Kelly Middle School



Student / Parent Handbook & Activities Manual

KELLY MIDDLE SCHOOL
STUDENT/PARENT HANDBOOK & ACTIVITIES MANUAL

(573) 545-3541 EXT. 250
FAX: (573) 545-4386

2026-2027

"Helping Students To Succeed"

MR. JOSH HOPKINS
PRINCIPAL

WELCOME

Welcome to the Scott County R-IV Schools. We are about to begin an exciting new year. The entire staff sincerely hopes that this school year will be filled with many educational experiences.

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. Complete board policies and regulations can be found on the district website; www.kellyhawks.org

VISITOR POLICY

Please report to the middle school office upon entering the building. If the reason for the visit is appropriate, the visitor will receive a Visitor's Pass, which they must keep with them. We welcome parents to come to school, but for the safety of our children, we cannot allow people to walk our halls without obtaining a Visitor's Pass. Persons found to be in violation of the Visitor Policy will be subject to prosecution for trespassing and legal authorities will be contacted. 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 in the Middle School entrance.

TELEPHONES

The office telephone is a business phone. Students will be allowed to use the phone in emergencies only. Arrangement for after-school activities should be made before coming to 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.

DISTRIBUTION OF NON-CURRICULAR 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 or represent 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.

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. Personal items that are not needed for conducting school business are to be left at home and not brought to school. (Example: air pods and collectibles).
4. Energy drinks or fountain drinks are not allowed; only unopened beverages or those with screw on lids will be allowed in lockers.
5. Body sprays, perfumes or aerosol deodorant sprays are prohibited.
6. *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.*

Additionally, some students may be permitted to use specific sensory or comfort items as outlined in their Individualized Education Program (IEP) or 504 Plan.

LOCKERS

A locker will be assigned to each student in grades 6 - 8. A student is responsible for the condition of the locker. Trading or changing lockers must be approved by the principal. No tape on lockers. Students may purchase a lock to use on their assigned locker, provided they furnish the lock combination or a key to the office.

CAFETERIA PROGRAM

Breakfast	$.50
Lunch (6-12)	$2.75
Reduced Price	
Breakfast	.30
Lunch	.40

Breakfast will be served each morning at 7:40 a.m. Cafeteria payments are expected to be paid in advance. Charging a la carte items is prohibited. Charging a la carte items places a financial strain on District finances. Students whose individual account reaches -$0 will be blocked from purchasing a-la-carte foods and beverages. It is the policy of this school district to serve free meals or reduced price 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.

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 antagonists 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.

WATER BOTTLES

All student water bottles shall be clear in nature and contain only water. Flavor packets or pods are not to be brought to school. Liquids containing sugar and sugar products can become damaging to the floor when spilt.

BELL SCHEDULE

Regular Day

1st hour: 7:55-8:49	2nd hour: 8:53-9:47	3rd hour: 9:51-10:45	Lunch: 10:45-11:10
4th hour: 11:14-12:08	5th hour: 12:12-1:06	6th hour: 1:10-2:04	7th hour: 2:08-3:02

STUDENT ARRIVAL

Students may enter the building beginning at 7:30 am at door #7 (side of HS near the football field). Between 7:30-7:50, students should report to the HS Gym to ensure appropriate supervision. Should students choose a district provided breakfast in the Multipurpose room, students should report to the HS Gym once they are finished..

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 seventeen. 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 Middle 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)
- 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 accumulates 5, 10, and 15 absences during the school year.
- Students who exceed ***four*** absences are subject to exclusion from extracurricular activities that occur during the school day.
- Parents/Guardians will be notified in writing after a student has accumulated 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 not medically excused 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.
- Students must maintain no more than 4 semester absences to attend any school field trip. In addition, students must be present on the day prior to the field trip in order to attend the field trip. Appeals must be approved by the principal in conjunction with the Building Leadership Team at least 48 hours prior to the scheduled field trip.

STUDENT ID BADGE

- Students will receive an ID at the beginning of the year, following school pictures. If a student is not in attendance on the initial day of student pictures, there will be 1 makeup day that will be scheduled. The initial ID is free; any subsequent replacements will cost $5.00 (paper IDs will be available for free up to 3. Students must have an ID to be eligible for 2nd chance breakfast.

STUDENT HOMEWORK POLICY

Class assignments are intended to be meaningful activities that enhance a student's cognitive skills, fosters responsible behavior, and develops a collaborative relationship between school and home. Students are expected to complete every assignment to the best of their ability.

When a student has failed to timely and satisfactorily complete three assignments for a class, the teacher may complete a discipline referral. For each subsequent late assignment for the remainder of the semester, another discipline referral may be completed. At school, additional time and support will be provided after school if necessary.. The student may be required to complete after school detention or other disciplinary measures as assigned by administration. Late work will be accepted until the current classroom chapter/unit is complete, but will be assessed a 10% grade reduction for each day late up to 5 days late. After 5 days, the assignment will be entered with a final grade of 0%. The regular homework policy applies to those students in ISS, as well.

STUDENT TESTING RETAKE POLICY

General rules and guidelines:

1. Our goal is to promote academic achievement through continuous learning and sustained effort. It is wise to perform your best on the first attempt on all assessments. Retakes will require additional time, effort and organization on your part in addition to keeping up with work in all other courses. Retakes are not intended to be used as regular practice by a student.
2. Each test (except finals) may be retaken one time.
3. A retake must be completed within (3 school days) of the original test being returned to the student.
4. The test retake must be requested within 24 hours of the original test returned to the student.
5. In order to be eligible to retake a test, a student must have completed all regular assignments.
6. The scores of the original test and the re-take will be averaged and that score will be entered into the gradebook, unless the average is less than the original test score.
7. Retake tests will cover the same standards and content but it may be in a different format (ex: Original test multiple choice, retake test short answer). This is at the discretion of the teacher.
8. If a student is found to be abusing this policy they may be exempt from retakes. Examples include academic dishonesty, missing prior scheduled retakes, or using the original test as a preview for the retake.
9. Retakes will be taken after school unless special circumstances require an alternate time. This is at the discretion of the teacher.
10. If a student is absent on the day of a scheduled retake, the student will complete the retake on the day they return to school.
11. Retakes may not be taken during the last week of any grading period.
12. Final exams are not eligible to be retaken. The retake policy is intended to give students opportunities to improve prior learning to prepare them for comprehensive final exams.

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.

CHROMEBOOKS

Each student is issued a district-owned chromebook to use for school assignments. All students/parents are required to sign the district Acceptable Use Policy (AUP), which includes information about optional chromebook insurance. Students are responsible for any damage to the device, and are expected to report broken parts or malfunctioning to a teacher immediately. Students are responsible for damages to their chromebooks. Chromebook replacement is valued at $400 per replacement.

Chromebook Do's:

do bring to school every day fully charged and bring your charger
do bring earbuds to use when directed by staff
do report broken parts or malfunctioning immediately to staff
do use to access school approved sites under the direction of staff
do wipe the screen with a clean, dry cloth

Chromebook Don'ts:

do not access, or attempt to access any inappropriate sites
do not download anything unless directed to do so by staff
do not have food/drink near the chromebook
do not carry the chromebook when it is "open"
do not place anything between the screen and the keyboard when closing (ex: pen, pencil, folder)
do not place or attempt to place foreign objects in the USB or Charging ports
do not attempt to clean the screen with any liquid/spray
do not share your chromebook
do not leave unsupervised or overnight in an auto

Student Use of AI

Students must learn to engage with AI technologies responsibly, ethically and effectively in order to enhance their learning experiences while safeguarding their privacy and well-being. The use of AI tools without the express consent of the teacher undermines the learning and problem-solving skills that are essential to academic success. Students are encouraged to develop their own knowledge, skills and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance.

Responsible student use of AI includes:

- AI tools used solely for educational purposes as directed by teachers or school authorities. Using AI for non-educational activities or submitting AI work as original student work within the school context is not permitted.
- The use of AI technologies in an ethical manner, respecting copyright laws, privacy norms and intellectual property rights of others.
- Students cautiously interacting with AI tools and not sharing sensitive or personally identifiable information (PU) or data about themselves, another student, a staff member or any other person. Students must understand the risks and implications of data sharing.
- When communicating through AI tools such as chatbots and virtual assistants, adhering to the same standards of respect and decency expected in human interactions.
- Not using AI to access, create or disseminate harmful or inappropriate content that is threatening, obscene, disruptive, or sexually explicit or could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs or interact with AI in a manner that supports any of the above.

The responsible use of AI by students in the K-12 educational setting is essential for fostering a safe, ethical and productive learning environment. By adhering to policy and regulation, students will be better equipped to leverage AI technologies for their educational advancement while respecting the norms and values of the school community.

Alternative Methods of Instruction (AMI / AMI-X)

In accordance with **Section 171.033, RSMo**, the Scott County R-IV School District may implement **Alternative Methods of Instruction (AMI)** when school is canceled due to inclement weather, health concerns, or other emergency circumstances. When the District has an AMI plan approved by the Missouri Department of Elementary and Secondary Education (DESE), the District is not required to make up lost instructional hours for **up to thirty-six (36) hours** of missed school time during the school year.

AMI allows the District to maintain continuity of instruction by providing learning activities and assignments to students when in-person attendance is not possible. Instructional activities assigned during AMI days will count toward regular instructional time when completed in accordance with District expectations.

The District may also implement an **Alternative Methods of Instruction – Extended (AMI-X)** plan when approved by DESE. AMI-X allows the District to provide instruction through a **blended or remote learning model** during extended disruptions to the traditional school schedule.

At the middle school level, teachers will utilize **Google Classroom** to provide assignments, instructional materials, and communication to students during AMI or AMI-X days. AMI assignments **for all classes** will be posted no later than 8:00 am on the AMI/AMI-X day.

AMI Assignment Deadlines

In accordance with current Missouri law governing Alternative Methods of Instruction, **all AMI assignments must be completed and submitted no later than 8:00 a.m. on the next scheduled school day following the AMI day**, unless otherwise directed by the teacher or administration.

Assignments submitted by this deadline will count toward the student's attendance and instructional participation requirements for that AMI day.

Students who experience **technology issues or other circumstances that prevent timely submission** should notify their teacher or the school office as soon as possible so appropriate accommodations may be considered in accordance with District procedures.

Notification of AMI Days

When an AMI or AMI-X day is implemented, the District will notify students, parents, and guardians through available communication systems, which may include:

- District messaging systems
- Telephone calls or text alerts
- Email notifications
- The District website
- Official District social media channels

Students are responsible for monitoring District communications and accessing their assigned instructional materials during AMI or AMI-X days.

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.

MAP TESTING

The state of Missouri requires that each student in grades 6-8 be given a state assessment (MAP) in Mathematics and Communication Arts. Students in 8th grade will also be assessed in Science.

GRADING SCALE

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

GRADING SYSTEM

A 4.000	B+ 3.333	B- 2.666	C 2.000	D+ 1.333	D- 0.666
A- 3.666	B 3.000	C+ 2.333	C- 1.666	D 1.000	F 0

SCHEDULE CHANGES

The enrollment process occurs in the Spring semester. Once schedules are created, changes should be rare. An example of an appropriate change would be: students placed incorrectly in a class. Any request for a schedule change should take place during the first 3 days of classes each semester, and only after a form is completed through the counselor office.

PROGRESS REPORTS

Midway through each quarter, progress reports will be available to parents through the TeacherEase portal.

HONOR ROLLS

Scott County R-IV Schools recognize students achieving high grades each quarter by releasing an A Honor Roll and B Honor Roll. To qualify for the A Honor Roll a student must earn a GPA of at least 3.666 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

Promotion or retention is evaluated on an individual basis. Parents will be notified early in the second semester that retention could occur for their child if grade trends continue. Conferences may be held with the parent to discuss the child's progress. Middle School students will be retained if they have more than 3 semester F's in core subjects (Communication Arts, Mathematics, Science, and Social Studies). Successfully completing summer school (if offered) will eliminate 2 F's. Students with more than 5 semester F's should contact the Principal for additional evaluation and options.

AUTOMOBILE RULES AND REGULATIONS

1. No middle school students are allowed to drive.
2. Students will not be permitted to sit in cars at any time while parked at school.
3. Students are never to leave the school grounds during school hours without permission from the principal. Students who need to leave should bring a written note from their parents to the office before first hour or ask their parents to call the school in advance of their leaving school.
4. Students that are late to school because of any car problem will be considered tardy.
5. Students may ride to and from campus with licensed student drivers only with permission of parents. Students who ride without permission are in violation of school policy and are subject to disciplinary action.

DANCES

The following rules apply to our dances at Kelly Middle School.

1. Only Kelly Middle School students of the stated grade level who have met behavioral and attendance requirements and have a positive lunch balance will be allowed to attend. Students who attend without permission will be subject to disciplinary action.
2. Students that leave a school dance will not be allowed to return.
3. All rules for conduct apply during dances.
4. Students at Kelly Middle School whose actions are not considered creditable will not be allowed to attend social functions later in the school year.
5. No Kelly Middle School students may attend High School dances.
6. Students must be in attendance for the entire day of the dance unless permission is granted by administration.
7. Students must leave school dances with their parent/guardian. In order to leave with another student's parent/guardian, the student must provide written parental permission.
8. Parent/Guardian must wait in the line by the elementary awning to pick up students at the conclusion of school dances.

VISITS TO THE NURSE

All students feeling ill or who are in need of assistance from the nurse are to first secure a "STUDENT PASS" from their regular classroom teacher.

Exceptions are for students who regularly receive medication before school, during lunch or in the case of an emergency.

No student is to leave school due to sickness without being seen by the school nurse. Calls made to receive permission to leave or to secure a ride away from school without the permission of the Principal or his designee are not permitted.

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 duration) 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.

SCHOOL SEARCH POLICY

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined in the guidelines below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Mass searches such as using police canines may also be utilized. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

1. THE PERSON

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Searches shall be carried out in the presence of adult witnesses, and except for emptying pockets, never in front of other students.

2. SCHOOL PROPERTY

School lockers, desks, and other such property are owned by the school. The school exercises exclusive control over the school property, and students should not expect privacy regarding items placed in school property. School property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. 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.

3. SEIZURE OF ILLEGAL MATERIALS

If a properly conducted search yields illegal or unauthorized materials, such findings shall be turned over to the proper legal authorities for ultimate disposal.

4. ILLEGAL OR UNAUTHORIZED MATERIALS

For purposes of this policy, "illegal or contraband materials" include all substances or materials, the presence of which is prohibited by school policy or state law, including, but not limited to, controlled substances, imitation controlled substances, drugs, drug paraphernalia, alcohol, or alcoholic beverages, abusable glue or aerosol paint, tobacco products, e-cigarettes, guns (real or look-alike), knives, weapons, or incendiary devices.

RETURN OF SCHOOL PROPERTY

All school items, uniforms, and/or dress lent to students in order to participate in school activities, must be returned by the deadline set by the coach, sponsor, or administration in order to remain eligible for continued participation in future school activities. Any student that does not return the school property described above, will not be permitted to participate in any school activity until the property is returned. Severe, repeat, and/or persistent offenders of this return policy may be permanently banned from all school activities. School activities include, but not limited to, athletic team membership and participation, club and organization membership and participation, band and choir events, and any extracurricular school activity.

MIDDLE SCHOOL RENAISSANCE PROGRAM

The Middle School Renaissance Program is designed to make recognition possible for ALL students by encouraging and rewarding positive behavior through personal responsibility and self-discipline as well as academic achievement. The program will start at the beginning of each school year and continue until the end of the school year. There are certain quarterly requirements to be met by the students in order to be a Renaissance Member.

CRITERIA

• No discipline or bus referrals in a quarter

• No more than 16 hours a quarter in absences or early departures

AWARDS (as funds allow)
• To be determined at the Principals discretion

HONOR ROLL AND PERFECT ATTENDANCE
After every quarter, students who earned honor roll status or perfect attendance will be eligible for rewards (as funds allow).

STUDENT MENTAL HEALTH AND SUICIDE AWARENESS
The Scott County R-IV School District is committed to maintaining a safe environment to protect the health, safety and welfare of students, and to safeguard against the threat or attempted suicide of any student. The school has established a crisis response team, and students who are in need of intervention will be referred in accordance with the District's referral procedures for screening and recommendation. Students in need are encouraged to reach out to their teacher, counselor, nurse, Principal, or any trusted adult on campus. In addition, below are examples of resources to help in crisis situations:

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

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. 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, expulsion and/or law enforcement contacted. 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.

TARDINESS

Tardies are disruptive to the classroom and also have an adverse effect on educational progress. Students should follow teacher requirements and must bring all required items to class. Leaving the classroom for these items will be considered tardy. Students will receive a discipline referral for the 3rd and each subsequent tardy to a class during a semester.
First hour is especially important to set the tone for the entire day. If a student has to check in at the office that is considered late to school. Students will receive a discipline referral for the 3rd and each subsequent late to school during a semester. If the parent calls students will receive a discipline referral for the 5th and each subsequent late to school during a semester

STUDENT DRESS

Students in the Scott County R-IV School District are expected to dress and groom in a manner that will not discredit the school or create a distraction to the educational environment. The dress code applies to school activities as well as the regular school day. For the first violation, students will be given the opportunity to change clothes without penalty. If this is not possible (and for all subsequent offenses), students will face a minimum of the rest of the day in ISS. What follows are general guidelines and not to be considered a complete list:

- Clothing that promotes or resembles alcohol, tobacco, sex, and violence is prohibited.
- Hats and other related head coverings are not allowed to be worn inside school buildings.
- Clothing that is excessively revealing should not be worn–(Shorts must be no shorter than the bottom hem being 6 inches above the top of the knee cap.)
- Spaghetti straps are prohibited. Shirts must be the width of a dollar bill between the neck and shoulder. No skin below the armpit should be exposed.
- Undergarments should never be exposed, and shirts must cover the waistline .
- Pajamas, blankets and related slippers are prohibited.
- Wallet chains or any type of spiked accessories are prohibited.
- Face paint is prohibited unless permission is granted by the Principal.
- Studs, rings or other piercings may be prohibited if deemed to be a distraction to the educational process. .
- No Boots on Gym Floor & Proper footwear must be worn during PE (no slides,crocs,boots, dudes, etc.)

PUBLIC DISPLAYS OF AFFECTION

Display of affection other than holding hands does not have a place at any time in our school. Violators will be subject to disciplinary action.

SCHOOL SPONSORED TRIPS

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. Teachers or Sponsors supervising field trips will email the building office and faculty with a list of students signed up no later than 2 weeks prior to the scheduled field trip.

1. FIELD TRIPS
    a. No student with an F will be allowed to go on the field trip.
    b. No student with a negative lunch balance or any other outstanding restitution will be allowed to go on the field trip.
    c. Students must have no more than 4 absences year-to-date (per semester) attendance to attend any field trip. In addition, students must be present on the day prior to the field trip in order to attend the field trip. Appeals must be approved by the principal in conjunction with the Building Leadership Team at least 48 hours prior to the scheduled field trip.
    d. Students with 4 discipline points will not be allowed to participate in Field Trips. (Lunch/After School Detention = 1 pt, ISS = 2 pts per day, and OSS = 4 pts per day

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. Have a note from the student's parents or guardian turned into the office before first hour, or a phone call from the parents to the Middle School office before the student leaves.
2. Check with the office before leaving.
3. Sign out with the office.

If the student fails to follow these steps it will be considered a "skip," and appropriate action will be taken.

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 PASSES

Students are not allowed to ride home with other students unless it is their normal bus route. A written note from both parents will be required for a student to be dropped off at a different stop. Transportation information submitted to the office on the transportation form will be the student's mode of transportation.

BUS GUIDELINES

Safe school transportation is considered an integral part of the total educational program within the Scott County R-IV 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

Keep the aisle clear at all times, such as: book bags, band instruments, feet, etc.	All rules that apply on campus also apply to the school bus; taking pictures or videos on the bus is prohibited.	Do not eat, drink or chew gum on the bus, and take pride in doing your part to keep the bus clean.
Stay in your seat while the bus is in motion; stay in the assigned seat; sit facing forward.	Cooperate with the bus driver and follow all directives.	Keep head, hands and feet inside the bus at all times; never throw items out the window.

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.

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 make this report anonymously, a toll-free hotline is provided for your convenience. 1-866-748-7047**.

DISCIPLINE

ISS/OSS

Students who are In School or Out of School suspended are expected to complete all assignments and tests that are assigned during their suspension. Students who fail to complete work during their suspension period in ISS are subject to extended discipline until all work is completed. Tests missed during an Out of School suspension period will be taken on the day that they return to school.

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. A. Possession, sale, purchase or distribution of any over-the counter drug, herbal preparation or imitation drug.
   First offense: 1-180 days in-school-suspension and/or out-of-school suspension.
   Subsequent offense: 1-180 days out-of-school suspension or expulsion.
   B. Any student who appears to be under the influence of drugs will be given the option to take a drug test. If the student refuses the drug test, they will be disciplined as if they are under the influence. Possession of or attendance under the influence of any unauthorized prescription drug, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.
   First offense: 10-180 days out-of-school suspension and/or in school suspension. Must pass a school approved drug test prior to return to school.
   Subsequent offense: 45-180 days out-of-school suspension and/or in-school-suspension. Must pass a school approved drug test prior to return to school.
   C. Sale, purchase or distribution of any prescription drug, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act.
   First offense: 90-180 days out-of-school suspension or expulsion. School approved drug test required prior to return to school.
   Subsequent offense: 90-180 days out-of-school suspension or expulsion. School approved drug test required prior to return to school.

Information about drug/alcohol counseling and rehabilitation programs 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 student that is suspended or in In-School-Suspension for the majority of the school day may attend any extra-curricular activity on that day.
8. Students placed in In-School-Suspension will be able to complete all school work for full credit during the period of the suspension.
9. **Electronic Device POLICY**

   Student Cell Phone Usage Policy 2656

   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 and similar 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

   Immunity

   School employees and volunteers are immune from liability provided that they are acting in good faith and are adhering to this Policy's disciplinary procedures.

   Definition

   For purposes of this Policy, the following definitions will apply:

   Electronic Personal Communication Devices means portable devices used to initiate, receive, store, or view communications, information, images, or data electronically.

10. 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, middle school 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.

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.

MIDDLE SCHOOL BEHAVIOR MATRIX

Kelly Middle School Behavior Matrix

R^3 = Excellence

	CLASSROOM	HALLWAYS / RESTROOMS	CAFETERIA	BUS
Be Respectful	• Following teacher directions the first time • Move to your seat quickly and quietly • Be considerate of others' personal space and property	• Politely follow directions of all staff members • Use appropriate language and tone • Keep hands, feet, and objects to yourself	• Keep voices low and at your table • Practice proper table manners • Be considerate of others' personal space and property	• Follow directions of the driver • Use appropriate language, tone, and volume • Be considerate of others' personal space and property
Be Responsible	• Be on time, ready to work • Give 100% Effort • Follow Tech Usage agreement • Follow Dress Code	• Use a pass • Follow Dress Code and keep all electronics off and in lockers • Travel directly to your destination	• Help remove all trash • Follow Dress Code • Enter and Exit Multi in an orderly and timely fashion	• Be at the bus stop 5 minutes before bus arrival • Walk directly to the bus, board, and be seated • Follow all bus rules
Be a Role Model	• Be an active participant in class • Bring all materials and supplies to class • Maintain a safe environment	• Keep moving • Be on time • Walk on the right side using inside voices • Maintain a safe environment	• Move quickly through the line and Enter / Exit through same line • Remain seated • Treat all staff and students with kindness and courtesy	• Stay in your seat • Watch for driver directions before crossing in front of bus • Be silent at RR crossings • Maintain a safe environment

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.

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

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.

RECORDING OF PARENT / STAFF 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.

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 R-IV 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 Scott County R-IV Special Education Director's office during normal school hours. This notice will be provided in native languages as appropriate.

Rev. August 15, 2013

NOTICE OF NON-DISCRIMINATION

In compliance with Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and Title IX, the following notification is made. Students, their parents, and employees of the Scott County R-IV School district are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, age, or handicap, in admission or access to, treatment or employment in, its programs and activities. Any person having inquiries concerning Scott County R-IV School District is to contact Bradley Kolwyck, Superintendent; Scott County R-IV School District, 4035 State Highway 77, Benton, MO 63736, telephone number 573-545-3887, who has been designated by Scott County R-IV District to coordinate the school District's efforts to comply with Title IX and Section 504.

Board of Education Scott County R-IV School District

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

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 that according to the Every Student Succeeds Act of 2015 (Public Law 114-95), parents have the right to know and be provided in a timely manner the following information.

1. 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.
2. Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
4. 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:

1. 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.
2. Timely notice that your student has been assigned, or has been taught for 4 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.

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 R-IV 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.

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

Activities Manual

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 High/Middle 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.

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ACTIVITIES AT THE SCOTT COUNTY R-IV SCHOOLS

KHS is a member of the Scott-Mississippi County Conference, SEMO Conference, and the Missouri State High School Activities Association. As a member, KMS is committed to adhere to the rules and regulations of the Associations.

Activities Available					
Student Council	Beta Club	Drama Club	Pep Club	STEM	FCA

Sports Available			
Cross Country	Football	Boys & Girls Basketball	Boys & Girls Wrestling
Track & Field	Cheerleading	Baseball	Volleyball

Interscholastic Activity Drug Testing

The Scott County R-IV Board of Education recognizes that student drug abuse is a significant health and safety issue for schools. Prior to a student's participation in a Scott County R-IV(Kelly) high school or middle school extracurricular activity the head sponsor or coach of each athletic team or activity will provide to all potential participants, plus parents and guardians, information on the dangers of drug use and the purpose/guidelines of the drug testing program. Information regarding the method of testing to be used in the program will also be provided. Parents and students will have the opportunity to ask questions they may have regarding the program. In order to participate in extracurricular activities (and/or obtain a parking permit to drive to campus), students must submit to random drug testing on the date scheduled at the site designated by the Principal. Students are subject to random testing at any time during their activity or season. Once testing begins the test results will initially be disclosed only to the principal who will then disclose the results of any positive or negative test to the student and the student's parent or guardian. The principal will then make available to the sponsors the results of all testing.

If a student tests positive, the student may request a retest of the original sample. Upon the occurrence of the first positive test, the principal will communicate with the student's parent to explain the results. Counseling, at the student's expense, will be strongly recommended for every student who tests positive. The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including meetings, practices, performances and competitions (and suspended from parking on campus) for twenty-eight (28) calendar days from the date of the confirmed positive drug test.

After twenty-eight (28) days, the District, at the student's expense, will retest the student and a written copy of the results will be given to the Building Principal. If this, or any subsequent test during that school year, proves to be the student's second positive test the student will not be allowed to attend practice or participate as a member of an interscholastic group for a period of twelve (12) calendar months from the day the student is suspended from participation. To regain eligibility after twelve (12) months, the student must have a negative Chemical Screening Test done by the District at a pre-designated site. This would also be at the student's expense. If the retest is negative the suspension from interscholastic activities will be lifted. This section also applies to students driving vehicles on campus.

It is not the purpose or intent of the district's random drug testing policy to identify students for punishment under the district discipline code. This program does not affect other policies of the district which deal with drug possession or use where reasonable suspicion is obtained by means other than random sampling.

PHILOSOPHY

The activities programs of the Scott County R-IV school district provides 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 in conjunction with the Missouri State High School Activities Association standards.

OBJECTIVES

The Scott County R-IV schools believe a dynamic program of student activities is vital to the overall development of the student. The activities programs should provide experiences that result in the development of good citizenship and personal development through:

1. Improved physical fitness and health
2. The value of fair play and ethical standards
3. Self-discipline and emotional maturity
4. Respect for authority and the rights of others
5. The ability to think as an individual, to interact within a group, and develop leadership roles
6. The values of hard work and commitment
7. 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, cooperate and respond to cheerleaders
- Respect school property and authority
- Show respect for opponents and opposing coaches and fans
- Show respect for players who are injured
- Respect the judgment and strategy of the coach (even if you disagree)
- Respect the judgment of game officials (even if you disagree)
- Avoid profane language and obnoxious behavior at all times
- Avoid applauding errors or penalties of the opponents
- Refrain from heckling, jeering or distracting opponents, including distracting behavior during the shooting of free throws
- Refrain from being critical of players, coaches or officials for a loss
- Refrain from throwing objects on the playing area or in the bleachers
- Avoid stomping of bleachers or the use of artificial noisemakers
- Refrain from using cheers that taunt or ridicule opposing players, coaches, cheerleaders or spectators
- Refrain from booing or showing displeasure with game officials or game activities.

PARENT/COACH-SPONSOR COMMUNICATION

Both parenting and coaching 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's not playing or 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.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES/SPONSORS

1. Playing time
2. Play calling or team strategy
3. Other student-athletes

There are situations that may require a conference between the coach/sponsor and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue or concern.

IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH/SPONSOR, THE PROCEDURE YOU SHOULD FOLLOW:

1. Call to set up an appointment. Kelly High School and Middle School's number is 573-545-3541.
2. If the coach/sponsor cannot be reached, call the activities director. A meeting will be set up for you.
3. Please do NOT attempt to confront a coach/sponsor before or after a contest or practice. These times can be emotional for all involved and do not promote resolution.

GUIDELINES FOR PARTICIPATION

The Scott County R-IV Schools are a member of the Missouri State High School Activities Association (MSHSAA), which outlines standards that students must meet in order to participate. In addition, the R-IV Board of Education has local guidelines for eligibility (MSHSAA by-law 2.9.1). Students who are unsure of eligibility should always check with the principal or athletic director for a rules interpretation. Please consult the MSHSAA website, www.mshsaa.org, for a complete description of all requirements. What follows are some examples:

1. **RESIDENCE AND TRANSFER REQUIREMENTS (3.10)**

- MSHSAA By-Law 3.10.2 states "A junior high or high school student may be eligible at the public or non-public school located in the district in which the student's parents reside." Regarding transfers, by-law 3.10.4 states "students who transfer schools or do not meet the requirements of residency upon enrollment at the school...are ineligible for 365 days unless their cases meet the standards under the exceptions that follow:" (there are 10 exceptions listed).
- Residency and transfer requirements are among the most contested of all MSHSAA rules. Please consult the MSHSAA website for a full description of all rules, requirements, and exceptions.

2. **PHYSICAL EXAMS AND INSURANCE REQUIREMENTS (3.8)**

- Athletic By-Law 3.8.1 in the MSHSAA handbook states "The school shall require of each student participating in athletics a certificate of an issued physical signed and authorized by a physician, stating that he or she is physically able to participate in athletic practices and contests of his or her school. A student shall not be permitted to practice or compete for a school until a complete, signed certificate is on file at the school. This physical shall be valid for a duration of 2 years (730 days) from date of issue.
- Athletic By-Law 3.8.2 in the MSHSAA handbook states "A student shall not be permitted to practice or compete for a school until it has verification that he or she has basic athletic insurance coverage.

3. **CITIZENSHIP AND CONDUCT (2.2)**

- Students must be creditable school citizens whose conduct, both in or out of school, will not discredit themselves or their school. (MSHSAA 2.2.1) Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under MSHSAA standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors. (MSHSAA 2.2.5)

4. **ACADEMICS:** Please consult www.mshsaa.org for a complete description of requirements. What follows are focal points of MSHSAA requirements:

- Students promoted for the first time into 9th grade are considered academically eligible for the first semester
- A senior high student shall have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or must have made standard progress for his or her level in a special education program (2.3.2)
- The senior high student shall be currently enrolled in and regularly attending courses that offer 3.0 units of credit or enrolled in a full course at his or her level in a special education program (2.3.2)
- Students must enter school within the first eleven days of the semester in order to be eligible (2.5.2)
- Age (3.5): If a student reaches nineteen years of age prior to July 1, he/she will be ineligible the next school year. For middle school, the student shall not have reached the following ages prior to July 1 preceding the opening of school: 7th Grade 14, 8th grade 15. If a student does not meet the age standard they may compete on a team of a higher grade classification.
- School-sponsored summer courses may count toward maintaining senior high eligibility for the fall semester (2.3.6; must be core content area; no more than one credit shall count)
- 7th and 8th grade students who failed more than one course in the preceding quarter shall be ineligible the following quarter

5. **Local Academic Requirements:**

- The Scott County R-IV (Kelly) School District holds our students involved in extracurricular activities to high academic standards. In addition to the minimum MSHSAA eligibility standards, students will be expected to maintain passing grades in all classes while participating in their activity. A student who is failing any class shall be ineligible for competition events until the grade meets school standards.

6. **AMATEUR AND AWARDS STANDARDS (3.6)**

- By-law 3.6.1 states "A student who represents a school in an interscholastic sport shall be an amateur in that sport. An amateur athlete is one who engages in athletic competition solely for the physical, mental, social, and pleasure benefits derived therefrom." Violations of this standard may result in the loss of student eligibility. A general rule of thumb for students is to never accept money, gifts, awards, etc. without first consulting the MSHSAA handbook, as well as the school athletic director and Principal.

7. **NON-SCHOOL COMPETITION (3.13.2)**

- Students may not practice for or participate with a non-school team or in any organized non-school athletic competition and for your school team *in the* ***same sport*** during the school sport season.
- Students may participate on a school team and a non-school team in ***different*** sports during the same season; however, you may not practice for the non-school team or participate in organized non-school athletic competition *on the* ***same day*** that you practice with or participate for the school team ***without prior approval of your school administrator***.

8. CONDITIONING REQUIREMENTS (3.9)

- Each team must have 14 days of conditioning practice and each individual must have participated in 14 school conditioning practices on 14 different days prior to the date of the first interscholastic contest in all sports. This requirement shall be waived if a student has been a member of another school sport's squad immediately preceding their sport season and has had 14 days of conditioning.

9. 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

ATHLETE OF THE YEAR (JOHNNY MERRICK AWARD)

Johnny Merrick (1948-2012) was a 1966 graduate of Thomas W. Kelly High School. His abilities and achievements allowed him to continue his athletic career at Southeast Missouri State University. Johnny worked in the Kelly School District for many years, and volunteered countless hours to the school and community. His positive attitude was contagious and support for the school unwavering. This award will be presented to two senior athletes (one male, one female) at the spring awards assembly based on the following criteria:

• The athlete must have participated in at least two sports in multiple years of high school.
• The athlete must have demonstrated leadership qualities and a positive attitude, as recommended by coaches.

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.

SCHOOL PROPERTY

Grades, diplomas, athletic/club privileges, or records may be withheld if uniforms, equipment, etc. are not returned at the end of the season, or if damage assessment and/or fines are not paid. This includes but is not limited to damaged chromebooks and/or other equipment provided by the school.

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 pre arranged 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 in contests or attend any school activities. However, students who are assigned ISS are permitted to participate in practices. 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 precedence 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 on game day).

MSHSAA POLICY ON VIOLATION OF THE LAW

A student who has been found guilty of the law shall not be permitted to represent his/her school until he/she has satisfied the court imposed fine or penalty. However, if a student is on probation as a result of said violation, local school authorities shall determine his/her eligibility. When a student has been charged with a violation of the law and the school district has strong evidence of, or knows that the student is guilty of the charge that violates the creditable citizenship rule, the student will not be eligible for activities until all matters have been concluded within the legal system as well as the school.

PENALTIES FOR VIOLATION OF CITIZENSHIP RULE

If a student has committed a misdemeanor or felony (ex: shoplifting, vandalism, assault, robbery, DUI, DWI, possession/use of alcohol/tobacco, etc.) the following penalties will apply:

• Upon the first offense, the student will be suspended from all interscholastic events as a participant, such as games for athletics and trips for clubs and organizations, for twenty-one (21) days. During the time of the suspension the student may attend school-sponsored activities as a spectator or general attendee. The student may also attend and participate in practices and meetings as prescribed for the team or organization. For any additional offenses, the student will not be allowed to attend practice or participate as a member of an interscholastic group for a period of twelve (12) months.

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
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.