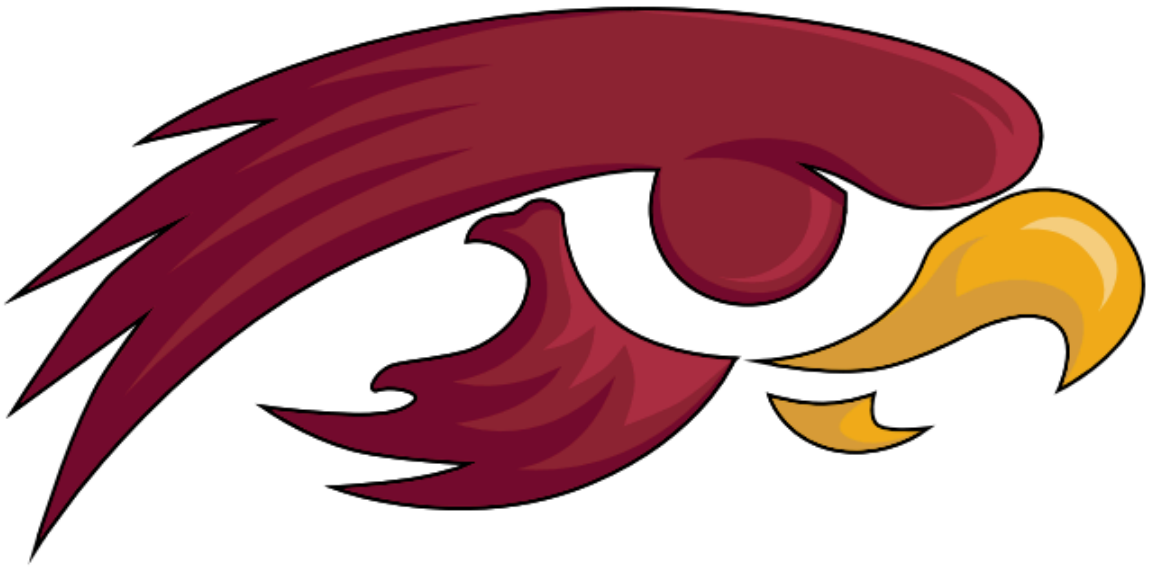
Kelly Elementary School



2026-2027
Student Handbook

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Board Approved June 2025

KELLY ELEMENTARY SCHOOL
2026-2027
STUDENT/PARENT HANDBOOK/ACTIVITIES HANDBOOK

"We develop students, in partnership with our community, to thrive in an ever changing world."

INTRODUCTION

Thomas W. Kelly Elementary School consists of children grades pre-kindergarten through the fifth grade. Our average enrollment is 400 students and we have approximately 60 faculty and staff members. Together we support high standards that guarantee a quality education for all students. The school prides itself on recruiting and employing an excellent teaching staff who we believe are some of the best in the state. It is also our constant focus to keep class sizes small to encourage as much individual student attention as possible. Kelly Elementary strongly supports parent participation and involvement. We sponsor Family Nights throughout the school year when parents are invited to participate in interactive activities with their children that support the family as a unit. We have had excellent parent participation and plan to continue similar programs. Thomas W. Kelly Elementary School is eager to offer the very best to our children. Programs have been established to offer both remediation and enrichment for all the children. We believe strongly in our mission statement and work diligently to provide every opportunity for our students to achieve to the very best of their individual ability.

MISSION STATEMENT

We develop students, in partnership with our community, to thrive in an ever changing world.

VISION STATEMENT

Yield productive citizens who serve to enrich their communities.

CORE VALUES

As an organization we value:

- Education
- Commitment
- Excellence
- Collaboration
- Service
- Accountability
- Belonging
- Communication
- Growth
- Community

Objective: To improve teaching and learning, we will implement highly effective teaching strategies.

Goals: Implement highly effective teaching strategies 75% of the instructional day
Grow the percentage of students who meet or exceed state performance standards by 2% each year
Implement the effective practices identified in District Continuous Improvement (DCI)
Implement a comprehensive curriculum aligned to Missouri Learning Standards

Objective: To grow and develop we will provide professional development with support and accountability.

Goals: Faculty will receive professional development in the effective use of technology in instruction
Faculty and administration will receive professional development on effective evaluation strategies

Objective: To facilitate student success, we will invest in our campus, academic resources, and the recruitment/retention of qualified applicants.

Goals: Conduct annual safety, facility, technology, and academic resource needs assessments and adjust the budget accordingly as funds allow
Annually determine where all categories of district salaries relate to area schools and adjust salaries accordingly as funds allow
Revise the application process for recruitment of qualified applicants

Objective: To achieve greater understanding and increase collaboration with all stakeholders, we will improve communication.

Goals: Create, implement, and annually review a communications plan that outlines multiple methods for reliable two-way communication with all stakeholders
Increase opportunities for family and community engagement

Objective: To improve culture and climate we will address the social and emotional needs of students and staff.

Goals: Provide professional development in Social Emotional Learning (SEL) to 100% of staff
Provide quarterly structured middle school and high school advisory time to focus on life skills and success ready student attributes
Collect school climate and culture data from all stakeholder groups, analyze and share the results, and implement strategies for improvement

PURPOSE OF THE HANDBOOK

This handbook is provided so that all students/parents will have ready reference to information necessary to the understanding of the daily operations of our school.

VISITORS
All visitors must report to the elementary office at the front of the school building (north door). If the reason for the visit is appropriate, the visitor will receive a visitor's pass which is to be worn during the visit and returned to the office after the visit is over. Parents are welcome to come to school, but for the safety of the children, we cannot allow people to walk the halls without obtaining a visitor's pass. All visitors must present a valid driver's license or equivalent proof of ID in order to receive a visitor's pass at the reception window at the elementary entrance.

PERMISSION TO LEAVE CAMPUS
The Scott County R-IV District is legally responsible for the safety of its students during the school day. In keeping with this responsibility, the following procedure will be followed:
1. Students checking in or out of school during the school day must have a parent or verified adult come to the elementary office and check that student in or out.
2. Teachers will not release any child from their care in either the classroom or on the playground without communication or a release form from the elementary office.

CALLING SCHOOL
Occasionally an emergency arises and a parent will need to give their child important information. You may call the elementary office at 573-545-3541, and we will give your child the message. We ask that you use this service only when absolutely necessary.

CHANGE OF ADDRESS
If your address or telephone number changes, please call the elementary principal's office and report this change to the school secretary. It is very important that we have your correct telephone number and address in the event your child becomes sick at school.

TEXTBOOKS
Textbooks issued to students are the property of the Scott County R-IV Schools. They should be used with care and returned in good condition. PLEASE BE SURE YOUR NAME IS WRITTEN in the book in case it is misplaced. At the end of the semester/school year, it is the student's responsibility to return the book which was issued to him/her. A fine will be charged for lost or damaged books.

PERSONAL ITEMS
1. It is recommended that students label all items with their name to help in the recovery of misplaced or stolen articles.
2. Large amounts of money should not be brought to school. Any money amount should never be left unattended.
3. Energy drinks are not allowed
4. Students are expected to leave all toys and collectible items at home. This includes, but is not limited to, Pokémon cards, squishies, action figures, trading cards, dolls, fidget toys, and other similar items. These items can be distracting to the learning environment and may become lost, damaged, or cause disagreements among students.
In special situations, students may be allowed to bring certain items to school if they have purchased the privilege or activity using Hawk Bucks as part of the school incentive program. These items may only be brought on designated days and with teacher or administrator approval.
Additionally, some students may be permitted to use specific sensory or comfort items as outlined in their Individualized Education Program (IEP) or 504 Plan.
5. Water bottles are allowed in the classroom, but they must only contain water. Juice, flavor packets, coffee, soda, etc are not permitted.
6. Body sprays, perfumes or aerosol deodorant sprays are prohibited.

CAFETERIA SERVICES
Students are encouraged to eat the school lunch. The nutrition required of growing students is not often met if they consume less than the "Type A" lunch required to be served at school. The price for school lunches for elementary students is $2.60 per day. Breakfast will be served each morning at 7:40 a.m. and the price for breakfast is $0.60 Al a carte and 2nd meals are not covered.

Cafeteria payments are expected to be paid in advance. Charging meals shall occur only under unusual circumstances. Charging meals places a financial strain on District finances. Students whose individual account reaches -$10 will not be allowed to continue to charge, and may be served an alternate meal in its place. It is the policy of this school district to serve free meals or reduced priced meals to families where income is at or below guidelines as set forth by the State Department of Education. Completed forms must be returned to the school office. **Second meals or individual a-la-carte items will be at full cost without regard to income status. Extra milk will NOT be allowed unless there is written consent turned in to the Lunch Account Secretary by the parents.**

CAFETERIA BEHAVIOR
Students will be expected to remain orderly in the cafeteria. Excessive noise and other disturbances will result in disciplinary action. Students should enter the cafeteria, get their tray and all items necessary for breakfast or lunch and sit at the table assigned by their classroom teacher or supervisor. When they are dismissed, students should pick up all trash and deposit it in the trash barrels. Students should remain in their seats at all times, unless instructed by teachers to prepare to leave the cafeteria. Classroom teachers will escort their class from the cafeteria to the playground for recess.

NURSE AND HEALTH SERVICES
The elementary school nurse is provided by Kelly Schools for the assistance and protection of our students' health. Parents needing to contact the nurse should call 573-545-3541 Ext. 153. Students desiring to see the nurse will be released from a class and should not go between classes. Teachers will screen a student's need to go to the nurse. In accidents of a serious nature or other emergencies, the nurse will be summoned to the scene.

IMMUNIZATION REQUIREMENTS
No students shall be permitted to attend school without . . .
1. a current immunization statement on file with the school, or . . .
2. a written immunization on file with the school, or . . .
3. a statement by the local health officer or a physician that the required immunizations have been delayed by extreme circumstances and that the time schedule for immunization has been established, or . . .
4. a written statement of health, religious or other objections delivered to the principal.

MEDICATIONS
Medications will not be administered to students without a School Medication Permission Form being signed by a parent or guardian. The medication to be dispensed will be kept in the Nurse's office and dispensed according to the instructions. All medications that are brought to school must be in the original bottle or box.

MEDICAL MARIJUANA
The State of Missouri has adopted a limited authorization of medical marijuana, as defined by state law and all applicable regulations (hereinafter "medical marijuana" or "drug"). Qualified individual students and employees are permitted the use of medical marijuana. The law does not authorize the use of medical marijuana on school premises, nor does it require or permit district employees to administer the drug to students.

Overall, the District restricts the administration of medications, including medical marijuana, unless administration cannot reasonably be accomplished outside of school hours. Administration of medical marijuana to qualified students shall be in accordance with this policy.

Under this policy, caregivers of qualified users of medical marijuana should administer the drug before or after school hours. Caregivers are advised to administer the drug as early in the morning as possible or after school in order to avoid safety issues at school.

NARCAN
The District shall maintain NARCAN or other opioid antagonist at each school in locked, secure locations to be administered to any student or staff member reasonably believed to be having a drug overdose. School nurses and other school personnel expected to provide emergency care in drug overdose situations shall be trained. The school nurse or other trained school personnel may utilize the school's supply of NARCAN, or similar opioid antagonist to respond to a drug overdose.

The school district will notify the parents/guardians of any student to whom NARCAN or other opioid antagonist has been administered. Parents who choose not to have an opioid antagonist administered to their student(s) must notify the district in writing. However, if their student is reasonably believed to be experiencing a drug overdose, parents will be notified by the school nurse as expeditiously as possible. In such situations, local medical services will be notified.

INDIVIDUALIZED HEALTH PLANS FOR STUDENTS WITH EPILEPSY/SEIZURE DISORDERS
Beginning July 1, 2023, such plans shall be updated by the school nurse before the beginning of each school year. However, if there is a change in the student's health status, the plan may be modified at any time as directed by the student's changed health issues.
Individualized Emergency Health Care Plan
An Individualized Emergency Health Care Plan is a document developed by a school nurse in consultation with the student's parent and health care providers. Such plan will set out the procedural guidelines that provide what to do in a particular emergency situation. The Plan will be signed by the parent, school nurse or administrator in charge of the nurse.
Individualized Health Care Plan
This plan differs from the "Emergency Plan" only in that this plan describes the continuing care provided to affected students. Individualized plans may include but will not be limited to the following:

1. Notice about the student's condition for all school employees who interact with the student.
2. Written orders from the student's physician or advanced practice nurse describing the epilepsy or seizure disorder care.
3. Symptoms of the epilepsy or seizure disorder and recommended care.
4. Whether the student may participate in exercise, sports and any contraindications to exercise or accommodation.
5. Accommodation for field trips, after-school activities, class parties, or other school-related activities.
6. Information for school employees concerning recognition of and care for epilepsy and seizure disorder.
7. First aid training, and directives about when to call for assistance, emergency and parent contact information.
8. Medical and treatment issues that may affect the educational process of the student.
9. The student's ability to manage and the student's level of understanding of their epilepsy or seizure disorder.
10. How to maintain communication with the student, the student's parents and health care team, the school nurse or the administrator in absence of the nurse.

School Nurse Responsibilities
The school nurse or the administrator in absence of the school nurse will coordinate the provision of epilepsy and seizure care at school. The school nurse will also ensure that all school employees are trained every two (2) years in the care of students with epilepsy and seizure disorders. The school nurse shall obtain a release from the student's parents to authorize the sharing of medical information between the student's physician or advanced practice nurse and other health care providers. The release will include sharing this information with other school employees as necessary.
Staff Training
All school employees including employees working with school-sponsored programs outside of the regular school day will be trained

every two (2) years in the care of students with epilepsy and seizure disorders. Such training will include an on-line or in-person course of instruction approved by the Department of Health and Senior Services that is provided by a reputable, local, Missouri-based health care or non-profit organization that supports the welfare of individuals with epilepsy and seizure disorders.

Immunity from Liability

School employees including but not limited to the school nurse, bus drivers, bus driver aides and any officer or agent of a school will not be liable for any good faith acts or omissions consistent with the provisions of this Regulation. School nurses will also be protected from the State Board of Nursing for any action taken by a school employee trained in good faith by the school nurse. Good faith does not include willful misconduct, gross negligence, or recklessness.

COMMUNICABLE DISEASES

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short R-Iduration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions. School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment. A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

SCREENINGS

Students in PreK, 1st, 3rd and 5th grades will receive height, weight and vision screenings from the school nurse. A parent, or the student's teacher may also request an exam if they feel there is a concern. Students in grades PreK, Kindergarten, 1st, 2nd and 5th will receive a hearing screening by the Speech/Language Pathologists.

THE SCHOOL DAY

Parents participating in the **Morning Latch Key program** may drop students off at school at 7:15 am.

Students who ride the bus will be dropped off at the south entrance of the elementary building, beginning at 7:40 a.m. They need to report directly to their classrooms. The school day will begin **at 7:55 a.m**. The first bell rings at **7:51** a.m. and students should be in their classroom by **7:55** a.m. The dismissal bell will ring at **3:02** p.m. Students do not need to be in any other areas of the campus at any time without permission from the principal.

Morning Pre-K start time is 7:50 a.m. Afternoon Pre-K will begin at 11:35 am.

ATTENDANCE

The Board of Education has established the following rules and regulations regarding attendance for Scott County R-IV students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.), which establishes compulsory attendance for all children between the ages of seven and eighteen. Research indicates a direct correlation between good attendance and higher grades, a successful school experience, and a more desirable employee after graduation. The Missouri Department of Elementary and Secondary Education recognizes that no more than 4 absences per semester attendance rate or better helps to ensure a student's academic success.

Kelly Elementary School attendance rules, procedures regulations include (but are not limited to):

- The School understands that sometimes an absence cannot be avoided. For all absences, a phone call from a parent/guardian is expected by 9:00AM on the day the absence occurs. Any documentation of the students absence should be turned into the school office on the day the student returns to school (doctor note, funeral, court, etc)
- Students who exceed ***four*** absences may be subject to exclusion from extracurricular activities that occur during the school day; this includes field trips. Appeals in regards to attendance/field trip participation can be submitted to the building principal. Appeals must be reviewed by the principal in conjunction with the Building Leadership Team at least 48 hours prior to the scheduled field trip.
- Parents/Guardians will be notified in writing after a student has accumulated both 3 and 5 total absences. Home visits may also occur at the discretion of administration. Home visits may include administration, school resource officer, nurse, and any other staff member that may aid in the goal of improved attendance and school performance.
- It is the responsibility of the student to obtain make-up work when they return to school. Students will have an amount of time equal to the length of the absence to make up missed work. Although students are allowed to make-up work, it is difficult for students to learn concepts and material they missed from the classroom experience.
- Students with excessive absences may be assigned to mandatory summer school. If a student misses 11-15 days, the student will be assigned to two weeks of summer school. For students absent more than 16 days, four weeks of summer school will be mandatory.
- The school has entered into an agreement with the 33rd Circuit Juvenile Office and the Scott/Mississippi County Prosecuting Attorney's office in the implementation of a truancy program. The purpose of the truancy program is to reduce unexcused absences through a multi-level approach. All students under the age of 17 and/or their parents/custodians will be referred to this program when

the student's unexcused absences meet program guidelines on days 5, 10 and 15.

ABSENTEE WORK

There will be occasions when your child is absent from school and you will want to pick up the school work. To give the teacher sufficient time to get the material ready, we will use the procedure listed below:

1. The parent should call the elementary office and request the work before 9:00 a.m.
2. When the teacher has a planning period, the assignments and materials will be sent to the office.
3. Homework assignments can be picked up after 2:30 p.m. in the elementary office.
4. Requests for assignments made after lunch will not be ready for that day but will be ready for the next day.
5. Please remember that the work sent home represents only a small portion of the work completed during the school day. Some work, such as tests, will be made up when the child returns to school, and some work just simply cannot be made up. Students will be given one day to make up their work for each day absent.

HOMEWORK POLICY

Homework is intended to be a meaningful activity that enhances a student's cognitive skills, fosters responsible behavior, and develops a collaborative relationship between school and home. Students are expected to complete every homework assignment. If a student does not accurately complete at least half of the assignment, or to the satisfaction of the teacher, it will count as a late assignment. After four late assignments and all subsequent assignments in the same subject per quarter, the student will receive a discipline referral. Work will receive a 10% grade reduction per day that it is late.

ISS Policy

Students who are in In School Suspension are expected to complete all assignments. Students will not be released from ISS until all work is completed.

OSS Policy

Students who are out of school suspended are expected to complete all assignments that they miss. Tests missed during the suspension will be taken on the day that they return to school. Assignments and tests will automatically be subject to a 10% grade reduction.

IT IS THE RESPONSIBILITY OF THE STUDENT TO CONTACT THE TEACHERS FOR MAKE-UP WORK WHEN THEY RETURN TO SCHOOL. When a grading period has ended and grades have been assigned - no additional time will be allowed to raise course grades.

GRADING SCALE

96-100 = A 84-86 = B 74-76 = C 64-66 = D
90-95 = A- 80-83 = B- 70-73 = C- 60-63 = D
87-89 = B+ 77-79 = C+ 67-69 = D+ 59 & Below = F

PROGRESS REPORTS

Midway through each quarter, progress reports will be sent home with all students. Parents are welcome to set up an appointment with the teacher at any time throughout the year, if there are any concerns. Parents will not be guaranteed a conference with the teacher without setting up an appointment through the office. Teachers are encouraged to contact parents when a student is having difficulty.

HONOR ROLLS

Scott County R-IV Schools recognize students achieving high grades each quarter by releasing an A Honor Roll and a B Honor Roll. To qualify for the A Honor Roll, a student must earn a GPA of at least a 3.6667 with no grade lower than a "B". To be named to the B Honor Roll, the student must earn at least a 3.0 GPA with no grade lower than a "C". All classes count toward the calculation of both Honor Rolls.

PROMOTION/RETENTION POLICY

It certainly would be desirable if all children could progress through school at what is considered a normal or above average rate of progress, but unfortunately this is not always the case. Each child is different and so is their capability of learning.

To promote students to the next grade without the capability of experiencing a certain degree of success at that grade level is not giving the child a fair chance at success.

Promotion or retention is done on an individual basis. Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/ Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

A student in grades 3-5 could be retained in his/her current grade level at the end of the school year if he/she has more than three failing grades on a semester basis in the core subjects (mathematics, language, science, social studies and reading).

A student's attendance at summer school will not be used in determining a student's promotion to the next grade level. Summer school is intended for enrichment and not strictly for remedial purposes.

TARDINESS

We solicit your cooperation in seeing that your child gets to school by 7:55 a.m. Tardiness will cause your child to miss out on teacher directed activities and may result in lowering your child's grades. Children arriving after 7:55 a.m. cause much confusion for the students and teacher. Any student arriving at school in the morning after the first bell should report to the office and sign in. Tardiness to class during the school day will not be permitted unless the student has a very good reason for being tardy. In order for a student to be considered excused for being tardy, he/she must present a legitimate excuse to the office and get a tardy admit slip, or in the case he/she was held after class by another teacher, a note from that teacher will excuse the tardy for the next class.

SCHOOL DELAY/CANCELLATION/DISMISSALS

In the event that school must be delayed or canceled due to the weather or mechanical failure, we will use the automated school messenger system to contact all parents/guardians that have provided the school with a current contact number. This number should be kept current and the office should be updated when phone

numbers need to be changed. Notification will also be made via the Scott County R-IV app for smartphones as well as posted on the school website (kellyhawks.org). When possible, the delay/cancellation/ dismissal information will be sent to the KFVS 12 news station and K103 radio station. Occasionally school will dismiss early. When these dismissals are planned in advance, we will send notes home informing you of the time of dismissals. In some cases, usually the result of inclement weather, we may have to dismiss school early and we will follow the above procedures in making the announcement. We strongly encourage you to discuss this with your child and his or her teacher and have a plan worked out with your child as to where they should go in these instances.

ALTERNATE METHODS OF INSTRUCTION (AMI/AMI-X)

The Scott County R-IV School District will not be required to make up school hours that are lost or cancelled due to exceptional or emergency circumstances (up to 36 hours) with the implementation of an Alternative Methods of Instruction (AMI) Plan that is approved by the Department of Elementary and Secondary Education (DESE) (see Section 171.033, RSMo). In addition, the District may utilize an Alternative Methods of Instruction Extended (AMI-X) plan to implement a blended learning model if necessary. The AMI plans will ensure that the District can provide high quality educational experiences for all students during an emergency.

Student attendance on AMI Days is based on completed work. All assignments (digital or paper) are due by 8:00 a.m. the next day of attendance. If the work is not completed by the due date, the student will be counted absent for that day/period. Student work on AMI Days will be a review of material previously covered in the current or previous school year(s). AMI assignments may take the form of worksheets, textbooks, online assignments, learning games, and/or teacher-created materials. Students who do not have internet at home are responsible for notifying the building office to arrange for alternative assignments for AMI Days.

Teachers may provide instruction on AMI Days through notes, online platforms, and/or other digital resources. In addition teachers may be available for student communication on AMI Days via email and/or district-approved communication platforms (ex, Remind, Class Dojo, etc.).

WITHDRAWAL FROM SCHOOL

Should you move and necessitate your children having to withdraw from school, you should call the elementary principal's office and report this information.

DELIVERIES TO SCHOOL

Delivery of flowers, balloons or other gift items to school is prohibited due to student allergies, limited storage, disruption to the learning environment, and school bus safety.

STUDENT DRESS

Students in the Kelly School District are expected to dress and groom in a manner that will not discredit the school or create a distraction from the educational environment by drawing undue attention to their appearance. Students will not be allowed to wear any clothing, caps, hats, buttons, or badges which advertise products inappropriate for our students. No clothing may be worn which promotes or glamorizes violence. Additionally, clothing advertising individuals, groups, or organizations that promote or glamorize violence, profanity, or activities which could negatively affect the positive learning environment are prohibited. Clothing that compromises student safety, such as unreasonably large clothing, or other garments that could conceal weaponry, is forbidden. The dress code applies to school activities as well as the regular school day.

1. Hair shall be kept clean, neat and not draw unnecessary attention.
2. Students will be allowed to wear shorts during warm weather. Clothing that is excessively short, tight or revealing is prohibited. This also includes any holes or tears in shorts or pants.
3. Tank tops or spaghetti straps are prohibited. Shirts must cover the entire shoulder.
4. Baggy, torn, or otherwise unsightly clothing will not be allowed as school dress. This includes "SAGGING." Holes are not allowed in clothing. If pants or shorts are frayed, skin or undergarments should not be visible.
5. Any type of clothing, dress, hairstyle, or emblems worn or on a person that could be affiliated with gangs or gang activity will not be allowed.
6. Clothing that exposes midriffs will be deemed inappropriate.
7. No hats, hoods or headgear will be worn inside the building except by special permission from the principal.
8. Wallet chains are prohibited.
9. Earrings/studs may be prohibited if they cause a disruption to the educational environment.
10. Students may not wear any clothing, caps, hats, badges or buttons which advertise or resemble tobacco products, alcohol-related products, or other products clearly inappropriate for student use.
11. No unreasonably large clothing may be worn.
12. No skate shoes will be permitted at school, as this scratches the floors and can present a safety hazard for the student.
13. All other clothing or attire which discredits the school, interferes with the educational environment, promotes violence or compromises student safety, is prohibited.
14. Pajamas are only allowed on special dress up days that have been approved by the principal.

Student workers, student volunteers, and students participating in classroom activities as part of their organization or course requirement must model teacher behavior, manners, and dress. These students will be expected to follow the professional faculty dress code when working with elementary students.

VIRTUAL EDUCATION (MOCAP)

The District will annually permit any eligible student, under the age of twenty-one (21) who resides in the District, to enroll in Missouri Course Access and Virtual School Program ("Program") courses as part of the student's annual course load. Course costs will be paid by the District provided that the student:

1. Is enrolled full-time and has attended a public school, including a charter school, for at least one (1) semester immediately prior to enrolling in the Program.

However, if the reason for a student's non-attendance in the prior semester is a documented medical or psychological diagnosis or condition which prevented attendance, such non-attendance will be excused; and

2. Prior to enrolling in the Program course has received District approval through the procedure set out in this Regulation 6190(A). Each Program course successfully completed will count as one class and will receive that portion of a full-time equivalent that a comparable course offered by the District generates.

A. Enrollment

The enrollment process for participation in the Program will be substantially similar to the enrollment process for participation in District courses. The enrollment period will be ten (10) school days prior to each semester. Students who fail to timely enroll will be permitted to apply the next semester. New students enrolling during the school year will have five (5) school days from school enrollment to apply for a Program Course under this Regulation. The process may include consultation with a school counselor. However, consultation does not include the counselor's approval or disapproval of enrollment in the Program. However, the District has ten (10) business days from the date the application was submitted to the District to approve or deny the application.

When a District school denies a student's enrollment in a Program course or enrollment as a full-time Program student, the District will provide in writing a "good cause" reason for the denial. Such good cause determination will be based upon a reasonable determination that the enrollment is not in the student's best educational interest. Where enrollment is denied, the following process will be utilized:

1. The District will notify the student and the student's family in writing of the right to appeal denial of Program enrollment to the Board of Education; and
2. The family will be given an opportunity to present the reasons for their appeal to the Board at an official Board meeting; and
3. The District, at such Board meeting, will provide the basis for its determination that Program enrollment was not in the student's best educational interest; and
4. The written submissions by the family and the District will be incorporated into Board minutes; and
5. The Board's written decision and the reason for that decision will be provided to the family within thirty (30) days of such Board meeting; and
6. The family may appeal the Board's determination to the Department of Elementary and Secondary Education. The Department shall provide their decision within seven (7) calendar days.

Program credits previously earned by a student transferring into the District will be accepted by the District. Students who are participating in a Program course at the time of transfer shall continue in the course with the District assessing future monthly payments. Home school and private students wishing to take additional courses beyond their school's regular course load will be permitted to enroll in Program courses under an agreement, including the student's payment of tuition or course fees.

B. Payment for Program Courses

Cost associated with Program courses shall be paid by the District for students satisfying subsection (1) of this Regulation 6190. Payments will be made on a monthly cost basis prorated over the semester enrolled. Payments will be made directly to the Program contract provider. Such payments per semester will not exceed the market cost, but in no case more than 7% of the state adequacy target per semester. In the event a Program participant discontinues their enrollment, the District will discontinue monthly payments made on the student's behalf.

In the case of a student who is a candidate for A+ tuition reimbursement and who is enrolled in a Program course, the District will attribute no less than ninety-five (95%) percent attendance to any such student who has successfully completed such Program course. K-8 Districts will be required to pay the District for Program attendees residing in the K-8 District.

C. Program Course Evaluation

The District will consider recommendations made by DESE relative to a student's continued Program enrollment. Based in part on DESE's recommendations, the District may terminate or alter a course offering if the District, in its reasonable discretion, determines that the Program course(s) is not meeting the student's educational needs.

Independently, the District will monitor student progress and success in Program courses. The District will annually provide DESE with feedback regarding Program course quality.

The District is not obligated to provide computers, equipment or internet access except for eligible students with a disability in compliance with federal and state law. The District will include students' enrollment in the Program in determining the District's average daily attendance (ADA). For students enrolled in the Program on a part-time basis, ADA will be calculated as a percentage of the total number of Program courses in which the student is enrolled by the number of courses required for full-time students.

STUDENT TRANSPORTATION SERVICES

Pupil transportation is a necessary auxiliary service and an integral part of the total educational program of the District. The time students spend on the bus exerts an important influence on the physical and mental condition that students bring to the classroom. Therefore, the major objectives of the pupil transportation program are as follows:

1. Provide the means by which students can reach school under safe and healthful conditions with as little time on the bus as is reasonably necessary.
2. Provide for an efficient and economical transportation system.
3. Adapt transportation to the requirements of the instructional program.

Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his/her right to school bus transportation suspended for such period of time as deemed proper by the Superintendent, building principal or designee. Students with disabilities who are suspended from bus transportation will be afforded the procedural safeguards, if necessary, as required by the IDEA or Section 504. Such bus suspensions will not constitute a "removal" under the IDEA or Section 504 unless transportation is included as a necessary related service in the student's IEP or Section 504 Plan. Uniform rules of conduct and disciplinary measures will be enforced. The transportation service will be subject to continual supervision and regular evaluation on the basis of the following Board policies:

1. The Board of Education shall adopt policies governing pupil transportation upon the recommendation of the Superintendent and shall include adequate funds in the budget to cover the cost of the transportation contract, secure proper authorization for the provision of transportation, and secure approval of bus routes from the Missouri State Board of Education when necessary.
2. The Superintendent shall assign administrative and operational duties regarding the transportation program and shall keep the Board of Education informed as to the operation and needs of the student transportation program. The Superintendent shall recommend policies, budget and bus routes to the Board of Education for approval.
3. School administrators may be asked to ride certain bus routes and report their findings to the Superintendent. All violations of state and local requirements will be reported.
4. The Superintendent/designee will make spot checks of buses throughout the year to review compliance with requirements.
5. The Superintendent/designee will meet at least once a year with all the bus drivers.
Only those students who meet eligibility requirements by means of residence will be permitted to use school bus transportation for the purpose of travel to and from school. The District may use motor vehicles other than school buses for the purpose of transporting students. In addition, the District may enter into ride sharing agreements for the purposes of transporting students.

BUS GUIDELINES
Safe school transportation is considered an integral part of the total educational program within the Scott County R-4 Schools. The Board of Education recognizes that a safe school bus is only possible with the full cooperation of the parents, students, and school staff. The same general rules of conduct apply on the bus as to the regular school day. The bus driver is authorized to assign seats.

RULES OF CONDUCT ON BUS
1. Keep the aisle clear at all times, such as: book bags, band instruments, feet, etc.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Do not chew gum on the bus.
5. Keep the bus clean.
6. Do not smoke or chew tobacco on the bus.
7. Do not be destructive.
8. Cooperate with the bus driver.
9. Stay in your seat while the bus is in motion.
10. Back to back of seat, face forward at all times.
11. Keep head, hands and feet inside the bus at all times.
12. Stay in assigned seats at all times.

BUS PASSES / CAR RIDER PASSES / TRANSPORTATION CHANGES
Students must declare their transportation method at the beginning of the year at the time of enrollment. Students who need to be a car rider, or have a different adult pick them up from school should bring a written note from their parents and obtain a car rider pass from the office. If a student intends on riding home with another student there must be written consent brought to the office from **EACH** parent. Unless we have permission from each student's parent we cannot issue a car rider or bus rider pass. **Changes to daily transportation must be made to the office (phone call or note) by 1:00 p.m.**

CONSEQUENCES FOR VIOLATION OF BUS RULES:
A range of discipline will be from a verbal warning to suspension from the bus and/or school. This will be determined by the frequency and severity of the infraction.

SCHOOL SPONSORED TRIPS
Field trips are a privilege for the students of the district. In order to attend school field trips, students must maintain 95% attendance, good grades and not have any outstanding restitution. All buses to games or field trips are scheduled by the school and each bus is under the direction of a faculty member. Students are not to leave sponsored group outings, such as tours of industry, athletic trips, band trips, etc., unless they have previously presented, in writing, parental permission to do so, and leave with their parents.

PLAYGROUND
Recess and play times are very important for social and physical growth. The following rules will be enforced on the playground. 1. Swings: Sit - do not stand; only one student per swing; do not entangle legs with the student next to you; no jumping out of swing or swinging from side-to-side. Please share!
2. No tackling or wrestling. Do not flip or throw others. No neck holds. Fighting is not allowed, not even "play fighting".
3. Do not throw objects such as rocks, acorns, sand, etc.
4. Do not climb the fences on the playground. Students are not allowed to climb the fence to retrieve a ball.
5. Climbing Equipment: Do not push and shove, or jump off the top of the equipment
6. Stay away from cars in the parking lot, the building and the tanks.
7. Students are not allowed to bring anything from home to play with on the playground, unless there are special circumstances approved by the principal, teacher or P.E. teacher.
Students should enjoy recess by playing safely and following the rules. Students are encouraged to use the equipment and use the courts (basketball, volleyball, etc.) and cooperate with each other. Students will be expected to play in the designated areas and line-up immediately when signaled. Occasionally, a child will need to stay inside at recess due to a recent illness. We will gladly abide by a parent's request to keep a child inside, but it is not to exceed a period of three consecutive days unless a doctor's excuse is provided. We appreciate parental cooperation with this policy.

TIPS FOR SUCCESS

1. Students are expected to bring pencil, pen, text, and other needed materials to class. Consistent failure to appear without these items will affect your ability to function properly in the class and be successful.
2. Do not bring valuables to school. There is always a chance that another student will steal those valuables.
3. Students may not use the office phone unless a special request has been made by the teacher.
4. Feel free to talk over your difficulties with the counselor or principal. This is one of our jobs and we will try to accommodate you whenever you need us.
5. Students should not trade, buy or sell unauthorized items at school. Any articles sold without authorization may be confiscated. Also, no advertisements may be placed in the school without receiving prior approval from the principal.
6. Conduct yourself in the hallway in an orderly manner, and at all times, avoid roughhousing (which includes things like name calling, running in the hallways, grabbing, throwing things, etc.) even between friends, this kind of behavior usually results in two things: (1) someone gets hurt, and/or (2) someone gets mad.
7. There is no justification for having any item at school that could be interpreted as a weapon. These will be confiscated and you may be suspended or expelled for possessing them.
8. As a matter of etiquette, you may not wear hats or caps in the school building, use profanity or any other vulgar language (spoken or written), or engage in public displays of affection (kissing, hugging, holding hands, etc.).
9. Be considerate of furniture, equipment, and other materials (whether they belong to the school, a staff member, or another student). You will be required to pay for any damage to school property.
10. Be sure and use your student assignment book to keep up with homework and other assignments. Keeping up with what is expected of you for the next day's class is important to your success.

DISTRIBUTION OF NONCURRICULAR PUBLICATIONS BY STUDENTS

Guidelines for Distribution

Students may distribute, at reasonable times and places, unofficial written materials, petitions, buttons, badges, or other insignia, except expressions which: 1. Are obscene to minors.
2. Are libelous.
3. Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar language (elementary schools).
4. Advertise any product or service not permitted to minors by law.
5. Constitute insulting, hateful or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin).
6. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.
Distribution on school premises of material in above categories to any student is prohibited.

Procedures

Any student wishing to distribute unofficial written material must first submit for approval a copy of the material to the principal/designee at least three (3) days in advance of desired distribution time, together with the following information:
1. Name and phone number of the person submitting request.
2. Date(s) and times(s) of day of intended display or distribution.
3. Location where material would be displayed or distributed.
4. The grade(s) of students to whom the display or distribution is intended.
Within forty-eight (48) hours of submission, the principal/designee will render a decision whether the material violates the guidelines contained in these regulations or the time, place and manner restrictions of this regulation. In the event that permission to distribute the material is denied, the student submitting the request should be informed of the reasons for the denial.
Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the materials submitted. Accordingly, the publication shall contain a statement "The opinions expressed are not necessarily those of the District or its personnel." If the student is dissatisfied with the decision of the principal/designee, the student may submit a written request for appeal to the Superintendent/designee. If still not satisfied, the student may appeal the request to the Board for its review.

TRAUMA INFORMED INITIATIVE

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative."
For the purposes of this initiative, the following terms are defined as follows:
1. "Trauma-informed approach" - an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
2. "Trauma-informed school" - a school that:
a. realizes the widespread impact of trauma and understands potential paths for recovery
b. recognizes the signs and symptoms of trauma in students, teachers and staff
c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
d. seeks to actively resist re-traumatization
The implementation of a trauma-informed approach is an ongoing organizational change process. A "trauma-informed approach" is not a program model that can be implemented and then simply monitored by a fidelity checklist. Rather, it is a profound paradigm shift in knowledge, perspective, attitudes and skills that continues to deepen and unfold over time. Some leaders in the field are beginning to talk about a "continuum" of implementation, where organizations move through stages. The continuum begins with becoming trauma aware and moves to trauma sensitive to responsive to being fully trauma informed.

SURVEYING, ANALYZING AND EVALUATING STUDENTS

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection

with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.
No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:
1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance. The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

RECORDING OF MEETINGS
The District prohibits the use of audio, video or other recording devices in any meetings between District employees and parents/guardians with the exception of meetings held pursuant to the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act. Exceptions to this prohibition will be made on a case-by-case basis and in accordance with federal and state laws. If a parent or guardian wishes to request an exception to this general prohibition, he or she must make a written request to the organizer of the meeting no later than one week prior to the meeting. The request must state the reasons why the parent or guardian believes the District should make an exception and/or why he or she believes that the use of a recording device is necessary to comply with any applicable federal or state laws. The District will provide a written response to the request prior to the scheduled meeting.

CIVIC RESPONSIBILITY
It is each student's civic responsibility to report any and all verbal threats and/or persons who possess or may possess a weapon. If a student or parent wishes to report anonymously, a toll free hotline is provided. 1-866-748-7047.

NOTICE OF NON-DISCRIMINATION
The District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service.
In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ethnicity, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, marital status, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person will be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).
For purposes of this Policy, "antisemitism" and "antisemitic" mean the International Holocaust Remembrance Alliance's Working Definition of Antisemitism, including its contemporary examples as adopted May 26, 2016. Regulation 1300 governs application of this definition. The District will treat harassment of or discrimination against students or employees, or harassment or discrimination resulting from District policies or programs, that is motivated by or includes antisemitism identically to comparable discrimination motivated by race.
This Policy governs the District's compliance with the laws identified above, outside of Title IX. The following person is designated and authorized as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including handling inquiries or complaints regarding the District's non-discrimination policies:

504/Title IX Coordinator: Dr. Amy Jansen, 573-545-3541 ext 510 4035 State Hwy 77 Benton MO 63736
Title IX Coordinator: Joshua Hopkins, 573-545-3541 ext 251 4035 State Hwy 77 Benton MO 63736

Board of Education - Scott County R-IV School District

504 PUBLIC NOTICE
The Scott County R-IV School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty. The Scott County R-IV School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the 504 federal regulations. The Scott County R-IV School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the Superintendent's office on school

days, 8:00 a.m. to 3:00 p.m.
This notice will be provided in native languages as appropriate.

504/Title IX Coordinator: Dr. Amy Jansen, 573-545-3541 ext 510 4035 State Hwy 77 Benton MO 63736
Title II Coordinator: Dr. Bradley Kolwyck, 573-545-3541 ext 500 4035 State Hwy 77 Benton MO 63736
Title IX Coordinator: Joshua Hopkins, 573-545-3541 ext 251 4035 State Hwy 77 Benton MO 63736

SPECIAL EDUCATION 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 private schools, children who live outside the district but are 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 Scott County V School District 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 Scott County R-IV School District 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 Scott County R-IV School District 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. Parents 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 Scott County R-IV School District 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 in the special education director's office, Monday-Friday, 7:30 AM-4:30 PM, by appointment.

This notice will be provided in native languages as appropriate.

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR EVERY STUDENT SUCCEEDS ACT

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the Every Student Succeeds Act (ESSA). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed: it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policies: 1310, 1480 and 1621 of the **Scott County R-IV School Board**. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

PARENT'S RIGHTS TO KNOW (ESSA)

Scott County R-IV School District is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

• Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

• Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

• Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.

• Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

• Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.

•Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

• Timely notice that your student has been assigned or has been taught for four or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

If you have questions, please contact your Federal Programs Supervisor, at https://dese.mo.gov/quality-schools/federal-programs/staff-contacts.

Rights under FERPA for Elementary and Secondary Schools
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Scott County R-IV School District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Scott County R-IV School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

BULLYING
The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals. Forms to report bullying are located in the school office, every classroom, counselor's office, through the school website and can be anonymously filled out through the school app.
Bullying occurs when a student:
• Communicates with another by any means including telephone, writing, cyberbullying, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
• Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.
Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Consequences: Loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, and expulsion and/or law enforcement contacted. See Appendix A for the bullying form.

Scott County Sheriff Department 573.545.3525
Scott County Juvenile Office 573.472.2554
Local Division of Family Services 573.472.5222
Bootheel Counseling 573.471.0800
Mental Health Crisis Line 1.800.356.5395

National Suicide Prevention Lifeline 1.800.273.8255
Crisis Text Line Text word "Home" to 741741
MO CHILD ABUSE & NEGLECT HOTLINE 1.800.392.3738

DISCIPLINE

1. Certain basic rules are necessary for maintaining proper order in society. Schools need rules related to the unique place and role they occupy in the societal structure. School rules are similar to the basic rules of society, but modified to meet the various age and maturity levels of the students served.
2. Discipline, the process of enforcing school rules, begins with the classroom teacher, who is responsible for the orderly operation of the school as well as his/her classroom. Serious or repeated infractions of a school rule may be referred to the unit principal, the Superintendent of Schools, and the Board of Education levels in an ascending orderly process with the due process being observed at all levels.
3. Corporal punishment, defined as paddling with a paddle, may be used in the discipline process. Corporal punishment will be administered only by an administrator in the presence of another certified staff member.
4. Parental involvement in the process of operating an orderly school is highly desirable. Parental assistance and cooperation will be solicited in efforts to secure behavioral changes in those students who choose not to abide by school rules.
5. Possession of a controlled substance (drug - alcohol) by a student on school premises and/or school related activities may result in suspension/expulsion from school and from all school activities. The substance will be turned over to the legal authorities for confirmation and information. Dispensing and/or selling an illegal substance will result in the notification of law enforcement officials. Anyone charged with distributing drugs to minors cannot be readmitted to public schools in the State of Missouri. Information about drug/alcohol counseling and rehabilitation program is available through the District Guidance Program.
6. Enforcement procedures must be broad and flexible enough to allow for individual differences and various circumstances. At the same time, they must be specific enough to encourage consistent disciplinary action and uniform understanding of those involved.
7. No person that is suspended or in In-School-Suspension may attend any extra-curricular activity until the ISS or suspension time has been completely served. Listed are examples of student misbehavior prohibited at school and school activities with optional disciplinary procedures which may be used by school staff.

Level 1: • Talking without permission • Coming tardy to class or coming to class without books, pencils, paper and other items of use in the class • Leaving seat without permission • Running in building • Yelling and/or disturbing loud talk • Minor vandalism • Chewing gum and/or eating candy	Disciplinary Actions • Notes, phone calls or conferences with parents • Loss of "free time"/detention • Teacher reprimand • Extra assignments • Counseled by school personnel • Corporal punishment • In School Suspension (ISS) • Detention after school

Level 2: • Indecent Exposure • Cheating • Refusing to do assigned learning tasks • "Roughhousing", pushing, shoving • Cursing/inappropriate language • Using abusive or threatening language with fellow students • Lying • Intimate behavior / Public display of affection • Failure to do homework or assignments	Disciplinary Actions • Conference with parents • After school punishment • Loss of free time / Detention • In School Suspension (ISS) • Counseled by school personnel • Corporal punishment • Suspension from school
Level 3: • Fighting/Assault • Truancy (absence without permission) • Forging a note • Disruptive/argumentative behavior • Disrespectful to school personnel • Possession of tobacco products - matches, lighters, etc. • Extortion/Stealing • Possession of pocket knife • Multiple, repeated and/or chronic misbehavior • Inappropriate sexual explicit materials • Refusal to accept consequences of misbehavior • Possession of phone or media device (electronic devices)	Disciplinary Actions: • Conference with parents and student • In School Suspension (ISS) • Suspension from school • Detention after school • Corporal Punishment • Expulsion

Level 4: • Assaulting school personnel • Possession/use of drugs/intoxicants • Defacing/destruction of property - over $50 damage • Possession/use of deadly or dangerous weapons • Selling/distribution of drugs/intoxicants • Attending school related activities while under the influence of drugs/alcohol • Sexual harassment • Indecent exposure • Using threatening language • Harassment/Bullying • Cyber Bullying	Disciplinary Actions: • Conference with parents and/or juvenile authorities • Notification of law enforcement officials • Out of school suspension, extended suspension, possible expulsion depending upon severity of offense. • A Principal may use any disciplinary consequences up to a 10-day suspension.

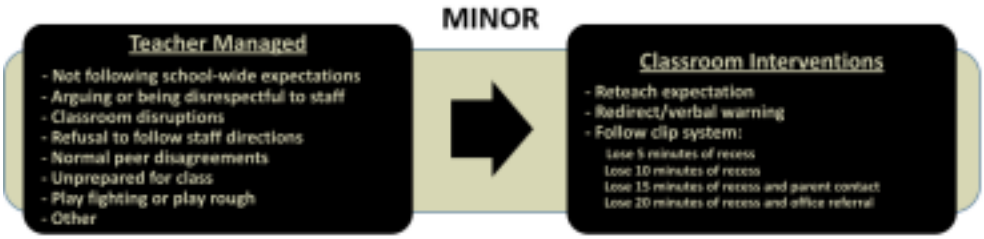
Situations/problems related to discipline, for which no policies or guidelines exist, and which require immediate action, will be resolved by the principal and teachers of the school unit, subject to review by the Superintendent and Board of Education. Multiple occurrences in one level may result in a higher level of punishment, including suspension or expulsion from school.

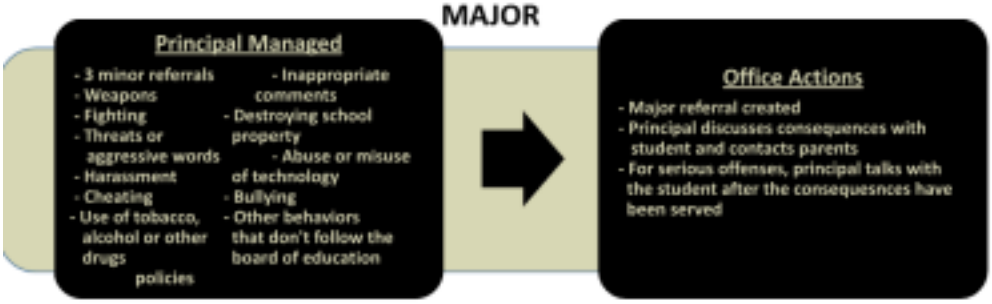
CLASSROOM EXPECTATIONS AND BEHAVIOR

Within the framework of every classroom activity, a certain atmosphere for learning must prevail. It is the duty of teachers and administrators to maintain such an atmosphere through the use of rules and fair enforcement.
Students are expected to come to class with the proper materials as requested by the teacher.
Respect for teachers and students is expected and will be demonstrated through attention and participation.
Students are expected to complete all assignments given by the teacher. Rules for acceptable behavior within the individual classroom will be carefully defined for students by the teacher.

BEHAVIOR GUIDANCE DOCUMENTS







ELECTRONIC DEVICES

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, digital cameras, beepers, pagers, laser lights, headphones, iPods, smart watches, and other electronic devices may not be used or displayed during the school day, as well as, in dressing areas during extracurricular activities. Violation of this policy during the first semester after adoption of this policy will result in in-school suspension, while second offenses will result in out-of-school suspension being imposed.

However, such electronic devices may be used in serious, unexpected and dangerous situations that require immediate action. Such emergency situations include but are not limited to:

1. An active fire
2. An active tornado or earthquake
3. An active shooter
4. An evacuation of school premises
5. Any other serious, unexpected and dangerous situations that require immediate action
6. Any situation identified in School Board Policy as an emergency

In addition, exceptions include situations when a student is directed to use such a device by a District employee or volunteer for instructional purposes. Exceptions will also be made when use of such electronic device is provided or required by:

1. The Individuals with Disabilities Education Act (IDEA)
2. Americans with Disabilities Act (ADA)
3. An individualized emergency health care plan as provided by Missouri statute
4. Rehabilitation Act of 1973 (Section 504)
5. Civil Rights Act of 1964 (Title VII)
6. Equal Educational Opportunities Act

Telephones are also available in school offices for parents to contact their students for legitimate reasons.

VAPES/SMOKING

The Board of Education (Policy 2640) believes that smoking, the use of any tobacco product, and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. Therefore, the Board prohibits the use, sale, transfer and possession of tobacco products and substances appearing to be tobacco products (ex: e-cigarettes, vapes, etc) at school and at school activities. For the first offense, students will receive 5 days of OSS, and the Juvenile Office will be notified. However, the final determination will be at the discretion of the building Principal. All subsequent events will be a minimum of 10 days of OSS.

TECHNOLOGY

Students will have access to District provided technology. Guidelines for technology use are located in the technology handbook and acceptable use policy. Students who intentionally destroy District technology property will be subject to restitution for the damage. Students will not be allowed to attend field trips until all outstanding balances have been paid.

Item	Approximate Replacement Cost/ Approximate Labor Cost	Total
Screen	**$55.00/ $100.00**	**$155.00**
Keyboard	**$45.00 /$150.00**	**$195.00**
Trackpad	**$45.00 /$150.00**	**$195.00**
Charger	**$48.50/ $0.00**	**$48.50**
Chromebook	**$400.00/ $0.00**	**$400.00**
Camera	**$25.00 /$0.00**	**$25.00**
Audio/USB Jack	**$15.00 /$50.00**	**$65.00**
This is not meant to be an exhaustive list of repairs and these prices are subject to change, and are approximations only.*****		

KES STUDENT ACTIVITIES HANDBOOK 2026-2027

Welcome to the Scott County R-IV activities program. The privileges and responsibilities of participation should enhance the student's enjoyment of school life. Research indicates a student involved in extracurricular activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are those that will promote a successful life after high school. We hope the information provided within this pamphlet makes your experience with the Kelly Elementary School activities program less stressful and more enjoyable.

NOTICE OF NON-DISCRIMINATION:
It is the policy of the Scott County R-IV School District that no person shall, on the basis of race, sex, creed, or color be subject to discrimination in any activity of the R-IV School District.
Activities Available:
Beta Club

PHILOSOPHY
The activities programs of the Scott County R-IV school district provide opportunities for the participant, student body, and community to develop positive, responsible attitudes and personal enrichment from the programs provided. The activities of our schools should be a positive force in preparing our youth for an enriching and vital role in life. Participation is a privilege, not an inherent right; therefore, eligibility for involvement is determined by the Scott County R-IV school district.
1. Self-discipline and emotional maturity
2. Respect for authority and the rights of others
3. The ability to think as an individual, to interact within a group, and develop leadership roles
4. The values of hard work and commitment
5. The development of a positive attitude toward competition

EXPECTATIONS OF STUDENTS (from MSHSAA "Student Activities Contract")
Your enthusiasm as a participant or spectator includes a vital responsibility for good sportsmanship. Your habits and reactions determine the quality of sportsmanship, which reflects upon the school and community. Students are expected to:
• Know and demonstrate the fundamentals of good sportsmanship
• Respect school property and authority
• Show respect for students and sponsors from other participating schools
• Respect the judgment and strategy of the sponsor (even if you disagree)
• Respect the judgment of judges (even if you disagree)
• Avoid profane language and obnoxious behavior at all times

PARENT/COACH-SPONSOR COMMUNICATION
Both parenting and teaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on them. This begins with clear communication from the sponsor of the extracurricular program.

COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S SPONSOR
1. Philosophy of the coach/sponsor.
2. Expectations the coach/sponsor has for your child as well as all the participants involved.
3. Schedule, location and times of all practices, meetings, events, and contests.
4. Procedures followed should your child be injured during participation.
5. Discipline that may result in the denial of your child's participation.

COMMUNICATION COACHES/SPONSORS EXPECT FROM PARENTS

1. Concerns expressed directly to the coach/sponsor.
2. Notification of any schedule conflict well in advance.
3. Specific concerns with regard to a coach/sponsor philosophy and /or expectations. As your child becomes involved in the programs at Scott County R-IV schools, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach/sponsor is encouraged.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES/SPONSORS
1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior. It is very difficult to accept your child not participating as much as you may hope. Coaches and sponsors are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach/ sponsor. Other things must be left to the discretion of the coach/sponsor.

IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH/SPONSOR, THE PROCEDURE YOU SHOULD FOLLOW:
1. Call to set up an appointment. Kelly Elementary Schools number is 573-545-3541.
2. If the coach/sponsor cannot be reached, call the building principal. A meeting will be set up for you.
3. Please do NOT attempt to confront a coach/sponsor before or after a competition or practice or at an event. These times can be emotional for all involved and do not promote resolution.

ABSENCE AND ACTIVITIES
Students who are absent from school on the day of a social activity, athletic contest or any other school sponsored activity, will not be allowed to participate in that day's activity. The principal, however, may look at the student's reason for being absent and total attendance record and discipline record to determine if special permission will be granted to the student due to extenuating circumstances. Special permission will not be considered in most circumstances unless the student has attended at least three full school hours.

TRANSPORTATION
If the school provides transportation, the student must ride that school transportation to all school sponsored activities. Parents must prearrange a meeting and get the approval of the principal or coach/sponsor if they are going to bring their child to an event due to a late appointment. Students and parents must sign a form, which the coach or person in charge of the activity will provide, to take their child home from an activity. If they are taking other athletes or students home from the activity, it must be prearranged by the parent whose child is being taken home by a different parent. This should be done with a phone call or a note. Requiring participants to ride the bus home from a contest/activity will be left to the discretion of the coach/sponsor.

SUSPENSION
If a student is suspended from school, the student will NOT be eligible to participate until he/she has fulfilled the disciplinary requirements established by the administration. Students that are put in ISS for the majority of a school day may NOT participate or attend any school activities. Students that are suspended could lose their athletic eligibility and activities eligibility.

DETENTION
If a student is assigned an after school detention period as a result of a classroom or disciplinary problem, he/she must attend at the appointed time given. A practice or activity does not take precedent over detention. Classroom obligations always come first.

DRESS CODE
Students representing Kelly schools at activities are expected to abide by the board adopted dress code at all contests. Coaches and sponsors may have additional requirements or expectations (ex: dress pants and team polo/t-shirt on event/participation day).

HAZING AND HARASSMENT
It is the policy of the MSHSAA Board of Directors that hazing and harassment has no place in school sponsored activity programs and pose a significant risk to the physical and mental welfare of students. Coaches, directors, sponsors and administrators must take an active role in the prevention of all forms of hazing and harassment. Students directly or indirectly involved in hazing incidents, on or off school grounds, could be considered ineligible by the school administration under MSHSAA citizenship by-laws.

- Hazing is defined as willful conduct directed at a student that is intended to physically or emotionally intimidate, punish, embarrass, humiliate, ridicule, or place any student in a disconcerting position for the purpose of initiation, affiliation, inclusion or membership in any team or organization.
- Harassment is defined as unwelcome conduct by a person that is sufficiently serious, persistent or pervasive, so that it affects another person's ability to participate in or benefit from the school program or activity by creating an intimidating, threatening or abusive environment

STUDENT RESPONSIBILITY
Participation in school activities is a privilege that comes with responsibilities that must be maintained. The most important of these responsibilities is to broaden yourself and develop strength of character. In addition, you assume the responsibility to represent the school and community with kindness, respect and integrity. Any violation of this responsibility may result in the loss of the privilege to participate in the school activity.

STUDENTS GUARANTEED DUE PROCESS
The student will have the opportunity to express his/her side of any incident in which he/she may be involved. If the student is

dissatisfied with any decision, he/she has the right to appeal through the following channels.
1. Activities Director/Sponsor
2. Principal
3. Superintendent
4. Board of Education

Any incidents which occur that are not covered by these guidelines will be reviewed on an individual basis and decisions related to penalties will be made by the school administration in consultation with the coach/sponsor.

APPENDIX A

BULLYING INCIDENT REPORT FORM

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.
Date Filed: _____ *Your Name: _____
Phone Number(s): _____
Indicate the appropriate response to the following with a check mark(s):
You are a: _____Student _____Parent _____Employee _____
Volunteer Date(s) of alleged bullying: _____
Name of student(s) subjected to bullying: _____
Person(s) alleged to have committed the bullying or harassment: _____
Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use back side of the form, if necessary.
_____
_____
Name of Witnesses: _____
Have you reported this to anyone else: _____ Yes _____ No If so, who? _____
*Signature of Complainant: _____
* Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.

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This Section is for use of District Administration

Date Received by Principal: _____

Investigative Action taken: _____

_____

Result of Investigation/Action taken: _____

_____

Signature of Principal: _____