

KELSO C-7 SCHOOL DISTRICT



Student & Parent Handbook 2020-2021

“Kelso C-7 Elementary provides students with a foundation that encourages personal growth and academic achievement which empowers students to persevere in life.”

KELSOC-7 SCHOOL DISTRICT| 2020-2021 CALENDAR

17-20 In-Service
20 Back to School Night
24/25 In-Service
26 First Day of School

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY '21						
S	M	T	W	Th	F	S
					X	2
3	X	4	5	6	7	8
9						
10	11	12	13	14	15	16
17	X	18	19	20	21	22
23						
24	25	26	27	28	29	30
31						

4 In-Service – No School
18 M.L. King Day

7 Labor Day – No School
28 In-Service – No School

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	X	7	8	9	10	11
12						
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	X	28	29	30		

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	X	15	16	17	18	19
20						
21	22	23	24	25	26	27
28						

15 Presidents' Day- No School

19 End of 1st Quarter (37 days)
28 In-Service – No School
29 Parent-Teacher Conferences –No School
30 Fall Break – No School

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	X	X	X	31

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	X	X	X	20
21	22	23	24	25	26	27
28	29	30	31			

12 End of 3rd Quarter (46 days)
17 In-Service – No School
18 Parent-Teacher Conferences – No School
19 No School

11 Veterans Day
25 No School
26 Thanksgiving Day – No School
27 No School
30 In-Service – No School

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	X	X	X	28
29	X					

APRIL '21						
S	M	T	W	Th	F	S
				X	X	3
4	X	5	6	7	8	9
10						
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 In-Service – No School
2 No School - Good Friday
5 No School

18 Noon Dismissal – End of 2nd Quarter (37 days/74 semester)
21 Winter Break Begins
25 Christmas

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	X	19
20	X	X	X	X	X	26
27	X	X	X	X	X	

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	X	21	22
23	24	25	26	27	28	29
30	31					

20 Noon Dismissal – End of 4th Quarter (46 days/91 Semester)
21 In-Service – No School

Board of Education Approved March 11, 2020

All weather days will be made up at the end of the year.

AFTERSCHOOL CARE

Kelso C-7 will continue to offer after school care. Services will be offered Monday through Friday, 3:30 – 6:00 pm when school is in session all day. Services will not be available when there is an early school dismissal.

The cost of after school services is \$7.00 a day per student, \$12 a day for two students, and \$15 a day for three students. Students picked up later than 6:00 pm will be charged an additional \$5.00 fee and \$5.00 for each following 30 minutes.

We are asking that interested parties commit so that we can best plan for a successful program. At the end of each month a bill will be sent home to the parents/guardians for amounts owed. Checks can be made to Kelso C-7 School. Families will have until the 15th of the month to pay balances. Accounts that are not paid by the 15th of the month will be charged a \$15 late fee. Families that have accounts with a remaining balance at the end of the month will be asked to find alternate arrangements for their child(ren) until the balance is current.

All behavior expectations and policies that apply during the regular school day, apply to students that are under the supervision of the after school care program.

ALTERNATIVE METHODS OF INSTRUCTION

Beginning in school year 2020-21, a local education agency (LEA) will not be required to make up school hours that are lost or cancelled due to exceptional or emergency circumstances (up to 36 hours) if the LEA implements an Alternative Methods of Instruction (AMI) Plan that is approved by the Department of Elementary and Secondary Education (DESE). At Kelso C-7, we have plans in place for AMI for all of our grade levels. All of our teachers will be ready to teach should Kelso C-7 ever be in a position of school closure for any amount of time:

- PK-2: SeeSaw
- 3rd-8th Grade: Google Classroom

For more information and expectations, see Appendix B: Alternative Methods of Instruction and AMI-X Plans

ASSESSMENT

Kelso C-7 works to take a balanced approach to assessment (tests). We believe that learning is the number one priority, but assessment is a valuable tool to measure learning and growth. In addition to regular classroom/unit assessments, students will be participating in the following assessment throughout the year. The Kelso C-7 Local Assessment Plan can be accessed in the district office or on the district website.

Date	Assessment	Grades	Purpose
August	Accelerated Reading Test (STAR)	1-8	This serves as a baseline of a student's skills and establishes a student's reading level to set goals for the year.
	I-Ready Math and ELA Assessment	K-8	The I-Ready Assessment is a computer based assessment that serves the purpose of measuring students skills. This data will serve as a baseline achievement assessment, benchmark, and screener for dyslexia and other areas that need individual support for students.

Fall	Speech/Language Screening	2, 5	The district Speech Language Pathologist will screen students for any speech related concerns.
December	I-Ready Math and ELA Assessment	1-8	The I-Ready Assessment is a computer based assessment that serves the purpose of measuring students skills. This data will serve as a baseline achievement assessment, benchmark, and screener for dyslexia and other areas that need individual support for students. MAP and EOC testing will be implemented yearly for grades 3-8. All students in grade 3-8 will be given the Math and ELA assessments. Grades 5 and 8 will be given the science assessment as well. Students taking advanced courses (such as Algebra) will be given the EOC exam in place of the MAP test.
January	I-Ready Math and ELA Assessment	K	
April/May	MAP/EOC (State Testing)	3-8	
May	I-Ready Math and ELA Assessment	K-8	The final I-Ready assessment will serve as a growth score for students to measure the yearly progress and help teachers plan for the following year. It can also be utilized to guide retention decisions.
	Accelerated Reading Test (STAR)	K-8	The final STAR assessment will serve as a growth score for students to measure the yearly progress and help teachers plan for the following year. It can also be utilized to guide retention decisions.

Dyslexia Screening

Per Missouri Statute 633.420, public school districts in Missouri are required to screen students for indicators of dyslexia. Kelso C-7 School utilizes the I-Ready assessment and Arkansas Teacher's RAN assessment as screening tools. The mandate is for students in grades kindergarten through third and any students beyond grade three that move into the district; however, our district implements the I-Ready assessment for both assessment purposes and as a dyslexia screener for all students in grades kindergarten through eighth grade. Students that show indicators will receive intervention to address the identified areas of weakness. Results for these assessments will be communicated to families at the beginning of the year, semester (January), and at the end of the year. More specific information as the assessments are given will be provided to families following the screening process.

If your family would like more information about the Dyslexia mandate or the district procedures, please feel free to contact the main office.

ATTENDANCE

Students may arrive at 7:30 am to be dropped off at the main entrance. From 7:30 – 7:50 students may arrive and eat the school breakfast in the multipurpose room/cafeteria. At 7:45, students not eating breakfast will be dismissed to their classrooms. The instructional day starts at 7:55 and will end at 3:10 pm. Students arriving after this time will be counted as tardy and will need a parent to sign students in the office.

See Appendix B: for Alternative Methods of Instruction (Virtual learning) for COVID -19 related attendance policies.

Absences

When a student must be absent from school, the following procedures must be followed:

- A phone call from a parent/guardian is expected before 9:00 a.m. on the day the absence occurs, unless the office staff has prior knowledge of the absence.
- If you are unable to call, please send a note following an absence from his/her parent (even if the parent checked the student out prior to the absence) to the homeroom teacher. The note shall contain the date(s) of the absence, the reason for the absence, and the signature of the parent.
- Failure to present the note to the teacher within two days, or presenting a note with false information will result in the absence being designated as unexcused.

Excused Absences:

The following will be considered excused absences:

1. Absences due to personal illness
2. Serious illness or death of an immediate family member, (parent, grandparent, sibling).
3. Medical appointments and reasonable travel time. Any time a student misses school and visits his/her doctor, dentist, etc., a note from the doctor should be sent to the teacher. Please make appointments after school whenever possible.
4. Court summons/subpoena.
5. Student time out of school not covered above. The Superintendent must evaluate for possible excused absence before the absence.

When a student's absence exceeds three (3) days due to illness, a note from a medical professional should accompany the student's return to school. If a student has an illness such as asthma that may require frequent absences, a note should be obtained from the medical profession explaining the medical condition and/or medical treatments that might require frequent absences.

Unexcused Absences

An unexcused absence will be issued to any student on his/her 6th absence during a semester. All students who miss more than 5 days per semester of any single class will be required to attend after school tutoring for a minimum of 1 hr. per week until time is made up hour for hour. (i.e. if a student misses reading hour 6 times; that student will be required to attend after school tutoring 1 hour; if a student is absent for periods 1-4 for 6 days in a semester, that student will be required to serve 4 hours of after school tutoring). Students may be dismissed from tutoring when time is made up. Those who do not attend assigned tutoring will be subject to disciplinary action. Parents will be contacted if a student has missed any class period on the 4th absence and 6th absence.

Absence and Extracurricular Activities

Students who are absent from school on the day of a school sponsored activity will not be allowed to participate or attend in that day's activity. The superintendent will look at the student's reason for being absent, attendance record, and discipline record to determine if special permission will be granted to the student to participate.

Make-up work

Students with an excused absence will be given one day for a one-day absence to complete make up work including tests (two days to make up two days of missed work, three days, etc.). If an extended illness, a student may have two days to complete make up work. A student will be required to take any make-up test on the day he/she returns to school if the test was scheduled prior to the absence. This may be extended for extenuating circumstances at the teacher or superintendent's discretion. Unexcused absences will not be allowed to receive credit for their missing work, but will be required to complete to assess learning.

Students arriving late or leaving early must be checked in or signed out by the parent stating date, time and reason.

Tardies

When students are tardy (after 7:55 a.m.), it creates a learning problem for the student who is tardy and for the other students in the classroom for the following reasons:

1. It is embarrassing for the student who is late,
2. the student who is tardy misses the instruction that has taken place before his/her arrival and
3. is taken from the other students while the teacher re-teaches the missed instruction.

When students enter the room after class starts, it creates a distraction and is not fair to the other students or teacher. After the third unexcused tardy, the student will receive an after school detention as a means to make up class time and work. Unfortunately, students will also lose their perfect attendance status. Parents will be notified when the student has two unexcused tardies.

BICYCLES/MOTORIZED VEHICLES

At the previous location, bicycles were allowed. However, due to the lack of sidewalks and adequate shoulders on the road, the district asks that no students ride their bicycles to school. Kelso C-7's elementary students shall not park a motorized vehicle on school/parish property during school hours without permission of the District Superintendent and/or Parish Pastor.

BUILDING

Kelso C-7 Elementary Building maintains the required inspection of asbestos containing materials and assumed asbestos containing materials. Information about asbestos in the school is available in the District's Asbestos Management Plan and is available in the Superintendent's Office for review. The following were noted in the last inspection: (1) No homogeneous areas of friable, assumed or known, asbestos containing materials were identified in the school and (2) The homogenous areas of non-friable, assumed or known asbestos containing materials have not become more friable since the re-inspection.

BULLYING (BOARD OF EDUCATION POLICY 2655)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited 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 intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of

the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designated to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

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

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying. August 2016, Copyright © 2016 Missouri Consultants for Education, Inc.

CALLING SCHOOL

Occasionally an emergency arises and you need to have information given to your child. You may call the office at 573-545-3357, and we will give your child the message. We would ask that you use this service only when absolutely necessary to protect the learning environment from as few disruptions as possible. School phones are not for student personal use, unless there is an emergency. Any student needing to use the telephone can do so with permission from appropriate district faculty or staff and at the appropriate time.

EARLY DISMISSAL, EMERGENCIES AND CANCELLATION

Occasionally school will be dismissed early. When these early 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 without it being possible to inform you in advance. We

strongly encourage you to discuss this with your child and have a plan worked out with your child as to where he or she should go in these instances.

Unexpected early dismissal or cancelation will be announced on the television station KFVS. Please sign up for school closing text alerts at KFVS 12 website. This can be done by selecting the “sign up for email and text alerts” under the home drop down. These messages will be sent any time school is canceled or unexpectedly dismissed early. Other places to find these announcements: Kelso C-7 district Facebook page and district texting services. To sign up for texting, please text “@kelsoc7” to 314.266.8974.

The school has adequate civil defense and severe weather facilities for the entire student body. Instructions for evacuation of buildings in case of fire or for assigned areas in case of severe weather have been given to all teachers. You are to follow their instructions explicitly. You are not to leave school, make loud noises, or do anything that may hinder or endanger the efficient dissemination of instructions.

Should an emergency situation occur at the time school is to be dismissed, we will delay the dismissal of school until the situation subsides. We would notify the radio and television stations of the delay in dismissal and ask for immediate broadcast.

ELECTRONIC COMMUNICATION (BETWEEN EMPLOYEES AND STUDENTS)

Communications between employees and students will be primarily direct, oral or written in nature. Employees may not communicate with district students via electronic media regardless of whether created or maintained by the employee or students. As restricted in this policy the phrase "electronic media" includes but is not limited to social networks, texting, and emails. This policy does not preclude electronic communication between teachers and their siblings and children who may be district students.

The District will provide official electronic media which may be utilized by employees for communication with students for dissemination of school related information (i.e. homework, practice schedules, supplemental instructional material.)

ELECTRONIC DEVICES

Technology has grown to be a fundamental part of the Kelso C-7 learning experience. As a district we encourage the use of technology for an educational purpose. Students are allowed to bring electronic devices, such as e-readers, for an educational purpose with prior approval of the superintendent. Students are to utilize the benefit of having technology to support their education. Students will not be allowed to access the school's wireless Internet according to school board policy. If students use technology for other purposes, such as games, social networking, during school hours, the device will be treated like a cell phone and be confiscated.

The use of cell phones during school hours is prohibited. Cell phones that are confiscated will be given to the superintendent, and can be collected from the superintendent. This applies to other devices that are not used for an educational purpose, such as handheld games, iPods. Kelso C-7 Elementary is not responsible for any personal items that are lost, broken, or stolen while on school property.

EXTRA CREDIT

Teacher discretion shall be used in assigning extra credit work. Extra credit when available will be available to all students. The extra credit when assigned must be related and relevant to course content of the subject. No more than 10% of a course grade may from extra credit.

EXTRA CURRICULAR ACTIVITIES

Students must maintain a minimum “C” average with no F’s or U’s to participate in any extracurricular school activities. A student in detention or is suspended will not be permitted to participate in

extracurricular activities or practice for an activity. Grades for determining eligibility will be figured at each mid quarter and at the end of each quarter. Students who are ineligible due to grades must sit out for two weeks. The player would be eligible to play if the average is “C” or above after the two-week suspension.

Grades during the fourth quarter determine eligibility for the first two full weeks of volleyball in the fall. If a student misses school the day of an activity, he/she will not be allowed to participate in the activity that night. This rule also applies to weekend games. A student must attend the afternoon of the last school day before a weekend activity to participate in that weekend’s activity. The Superintendent may make exceptions of this rule on an individual basis. Students are expected to be in attendance the morning following an activity.

A physical exam is required to be on file before practicing and/or competing in a team sport. All those participating in school sports must have some type of health/accident insurance. No insurance—no participation or membership on the school team.

Extracurricular activities include:

Activities with MSHSA Affiliate Schools

BETA Club *Must maintain Jr. Beta Requirements

Boys’ Basketball

Cheerleading

Coed Volleyball

Girls’ Basketball

Mascot

FIELD TRIPS

The board believes that field trips and activity trips often enhance the program of instruction and add to the education of a student. Trips may be authorized when the activities contribute substantially to the achievement of desirable educational goals. Permission slips must be signed and returned to the school to participate. If eligible students are not to participate in the activity due to parental wishes, notice from the parent must be sent to the sponsor of the activity. All students must ride the bus to the destination. Students are permitted to leave with their parent(s) at the conclusion of the field trip and are required to sign-out with their child’s classroom teacher. Students leaving with their parent(s) prior to 2:30 p.m. will be counted as leaving school early and will affect their attendance record.

Any Kelso C-7 student who has received at least one Tier 2-4 office referral is not eligible for any school field trips. For students with repeated/multiple offenses, this can also include not being eligible for end of the year activities such as Play Day, etc.

DAILY SCHEDULE/DROP-OFF/DISMISSAL

7:30 am	Doors Open & Breakfast begins
7:50 am	Hot breakfast closes
7:55 am	Instructional day begins
3:10 pm	Car riders are dismissed
3:20 pm	Bus riders released to their lines
3:30 pm	Remaining students will be released to after school care

Supervision of students begins at 7:30 am in the multipurpose room. Kelso C-7 is not responsible for students arriving prior to that time. Students that are present past 3:30 pm (that are not involved in an organized/supersized activity) will be released to the after school care program. The family’s accounts will be charged for that day’s after school care service.

Arrival Procedures

- All students will enter the main entrance.

- Cars can travel the exterior of the parking lot around to the front of the building.
- For efficiency and safety reasons, parents of students please do not park your car in the line. If you need to come inside, please park in one of the spaces and bring your child inside. The person on duty will help your child unbuckle and enter the building if help is needed.
- Students eating breakfast will go directly into the cafeteria/MP room to eat. When finished they will go directly into the classroom.
- Students not eating a school breakfast will go directly into their home classroom upon entry.

Dismissal Procedures

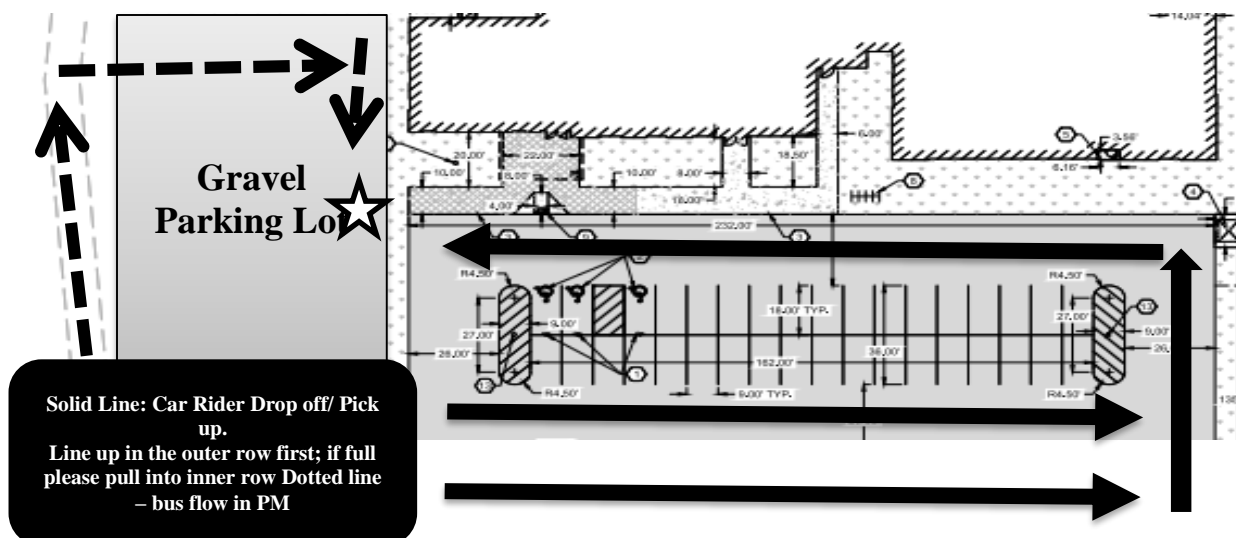
3:10 pm

- Car Riders dismissed to the MP room by family last name, sitting with any siblings/household member.
 - ★ Drivers: (nothing changes for drivers from 2019-20; students will be coming from the MP room and lining up at the same sidewalk locations as previous years.)
 - Until the bell rings, please keep the main entrance open by stopping/lining up in front of the cafeteria door. Vehicles can line up on the interior row of the parking lot but stop at the end of the row (indicated by the star). If there is room on either the exterior or interior line, please move towards the open area to prevent traffic overflowing into Highway A.
 - Pull to the front, main entrance that has the canopy. Students will be brought to your car by the teacher on duty or a student leadership team member.
 - For efficiency and safety reasons, please do not get out of your car. Again, your child will be brought to your car and helped to buckle.
 - If a bus has their stop signs out, do not pass. This signals that the bus is loading with children.
 - Once your child is loaded, please exit promptly down the lane to Highway A
- Bus 8 Riders (Mrs. Laura's Bus) will be dismissed directly through the main hallway, exit the main entrance and enter the bus from the sidewalk at the gravel parking lot.
- Bus 1 Riders (Mr. Randy's Bus) will be dismissed to the assigned team rooms

3:20 pm

- Bus 1 Riders (Mr. Randy's Bus) will be dismissed to the main hallway for holding until bus arrive. Then exit through the main entrance and enter the bus from the sidewalk at the gravel parking lot.

Drop-Off and Pick-up Procedures Diagram



(DISTRICT) GRADING SCALE

Mainstream Classroom Grading Scale

A	96-100
A-	92-95
B+	88-91

B	84-87
B-	81-83
C+	78-80
C	74-77
C-	71-73

D+	68-70
D	64-67
D-	60-63
F	0-59

Modified Scale: Those children who served under an IEP may be placed on a modified grading scale.

A	95-100
A-	91-94
B+	87-90

B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72

D+	67-69
D	63-66
D-	60-62
F	0-59

The Board and administration recommend that the student's work and/or report be sent home in weekly folder as a method of regular communication of student progress. If the student's behavior is a problem, the weekly report should include this information. The report should be acknowledged by a parent/guardian signature on the report before being returned to the teacher on the next school day.

Honor Roll

Students in all grades may make the A or B Honor Roll each quarter. In order to qualify, a student must maintain an A- average or above to make the A Honor Roll and maintain a B- average or above to make the B Honor Roll. No student qualifies for the Honor Roll with a grade below a C or a grade of unsatisfactory in a class where letter grades are not used. The Honor Roll is determined by using an eleven-point system using the following classes: Literature/reading, math, English, spelling, vocabulary, science and social studies.

A	11	B	8	C	5	D	2
A-	10	B-	7	C-	4	D-	1
B+	9	C+	6	D+	3		

Students who make straight A's will be noted with an asterisk (*) by their name each quarter.

Valedictorian and Salutatorian

The salutatorian and valedictorian grade point averages for the 8th grade graduation are figured on grades earned in grades 6, 7, and 8 (6 semesters). The point values for grades are the same as those used for figuring honor roll. If there is a tie grades from the 5th grade will be used. If a tie still exists co-aledictorian awards will be awarded. If a co-aledictorian award is given the salutatorian award would be given to the next highest grade point average.

LIBRARY BOOKS

Library books may be checked out for 2 weeks. Books are to be returned within this two-week period. Books may be renewed for a second 2 weeks' period providing no one is waiting for its return. No more than 3 books may be checked out to a student at any one time. The librarian will make a listing and provide information to students, parents and Superintendent at the end of each nine-week grading period of all books that are overdue. Students are expected to turn in books immediately or to pay for books that are out for over 4 weeks.

LOST AND FOUND

At the end of every year there will be two or three trash bags full of unclaimed clothing. It is strongly recommended that student's name be placed on all coats, sweaters, sweat shirts, etc. to help us in returning lost articles to students. Items left at the end of each quarter will be donated to a local charity.

LUNCH/BREAKFAST PROGRAM

Lunch/Breakfast fees shall be as follows:

	Breakfast	Lunch
Grades K-4	\$1.30	\$1.85 per day
Grades 5-8	\$1.30	\$1.95 per day
Adult	\$1.80	\$2.65 per day
Reduced price	\$0.30	\$0.40 per day
Extra milk	\$0.30 per carton	\$0.30 per carton

All lunch and breakfast prices are established per USDA mandates and recommendations.

Breakfast is served from 7:30 – 7:50 am each morning in the cafeteria.

Families may make payments toward their balance at any time. School lunches shall not be charged for over \$10.00 (per district Board of Education Policy 5550). Extra milk will be paid for at the time of purchase; it cannot go towards students' accounts. Classroom teachers will notify families on a regular basis of balances. If balances are not kept at the required balance, an alternate menu item will be given to your child.

We ask that all account balances be paid off by May 15th. Any remaining balances at the end of the academic year will be carried over into the new year. Students with remaining balances may be prohibited from participating in the end of the year activities. Graduating eighth graders will not be allowed to participate in graduation ceremonies until all accounts are paid in full.

For the sake of sanitation and wellness, there is no sharing of food from one student's tray to another and no sodas are to be brought in school lunches.

It is the policy of this school district to serve free meals or reduced price meals to families where income is at or below the guidelines as set forth by the State Department of Education. Completed forms are returned to the office. If families experience hardship they can complete the free/reduced lunch application at any time

MEDICAL POLICIES AND INFORMATION

Communicable Diseases

Although we hope for the best, everyone realizes that early childhood is a time at which children are subject to many illnesses. The following list may help you to be alert to such possibilities and tells of the period during which such illnesses are contagious.

Disease	Period of Exclusion	Incubation Period
Chick pox	For uncomplicated cases, excludes for six days after the appearance of rash. If the cases are mild with only a few lesions and rapid healing, children may return sooner if all lesions are crusted.	Usually 13 days, but ranges from 13 to 21 days.
Impetigo	Exclude until skin lesions are healed, or until 24 hours after medical treatment started	Variable, usually 1 to 10 days

Measles	Exclusion during “cold” symptoms and until five days after appearance of rash	After 12 days from date of exposure to onset to fever usually 14 days to appearance of rash. Occasionally longer or shorter.
Mumps	Exclusion for 9 days after swelling begins.	From 12 to 15 days, most commonly 18 days.
Streptococcal/ Sore Throat/ Scarlet Fever	Children should not return to school until at least 24 hours after beginning antibiotic treatment, and until they are without fever. Prescribed treatment should be completed.	Short, usually ranging 1 to 3 days
Pink Eye	Until under adequate medical treatment	Usually 24/72 hours
Scabies	Excluded until the day after adequate treatment is completed	2 to 6 weeks in primary infections, may recur in 1 to 4 days.
Mononucleosis	Infected children may attend school	From 4 to 6 weeks

All the above and others not listed should be without fever for 24 hours prior to returning to school. Please keep your child at home if he/she has experienced any vomiting or diarrhea. Your child needs to be free of either of these for 24 hours before returning to school.

District policies will be strictly enforced stating that a child may not return for a minimum of 24 hours if they have been experiencing any vomiting, diarrhea, or other symptoms of communicable illnesses. This may create a burden on some families; however, the district considered the entire school when making this decision and the overall health of the district. Students can return at either the beginning of a day or at lunch, depending on when the student last attended school/signed out.

Head lice

Live (lice) bugs:

1. Parents will be called to pick their child up from school.
2. Parents will be given information regarding the policy, procedures, and treatment of head lice. A faculty or staff member will be present to review the information and answer any questions.
3. Upon re-entry to school:
 - a. Students are to be brought to school by a parent/guardian before the first bell
 - b. A faculty member will examine the child
 - c. Parents are to return the given form (sent home with the information packet) stating the methods used to treat the infected student(s) and home.
 - d. Students found to be clear of live (lice) bugs will be readmitted back to school. If any lice are found, students will be sent home with the parent/guardian.
4. Infected students and siblings will be checked again within 7-10 calendar days. If nits are found again, the above procedures will be repeated.

Nits:

1. If nits are found, parents will be given information regarding the policy, procedures, and treatment of head lice. A faculty or staff member will be present to review the information and answer any questions.
2. Parents are to return the given form (sent home with the information packet) stating the methods used to treat the infected student(s) and home. These should be sent with the child the following day.
3. Infected students and siblings will be checked again within 7-10 calendar days. If nits are found again, the above procedures will be repeated.

The above guidelines allow Kelso C-7 to keep a healthy and safe learning environment for our students. Illnesses will occur; however, these guidelines help the spreading of illnesses.

Covid-19 Policy: See Appendix A COVID-19 Policies/ Return to School Plan

Exclusion from School for Non-compliance with Immunization Law

Missouri Law prohibits school attendance without proof of immunization as required by the Bureau of Immunization. Children in non-compliance will be excluded from school. Students must present immunization record to school and all immunizations must be up-to-date before being permitted to attend classes. For more information, please refer to Board Policy, Regulation, and for 2850.

Medication

Under Missouri Revised Statute 167.621, persons providing health services shall obtain authorization from a parent or guardian of the child before providing services as provided by section 431.061.

Prescription Medication

Prescription medications can be distributed at school as long as the prescribed medication is in the original bottle as received from the pharmacy and a parent/ guardian written consent. If the medication is a controlled substance (i.e. Ritalin), the parent/guardian is responsible for delivering the medication to the nurse, classroom teacher, or school administrator. A separate supply of medication must be kept at school. Please provide at least a week's amount of routine medication to the school. This insures the student has the medication needed that facilitates a healthy and positive learning environment.

Over-the-Counter Medication

Over-the counter medication may be given to a student provided that a standing order (provided by the district) has been signed by the parent or guardian. The standing order form provides a list of medications provided by the district. Other medication's not provided by the district may be administered upon written request by the parent or guardian. The written request should include the student's name, dosage, frequency, and name of medication. All medications sent to school must be in the manufacturer's container. A list of medications provided by the school can be found on the Kelso C-7 School website under the nurse website.

Emergency Medication

Any student that requires an emergency medication, such as an Epi Pen or rescue inhaler, will need an Emergency Action Plan (provided by the District) to be signed by physician and parent/guardian. Written standing orders will be obtained annually for the administration of emergency medication.

Storage of Medication

1. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.
2. All medications will be sent home with students or disposed of by the school nurse at the end of each school year.

Administration of Medication

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. It must be performed by the registered professional school nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. The registered nurse must provide and document the requisite education, training, and competency verification. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication. Qualified employees will be held harmless and immune from civil liability for administering medication or medical services in good faith and according to standard medical practices. School employees who are not qualified according to standard medical practices will not be required to administer medications or medical services. Such unqualified employees who refuse to administer medications or medical services will not be subject to disciplinary action for such refusal.

Self-Administration of Medication

Students with asthma, anaphylaxis, or any chronic health condition may carry with them for self-administration metered-dose inhalers containing "rescue" medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directives of this Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A permission form for self-administration (Kelso C-7 Board Policy Form 2870) is required. Provided however, that: A licensed physician has prescribed or ordered such medications for use of the student and has instructed the student in the correct and responsible use of such medications;

1. The student has demonstrated to the student's licensed physician or designee and the school nurse, the skill level necessary to use the medications and any device necessary to administer such medications;
2. The student's physician has appended and signed a written treatment plan for managing asthma and anaphylaxis episodes of the student and for medications for use of the student. Such plan will include a statement that the student is capable of self-administering the medication under the treatment plan;
3. The student's parent/guardian has completed and submitted to the school the student's treatment plan and liability statement. This is provided by the district upon request or can be obtained through the school districts website. The treatment plan must be signed by a physician and a parent/guardian.
4. The student's parent/guardian has signed a statement acknowledging that the district and its employees will incur no liability as a result of any injury arising from self-administration of medication by the student or administration of such medication by school staff. (see Kelso C-7 Board Policy Form 2870.1)

NOTICE OF FREE AND APPROPRIATE PUBLIC EDUCATION

All public schools are required to provide a free and appropriate public education to all students with disabilities including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

NOTICE OF COMPLAINT RESOLUTION PROCEDURE

Any parent, other individual, or organization alleging a violation, misapplication, or misinterpretation of state or federal laws, rules, or regulations or an approved application by an LEA (Local Education Agency) in the administration of a program administered by the Department of Elementary and Secondary Education shall file with the superintendent a written complaint containing the specific nature of the alleged violation, the time and place of the violation, and related details of the alleged violation.

The superintendent shall, within fifteen (15) working days after receiving the written complaint, investigate the allegation, meet with the complainant, take steps to resolve the complaint, and notify the state director of action taken.

If the complainant is dissatisfied with the action taken by the LEA, a written notice stating the reasons for dissatisfaction shall be filed within fifteen (15) working days following resolution of the complaint by the LEA with the state director of the program. The state director will initiate an investigation; determine the facts relating to the complaint, and issue notice of his finding to the LEA and the complainant. If the findings support action taken by the LEA, such action will be confirmed. If the findings support the allegations of the complainant, the LEA will be directed to take corrective action. Any parent, other individual, or organization alleging improper administration of a state or federal program by an LEA, but not involving a violation of state or federal laws, rules, or regulations or an approved application, shall file a written statement of the allegations with the superintendent of school. If the LEA is unable to satisfactorily resolve the complaint within fifteen (15) working days after receipt of the written statement, the complainant may request the Department of Elementary and Secondary Education to investigate the allegations and recommend corrective action, if it is deemed appropriate. The contact person to receive the complaints is:

Dr. Kimberly Burger
820 State Hwy A
Benton, MO 63736

Telephone: 573-545-3357

(NOTICE OF) EVERY STUDENT SUCCEEDS ACT/ PARENTS RIGHT TO KNOW

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.
- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

NOTICE OF NON-DISCRIMINATION

The Kelso C-7 School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Section 504 Director Americans with Disabilities Act Director	Mrs. Debbie Lands 820State Highway A Benton, Missouri 63736 573.545.3357 dlands@kelsoc-7.k12.mo.us
Age Discrimination Act and Age Discrimination in Employment Act Coordinator Title IX Coordinator Title VI Coordinator Federal Programs Coordinator (Title IA, IIA, IVA, SRSA) Title VII Coordinator	Dr. Kimberly Burger, Kelso C-7 Superintendent 820State Highway A Benton, Missouri 63736 573.545.3357 Kburger8@kelsco-7.k12.mo.us

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1300. Policy and Regulation 1300 shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

NOTICE OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of aged ("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 of the day the school receives a request for access. Parents or eligible students should submit to the School superintendent a written request that identifies the record(s) they wish to inspect. The superintendent 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 rights 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 to the school superintendent, 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the 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 contracted to perform a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *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 20202-5920

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

• *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

• *Receive notice and an opportunity to opt a student out of -*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

• *Inspect*, upon request and before administration or use -

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Kelso C-7 School District policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Kelso C-7 School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Kelso C-7 School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Kelso C-7 School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

Washington, D.C. 20202

NOTICE OF SPECIAL EDUCATION AND RELATED SERVICES 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 Kelso C-7 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 Kelso C-7 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 Kelso C-7 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 Kelso C-7 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 district office during regular operating hours.

This notice will be provided in native languages as appropriate.

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. The Kelso C-7 school district has programs designed to help meet the unique needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students.

For more information, contact:

Mrs. Debbie Lands
820 State Highway A
Benton, Missouri 63736
Phone 573-545-3357

PARTIES

Invitations for non-school parties passed out at school should include whole class or same gender. Treats brought to school for celebration of birthdays should be store purchased and meet the wellness policy guidelines. The District strongly encourages the distribution of nutrient dense foods. Nutrient dense foods are those that provide students with calories rich in the nutrient content needed to be healthy.

2020-21 Parties:

Fall Party - October 27 @ 2 pm

Winter Party - Dec 18 @ 11 am

Valentine's Party - Feb 12 @ 2 pm

No outside visitors, including parents/guardians, will be allowed to class parties for this year due to COVID-19 related safety concerns.

PERMISSION TO TAKE CHILDREN

All parents/guardians desiring to take children from school before the end of the day should report to the office to sign out their child. If someone else is going to pick up your child from school a note giving them permission is preferred, but in case of an emergency, a telephone call will be acceptable.

PROMOTION/RETENTION STUDENTS

The Board of Education, administration and staff of the Kelso C-7 School District are dedicated growth and achievement of each student. District faculty strive to provide instruction and learning opportunities that will ensure not only academic achievement but social and emotional growth, as well. Student retention will be considered as an educational tool after all regular and special services have been employed to help the child establish a base for further learning. The retention process will be an on-going process that will start well before the end of the school year. The retention criteria, as presented below, are indicators of students that would be best served by retention. If any three of the criteria are applicable to a child, retention is possible.

Grades 2-8 Retention Criteria:

1. Reading 1 level below grade level
2. Student received four failing semester grades within academic school year in Math, Literature, English, History, or Science
3. Student has a GPA below 2.0
4. Multiple Intervention strategies were unsuccessful in bringing student up to grade level (Intervention strategies tried attached)
5. Attendance Level below 80%
6. District standardized testing scores are Below Basic, or equivalent tier

Grades K-1 Retention Criteria:

1. Attendance below 80%
2. District standardized testing scores are Below Basic, or equivalent tier
3. Star Early Literacy show student falling below 1 grade level
4. Checklists to show which core standards are met.
5. Multiple Intervention strategies were unsuccessful in bringing student up to grade level

The superintendent upon the recommendation of the teacher and/or parent and consultation with other personnel will make the final decision concerning the student for the ensuing year. The recommendation to parents that their child be retained will occur only after a very thorough and complete professional analysis has been completed. Because retention must be based on the firm commitment that it would benefit the child, the recommendation will be a team decision using the combined knowledge of all professionals working with the student. Per district policy 2520, Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

SCHOOL DRESS

Students in the Kelso C-7 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, and buttons, badges or tattoos that advertise products inappropriate for our K-8 students. No clothing may be worn which promotes or glamorizes violence, profanity, or activities that could negatively affect the positive learning environment are prohibited. Clothing that compromises student safety, such as unreasonable 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 and neat and not draw attention.
2. Recess attire for temperatures of (feels like) 44 degrees or less: Winter Coats/Pants
3. Recess attire for temperatures of (feels like) 45-60 degrees: Light Jacket or long sleeve shirt/Pants
4. For the colder months of October-March, students are to wear long pants.
5. For the warmer months of August-September, and March-May, shorts may be worn, but with the expectation that they **MUST** meet the minimum requirement of mid-thigh. Shorts must be to the length of a student's middle finger at their side.
6. No spandex shorts will be allowed.
7. Pants/jeans that expose the thighs/upper legs will be deemed inappropriate.
8. No fish net, tank tops, or undergarments not sufficiently covered by other clothing shall be allowed as school dress.
9. The opening in tank tops is too large if the body torso can be seen through the opening.
10. Any type of clothing, dress, hairstyle, emblems or tattoos on a person that could be affiliated with gangs or gang activity will not be allowed.
11. Clothing that exposes midriffs/navel will be deemed inappropriate.
12. No hats or other headgear will be worn inside the buildings except by special permission from the Superintendent.
13. Wallet chains are prohibited.
14. Earring/studs may not be worn on any visible body area besides the ear.
15. Students may not wear any clothing, caps, hats and badges, buttons or tattoos that advertise tobacco products, alcohol related products, or other products clearly inappropriate for K-8 student use.
16. Clothing with sexual and/or vulgar messages is prohibited.
17. All other clothing or attire which discredits the school, interferes with the educational environment, promotes violence or compromises student safety is prohibited.

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

K-4		5-8	Consequences *
Tier 4	<ul style="list-style-type: none"> • Safe School Violations • Possession/use of drugs • Possession of a weapon • Possession/use of alcohol • Assaulting school personnel • Repeated Tier 3 violations - 3x 	<ul style="list-style-type: none"> • Safe School Violations • Possession/use of drugs • Possession of a weapon • Possession/use of alcohol • Assaulting school personnel • Repeated Tier 3 violations - 3x 	<ul style="list-style-type: none"> • Expulsion • Juvenile referral • Alternative School Placement
Tier 3	<ul style="list-style-type: none"> • Repeated Tier 2 violations • Threats to harm others • Sexual harassment • Bullying as defined in policy 2655 • Aggressive fighting with intent or actual harm • Smoking/tobacco use 	<ul style="list-style-type: none"> • Repeated Tier 2 violations • Bullying as defined in policy 2655 • Theft • Sexual harassment • Aggressive fighting with intent or actual harm • Smoking/tobacco use (including e-cigarettes/vaping) 	<ul style="list-style-type: none"> • Out of school suspension • Discipline hearing with Board of Education • Alternative setting • Community Service

Tier 2	<ul style="list-style-type: none"> • Repeated Tier 1 violations • Fighting or rough housing • Disrespect to adults (back talking, not listening) • Refusal to do work – defiance • Profanity, inappropriate language 	<ul style="list-style-type: none"> • Repeated Tier 1 violations • Disrespect to adults (back talking, not listening) • Refusal to do work – defiance • Dishonesty (not doing own work, lying, plagiarism) • Profanity, inappropriate language • Rough housing 	<ul style="list-style-type: none"> • In-School Suspension • Parent phone call • School Service Project • After School detention • Parent Meeting
Tier 1	<ul style="list-style-type: none"> • Inability to be quiet and respectful • Lack of effort • Incomplete work • Not following classroom expectations: <ul style="list-style-type: none"> ○ Listen when your teacher is talking ○ Follow directions quietly ○ Raise your hand to speak or leave your seat ○ Respect yourself, respect others, respect your school ○ Make smart choices 	<ul style="list-style-type: none"> • Talking without permission • Out of seat without permission • Failure to complete work or return assigned items (includes, but not limited to parent notes, report cards, Friday folders) • Disrespect to property • Lack of effort; not doing best work • Tardiness • Inability to be quiet and respectful 	<ul style="list-style-type: none"> • Detention/Recess time taken away • Parent phone call • Student-Teacher conference • No credit for missing assignments

***This list is a possible list of consequences and is not all-inclusive.**

In addition to consequences for misbehavior, counseling referrals for one-on-one sessions, group sessions, or service projects may also be recommended to support the learning of appropriate actions and behavior. It is our aim to not only teach students the core curriculum, but strong character as well.

Alcohol/Drug Abuse

The Board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the Kelso C-7 School District. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances (including but not limited to cigarettes, e-cigarettes, vaping, and all related paraphernalia) is prohibited on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Searches by School Personnel (Board of Education Policy 2150)

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

Student Due Process Right

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law, as well as with the provisions outlined in the Board's policies and regulations on student suspension and student expulsion.

Suspensions

When students are out of class due to a suspension, they shall be given the opportunity to do all schoolwork so that their education is not disrupted but the grades are not recorded. If the work is not completed the work is recorded as a zero when averaging grades. Any student who must serve a detention may not practice or attend an extracurricular activity.

TECHNOLOGY: INSTRUCTIONAL USE AND CHECKOUT

In the case of school closure for an extended period of time, the district will allow families to check out one device per two Kelso C-7 students within the family/household as needed. To be eligible for checkout, the following items must be returned with enrollment information:

Grades PK-5:

- Each family is asked to sign and return the acceptable use agreement
- In the event of a school closure and your family wishes to checkout a device:
 - Provide the district with a deposit CHECK of \$25. This check will act in the form of an insurance and deposit for each device. See the Device Checkout agreement (Appendix C) for more explanation
 - Return the District Device Checkout Policy and Agreement (Appendix C) with all student(s) and parent signatures

Grades 6-8

- Device checkout agreement signed and returned with the other enrollment paperwork (Appendix C of Student/Parent Handbook)
- Technology Fee of \$25/device. This fee will act as an insurance policy as described in the District Device Checkout Agreement
- Return of signed District Acceptable Technology Use Agreement

Please see Appendix C for more information and the Agreement

TEXTBOOKS

The textbooks are checked out to the students without textbook fees. The student is responsible for taking the proper book to class each day. The student is also held responsible for reasonable care of all materials furnished him/her by the School District. Charges will be levied when materials or equipment are abused or lost. Fines will be assessed for damage, defacement, or loss of textbooks. Reasonable wear is expected.

TRANSPORTATION

Bus drivers have been instructed by the Board of Education not to permit students to get off the bus on the way to or from school without parent's permission. The privilege of riding a school bus is dependent upon good behavior. While using these services, the students are subject to the supervision of the operator of the bus.

BUS CHANGES

Students should bring a written note from their parents/guardian when they are to ride a different bus or the parent plans to pick the child up from school. Students coming to school with only a verbal message many times become confused about where they are to go after school. Therefore, we insist on a written note if your child is to be picked up after school or must ride a different bus or get off at a different stop. Please address the note to your child's teacher.

RULES AND SAFETY REGULATIONS FOR PUPILS RIDING SCHOOL BUSES

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
2. All students may have assigned seats.
3. Classroom conduct is to be observed by all pupils while riding in the bus, except for ordinary conversation.
4. Students must be on time. The bus cannot wait beyond its regular schedule.
5. Students must remain seated and facing the front until their own bus stop is reached, and the bus has come to a full stop.
6. Unnecessary conversation with the driver is prohibited.
7. Students must not at any time extend arms or head out of the bus windows or throw objects from the bus.
8. Eating on a bus is not allowed. No paper or other trash is to be left on the bus or thrown on the floor.
9. Students riding on any but their assigned bus must bring a signed note from home and have it signed by the principal of their school.
10. Students cannot get off the bus at any but their assigned bus stops without permission from parents and the principal of their school. Once a student enters a bus at his regular stop, he will not be discharged for any purpose until he reaches school.
11. Profanity, fighting or scuffling, and smoking will not be tolerated.
12. No animals-dead or alive - will be allowed on the bus.
13. No glass container will be allowed on the bus.
14. Pupils who must cross the road after leaving the bus shall cross in front of the bus and only upon a signal given by the driver.

Disorderliness on the school bus will distract the driver's attention from his driving and become a safety hazard for the whole bus; therefore, if a pupil cannot comply with the regulations, he/she may be denied the privilege of riding the bus.

Violations for which a pupil is subject to immediate suspension from the bus are:

1. Smoking, lighting matches, or throwing fireworks in or at the bus.
2. Having water guns, knives, or sharp blades on the bus.
3. Using foul or abusive language.
4. Damaging the bus, such as cutting seats, etc. Students will be responsible for reimbursing the school for the cost of repairing these types of damages.
5. Fighting on the bus.

When waiting for the bus, parents should:

1. Designate a place, several feet away from the road, for your child to wait for the bus.
2. Insist that there be no play at the bus stop. This always presents the possibility of a child running into the path of a car or being injured at the bus stop.

TRAUMA INFORMED MODEL

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

For more information visit DESE's Trauma Informed link: <https://dese.mo.gov/traumainformed>

VISITING SCHOOL

At this time, any outside visitor will not be guaranteed entry into the building. Appointments are strongly encouraged for entry into the building, and upon entry, each visitor must complete the mandatory screening tools we will be implementing until further notice. Masks for visitors are strongly encouraged.

All visitors must report to the office and enter through the front door. Visitors can be allowed in through the security system and signing in at the secretary's office. This allows the district to provide a safe and healthy learning environment for all Kelso C-7 Students.

VIRTUAL INSTRUCTION

The District will participate in the Missouri Course Access and Virtual School Program (MOCAP). The Program offers District students the opportunity to enroll in virtual school courses in a variety of grade level and content areas from Kindergarten through grade 12. Any on-line courses or virtual programs offered by the District prior to August 18, 2018 will be automatically approved for program participation, where the District course meets program requirements.

Kelso C-7 School District MOCAP enrollment is open 5 days before or after the first day of student attendance and 5 days before or after the start of second semester. Other enrollment periods will be reviewed and decided upon at the administration's discretion.

More information can be found at Kelso C-7 District Policy/Regulation 6190 VIRTUAL EDUCATION and at <https://mocap.mo.gov/>.

WELLNESS

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based.

Wellness Committee

The district will establish a wellness committee that consists of at least one parent, student, nurse or other school health professional, physical education teacher, school food service representative, Board member, school administrator, member of the public, and other community members as appropriate. If available, a qualified, credentialed nutrition professional will be a member of the wellness committee.

Wellness Program Coordinators

The Board designates the superintendent as wellness program coordinator. Only employees of the district who are members of the wellness committee may serve as wellness program coordinators. Wellness coordinators, in consultation with the wellness committee, will be in charge of implementation and evaluation of this policy. Meetings, records and votes of the wellness committee will adhere to the requirements of the Missouri Sunshine Law.

Wellness program coordinators are responsible for ensuring that each school in the district is in compliance with this policy.

Nutrition Guidelines

It is the policy of the Kelso C-7 School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the nutrition standards established by the U.S. Department of Agriculture (USDA). These nutrition standards apply to all food and beverages sold to students, including those sold in

vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day.

Nutrition Promotion and Education

The district will provide nutrition education aligned with the Show-Me Standards and Missouri's Frameworks for Curriculum Development in Health/Physical Education in all grades. In addition, the district will disseminate nutrition messages and other nutrition-related materials received from the USDA to students, staff and the community through a variety of media and methods. The wellness program coordinators, in consultation with the wellness committee, will develop procedures that address nutrition education and promotion.

Physical Activity and Education

The district will provide physical education and opportunities for physical activity in accordance with state requirements and aligned with the Show-Me Standards and Missouri's Frameworks for Curriculum Development in Health/Physical Education in all grades.

Other School-Based Activities

The wellness program coordinators, in consultation with the wellness committee, are charged with developing procedures addressing other school-based activities to promote wellness.

Evaluation

The wellness program coordinator shall be responsible for monitoring education curricula and materials pertaining to wellness for accuracy, completeness, balance and consistency with the state's and district's educational goals and standards. Wellness program coordinators shall be responsible for devising a plan for implementation and evaluation of the district wellness policy and are charged with operational responsibility for ensuring that schools meet the goals of the district wellness policy. Wellness program coordinators will report to the Board regarding the content and implementation of the wellness program and make recommendations for modifications to this policy as appropriate. The report will be made available to the public on the district's website or by other appropriate means.

Kelso C-7 RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19



Note: This is a living document. The Kelso C-7 School District will continue to monitor the situation and follow current guidelines and recommendations. Our decisions will be based on recommendations and data from CDC, DESE, Missouri Governor, and applicable state and local agencies.

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES?

SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

EMPLOYEE AND STUDENT SAFETY

At this time, any outside visitor will not be guaranteed entry into the building. Appointments are strongly encouraged for entry into the building, and upon entry, each visitor must complete the mandatory screening tools we will be implementing until further notice. Masks for visitors are strongly encouraged.

All visitors must report to the office and enter through the front door. Visitors can be allowed in through the security system and signing in at the secretary's office. This allows the district to provide a safe and healthy learning environment for all Kelso C-7 Students.

TRAVEL RESTRICTIONS

Kelso C-7 will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Human Resource department and the office of the Superintendent.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Kelso C-7 employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

The use of facial masks is strong encouraged by the CDC and Kelso C-7 School District, especially during the following times:

- Using school transportation
- In common areas, such as transition times, hallways, to and from lunch/breakfast
- During collaboration with others within close proximity
- At times when unable to social distance

Please note that social distancing should still be practiced even with the use of masks.

In being proactive, in addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

STUDENT & EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- | | |
|---|--------------------------|
| • Fever of 100.4 degrees or higher | • Muscle pain |
| • Cough | • Headache |
| • Shortness of breath or difficulty breathing | • Sore throat |
| • Chills | • Loss of taste or smell |
| • Repeated shaking with chills | • Diarrhea |
| • Known close contact with a person who is lab confirmed to have COVID-19 | |

All screening information will be kept confidential by the district nurse and school administration.

Additionally, student temperatures will be taken each day until further notice.

- Car riders will have temperatures taken prior to entering the building.
- Bus riders will have temperatures taken prior to entering the school bus.

Suspected Case of COVID-19

In the event of a suspected case of COVID-19, the following protocols will be followed:

Scenario

- An employee or student doesn't feel well and visits the school nurse.
- The nurse determines symptoms may be COVID related.
- The employee or student will be temporarily separated from others.

Employee

- The employee and/or school nurse will notify the Superintendent.
- The employee will contact their primary health care provider and the provider will arrange for testing.
- If the employee tests positive for COVID, the provider that ordered the test will call the employee with the positive result.
- The Health Department will also contact the employee and conduct a risk assessment (contact tracing). If the employee resides in a county other than Scott County, then the residing county health department will contact the employee.
- The Health Department will ask the employee about all close contacts the employee had from the 48 hours prior to symptoms up to and including the day the employee began isolation measures.
- They will direct the individual and any other person at possible risk of being infected with what to do.
- Return to work will be communicated by the Superintendent.

Student

- If a student has a fever prior to entering the school bus, the student will be returned to their parent(s). Parents will be encouraged to have the student tested.
- The school nurse will contact the parent/guardian. When the parent/guardian arrives, the nurse will encourage the parent/guardian to have the student tested. The nurse will offer to assist the parent/guardian with making phone calls to the healthcare provider.
- The nurse will also notify the Superintendent to discuss next steps.
- The healthcare provider will arrange for the student to be tested. If the student tests positive for COVID, the healthcare provider will contact the parent/guardian.
- The Health Department will then contact the parent/guardian and conduct a risk assessment (contact tracing).
- The parent/guardian will be asked about any close contacts the student may have had from the 48 hours prior to symptoms up to and including the day the student began isolation measures.
- They will direct the parent/guardian on what the student and any other person at possible risk of being infected with what to do.
- Admittance to school will be communicated by the building administrator to the parent/guardian.

Additional Steps

1. If the employee has been told to self-isolate, he/she should contact his/her/their direct supervisor/principal. If the student has been told to self-isolate, the family will be requested to call the school. The school will check to see if there are siblings or other family members in Kelso C-7 School District.
2. The Superintendent will advise the Board of Education.
3. Superintendent will consider initiating the following Kelso C-7 Positive COVID-19 Protocols:
 - a. Kelso C-7 will consider closing the building temporarily for cleaning/sanitation.
 - b. Superintendent will contact the Health Department for additional guidance.
 - c. Kelso C-7 will work with the Health Department to provide any official communication regarding a COVID-19 case within the District while abiding by all Health Insurance Portability and Accountability Act (HIPAA) guidelines.
 - d. The Principal/Superintendent will follow-up with the staff member and family of the student.

RETURN TO SCHOOL/WORK AFTER EXCLUSION

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

1. **Untested:** Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:
 - They have not had a fever for at least 72 hours (that is three full days of no fever, without the use of medicine that reduces fevers);
 - Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - At least fourteen (14) calendar days have passed since your symptoms first appeared.

2. **Tested:** Persons who experienced symptoms and have been tested for COVID19 may return if the following conditions are met:

- At least fourteen (14) calendar days have passed since your symptoms first appeared or exposure.
- Approval/recommendation to return by the Scott County Health Department to return (per Scott County Health Department 8/12/2020).

3. **Tested with no symptoms:** Persons who have not had symptoms but test positive for COVID-19 may return when they have gone fourteen (14) calendar days without symptoms and have been released by a healthcare provider.

HEALTH PROTOCOL

If you have been diagnosed with COVID19, you may return to work/school when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc.); and
3. At least 7 days have passed since symptoms first occurred

Additionally, if you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work until the three criteria listed above have been met.

If a student is absent multiple days related to COVID-19, we will look at each case on an individual basis. Our student's health, safety, and education are our top priorities.

Above all else, communication with the district is key. Until further notice, we will be adhering to the updated attendance policy that will also be located in our student handbook.

SCHOOL NURSE PROCEDURES

- Kelso C-7 school nurse who is providing health care will be using appropriate PPE.
- Kelso C-7 school nurse regularly keeps a log of health room visits. The name and phone number/address of all persons seen with fever and new cough will be recorded. Due to student privacy, these records are not public. However, information may be shared with the Health Department as appropriate.
- The Scott County Health Department will provide guidance on students and staff who have had contact with people who are suspected of COVID-19 positive.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. Kelso C-7 Superintendent
3. Your administration will determine appropriate next steps.

4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

PERSONAL WORKSPACE/CLASSROOM/SHARED WORKSPACE

- **All teachers and students are asked not to visit another classroom outside of their team or grade level.**
- **Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.**
- Students will be required to use hand sanitizer upon leaving and re-entering the classroom.
- Each workspace and commonly used items and areas will be disinfected on a regular basis.
- Kelso C-7 has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.
- The Kelso C-7 Custodial Team will clean all workspaces at their designated cleaning time.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Multipurpose/Team Room—These spaces will have limited access. Please follow recommendations when using shared spaces, utilizing social distancing and disinfecting policies.

FACILITIES CLEANING AND GENERAL DISINFECTION PROTOCOL

- Buildings will be thoroughly cleaned at least once a day
- Bathrooms will be disinfected mid-morning, around noon, mid-afternoon and after student dismissal.
- Other frequently-touched common surfaces will be cleaned throughout the day.
- Playgrounds will be disinfected at least once a day.
- Spray bottles of disinfectant will be available to disinfect desks and tables before and after meals.
- Traditional water fountains will be disabled. The District is in the process of installing bottle filler stations throughout the buildings. Students will be expected to bring a water bottle with them to school.

The goal is to establish a sanitary baseline before the school opens. The site should be 100% disinfected prior to anyone returning to work/school.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

PREVENTIVE MATERIAL INVENTORY

Kelso C-7 has an adequate supply of soap, disinfection, hand sanitizer, paper towels, tissues, gloves, masks, thermometers, and all other PPE.

BUS DRIVERS/BUS PROTOCOLS

Bus transportation will continue to be provided. However, due to COVID-19 social distancing recommendations, it

is highly recommended students provide their own transportation.

- Students are asked to not load/ride the bus if he/she:
 - have tested positive for COVID-19;
 - have been diagnosed presumptive positive for COVID-19;
 - are awaiting COVID-19 test results;
 - or exhibit one or more symptoms of COVID-19 based on CDC guidance that is not otherwise explained. These symptoms include but are not limited to:
 - a fever of 100° or higher without fever-reducing medication
 - cough;
 - shortness of breath or difficulty breathing;
 - chills;
 - repeated shaking with chills;
 - muscle pain;
 - headache;
 - nausea/vomiting;
 - diarrhea;
 - sore throat; and/or
 - new loss of taste or smell.
- Bus drivers and monitors will watch for continued coughing or other symptoms and may request a student sit in a designated area on the bus.
 - The bus driver / monitor will immediately alert the school administration upon arrival.
- The bus driver / monitor will sanitize the rail frequently.
- The bus driver / monitor will sanitize seats between use.
- Bus drivers and monitors will not work if they are sick.
- Bus drivers and monitors will wear masks/face shields.
- All students will be required to wear a mask / face covering while on the bus. Students are encouraged to wear their own cloth mask. Disposable masks will be available as needed.
- If a student has transportation written into their IEP plan, the IEP team will make the most appropriate decision for those students.
- **Loading / Unloading:** Avoid congestion as students load and unload buses.
 - Students will be loaded from the back to the front by bus stop as much as possible in order to minimize contact and risk while loading and unloading.
 - Students may be assigned seats.
 - Same households may be required to sit in the same row or in close proximity to each other.
 - Students must remain in their seat facing forward and must refrain from touching others.

RESTROOM USAGE DURING THE WORK DAY

Student Bathrooms: Establish maximum capacity for the facility that allows for social distancing. Classroom teachers will monitor the usage in relation to the number of stalls available.

Faculty/Staff Bathroom: Kelso C-7 will provide supplies for employees to disinfect the area after use in staff only restrooms.

CAFETERIA AND MEAL PERIODS

The Kelso C-7 School District will closely monitor communal use of common spaces (cafeteria/gym) and monitor human capacity. Students will sit facing similar directions and spaced for safety within their classroom assigned areas. Alternate schedules are an option as we continue to monitor CDC recommendations.

CLASSROOM ARRANGEMENTS

The Kelso C-7 School District will limit group gatherings, arrange classroom environments, and monitor human capacity. Classrooms will be social distancing as space and age allows. Alternate schedules for recess are an option as we continue to monitor CDC recommendations.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The district counselor will provide support for parents and teachers. The counselor will work with students individually or in small groups to address any well-being needs.

STAFF TRAINING

1. **Pre-return to school training-**
Presented remotely to ensure understanding and preparedness to align with this manual
2. **First Day Training/Orientation**
Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Zoom
3. **Cleaning Crew Protocols**
Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Response Team: Dr. Kimberly Burger, Mrs. Debbie Lands, Mr. Ted Glastetter, Mrs. Stacey Rongey, Mrs. Stacy Creech
4. Disinfection Measures
5. Transportation
6. Isolation protocols
7. On site health screening
8. Daily self-screenings
9. Visitors
10. Cleaning Crew Protocols

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website <https://kelsoc-7.wixsite.com/kelso>
3. Follow the district social media, Facebook page
4. Texting Remind 101

Appendix B: Alternative Methods of Instruction Plan

II. ACADEMICS AND HOME-BASED LEARNING

ACADEMIC PLANS

AMI/AMI-X

The Kelso C-7 School District Board of Education approved the District's AMI-X Plan on August 12, 2020. The plan can be found as an appendix in this document and the district website. The overview of the plan is as follows:

In the case of a closure or a group that is quarantined for an extended period, Kelso C-7 has created a state approved plan for continuing instructional learning for students.

Our teachers have created lessons that are aligned to the Missouri Learning Standards as well as our own curriculum goals at Kelso C-7. These lessons parallel what will be taught if classes were to continue in person. Each classroom teacher has created paper copies of these lessons in order to be distributed to our families who are unable to access technology.

All classrooms will be utilizing online platforms. For our PreK-2 classrooms, it will be SeeSaw, and for our 3rd-8th Grade classrooms, it will be Google Classroom. Each teacher will submit lesson plans for the week, including most homework, on Sunday evenings to help prepare families for the upcoming week. Classroom teachers will have concentrated instruction 3 days a week, for four hour shifts.

There will also be special classes 2 days a week, for three hours shifts. This will allow all of our teachers to be part of online learning at Kelso C-7 and give our students exposure to every avenue possible.

All teachers will also have office hours 2 days a week for two hours each. Office hours will allow families to reach out with questions regarding lessons.

Lessons will be recorded so that families can access them at a later time if students/families are not able to watch during the time that teachers will be conducting class.

Support Services

Below describes the types of additional support services beyond the classroom instruction provided (in the case of an extended closure).

Special Education

IDEA students will continue to receive their services from their special education teacher, as well as their related services. A student's case manager will work with families to ensure that the IEP is being met and that their goals are being addressed. Please view additional information and FAQs in the Special Education and Section 504 part of this guide.

504 Services

Section 504 plans will continue to be implemented. If needed, the 504 team may reconvene to adjust accommodations and modifications. Please view additional information and FAQs in the Special Education and Section 504 part of this guide.

Title Services

Students needing additional support will be identified by the classroom teacher and Title I teacher. The Title I teacher will contact identified families to establish a best method of services and establish a day/time to provide the services (outside of the classroom instruction time).

Counseling Services

Students identified as needing counseling services can be identified by a classroom teacher, guidance counselor, parent, and even the individual student. The guidance counselor will contact identified families to establish a best method of services and establish a day/time to provide the services (outside of the classroom instruction time).

Sample Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Classroom Teachers 8am-12pm Concentrated Instruction	Special Class Teachers 8am-11am	Classroom Teachers 8am-12pm Concentrated Instruction	Special Class Teachers 8am-11am	Classroom Teachers 8am-12pm Concentrated Instruction
	Office Hours 11am-1pm		Office Hours 11am-1pm	
		Office Hours 6pm-8pm		

Kelso C-7 utilized the district leadership team to organize and develop systems in place for the district's reopening. The committee members were selected from various departments and grade levels to get a diverse set of knowledge and skills. The committee members were then divided out into sub-committees. As a whole, the committee meets regularly every Monday in May. Each sub-committee meets one time a week as decided by the committee. A committee chairperson was selected to be the spokesperson for the team and keep detailed notes for reporting.

GRADING POLICY

Grading and Attendance

In the case of a short or extended school closure, to receive credit and attendance for the virtual courses this school year students are expected to complete the assignments. This will include not only logging in to instructional platforms, but also taking part in classroom discussions via instructional platforms, completing online quizzes and assessments, and completing work on time. Students will receive grades for completed work, but participation will also be a factor in a student's overall grade.

Students that do not participate digitally in the case of a closure will be counted in attendance based on completion of daily tasks.

Completion Protocols

Students not making progress, not completing academic packets or opting not to participate during this closure, will be eligible for summer school or virtual summer school. For promotion to the next grade level, students will need to have completed the requirements outlined in this grading policy. The district will utilize district retention policies outlined in the district's Student/Parent Handbook.

RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

In an effort to cut down on paper packets, the district is developing the use of Google Classroom for grades 3-12 and SeeSaw for PK-2. Google Classroom and SeeSaw will be another communication method for parents to be able to contact the classroom teachers.

In order to support our students instructionally while they are at home, we are offering a paper solution for families that do not have access to the Internet. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls- either to the students directly or to their parents.

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by Kelso C-7 staff for mitigating the risk that COVID19 is spread while still ensuring instructional support for our students.

PACKET PREPARATION

(Preliminary evidence suggests that the virus can only live on surfaces like cardboard for 24 hours and approximately 2-3 days on plastic. This means that with some very basic sanitation protocols, any risk of homework packets themselves transmitting the virus can be minimized.)

1. No school personnel who have symptoms consistent with COVID-19 should prepare packets. Each day that a staff member will be involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine as recommended by the CDC.
2. No school personnel should be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic. For example, if someone in a school staff member's home is showing signs of the virus, even if they are not yet symptomatic, that school staff member should not be involved in putting packets together.
3. Any location in our school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.
4. If you are putting packets in envelopes, choose envelopes that do not require moistening to seal.
5. **Wait 24 hours** before distributing packets to families if only paper-based materials are involved. **Wait 72 hours** if plastic materials are used.

PACKET DISTRIBUTION

Direct delivery method

All printed packet distributions will utilize the US Postal Service. The US postal service is already transmitting materials every day, and there have been no cases to date of infection caused by this process.

PACKET RETURN

1. In the event that the district does not reopen on the set date, instructions to pick up materials or mail in assignments will be given in accordance with this safety plan.
2. From this point forward, any additional packet distributions will now include a self-addressed, stamped envelope for return. In the packets going home to students, SCHOOLISD will insert appropriately sized self-addressed envelopes. Parents will mail the homework assignments back to the school.
3. In the event that the parent needs to drop off the packet, Kelso C-7 will establish a drop-off location. Our drop off location is the front entrances of the school. A clearly marked bin will be used for parents to drop off assignments. Notification in advance will be communicated to parents to maintain distance from other parents while dropping off packets. Parents should remain 6 feet apart from anyone else while at the drop off. In addition, communication with parents will explicitly tell parents, "Do not come if you are

symptomatic. Either send someone else or wait until you are no longer symptomatic.” Wait 24 hours after a drop off cycle before beginning to open the packets.

4. Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc.) ¹or via photo sharing.

TECHNOLOGY AGREEMENT

All families will be asked to sign a Kelso C-7 Device Damage Waiver. This waiver states that families may choose to purchase a \$25.00 insurance fee per device for those who want to protect themselves from expenses if/when a student’s district issued electronic device is damaged. The \$25.00 insurance fee is in exchange for a waiver so that the cost of the damaged device is charged to the student at a reduced rate.

Please see the District Device Checkout Procedures and Agreement in the Appendix of the Student/Parent Handbook

Appendix C: District Device Checkout Procedures, Policies, and Agreement

KELSO C-7 SCHOOL DISTRICT

Grades (6-8) One to One/Grades PK-5 AMI Checkout

Kelso C-7 School District is providing a risk management structure for the district's investment in digital learning. A \$25 insurance fee/deposit will be collected at the beginning of the school year to ensure the district continues to have the ability to provide high quality digital resources. This charge will service different purposes for different groups within the district.

Grades 6-8/One-to-one Classrooms:

The \$25 insurance fee is in exchange for waiver so that the cost of the damaged device is charged to the student at a reduced rate. The following scale will illustrate the expense rate for damages in 1:1 classroom (grades 6-8).

Device Components	Insured Cost	Uninsured Cost
Keyboard	\$25	\$50
Screen	\$25	\$50
Device or Mainboard Replacement	\$100	\$200
Charger	\$15	\$30
Cosmetic damages or other damages assessed by IT	½ cost	Full Cost

Students will be assigned a specific computer for their own use while on school property. Students are expected to maintain proper care and caution while using and in possession of the device.

Families that elect to purchase this “insurance” will be allowed to checkout their child's device in the event of an unexpected school closure, such as another COVID 19 related closure.

Grades PK-5 AMI Checkout

Families of students in grades PK-5 have the option to checkout at least one device per two students (in their household) in the event of a school closure to support continued learning. Families will be required to submit a \$25 deposit to the district, a signed District Device Checkout and Agreement (this form) and signed District Acceptable Technology Use Code at the beginning of the year.

Deposits will return at the end of the year under the following circumstances:

- All district devices are returned in original working condition
- All other bills and fees are paid.
- All district property is returned (textbooks, library books, uniforms, etc.)

In the case of damage to the device, all damage fees will be paid. At this point the district will treat the \$25 as an insurance fee and charge the family the insured costs listed in the above chart.

Terms and Conditions

I hereby acknowledge that I have been issued an electronic device by Kelso C-7 School District for the sole purpose of enhancing my educational experience, and I am wholly and entirely responsible for loss or damage to this District-owned device. I will only use this device in accordance with all applicable policies and procedures of the District.

In order to minimize the possible financial impact on myself from accidental loss or damage to the device, I fully accept the District's offer to partially waive my financial responsibility for a future loss, subject to the terms and conditions and reduced rates as outlined above with payment of device damage insurance fee.

I am responsible for a per occurrence charge on all damages sustained to the Kelso C-7 School district's device. These charges are to be paid immediately upon notification from the office. Devices will not be allowed to use until assessed charges are paid. I understand the District reserves the right to revoke any and all of my privileges under this program should there be evidence of careless or destructive behavior on my part.

_____ I waive the right of the option Device Insurance. I understand that by doing so I am responsible for the full replacement cost of \$250.

Student Signature/Date

Student Signature/Date

Student Signature/Date

Parent Signature/Date

Payment Method (Please Circle):

Cash \$25

Check# _____ \$25