

**MALDEN R-I
Junior/Senior High School**



**600 West Burkhart
Malden, Mo. 63863
Phone: (573) 276-5794**

**STUDENT/PARENT HANDBOOK
2023-2024**

ALMA MATER

*Our strong bond shall ne'r be broken
Formed at Malden High.
Far surpassing wealth unspoken
Sealed by friend-ships tie.
Malden High School Malden High School
Graven on each heart.
Ever guard thy name in glory
Till we from life shall part.*

Dear Students and Parents:

Welcome to Malden Jr.-Sr. High School. This handbook has been prepared for you concerning the policies and programs of Malden Jr.-Sr. High School. This handbook was adopted by the Malden R-1 Board of Education on July 17, 2018. This handbook should serve as a general guide for all students. Detailed policies can be found in the Malden R-1 Board of Education Policy Manual. Copies of the manual are located in each building.

It is not our purpose to make all students conform to a rigid pattern, but some regulations are necessary if our school is to function in the very best manner possible. Please keep in mind that the school exists to prepare you for the future and that the record you make in Malden Jr.-Sr. High School is your record for life. It is my hope that you will make a record of which you, your parents, and your school will be proud. Prepare and plan to give it your best.

Sincerely,
Robert Ison, Principal
Aaron Bidewell, Assistant Principal

SCHOOL DISTRICT MISSION (Comprehensive School Improvement Plan)

The mission of the Malden R-I School District is: Malden R-1 School District is dedicated to providing a challenging education to all of our students by ensuring our students have an excellent staff of caring teachers. We will utilize technology and community resources to create a student-centered, innovative, and engaging environment to create life-long learners and empowered, responsible citizens.

The district has a Board-approved Comprehensive School Improvement Plan (CSIP) guided by the mission statement and based on the district's fundamental beliefs about teaching and learning. This plan serves as the district's foundation for allocating resources, developing policies and procedures, and selecting and implementing instructional programs designed to raise student achievement.

The CSIP was developed through the combined efforts of Board members, staff, administrators, students, parents/guardians and community members and is ongoing. Goals, outcomes or objectives are provided in sufficient detail to direct the improvement efforts of the district for at least a five-year period. The CSIP is evaluated and updated as necessary. A copy of the district's CSIP is available in the superintendent's office.

Mr. Robert Ison, Principal
Mr. Aaron Bidewell, Assistant Principal

Malden High School
600 West Burkhart - Malden, Missouri 63863
573-276-5794 ext. 1 - Fax 573-276-4548
www.maldenmoschools.org
MALDEN R-1 SCHOOL DISTRICT

BOARD OF EDUCATION

Denton Kooyman	President
Carolyn Cornamn	Vice President
Levin Miller	Treasurer
Jeff Mitchell	Member
Ken Lentz	Member
Matt Rhine	Member
Ben Brown	Member
Jessica Carpenter	Secretary

ADMINISTRATION

Carie Fowler	Superintendent
Robert Ison	Jr. /Sr. High School Principal
Aaron Bidewell	Jr. /Sr. High School Assistant Principal
Misty Thomas	Elementary Principal
Travis Day	Assistant Elementary Principal
Jackie Cohen	Director of Special Services
Elana Ison	Guidance Counselor, A+ Coordinator
Tim Harmon	Athletic Administrator
Ian Casto	Technology Coordinator

Faculty & Staff

Malden R-1 Junior/Senior High School 2023-2024

Mrs. Acord	Science
Mr. Acup	Maintenance Supervisor
Mrs. Beaird	FACS
Mr. Kearbey	PE/Conditioning
Ms. Berger	English
Mrs. Brown	English
Mr. Nealey	Fitness/Enrichment
Ms. Caruso	Secretary
Mr. Chance	Alt. School
Mr. Coleman	Agriculture Education
Mr. Burton	Custodian
Mr. Dean	Custodian
Ms. Hammond	Band/Music Appreciation
Mr. Rayfield	P.E.
Mr. Harmon	P.E./Athletic Director
Ms. Perkins	Secretary
Mrs. Brimingham	Special Education Aide
Ms. McCall	English
Mr. Freshour	History
Mr. Huckleby	Chemistry
Mrs. Ison	Counselor/A+ Coordinator
Mr. T. Ison	ISS/Personal Finance
Ms. R. Jones	Special Education Aide
Mrs. S. Jones	Spanish
Mr. Kilgore	JAG
Mrs. Layne	Vocal Music
Mr. Vent	P.E./Health
Mr. Hahn	Math

Mrs. Coleman	Explore/Enrichment
Mr. Miller	Special Education
Mr. Peden	Government
Mr. Phelps	School Resource Officer
Mrs. Porter	Nurse
Mrs.R. Porter	Special Education Aide
Ms. Rhodes	Librarian/English
Ms. Huntsman	Special Education
Mr. Shurn	Custodian
Mr. Riddle	History
Ms. Smart	Science
Ms. Shelton	Business
Mr. Sokolov	Art
Ms. Davis	Math
Mr. Summers	Custodian
Mrs. Howell	Science
Mr. Vipperman	Social Studies
Ms. Mathies	Special Education
Mrs.Samons	Science
Mrs. Wilkerson	English
Mr. T. Miller	Math
Mr. K. Jones	Social Studies
Mrs. West	Special Education
Mrs. Broom	Special Education Aide
Mr. Simmons	Aide

TABLE OF CONTENTS

Absences on the Day of an Activity	35
Advanced and/or Weighted Classes	47
Advanced Diploma	45
Announcements and the Daily Bulletin	23
Assemblies	23
Assessment Program	49
Attendance Policy	34
Authority of Faculty, Staff, and Substitute Teachers	23
Board of Education Meetings	54
Building Care and Usage	23
Bullying and Cyberbullying	28
Bus Regulations	23
Cafeteria	24
Cell Phones	24
Citizenship Standards for All Co-Curricular Activities	24
Classification of Students	49
Classroom Standards	34
Closed Campus for Lunch	24
Communicable Diseases	56
Couples	25
Dances	25
DESE Complaint Resolution Procedure	48
Directory Information	44
Disaster Preparedness	58
Disciplinary Hearings	12
Discipline of Students with Disabilities	13
Discrimination	37
District Discipline Code	15
Dress Code	25
Drills-Earthquake/Fire/Tornado and Other Emergency Drills	25
Driving/Parking	25
Drugs and Alcohol	26
Dual Credit Courses	47
Due Process Hearing	13
Earthquake Awareness	58
Educational Neglect	33
Eighth (8th) Hour Program	21
Eligibility to Participate in Co-Curricular Activities	27
Emergency Medical Treatment	27
ESSA Complaint Procedure	51
Expectations for Students Attending Athletic Events	36
Fees	27
Fighting	27
Food, Candy & Beverages	27
Food Service	60
Four-Year Plans	49
General Disciplinary Procedures	14
General Graduation Requirements	45
Gift Delivery	27
Grade Reports	28
Grading System	47
Graduation	48

Graduation Requirements	45
Grievance Process	41
Guidance and Counseling	50
Hall Passes	28
Harassment	28
Health Screening	28
Hazing and Bullying	54
Homebound Policy	28
Homeless	53
Honor Roll	49
IDEA	53
Inclement Weather Announcements	28
Internet Usage	62
Interrogations, Interviews and Searches	36
Leaving School	28
Lockers	28
Lost and Found	29
Malden Alternative School	22
Malden in School Suspension (MISS)	22
Medical Marijuana	59
Merit Roll	49
Mid Quarter Reports	29
Migrant Students	54
Nurse and Medicine	29
Parents Right to Know Notification	50
Parent School Learning Compact	68
Participation in Activities	29
Passing Time Between Classes	29
Peanut Allergy Aware Campus	09
Policy of Nondiscrimination	37
Postscript	61
Principal's Honor Roll	49
Procedures Prior to the Start of and End of the Day	14
Programs for English Language Learners	54
Programs for Students with Disabilities	52
Prohibition Against Discrimination, Harassment, and Retaliation	37
Prom Attire	29
Release of Records	43
Requirements for Academic Letter Award	48
Right and Responsibilities of Parents	33
Rights and Responsibilities of Students	33
Safe Schools Act	30
Schedule Changes	49
School Calendar	08
Semester Finals	30
Senior Attendance	36
Senior Pranks	30
Sexual Harassment Policy	39
Student Charges and Extracurricular Participation	30
Student Attendance Requirements	34
Student Discipline	09
Student Records	43
Student Suspension and Expulsion	10
Surveying, Analyzing and Evaluating Students	55

Tardies	30
Telephone	30
Textbooks	31
Threats	31
Tobacco	31
Tornado	57
Transportation to School Activities	31
Truancy	31
Unnecessary Articles at School	31
Valedictorian and Salutatorian	46
Verbal Confrontations	31
Video and Audio Devices	31
Visitors	32
Visitors to Events	32
Weapons in School	33
Withdrawal from School	33
504 Public Notice	52

Notable Dates for the 2023-2024 School Year

August Attendance Days - 7
17 Open House
23 First Day Of School

September Attendance Days - 17
4 Labor Day
18 PD Day-No students

October Attendance Days - 17
9 Columbus Day
13 End of 1st Quarter
23 Parent/Teacher Conference 4-8pm

November Attendance Days - 14
13 PD Day-No students
21-25 Thanksgiving Break

December Attendance Days - 9
15 End of 2nd Quarter
18-29 Christmas Break

January Attendance Days - 18
15 Martin Luther King Day
22 Parent/Teacher Conf

February Attendance Days - 17
5 PD Day-No students
19 Presidents Day

March Attendance Days - 13
8 End of 3rd Quarter
25-29 Spring Break

April Attendance Days - 17
22 PD Day-No students

May Attendance Days - 15
16 Graduation
24 End of 4th Quarter
24 Students Last Day

PEANUT ALLERGY AWARE CAMPUS

Because we have students attending our school that can become ill due to a peanut allergy, we ask that ALL PEANUT PRODUCTS not be brought on campus at any time. The district would appreciate everyone's cooperation regarding this issue.

STUDENT DISCIPLINE

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. All district staff are required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or plead guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law. Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal.

The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality. The comprehensive discipline policy of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in 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. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the Malden R-I School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy 2673.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy 2673 defines a "serious violation of the district's discipline policy" as one or more of the following acts if committed by a student enrolled in the district:

1. Any act of school or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten school days.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy 2662 as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

STUDENT SUSPENSION AND EXPULSION

The following procedures apply to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy 2672, Discipline of Students with Disabilities. The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and procedures of the school district. This observance of school policies, rules and procedures is essential for permitting others to learn at school.

Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school. Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such a student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

The terms "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" in this policy. The term "expulsion" refers to exclusion for an indefinite period. The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and policy 2664, Student Admissions. Before making any decision to honor such suspensions or expulsions, the superintendent or designee will consider whether the student has received the due process required by law.

Students who are placed on suspension will not be able to make up missed work and teachers are instructed to enter a zero on the grade book for any daily instruction during a suspension. If a test is given during suspension where instruction was received prior to suspension, the student will be allowed to complete the test and receive the grade given on the test. Even though no grades can be received on daily assignments during the period of suspension, students are encouraged to request and complete daily work in order to stay current in their classes. Daily class work for students suspended who qualify for services under IDEA will be determined by the student's Individualized Education Plan and Federal Law under IDEA.

Suspensions

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
 - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
 - b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's

presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.

d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.

e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.

f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspensions For More Than 180 School Days and Expulsions

Only the Board may expel a student or suspend a student for more than 180 school days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the superintendent or principal must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident.

2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.)

a. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 school days.

b. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.

3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

Student Discipline Hearings

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a disciplinary hearing. In addition, student discipline hearings also will be held upon a written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing. In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.

2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.

3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.

4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians a written notice of the decision.

Remedial Conference

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy for any "act of school violence" as defined in § 160.261.2, RSMo., and Board policy 2664, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the "act of school violence" was committed at a public school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school

DISCIPLINE OF STUDENTS WITH DISABILITIES

A student with a disability is a student identified as a "child with a disability" under the eligibility criteria of state regulations implementing the Individuals with Disabilities Education Act (IDEA) as amended, or as a person with a qualifying disability for the purpose of Title II of the Americans with Disabilities Act or Section 504 of the Rehabilitation Act. The district does not believe in a double standard for intentional misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities who violate the school district's discipline code will be disciplined in accordance with the district's normal discipline code, subject to the modifications of the normal discipline implementation process mandated by law. It is expressly this district's policy that it will use the full scope of authority available under law in applying its regular disciplinary code to all students. All students, including those with disabilities, may be referred for law enforcement action when their conduct warrants the referral.

Due Process

Due process procedures, applicable to suspension, removal or expulsion of students from public schools under state law, shall be afforded in accordance with policy 2672, Student Suspension and Expulsion. Regular pre-discipline "due process" should not be confused with the "due process hearing" appeal process under the IDEA. When an incident of behavior is found to be unrelated to a disability by an IEP or Section 504 team, that question will be taken as settled for the purpose of the normal disciplinary hearing process.

Discipline of a "Child with a Disability" Receiving Special Educational Services

The term "child with a disability" means a student eligible for special education and related services under Part B of the IDEA as implemented under state law. Special extra procedures are required by law in order to implement the district's disciplinary policies as fully as possible for a "child with a disability," and these are summarized below. Note that these summaries are for informational purposes only. The district's official policy on IDEA discipline procedures is to use whatever lawful special methods best serve the ultimate purpose of implementing the general discipline code as fully and equally as possible. Consult the IDEA, IDEA regulations, and State and Local Plans for IDEA for details of the following procedures:

1. Discipline Code calls for short-term suspensions, placement in an appropriate interim alternative educational setting, or placement in another setting, for ten (10) school days or less per occurrence.

< Such removals may be applied in the same manner such removals are applied to all students under the discipline policy. When such absences aggregate to 11 or more days, the child with a disability is provided some educational services even if regular education students would not be provided educational services during such a removal. If such a short-term removal or suspension would cause a "change of placement" to occur under the factors outlined by law, the removal should be handled as a "long-term suspension."

2. Discipline Code calls for long-term suspension or expulsion.

< If a child's IEP team determines that conduct in violation of the regular discipline code is unrelated to the disability, the district may implement suspensions in excess of ten (10) consecutive school days, a suspension of shorter length where a pattern of suspension constituting a "change in placement" is thereby created, and even an expulsion. The law calls for the continuation of some services during the long-term suspension or expulsion. If doing so would not itself create a "change of placement," a short-term suspension may be implemented to give the IEP team time to complete its duties.

3. Special Rule: 45 calendar day removals

< For possession of weapons defined in 18 U.S.C. § 930, or use, possession, sale, or solicitation of a sale of certain drugs identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act, a removal of up to 45 calendar days in an appropriate interim alternative educational setting may be ordered. This may be used in conjunction with the short- and long-term suspension or expulsion provisions.

< The district may seek a removal of a dangerous or violent student to a 45 calendar day alternative educational placement through a hearing officer appointed by the Department of Elementary and Secondary Education. Pursuit of this option does not replace or prevent the implementation of short- and/or long-term suspensions or expulsion when the discipline policy calls for that consequence and, if a change of placement would occur as a result, the behavior is not a manifestation of the disability.

4. Court Injunction

< The district may seek a court injunction ordering removal or a changed placement of a dangerous or violent student.

Students Not Yet Identified as Disabled

A student who qualifies as a child with a disability but has not been identified as a child with a disability may be subjected to the same disciplinary measures applied to students without disabilities if the district did not have knowledge of the disability.

Students with Disabilities Not Eligible under IDEA

This section summarizes the procedural rules for students who have disabilities under Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act, but do not require special educational services as a "child with a disability" under Part B of the IDEA. The expulsion of such a student, the exclusion of the student for an indefinite period, or the exclusion of the student for more than ten (10) consecutive school days constitutes a "significant change in placement." A series of suspensions each of which is ten (10) or fewer days in duration, but that creates a pattern of exclusions, may also constitute a "significant change in placement." Before implementing a suspension or expulsion that constitutes a significant change in the placement of a student with a disability, a school district must conduct a re-evaluation of the student to determine whether the misconduct in question is caused by the student's disability and, if so, whether the student's current educational placement is appropriate. If it is determined that the misconduct is not caused by the child's disability, the child may be excluded from school in the same manner as similarly situated children who do not have disabilities.

PROCEDURES PRIOR TO THE START OF AND END OF THE SCHOOL DAY

6th-8th graders arriving at school prior to 7:45 a.m. are to report to the gymnasium. Students in grades 9-12 who arrive at school prior to 7:41 a.m. are to remain in the Commons. No students are to be in the hallways before 7:45 a.m. without authorization. When arriving at school in the a.m., students are to use only the entrance by the

Commons. Students must obtain an admit slip before school from the office if they were absent the previous day. Buildings will be opened on school days at 7:15 a.m. and closed at 3:35 p.m. unless school or special activities are in session. Please do not drop off or leave children at the school during unsupervised times.

Prohibited Conduct

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

The following are descriptions of prohibited conduct as well as potential consequences for violations. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

DEFINITIONS

8th hour- after school detention

MISS – Malden In School Suspension

OSS- Out-of-School Suspension

ALT- Alternative School

SRO- School Resource Officer

Consequences will be determined by the administrative team

- I. Classroom Violations Subsequent actions for consequences that are not listed below will be subject to the discretion of the administration.**
 - A. Disruption of class, cheating :((including plagiarism and forgery), annoying classmates, sleeping in class, possession of disruptive devices, excessive talking, mischief, restless/inattentive, failure to bring pencil/paper/book to class.*
 - 1st offense: 1 day of MISS or 1 swat (Cheating-Grade will be affected)
 - 2nd offense: 2 days MISS or 1-2 swats (Cheating-Grade will be affected)
 - 3rd offense: 3 days MISS (Cheating-Grade will be affected)
 - 4th offense: 5 days ALT (Cheating-Grade will be affected)
 - B. Lewd or obscene language/gestures/writing/material, refusal to do class work, skipping class.*
 - 1st offense: 1 day MISS or 1 swat
 - 2nd offense: 2 days MISS or 2 swats
 - 3rd offense: 3 days MISS or 2 swats
 - 4th offense: 5 days ALT
 - C. Misconduct in Hall/Lunchroom/Bathroom*
 - 1st offense: 8th Hour or 1 swat
 - 2nd offense: 1 day MISS or 1 swat:
 - 3rd offense: 2 days MISS or 2 swats
- II. Violations Against the School Administration**
 - A. Tardiness- Failure to be seated when the tardy bell rings. Students will be referred to the office by an 8th hour slip on the third offense. Subsequent actions for consequences that are not listed below will be subject to the discretion of the administration.*
 - 3rd offense: 8th hour or 1 swat
 - 4th offense: 8th hour
 - 5th offense: 1 day MISS
 - 6th offense: 2 days MISS
 - 7th offense: 3 days MISS
 - 8th offense: 1 day ALT/OSS

B. Late/Missing Assignments/failure to prepare for class/no dress

Students will be referred to the office by an 8th hour slip on the third offense. Subsequent actions for consequences that are not listed below will be subject to the discretion of the administration.

- 3rd offense: 8th hour or 1 swat
- 4th offense: 8th hour
- 5th offense: 1 day of MISS
- 6th offense: 2 days of MISS
- 7th offense: 3 days of MISS
- 8th offense: 1 day of ALT/OSS

C. Truancy (On Campus) –Skipping class without knowledge/consent of teacher or school administration.

- 1st offense: 2 days MISS and referral to SRO
- 2nd offense: 3 days MISS and referral to SRO
- 3rd offense: 5 days MISS and referral to SRO/Juvenile Officer if age appropriate

D. Truancy (Off Campus)) Leaving school grounds during school hours or failure to attend school without the knowledge and consent of parent/guardian and/or school administration. Also included is the failure to bring a note upon return from an absence (unless parent/guardian made prior arrangements with the school

- 1st offense: 3 days MISS and referral to SRO; 1st offense: 1 day MISS (no note)
- 2nd offense: 5 days MISS and referral to SRO; 2nd offense: 1 day MISS (no note)
- 3rd offense: 3 days ALT. School and referral to SRO; referral to juvenile officer if age appropriate 3rd offense: (no note) 1 day MISS

E. Parking Lot Violation (On parking lot during school hours without consent of administration).

- 1st offense: 8th hour
- 2nd offense: 8th hour or 1 swat
- 3rd offense: 1 day MISS

F. Parking Lot Violation (Careless driving- includes speeding, squalling tires, danger to pedestrians).

- 1st offense: 1 day MISS or 1 swat and referral to SRO
- 2nd offense: Loss of parking privileges for 5 days and referral to SRO
- 3rd offense: Loss of parking privileges for 30 days and referral to SRO

G. Dress Code Violation- See provisions of dress code as outlined in the student handbook.

- 1st offense: Principal/Student Conference (place T-shirt or tie strap on student). If that does not alleviate the problem then students will be placed in MISS.
- 2nd offense: 1 day MISS
- 3rd offense: 2 days MISS

H. Public Displays of Affection

- 1st offense: 8th hour
- 2nd offense: 1 day MISS or 1 swat
- 3rd offense: 2 days MISS or 2 swats

I. Excessive Noise in Hall/Lunchroom

- 1st offense: 8th hour or 1 swat
- 2nd offense: 1 day MISS or 1-2 swats
- 3rd offense: 2 days MISS or 2 swats

J. Gambling/Extortion

- 1st offense: 2 days MISS or 2 swats
- 2nd offense: 3 days MISS
- 3rd offense: 5 days MISS

K. Horse playing in Hall/Classroom- includes wrestling, scuffling, running, etc.

- 1st offense: 2 days MISS or 2 swats
- 2nd offense: 3 days MISS
- 3rd offense: 4 days MISS

L. Technology Misconduct/Computer Violation- any action which is in violation of student's technology use agreement or Board Policy.

- 1st offense: 1-2 days MISS or 1 swat
- 2nd offense: 2-3 days MISS
- 3rd offense: 5 days MISS

M. Vandalism- including property of school, staff, or students.

- 1st offense: restitution, 1-2 days MISS or 2 swats or 1-3 days ALT or OSS
- 2nd offense: restitution, 3-5 days MISS or 3-5 days ALT or OSS
- 3rd offense: restitution, 11-180 days ALT or OSS and notification of law enforcement

N. Unauthorized Entry--Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

- 1st offense: restitution and 3-5 days MISS or 1-180 days ALT or OSS and notification of law enforcement
- 2nd offense: restitution and 11-180 days ALT or OSS and notification of law enforcement

O. Cell Phones/Personal Electronic Devices that are not authorized for educational purposes –

Students will be permitted to use their cell phones before school, during lunch, and between passing periods during the school day. Upon entering the school building cell phones should be set to silent. Once in class students should refrain from using their Cell Phones/Personal Electronic Devices. From the time students enter classrooms until the period is over, cell phones and any audio or visual personal electronic devices are to be turned off and out of sight, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

1. In use during class (talking, texting, taking pictures, or any other action on the phone/ personal electronic device) without the teacher's permission.
 - 1st offense: Confiscated and picked up by parent/guardian and 1 day MISS
 - 2nd offense: Confiscated and picked up by parent/guardian and 2 days MISS
 - 3rd offense: Confiscated and picked up by parent/guardian and 3 days MISS, student is banned from having a phone/personal electronic device at school.

III. Violations Against Persons (Staff)

Subsequent actions for consequences that are not listed below will be subject to the discretion of the administration.

A. Rude/Discourteous to Staff

- 1st offense: 8th hour or 1 day MISS or 1 swat
- 2nd offense: 2 days MISS or 2 swats

- 3rd offense: 3 days MISS
- B. *Inappropriate Language or Disrespectful Acts/Attitudes Toward Staff*
 1st offense: 2 days MISS or 2 swats
 2nd offense: 3 days MISS
 3rd offense: 1-3 days ALT or OSS
- C. *Insubordination/Defiance to Staff (including refusing to go to the office when instructed to do so).*
 1st offense: 3 day ALT or OSS
 2nd offense: 5 days ALT or OSS
 3rd offense: 10 days ALT or OSS
- D. *Offensive or Obscene Gestures or Language Directed at Staff*
 1st offense: minimum 3 days ALT or OSS
 2nd offense: minimum 5 days ALT or OSS
 3rd offense: Referral to Superintendent for long-term Suspension/possible Expulsion
- E. *Physical/Written/Vocal Aggression (threatening) Toward Staff*
 1st offense: 5-10 days ALT or OSS (minimum) Referral to School Resource Officer
 2nd offense: 10 days OSS and referral to Superintendent for long-term suspension
 3rd offense: Referral to Board of Education for Expulsion
- F. *Assault on Staff*
 1st offense: Referral to Board of Education for Expulsion

IV. Violations Against Persons (Student to Student) Subsequent actions for consequences that are not listed below will be subject to the discretion of the administration.

- A. *Disparaging or Demeaning Language- Use of words or actions, verbal or written, meant to harass or injure another person. This includes basic harassment as well as remarks of racial, ethnic, or religious nature.*
 1st offense: 2 day MISS or 1-2 swats
 2nd offense: 3-5 days MISS or 2-3 swats
 3rd offense: 3 day ALT or OSS
- B. *Theft- stealing from the school or another student.*
 1st offense: minimum of 3 days ALT or OSS and restitution and referral to SRO/Juvenile
 2nd offense: minimum of 5 days ALT or OSS and restitution and referral to SRO/Juvenile
 3rd offense: minimum of 10 days ALT or OSS and restitution and referral to Superintendent for further disciplinary action.
- C. *Physical/Written/Vocal Aggression (threatening) Toward Another Student*
 1st offense: 2-3 days MISS or 1-2 swats
 2nd offense: 3-4 days MISS or 2 swats
 3rd offense: 3 day OSS/ALT
- D. *Indecent Exposure*
 1st offense: minimum of 2 days ALT or OSS, notify SRO, Superintendent
 2nd offense: minimum of 5 days ALT or OSS, notify SRO, Superintendent
 3rd offense: minimum of 10 days ALT or OSS, notify SRO, Superintendent
- E. *Verbal Confrontation- Students verbally confront one another to the point of a staff member stepping in. No physical actions taken.*
 1st offense: 2 days MISS or 2 swats
 2nd offense: 3 days MISS
 3rd offense: 2 days ALT or OSS

- F. *Bullying and Cyberbullying -Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.*
 1st offense: 1-10 days MISS, ALT or OSS, notify SRO
 2nd offense: 10 days ALT or OSS, notify SRO
 3rd offense: 11-180 days ALT or OSS, notify SRO and refer to Superintendent for further disciplinary action
- G. *Fighting- mutual combat in which both parties have contributed to the conflict either verbally or by physical action.*
 1st offense: minimum 5 days ALT or OSS, notify SRO
 2nd offense: minimum 10 days ALT or OSS, notify SRO
 3rd offense: Referral to Superintendent for long-term Suspension/possible Expulsion
- H. *Sexual Harassment, sexual misconduct, and/or Sexting*
 1st offense: minimum of 5 days ALT or OSS and referral to SRO and Superintendent
 2nd offense: minimum of 10 days ALT or OSS and referral to SRO and Superintendent
 3rd offense: Referral to Superintendent for long-term Suspension/possible Expulsion
- I. *Assault-Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault.*
 1st offense: 10 days ALT or OSS, notify SRO, and referral to Superintendent for further disciplinary action
 2nd offense: Referral to Board of Education for possible Expulsion
- J. *False Alarms -Tampering with emergency equipment, setting off false alarms, making false reports; communicating a critical threat to any person, or false report for the purpose of frightening, disturbing, disrupting the school environment or causing the evacuation or closure of school property.*
 1st offense: Restitution, 1-180 days OSS, or expulsion
- K. *Hazing --Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.*
 1st offense: 1-5 days MISS or 1-10 days ALT or OSS
 2nd offense: 11-180 days OSS or expulsion.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences-Violating the conditions of a suspension, expulsion or other disciplinary consequence including but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences." As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the

student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the district is disruptive to the educational process or undermines the effectiveness of the district's disciplinary policy.

1st Offense: 11-180 days OSS or referral to SRO or possible expulsion. Report to law enforcement for trespassing.

V. Violations Against Public Health and Safety. Subsequent actions for consequences that are not listed below will be subject to the discretion of the administration.

A. Drugs/Alcohol- Possession, Transmission, Use, or Under the Influence (Including Paraphernalia).

1st offense: 11-180 days OSS and notification of law enforcement

2nd offense: Referral to Board of Education for Expulsion

B. Tobacco- Possession, Transmission, or Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy 2640.

1st offense: 2 days MISS or 2 swats and parent notification

2nd offense: 3 days MISS or 3 swats and parent notification

3rd offense: 1-3 days ALT or OSS

C. Bus Misconduct (Fighting not included)

1st offense: Principal/Student conference

2nd offense: 3 days loss of bus privileges

3rd offense: 5 days loss of bus privileges

4th offense: 10 days loss of bus privileges

5th offense: Loss of bus privileges remainder of Year

D. Arson

1st offense: 11-180 days OSS, restitution if appropriate and notification of law enforcement

2nd offense: Referral to Board of Education for possible Expulsion, restitution if appropriate, notification of law enforcement

E. Possession of weapon (excluding firearm)

1st offense: 1 calendar year OSS and notification of law enforcement

2nd offense: Referral to Board of Education for possible Expulsion, and notification of law enforcement

F. Possession of Firearm

1st offense: Expulsion and notification of law enforcement

G. Possession or use of ammunition or a component of a weapon

1st offense: 1-3 days ISS, 1-180 days OSS/ALT, or expulsion: referral to Superintendent for further disciplinary action; referral to SRO/Juvenile

2nd offense: 1-180 days OSS/ALT or expulsion; referral to Superintendent for further disciplinary action; referral to SRO/Juvenile

VI. Violations against Persons (Visitors to School) Subsequent actions for consequences that are not listed below will be subject to the discretion of the administration.

A. Rude/Discourteous to Staff

1st offense: 8th hour or 1 day MISS or 1 swat

2nd offense: 2 days MISS or 2 swats

3rd offense: 3 days MISS

- B. Inappropriate Language or Disrespectful Acts/Attitudes Toward Staff
 - 1st offense: 2 days MISS or 2 swat
 - 2nd offense: 3 days MISS or 3 swats
 - 3rd offense: 1-3 days ALT or OSS
- C. Insubordination/Defiance to Staff (including refusing to go to the office when instructed to do so).
 - 1st offense: 3 day ALT or OSS
 - 2nd offense: 5 days ALT or OSS
 - 3rd offense: 10 days ALT or OSS
- D. Offensive of Obscene Gestures or Language Directed at Staff
 - 1st offense: 3 days ALT or OSS
 - 2nd offense: 5 days ALT or OSS
 - 3rd offense: 10 days ALT or OSS
- E. Physical/Written/Vocal Aggression (threatening) Toward Staff
 - 1st offense: 5-10 days ALT or OSS (minimum) referral to School Resource Officer
 - 2nd offense: 10 days OSS and referral to Superintendent for long-term suspension
 - 3rd offense: Referral to Board of Education for Expulsion
- F. Assault on Staff
 - 1st offense: Referral to Board of Education for Expulsion

Any student who receives seven (7) discipline referrals in a semester will be assigned a minimum of 5 days alternative school. Continued referrals will result in additional days assigned to alternative school and could result in permanent placement in alternative school. Upon receiving 6 referrals in a semester the student will no longer be able to attend any school activities (including ball games) for the remainder of the semester in which it occurs.

EIGHTH (8TH) HOUR PROGRAM

Eighth (8th) hour is a supervised study period used primarily as a consequence for conduct infractions. Assignments are **NOT EXCUSED** due to conflict with jobs, school activities, or transportation problems. **The only acceptable excuses** are (a) a doctor's appointment already scheduled; (b) probation or parole appointments already scheduled; or (c) prior arrangements approved by the Principal or Assistant Principal.

All absences from 8th hour must be cleared by the Principal or Assistant Principal in advance. *(Therefore, if a student does not attend 8th hour due to a prearranged doctor/probation appointment and fails to notify the Principal, Assistant Principal, or office personnel IN ADVANCE, the student will be assigned to MISS.)* It is the responsibility of the student to contact the Principal or Assistant Principal about pre arranged appointments. It is also necessary for the student to bring in proper documentation the following day after being excused from attending 8th hour.

If you have an absence from school on an assigned day, you must attend 8th hour the next day 8th hour is held and you are in attendance to avoid any additional consequences. It is the responsibility of the student to keep track of the dates for his/her assigned 8th hours.

Eighth hour meets from 3:42 - 4:32 p.m. Tuesday, and Thursday each week. There is no admission to the 8th hour after 3:42. Students who do not arrive by 3:42 may be assigned to the Malden In School Suspension (MISS). A student who fails to attend an assigned 8th hour will not be allowed to attend any school-related activity.

Students are strictly required to be on good behavior in the 8th hour. All students must have approved study material. No sleeping or talking is allowed. A student will be removed from 8th hour for misconduct. Students

who cannot behave properly in 8th hour or who repeatedly fail to attend may lose the option of being assigned to 8th hour, and more strict disciplinary action will be applied.

The following are areas that could result in a student being assigned to the 8th hour program: tardiness; failure to do assigned work; failure to bring required class materials; running in the building; yelling and excessively loud talking; minor vandalism; and failure to obey classroom or school rules.

Malden In School Suspension (MISS)

MISS is a supervised detention during the regular school day. MISS is supervised by a certified teacher or teacher's aide. Student class work is sent to the student in the MISS classroom. MISS teachers check the work before it is returned to the regular classroom teacher, where it will be graded for credit. MISS is a restrictive environment designed to deal with students who have been assigned for behavior infractions. Students assigned to the MISS program must report to the MISS room prior to 7:45 a.m. During the school day, students are released from the MISS room at three (3) different times: Once in the morning and afternoon to use the restroom; and at 11:23 a.m. at which time the students will eat lunch supervised by the MISS teacher.

While assigned to the MISS, there is no tolerance for misconduct (behavior, refusal to work, sleeping, etc.) Students who fail to follow the rules of the MISS will be assessed an out-of-school suspension and must make up the time missed. Any student assigned to the MISS is not allowed to participate in or attend extracurricular activities until he/she has fully completed all scheduled time (*a student may practice but not compete in interscholastic competition*).

The following are areas that could result in a student being assigned to the MISS: *truancy; disrespect; failure to do assigned class work; failure to comply with reasonable requests from staff members; disturbing or disrupting the classroom; use of vulgar and abusive language; excessive tardiness; roughhousing; or failure to follow classroom or school rules.*

Malden Alternative School (MAS)

Malden Alternative School operates to serve students in both short and long term placement. Students may be assigned to Alternative School by the Superintendent or Principal. The goal of alternative school is a return to regular school, if possible. It is the responsibility of the student to show that they can function both educationally and socially. They must realize this is one of their last options before more harsh actions are taken. Malden Alternative School staff encourages students to identify the kinds of problems and attitudes that caused placement with the alternative school and work to correct those. Students assigned to Malden Alternative School are required to attend a conference between the administration and a parent/guardian either in person or by phone contact.

The school director and teachers document offenses and punishments. The director notifies the principal, probationary officers and parents/guardians of misbehavior at the alternative school. Repeated offenses will result in suspension and referral to the school superintendent or principal.

Students assigned to Malden Alternative School are not permitted on the Malden R-I School District Campus including, but not limited to, the Malden Elementary School Campus, the Malden High School Campus, and the Malden R-I School District Sports Complex located at the corner of Broadwater and Stokelan. Furthermore, during assignment to Malden Alternative School, students are not permitted to attend or participate in extracurricular activities. Students may utilize district transportation only for the purpose of attending Malden Alternative School.

Driving to Malden Alternative School is not permitted. In the case of a student who is assigned to Malden Alternative School for a period of ten (10) days or less and that assignment carries over from one school year to the next, the ban from campus will be lifted from the day after school is out until the first day of fall sports practice, so that the student may attend summer school, attend events at Malden R-I School District Sports Complex and participate in summer extracurricular activities.

ANNOUNCEMENTS

Announcements are the means by which we deliver information to our student body. The announcements are distributed to teachers during the third (3rd) period class. Announcements may be found on the school webpage. Important messages will be read over the intercom at the end of the school day, but will be kept to a minimum.

ASSEMBLIES

Assemblies will be scheduled periodically during the school year. The continuance of the assemblies will depend on how well received they are by the student body. Poor conduct or a lack of participation may warrant the discontinuation of the assemblies. Students who do not display good school citizenship may not be allowed to attend school assemblies. Students whose conduct is inappropriate will be removed from all future assembly programs for the remainder of the school year. Students who do not wish to participate in an assembly for personal or religious reasons will be allowed to attend a supervised study session.

AUTHORITY OF FACULTY, STAFF, AND SUBSTITUTE TEACHERS

Students must courteously and respectfully comply with the reasonable requests of all staff members and substitute teachers in or out of the classroom. Students are also expected to give their names if asked for them by any staff member or substitute teacher. Failure to comply with the directions of school personnel or substitute teachers acting in the performance of their duties shall be considered insubordinate and will be subject to disciplinary measures in accordance with the school discipline code.

BUILDING CARE AND USE

We are very fortunate to have a nice modern school facility. It is the responsibility of each student to help maintain our school in its present condition. Destruction or abuse of school property in any form shall be grounds for disciplinary action that may range from paying for any and all damages up to suspension from school. Depending on the severity of damage, local law enforcement authorities may be notified.

BUS REGULATIONS

To ensure safe and comfortable transportation, students must act responsibly when riding their bus. All school policies apply to conduct on school buses. School bus transportation is a privilege and will be withdrawn for inappropriate behavior. ***Students are to wait until the bus comes to a complete stop before attempting to gain entrance.*** Failure to do so may result in loss of riding privileges. The bus driver is in complete charge of the bus and its occupants. Students may only ride the school bus to which they are assigned. Students who move or plan to move from one location to another should contact the office prior to the anticipated move so that a new bus assignment can be arranged.

BUS RIDING RULES

- Sit in your seat at all times.
- Talk in a quiet manner.
- Obey the school bus driver.
- Help keep the bus clean.
- DO not argue or fight with others.
- Keep all body parts inside the bus.
- Do not save seats for other students.

First offense for most infractions will result in a warning. A second offense will result in the student being removed from the bus for up to five school days. A third offense will result in a student being removed from the bus for up to ten school days. A fourth offense will result in a student being denied bus privileges for a period of time determined by the principal. If a specific infraction is deemed to be flagrant, the principal has the option to assess severe penalties regardless as to how many times the student has committed an infraction.

CAFETERIA

Malden R-I provides a cafeteria where students may eat during the breakfast and lunch period. Students are expected to leave tables clean and conduct themselves in an orderly manner. All lunch trays and trash are to be carried to the trash disposal area. Breaking into the breakfast or lunch lines is unfair and is not allowed (*8th hours assigned*). No food, beverages, or lunch trays may leave the cafeteria for any reason. Anyone found to be littering, throwing food items or not properly returning their lunch tray to the disposal area will be assigned clean-up duty. Students are expected to leave tables clean and conduct themselves in an orderly manner. All lunch trays and trash are to be carried to the trash disposal area. Breaking into the breakfast or lunch lines is unfair and is not allowed (ASD assigned). No food, beverages, or lunch trays may leave the cafeteria for any reason. Anyone found to be littering, throwing food items or not properly returning their lunch tray to the disposal area will be assigned clean-up duty.

The Malden R-I Schools will participate in the Community Eligibility Provision (CEP) for our food service program this year. Under this provision all students will be served breakfast and lunch free of charge. The only charge that would occur is when a student wants to purchase an extra milk for \$0.35. Students may charge milk for up to a negative balance of \$16.00. After that period, the account must be paid in full before additional charges will be allowed. No candy is to be sold in the cafeteria during breakfast or lunch.

CELL PHONES

Students will be permitted to use their cell phones before school, during lunch, and between passing periods during the school day. Upon entering the school building cell phones should be set to silent. Once in class students should refrain from using their Cell Phones/Personal Electronic Devices. From the time students enter classrooms until the period is over, cell phones and any audio or visual personal electronic devices are to be turned off and out of sight, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

CITIZENSHIP STANDARDS FOR ALL CO-CURRICULAR ACTIVITIES

Students who represent a school in co-curricular activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

A student shall not be considered eligible while under suspension. The student who is expelled or who withdraws from school because of disciplinary reasons shall not be considered eligible to play for 365 days from the date of expulsion or withdrawal. If a student misses class on the date of a contest without being excused by the principal, he/she shall not be considered eligible on that date.

The creditable citizen's standard applies to all co-curricular activities sponsored by the Missouri State High School Activities Association. Activities in which Malden Jr.-Sr. High School participates that fall under MSHSAA guidelines include: girls' softball; girls' Jr.-Sr. high volleyball; girls' Jr.-Sr. high basketball; girls Jr.-Sr. high track & field; Jr.-Sr. high cheerleading; boys' golf; boys' Jr.-Sr. high basketball; boys' football; boys' baseball; Jr.-Sr. high track & field; academic bowl; instrumental and vocal music.

CLOSED CAMPUS FOR LUNCH

Students are not allowed to leave the school campus during their lunch. Students are permitted to have lunch delivered to them if the lunch is delivered by their parent or guardian. All lunch items delivered by a parent or guardian should be dropped off at the office. Students who leave campus during lunch without authorization from the principal will be considered truant.

COUPLES

The school is not the place of kissing, holding hands, or other acts of unrestrained physical signs of affection. Observance of this rule is merely within the bounds of simple good manners and taste. Students who insist on continual displays of affection will be disciplined accordingly.

DANCES

All school policies are followed at dances. Infractions are dealt with in accordance with the school discipline code. Students may not be readmitted to a dance after leaving the assigned area. All out-of-school dates must be signed up by a predetermined time prior to the dance. Out-of-school dates not signed up in advance will not be admitted. ***All out-of-school dates must be enrolled in a school or be a graduate of a school and under the age of 21.*** Each student is permitted to invite one (1) guest. If you leave the dance then your out-of-town or out-of-school date must leave as well. This includes freshmen or sophomores attending prom. No Jr. High students are allowed at High School dances and High School students are not allowed at Jr. High dances.

DRESS CODE

The Student's Personal Dress and Grooming

Standards:

1. Shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities.
2. Shall not conflict with secondary dress code guidelines listed below:
 - (a) Tank tops, tube tops, halters or strapless dresses without a covering shirt, blouse, or jacket are inappropriate.
 - (b) **Shorts, skorts, skirts, or dresses should reach 2 inches above the student's knee. No spandex pants without a shirt which reaches 2 inches above the student's knee.**
 - (c) Hats, caps, and nonprescription sunglasses are not to be worn inside the building. Any kind of head cover or forehead bands are to be removed when the student enters the building. **No bandannas will be allowed.**
 - (d) **All coats shall be placed in the student's locker at the beginning of the school day and are to remain in the locker until the conclusion of the school day.** Lightweight, fleece, or windbreaker jackets may be worn.
 - (e) Any garment with decorations, patches, lettering, advertisements, etc., that may be considered obscene, offensive, or lewd is not to be worn at school. This includes any garment or accessory with any drug emblem, tobacco product, beer, wine, or any type of alcoholic beverage advertisement on the garment.
 - (f) Chains and spiked jewelry are not permitted.
 - (g) Transparent and/or see-through material will be considered inappropriate. Shirts and blouses must cover the entire torso. A student's shirt should cover the entire portion of the shoulder.
 - (h) No house shoes or pajamas (which include pajama tops, bottoms, and house shoes) without principal approval.
 - (i) Clothing is to be worn in the manner for which it was originally designed and intended.

Absolutely no sagging pants will be allowed.

Students who are inappropriately dressed will be allowed to call home for proper attire. Students will either be given proper attire if available by the principal and/or placed in MISS for the remainder of the day. Repeated offenses may result in short term suspension.

DRILLS-EARTHQUAKE/FIRE/TORNADO AND OTHER EMERGENCY DRILLS

Students, teachers, and other district employees shall participate in emergency drills throughout the school year. Students must follow the direction of school personnel quickly and in an orderly manner. Each classroom will have specific instructions posted. Notification to move to the FEMA building will occur by signal from the public address system.

DRIVING/PARKING

Licensed drivers are allowed to drive vehicles to school. Student drivers must park only in the student parking lot. Students are to park only in the marked areas. Students who drive or ride to school should leave their cars as soon

as they are parked. No student is allowed to return to the parking lot until the end of the school day unless he/she has authorization from a staff member. Students are advised to keep their vehicles locked at all times while parked on school property. The school is not responsible for vandalism, theft, or accidents that occur in the parking lot.

All vehicles are to be operated in a safe and sensible fashion. Failure to comply with any of the above regulations will result in a student losing his/ her driving privileges for an amount of time to be determined by the principal.

The school retains the authority to conduct routine patrols of the student parking lot. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

DRUGS AND ALCOHOL

STUDENT ALCOHOL/DRUG ABUSE

The Malden R-I School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy 2640. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with policy 2672.

The Malden R-I School District recognizes that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Therefore, the use, sale, transfer, possession, or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle, or 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 is PROHIBITED. Students suspected by the administration to be under the influence of alcohol or a controlled substance may be asked to submit to a breathalyzer or drug test.

Any student found by the administration and/or Board of Education to be in violation of this policy shall be subject to disciplinary action up to and including out-of-school suspension, expulsion, or other disciplinary measures as provided in the district's discipline code. In addition, students in violation of the policy will be referred to the proper law enforcement authority.

ELIGIBILITY TO PARTICIPATE IN CO-CURRICULAR ACTIVITIES

A student must be currently enrolled in and regularly attending courses that offer a minimum of 3.0 units of credit (*this is normally six courses*). In addition, a student must have earned 3.0 units of credit the preceding semester.

- A student must enter school within the first eleven (11) days of the semester to be eligible.
- A student who is nineteen (19) years of age prior to July 1 will be ineligible the next school year.
- Repeated violations of any school rules may result in the student being declared ineligible.
- In any instance not specifically covered by the rules of eligibility, the principal may rule a student ineligible.
- Sponsors or coaches in charge of activities may deny a student the privilege of participating if training or practice rules prescribed by the sponsor and/or coach are violated.
- Before a student can be certified to compete in co-curricular activities, the student must sign and return a copy of the acceptance form found in the Guidelines for Co-Curricular Eligibility.

EMERGENCY MEDICAL TREATMENT

Parents and/or guardians shall be asked to supply important information that could be needed in the event of an *emergency (telephone numbers, names and telephone numbers of persons who can be reached if parents/guardians are unavailable, etc.)*. This information should be updated as often as necessary.

FEEES

Materials that are part of the basic education program are provided without charge to students. Students are expected to provide their own supplies of pencils, pens, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits including:

1. Club or organization dues.
2. The materials for a class project the student will keep.
3. Voluntary purchase of pictures, publications, class rings, etc.
4. Fees for overdue, lost, or damaged library books, textbooks, and school-owned equipment.

FIGHTING

Disputes between students should be handled through channels other than fighting. If a student foresees a potential confrontation with another student, all efforts should be made to contact a teacher or principal to inform them of the situation. All participants in a fight will be punished unless a clear-cut aggressor can be determined. In addition, a student who attempts to utilize any object (*i.e., napkin holder, pencil, pen, book, etc.*) that has the potential to inflict bodily harm will be given a lengthier out-of-school suspension.

Depending on the severity of the fight, stiffer penalties may be assessed. Any student who interferes with the staff's attempt to stop a fight or a student who is not involved in a fight but is found to be a major instigator may be subject to the same penalties as the other combatants. With the 1996 Passage of the Missouri Safe Schools Act, the school must notify local law enforcement authorities. Depending on the severity of a fight, the school district may ask the local police department to file charges in city court against the aggressor(s)

FOOD, CANDY & BEVERAGES

Food, candy, gum or beverage related items will be allowed in the gymnasium area ***before or after*** the school day (not during the school day) as long as students clean up after themselves. In addition, no food, candy, gum, or beverage related items are to be taken into any carpeted area of the school building i.e. band room and study hall. Students are not to have food, candy, or beverage related items in classrooms. Gum chewing in areas other than the gymnasium or carpeted areas will be at the discretion of the instructor. Failure to follow this policy will result in: First-third Offense = 8th hour and/or 1 Swat; fourth and subsequent offense(s) = 1 day session of MISS.

GIFT DELIVERY

Occasionally, flowers, balloon bouquets, or other decorative arrangements are sent to students during school hours. When such deliveries are made to the school, they will be kept in the office and the student will be notified to pick the item(s) up at the end of the school day.

GRADE REPORTS

Report cards are issued after every nine (9) weeks. The quarterly grade is not a grade of record. It is a preliminary indication of progress being made by the student. The semester grades (which become a part of the official transcript and which are also used for calculating class rank) shall represent an evaluation of the total semester's work. However, both quarters' work will be averaged to arrive at the semester grade. It is possible for a failing quarterly grade to be brought up to a passing semester grade. It is also possible for a passing quarterly grade to become a failing semester grade.

Students who owe fines, fees, or who have school merchandise issued to them which has not been returned will not be issued their report card until all obligations have been fulfilled. In addition, student records or transcripts will not be mailed to requested addresses until all debts have been satisfied by the student.

HALL PASSES

A student who finds it necessary to leave class or is acting on behalf of a staff member must obtain a pass from the teacher indicating permission to be out of class. **Students caught in the hallway without a hall pass during class time will be placed in MISS for the remainder of that period.** Students must leave the building following the end of the school day unless they are under the direct supervision of a staff member or have permission from the principal.

HARASSMENT (CYBER-BULLYING)

A form of discrimination that occurs when intimidation, ridicule or insult is used in a manner that alters the educational environment of any student(s); regardless of the means of communication which includes, but is not limited to verbal and electronic communication.

HEALTH SCREENINGS

The health screening programs of the Malden R-I School District are designed to examine the populations at highest risk at a time when early intervention has the most benefit. The district will examine past screenings and assess them for effectiveness in order to ensure future screening programs meet the needs of the district. Students will be screened for health and vision during the grades of 7, 9, and 11.

HOMEBOUND POLICY

Only students who are approved by a medical doctor for homebound instruction are eligible. It should be noted that not all courses lend themselves to independent study. Therefore, only classes where a student can legitimately complete coursework away from school will be approved. Where applicable, course assignments will be modified to accommodate the needs of the student.

INCLEMENT WEATHER ANNOUNCEMENTS

School dismissal announcements due to weather will be made on radio stations KKLR (94.5 FM) KTJJ (98.5) KDEX (102.3), 92.9, 99.3, 102.9, 93.9, and television stations Malden Community Channel 21, KAIT Channel 8, WPSD Channel 6 and KFVS-12 and the Malden R-1 School Website at maldenmoschools.org. Text casting is also available. Anyone can receive text casting by calling the high school office or enroll on Malden School home page via a computer.

LEAVING SCHOOL

At no time is a student to leave the school campus during the day without authorization from the office and signing out. Violators will be considered truant.

LOCKERS

Lockers and locks are provided for all students. Lockers and locks are the property of the school and are subject to the same cleanliness and care as other parts of the building. Lockers may be inspected and/or searched at any time without prior notification. Students may not use an outside lock on the locker to which they are assigned. Only the school issued lock is to be used. The lock issued is to be in place on the locker at all times. A student who loses the lock assigned will be assessed a replacement fee before a new lock is issued.

Never leave valuables or large sums of money unattended in the lockers. Students, not the school, are responsible for their own property. The school will not be responsible for items stolen or missing from student lockers. If at any time a locker or lock fails to work properly, it should be reported to the office immediately. Students are NOT to share lockers with other students. In addition, students are encouraged not to divulge the combination of their lock to any other student.

LOST AND FOUND

The Lost and Found Department is located in the principal's office. All articles found (*including textbooks*) should be turned in at the office. Students are advised not to bring large sums of money or valuables to school. The school is not responsible for lost or stolen articles (*including money*).

MIDQUARTER REPORTS

Four (4) times during the scholastic year, approximately four and a half weeks prior to the end of the respective quarter, grade reports are issued. This report helps students and parents monitor progress. Parents who would like more detailed information are urged to contact the principal's office to arrange a conference with the instructor.

NURSE AND MEDICINE

A nurse is provided for students who feel ill or become injured in any manner during the school day. Students needing to see the nurse must obtain permission from their instructor. Students who are too ill to return to class may go home if they are able to get permission from a parent or an immediate family member.

A student who must take a prescription or nonprescription medicine during the school day must give medicine to the school nurse to hold. The nurse will either give the medicine at the proper time or give the student permission to take the medication as directed.

Students with SPECIAL HEALTH PROBLEMS are to report to the school nurse at the beginning of the school year, or when such a problem dictates. (*Special problems may include vision, hearing, diabetes, epilepsy, asthma, bladder infection, rheumatic fever, recent surgery, medication, or anything that may hinder a student's performance at school. A physician's note regarding these problems/illnesses should be brought to the school nurse to keep on file.*)

PARTICIPATION IN ACTIVITIES

Students who are suspended, expelled or in Malden Alternative School for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension, expulsion or Malden Alternative School.

PASSING TIME BETWEEN CLASSES

Two bells will be rung between periods and are to be observed as follows:

- | | |
|----------------------------|--|
| <u>First Bell:</u> | This bell indicates the end of the period to the teacher. Students are to remain in their seats until dismissed by the teacher. |
| <u>Second Bell:</u> | This bell is rung four (4) minutes after the first bell and indicates to the students and teachers the time for class to begin. The period between first and second bell is for passing to and from classes, and all students are expected to arrive at their classes on time. |

Students are not to stand and loiter at their lockers or outside of the classroom. Students are to go directly to their assigned class. Students who loiter in the hallway between classes may be subject to disciplinary action.

Prom Attire

Students are required to wear Formal attire at Grand March and Prom.

SAFE SCHOOLS ACT

The State of Missouri enacted the *Safe Schools Act* in 1996. The Safe Schools Act, among other things, allows school districts to suspend students who commit felonious acts outside of school. A few examples of the types of illegal acts a student can be suspended for include: assault; burglary; arson, and the sale or possession of illegal drugs. In addition, students who threaten or assault other staff members may be assessed long term suspensions.

SEMESTER FINALS

A one hour comprehensive semester final will be administered in all classes the final two days of each semester. A student may be exempt from finals if he/she has no grade lower than a C in any class and has perfect attendance. A student with no grade lower than a B- in any class and misses no more than seven (7) class periods per semester of which no more than two (2) class periods may be from any one class during the semester. A student may also be exempt from finals if he/she has no grade lower than an A- in any class and misses no more than fourteen (14) class periods per semester. No more than (3) class periods in one class may be missed. This policy does not preclude any exempt student from taking an individual final to raise a grade in class.

SENIOR PRANKS

Malden R-1 School District has adopted a '0' tolerance policy concerning senior pranks. Students who violate this policy will be disciplined according to the district discipline policy under vandalism and unauthorized entry. Participation in Graduation Ceremonies may also be revoked.

STUDENT CHARGES AND EXTRACURRICULAR PARTICIPATION

The purpose of this policy is to encourage parents to keep their student current financially with the Malden R-1 School District. It is not the intent of this policy to hinder the educational process in any way; therefore, students in violation of this policy will continue to participate in all educational/instructional activities and opportunities and will continue to be served breakfast and lunch

A student violates this policy when the student incurs a debt to the district that exceeds \$16.00. A debt to the district includes, but is not limited to, extra milk charges, fundraisers, lost textbook fees and student athletic fees. If a student fails to return or pay for a missing library book the student will be placed on social probation.

The district regularly notifies parents of outstanding bills. When a student's bill has exceeded \$16.00, the district will send a letter to the parents of the student stating that their student is in danger of being excluded from all extracurricular activities and a copy of this policy will be enclosed. Parents will be given ten (10) days from the date on the letter to satisfy the debt to the district. Failure to satisfy the debt within ten (10) days will result in the student being excluded from all extracurricular activities that are not part of the educational process. This includes, but is not limited to: participation in athletics, non-educational field trips, clubs and attendance at athletic events.

TARDIES

A student who is late to class, or does not have the proper materials needed (textbooks, workbooks, paper, pencil, pen, etc.), will be considered tardy. In addition, any student who arrives at school late without a medical excuse will be considered tardy.

A student will be allowed two (2) unexcused tardies per class per semester where no penalty will be assessed. This affords a student the possibility of being late for unforeseen circumstances (returning to the locker to get an assignment that was forgotten, inadvertently visiting with a friend a bit too long at your locker, etc.). ***Students who have medical conditions which may hinder their being on time for class will need to provide the office with medical documentation supporting their temporary or permanent disability.***

TELEPHONE

Telephones in the building are for use of school personnel only. Students may only use the phone in the case of an emergency or illness with prior approval from the principal or school nurse. The office will not accept calls for students from anyone, students will not be called from class to answer the phone unless it is an extreme emergency.

TEXTBOOKS

Students are held responsible for all textbooks issued to them. Satisfactory settlement will be required for lost or damaged textbooks. Your name should be printed in ink on the inside of each textbook issued to you. Identifiable books are easy to return to rightful owners. Students should always check their textbooks when issued and report any damage to the teacher to avoid being fined for book damage upon return.

THREATS

All threats directed towards other students and staff will be taken seriously. Students may be assessed penalties ranging from 8th hour to MISS to an Out-of-School suspension depending on the severity of the threat. Choose your words carefully.

TOBACCO

Students are not permitted to smoke, chew, or dip tobacco on school premises at any time (*including any school-related activity*). Students are not to be in the possession of any tobacco-related product at any time during the school day or during any school-related activity. Students in violation of this policy will be disciplined in accordance with the school discipline code.

TRANSPORTATION TO SCHOOL ACTIVITIES

All students participating in school-sponsored activities will be expected to ride the bus to the games or inter-school contests. Students will not be allowed to drive their own car to games or other school-sponsored activities. This applies only to those who participate.

Students are expected to return from games or other inter-school contests the same way they go. Students may secure permission, however, to ride from inter-school contests with their parents providing the parents (*not the student*) request such permission from the coach or teacher in charge. Parents must personally contact the coach or teacher either verbally or by way of a written note. Should the privilege ever be abused, it will be deemed just cause to eliminate the student from further participation in that activity.

TRUANCY

Students absent from school without parental authorization or who leave school during their assigned school day without administrative authorization are considered truant. The school policy dealing with truancy will be enforced. In addition, students who repeatedly are truant from school will be referred to the city prosecutor.

UNNECESSARY ARTICLES AT SCHOOL

The only items students should have at school are those needed for class work and/or school sponsored extracurricular activities. Unnecessary articles may be taken from students and returned only to the student or his/her parents to take home.

VERBAL CONFRONTATIONS

A student involved in a verbal confrontation with another student may be sent home or placed in the MISS for the remainder of the day. Such action is taken to avoid further confrontations that may lead to more severe disciplinary action. The decision on whether a student is sent home or placed in the MISS will be made by the principal.

VIDEO AND AUDIO DEVICES

Video and audio devices are prohibited from use in the school restrooms and locker rooms.

AUDIO AND VISUAL RECORDING

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

Definitions

Visual Recording – Registering visual images on film, tape, digitally or by other mechanical or electronic means.

Audio Recording – Registering sounds on tape, digitally or by other mechanical or electronic means.

Outside Entity – Any individual, group, organization or corporation other than the administration, officers, staff or students of the Malden R-I School District or individuals authorized to act for the district.

Recording by Outside Entities

The Malden R-I School District prohibits the use of video or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

1. Performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Malden R-I School District Board of Education or committees appointed by or at the direction of the Board.
4. Outside entities, including student-initiated groups, using or renting district facilities in accordance with Board policies and established administrative procedures.

Recording by District Personnel

The district may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the district. This may include the use of video equipment in school buildings and on district transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

Recording by Students

The Malden R-I School District prohibits the use of video or audio recording equipment on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

Recording of Meetings

The Board of Education prohibits the use of audio, video or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras

VISITORS

All visitors are asked to please report directly to the office upon their arrival. Visitors are not to enter any classroom or any area of the building without obtaining permission from the office.

VISITORS TO DISTRICT PROPERTY/EVENTS

(Public Conduct on District Property)

The Board encourages parents and other members of the public to visit district buildings and attend district events and activities; however, inappropriate behavior or conduct will not be tolerated.

WEAPONS IN SCHOOL

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities.

A weapon shall be defined as an instrument or device customarily used for attack or defense against an opponent, adversary, or victim, or any instrument or device used to inflict physical injury (harm) upon another person.

Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be expelled from school for a period of not less than one (1) calendar year unless modified by the superintendent of schools on a case-by-case basis.

This policy is in accordance with Missouri State Law Revised State Statute 571.010, .030, RSMo.

WITHDRAWAL FROM SCHOOL

A student who desires to withdraw from school must see the counselor. The student must return his/ her books, complete the required checkout procedure, and clear all fees and fines with the office. The administration advises that withdrawing students have parents or guardians telephone the principal or counselor or present a written note stating the date of and reason for withdrawal. Transcripts will not be forwarded until all school debts are paid. The school district is not responsible for items left unclaimed.

RIGHTS AND RESPONSIBILITIES OF PARENTS

"Parents" includes a single parent, legal guardian, or person having lawful control of the student. Parents have the right and responsibility to:

1. Make every effort to provide for the physical needs of the child.
2. Teach the child to pay attention and obey the school rules.
3. Ensure their child's compliance with school attendance requirements.
4. Encourage and help the child to develop proper study habits at home.
5. Participate in parent-teacher conferences.
6. Be sure their child is appropriately dressed at school and school-related activities.
7. Discuss report cards and assignments with their child.
8. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
9. Cooperate with school administrators and teachers.

EDUCATIONAL NEGLECT

Every parent/legal guardian of a child between the ages of seven and seventeen years is responsible for enrolling the child in a program of academic instruction as per Public School Law of Missouri, 167.031RSMo. Non-attendance by a student shall cause the parent/legal guardian to be in violation of the provisions of state law. Violating the compulsory attendance law is a Class C misdemeanor. Penalty for violation is a fine, imprisonment, or both.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. District schools should foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. Students shall exercise their rights responsibly, in compliance with rules established for the orderly conduct of the district's mission. The district's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community.

Student responsibilities for achieving a positive learning environment at school or school-related activities will include:

1. Attending all classes, daily and on time, except when excused.

2. Being prepared for each class with appropriate materials and assignments.
3. Exhibiting respect toward individuals and property.
4. Conducting themselves in a responsible manner.
5. Paying required fees and fines, unless waived.
6. Observing all school rules, including safety rules.
7. Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
8. Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.
9. Dress and appear in accordance with the school standards of property, safety, health, and good grooming.
10. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with school rules.
11. Refrain from the use of tobacco and alcoholic beverages while on school premises or under school supervision.

CLASSROOM STANDARDS

The following are suggested as desirable standards of conduct in the classroom:

1. Students should be in their classroom by the time the tardy bell rings.
2. Conversation by students should STOP after the second bell rings.
3. Students should have necessary books and materials ready.
4. Students should not whisper or talk when the teacher is talking, when another student is speaking to the class, or when the group is engaged in study.
5. Students are to help maintain a neat and clean room.
6. Students should not move about the room unless they have permission

MALDEN HIGH SCHOOL ATTENDANCE POLICY GRADES 6 - 12

When a student has been absent, he/she must bring a note from his/her parent or guardian explaining the absence. Students without a note will be considered truant and must bring a note the next day or will be assigned 8th hour and the absence will be considered unexcused. Full time students will be excused 6 full days or 42 periods per semester. Part time students will be prorated according to the amount of periods that the student is enrolled in. These notes must state the student was ill and be signed and dated by the parent or guardian.

Students may accumulate 6 full days (42 periods) of excused and unexcused absences each semester without penalty. When a student exceeds 6 full days (42 periods) of excused and unexcused absences, no credit will be granted for that semester. The grade entered on the grade card and on the permanent record for that semester will be an F. If a student acquires more than 6 days of excused and unexcused absences, the parent/guardian may arrange a meeting through the principal's office with the school administration to appeal the denial of academic credit. An appeal hearing for denial of academic credit may only be granted by the school board after going on attendance contract. Suspended periods are unexcused and will be treated as other unexcused periods, except that they cannot cause a student to go over the maximum number of periods. Students who violate the attendance policy, under special circumstances, may be able to have credit reinstated by completing the provisions of an attendance contract. If provisions of an attendance contract are met the following semester, credit can be reinstated for the previous semester. Parents must apply to the High School Principal for this contract.

EXCUSED ABSENCES WILL BE GRANTED FOR: Doctor or dentist appointment-A student must bring a note from the doctor or dentist's office stating the date and time of the visit. Excused absences will only be granted for the student's personal visit and days that the doctor authorizes the student to remain at home. A student under a doctor's care may miss as many days as the doctor deems necessary without penalty on the attendance policy. Parents should contact the principal if the student is going to be out for an extended period and request a 'Homebound' application so that the school can provide instructional assistance at home. **Funeral-**Student must

bring a note from parent/guardian and will count toward the 6 excused and unexcused days. **Sick note**-Note must state that the student was ill and be signed and dated by parent/guardian and will count toward 6 (42 periods) of excused and unexcused days. **Driver's test**-A student shall be excused for two half days, half day for permit, half-day for driver's test. **College or career day**-Seniors can take one full day to apply for a job or make an application to a college, university, or technical school. Students may be excused for 6 full days (42 periods) per semester on sick and funeral notes. **Interstate Compact on Equal Educational Opportunity for Children of Military Families**- Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the principal.

Anytime a student leaves school during the day because of illness, unless sent home by the nurse, the absence will be applied to the 6 full days (42 periods) of excused and unexcused absences. In the case that the school nurse sends a student home, those periods for the remainder of that day will be considered excused will not count against them. Administration reserves the right to determine whether an absence is excused or unexcused in special circumstances.

Students are responsible for gathering any and all make-up assignments, and must complete the work within the same number of days they were absent.*** (Example: A student absent for three (3) consecutive days will have three consecutive school days during which to gather and complete the missed assignments.)

***Test Day Absence --- If the student was made aware of the test prior to his/her absence, the student will be expected to take the test upon his/her return.

Parents may request student assignments when a prolonged absence is foreseen. The assignments will be gathered and may be picked up in the office within twenty-four (24) hours.

Students who are absent from school on the day of a social activity, athletic contest or any other school-sponsored activity will not be allowed to participate in that activity during the day or evening, unless previous arrangements are made with the principal. Students who are also absent from school on a Friday or the day before a holiday will not be allowed to participate in an activity that is scheduled for the weekend or during the holiday period unless previous arrangements are made with the principal. **A student must be in attendance the last five (5) periods of the day** to participate in an activity unless previous arrangements are made with the principal.

Students who have a failing grade in a class will not be allowed to be dismissed from that class to attend a special event unless prior permission is received from the principal (ex. Athletic events, college presentations, class meetings, club meetings, etc...)

In accordance with the Missouri Department of Elementary and Secondary Education (DESE), any student who has 10 or more unexcused absences during the school year will be reported to DESE as truant.

STUDENTS HAVE 5 DAYS AFTER AN ABSENCE TO PRESENT A NOTE TO THE SCHOOL OFFICE FOR ATTENDANCE PURPOSES. (ALSO 5 BUSINESS DAYS AFTER SCHOOL IS OUT FOR ABSENCES INCURRED DURING THE LAST MONTH OF SCHOOL). STUDENTS MUST STILL BRING A NOTE THE DAY FOLLOWING AN ABSENCE FOR TRUANCY PURPOSES.

Summary:

- Doctors or dentist appointments do not count against the 6 full days (42 periods) of absence per semester. Students under a doctor's care will not be counted against the 6 full days (42 periods) of absence per semester. A note from the doctor or dentist must verify the appointment and/or days the student is to remain home.
- Students sent home by the school nurse are considered excused for the remainder of the day and the periods of absence will not count against the 6 full days (42 periods) of absence per semester.
- Sick notes may be written by parents that accumulate up to 6 full days (42 periods) per semester and will be considered excused.

SENIOR ATTENDANCE

It has been a long standing tradition in the Malden R-I School District for seniors to be excused from school attendance for the five (5) days prior to graduation. In order to qualify a senior must achieve 91% attendance including the days that will be missed the week prior to graduation and any school days following graduation. Students must miss no more than 8 days including excused and unexcused absences during the school year to be excused from school the five days prior to graduation. Seniors may qualify for a partial exemption if it is determined that he/she will qualify for the exemption by attending a partial week prior to graduation. Seniors who fail to meet the attendance requirement will not be permitted to walk at graduation. Administration will monitor attendance of seniors and inform them and their parents when they are close to becoming ineligible to walk due to attendance.

EXPECTATIONS FOR STUDENTS ATTENDING ATHLETIC EVENTS

Students who attend athletic events are subject to all school rules and policies. Students are expected to sit in the bleachers provided and not stand or loiter. No running, wrestling, or playing is allowed. **Students are only to be at the concession area during half-time.** No *card playing* will be allowed at any time. Students are expected to demonstrate good sportsmanship at all times to both home and visiting teams as well as to the officials. No vulgar or suggestive gestures or language is allowed. Booing officials and opposing team members is prohibited. No heckling of opposing team members or our team members is allowed. Only authorized school personnel should be on the court or field at any time. No objects of any kind should be thrown onto the court or field. Students who leave an athletic event will not be allowed to re-enter. Failure to follow the policies and guidelines will result in a student not being admitted to future athletic events in which Malden Jr.-Sr. High School is participating. Attendance at Co-Curricular Activities is a privilege. Students who fail to comply with school directives and policies will not be allowed to attend.

INTERROGATIONS, INTERVIEWS AND SEARCHES

Searches by School Personnel

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible. During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to

investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

School Resource Officers

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

Removal of Students from School by Law Enforcement Officials

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

Interview with the Children's Division

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

Contacts by Guardian Ad Litem and Court-Appointed Special Advocate

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

The Malden R-I School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Malden R-I School District is an equal opportunity employer. The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.

- c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation that occurs off district property and that is unrelated to the district's activities negatively impacts the school environment, the district will investigate and address the behavior in accordance with this policy, as allowed by law.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America or any other youth group designated in applicable federal law.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as school counseling, providing a list of community resources and services, moving the perpetrator to a different class or alternate setting, monitoring class changes, or

allowing the victim to retake or withdraw from a class. The district will continue to provide annual training to students and employees and review behavior to ensure it complies with district policy.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, or pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Special Education Director
601 West Burkhardt St.
Malden, MO 63863
Phone: 573-276-5794/Fax: 573-276-5796

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent
601 West Burkhardt St.
Malden, MO 63863
Phone: 573-276-5794/Fax: 573-276-5796

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, and harassment and retaliation in the Malden R-I School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, and harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins,

catalogs, application forms, recruitment material and the district's website will include a statement that the Malden R-I School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the potential victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. The administrator will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.

5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance.

The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts; and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards.; If a violation of this policy is found, the compliance officer will recommends corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals shall assist and develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Definitions

Eligible Student – A student or former student who has reached age 18 or is attending a postsecondary school.

Parent – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Student – Any person who attends or has attended a school in the school district and for whom the district maintains education records.

Health Information

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure

by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

Parent and Eligible Student Access

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18.

The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

The district will annually notify parents and eligible students of their rights in accordance with law.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and

Eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information:

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same

school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and e-mail address and the parent's addresses, telephone numbers and e-mail addresses.

Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the (CD) when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

Military and Higher Education Access

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law unless the parent or student notifies the district in writing not to disclose the information to those entities.

GRADUATION REQUIREMENTS

Diplomas

The Malden R-I Board of Education will issue the following diplomas:

1. Advanced Diploma
26 credits required 10 must be weighted
2. Regular Diploma
24 credits required

1. ADVANCED DIPLOMA REQUIREMENTS

To be granted an Advanced Diploma, a student must meet the following qualifications:

WEIGHTED CLASSES

The following are weighted classes: Advanced English II, Advanced English III, Advanced English IV (DC), Sociology/Psychology (DC), Advanced Algebra II, Advanced Geometry, Math Analysis, College Algebra/Trigonometry (DC), American History (DC), Advanced Biology II, Chemistry, General Chemistry

(DC), Anatomy & Physiology, Calculus, National & State Government (DC), Spanish II, Spanish III and Spanish IV (Independent Study).

2. ADVANCED DIPLOMA REQUIREMENTS

English	4 credits
Mathematics	3 credits
Science	3 credits
Physical science ® 1 credit	
Social Studies	3 credits
American Government ® 0.5 credit	
Health ® 0.5 credit	
Personal Finance ® 0.5credit	
American History ® 1 credit	
Practical Art	1 credit
Fine Art	1 credit
Physical Education /Health	1.5 credits
Weighted Classes	10 Credits (of the 26 required credits)

3. REGULAR DIPLOMA REQUIREMENTS

English	4 credits
Mathematics	3 credits
Science	3 credits
Physical science ® 1 credit	
Social Studies	3 credits
American Government ® 0.5 credit	
Health ® 0.5 credit	
Personal Finance ® 0.5credit	
American History ® 1 credit	
Practical Art	1 credit
Fine Art	1 credit
Physical Education /Health	1.5 credits
Electives	7.5 credits
Total	24 credits

VALEDICTORIAN AND SALUTATORIAN

In the interest of encouraging and recognizing outstanding academic achievement, a Valedictorian and salutatorian will be selected for each high school graduating class. The Valedictorian and Salutatorian will be selected according to the following procedure:

The weighted scale will be used solely to determine class rank with the following provisions:

1. The valedictorian will be the student with the highest class rank as computed at the end of eight semesters of high school work.
2. The salutatorian will be the student with the second highest class rank as computed at the end of eight semesters of high school work.
3. In case of a tie for valedictorian, co-valedictorians will be honored.
4. In case of a tie for salutatorian, co-salutatorians will be honored.
5. To compute class rank, all courses from only MHS will be considered. Class rank will be computed based on students earning a maximum of seven (7) credits per year and a minimum of 26 credits by the end of their senior year. Correspondence courses, summer school courses, zero hour courses, etc. will not be computed into class rank and will be counted as non GPA credits. Dual enrollment courses will be counted only if they are taught during the regular school year by Malden R-I School District Staff. Transfer courses from other school districts will not count toward weighted grades.

6. To be eligible for valedictorian or salutatorian honors a student must be enrolled in the Malden R-I School District prior to his/her junior year and must remain continuously enrolled through the end of his/her senior year.
7. If a weighted course is taken during zero hour or after regular school hours and taught by Malden R-I School District staff, this course will be used to determine class rank and a non-weighted course will be dropped.
8. In order to be named Valedictorian or Salutatorian, a student must complete course work related to an advanced diploma.

ADVANCED AND/OR WEIGHTED CLASSES

In order for a high school student to qualify to take the placement test for entry into an advanced class, a student must score a “B+” or better during both semesters in a regular class and pass the placement test with a 90% or better to enter the advanced class.

A student who is enrolled in an advanced class must earn a “B” or better in both semesters to move into the next advanced class. Students who earn a “C” in an advanced class must pass the placement test with a 90% to move into the next class.

In order for junior high students to qualify to take the placement test for entry into Advanced Algebra I, Advanced Physical Science, and Advanced English I, a student must score a “B+” or better during both semesters in a regular class and pass the placement test with a 90% or better to enter the advanced class.

DUAL CREDIT COURSES

A Dual Credit Class means that a high school student can be dual enrolled in a class and receive high school as well as college credit at the same time. Therefore, a grade will be assigned for high school and college credit using a 4 point scale. The high school credit grade will be utilized for figuring GPA. The Malden R-I School District does not allow for the dual credit high school grade to be calculated into the high school accumulated grade point average (GPA), unless the instructor is MHS Faculty. A student’s transcript will reflect that they have taken the class for high school credit, but it will not be calculated into their GPA unless it is taught by MHS Faculty. However, the college or university will calculate a high school student’s dual credit college grade into the student’s college grade point average (GPA).

This is very important information. For example, if a student fails a dual credit class, MHS will not count it in their high school GPA unless it is taught by a MHS Faculty member. But, the college or university will calculate it in their college GPA, and it will be on their college transcript.

Grading Scale

Each course consists of a series of orderly, sequential, and coordinated lessons. Students are evaluated on their performance, and this performance provides the basis for their course grade. The overall course grade is based on factors which may include but are not limited to daily preparation, quizzes, tests, essays, reports, presentations, class participation, term papers, conditions of assignments and tests (*including neatness, spelling, grammar, and mechanics*), punctuality, and attendance. The following uniform scale for determining letter grades for grades seven (7) through twelve (12) will be used:

Percentile	4.0 Regular Scale		5.0 Weighted Scale	
96-100	A	4.0	A	5.0
90-95	A-	3.667	A-	4.667
87-89	B+	3.333	B+	4.333
83-86	B	3.0	B	4.0
80-82	B-	2.667	B-	3.667
77-79	C+	2.333	C+	3.333
73-76	C	2.0	C	3.0
70-72	C-	1.667	C-	1.667

67-69	D+	1.333	D+	1.333
63-66	D	1.0	D	1.0
60-62	D-	0.667	D-	.667
Below 60	F	0.0	F	0.0

All class work should be made up prior to the sixth (6th) school day of the next marking period (or the 2nd day after the end of the school year. The principal may extend this deadline if deemed necessary. It is the student's responsibility to seek out and complete all required make-up assignments and examinations.

****See the School Counselor for specific classes required under each subject area****

GRADUATION

The following are items of information that all Graduating Seniors should be aware of.

- Before a student can participate in Graduation exercises, they must have all their fines and dues paid in full.
- Practice for Graduation will be Wednesday, May 15, 2024. Practice will begin at 8:00 pm. All Graduating Seniors are expected to participate in the Graduation practice. Failure to participate will result in the graduate not participating in the graduation ceremony.
- Seniors should bring their cap & gown to practice. There will be some pictures taken. At 8:00 pm on the night of practice, the Senior Class Composite will be taken. Each Senior will need to have their cap & gown. Parents and close relatives will be permitted to attend this part of the practice if they wish to take pictures. However, only the Graduating Seniors and School personnel will be allowed in the Gymnasium or Commons after pictures are taken and practice begins. Please cooperate!
- On the day of Graduation, all Seniors are to be at the High School no later than 6:30 pm. All Seniors are to gather at the HS Library. Remember, Graduation will be Thursday, May 16th, 2024 at 7:00 pm. Be there at 6:30 pm. DO NOT BE LATE!! Doors at the Commons will open for the public at 6:00 pm.

The following grooming standard has been established:

MALES: Dress shirt with collar and tie, dark slacks or khakis (no jeans), dark dress shoes (no tennis shoes or flip flops).

FEMALES: Light colored blouse or dress, light colored slacks or skirt (no jeans), dress shoes (no tennis shoes or flip flops).

Any graduating Senior who does not adhere to the above grooming standard will not be permitted to participate in the graduation ceremony.

The cap & gown is NOT to be altered in any manner. Failure to comply with this stipulation will result in the graduate not participating in the graduation ceremony.

All Graduating Seniors are reminded that Graduation is a time of celebration but that the ceremony itself should be kept reverent. Please do not bring undue attention to yourself or your class by engaging in inappropriate behavior. Inappropriate display of behavior by a Graduating Senior may result in that Senior being removed from the graduation exercises.

Congratulations! You have worked hard to get to this point in your life. Not all of your classmates that were with you in elementary school and junior high are with you today. You have displayed discipline and hard work to get here. You are to be commended for your achievement. Enjoy this time. Have fun! But, at the same time, HAVE FUN RESPONSIBLY!!

REQUIREMENTS FOR ACADEMIC LETTER AWARD

Students must maintain:

1. A 3.667 on a regular scale for all 4 quarters in a school year with no D or F grades.
2. Six units of credit per school year with at least 3 of the 6 credits in the following curriculum areas: *English, mathematics, science, or social studies (no two units may be obtained from the same core curriculum area).*
3. Students who receive an academic letter must be creditable school citizens and judged so by proper school authority consisting of the high school principal and five (5) high school faculty members. Those students whose character or conduct is such as to reflect discredit upon themselves or their school are not considered "creditable school citizens." Conduct shall be satisfactory in accord with standards of good discipline. *(Definition for creditable school citizens comes directly from MSHSAA Handbook.)*
4. Students must adhere to the District Attendance Policy.

PRINCIPAL'S HONOR ROLL

A *Principal's Honor Roll* will be compiled each quarter of the school year. For a student to be named to the *Principal's Honor Roll*, they must have no letter grade below an A- on a 4.0 scale or B+ on a 5.0 scale. In addition, students named to the *Principal's Honor Roll* each quarter will receive a special luncheon with the Principal.

HONOR ROLL

A grade Honor Roll shall be compiled each quarter for students in grades 6-12. Established guidelines include a grade point average range from a 3.0 to a 4.0 based on a 4-point scale.

MERIT ROLL

A grade Merit Roll shall be compiled each quarter for students in grades 6-12. Established guideline includes a grade point average range from a 2.667 to a 2.9 based on a 4-point scale.

ASSESSMENT PROGRAM

English Proficiency Assessments

The district will annually assess the English reading, writing and oral language skills of its students with limited English proficiency.

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) to students in seventh and eighth grades in order to monitor their progress in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

Local Assessments

The district will administer the End of Course exams to students in designated courses in order to monitor their progress in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

National Assessment of Educational Progress

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

GRADE LEVEL CLASSIFICATION

Students in grades 9-12 will automatically proceed to the next year's grade on a yearly basis. However, students are required to have accumulated the necessary number of credits prior to graduation. In view of this policy, it is reasonable to note that a student could attend four (4) consecutive years of high school, yet be ineligible for graduation due to lack of passage of total required units of credit. Also, a student could be classified as a sophomore, junior, or senior yet enrolled in freshman level classes.

SCHEDULE CHANGES

Students in grades 9-12 may sign-up with the counselor during the 1st week of school to discuss their current schedule. Students will be notified by daily announcements in November when they may sign up to discuss requests for schedule changes for the second semester. Schedule changes will be effective day one of the second semester. Ample notification and time will be allowed for any student to schedule a time to discuss his or her schedule prior to Christmas vacation. Therefore, the second semester schedule change deadline will be **the second Friday of November**. A student who withdraws from a class after the tenth (10th) week of the semester may receive a grade of "F" for the semester. The final decision regarding a student withdrawing from a class will be made by the principal.

FOUR-YEAR PLANS

At entry into ninth (9th) grade, students are expected to have in place a Four-Year Plan that will guide them through classes they have expressed a desire to take and will, in essence, enable them to pursue their career of choice. In the spring, at the time of scheduling classes for the new school year, students will be given a packet of information concerning class offerings at MHS to share with their parents/guardians. The students, with parent/guardian input, will have the opportunity to select the type of classes they wish to take and the type of diploma they wish to receive. Parent/guardian signature is required before the plan may be activated. Modification of the Four-Year Plan may come at any time upon request of the student and/or parent/guardian.

GUIDANCE AND COUNSELING

The school counselors make every effort to inform the students (grades 6-12) of relevant items of importance throughout the school year. In an effort to successfully accomplish this endeavor, the "daily announcements" are sometimes the only mode of communication with the student. It is highly recommended that each and every student promptly respond to the school counselor at which time a particular announcement is of interest and/or additional information is sought.

Sign-up sheets are posted on the Counselors bulletin board.. Students who place their name on the list are seen as soon as possible. Please consider this an invitation, if you have questions about scheduling, classes, credits, testing, scholarships, financial aid, college admission, career information, personal guidance, or just anything you feel you need assistance with or would like to discuss and find out more information about. The school counselor, upon request, will schedule appointments or to make special time arrangements for an appointment.

"Parents Right to Know" Notification

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Table of Contents	
General Information <ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	Complaints filed with the Department <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals <ol style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

- 1. What is a complaint?**
For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
- 2. Who may file a complaint?**
Any individual or organization may file a complaint.
- 3. How can a complaint be filed?**
Complaints can be filed with the LEA or with the Department.
- 4. How will a complaint filed with the LEA be investigated?**
Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
- 5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and the facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered a public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

PROGRAMS FOR STUDENTS WITH DISABILITIES

The Malden school district, along with the Department of Elementary and Secondary Education, recognize the need for providing free and appropriate educational programs for various handicapping conditions through special

education programs.

504 PUBLIC NOTICE

The Malden R-1 School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Malden R-1 School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Malden R-1 School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed during regular school hours on the days that school is in session in the office of the Superintendent of Schools or in the office of the Special Education Administration. This notice will be provided in native languages as appropriate.

Coordinator: Mrs. Rebecca Vipperman

IDEA Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Malden R-1 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, mental retardation/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 Malden R-1 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 Malden R-1 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 Malden R-1 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 during regular school hours on the days that school is in session in the office of the Superintendent of Schools or in the office of the Special Education Administration. This notice will be provided in native languages as appropriate.

Ms. Jackie Cohen - Special Education Process Coordinator – 276-5794 x3

PROGRAMS FOR HOMELESS STUDENTS

The Malden R-I School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one (1) of the above-described circumstances.

PROGRAMS FOR MIGRANT STUDENTS

The Board of Education of the Malden R-I School District directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children the district will:

1. Identify migratory students and assess the educational and related health and social needs of each identified student.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. To the extent feasible, provide advocacy and outreach programs to migratory children and their families and professional development for district staff.
5. Provide parents an opportunity for meaningful participation in the program.

PROGRAMS FOR ENGLISH LANGUAGE LEARNERS

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement.

BOARD OF EDUCATION MEETINGS

The Malden R-1 School Board holds its regular monthly meeting at 6:30 p.m. on the third Tuesday of each month in the Administration building. Any patron or group of patrons desiring to be included on the agenda for the purpose of addressing the Board shall make a request to the superintendent five (5) days prior to the regular Board meeting. The request shall be submitted in writing, and shall provide sufficient detail to explain fully the issue(s) to be discussed. The board reserves the right to limit the number of and speaking time of spokespersons appearing before the Board.

HAZING AND BULLYING

General

In order to promote a safe learning environment for all students, the Malden R-I School District prohibits all forms

of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with board policy. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff that violates this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Definitions

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Bullying – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats.

Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

SURVEYING, ANALYZING OR EVALUATING STUDENTS

Inspection

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

Consent Required

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Notice and Opportunity to Opt Out

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
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, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

Notification of Policy and Privacy

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy 2400.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

COMMUNICABLE DISEASES

The Malden R-I School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

IMMUNIZATIONS

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

UNIVERSAL PRECAUTIONS

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

CATEGORIES OF POTENTIAL RISK

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students or employees infected with chronic communicable diseases that do not pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

EXCEPTIONAL SITUATIONS

There are certain specific types of conditions, such as frequent bleeding episodes or unrecoverable, oozing, skin lesions that could potentially be associated with transmission of both blood borne and non-blood borne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions.

Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

CONFIDENTIALITY

The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

REPORTING AND DISEASE OUTBREAK CONTROL

Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

NOTIFICATION

Missouri state law provides that superintendents who supply a copy of this policy, adopted by the district Board of Education, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as HIV-infected and known to be enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent.

TORNADO

Each year, natural disasters in Missouri disrupt thousands of lives. The types of disasters vary - most commonly dangerous tornadoes and severe storms, ice storms, and flooding — but in each case, when faced with a disaster, having a plan and being prepared is the best defense for Missouri's communities and families. Being prepared in the event of a disaster can save lives, prevent injuries and reduce damage and financial loss. Preparing also reduces fear and anxiety and helps speed recovery in the disaster's aftermath.

If a disaster occurs in your community, local and state governments, along with disaster relief organizations, will work in coordination to assist you and your neighbors. However, in the event of a catastrophic disaster, outside assistance may not be immediately available. Therefore, it is important for you and your family to be prepared. When planning for a potential disaster, the State Emergency Management Agency and other emergency management and response agencies, including the Federal Emergency Management Agency (FEMA), recommend that families keep on hand enough water, canned and dry food, and other essential supplies to be self-sufficient for at least three days. These include prescription medications, first aid and sanitation supplies.

The Missouri Department of Health and Senior Services has developed the **Ready in 3** Program to help Missourians prepare. Endorsed by the American Red Cross, the State Emergency Management Agency and Missouri's Office of Homeland Security, Missouri's **Ready in 3** Program focuses on three steps you can take to prepare for many kinds of emergencies.



By using the preparedness resources provided, you will be able to better protect yourself and your family in the event of an emergency. By applying the **Ready in 3** guidelines, you are taking the necessary steps to plan and be prepared for when a disaster occurs.

Earthquakes in Missouri

The highest earthquake risk in the United States outside the West Coast is in the **New Madrid Seismic Zone**, centered in southeast Missouri's Bootheel. Damaging earthquakes are not as frequent as in California, but when they do occur, the destruction here can cover an area more than 20 times greater than a similar event there due to the nature of geologic materials in the region. A major earthquake could mean catastrophic damage in the St. Louis and southeast regions of the state, and significant damage throughout Missouri.

The New Madrid Seismic Zone and surrounding area in the central U.S. averages more than 200 earthquakes per year. Most can't be felt, but a few can cause measurable damage. Experts say there's a **25 to 40 percent chance for a major earthquake** in a 50 year period. The result could be major damage from St. Louis to Memphis. The last major earthquake in the New Madrid Seismic Zone was centered in southeast Missouri, near the town of Charleston, in 1895.

The Great New Madrid Earthquakes of 1811-12 were the largest in U.S. history east of the Rocky Mountains. The massive quakes destroyed homes, created lakes and briefly reversed the flow of the Mississippi River. Shaking was felt as far away as the east coast.

Prepared in accordance with Missouri Revised Statutes, Chapter 160, Section 160.455

Missouri State Emergency Management Agency

PO Box 116, Jefferson City, Missouri 65102

Phone: 573/526-9100 Fax: 573/634-7966

E-mail: mosema@sema.dps.mo.gov

To help your family survive an earthquake, know what to do BEFORE, DURING, and AFTER a major quake strikes.

BEFORE: Put together an emergency kit – flashlight, first aid kit, radio, drinking water, blankets. Develop a family communication plan – identify a relative living at least 100 miles away that everyone can call to “check in” with to tell family you’re safe. Make sure all heavy or breakable items are on lower shelves. Know how to turn off utilities

DURING: DROP to the ground. COVER yourself under a sturdy table or desk, and cover your face and head with your arms. HOLD ON to something sturdy until the shaking stops. If you’re driving, pull off the road, away from buildings and utility poles, and stay in your car. If you’re outside, drop to the ground, away from large objects, and cover your face and head with your arms

AFTER: Find your family; check for injuries. If necessary, call 911 for help. If you smell gas or hear a hissing sound, go outside – shut off the gas valve. Be careful to avoid live power lines and broken glass. Listen to news for the latest emergency information. Be ready for aftershocks

Missouri State Emergency Management Agency PO Box 116, Jefferson City, Missouri 65102
Phone: 573/526-9100 Fax: 573/634-7966 E-mail: mosema@sema.dps.mo.gov

MEDICAL MARIJUANA - POLICY 2871

The Board strives to honor families’ private medical decisions while ensuring a learning environment free of disruption. To that goal, the District maintains a strict prohibition against the possession, use, sale and presence under the influence of prohibited substances, having adopted a Drug Free School Policy (*Policy 2641 – Drug Free Schools*) as well as a prohibition against Student Use of Tobacco, Alcohol and Drugs (*Policy 2640 - Student Use of Tobacco, Alcohol and Drugs*). The purpose of these policies and others is not primarily punitive to catch offenders, rather it is designed to provide a safe learning environment and to serve as a deterrence to drug use.

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

Overall, the District restricts the administration of medications, including medical marijuana, unless administration cannot reasonably be accomplished outside of school hours. Administration of medical marijuana to qualified students shall be in accordance with this policy. Administration of all other prescription and nonprescription medications to students shall be in accordance with applicable law and the Board’s policy concerning the administration of medications to students.

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

Administration at School

In the limited circumstances that a qualified student must receive the drug at school, certain procedures as determined by the District must be followed. Among those procedures, the caregiver must provide the principal with the student’s valid authorization to use medical marijuana and the parent must provide the principal with doctor’s orders confirming that the drug must be administered during the school day. Where the principal is satisfied that all procedural requirements have been met, the principal will provide a private place where the caregiver may administer the drug to a qualified student. Medical marijuana will not be stored at school, but rather

must be brought to school by the caregiver. Following administration of the drug, the caregiver must leave school taking with them any remaining drug.

This procedure will be followed on school premises, on school transportation, and at school sponsored activities either within the District or outside the District. Violation of these procedures will result in the revocation of a qualified student's opportunity to receive the drug at school and disciplinary action.

Caregivers wishing to appeal a building level decision to limit use of medical marijuana at school may appeal the decision to the Superintendent. The Superintendent's decision will be final.

Additional Parameters

This policy conveys no right to any student or to the student's parents/guardians or other primary caregiver to demand access to any general or particular location on school or district property, a school bus or at a school-sponsored event to administer medical marijuana.

Student possession, use, distribution, sale or being under the influence of marijuana inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol involvement by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

If the federal government indicates that the District's federal funds are jeopardized by this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical marijuana to qualified students on school property, on a school bus or at a school-sponsored event shall not be permitted.

Food Service Program Meal Charges

Policy 5550

Purpose

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

Administration

1. Student Groups:
 - Elementary students will be allowed to charge a maximum of ten (\$10.00) dollars.
 - a) These meals will include only the menu items of the reimbursable meal.
 - b) After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate.
 - Middle School students will be allowed to charge a maximum of ten (\$10.00) dollars. After this maximum has been met, no additional charges will be accepted.
 - High School students will be allowed to charge one meal.
2. No charges will be allowed for ala carte foods and beverages.
3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.
4. On May 15 annually all charging will be cut off.

- Parents/guardians will be sent a written request for “payment in full.”
 - All charges not paid before the end of the school year will be carried forward into the next school year.
 - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
 6. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District’s website.

Discrimination Clause

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

POSTSCRIPT

This handbook cannot include every possible experience of a student in Jr.-Sr. High School. Situations may arise that are not covered in this handbook and will be dealt with using district policy and in accordance with legal procedure. When new policies or procedures are announced, they are to be considered a part of this handbook.

LOCAL ASSISTANCE

Ambulance	276-5111
City Hall	276-4502
Fire Department	276-4515
Library	276-3674
Police Department	276-2211

Public Schools	
Superintendent's Office	276-5794 ext. 4
High School Principal's Office	276-5794 ext. 1
Special Services Co-op Office	276-5794 ext. 3

HOTLINES AND INFORMATION

Alcohol and Drug Abuse Hotline	1-800-999-8176
Cancer Information Service National Hotline	1-800-4-CANCER
Career Information Hotline--Missouri	1-800-392-2949
Child Abuse (24 Hours)	1-800-392-3738
Child Help USA	1-800-422-4453
Crisis Drug/Alcohol Hotline	1-800-392-0433
Crisis and Referral Hotline	1-800-334-1661
Division of Family Services Hotline	1-800-392-1261
Drug Hotline	1-800-262-2643
Federal Information Center	1-800-392-7711
General Crisis Hotline/Suicide	1-800-356-5395
Juvenile Diabetes Foundation	1-800-223-1138
Legal Aid	1-800-748-7456
Mental Health Hotline	1-800-367-4100
Mental Health Crisis Line	1-800-392-0280
Missouri Highway Patrol	1-800-525-5555
Missouri Woman, Infant, and Children's Program--WIC	1-800-392-8209
National Center for Drug Abuse/ Cocaine Hotline	1-800-662-HELP
National Venereal Disease Hotline	1-800-227-8922
Occupations Safety and Health Administration (OSHA)	1-800-392-7743
Parental Stress Hotline	1-800-367-2543
Poison Control Center	1-800-392-9111
Rape Abuse Center	1-800-548-2480
Runaways--National Hotline	1-800-621-4000
Youth Crisis and Runaway	1-800-HIT-H

INTERNET USAGE (Regulation 6320)

Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted. The District and school

administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Internet Access

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

2. Follow the process prompted by the District's filtering software (or to remain anonymous, log in under log in name: 123 anonymous) and submit an electronic request for access to a website, or:
3. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
4. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
5. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
6. In case of an appeal, the Board of Education will review the contested material and make a determination.
7. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed. Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

Privileges

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Network Etiquette and Privacy

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

3. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
4. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
5. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
6. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.

7. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read Email on a random basis.
8. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

Security

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system. The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system. Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

4. Suspension of District Network privileges;
5. Revocation of Network privileges;
6. Suspension of Internet access;
7. Revocation of Internet access;
8. Suspension of computer access;
9. Revocation of computer access;
10. School suspension;
11. Expulsion; or
12. Employee disciplinary action up to and including dismissal.

Google Apps for Education

The Malden School District utilizes Google Suite for Education for students, teachers, and staff. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of Malden School District's online presence in Google Suite for Education:

Mail - an individual email account for school use managed by the Beaverton School District

Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments

Drive - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Classroom - an individual and collaborative website creation tool

Sites and Blogger- used for publishing projects and writing

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Guidelines for the responsible use of Google Apps for Education by students:

1. **Official Email Address.** All students will be assigned an email account. This account will be considered the student's official Malden email address until such time as the student is no longer enrolled with the Malden School District.
2. **Prohibited Conduct.** Please refer to the Student Handbook for the technology usage agreement and discipline.
3. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of the Malden School District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
4. **Security.** Malden School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
5. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment.

Malden School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the student's account in Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

By signing the technology usage policy as part of the handbook, I confirm that I have read and understand the following:

Technology use in the Malden School District is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Malden School District's presence in Google Suite for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

Under FERPA and corresponding Missouri law, a student's education records are protected from disclosure to third parties. I understand that my student's education records stored in Google Suite for Education may be accessible to someone other than my student and the Malden School District by virtue of this online environment. My signature confirms my consent to allow my student's education record to be stored by Google.

I understand that by participating in Google Suite for Education, information about my child concerning educational purposes will be collected and stored electronically. I have read the privacy policies associated with use of Google Suite for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>). I understand that I may ask for my child's account to be removed at any time.

By signing below, I confirm that I have read the handbook and agree with the following:

(Student User Technology Agreement)

I have read the Malden R-I School District Internet Usage policy and procedure as outlined in the student handbook and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including revocation of my access to district technology.

I understand that my use of the district's technology resources is not private and that the school district may monitor my electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my electronic communications using district technology resources as well as downloaded material and all data I store on the district's technology resources (including deleted files) pursuant to state and federal law, even if the district's technology resources are accessed remotely.

(Parent/Guardian Technology Agreement)

I have read the Malden R-I School District Internet Usage policy and procedure as outlined in the student handbook. I understand that violation of these provisions may result in disciplinary action taken against my child including revocation of my access to district technology.

I understand that my child's use of the district's technology resources is not private and that the school district may monitor my child's electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my child's electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources (including deleted files) pursuant to state and federal law, even if the district's technology resources are accessed remotely. I agree to be responsible for any unauthorized costs arising from use of the district's technology resources and I am responsible for any damages caused by my child's misuse of district technology.

(Google Agreement)

I understand that my student's education records stored in Google Suite for Education may be accessible to someone other than my student and the Malden School District by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Google.

I understand that by participating in Google Suite for Education, information about my child concerning educational purposes will be collected and stored electronically. I have read the privacy policies associated with use of Google Suite for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>). I understand that I may ask for my child's account to be removed at any time.

Parents Right To Know Notification- Page 50

Parent School Learning Compact - Page 68

A copy of the 2023-2024 Malden Jr/Sr High School Student HandBook can be found on the Malden R-I School District website.

PLEASE SIGN THIS PAGE AND RETURN TO THE HIGH SCHOOL OFFICE.

Student Name: (Print) _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Parent-School Learning Compact

Malden R-I School District

2023-2024

Parent-School Learning Compact

Title I

In a school-wide program, Title I, Part A funds are used to supplement the educational program of the entire school. There are no identified eligible students. Instead, a plan composed of eight essential components is developed and implemented to help insure that all students attain the state student performance standards.

Malden R-I Title One Compact

As a teacher, I will strive to:

- Believe that all children can learn
- Respect and value the uniqueness of each child and his or her family
- Provide an environment that promotes active learning
- Document ongoing assessment of each child's academic progress
- Maintain open lines of communication with students and parents
- Seek to involve parents in the school program
- Demonstrate professional behavior and a positive attitude

As a parent/guardian, I will strive to:

- Believe my child can learn
- Show respect and support for my child, the staff, and the school
- See that my child attends school regularly
- Provide a quiet place for my child to study at home
- Encourage my child to complete all homework assignments
- Attend parent-teacher conferences
- Support the school in developing positive behaviors in my child
- Talk to my child about his or her school activities each day
- Encourage my child to strive at home and apply all his/her learning to daily life

As a student, I will strive to:

- 1) Believe that I can learn
- 2) Show respect for myself, my school, and other people
- 3) Always try to do my best in my work and behavior
- 4) Work cooperatively with students and staff
- 5) Come to school prepared with my homework, and supplies

