

# ***Kelly***



# ***Elementary School***

*2021-2022 Student Handbook*

4035 State Hwy 77  
Benton, MO 63736  
573-545-3541 ext 1

Shawn Nix, Ed.D.  
Elementary Principal

573-545-3541, ext. 1  
FAX: 573-545-3542

**KELLY ELEMENTARY SCHOOL**  
**2021-2022**  
**STUDENT/PARENT HANDBOOK/ACTIVITIES HANDBOOK**  
**"Helping Students to Succeed"**

### **INTRODUCTION**

Thomas W. Kelly Elementary School consists of children grades pre-kindergarten through the fifth grade. Our average enrollment is 400 students and we have approximately 60 faculty and staff members. Together we support high standards that guarantee a quality education for all students. The school prides itself on recruiting and employing an excellent teaching staff who we believe are some of the best in the state. It is also our constant focus to keep class sizes small to encourage as much individual student attention as possible.

Kelly Elementary strongly supports parent participation and involvement. We sponsor Family Unit Nights throughout the school year when parents are invited to participate in interactive activities with their children that support the family as a unit. We have had excellent parent participation and plan on continuing similar programs. Thomas W. Kelly Elementary School is eager to offer the very best to our children. Programs have been established to offer both remediation and enrichment for all the children. We believe strongly in our mission statement "helping students to succeed" and work diligently to strive to provide every opportunity for our students to achieve to the very best of their individual ability.

### **PURPOSE OF THE FOLDER**

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

### **VISITORS**

All visitors must report to the elementary office at the front of the school building (north door). If the reason for the visit is appropriate, the visitor will receive a visitor's pass which is to be worn during the visit and returned to the office after the visit is over. Parents are welcome to come to school, but for the safety of the children, we cannot allow people to walk the halls without obtaining a visitor's pass.

### **PERMISSION TO LEAVE CAMPUS**

The Scott County R-IV District is legally responsible for the safety of its students during the school day. In keeping with this responsibility, the following procedure will be followed:

1. A student must have a note from his or her parent or guardian turned into the office before first hour. A parent may call the office before the student is to leave campus.
2. Students checking in or out of school during the school day must have a parent or responsible adult come to the elementary office and check that student in or out.
3. Teachers will not release any child from their care in either the classroom or on the playground without communication or a release form from the elementary office.

### **CALLING SCHOOL**

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

### **CHANGE OF ADDRESS**

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

### **TEXTBOOKS**

Textbooks issued to students are the property of the Scott County R-4 Schools. They should be used with care and returned in good condition. PLEASE BE SURE YOUR NAME IS WRITTEN in the book in case it is misplaced. At the end of the semester/school year, it is the student's responsibility to return the book which was issued to him/her. A fine will be charged for lost or damaged books.

### **PERSONAL ITEMS**

1. It is recommended that students label all items with their name to help in the recovery of misplaced or stolen articles.
2. Large amounts of money should not be brought to school. Any money amount should never be left unattended.
3. Energy drinks or body sprays, perfumes or aerosol deodorant sprays are prohibited.

### **CAFETERIA SERVICES**

\*Due to the continuation of the Universal Free Breakfast/Lunch Program because of the pandemic, student's lunch will be free. However, if the program is discontinued, we will do the following:

Students are encouraged to eat the school lunch. The nutrition required of growing students is not often met if they consume less than the "Type A" lunch required to be served at school. The price for school lunches for elementary students is \$1.90 per day. The price for students who qualify for a reduced price is \$.40. Breakfast will be served each morning at 7:45 a.m. and the price for breakfast is \$.95. The price for students who qualify for the reduced price is \$.30.

Cafeteria payments are expected to be paid in advance. Charging meals shall occur only under unusual circumstances. Charging meals places a financial strain on District finances. Students whose individual account reaches -\$10 will not be allowed to continue to charge, and may be served an alternate meal in its place.

It is the policy of this school district to serve free meals or reduced priced meals to families where income is at or below guidelines as set forth by the State Department of Education. Completed forms must be returned to the school office. **Second meals or individual a-la-carte items will be at full cost without regard to income status. Extra milk will NOT be allowed unless there is written consent turned in to the Lunch Account Secretary by the parents.**

### CAFETERIA BEHAVIOR

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

### NURSE AND HEALTH SERVICES

The elementary school nurse is provided by Kelly Schools for the assistance and protection of our students' health. Parents needing to contact the nurse should call 573-545-3541 Ext. 236. Students desiring to see the nurse will be released from a class and should not go between classes. Teachers will screen a student's need to go to the nurse. In accidents of a serious nature or other emergencies, the nurse will be summoned to the scene.

### IMMUNIZATION REQUIREMENTS

No students shall be permitted to attend school without . . .

1. a current immunization statement on file with the school, or . . .
2. a written immunization on file with the school, or . . .
3. a statement by the local health officer or a physician that the required immunizations have been delayed by extreme circumstances and that the time schedule for immunization has been established, or . . .
4. a written statement of health, religious or other objections delivered to the principal.

### MEDICATIONS

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

### THE SCHOOL DAY

Parents participating in the **Morning Latch Key program** that pay \$1.00 per day (in advance) may drop students off at school at 7:00 am.

Students who are transported to school by their parents should be advised that duty teachers are not on duty until 7:45 a.m. and there is no supervision of students prior to that time. **Parents should not bring their children to school before 7:30 a.m.** Parents who bring their children should drop their children off at the front entrance (north door) between 7:45 and 8:00 a.m. Any parent who has circumstances that don't meet the above requirements, must set up a conference with the principal.

Students who ride the bus will be dropped off at the south entrance of the elementary building, beginning at 7:45 a.m. They need to report directly to their classrooms. The school day will begin **at 8:00 a.m.** The first bell rings at **7:55 a.m.** and students should be in their classroom by **8:00 a.m.** The dismissal bell will ring at **3:00 p.m.** Students do not need to be in any other areas of the campus at any time without permission from the principal.

Morning Pre-K students start time is 7:55 a.m. Afternoon Pre-K will begin at 11:40 am.

### ATTENDANCE

The Board of Education has established the following rules and regulations regarding attendance for Scott County R-IV students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.), which establishes compulsory attendance for all children between the ages of seven and eighteen. Research indicates a direct correlation between good attendance and higher grades, a successful school experience, and a more desirable employee after graduation. The Missouri Department of Elementary and Secondary Education recognizes that 95% attendance rate or better helps to ensure a student's academic success.

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

- The School understands that sometimes an absence cannot be avoided. For all absences, a phone call from a parent/guardian is expected by 9:00AM on the day the absence occurs. For an absence to be considered **excused** it must come from a third party (ex: doctor, court, etc). If medical personnel saw a student on the day an absence occurred, documentation should be turned into the school office on the day the student returns to school. Medical personnel may not excuse students for days missed prior to the medical evaluation or treatment. Any absence not verified by a third party will be considered **unexcused**.
- Students will be allowed 10 absences per school year; 5 per semester. Once a student has missed more than 5 days per semester, there will be an attendance review conducted to determine how the student will make up the absences. Final decisions regarding scheduling make-up time will be made by administration.
- Students who exceed **five** unexcused absences may also 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. Home visits may also occur at the discretion of administration. Home visits may include administration, school resource officer, nurse, and any other staff member that may aid in the goal of improved attendance and school performance.
- It is the responsibility of the student to obtain make-up work when they return to school. Students will have an amount of time equal to the length of the absence to make up missed work. Although students are allowed to make-up work, it is difficult for students to learn concepts and material they missed from the classroom experience.
- Students with excessive absences not medically excused may be assigned to mandatory summer school. If a student misses 11-15 days, the student will be assigned to two weeks of summer school. For students absent more than 16 days, four weeks of summer school will be mandatory.
- The school has entered into an agreement with the 33rd Circuit Juvenile Office and the Scott/Mississippi County Prosecuting Attorney's office in the implementation of a truancy program. The purpose of the truancy program is to reduce unexcused absences through a multi-level approach. All students under the age of 17 and/or their parents/custodians will be referred to this program when the student's unexcused absences meet program guidelines.

## ABSENTEE WORK

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

1. If a brother or sister who attends the elementary school is to bring the work home, they should go directly to the teacher (of the child who is absent) before school and request the school work. If the brother or sister attends junior or senior high, they should go to the elementary office before school to request the school work.
2. If there are no siblings, the parent should call the elementary office and request the work before 9:00 a.m.
3. When the teacher has a planning period, the assignments and materials will be sent to the office.
4. Homework assignments can be picked up after 2:30 p.m. in the elementary office.
5. Requests for assignments made after lunch will not be ready for that day but will be ready for the next day.
6. Please remember that the work sent home represents only a small portion of the work completed during the school day. Some work, such as tests, will be made up when the child returns to school, and some work just simply cannot be made up. Students will be given one day to make up their work for each day absent.

## HOMEWORK POLICY

Homework is intended to be a meaningful activity that enhances student's cognitive skills, fosters responsible behavior, and develops a collaborative relationship between school and home. Students are expected to complete every homework assignment. If a student does not accurately complete at least half of the assignment, or to the satisfaction of the teacher, it will count as a late assignment. After three late assignments in the same class, the student will receive a discipline referral. Work will be accepted for full credit until the current classroom "chapter/unit" is complete.

## HOMEWORK ASSISTANCE

ICU has been established to provide students in grades 4 and 5 increased academic support in the subjects of math and language arts. The classroom teacher can place a student with a missing assignment on the ICU list. The student will be sent to a classroom at the end of his/her lunch period to complete work instead of going to recess. He/she will be provided this time to complete assignments under the supervision of a certified teacher. **The student will be responsible for bringing all necessary items to ICU each day.** An automated text and email will also be sent to parents of students placed on the ICU list. It is important to know that ICU is designed to provide occasional help for the struggling student, not as a daily outlet for unprepared students with incomplete work.

**IT IS THE RESPONSIBILITY OF THE STUDENT TO CONTACT THE TEACHERS FOR MAKE-UP WORK WHEN THEY RETURN TO SCHOOL.**

When a grading period has ended and grades have been assigned - no additional time will be allowed to raise course grades.

## GRADING SCALE

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

## PROGRESS REPORTS

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

## HONOR ROLLS

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

### Presidential Award for Academic Excellence (Gold)

To qualify for this award, recipients must:

- Maintain 95% attendance for the 1<sup>st</sup> three quarters of the year,
- Have straight A's for the first three quarters of the school year
- Score Advanced on the MAP in Communication Arts, Math, or be recommended by a teacher
- Have a good discipline record

### Presidential Award for Academic Achievement (Silver)

To qualify for this award, recipients must:

- Maintain 95% attendance for the 1<sup>st</sup> three quarters of the year
- Be a member of the Honor Roll for the first three quarters of the school year
- Have a good discipline record.

## PROMOTION/RETENTION POLICY

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

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

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

A student in grades 3-5 could be retained in his/her current grade level at the end of the school year if he/she has more than three failing grades on a semester basis in the core subjects (mathematics, language, science, social studies and reading). Under Senate Bill 319 there will be mandatory retention for any fourth grade student reading one grade level below where they should be at the end of the fourth grade.

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

### **CLASSROOM EXPECTATIONS AND BEHAVIOR**

Within the framework of every classroom activity, a certain atmosphere for learning must prevail. It is the duty of teachers and administrators to maintain such an atmosphere through the use of rules and fair enforcement.

Students are expected to come to class with the proper materials as requested by the teacher.

Respect for teachers and students is expected and will be demonstrated through attention and participation.

Students are expected to complete all assignments given by the teacher. Rules for acceptable behavior within the individual classroom will be carefully defined for students by the teacher.

### **TARDINESS**

We solicit your cooperation in seeing that your child gets to school by 8:11 a.m. Tardiness will cause your child to miss out on teacher directed activities and may result in lowering your child's grades. Children arriving after 8:11 a.m. cause much confusion for the students and teacher. Any student arriving at school in the morning after the first bell should report to the office and sign in. Tardiness to class during the school day will not be permitted unless the student has a very good reason for being tardy. In order for a student to be considered excused for being tardy, he/she must present a legitimate excuse to the office and get a tardy admit slip, or in the case he/she was held after class by another teacher, a note from that teacher will excuse the tardy for the next class.

### **SCHOOL DELAY/CANCELLATION/DISMISSALS**

In the event that school must be delayed or canceled due to the weather or mechanical failure, we will use the automated school messenger system to contact all parents/guardians that have provided the school with a current contact number. This number should be kept current and the office should be updated when phone numbers need to be changed. Notification will also be made via the Scott County R-IV app for smartphones as well as posted on the school website (kellyhawks.org). When possible, the delay/cancellation/ dismissal information will be sent to the KFVS 12 news station and K103 radio station.

Occasionally school will dismiss early. When these dismissals are planned in advance, we will send notes home informing you of the time of dismissals. In some cases, usually the result of inclement weather, we may have to dismiss school early and we will follow the above procedures in making the announcement. We strongly encourage you to discuss this with your child and his or her teacher and have a plan worked out with your child as to where they should go in these instances.

### **Alternative Methods of Instruction (AMI/AMI-X)**

The Scott County R-IV School District will not be required to make up school hours that are lost or cancelled due to exceptional or emergency circumstances (up to 36 hours) with the implementation of an Alternative Methods of Instruction (AMI) Plan that is approved by the Department of Elementary and Secondary Education (DESE) (see Section 171.033, RSMo). In addition, the District may utilize an Alternative Methods of Instruction Extended (AMI-X) plan to implement a blended learning model if necessary. The AMI plans will ensure that the District can provide high quality educational experiences for all students during an emergency. Grades K-2 will utilize learning packets and other material with parent support and videos through Google Classroom. Grades 3-5 will primarily use the Google Classroom to disseminate information during times when AMI/AMI-X are used. In addition, a parent message will be sent through all avenues of communication when AMI/AMI-X is to be utilized.

### **WITHDRAWAL FROM SCHOOL**

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

### **Deliveries to School**

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

### **STUDENT DRESS**

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

1. Hair shall be kept clean, neat and not draw unnecessary attention.
2. Students will be allowed to wear shorts during warm weather. Clothing that is excessively short, tight or revealing is prohibited. This also includes any holes or tears in shorts or pants.
3. Tank tops or spaghetti straps are prohibited. Shirts must cover the entire shoulder.
4. Baggy, torn, or otherwise unsightly clothing will not be allowed as school dress. This includes "SAGGING." Holes are not allowed in clothing. If pants or shorts are frayed, skin or undergarments should not be visible.
5. Any type of clothing, dress, hairstyle, or emblems worn on a person that could be affiliated with gangs or gang activity will not be allowed.
6. Clothing that exposes midriffs will be deemed inappropriate.
7. No hats or headgear will be worn inside the building except by special permission from the principal.
8. Wallet chains are prohibited.

9. Earrings/studs may not be worn on any visible body area besides the ear.
  10. Students may not wear any clothing, caps, hats, badges or buttons which advertise tobacco products, alcohol-related products, or other products clearly inappropriate for student use.
  11. No unreasonably large clothing may be worn.
  12. No skate shoes will be permitted at school, as this scratches the floors and can present a safety hazard for the student.
  13. All other clothing or attire which discredits the school, interferes with the educational environment, promotes violence or compromises student safety, is prohibited.
- Student workers, student volunteers, and students participating in classroom activities as part of their organization or course requirement must model teacher behavior, manners, and dress. These students will be expected to follow the professional faculty dress code when working with elementary students.

### **Virtual Education (MOCAP)**

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

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

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

2. Prior to enrolling in the Program course has received District approval through the procedure set out in this Regulation 6190(A).

Each Program course successfully completed will count as one class and will receive that portion of a full-time equivalent that a comparable course offered by the District generates.

#### **A. Enrollment**

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

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

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

Program credits previously earned by a student transferring into the District will be accepted by the District. Students who are participating in a Program course at the time of transfer shall continue in the course with the District assessing future monthly payments.

Home school and private students wishing to take additional courses beyond their school's regular course load will be permitted to enroll in Program courses under an agreement, including the student's payment of tuition or course fees.

#### **B. Payment for Program Courses**

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

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

#### **C. Program Course Evaluation**

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

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

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

### **BUS GUIDELINES**

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

### **RULES OF CONDUCT ON BUS**

1. Keep the aisle clear at all times, such as: book bags, band instruments, feet, etc.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Do not chew gum on the bus.

5. Keep the bus clean.
6. Do not smoke or chew tobacco on the bus.
7. Do not be destructive.
8. Cooperate with the bus driver.
9. Stay in your seat while the bus is in motion.
10. Back to back of seat, face forward at all times.
11. Keep head, hands and feet inside the bus at all times.
12. Stay in assigned seats at all times.

### **BUS PASSES / CAR RIDER PASSES / TRANSPORTATION CHANGES**

Students must declare their bus route at the beginning of the year or at the time of enrollment. **If transportation changes are needed during the school day, students must be picked up by car, students will not be allowed to ride a different bus from the one declared at the beginning of the year.** Students who need to be a car rider, or have a different adult pick them up from school should bring a written note from their parents and obtain a car rider pass from the office. If a student intends on riding home by **car only** with another student there must be written consent brought to the office from **EACH** parent. Unless we have permission from each student's parent we cannot issue a car rider pass. **All notes changing regular transportation must be obtained in the office by 9:00 a.m. in order to issue a pass.**

### **CONSEQUENCES FOR VIOLATION OF BUS RULES:**

A range of discipline will be from a verbal warning to suspension from the bus and/or school. This will be determined by the frequency and severity of the infraction.

### **SCHOOL SPONSORED TRIPS**

All buses to games or field trips are scheduled by the school and each bus is under the direction of a faculty member. Students are not to leave sponsored group Outings, such as tours of industry, athletic trips, band trips, etc., unless they have previously presented in writing parental permission to do so, and leave with their Parents.

### **PLAYGROUND**

Recess and play times are very important for social and physical growth. The following rules will be enforced on the playground.

1. Swings: Sit - do not stand; only one student per swing; do not entangle legs with student next to you; no jumping out of swing or swinging from side-to-side. Please share!
2. No tackling or wrestling. Do not flip or throw others. No neck holds. Fighting is not allowed, not even "play fighting".
3. Do not throw objects such as rocks, acorns, sand, etc.
4. Do not climb the fences on the playground. Students are not allowed to climb the fence to retrieve a ball.
5. Climbing Equipment: Do not push and shove, or jump off the top of the equipment
6. Stay away from cars on the parking lot, the building and the tanks.
7. Students are not allowed to bring anything from home to play with on the playground, unless there are special circumstances approved by the principal, teacher or P.E. teacher.

Students should enjoy recess by playing safely and following the rules. Students are encouraged to use the equipment and use the courts (basketball, volleyball, etc.) and cooperate with each other. Students will be expected to play in the designated areas and line-up immediately when signaled. Occasionally, a child will need to stay inside at recess due to a recent illness. We will gladly abide by a parent's request to keep a child inside, but it is not to exceed a period of three consecutive days unless a doctor's excuse is provided. We appreciate parental cooperation with this policy.

### **TIPS FOR SUCCESS**

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

### **CIVIC RESPONSIBILITY**

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

### **NOTICE OF NON-DISCRIMINATION**

In compliance with Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and Title IX, the following notification is made.

Students, their parents, and employees of the Scott County R-IV School District are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, age, or handicap, in admission or access to, treatment or employment in, its programs and activities.

Any person having inquiries concerning Scott County R-IV School District is to contact Superintendent Dr. Bradley Kolwyck; Thomas W. Kelly Schools 4035 State Hwy 77, Benton, MO 63736, telephone number 573-545-3887, who has been designated by Scott County R-IV District to coordinate the Scott County R-IV School District's efforts to comply with Title IX and Section 504.

Board of Education - Scott County R-IV School District

#### **504 PUBLIC NOTICE**

The Scott County R-IV School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty. The Scott County R-IV School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the 504 federal regulations. The Scott County R-IV School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the Superintendent's office on school days, 8:00 a.m. to 3:00 p.m.

This notice will be provided in native languages as appropriate.

#### **SPECIAL EDUCATION PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.

The Scott County R-IV School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Scott County R-IV School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Scott County R-IV School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/ guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The Scott County R-IV School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Scott County R-IV Special Education Director's office during normal school hours.

#### **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.

#### **Rights under FERPA for Elementary and Secondary Schools**

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

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

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



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

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

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

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

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

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

**BULLYING**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals. Forms to report bullying are located in the school office, every classroom, counselor's office, through the school website and can be anonymously filled out through the school app.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing, cyberbullying, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, and expulsion and/or law enforcement contacted.

Scott County Sheriff Department	573.545.3525
Scott County Juvenile Office	573.472.2554
Local Division of Family Services	573.472.5222
Bootheel Counseling	573.471.0800
Mental Health Crisis Line	1.800.356.5395
National Suicide Prevention Lifeline	1.800.273.8255
Crisis Text Line	Text word "Home" to 741741
MO CHILD ABUSE & NEGLECT HOTLINE	1.800.392.3738

**DISCIPLINE**

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

Listed are examples of student misbehavior prohibited at school and school activities with optional disciplinary procedures which may be used by school staff.

*Level 1:*

- Talking without permission
- Coming tardy to class or coming to class without books, pencils, paper and other items of use in the class
- Leaving seat without permission
- Running in building
- Yelling and/or disturbing, loud talk
- Minor vandalism
- Chewing gum and/or eating candy

*Disciplinary Actions taken by the teacher*

- A. Teacher reprimand/conference with student
- B. Notes, phone calls, or conference with parents
- C. Denial of privileges (recess, etc.)
- D. Referral to counselor or at-risk teacher
- E. Restitution

*Level 2:*

- Cheating
- Refusing to do assigned learning tasks
- "Roughhousing", pushing, shoving
- Cursing/inappropriate language
- Using abusive or threatening language with fellow students
- Lying
- Intimate behavior / Public display of affection

*Disciplinary Actions*

- A. Teacher reprimand
- B. Conference with parent/student and teacher
- C. Denial of privileges
- D. Referral to principal
- E. Parent/student conference with principal
- F. Noon detention assigned by principal
- G. In School Suspension assigned by principal
- H. Detention after school
- I. Corporal punishment administered by principal
- J. Suspension from school

*Level 3:*

- Fighting/Assault
- Truancy (absence without permission)
- Forging a note
- Disruptive/argumentative behavior
- Disrespectful to school personnel
- Possession of tobacco products - matches, lighters, etc.
- Extortion/Stealing
- Possession of pocket knife

*Disciplinary Actions:*

- A. Immediate referral to elementary principal
- B. Parent/student conference with principal
- C. In School Suspension
- D. Detention after school
- E. Corporal punishment administered by principal
- F. Juvenile authorities contacted
- G. Suspension or expulsion from school

*Level 4:*

- Assaulting school personnel/student
- Possession/use of drugs/intoxicants
- Defacing/destruction of property - over \$50 damage
- Possession/use of deadly or dangerous weapons
- Selling/distribution of drugs/intoxicants
- Attending school related activities while under the influence of drugs/alcohol
- Harassment/Bullying/Cyber Bullying
- Sexual Harassment
- Indecent Exposure
- Using threatening language

*Disciplinary Actions:*

- A. Conference with parents and/or juvenile authorities
- B. Notification of law enforcement officials
- C. Out of school suspension, extended suspension, possible expulsion depending upon severity of offense.
- D. A principal may use any disciplinary consequence up to a 10-day suspension.

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

## **ELECTRONIC DEVICES**

No electronic devices which can disrupt or jeopardize the educational environment are allowed. This includes beepers, pagers, laser lights, headphones, iPods, cell phones, cameras, and other electronic devices that negatively affect the learning environment. Developments in cell phone technology in recent years 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. Student cell phones, digital cameras and similar electronic devices will be banned during the instructional day, as well as, in dressing areas during extracurricular activities. Violation of this policy will result in the following:

**First offense:** Student will serve a minimum of 1 day In-School Suspension or receive corporal punishment.

**Second offense:** Student will serve a minimum of 2 days In-School Suspension or receive corporal punishment.

**Third and Subsequent offense:** In-School Suspension/Out of School suspension to be determined by administration.

Parents of students with a hardship exception are encouraged to contact the principal by phone. Students are not to bring the device to school until a hardship exception has been granted. Telephones are also available in school offices for parents to contact their student for legitimate reasons.

---

# KES STUDENT ACTIVITIES HANDBOOK 2021-2022

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

## **NOTICE OF NON-DISCRIMINATION:**

It is the policy of the Scott County R-IV School District that no person shall, on the basis of race, sex, creed, or color be subject to discrimination in any activity of the R-IV School District.

Activities Available:

Beta Club

## **PHILOSOPHY**

The activities programs of the Scott County R-IV school district provide opportunities for the participant, student body, and community to develop positive, responsible attitudes and personal enrichment from the programs provided. The activities of our schools should be a positive force in preparing our youth for an enriching and vital role in life. Participation is a privilege, not an inherent right; therefore, eligibility for involvement is determined by the Scott County R-IV school district.

1. Self-discipline and emotional maturity
2. Respect for authority and the rights of others
3. The ability to think as an individual, to interact within a group, and develop leadership roles
4. The values of hard work and commitment
5. The development of a positive attitude toward competition

## **EXPECTATIONS OF STUDENTS** (from MSHSAA "Student Activities Contract")

Your enthusiasm as a participant or spectator includes a vital responsibility for good sportsmanship. Your habits and reactions determine the quality of sportsmanship, which reflects upon the school and community. Students are expected to:

- Know and demonstrate the fundamentals of good sportsmanship
- Respect school property and authority
- Show respect for students and sponsors from other participating schools
- Respect the judgment and strategy of the sponsor (even if you disagree)
- Respect the judgment of judges (even if you disagree)
- Avoid profane language and obnoxious behavior at all times

## **PARENT/COACH-SPONSOR COMMUNICATION**

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

## **COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S SPONSOR**

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

## **COMMUNICATION COACHES/SPONSORS EXPECT FROM PARENTS**

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

## **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES/SPONSORS**

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

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

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

## **SCOTT COUNTY R-IV DISCIPLINE CODE**

### **ABSENCE AND ACTIVITIES**

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

### **TRANSPORTATION**

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

### **SUSPENSION**

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

### **DETENTION**

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

### **DRESS CODE**

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

### **STUDENT RESPONSIBILITY**

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

### **STUDENTS GUARANTEED DUE PROCESS**

The student will have the opportunity to express his/her side of any incident in which he/she may be involved. If the student is dissatisfied with any decision, he/she has the right to appeal through the following channels.

1. Activities Director/Sponsor
2. Principal
3. Superintendent
4. Board of Education

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



**AUGUST**

- 16 - New Teacher Workshop
- 17 - Professional Development Day
- 18 - Professional Development Day
- 19 - Teacher Work Day, Open House 5:30 - 7:30
- 20 - Teacher Day Off
- 23 - Professional Development Day
- 24 - 1/2 Professional Development Day  
1/2 Teacher Day off
- 25 - First Day of School

**SEPTEMBER**

- 6 - No School - Labor Day
- 23 - 1st Quarter midterm

**OCTOBER**

- 1 - 1/2 Professional Development Day  
1/2 Instructional Improvement
- 22 - End of 1st Quarter (41 days)
- 28 - No Students  
1/2 Instructional Improvement Day in AM
- 28 - Parent Teacher Conferences @ 12:30-7:30pm
- 29 - No School

**NOVEMBER**

- 24-26 - No School - Fall break
- 29 - 2nd Quarter midterm

**DECEMBER**

- 17 - Early Dismissal @ 12:18
- 17 - 1/2 Instructional Improvement Day in PM
- 20-31 - No School - Winter Break

**JANUARY**

- 3 - 1/2 Professional Development Day  
1/2 Instructional Improvement Day
- 4 - School Resumes
- 13 - End of 2nd Quarter (42 1/2 Days)
- 14 - No School - Professional Development Day
- 17 - No School - Martin Luther King Jr Day

**FEBRUARY**

- 16 - 3rd Quarter Midterm
- 18 - 1/2 Professional Development Day  
1/2 Instructional Improvement Day
- 21 - President's Day - No School

**MARCH**

- 14 - 1/2 Professional Development Day  
1/2 Instructional Improvement Day
- 17 - End of 3rd Quarter (42 days)

**APRIL**

- 14 - 1/2 Professional Development Day  
1/2 Instructional Improvement Day
- 15 - No School - Spring Break
- 18 - No School - Spring Break
- 20 - 4th Quarter Midterm

**MAY**

- 20 - Early Dismissal @ 12:18;  
End of 4th Quarter (40 1/2 days)

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

  

October '21							November '21							December '21						
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	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

  

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

  

April '22							May '22							June '22						
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	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

**SCHEDULED MAKE-UP DAYS**

**If more than 5.5 inclement weather days are missed, make-up time will be added to the end of the school year.**

**School Day 8:05 - 3:05**

**TOTAL DAYS**

- Teacher Work Day - 1
- Professional Development Day - 7
- Early dismissal @ 12:18pm - 3
- Instructional Improvement Day - 5.5
- No School - 12
- New Teacher Workshop - 1
- Graduation - 1
- Regular School Day - 165
- Parent Teacher Conferences - 1

Adopted by the Board of Education March 9, 2021

**KELLY ELEMENTARY SCHOOL  
2021-2022 SUPPLIES LIST**

*Please purchase only the supplies requested. No substitutions, please.*

**Pre-K**

Change of clothes (to be left at school)	1 <b>plastic</b> folders w/ prongs	4 sharpened pencils ( <i>no fat pencils</i> )	3 boxes of wet wipes
1 bottle of glue	1 box of 16 crayons	1 plastic school box	1 pkg BLACK dry erase markers
1 box of Kleenex (boys)	1 pair blunt edge scissors	2 glue sticks	1 box quart size ziplock bags- boys
	1 bottle hand sanitizer (girls)	1 Bookbag (everyday)	1 box gallon size ziploc bags-girls

**Kindergarten**

1 box of Kleenex	1 package of snacks-24 count	4 boxes 24 Crayola crayons	1 pr blunt edge Fiskar scissors
Bookbag/backpack without wheels	1 plastic school box (5x8)	1 pkg yellow plain #2 pencils, only	1 plastic folder with pockets
3 boxes of wet wipes	2 glue sticks	1 pkg large pink erasers	
1 change of clothes-pants, t-shirt, socks, underwear in a gallon bag labeled with your name ( <b>to be left at school</b> )			
1 box of Ziploc bags (girls 1 gallon/ boys 1 quart)	1 Kindermat/beach towel for rest time (you choose)		

**Art Class Supplies: 1 package of Pencils**

**First Grade**

2 pkg. #2 pencils	2 boxes Crayola 24 colors	1 pair pointed scissors	2 glue sticks
2 lg. Boxes Kleenex	1 large pencil bag	2 disinfecting wipes	1 container of baby wipes
1 box qt Ziploc bags (Girls only)	1 box gallon Ziploc bags (Boys only)	1 bookbag	1 bottle of hand sanitizer
2 pkg <b>Black</b> Expo Dry Erase Markers		2 plastic folders w/pockets (1 red & 1 blue)	

**Art Class Supplies: 1 bottle of white glue**

**Second Grade**

4 pkg 12ct. Yellow #2 Pencils	1 large pencil pouch with zipper for binder	3 boxes of 24 Crayola crayons	1 highlighter
1 pair of scissors	2 large boxes of Kleenex	1 Bookbag/backpack	2 Clorox wipes-girl
2 4pk dry erase markers (black)	2 large cloth book covers	1 pack addition flash cards	1 box of quart ziploc bags-girls
1 spiral notebook	1 pack subtraction flash cards	1 1-1/2" binder (no larger)-NO TRAPPER KEEPERS	
\$2 for purchase of specific folders	2 large pink erasers	3 glue sticks (No liquid glue)	1 box of gallon ziploc bags-boys
		1 art box	1 bottle of hand sanitizer-boys

**Art Supplies: 2 glue sticks**

**Third Grade**

24 #2 pencils	1 large eraser	Clorox wipes (Boys only)	
4-24 box crayons	1 art box	Wet wipes (Girls only)	
2 highlighters	1 backpack	1-gallon Ziploc bags (Boys only)	
1 box of colored pencils	1 spiral notebook	1-qt ziploc bags (Girls only)	
1 pkg thin markers	2 plastic folders <b>with prongs</b>	2 lg boxes Kleenex	
1 pair pointed scissors	1 pkg black wide Expo dry erase marker		
2 red pens	Flash cards- <b>(Multiplication and Division)</b>		
2 glue sticks			

**Art Class Supplies: 2 ultra-fine tip black permanent markers**

**Fourth Grade**

4 pkg #2 Pencils - NO Mechanical	1 pair of scissors	1 pkg of baby wipes
2 Clorox wipes	4 glue sticks	
1 backpack	1 art box	
1 pkg pencil top erasers	2 family size boxes of Kleenex	
2 pocket folders with holes	1 box - 24 ct Crayons	
1 five subject notebook	1 1in binder ( <b>No Trapper Keepers</b> )	
1 roll of paper towels	1 pencil pouch with holes for binder	
1 box sandwich size Ziploc bags (Girls)	1 box of gallon size Ziploc bags (Boys)	

**Art Class Supplies: 2 black permanent markers (fine point)**

**Fifth Grade**

#2 pencils	2 red pens	Crayola markers	1 spiral notebook (any color)
1 box of crayons	1 Elmer's glue or 2 glue sticks	Baby wipes A-L	Ziploc bags M-Z
2 pocket folders (any color)	2 boxes Kleenex	Colored pencils	3 pkg loose leaf paper
1 large school box	Book bag	1 pair of scissors	1 3 subject notebook
1 pk highlighters	<b>NO TRAPPER KEEPERS</b>		
5 spiral notebooks (blue, yellow, green, red, black)			

**Art Supplies: 2 chisel tip black permanent markers**

5 pocket folders (blue, yellow, green, red, black)

**BULLYING INCIDENT REPORT FORM**

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed: \_\_\_\_\_ \*Your Name: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Indicate the appropriate response to the following with a check mark(s):

You are a: \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Employee \_\_\_\_\_ Volunteer

Date(s) of alleged bullying: \_\_\_\_\_

Name of student(s) subjected to bullying: \_\_\_\_\_

Person(s) alleged to have committed the bullying or harassment: \_\_\_\_\_

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use back side of the form, if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Witnesses: \_\_\_\_\_

Have you reported this to anyone else: \_\_\_\_ Yes \_\_\_\_ No If so, who? \_\_\_\_\_

\*Signature of Complainant: \_\_\_\_\_

\* Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.

=====

**\*\*This Section is for use of District Administration\*\***

Date Received by Principal: \_\_\_\_\_

Investigative Action taken: \_\_\_\_\_

\_\_\_\_\_

Result of Investigation/Action taken: \_\_\_\_\_

\_\_\_\_\_

Signature of Principal: \_\_\_\_\_