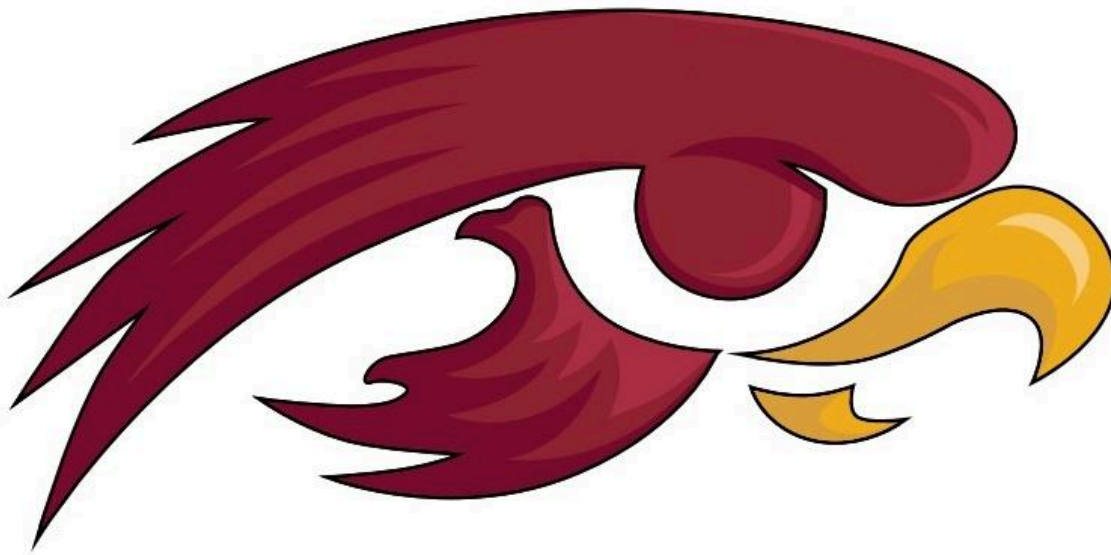


THOMAS W. KELLY HIGH SCHOOL

2026-2027

Student/Parent Handbook & Activities Manual



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

Dr. Bradley Kolwyck, Superintendent
Mr. Jerry Winberry, Principal
Mrs. Kim Presson, Administrative Assistant
Mrs. Amy Hay, Administrative Assistant

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INTRODUCTION

WELCOME

Welcome to **Thomas W. Kelly High School** and the Scott County R-IV School District. Our school community is dedicated to providing students with high-quality educational opportunities that promote academic achievement, responsible citizenship, and personal growth.

The faculty and staff of Kelly High School are committed to working collaboratively with families and community members to ensure that all students are prepared to succeed in a rapidly changing world. Through rigorous academics, extracurricular opportunities, and strong community partnerships, we strive to create meaningful experiences that help students develop skills necessary for lifelong success.

PURPOSE OF THE HANDBOOK

The purpose of this handbook is to provide students and parents with a clear reference guide to the policies, procedures, expectations, and opportunities that shape the daily operations of Thomas W. Kelly High School.

This handbook outlines important information regarding:

- Academic expectations and graduation requirements
- Attendance and discipline policies
- Student rights and responsibilities
- Extracurricular activities and participation guidelines
- General school procedures and services

Students and parents are encouraged to review this handbook carefully and refer to it throughout the school year. Complete district policies and regulations are available on the district website.

ALMA MATER

Kelly we are standing proudly,
Ever to be true.
Loyal to our Alma Mater,
Loyal all to you.
Yielding never,

Helpful ever,
In thy honor fight.
Gray and Gold we now salute you,
Hail to Kelly High

ABOUT THOMAS W. KELLY

Kelly Schools are named after Thomas W. Kelly, a local war hero killed in France in 1944. His mother died in 1926 when Thomas was five years old and his father was killed in an accident in 1935. The boy was taken in by Mrs. Olivia Osburn and reared at Commerce. After completing his public school work at Benton and Cape Girardeau, he entered the School of Mines at Rolla, where at the age of 19 he received his degree. He continued his education on a scholarship at the University of Arizona. Kelly then entered the service and attained the rank of captain. Captain Kelly was in the ground engineers unit of the army and had been overseas for more than two years when he gave the ultimate sacrifice for our country.

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 | ● Accountability |
| ● Belonging | ● Commitment |
| ● Communication | ● Excellence |
| ● Growth | ● Collaboration |
| ● Community | ● Service |

OBJECTIVES

The Scott County R-IV School District is committed to continuous improvement in teaching, learning, and student success. The district focuses on the following objectives:

Improve Teaching and Learning

- Implement highly effective instructional strategies during at least **75% of instructional time**
- Increase the percentage of students meeting or exceeding state performance standards by **2% annually**
- Implement effective instructional practices identified in the District Continuous Improvement Plan (DCI)
- Maintain a comprehensive curriculum aligned with **Missouri Learning Standards**

Professional Development and Growth

- Provide professional development in the effective use of instructional technology
- Train faculty and administration on effective evaluation strategies
- Promote ongoing professional learning with support and accountability

Student Success and Resource Investment

- Conduct annual assessments of safety, facilities, technology, and academic resources
- Adjust district budgets based on identified needs when funding allows
- Strengthen recruitment and retention of qualified educators

Communication and Community Engagement

- Implement and annually review a comprehensive communication plan

- Strengthen partnerships with families and community stakeholders
- Increase opportunities for community involvement and engagement

Culture and Climate

- Provide professional development in **Social Emotional Learning (SEL)**
- Implement advisory opportunities focused on life skills and success-ready attributes
- Collect and analyze school climate data from students, staff, and stakeholders to guide improvements

Board Approved 2/24/26



AUGUST

10 - New to District Teacher Workshop
11 - Novice Teacher Workshop with Mentors
12 - Professional Development Day
13 - Professional Development Day
14 - Professional Development Day
18 - Professional Development Day
19 - Professional Development Day
20 - Open House 5:30-7:30; Teachers Report by 5:15
24 - First Day of School

SEPTEMBER

7 - No School - Labor Day
22 - 1st Quarter Midterm

OCTOBER

16 - End of 1st Quarter - 38 1/2 days
16 - Student 1/2 Day dismissal at 12:30 PM, 1/2 Teacher PD Day
22 - No School for Students, 1/2 Teacher PD Day
22 - Parent Teacher Conferences @ 12:45-7:30pm
23 - No School

NOVEMBER

13 - 2nd Quarter Midterm
25-27 - No School - Fall break
30 - School Resumes for Students

DECEMBER

18 - End of 2nd Quarter - 39 1/2 days
18 - Half Day, Dismissal at 12:30;
18 - 1/2 Teacher PD Day in the PM
18 - 1st Make Up Day, if needed
21 - 31 - No School - Winter Break

JANUARY

1 - No School - Winter Break
4 - No School Students, Teacher Professional Day
5 - School Resumes for Student
18 - No School - Martin Luther King, Jr. Day

FEBRUARY

5 - 3rd Quarter Midterm
15 - President's Day - No School
15 - 2nd Make Up Day, if needed

MARCH

5 - End of Third Quarter - 41 1/2 days
5 - Student 1/2 Day dismissal at 12:30 PM, 1/2 Teacher PD Day
5 - 3rd Make Up Day, if needed
25-30 - No School, Spring Break
31 - School Resumes

APRIL

12 - No School Students, Teacher Professional Day
16 - Fourth Quarter Midterm

MAY

20 - End of Fourth Quarter - 48 1/2 days
20 - Early Dismissal @ 12:30
20 - 1/2 Teacher Professional Development Day
20 - 4th Make Up Day, if needed
21 - 5th Make Up Day, if needed

July '26							August '26							September '26						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
			1	2	3	4							1							
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

October '26							November '26							December '26						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

January '27							February '27							March '27						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
					1	2		1	2	3	4	5	6			1	2	3	4	5
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				

April '27							May '27							June '27						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

SCHOOL SCHEDULE

School Day 7:55 am - 3:02 pm

Half Day Dismissal - 12:30 pm

Identified make up days for use only
if needed after AMI and built in
hours are used.

TOTAL DAYS

8	Professional Development Day - NO STUDENTS
	No School
2	New Teacher Workshop
184	Regular School Day
	Parent Teacher Conferences - 12:45-7:30
	Graduation
4	Half Day, Early Dismissal @ 12:30 PM
*Calendar includes two Flex Teacher Days	

ACADEMIC

2026-2027



1st Hour: 7:55 - 8:49
2nd Hour: 8:53 - 9:47
3rd Hour: 9:51 - 10:45
4th Hour: 10:49 - 11:43

Lunch: 11:43 - 12:08

5th Hour: 12:12 - 1:06
6th Hour: 1:10 - 2:04
7th Hour: 2:08 - 3:02

Students are classified according to the number of credits earned.

Freshman – 0 credits
Sophomore – 6 credits
Junior – 12 credits
Senior – 17 credits

Students who do not meet the minimum credit requirements may remain classified in the previous grade level.

Policy Reference: Board Policy 2520 – Promotion and Retention

GRADUATION REQUIREMENTS

Students must complete a minimum of **24 credits** to graduate from Thomas W. Kelly High School.

Required coursework includes:

<u>English</u>	<u>4 credits</u>
<u>Mathematics</u>	<u>3 credits</u>
<u>Science</u>	<u>3 credits</u>
<u>Social Studies</u>	<u>3 credits</u>
<u>Fine Arts</u>	<u>1 credit</u>
<u>Practical Arts</u>	<u>1 credit</u>
<u>Health</u>	<u>0.5 credit</u>
<u>Personal Finance</u>	<u>0.5 credit</u>
<u>Physical Education</u>	<u>1 credits</u>
<u>Electives</u>	<u>7 credits</u>

- All graduation requirements must be completed in order to participate in the graduation ceremony
- Students understand that some courses or sequence of courses may require completion of state assessment (ex: EOC, TSA, IRC, etc.)
- Students may apply in the spring of 11th grade to graduate after seven semesters. The decision to graduate early will be a collaborative effort between the student, parents/guardians, counselor, and Principal. Early graduates will be allowed to participate fully in the spring graduation ceremony, but will otherwise be treated as alumni.
- Final determinations regarding credits earned by transfer students will be the responsibility of the administration and counselor.
- To walk at graduation students must have a minimum of 90% attendance
- Eligible Senior students must be enrolled in a minimum of 4 class periods per semester to walk at graduation and to participate in Senior activities.

Policy Reference: Board Policy **2525 – Graduation Requirements**

ACADEMIC HONESTY

Students are expected to perform all academic work with honesty and integrity. Academic dishonesty includes cheating, plagiarism, copying work, or assisting another student in dishonest academic practices.

Students found to have engaged in academic dishonesty may receive a failing grade on the assignment and may be subject to disciplinary action.

Policy Reference: Board Policy **2600 – Discipline**

SCHEDULE OF CLASSES

Course enrollment typically occurs during the spring semester. Schedule changes will be limited and may only occur under circumstances such as placement errors, graduation requirements, or counselor recommendation.

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.

- 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 attempt to clean the screen with any liquid/spray
 - do not share your chromebook
 - do not leave unsupervised or overnight in an auto

Policy Reference: Board Policy **6320 – Internet Usage**

VIRTUAL EDUCATION

- There is no virtual education option for KHS students. If a student has a short-term medical necessity that makes it impossible for them to attend in person for a semester, they can apply for the Launch program. This program lasts at least a full semester. At the end of the semester, the student will be reevaluated to determine continued eligibility in the program.

Policy Reference: Board Policy **6190 – Virtual Education**

STUDENT HOMEWORK POLICY

Class assignments are intended to be meaningful activities that enhance a student's cognitive skills, foster responsible behavior, and develop a collaborative relationship between school and home. Students are expected to complete every assignment to the best of their ability. If a student is in attendance, assigned work and homework must be completed and turned in as assigned. There will be times when students will be absent from school. If a student is absent from school, they will have 1 day for each day absent to turn in work. Late work will be assessed with a 10% grade reduction for each day late up to 3 days late. After 3 days, the assignment will be entered with a final grade of 0%.

- Example: If you are in class and homework is assigned and due the next day. Work must be completed and turned in the next day. If it is not turned in the next day, it is an incomplete assignment.
- Example: If you are absent, Tuesday, Wednesday, and Thursday. You would have 3 days (Friday, Saturday, and Sunday) to turn in makeup work. If it is not turned in on the 4th day (Monday), the makeup work will be considered late.

Policy Reference: Board Policy **6450 – Assignment of Grades**

TEST 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. In order to be eligible to retake a test, a student must have completed all regular assignments.

5. The scores of the original test and the re-take will be averaged, and that score will be grade of record
6. 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.
7. 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.
8. Retakes will be taken after school unless special circumstances require an alternate time. This is at the discretion of the teacher.
9. 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.
10. Retakes may not be taken during the last week of any grading period.
11. 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.

Policy Reference: Board Policy **6450 – Assignment of Grades**

PROGRESS REPORTS

Parents and guardians will receive progress reports midway through each grading period. Student academic progress may also be monitored through the Parent Portal.

Policy Reference: Board Policy **6450 – Assignment of Grades**

HONOR ROLL

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 3.6667 with no grade lower than a “B”. To be named to the B Honor Roll the student must earn at least a 3.0 GPA with no grade lower than a “C”. All classes count toward the calculation of Honor Rolls.

Policy Reference: Board Policy **6450 – Assignment of Grades**

HONORS BANQUET

Each spring, students who have maintained a 3.5 GPA for the year are invited to attend an Honors banquet. Parents/Guardians of eligible students will also be invited to attend this special annual event. The first time a student earns academic honors, they will be awarded the Lamp of Knowledge patch. Each subsequent year they will be awarded an academic medal.

***Semester grades aim to provide a comprehensive evaluation of a student's understanding and mastery of the course material over the entire semester, not just a snapshot of performance at specific points. The semester grade is a continuous grade over the course of the entire semester. (Quarter grades are not averaged together to calculate the semester grade.)

GRADING SCALE GRADE POINT SYSTEM

Grade	Percentage		Non-Weighted	Weighted
A	96-100		4.0	4.333
A-	90-95		3.666	4.0
B+	87-89		3.333	3.666
B	84-86		3.0	3.333
B-	80-83		2.666	3.0
C+	77-79		2.333	2.666
C	74-76		2.0	2.333
C-	70-73		1.666	2.0
D+	67-69		1.333	1.666
D	64-66		1.0	1.333
D-	60-63		.666	1.0

WEIGHTED COURSES

The following courses, based on interest and staff availability, will be considered weighted. All dual credit class grades will match the grade awarded by the college:

- All Dual Credit/Enrollment Courses
- Accounting II
- American Literature
- Anatomy & Physiology
- Calculus
- AP Biology
- LI 256 Variety of Literature
- Pre-Calculus
- Spanish II, III, IV
- Trigonometry
- Calculus
- CTC Courses that are offered as college credit

Thomas W. Kelly High School will accept weighted and unweighted course grades from other schools in/out of state. The decision to accept grades as weighted or unweighted is based on the school's course offerings in weighted or unweighted. If the course is not offered at Kelly, the transfer grade will be entered as unweighted. This rule does not apply to dual credit, AP, or other nationally recognized honor courses.

Dual Enrollment/Dual Credit/Early College Credit Dual credit courses enable high school students to receive, simultaneously, both high school and college-level course credit. Each dual credit course will have specific requirements established by the Missouri Coordinating Board for Higher Education and by the college. Juniors or seniors wishing to enroll in a dual credit class must have a minimum GPA of 3.00 on a 4.00 scale, meet all requirements, and complete all forms in the counselor's office. Classes must be pre-approved by the counselor. It is the responsibility of the student to pay all fees for enrollment, obtain all books and necessary supplies, and provide their college course letter grade and percentage grade to the counselor. College course grades for juniors and 1st semester seniors are due at the end of the college semester. Second semester senior college course grades are due on the deadline established by the high school. If the college course grades are not turned into the counselor by the high school established deadline, an F will be transcribed. When transcribing the college course grade for high school credit, students will receive the letter grade provided by the college.

*Class of 2027 and future classes enrolled in dual credit/college level courses will not receive high school credit for college courses taken over summer or winter breaks. When transcribing the college course grade for high school credit, students will receive either the letter grade or percentage grade (whichever is higher) using the Kelly High School grading scale.

Policy Reference: Board Policy 2550 – Dual Credit and Dual Enrollment

VALEDICTORIAN/SALUTATORIAN

To be eligible for valedictorian or salutatorian, a student must be a full time student in the Scott County R-IV School District the last four consecutive semesters of their high school career. **During a student's final semester, academic honors will be based on the grade earned as of the final day of required attendance.** Final transcripts/grades, however, may change based on such things as completion of college courses.

COLLEGE DAYS

Seniors will be allowed to take two college days during their senior year if their total absences are less than five days that semester and have been approved by the office. College days must be arranged at least one day in advance with communication from a parent. Juniors may take two college days following the same requirements. Upon the student's return to school, a note or letter from the registrar or college official is required.

It is requested that college days not be used during the last four weeks of school.

A+ SCHOLARSHIP PROGRAM

In an effort to make college or vocational education available to every Missouri high school graduate, the Missouri General Assembly established the A+ Scholarship Program as part of the Outstanding Schools Act of 1993. Graduates of designated A+ Schools who successfully complete the requirements of the program may be eligible to receive reimbursement for the cost of tuition while attending a Missouri public community college or vocational/technical school on a full-time basis for two years. This incentive is dependent on state appropriations from the Missouri General Assembly. Any interested student or parents should contact the High School A+ Coordinator for more details. Eligibility requirements include:

- Be a US citizen or permanent resident
- Attend an A+ designated school for two years prior to graduation
- Graduate with an unweighted, unrounded cumulative GPA of 2.5 on a 4.0 scale
- Graduate with a minimum average daily attendance of 95% (over 8 semesters)
- Perform 50 hours of unpaid tutoring or mentoring to other students in the district
- Score proficient or advanced on the Algebra I EOC (or higher level math EOC), or achieve a qualifying score on the ACT Math test
- Model good citizenship at school and in the community
- Avoid use of alcohol and illegal drugs
- Register with the Selective Service, if applicable
- Complete a Free Application for Federal Student Aid (FAFSA), and apply for non-payback scholarships

Tutoring/Mentoring Requirement

The criteria of the A+ Schools Program requires that students seeking A+ status must perform 50 hours of unpaid tutoring or mentoring for other students. Listed below are the A+ schools guidelines concerning tutoring or mentoring.

- There is an A+ class students may take in order to gain A+ hours
- 95% attendance is needed to enroll in the A+ class
- Any tutoring not in the A+ class has to have prior approval from A+ coordinator
- Tutoring/mentoring must be school sponsored
- The student must go through an orientation/training before the mentoring/tutoring will begin
- Time tutoring must be documented and signed by school sponsoring official in charge of that tutoring or mentoring activity
- Tutoring/mentoring must be done during the school year or during summer school
- All tutoring/mentoring must be done on school premises
- All tutoring/mentoring experiences must begin before February in the year the student will graduate
- The student is expected to be present at the agreed upon day and time for

tutoring/mentoring

If an absence must occur, the student is expected to notify the adult in charge of the tutoring/mentoring experience.

Expectations

Compliance - The A+ tutor must be meeting the requirement of the A+ program to take the A+ course. Cumulative grade point average must be at least 2.5 or higher and cumulative attendance must be at least 95% or higher.

Behavior – The A+ tutor is expected to behave as the more mature member of the tutoring team. The behavior of the tutor is as important for the person receiving the tutoring as the subject matter. Express confidence in the person's ability and praise his/her successes.

Promptness – The A+ tutor is expected to be on time for tutoring sessions and to use the time wisely.

Compensation – The tutor is not to receive money or other compensation for tutoring. The compensation, upon completion of all requirements, will be tuition and fees for your continued education.

Confidentiality – Confidentiality (both during and after the tutor's assignment) concerning any student whom the tutor assists is required in order to participate. Privileged information given by the student, the student's parents, and/or teachers must be kept private and confidential.

More information about the A+ program can be found at

<https://dhewd.mo.gov/ppc/grants-scholarships/a-plus>

For an up to date list of participating public community colleges or vocational/technical schools where the A+ scholarship may be used can be found at

<https://dhewd.mo.gov/media/pdf/eligible-aschools>

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 (PI) 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.

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 95% attendance helps to ensure a student's academic success. This matches the guidelines for the A+ Scholarship Program.

Kelly High 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 9:00 AM on the day the absence occurs.
- If a student is absent more than **4 days per semester** due to catastrophic circumstances or a long-term medical condition, they can appeal to the attendance committee.
- If a student is absent more than 4 days during a semester they may be excluded from extracurricular activities that occur during the school day.
- Parents/Guardians will be notified in writing after a student has accumulated both 3 and 5 total absences of a class period. Home visits may also occur at the

discretion of the administration. Home visits may include administration, school resource officer, nurse, and any other staff member who 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 do make-up work, it is difficult for students to learn concepts and material they missed from the classroom experience.
- 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.

Policy Reference: Board Policy 2310 – Student Attendance

DISCIPLINE

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.

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. 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.

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.

All board policies and regulations may be found on our school website www.kellyhawks.org. Below is Board Regulation 2610, followed by examples of common discipline issues:

Policy Reference: Board Policy 2600 – Discipline

R 2610 MISCONDUCT AND DISCIPLINARY CONSEQUENCES

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up

to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the District's corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

Policy Reference: Board Regulation 2610 – Misconduct and Disciplinary Consequences

- **Alcohol** - Possession of or presence under the influence of alcohol regardless of whether the student is on school premises
 - First Offense: In-school suspension or 1-180 days out-of-school suspension.
 - Subsequent Offenses: 1-180 days out-of-school suspension or expulsion.
- **Arson** - Intentionally causing or attempting to cause a fire or explosion
 - First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
 - Subsequent Offenses: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.
- **Assault** - (Refer to Policy and Regulation 2673- Reporting of Violent Behavior)
 - Assault of a Student or Staff Member - Use of physical force with the intent to do bodily harm.
 - First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - Bullying - Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655).
 - First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.
 - Subsequent Offenses: 1-180 days out-of-school suspension or expulsion.
 - Fighting - Physically striking another in a mutual contact as differentiated from an assault.
 - First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- **Defiance of Authority** - Refusal to obey directions or defiance of staff authority
 - First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
 - Subsequent Offenses: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

- **Disruptive Behavior** - Conduct which has the intentional effect of disturbing education or the safe transportation of a student
 - *Students are expected to leave all toys and collectible items at home. This includes, but is not limited to, Pokémon cards, squishies, action figures, trading cards, dolls, fidget toys, and other similar items. These items can be distracting to the learning environment and may become lost, damaged, or cause disagreements among students.*
 - In special situations, students may be allowed to bring certain items to school. These items may only be brought on designated days and with teacher or administrator approval.*
 - Additionally, some students may be permitted to use specific sensory or comfort items as outlined in their Individualized Education Program (IEP) or 504 Plan.*
 - First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
 - Subsequent Offenses: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- **Drugs/Controlled Substance**
 - Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.
 - First Offense: In-school suspension or 1-180 days out-of-school suspension.
 - Subsequent Offenses: 1-180 days out-of-school suspension or expulsion.
 - Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.
 - First Offense: 1-180 days out-of-school suspension or expulsion.
 - Subsequent Offenses: 1-180 days out-of-school suspension or expulsion.
- **Prescription Medication**
 - Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.
 - First Offense: In-school suspension or 1-180 days out-of-school suspension.
 - Subsequent Offenses: 1-180 days out-of-school suspension or expulsion.
 - Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.
 - First Offense: 1-180 days out-of-school suspension or expulsion.
 - Subsequent Offenses: 1-180 days out-of-school suspension or expulsion.
- **E-Cigarettes** - Vaping or possession of a vape.
 - First offense: 5-day out-of-school suspension. Referred to Juvenile
 - Subsequent Offenses: 1-180 days out-of-school suspension, or expulsion.
- **Extortion** - Verbal threats or physical conduct designed to obtain money or other

valuables

- First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- **Firearms and Weapons** (Refer to Policy and Regulation 2620 - Firearms and Weapons in School)
 - Possession of a firearm or weapon
 - First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
 - Subsequent Offenses: Expulsion.
- **Harassment**
 - First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- **Improper Display of Affection** - Consensual kissing, fondling, or embracing
 - First Offense: Principal/Student conference, detention, or in-school suspension.
 - Subsequent Offenses: Detention, in-school suspension, or 1-10 days out-of-school suspension.
- **Improper Language**
 - Threatening Language - Use of verbal, physical or written threats to do bodily harm to person or personal property.
 - First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - Use of Obscene or Vulgar Language - Language which depicts sexual acts, human waste, and blasphemous language
 - First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
 - Subsequent Offenses: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - Disruptive or Demeaning Language or Conduct - Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.
 - First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- **Inappropriate Sexual Conduct**
 - Physical touching of another student in the area of the breasts, buttocks, or genitals
 - First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - Subsequent Offenses: 1-180 days out-of-school suspension or

expulsion.

- Use of sexually intimidating language, objects, or pictures.
 - First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- Indecent Exposure - Includes display of breasts, buttocks and genitals in a public location
 - First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - Subsequent Offenses: 1-180 days out-of-school suspension or expulsion.
- **Theft** - Nonconsensual taking or attempt to take the property of another
 - First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - Subsequent Offenses: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.
- **Tobacco** - Possession or use of tobacco or tobacco products
 - First Offense: Confiscation of prohibited product. 1-10 days out-of-school suspension
 - Subsequent Offenses: Confiscation of prohibited product. 1-10 days out-of-school suspension.
- **Truancy** - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)
 - First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.
 - Subsequent Offenses: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.
- **Vandalism** - Intentional damage or attempt to damage property belonging to the staff, students, or the District
 - First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - Subsequent Offenses: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

- **Student Electronic Device Usage**

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.

Policy Reference: Board Policy 2656 – Student Cell Phone Usage

Violations of this policy will result in the following:

Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in the principal's office. Students granted a hardship may visit the office to use their cell phone for approved purposes. Telephones are also available in school offices for parents to contact their students for legitimate reasons. In addition, exceptions to this Policy may be made based upon the provisions of a student's IEP, §504 Plan and Safety Plan.

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.**

DETENTION

The provisions of a detention program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. Detention is an assigned before-school and/or after-school period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks.

Policy Reference: Board Policy 2660 – Detention

IN SCHOOL SUSPENSION (ISS)

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period of time.

No student that is suspended for the majority of the school day may attend any extra-curricular activity on that day. Students placed in ISS will be able to participate in normal practices but cannot represent the school in game or activity. Students placed in ISS will be required to keep their electronic devices in the school office until the end of the instructional day. Homework policy applies to those students in ISS. Completion of all assigned academic work is a requirement of ISS. Students who fail to complete assigned work will remain in ISS and may continue to be assigned ISS until all work has been completed.

Policy Reference: Board Policy 2661 – In-School Suspension

TARDINESS

Tardiness disrupts the educational environment and negatively impacts student learning, classroom instruction, and overall school culture. Students are expected to arrive to school and all classes on time, prepared with all required materials and ready to learn. Leaving class to retrieve forgotten items, stopping in unauthorized areas, or delaying arrival for any non-approved reason may result in a tardy being issued.

A student is considered tardy when they are not inside the classroom or designated instructional area at the time the bell rings. Tardies apply to all class periods, including first hour. Students arriving after the school day has begun must report to the office to check in before reporting to class.

Any student who is tardy to class will receive a discipline referral. This includes tardies

related to Second Chance Breakfast. Total tardies are cumulative across the entire school day and are not limited to a single class period.

Excessive tardiness may result in progressive disciplinary consequences, including parent contact, conferences, in-school suspension (ISS), and other disciplinary actions deemed appropriate by school administration. Repeated tardiness will be addressed as a disruption to the educational environment and may result in increased disciplinary intervention.

Bullying Prevention and Reporting

The Scott County R-IV School District is committed to maintaining a learning environment free from bullying, intimidation, and harassment. Bullying behavior will not be tolerated in any form.

Bullying is defined as intimidation, unwanted aggressive behavior, or harassment that involves a real or perceived power imbalance and is repeated or has the potential to be repeated over time.

Bullying may include but is not limited to:

- Physical acts such as hitting, pushing, or damaging property
- Verbal acts such as threats, teasing, or name-calling
- Social or relational aggression such as spreading rumors or exclusion
- Cyberbullying through electronic communication devices or social media

Bullying is prohibited when it occurs:

- On school property
- At school-sponsored activities
- On school transportation
- Through the use of electronic communication that substantially disrupts the school environment

Reporting Bullying

Students, parents, and staff are encouraged to report any bullying behavior immediately.

Reports may be made through the following methods:

- Reporting to a teacher, counselor, or school administrator
- Submitting a written bullying report form
- Reporting through the school office
- Anonymous reporting through available school reporting systems

All reports of bullying will be taken seriously and investigated promptly.

Retaliation against any individual who reports bullying or participates in an investigation is strictly prohibited.

Investigation Procedures

Upon receiving a report of bullying, school administrators will:

1. Conduct a prompt investigation of the reported behavior
2. Interview involved students and witnesses
3. Review available evidence
4. Determine appropriate disciplinary action or intervention

Disciplinary actions may include counseling, parent conferences, detention, suspension, or other disciplinary measures consistent with district policy.

The district will also take steps to protect the victim and prevent future incidents.

Policy Reference: Board Policy **2655 – Bullying**

TOBACCO

The Board of Education (Policy 2640) believes that smoking, the use of any tobacco products, 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, vape, etc.) at school and at school activities. For the first offense, high school students will receive 5 days in-school-suspension (ISS), though final determination will be at the discretion of the building Principal.

CONFISCATED ITEMS

Any confiscated materials (ex: tobacco, vape products, pocket knife, etc.) will not be returned

STUDENT IDS

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 DRESS CODE

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 insinuates 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 should be \$1 bill length (6in) from the top of the knee to the shortest part of the short
- 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.
- Students may wear body piercings provided they are not disruptive, excessive, or pose a safety concern. Visible piercings should be limited. Jewelry that may distract from the learning environment is prohibited. The administration reserves the right to determine whether any piercing or jewelry is inappropriate, disruptive, or unsafe and to require its removal.
- No Boots on Gym Floor & Proper footwear must be worn during PE (no slides, crocs, boots, duds, etc.)

PUBLIC DISPLAYS OF AFFECTION (PDA)

Display of affection other than holding hands is prohibited. Violators will be subject to disciplinary action.

SCHOOL SEARCH POLICY

1. To maintain a safe and orderly learning environment, school officials may conduct searches of students and their property under the conditions established by district policy and applicable law.
2. School officials may search a student or the student's personal belongings when there is **reasonable suspicion** that the search will reveal evidence that the

student has violated school rules or the law.

3. Searches may include:
 - Student backpacks, purses, and personal belonging
 - Student lockers or desks
 - Student vehicles parked on school property
4. Lockers, desks, and other school property remain the property of the district and may be inspected at any time.
5. Student vehicles parked on school property are subject to search when school officials have reasonable suspicion that the vehicle contains illegal or prohibited items.
6. If illegal items are discovered during a search, school officials may confiscate the items and refer the matter to law enforcement when appropriate.
7. Students who refuse to cooperate with a lawful search may be subject to disciplinary action.

Policy Reference: Board Policy **2150 – Searches by School Personnel**

CORPORAL PUNISHMENT

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.

REFUSING DISCIPLINE

Students who refuse discipline (ex: refusing to go to ISS) disrupt the orderly operation of the school. Students who fail to follow administrative directives will be subject to further discipline. Examples include referral to juvenile authorities, additional ISS, and/or suspension.

GENERAL INFORMATION

STUDENT ARRIVAL

Students may enter the building beginning at 7:30 am at door #7 (side of HS near the football field). Between 7:30-7:45, students should report to the Multipurpose to ensure appropriate supervision. After 7:45, students may sit in the commons hallway or the hallways in the “new” portion of the high school. They may report early to their first hour class with appropriate teacher supervision.

FIELD TRIP PROCEDURES

All field trips must be approved by the building administrator and a field trip packet must be completed and submitted to the office. A list of students attending the trip needs to be sent out at least one week prior to the trip. Only school employees and students may ride on the school transportation. This includes vehicles that are owned or rented

by the school. Nonschool employees that will be chaperoning students on a field trip must complete a background check and watch all insurance videos. Teachers and chaperones should not be alone with a student at any point in time. We should maintain a student-to-teacher ratio of 1:10 while on field trips. No student with an F will be allowed to go on the field trip. **Students who are absent for more than four days in a semester may be ineligible to participate in field trips during that semester.** Teachers in charge of the field trips are responsible for grade and attendance checks. Students must have a full day of attendance the day before the field trip to be eligible to go on the field trip. No student with a negative lunch balance will be allowed to go on the field trip.

BEVERAGE CONTAINERS

No open beverage containers are allowed outside of the cafeteria (cans, fountain sodas, etc.) Students can bring in containers that have a lid that can be secured.

CAFETERIA PROGRAM (Grades 9-12)

	Full Price
Breakfast	\$ 0.60
Lunch	\$ 2.85

High school students will have breakfast available each morning beginning at approximately 7:35 am. Cafeteria payments are expected to be paid in advance, as unpaid charging of meals places a strain on the District finances. High School students will be allowed to charge one meal. Students whose account reaches a balance of -\$10 will be blocked from purchasing a-la-carte foods and beverages. Students whose behavior results in a negative lunch balance may also be excluded from extracurricular activities and face disciplinary actions.

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. On May 15 annually all charging will be cut off. Parents/guardians will be sent a written request for "payment in full." All charges not paid before the end of the school year will be carried forward into the next school year. Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.

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

Policy Reference: Board Policy **2785 – Student Suicide Awareness**

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.

Policy Reference: Board Policy **2850 – Inoculations of Students**

MEDICATIONS

Students are not allowed to bring medication of any kind without knowledge of the school nurse. 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.

Policy Reference: Board Policy **2870 – Administering Medicines to Students**

SCHOOL NURSE

All students feeling ill or who are in need of assistance from the nurse are to first secure a 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.

BUS ASSIGNMENTS AND CHANGES

Students are assigned one bus/route based on their residency. Students will not be allowed to ride home with other students if it is not their normal bus route. Any request to change the assigned bus/ route must be communicated to the school office at the beginning of the school year (ex: court document that mandates where the student will reside on certain days/weeks).

BUS GUIDELINES, RULES AND EXPECTATIONS

Safe school transportation is considered an integral part of the total educational program within the Scott County R-4 Schools. The Board of Education recognizes that a safe school bus is only possible with the full cooperation of the parents, students, and school staff. Consequences for violation of bus rules range from a verbal warning to suspension from the bus and/or school, depending on the frequency and severity of the infraction. Examples of rules of conduct on the bus include:

- All rules that apply on campus also apply to the school bus
- 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
- Always stay in your assigned seat, and face forward while the bus in motion
- Do not eat, drink or chew gum on the bus, and take pride in doing your part to keep the bus clean
- Taking pictures or videos on the bus is prohibited
- Keep aisle clear of backpacks and other objects

Policy Reference: Board Policy **2652 – Student Conduct on Buses**

TRANSPORTATION FOR 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.

STUDENT DRIVING: RULES AND REGULATIONS

1. A student's ability to obtain a permit to park on campus is a privilege. This privilege is subject to the same random drug testing requirements and privilege revocations as set forth in the Interscholastic Activity Drug Testing section below
2. Students must complete all requirements and obtain a parking permit from the school office in order to park on campus.
3. The School District retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The School District may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobiles. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. Students who fail to provide access to the interior of the automobile upon request by a school official will be subject to school disciplinary action.
4. Improper driving or misuse of driving privileges will result in corrective measures ranging from verbal warning to loss of driving privileges.
5. Students who lose driving privileges will be allowed to ride the bus to and from school or ride with their parents/guardians only.
6. Students are not permitted to loiter in their car on campus.
7. Students who are late to school because of car problems will be considered late.

DANCES

Four dances are planned during the school year: Fall Homecoming (semi-formal), Barnwarming (casual), Winter Homecoming (semi-formal), and Prom (formal). The following rules apply to dances at Kelly High School:

1. Students will be permitted to invite one guest that meets all requirements. Students who invite out-of-school guests must sign up in the high school office in the week prior to the dance and complete all required paperwork. Guests must be under the age of 21.
2. Students are to arrive within 1 hour of the starting time of any dance. Exceptions must be approved by the principal or sponsor before the evening of the dance.
3. Students that leave a school dance will not be allowed to return.
4. Students at Kelly High School and their guests whose actions are not considered credible will not be allowed to attend social functions later in the school year.
5. No elementary or middle school students may attend a high school dance.
6. To be considered a candidate for royalty a student must have attended Kelly schools for one calendar year prior to the dance and crowning. Sending school students will be eligible immediately.
7. An individual that won as an escort or queen will not be eligible as another royalty candidate for that school year. No individual may be a candidate a second time in the same area if they were named as royalty in that area in any following year.

8. If a student has a negative lunch balance they may not be allowed to attend school dances.

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.

LOCKERS

A locker will be assigned to each student in grades 9 -12. A student is responsible for the condition of the locker. The outside doors of lockers are not allowed to be decorated in any way, and tape of any type is prohibited. Trading or changing lockers must be approved by the principal. Students may purchase a lock to use on their assigned locker, provided they furnish the lock combination or a key to the office.

TEXTBOOKS

Textbooks issued to students are the property of the Scott County R-4 Schools. They should be used with care and returned in good condition. 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.

OFFICE TELEPHONE

The office telephone is a business phone. Students must have permission to be allowed to use the phone in emergencies. Arrangements for after-school activities should be made before coming to school.

MISCELLANEOUS PERSONAL ITEMS

- It is recommended that students label all items with their name to help in the recovery of misplaced or stolen articles.
- Food/drinks inside the classroom are allowed at the discretion of the teacher
- Sunflower seeds are not allowed in the building or near the football field/track.
- Students are not allowed to buy/sell any unapproved items on campus (ex: cannot buy soda from another student)
- Large amounts of money should not be brought to school. Any money amount should never be left unattended.

PERMISSION TO LEAVE CAMPUS

The Scott County R-IV District is legally responsible for the safety of its students during the school day. Failure to follow the correct steps when leaving campus will result in appropriate disciplinary action. In keeping with this responsibility, the following procedure will be followed:

- 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 principal's office before the student leaves.
- Sign out in the principal's office.

VISITOR POLICY

Please report to the High 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.

SUMMER SCHOOL MINIMUM CLOCK HOURS

DESE approved summer school programs must consist of:

- A planned schedule of course offerings for students at the elementary and/or secondary level that operates between the close of the regular school term and the beginning of the next regular term;
- A summer school term for students that is in session for at least 120 clock hours; or
- A combination of a typical 60 hours of instruction offered at the elementary level combined with 60 hours of instruction offered at the secondary level for a total of 120 clock hours. If needed, the clock hours of special education Extended School Year (ESY) may be combined with the regular summer school hours to reach the 120-clock hour requirement.

Note that no individual course or segment of an approved summer school program, other than special education programs, may consist of less than 30 clock hours of classroom instruction. Students must attend all 30 clock hours to get credit for the summer class they are taking.

INDIVIDUALIZED HEALTH PLANS FOR STUDENTS WITH EPILEPSY/SEIZURE DISORDERS

Beginning July 1, 2023, such plans shall be updated by the school nurse before the beginning of each school year. However, if there is a change in the student's health status, the plan may be modified at any time as directed by the student's changed health issues.

INDIVIDUALIZED EMERGENCY HEALTH CARE PLAN

An Individualized Emergency Health Care Plan is a document developed by a school nurse in consultation with the student's parents 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.

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.

RECORDING OF MEETINGS

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

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 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 the 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.

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.

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.

TRAUMA INFORMED INITIATIVE

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative.”

For the purposes of this initiative, the following terms are defined as follows:

1. “Trauma-informed approach” - an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
2. “Trauma-informed school” - a school that:
 - a. realizes the widespread impact of trauma and understands potential paths for recovery
 - b. recognizes the signs and symptoms of trauma in students, teachers and staff
 - c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
 - d. seeks to actively resist re-traumatization

The implementation of a trauma-informed approach is an ongoing organizational change process. A “trauma-informed approach” is not a program model that can be implemented and then simply monitored by a fidelity checklist. Rather, it is a profound paradigm shift in knowledge, perspective, attitudes and skills that continues to deepen and unfold over time. Some leaders in the field are beginning to talk about a “continuum” of implementation, where organizations move through stages. The continuum begins with becoming trauma aware and moves to trauma sensitive to responsive to being fully trauma informed.

SURVEYING, ANALYZING AND EVALUATING STUDENTS

All instructional materials, including teachers’ manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;

3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

PUBLIC NOTICES

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.

Revise August 3, 2023

*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
Title II Coordinator: Dr. Bradley Kolwyck, 573-545-3541 ext 500 4035 State Hwy 77 Benton MO 63736*

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
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STANDARD COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB). 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.

NOTICE OF NON-DISCRIMINATION

The Scott County R-IV School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, or any other characteristic protected by law in admission, access to, treatment in, or employment in its programs and activities.

The district complies with all applicable federal and state laws regarding nondiscrimination, including but not limited to:

- Title VI of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act (ADA)
- The Age Discrimination Act of 1975

Inquiries regarding compliance with nondiscrimination laws may be directed to the district's designated compliance officer.

Policy References:

Board Policy 2100 – Nondiscrimination and Student Rights

Board Policy 1300 – Harassment, Discrimination, and Retaliation

Board of Education Scott County R-IV School District

RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

These rights include:

Right to Inspect and Review Records

Parents or eligible students have the right to inspect and review the student's education records within **45 days** of submitting a written request to the school.

Right to Request Amendment of Records

Parents or eligible students may request that the school correct records they believe are inaccurate or misleading.

Right to Consent to Disclosure

The district must generally obtain written consent before releasing personally identifiable information from student records, except in circumstances permitted by FERPA.

Disclosure Without Consent

FERPA permits disclosure without consent to:

- School officials with legitimate educational interests
- Other schools where the student seeks enrollment
- Federal or state educational authorities
- Appropriate officials in health or safety emergencies

Directory Information

The district may designate certain information as directory information and release it unless parents submit a written request to opt out.

Examples of directory information may include:

- Student name
- Address

- Telephone listing
- Date of birth
- Participation in activities or athletics
- Awards and honors
- Dates of attendance

Parents may request that directory information not be released by contacting the school office.

Policy Reference: Board Policy **2400 – Student Educational Records**

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

Title IX Notification

(Sex Discrimination and Sexual Harassment)

The Scott County R-IV School District complies with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in educational programs and activities receiving federal financial assistance.

The district does not discriminate on the basis of sex in:

- Admission to educational programs
- Participation in school activities
- Access to educational benefits
- Employment practices

Reporting Title IX Concerns

Any student or employee who believes they have been subjected to sex discrimination or sexual harassment is encouraged to report the concern to the district's Title IX Coordinator.

Reports may be made:

- In person
- By telephone
- By written report
- Through email communication

Reports may be made at any time.

Title IX Investigation Process

Upon receiving a report of sexual harassment or discrimination, the district will:

- Conduct a prompt and equitable investigation
- Provide supportive measures to involved students
- Ensure due process protections for all parties
- Take appropriate corrective action if violations are confirmed

Retaliation against any person who reports discrimination or participates in an investigation is strictly prohibited.

Policy References:

Board Policy 1300 – Harassment, Discrimination and Retaliation

Board Policy 1301 – Sexual Harassment

Directory Information Notice

The district may designate certain student information as directory information, which may be released without prior written consent unless parents or eligible students notify the district in writing that they do not want such information released.

Directory information may include:

- Student name
- Address
- Telephone listing
- Date and place of birth
- Participation in activities and sports
- Weight and height of athletes
- Awards and honors
- Dates of attendance

Parents who wish to opt out of directory information disclosure must notify the school in writing.

Policy Reference:

Board Policy 2400 - Student Educational Records

Safe Schools Act Reporting

In accordance with the Missouri Safe Schools Act, school administrators are required to report certain serious student misconduct, including acts of violence, possession of weapons, and drug-related offenses, to appropriate law enforcement authorities.

Students who engage in conduct that threatens the safety of the school environment may be subject to disciplinary action and legal consequences.

Policy References:

Board Policy 2673 – Reporting of Violent Behavior

Board Policy 2600 – Discipline

Mandatory Reporting of Child Abuse and Neglect

Missouri law requires school personnel to report suspected child abuse or neglect to the Missouri Child Abuse and Neglect Hotline.

Reports may be made to:

Missouri Child Abuse Hotline
1-800-392-3738

School personnel who report suspected abuse in good faith are protected from civil or criminal liability under Missouri law.

Notice of Complaint Procedures

Individuals who believe they have experienced discrimination, harassment, or other violations of district policy may file a complaint using the district's complaint procedures.

Complaints should be submitted to the building administrator or district compliance officer.

The district will investigate complaints promptly and take appropriate action when violations are confirmed.

Policy Reference:

Board Policy 1480 – Public Complaints

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 high school level, teachers will primarily utilize **Google Classroom** to provide assignments, instructional materials, and communication to students during AMI or AMI-X days.

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.

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 a 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.

Scott County R-IV (Kelly) School District

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.

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, KHS is committed to adhere to the rules and regulations of the Associations.

Activities Available			
Student Council	Beta Club	Drama Club	Pep Club
Band	Choir	FBLA	FCA
FCCLA	FFA	FTA	Spanish Club

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

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/or 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 (or to park on campus) 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 designated entity at a pre-designated site. This would also be at the student's expense.

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.

STUDENT PARTICIPANT 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.

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

COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S SPONSOR

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

COMMUNICATION COACHES/SPONSORS EXPECT FROM PARENTS

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

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES/SPONSORS

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior. It is very difficult to accept your child not 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 Schools number is 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.

MSHSAA 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 two 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
 - LOCAL POLICY: 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. Grade checks will occur at mid-quarter, end of quarter, and end of semester.

5. 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.

6. 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*.

7. 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.

8. 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

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.

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.

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 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.

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 or attend any school activities. Students that are suspended could lose their athletic eligibility and activities eligibility.

DETENTION

If a student is assigned an after school detention period as a result of a classroom or disciplinary problem, he/she must attend at the appointed time given. A practice or activity does not take 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).

FOR THE COLLEGE-BOUND STUDENT ATHLETE

NCAA

The NCAA Eligibility Center certifies the initial academic eligibility and amateur status of all college-bound student athletes who wish to compete in NCAA Division I or II athletics. To assist with this process, the NCAA Eligibility Center staff is eager to foster a cooperative environment of education and partnership with high schools, high school coaches and college-bound student-athletes. Ultimately, the individual student-athlete is responsible for achieving and protecting his or her eligibility status.

The NCAA offers these tips to get you started:

1. Visit www.eligibilitycenter.org to learn more about opportunities available to NCAA schools
2. Learn current and future academic requirements for Division I and Division II
3. Complete NCAA approved core courses throughout high school. Your high school counselor can assist you.
4. Register with the NCAA Eligibility Center during your sophomore year if you are interested in Division I or Division II athletics participation.
5. After six semesters, send official transcripts from all high schools attended to the NCAA Eligibility Center

If you have questions, please contact the NCAA customer service staff at 877-262-1492 or visit www.ncaa.org

JUNIOR COLLEGE (17 Junior Colleges in Missouri)

Due to the unique academic and athletic situation of each individual, and the complexity of the NJCAA eligibility rules, it is recommended that each potential student-athlete discuss their athletic eligibility with the athletic personnel at the NJCAA College where they have chosen to attend. Visit www.njcaa.org for complete information.

NAIA (National Association of Intercollegiate Athletics; 14 NAIA Schools in Missouri)

The NAIA Eligibility Center is responsible for determining the NAIA eligibility of first time student athletes. Any student playing NAIA sports for the first time must meet the eligibility requirements. In general, incoming freshmen must meet 2 of the following 3 requirements:

1. Minimum ACT score of 18 or SAT of 860 (critical reading and math)
2. Graduate in top 50% of high school class
3. Cumulative high school GPA of 2.0 on 4.0 scale.

Visit www.naia.org or www.playnaie.org for complete information.

STUDENT/PARENT HANDBOOK & ACTIVITIES MANUAL

RETURN PAGE 2026-2027 SCHOOL YEAR

Acknowledgment of Receipt and Understanding

By signing below, we acknowledge that we have received access to the **Thomas W. Kelly High School Student and Parent Handbook for the 2026–2027 school year.**

We understand that:

- Students are expected to follow the rules and expectations outlined in the handbook.
- Parents and guardians share responsibility for reviewing these expectations with their students.
- The handbook contains summaries of district policies and procedures.
- Official Board of Education policies take precedence over handbook summaries when conflicts occur.
- The district reserves the right to revise handbook policies as necessary to remain consistent with district policy, state law, and federal regulations.
- We further acknowledge that failure to comply with school rules and policies may result in disciplinary action as outlined in the handbook.

Student Information

Student Name (Print): _____

Grade Level: _____

Student ID Number (if applicable): _____

Student Signature: _____

Date: _____

Return Instructions

This signed acknowledgment page must be returned to the school office or first hour teacher by: _____

Failure to return this form does **not exempt students from complying with school rules and policies.**

Office Use Only

Date Received: _____

Received By: _____