. Closets or hallway hooks.
  - Sophomore thru Senior students are NOT required to have a locker.
- Lockers are the property of the school, loaned to students for their convenience.
- Students are NOT to change lockers without permission.
- All books and personal items, when not in use, including heavy coats and book bags, are to be kept in your locker.
- Students must supply their own locks and should insure the locker is secured at all times.
- Lockers are the property of the school and may be searched at any time.
- Lockers should not be banged, kicked, defaced or otherwise damaged.
- Locker decorations must NOT be offensive.
- Plan your visit to your locker during passing times, so do plan accordingly.
- Administration has the legal right to search lockers at any time.

**MEDICATION ADMINISTRATION:** It is recognized that at the present time, many children are able to attend public school due to the effective use of medication in the treatment of chronic disabilities, as well as short and long-term illnesses. It is the desire of the school district to have medication administered at home if at all possible. If condition arise where medication must be administered at school, the following regulations must be complied with:

- All medications, prescriptions, or over-the-counter **MUST HAVE** a physician's written instructions verifying the name of the medication, the dosage to given, the times to be administered, and when it should be discontinued. The physician **MUST** also write that this medication must be given during school hours.
- Parent/guardian **MUST** complete a permission slip that gives trained school district personnel the authorization to administer the medication to the student at school.
- Medication **MUST** be in the current and original prescription container. Your pharmacy can provide an extra labeled container for school doses.
- Students will **NOT** be allowed to carry medications to or from school. Parent/guardian **MUST** provide for the safe delivery of all medications.
- It shall be the policy of the District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration may cause harm to the student, other students, or the District. Such cases include, but are not limited to, request to administer medications:
  - a. in an amount that exceeds the highest recommended single or maximum daily dosage applicable to the student;
  - b. that have not been approved for pediatric use;
  - c. that have not been approved for administration via the route requested;
  - d. that have not otherwise been approved for administration in the amount or manner requestedall as determined in accordance with the provisions of the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

## PARENT/STUDENT PORTAL WEB ACCESS

- Parent/guardian/students may check announcements, attendance, grades, assignments, fees, meal balance, etc. at any time.

## PARENT/TEACHER CONFERENCES

- The District holds two parent/teacher conferences each school year.
- Conferences outside of the two district held may be handled through either contact with the teacher or thru the guidance office.

## PHYSICAL EDUCATION

- Missouri School Law, unless exempted by a WRITTEN ORDER FROM A DOCTOR, requires every student, to take Physical Education. Instruction in swimming will be an integral part of the Physical Education Program. Students will be excused from swimming only upon written request from a doctor.
- A written order from a doctor may be required if student is unable to participate in physical education for three or more days. Check with the building administrator.

## PROGRESS REPORTS

- All teachers monitor student grade progress and work completion weekly.
- Parent/Guardian will be notified of their student's progress in each class at the midpoint of each nine-week period.

## SCHOOL CLOSINGS

- If schools are to be closed due to emergencies such as ice or snow, announcements will be made on the major radio and TV stations as early in the morning as possible — usually by 6:30 a.m. **Note: Inclement weather may necessitate a 2 hour late starting time or early dismissal. Please listen to local radio stations or you may look on our website for school closings at [www.sedalia200.org](http://www.sedalia200.org). You will also receive text, calls, or email notification through the school communication system. Please do not call the school, transportation office, or the district office for this information.**

## SCHOOL VISITATION – Procedures for Visitors/Observers – Regulation 1430

- Principals and teachers shall welcome and encourage visits by parents/guardians, board members, volunteers and patrons of the schools. All visitors shall report to the principal's office upon entering the building so that the office will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption.
- Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.
- Students dismissed earlier in one school than others are not permitted to be on the grounds of any other school in the District.
- All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.
- In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal, where the sex offender will be present.
- Under applicable state and federal law, a parent/guardian does not have a right to observe his/her student in the educational setting. However, if a parent/guardian, advocate or other person wishes to conduct an observation of any student, activity, teacher, or classroom, he or she must submit a written request to the building principal, within five school days of the date he or she wishes to observe, with the following information:

- The name and position of the individual(s) who will be observing;
- The date and time he or she wishes to observe;
- The amount of time he or she wishes to observe;
- The specific purpose for which he or she wishes to observe.
- The building principal must then grant written permission for the observation to occur. The District reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students. The building principal or other administrator will provide a written or verbal explanation of its decision prior to the requested observation date.

**SOCIAL MEDIA:** The District recognizes and supports 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 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, School 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. Online 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.

## **SPECIAL SERVICES**

- Special services are available to students who meet Missouri State Guidelines. Testing and screening services are available for students who have difficulties in academics as well as auditory/visual perceptual problems, emotional problems, or motor perceptual problems.

### **SPECIAL SERVICES PUBLIC NOTICE:**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Sedalia School District #200 assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Sedalia School District #200 assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Sedalia School District #200 assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parent/guardian have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Sedalia School District #200 has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Board of Education Office, 2806 Matthew Drive, Sedalia, MO from 8:00 a.m. to 4:30 p.m. Monday through Friday.

This notice will be provided in native languages as appropriate.

**STUDENT DRESS CODE AND APPEARANCE:** Student dress and grooming will be the responsibility of the individual and parent/guardian within the following guidelines.

- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
- All student must wear shoes, boots, or other types of footwear.
- Clothing with obscene or profane words/pictures or that promote drugs, alcohol, or tobacco are not acceptable.
- Class activities, which present a concern for student safety, may require the student to adjust hair and/or clothing during the class period.
- Bare midriffs, halter-type t-shirts, low-cut tops, spaghetti-strap shirts, t-shirts with sides cut out are not permitted.
- Bermuda shorts, dress shorts, coaching shorts, or walking shorts are appropriate. Short shorts are discouraged.
- Sunglasses or head coverings of any type may NOT be worn in school buildings or carried into any classroom.
- Laws concerning the display of the flag of the United States are to be strictly observed at all times.
- Heavy coats will not be worn during school.
- Blankets are not to be carried to classrooms.
- Sagging, long-hanging belts, and billfold chains are prohibited.
- Underwear may NOT be worn as outerwear, or exposed.

- All garments are required to be non-transparent unless accompanied by undergarments that are not underwear.
- Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted in the schools.
- Additional dress regulations may be imposed upon students participating in certain extracurricular activities or in the classroom.
- When, in the judgment of the administrator, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.
- Common sense and a reasonable attitude should eliminate the need to correct students in the area of dress and personal appearance.

## **TEXTBOOKS, UNIFORMS, AND OTHER SCHOOL EQUIPMENT**

- Students are responsible for textbooks, uniforms, and other school equipment until they are returned. At the time of the issue, please call any existing damage to the attention of the teacher. Items lost, stolen, damaged, or destroyed at or away from school, students will be required to pay for them.

## **TRANSPORTATION**

- Pupils living more than one mile from school will be provided transportation to and from school from their home address. Students living less than one mile from school may be bused if criteria established by the Board of Education exist. Buses will not be routed on dead-end or cul-de-sac streets, which would require students to walk more than one mile. Parent/guardian will be informed of routes and schedules prior to the start of school VIA the Sedalia newspapers and the school website.
- Students will be picked up and discharged only at scheduled school bus stops. The driver will not discharge students at places other than their regular bus stop near the home or at school unless by prior authorization from the Director of Transportation or the principal of the school. Arrangements are to be made in advance of the bus departing from the bus lot.
- The licensed bus driver needs good pupil conduct to insure safety on the bus. Riding the bus is a privilege and may be denied a pupil if improper or unsafe conduct is practiced. The bus driver will issue pupils misbehaving on the bus a bus conduct report. The building principal will enforce discipline for misconduct. Parent/guardian will be informed of violations of bus rules and consequences.

### **Bus Rules**

- When boarding the bus, students shall be seated and shall remain in that seat until arrival at their destination.
- Instruments and other large objects are to be taken to the seat with the student and placed under the seat or held by the student. It cannot take up a seat for another student to sit in.
- No pets or animals (even in boxes, jars, or containers) will be allowed on the bus.
- No type of glass items or balloons will be allowed on the bus.
- No eating, drinking, or chewing of gum allowed on the bus.
- Students shall remain quiet at all Railroad Crossing stops and there should be a minimal noise while passing through town.
- Students are not to put any part of the body out the windows.
- No fighting or "horseplay" on buses. Normal conversation, classroom conduct shall be observed at all times.
- Each student shall be held accountable for any destruction of property, including damage to bus or personal property of others.
- If a student is to be discharged from the bus at a place other than his or her own stop, a written note from the parent/guardian must be given to the building principal for approval and then to the driver.
- The driver is in charge at all times. When on activity trips, teacher and sponsor are in charge.
- Drivers may not transport any persons not regularly assigned to the bus unless authorized by the building principal.



- The driver has the right to assign students a seat on the bus.
- The use of alcohol, tobacco, or drugs is not permitted on the bus. Striking of matches or lighters is not permitted on the bus.
- Obscene and unacceptable language, gestures, remarks, or signs will not be tolerated.
- Students must pass 10 feet in front of the bus and establish eye contact with driver before crossing. Students shall never cross behind the bus.
- Students will refrain from going to the mailbox until the bus has traveled away from the stop.
- The school bus is an extension of the school and all school rules and regulations, which pertain to student conduct in the schools, are applicable to student conduct on a school bus.
- Students may be videotaped while riding the school bus. The viewing of these tapes is subject to the guidelines authorized by the district.
- Students must be at bus stop 5 minutes prior to pick up time. Any misbehavior, which distracts the driver, is a serious hazard to the safe operation of the vehicle and jeopardizes the safety of all passengers, will be reprimanded according to discipline code handbook published list of offenses by step.

## **VIRTUAL EDUCATION**



- The Missouri Course Access and Virtual School Program (MOCAP) has developed a catalog of virtual online courses for students. Students will be able to take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week. LAUNCH is Sedalia School District 200's preferred provider. Additional information may be found at <https://mocap.mo.gov/>.
- To begin the enrollment process, visit the District's home page and download the MOCAP Request to Enroll document.

## **WITHDRAWAL FROM SCHOOL**

- Any student who is moving out of the Sedalia District should report to the Main Office or Guidance Office accompanied by his/her parent/guardian prior to moving.
- The parent/guardian must sign an official withdrawal slip, and each teacher on the student schedule will check in the textbook, sign and post the current grade of the student.
- The slip is then returned to the Guidance Office Registrar before the student leaves school.
- This is necessary to ensure that official grades are sent to the new school, and all obligations are cleared.
- Your school grade card/transcript will not be sent until this is accomplished.

# **Loftus Early Childhood Center**

## **Early Childhood Special Education ~ Title I Preschool ~ Parents as Teachers**

### **What is the Loftus Early Childhood Center**

The Loftus Early Childhood Center provides free services to three and four-year-old children with disabilities (ECSE) or developmental delays (Title I) and parent education to eligible parents with children from prenatal through five years of age (Parents as Teachers.)

The Loftus Early Childhood Center began as the Pettis County Early Childhood Co-op with the 1991-1992 school year and continues as a cooperative effort among the six public school districts of Pettis County including: Sedalia #200 Schools, Green Ridge R-VIII, La Monte R-IV, Pettis County R-V, Smithton R-VI, Pettis County R-XII.

### **Staff members**

The staff members, including certified principal, teachers, therapists, social worker, parent educators, as well as educational diagnostician; registered nurse; administrative assistants and paraprofessionals, are employees of the Sedalia School District #200.

### **Early Childhood Special Education Services (ECSE)**

Early Childhood Services target children ages three to five who have a significant delay in one or more of the following areas: Cognitive/Adaptive Behavior, Speech/Language, Motor, and Social/Emotional Behavior. There are several options for service delivery provided by certified staff including Early Childhood Special Education, Blended Preschool Programs and Early Childhood Settings.

### **Parents As Teachers (PAT)**

Parents as Teachers is a voluntary and free program that provides practical, effective help for eligible families with children prenatal through age five.

Private visits are provided by a trained parent educator. Services offered include: How to recognize each phase of child development, fun things to do with your child to encourage development, simple toys to make, in-home learning activities, help with concerns and questions, information on popular parenting topics, and free developmental screenings for children three months to age five.

### **Title I Preschool**

Title I is for students in the Sedalia School District who have developmental delays. The Title I Preschool is blended with the ECSE program and has limited openings.

### **Enrollment**

Pupils enrolling in the Early Childhood Special Education (ECSE) or Title I preschool are required to register. New students must be in compliance with the Missouri State Immunization Law to attend school. The parent/guardian must provide the school with the following information:

- Birth certificate
- Parent/guardian identification card - Driver's License or Non-Driver's License
- Immunization record

Student must be 3 years old prior to August 1st for Title I & the Integrated program. Students in the ECSE program may begin services on their third birthday if eligibility determination has been made.

Pupils leaving the school district should notify the school office at least one day in advance of the child's last day in attendance through a note or phone call from the parent/guardian.

## **School Hours**

**Early Childhood Sessions are Monday, Tuesday, Wednesday and Thursday. No class on Friday**

Morning Session	Start: 8:00 am	Dismiss: 11:00 am	Students not allowed in the building prior to 7:55 am
Afternoon Session	Start: 12:00 pm	Dismiss: 3:00 pm	Students not allowed in the building prior to 11:55 am

## **Food Service**

Breakfast for the morning session and lunch for the afternoon session will be provided free to each student.

## **Parent/Teacher Conferences**

Parent/guardian contacts are made on at least a monthly basis. In addition, one home visit and three personal conferences are required. At these conferences the teachers and families share information about the student's progress and various strategies/techniques used in working with the student.

Additional conferences may be arranged by contacting the child's teacher(s) or the school office. Normally, the teacher is in the best position to help parent/guardian with any problem regarding their child's progress. It is recommended that parent/guardian contact their child's teacher whenever a concern arises. Each teacher can be reached before or after school.

## **General Information**

- Early Childhood Center: 2004 Tiger Pride Blvd / 660-851-9200
- First Student Transportation: 660-827-5800
- Early Childhood Center Open House: August 30 - 31 (by appointment only)
- First Day of School: September 2
- Parent/Teacher Conferences: October: 20 - 21; February 16 - 17; May 11 - 12
- Preschool Graduation: May 25
- Appropriate Snacks: Fresh/Dried fruit with no added sugar, Teddy Grahams, Graham/Animal crackers, Reduced Fat Cheese Nips/Cheez-its, Cinnamon Toasters/Honey Graham Squares Cereal, Fruit, Regular Cheerios, Low Fat Fruit and Grain Bars, Saltines, Goldfish crackers, Go-gurt
- **Due to allergies, please do not bring snacks with peanuts or nuts**

# **Elementary School Grades K-4**

## **SCHOOL HOURS - Heber Hunt, Horace Mann, Parkview, Skyline, Washington**

Regular Day	Start: 8:00 am	Dismiss: 3:16 pm	Students not allowed in the building prior to 7:30 am
Early Out	Start: 8:00 am	Dismiss: 1:16 pm	Students not allowed in the building prior to 7:30 am
Late Start	Start: 10:00 am	Dismiss: 3:16 pm	Students not allowed in the building prior to 9:30 am

## **FOOD SERVICE**

- Universal breakfast will be provided free to each student.

## **CLASSROOM PARTIES**

- The PTA sponsors up to three parties for students during the school year.
- Parties must meet District Wellness Policy Guidelines – One sugar treat per party.
- Children not enrolled in individual buildings are not permitted to attend room parties.
- No home baked items allowed.

## **PBS**

- School-wide Positive Behavior Support, also known as SW-PBS, is a broad range of systematic and individualized strategies for achieving important social and learning outcomes while preventing problem behaviors.
- “Tiger Stripes” are the school expectations. We expect all students to be respectful, responsible, safe, and always exhibit the traits of a learner. We teach and practice these expectations throughout the school year.

## **RECESS**

- Recess will be taken outside if the wind chill temperature is above 25 degrees.
- Watch the weather and dress your student appropriately for outside play each day.

## **SNACKS**

- For health, safety and consistency, all snacks for students must be commercially prepared and meet the district snack nutrition standards.
- No home baked items allowed.
- Suggestions: Fresh/Dried fruit with no added sugar, Trail Mix, Nuts, Teddy Grahams, Graham/Animal crackers, Peanut butter crackers (not cheese) Reduced fat Cheese Nips/ Cheez-its, Malt O Meal Honey Nut Scooters, Cinnamon Toasters/Honey Graham Squares Cereal, Fruit/Honey Nut/Regular Cheerios, Quaker Chewy Granola Bars, Nature Valley Chewy/Crunchy Granola Bars, Low Fat Fruit and Grain Bars, Saltines, Gold Fish crackers.

## **STUDENT BIRTHDAYS**

- In order to protect the instructional time in the classroom, individual birthday parties will not be scheduled. To remain in compliance with our Wellness Policy, parents should not bring cupcakes, cookies or other sweet treats for the class on their child’s birthday. Each school will implement a procedure of recognizing student birthdays such as announcing them monthly and giving a small gift to the student.

# **Sedalia Middle School Grade 5**

## **SCHOOL HOURS**

Regular Day	Start: 7:20 am	Dismiss: 2:30 pm	Students not allowed in the building prior to 6:50 am
Early Out	Start: 7:20 am	Dismiss: 12:30 pm	Students not allowed in the building prior to 6:50 am
Late Start	Start: 9:20 am	Dismiss: 2:30 pm	Students not allowed in the building prior to 8:50 am

## **PBS**

- School-wide Positive Behavior Support, also known as SW-PBS, is a broad range of systematic and individualized strategies for achieving import social and learning outcomes while preventing problem behaviors.
- "Tiger Stripes" are the school expectations. We expect all students to be respectful, responsible, safe, and always exhibit the traits of a learner. We teach and practice these expectations throughout the school year.

## **POSITIVE ACTIONS FOR GOOD BEHAVIOR**

- SMS has a reward and incentive program designed from our Positive Behavior Support System. These include a wide range of prizes, level systems with privileges set and special recognition at award assemblies for positive behavior.

## **IN-SCHOOL SUSPENSION**

- Students whose conduct warrants a suspension may be assigned to the In-School Suspension program. ISS is an alternative program, designed to help students stay in school and overcome their problem. Students must show a cooperative attitude and follow the procedures when placed in the ISS room. Those students who do not cooperate or who become a discipline problem in ISS will be suspended from school. If this program does not work for the student, other disciplinary action will be taken, up to and including the recommendation for expulsion. Students who are serving suspensions in ISS are not eligible to participate in any before or after school activities until they have completed their suspension.

# **Smith-Cotton Junior High Grades 6-8**

## **SCHOOL HOURS**

Regular Day	Start: 7:30 am	Dismiss: 2:43 pm	Students not allowed in the building prior to 6:55 am
Early Out	Start: 7:30 am	Dismiss: 12:43 pm	Students not allowed in the building prior to 6:55 am
Late Start	Start: 9:30 am	Dismiss: 2:43 pm	Students not allowed in the building prior to 8:55 am

## **ACTIVITIES**

- To help develop special interests and talents, students are encouraged to participate in extracurricular and co-curricular activities.
- Students who exhibit poor grades will not be able to participate on any interscholastic team.
- Students who are suspended (in or out of school suspension) will not be allowed to participate during the suspension period.

## **BEHAVIOR**

- In order for any organization to function properly, there must be certain expectations for performance. Smith-Cotton Junior High School has expectations of behavior that will provide for an orderly school atmosphere. Our goal is to develop students that are self-disciplined and are able to make good judgments about acceptable behavior. Our philosophy is that no student should be allowed to disrupt the learning of other students.

## **BELL SCHEDULES**

<b>REGULAR DAY</b>			<b>EARLY OUT</b>			<b>DELAYED START</b>		
Period	Start Time	End Time	Period	Start Time	End Time	Period	Start Time	End Time
1	7:30	7:51	1			1		
2	7:55	8:45	2	7:30	8:05	2	9:30	10:05
3	8:49	9:39	3	8:09	8:44	3	10:09	10:44
4	9:43	10:33	4	8:48	9:23	4	10:48	11:23
5	10:37	11:27	5	9:27	10:02	5	11:27	11:57
6 lunch	11:31	12:55	7	10:06	10:41	6 lunch	12:01	1:25
7	12:59	1:49	8	10:45	11:15	7	1:29	2:04
8	1:53	2:43	6 lunch	11:19	12:43	8	2:08	2:43

## **ELECTRONIC DEVICES (CELL PHONES, TABLETS, IPODS, ETC.)**

- Cell Phones, Tablets, Ipods and all electronic devices – are to be 'powered off' and put away from 7:30am-2:43pm daily. Students may possess these electronic devices, but are not to have them on/out during the school day unless instructed to do so by a teacher for learning purposes. Such items are an invitation to theft and students should secure personal devices.
- The following will be the disciplinary policy regarding not adhering to the school cell phone/electronic device policy:

1 <sup>st</sup> Offense	Confiscation of electronic device/phone (including SIM card)	Student may pick up after school in the front office	
2 <sup>nd</sup> Offense	Confiscation of electronic device/phone (including SIM card)	Parent/guardian must pick up from Administrator	2 hr Detention
3 <sup>rd</sup> Offense	Confiscation of electronic device/phone (including SIM card)	Parent/guardian must pick up from Administrator	1 Day ISS
4 <sup>th</sup> Offense	Confiscation of electronic device/phone (including SIM card)	Parent/guardian must pick up from Administrator	3 Days ISS
5 <sup>th</sup> Offense	Confiscation of electronic device/phone (including SIM card)	Parent/guardian must pick up from Administrator	1 Day OSS
6 <sup>th</sup> Offense	Confiscation of electronic device/phone (including SIM card)	Parent/guardian must pick up from Administrator	1-10 Days OSS

## **FOOD SERVICE – additional information for Junior High 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 7:30 am** each day.
- Students wanting to pay with cash will be asked to go to the end of the line.
- Additional money should be applied if your student eats a la carte items regularly.
- You may pay on-line, send a check or cash weekly, monthly, or whatever suits your budget.

## **GENERAL SCHOOL RULES**

- "Horseplay" in the form of running, pushing, shouting, and hitting is immature and has no place at school.
- Common courtesy and respect for the rights of others should be observed at all times.
- 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.
- Food and candy will not be allowed at school. Water may be carried in a fillable, reusable, **non-squeezable** water bottle. All food and drinks provided in the school cafeteria should remain in the cafeteria. Students will not be allowed to take food and drink items out of the cafeteria. (Exceptions may be made for medical purposes. Students must present a signed doctor's note to the school nurse for approval.)

**HONOR ROLL:** To recognize outstanding academic achievement, an Honor Roll has been established at the Smith-Cotton Junior High School.

- The High Honor Roll will recognize students earning an overall average of 3.67-3.99 grade points in all scheduled subjects (no grades below a C).
- The Principal's Honor Roll will recognize all students earning 4.0 and higher grade points in all scheduled subjects.
- A list of students achieving all Honor Rolls will be sent to the local media as well as being displayed at school at the end of each semester.

## **LATE WORK**

- Late work will be handled at the discretion of each grade level department.

## **LIBRARY MEDIA CENTER**

- The library media center is open daily from 7:15 a.m. until 3:00 p.m.

## **MORNING EXPECTATIONS**

- Students, whether coming by bus or walking, are to report directly to their grade specific areas immediately upon arriving on school grounds. 6<sup>th</sup> grade students will report to the FEMA gym area. 7<sup>th</sup> grade students will report to the main gym. 8<sup>th</sup> grade students will report to the FEMA café area. Any student wanting to eat breakfast will pick up a grab-and-go to take to their designated area, and sit in assigned seats.
- Regular attendance is the responsibility and obligation of each and every student enrolled at Smith-Cotton Junior High School. Whenever it is necessary for a student to be absent, the parent/guardian must call the school (829-6301) AFTER 7:00 a.m. and as early as possible during the MORNING on the day that the student is absent. Any student returning to school after being truant or suspended MUST report to the office.

## **PHYSICALS**

- All students must have a current physical examination on file with the athletic office before they can participate in interscholastic athletics.

- These physicals are good for one year only!
- The forms to be filled out and signed are available in the administrative office.

### **POSITIVE ACTIONS FOR GOOD BEHAVIOR**

- Individual teachers and teacher teams are encouraged to recognize students for commendable behavior. This may be in the form of verbal praise, notes to parent/guardian, bulletin board recognition, special class activities, or any other appropriate recognition.

### **STUDENT ID CARDS**

- Includes the student's picture and grade level making each student identifiable.
- Each grade level has a different colored school issued lanyard with the ID card attached to be worn around the neck.
- ID cards are to be used for:
  - Student safety.
  - Check in/check out of school if arriving late/leaving early.
  - Purchase school lunches.
  - Check out books in the library.
- To insure students wear their ID card at all times, the following policies/procedures are in place:
  - Students will take their ID cards home each day and will be required to bring them daily.
  - The first time a student loses or breaks their ID card or lanyard, replacement will be free.
  - Additional replacements are \$5 for the card and \$2 for the lanyard and additional consequences may be assigned.
- Inappropriate use of the ID card will result in disciplinary action.

### **TARDY**

- Any student that reports to class more than 10 minutes late during the school day will be required to receive a 'tardy slip' from the office, and possibly face disciplinary actions.
- Students who arrive in class 25 or more minutes after the class begins will receive an unexcused absence and will not be allowed make up privileges.
- Excessive tardiness to class, or failure to serve a detention, will be referred to the assistant principals for disciplinary action and parent/guardian notification.
- TARDIES DISCIPLINE POLICY
  - 1<sup>st</sup> Tardy – Free (Teacher initials tardy tracker)
  - 2<sup>nd</sup> Tardy – Free (Teacher initials tardy tracker)
  - 3<sup>rd</sup> Tardy – Teacher will contact home
  - 4<sup>th</sup> Tardy – 15 minute teacher assigned detention
  - 5<sup>th</sup> Tardy – 30 minute teacher assigned detention
  - 6<sup>th</sup> Tardy – Office referral
  - It is an automatic detention if students do not have their tardy tracker with them and are tardy to class.



# **Smith-Cotton High School Grades 9-12**

## **SCHOOL HOURS**

Regular Day	Start: 8:20 am	Dismiss: 3:38 pm	Gym doors open at 7:50 am / Front doors open at 8:10 am
Early Out	Start: 8:20 am	Dismiss: 1:38 pm	Gym doors open at 7:50 am / Front doors open at 8:10 am
Late Start	Start: 10:20 am	Dismiss: 3:38 pm	Gym doors open at 9:50 am / Front doors open at 10:10 am

- Cafeteria is open from 7:50-8:15 for breakfast
- Upper gym is available for students to congregate before school
- Students are allowed to go to their locker at 8:10 am
- Students are NOT to remain in the building after school is dismissed unless under the supervision of a staff member. Students riding buses should wait in the designated area. Those students not riding buses should leave the school grounds as soon as school is dismissed at 3:38 pm.

## **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.

## **A+ SCHOOLS PROGRAM**

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

## **ATTENDANCE – in addition to the district attendance information**

- Good high school attendance helps to prepare the student for attendance requirements in adulthood.
- Students working toward A+ tuition reimbursement must maintain 95% attendance for the entire high school years.
- Any absence beyond eight (8) per class per semester may result in loss of credit without medical documentation or administrative approval.
- 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.
- When a student has exceeded the absences limit in a class: Parent/guardian will be notified by the administration, via phone call, home visit and/or letter.

- Make-up Privileges
  - 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.
  - 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.
  - Make-up for final exams requires administrative approval.
  - 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.
  - 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 parent/guardian feel that the absences were unavoidable, they may file a request to 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).
- Tardy
  - Tardies will be monitored by each classroom teacher, who can require the student to serve a 15 or 30-minute detention.
  - Excessive tardiness to class, or failure to serve a detention, will be referred to the assistant principals for disciplinary action and parent/guardian notification.
    - 1<sup>st</sup> tardy – free
    - 2<sup>nd</sup> tardy – free
    - 3<sup>rd</sup> tardy – call home
    - 4<sup>th</sup> tardy – 15 minute detention
    - 5<sup>th</sup> tardy – 30 minute detention
    - 6<sup>th</sup> tardy or more – office referral
- Check-Out Procedure During the School Day
  - 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.
  - Parent/guardian 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.
  - Students who become ill or have an accident during school hours should report to the nurse's office. The school nurse will contact parent/guardian.
  - Students who check out for illness during the day may not be eligible to participate in any extra-curricular activity that day.

## BELL SCHEDULES

Period	Start Time	End Time	Lunch Shifts
1	8:20	9:12	1 <sup>st</sup> -12:01-12:23 2 <sup>nd</sup> -12:28-12:50 3 <sup>rd</sup> -12:55-1:17 4 <sup>th</sup> -1:22-1:44
2	9:17	10:08	
3	10:13	11:05	
4	11:10	12:01	
5	12:06	1:44	
6	1:49	2:41	
7	2:46	3:38	

### Early Out

Period	Start Time	End Time	Lunch Shifts
1	8:20	8:52	1 <sup>st</sup> -11:18-11:40 2 <sup>nd</sup> -11:45-12:07 3 <sup>rd</sup> -12:12-12:34 4 <sup>th</sup> -12:39-1:01
2	8:57	9:28	
3	9:33	10:05	
4	10:10	10:41	
6	10:46	11:18	
5	11:23	1:01	
7	1:06	1:38	

### Late Start

Period	Start Time	End Time	Lunch Shifts
1	10:20	10:52	1 <sup>st</sup> -11:28-11:50 2 <sup>nd</sup> -11:55-12:17 3 <sup>rd</sup> -12:22-12:44 4 <sup>th</sup> -12:49-1:11
2	10:57	11:28	
5	11:33	1:11	
3	1:16	1:48	
4	1:53	2:24	
6	2:29	3:01	
7	3:06	3:38	

## CAFETERIA PROCEDURES

- All students will report to the cafeteria during their lunch shifts.
- Students failing to report to the cafeteria may be considered truant.
- Students that fail to pick-up trays and trash are subject to disciplinary action.
- Students should not go to their lockers during lunch shifts.
- Students will not be allowed to check out of school each day during their lunch shift.

## 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.

## DETENTION - In addition to items already covered in this handbook, the following applies at the High School.

- 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.
- 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.
- Failure to serve detentions without prior approval from administration may result in In-School Suspension and rescheduling of the detention.

## 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.

### **EXTRA- & CO-CURRICULAR ACTIVITIES ELIGIBILITY**

- 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 parent/guardian 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.

## **GENERAL RULES AND REGULATIONS**

- Electronic music devices with ear phones may be carried by students during the school days 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 be played in the hallways or cafeteria.
- Drinks may be carried in a reusable sealable container.

## **GRADUATION CREDIT REQUIREMENTS**

<b>Subject</b>	<b>Credits</b>
English	4.0
Social Studies	3.0
Math	3.0
Science	3.0
Practical Art	1.0
Fine Art	1.0
Physical Education	1.0
Health	0.5
Personal Finance	0.5
Electives	7.0
<b>TOTAL UNITS</b>	<b>24.0</b>

## **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.

## **LIBRARY MEDIA CENTER**

- The library media center is open from 8:10 am to 4:00 pm Monday – Friday.
- Books are usually checked out on a two-week basis.

## **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. This privilege may be revoked as a result of disciplinary action.

## **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.

## **SCHOOL DANCES**

- Fall Homecoming Dance - sponsored by Student Council (semi-formal)
- Archives Ball - sponsored by Archives Staff (semi-formal)
- Junior/Senior Prom - sponsored by Junior and Senior Class (formal)
- Dance Regulations:
  - Student ID 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.
- Any exception to this rule must be approved by Administration.

#### **WEIGHTED GRADE INFORMATION**

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

# **Whittier Alternative High School**

## **SCHOOL HOURS**

Regular Day	Start: 8:00 am	Dismiss: 2:24 pm	Tutoring begins at 7:00 am
Early Out	Start: 8:00 am	Dismiss: 12:24 pm	Tutoring begins at 7:00 am
Late Start	Start: 10:00 am	Dismiss: 2:24 pm	Tutoring begins at 9:00 am

## **ACADEMIC PROBATION**

- Students who receive non-passing grades in any term will be placed on academic probation automatically.
- If the student receives non-passing grades while on probation, the student may lose the privilege of attending Whittier High School.
- The building administrator makes the decision of a student being removed from Whittier for lack of academic progress.
- If the student is removed from Whittier, they are sent back to Smith-Cotton High School.

## **ATTENDANCE – in addition to the district attendance information**

- Good attendance helps to prepare the student for attendance requirements in adulthood.
- Students working toward A+ tuition reimbursement must maintain 95% attendance for the entire high school years.
- Students with absences beyond four (4) in a term will finish out that term at Whittier, but then may be assigned back to Smith-Cotton High School.
- Students that have accumulated five (5) or more days of suspension in a term will finish out the term, but then may be assigned back to Smith-Cotton High School.
- 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.
- Make-up Privileges
  - 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.
  - 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.
  - Make-up for final exams requires administrative approval.
  - 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.
  - 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 parent/guardian feel that the absences were unavoidable, they may file a request to 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).

- **Check-Out Procedure During the School Day**

- 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.
- Parent/guardian 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.
- Students who become ill or have an accident during school hours should report to the administrator. The parent/guardian will be contacted. If the parent/guardian is not available, the emergency contacts on the student's file will be notified.
- Students who check out for illness during the day may not be eligible to participate in any extra-curricular activity that day.

## **BELL SCHEDULES**

### **Regular Day**

Period	Start Time	End Time
Tutor	7:00	8:00
1	8:00	9:10
2	9:10	10:20
3	10:20	11:30
Lunch	11:30	12:04
4	12:04	1:14
5	1:14	2:24

### **Early Out**

Period	Start Time	End Time
Tutor	7:00	8:00
1	8:00	8:45
2	8:45	9:30
3	9:30	10:15
4	10:15	11:00
Lunch	11:00	11:39
5	11:39	12:24

### **Late Start**

Period	Start Time	End Time
Tutor	9:00	10:00
1	10:00	10:45
2	10:45	11:30
Lunch	11:30	12:09
3	12:09	12:54
4	12:54	1:39
5	1:39	2:24

## **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

## **DISCIPLINE**

- Whittier High School will follow the Sedalia School District #200 discipline code with only one exception.
  - If a student chooses to engage in physical violence with another, he/she may be immediately terminated from Whittier High School.

## **GRADUATION**

### **CREDIT REQUIREMENTS**

<b>Subject</b>	<b>Credits</b>
English	4.0
Social Studies	3.0
Math	3.0
Science	3.0
Practical Art	1.0
Fine Art	1.0
Physical Education	1.0
Health	0.5
Personal Finance	0.5
Electives	7.0
<b>TOTAL UNITS</b>	<b>24.0</b>



- Graduation from Whittier High School is based on completing the required credits.
- One-half credit can be earned in each class per term.
- Additional credits may be earned through the areas of School to Work, Community Service and on-line.
- Students should be able to make up credits that they are behind by determination, hard work and motivation.
- There is no set number of credits that you can earn here.
- Remember our goal here is to have you graduate and have skills to become productive members of society!
- Staff members will monitor student grades weekly to assist in providing assistance or time to make up work and/or skills.

## **NIGHT SCHOOL**

- Night School is Tuesday with 2 sessions
- 1<sup>st</sup> session 3:00 –4:30, 2<sup>nd</sup> session 4:30–6:00
- Students will be issued a Chromebook.
- They will be financially responsible for Chromebook replacement if lost, stolen, or damaged.
- Students are not to leave the building during these times.
- Students need to be working on completing classes.
- Students will be assigned semester classes based on their individual transcript.
- No extra class will be assigned during the semester.
- Students will need to inform the instructor upon completion of the course(s).

## **PARKING**

- Student parking is free and a privilege. This privilege may be revoked as a result of disciplinary action.

## **REMOVAL FROM WHITTIER HIGH SCHOOL**

- Whittier High School strives to help as many students as possible and there is always a waiting list of students wanting to attend.
- Whittier cannot help a student succeed without the commitment of the student and parents in three critical areas.
  - Attendance
  - Behavior
  - Academic Progress
- A student can lose the privilege of attending Whittier and return to Smith-Cotton High School because of a lack of commitment in any of these areas.
- Attempts will be made to help the student modify any of these areas, but the final responsibility for behavior rests with the student.