



MALDEN ELEMENTARY SCHOOL

Student Handbook

2023-2024

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Administration and Board of Education

BOARD OF EDUCATION

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Aaron Bidewell	Jr./Sr. High School Assistant Principal
Misty Thomas	Elementary School Principal
Travis Day	Elementary School Assistant Principal
Jackie Cohen	Special Education Process Coordinator
Tim Harmon	Athletic Administrator
Elana Ison	A+ Coordinator
Ian Casto	Technology Coordinator
Crystal Slaughter	Instructional Technology Coordinator
Marla Swindell	Academic Coach

School District Mission

(Comprehensive School Improvement Plan)

The Malden R-I School District is dedicated to ensuring that our students have the necessary skills to achieve a lifetime of success by utilizing the resources of the school and community.

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.

Note from the Principals

Dear Students and Parents,

Our goal at Malden Elementary School is to provide every child the right to quality instruction. We believe that children should have the opportunity to participate in the educational process. We also believe that the instructional program should be housed in buildings that are safe, well maintained, and conducive to learning.

The Malden Elementary School aims for student success in academic work, moral guidance, group participation, and self-awareness. We believe that its professional staff should be dedicated to the youth of Malden and be prepared to teach academics as well as offer guidance in discipline and ethical behavior.

We feel that parents are our partners in the important job of educating the children of this community. The faculty and student body pledge each morning to be better citizens by finding ways to live on a daily basis by our six expectations: KIND, SAFE, COOPERATIVE, PEACEFUL, RESPONSIBLE, AND RESPECTFUL.

This handbook, adopted July 18, 2023 at the regularly scheduled Board of Education meeting, has been prepared in the hopes that it will provide a better understanding of the organization and policies of our school. Detailed policies can be found in the Malden R-1 Board of Education Policy Manual. This manual and all district policies can be found on the district website at maldenmoschools.org. It is our hope that you will make a record of which you, your parents, and your school will be proud. Make sure you read over and understand the policies of the district. We are here to help you in any way possible and provide guidance as needed.

Sincerely,

Misty Thomas, Principal
Travis Day, Assistant Principal

The Malden R-1 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Faculty

<p><u>Preschool</u> Laura Belcher Juli Bell Annie Stout</p> <p><u>Early Childhood Special Education</u> Tabitha Cohen</p> <p><u>Kindergarten</u> Kylee Rawlings Kasey Sparks Cheryl Vent</p> <p><u>First Grade</u> Lindsay Davidson Macey Shuffler Lacey Smothers</p> <p><u>Second Grade</u> Tori Chambers Jennifer Hill Amy Gough Mackenzie Miller</p> <p><u>Third Grade</u> Melinda Clark Samantha Huckleby Amanda Sage</p> <p><u>Fourth Grade</u> Britney Blake Melanie Durham Brittney Kirk</p> <p><u>Fifth Grade</u> Whitney Darter Courtney Earnheart Jennifer Nealey Carol Smith</p>	<p><u>Reading Teachers</u> Vicki Hammack Stephanie Patillo Vivian Stone Hope Pickard</p> <p><u>Special Education</u> Sheila Bixler Christina Goldsmith Jennifer Sokolova</p> <p><u>Speech and Language</u> Tisha Earnheart Sarah Knight</p> <p><u>Counselor</u> Rebecca Vipperman</p> <p><u>P.A.T.</u> Gwen Holloway Patti Phelps Vivian Stone Christian Cannon Jan Blume</p> <p><u>Special Classes</u> Amy Duckworth-Library Whitney Smith-Art Dylan Earnheart-PE Scarlet Whitacre-Music</p> <p><u>ISS</u> Jimmeccia Farmer</p> <p><u>Nurse</u> Angel Murphy</p> <p><u>Testing Coordinator</u> Heather Bedwell</p> <p><u>Elem. Secretaries</u> Anita Mathies Amanda Lara</p> <p><u>PK/SPED/PAT Secretary</u> Teresa Brown</p>	<p><u>SRO</u> Denise Summers</p> <p><u>Classroom Aides</u> Emily Brannon Sherry Chambers Bailey Cannady Destine Doyle Brandy Haley Joanie Karlish Mary Roberts Sam Ryan Trina Stratton</p> <p><u>Instructional Technology Coordinator/Elem. Math Coach</u> Crystal Slaughter</p> <p><u>Technology Coordinator</u> Ian Casto</p> <p><u>Curriculum Coach</u> Marla Swindell</p> <p><u>Food Service Directors</u> Lorena Tapp</p> <p><u>Custodial Staff</u> Maria Desantiago Sarah Jenkins Bridgett Smith Eddie Smith</p>
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Discipline

General Disciplinary Procedures

Good discipline is necessary for good instruction. It is the desire of the Board of Education that all students, with the help of the entire school staff, will develop self-discipline in a school environment that will be conducive to learning and free of distraction or disruption. Discipline infractions that take place in ISS or Alternative School are considered more serious and therefore will receive more severe punishment. Serious or repeated infractions of a school rule may be referred to the Superintendent of Schools or the Board of Education in an ascending orderly process with due process procedures being observed at all levels. The district has jurisdiction over its students during the regular school day and while to and from school on district transportation. The district's jurisdiction includes any activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

District Discipline Code

The Malden R-I School Discipline Code, in conjunction with student responsibilities listed in this handbook, describes the district's expectations of student conduct. The purpose of this code is to help maintain the educational efficiency of the school and specify the consequences for violations of the discipline code. **A complete manuscript of the District Discipline Code and corporal punishment guidelines are contained in the *Malden R-I School District Policy Manual*.**

Student Discipline Code

The student code of conduct is designed to bring about student responsibility, respect for the rights of others, and so the school may operate in an orderly fashion. This code cannot be expected to list each and every offense that may result in disciplinary action. It is, however, the purpose of the code to list certain offenses that are punishable by certain disciplinary action. Any conduct not included in this code, or a combination of offenses, will be disciplined on a case-by-case basis deemed necessary by the administration.

Any student in grades 4-5 who receives seven (7) discipline referrals during a semester will be assigned a minimum of 5 days alternative school. (This will renew at semester). Continued referrals will result in additional days assigned to alternative school and could result in permanent placement in alternative school.

Any student in grades K-3 who receives seven (7) discipline referrals during a semester year will be assigned extended days of in-school suspension. (This will renew at semester). Continued referrals may also result in out-of-school suspension.

Reporting To Law Enforcement

It is the policy of the Malden R-I School District that the Superintendent/designee will report to law enforcement officials, as soon as is reasonably practicable, the commission of any of the acts or related juvenile offenses, which are committed on school property, including school buses, or while involved in school activities.

The principal shall immediately 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.

If the district is aware that a student who is suspended for more than ten days or expelled is under court jurisdiction, the superintendent shall notify the appropriate division of the juvenile or family court of the suspension or expulsion.

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. School board defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence 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 (10) school days.

Condition 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 school board policy, 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 (1) 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.

If a student violates the prohibitions of this section, he or she may be suspended or expelled in accordance with the offenses, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below. 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 is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. 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. The district will also retain the right to refer students to school-based counseling for certain offenses.

ASD - After school detention

ISS - In-school Suspension

OSS - Out-of-School Suspension

ALT - Alternative School – grades 4-6

SRO - School Resource Officer

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

A. 1) *Disruption of class, annoying to classmates, sleeping in class, possession of disruptive device, excessive talking, mischief, restless/inattentive.*

1st offense: ASD, 1 swat, 1 day ISS

2nd offense: ASD, 1 swat, 1 day ISS

3rd offense: 1-2 days ISS or 1-2 swats

4th offense: 2-3 days ISS or 2 swats

2) Disruptions while in ISS/ALT (starts over with each time in ISS/ALT)

1st offense: 1 swat

2nd offense: 2 swats

3rd offense: 1-3 days OSS

B. *Lewd, obscene or inappropriate language/gestures/writing/material.*

1st offense: 1 day ISS, ASD or 1 swat

2nd offense: 2 days ISS or 2 swats

3rd offense: 3 days ISS

4th offense: 1 day OSS/ALT

C. *Cheating or Plagiarism/Forgery*

1) *Grades K-3*

1st offense: conference/warning given

2nd offense: zero and ASD

3rd offense: zero and 1-3 days ISS or 1-2 swats

2) *Grades 4-5*

1st offense: zero and 1 swat or ASD

2nd offense: zero and 2 swats or 2 days ISS

3rd offense: zero and 2 swats or 3 days ISS

D. *Food, Candy, Gum, or Beverages*

1st offense: ASD or 1 swat
2nd offense: ASD or 1 swat
3rd offense: ASD or 1 swat
4th offense: 1 day ISS or 1 swat
Subsequent: 1 day ISS or 1 swat

E. Failure to attend After School Detention

1st offense: 1 day ISS or 1 swat
2nd offense: 2 days ISS or 2 swats
3rd offense: 3 days ISS

F. Refusal to work

1st offense: 1 day ISS, ASD or 1 swat
2nd offense: 2 days ISS or 2 swats
3rd offense: 3 days ISS
4th offense: 1 day OSS/ALT

G. Tantrum/loss of control

1st offense: 1 day ISS, ASD or 1 swat
2nd offense: 2 days ISS or 2 swats
3rd offense: 3 days ISS
4th offense: 1 day OSS/ALT

II. Violations Against the School Administration – Subsequent actions for consequences that are not listed below will be subject to the discretion of the administration.

A. *Tardiness- Failure to be seated when the tardy bell rings.*

3rd offense: Parent Letter
4th offense: Parent Letter
5th offense: Principal/Parent Conference

B. *Late/Missing Assignments/failure to prepare for class. Students will be referred to the office on the third offense per semester. If a student fails to complete assignments while in ISS, he/she will be assigned additional days in ISS.*

3rd offense: ASD or 1 swat
6th offense: ASD or 1 swat
9th offense: 1 day ISS or 1 swat
12th offense: 2 days ISS or 2 swats
15th offense: 3 days ISS
18th offense: 1 day OSS/ALT

C *Excessive Disciplinary Referrals per semester.*

1) *Grades K-3*
1st offense: 3 days ISS/OSS
2nd offense: 5 days ISS/OSS
3rd offense: 10 days ISS/OSS
2) *Grades 4-5*
1st offense: 5 days OSS/ALT

2nd offense: 10 days OSS/ALT
3rd offense: 15 days OSS/ALT

- D. Truancy (Off Campus) - Leaving school grounds during school hours without the knowledge and consent of parent/guardian and/or school administration. (Policy 2340)**
1st offense: 2 days ISS; referral to SRO
2nd offense: 3 days ISS; referral to SRO
3rd offense: 5 days ISS and referral to SRO/Juvenile Officer if age appropriate
- E. Truancy – Failure to attend school without knowledge/consent of parent/guardian 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) (Policy 2340)**
1st offense: 1 day ISS (no note), 3 days ISS; referral to SRO
2nd offense: 1 day ISS (no note) or 5 days ISS; referral to SRO
3rd offense: 1 day ISS (no note) or 3 days OSS/ALT. School; referral to SRO/Juvenile Officer if age appropriate
- F. Public Displays of Affection**
1st offense: ASD or 1 swat
2nd offense: 1 day ISS or 1 swat
3rd offense: 2 days ISS or 2 swats
- G. Misconduct in Hall/Lunchroom/Bathroom/Playground/Gym**
1st offense: ASD, 1 swat, or clean affected area if applicable
2nd offense: 1 day ISS or 1 swat: clean affected area if applicable
3rd offense: 2 days ISS or 2 swats; clean affected area if applicable
- H. Gambling/Extortion**
1st offense: 2 days ISS or 2 swats
2nd offense: 3 days ISS
3rd offense: 5 days ISS
- I. Horse playing includes wrestling, scuffling, running, play fighting, etc.**
1st offense: 1-2 days ISS or 1-2 swats
2nd offense: 2-3 days ISS or 2 swats
3rd offense: 4 days ISS
- J. Technology Misconduct/Computer Violation- any action which is in violation of student's technology use agreement or Board policy. (Regulation 6320)**
1st offense: 1-2 days ISS or 1-2 swats
2nd offense: 2-3 days ISS or 2 swats
3rd offense: 5 days ISS
- K. Vandalism- including property of school, staff, or students. (severity of consequences based on dollar amount of vandalism i.e. misdemeanor v. felony) (Policy 5280)**
1st offense: 1-2 days ISS, 1-2 swats or 1-3 days OSS/ALT; restitution if appropriate
2nd offense: 3-5 days ISS or 3-5 days OSS/ALT; restitution if appropriate
3rd offense: 11-180 days OSS/ALT; restitution if appropriate and notification of law enforcement

- L. Cell Phones/Personal Electronic Devices-** From the time students arrive to school to the time they leave school, cell phones and 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. This includes in the restroom and locker rooms
- 1) *In sight but not being used.*
 - 1st offense: Confiscated, picked up by parent/guardian, and warning given
 - 2nd offense: Confiscated, picked up by parent/guardian, and ASD
 - 3rd offense: Confiscated, picked up by parent/guardian, 2 days ISS and student is banned from having a phone at school.
 - 2) *In use during school day (talking, texting, taking pictures, or any other action on the phone or personal electronic device).*
 - 1st offense: Confiscated, picked up by parent/guardian, and 1 day ISS
 - 2nd offense: Confiscated, picked up by parent/guardian, and 2 days ISS
 - 3rd offense: Confiscated, picked up by parent/guardian, 3 days ISS, and student is banned from having a phone at school.
- M. Nuisance Items-** Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.
- 1st offense: Confiscated, picked up by parent/guardian; ASD
 - 2nd offense: Confiscated, picked up by parent/guardian; 1 day ISS
 - 3rd offense: Confiscated, picked up by parent/guardian; 3 days ISS

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

F. Assault on Staff

1st offense: from ISS up to 10 days OSS, Referral to Board of Education for Expulsion, and referral to SRO/Juvenile

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. Harassment, including sexual harassment-use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. (Policy 2130)

1) Grades K-3

1st offense: 1-2 days ISS or 1-2 swats

2nd offense: 2-3 days ISS or 2 swats

3rd offense: 1 day OSS/ALT

2) Grades 4-5

1st offense: 1-10 days ISS or OSS/ALT; referral to SRO/Juvenile

2nd offense: 10 days OSS/ALT; referral to SRO/Juvenile

3rd offense: 11-180 days OSS/ALT; referral to superintendent for further disciplinary action/SRO/Juvenile

B. Harassment, unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. (Policy 2130)

1st offense: from ISS up to 5-10 days OSS/ALT; referral to SRO/Juvenile

2nd offense: 10 days OSS/ALT; referral to SRO/Juvenile

3rd offense: 10 days OSS/ALT; referral to superintendent for further disciplinary action; SRO/Juvenile

C. Disrespectful, 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.(Policy 2130)

1st offense: 1-2 days ISS or 1-2 swats

2nd offense: 2-3 days ISS or 2 swats

3rd offense: 1 day OSS/ALT

D. Physical/Written/Vocal Aggression (threatening) Toward Another Student

1st offense: 1-2 days ISS or 1-2 swats

2nd offense: 2-3 days ISS or 2 swats

3rd offense: 1 day OSS/ALT

E. Hazing, Bullying and Cyberbullying (to include electronic of any kind) (severity of offenses will be under the discretion of administration) (Policy 2655)

1st offense: 1-10 days ISS or OSS/ALT; referral to SRO/Juvenile

2nd offense: 10 days OSS/ALT; referral to SRO/Juvenile

3rd offense: 11-180 days OSS/ALT; referral to superintendent for further disciplinary action/SRO/Juvenile

F. Theft- stealing from the school or another student. (Severity of consequences based on dollar amount of theft i.e. misdemeanor v. felony)

1) Grades K-3

1st offense: from ASD up to 10 days OSS and restitution; referral to SRO/Juvenile

2nd offense: from 2 days ISS up to 10 days OSS and restitution; referral to SRO/Juvenile

3rd offense: from 3 days ISS up to 11-180 days OSS and restitution; referral to SRO/Juvenile

2) Grades 4-5

1st offense: 3 days ISS up to 10 days OSS/ALT and restitution; referral to SRO/Juvenile

2nd offense: 5 days ISS up to 10 days OSS/ALT and restitution; referral to SRO/Juvenile

3rd offense: 10 days ISS up to 11-180 days OSS/ALT and restitution; referral to SRO/Juvenile/Superintendent for further disciplinary action

G. Indecent Exposure

1st offense: 2 days ISS or 2 swats up to 10 days OSS/ALT; referral to SRO/Juvenile

2nd offense: 5 days OSS/ALT (minimum); referral to SRO/Juvenile

3rd offense: 10 days OSS/ALT (minimum); referral to SRO/Juvenile

H. Verbal Confrontation- Students verbally confront one another to the point of a staff member stepping in. No physical actions taken.

1st offense: 1-2 day ISS or 1-2 swats

2nd offense: 3 days ISS

3rd offense: 1 day OSS/ALT

I. Fighting (K-3) - mutual combat in which both parties have contributed to the conflict either verbally or by physical action to include inciting or coercion.

1st offense: 3 days OSS/ISS or 2 swats; referral to SRO/Juvenile

2nd offense: 6 days OSS/ISS; referral to SRO/Juvenile

3rd offense: 10 days OSS/ISS; referral to Superintendent for long-term Suspension/possible Expulsion; referral to SRO/Juvenile

J. Fighting (4-5) - mutual combat in which both parties have contributed to the conflict either verbally or by physical action to include inciting or coercion.

1st offense: 5 days OSS/ALT; referral to SRO/Juvenile

2nd offense: 10 days OSS/ALT; referral to SRO/Juvenile

3rd offense: 10 days OSS; referral to Superintendent for long-term Suspension/possible Expulsion; referral to SRO/Juvenile

K. Inappropriate Touching

1st offense: 1-3 days ISS or 1-2 swats; parent notification

2nd offense: 3-5 days ISS; parent notification

3rd offense: 5 days OSS/ALT; parent notification

L. 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: up to 10 days ISS/OSS/ALT and referral to Superintendent for further disciplinary action; referral to SRO/Juvenile

2nd offense: 10 days OSS; Referral to Board of Education for possible Expulsion; referral to SRO/Juvenile

- M.** Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences (Punishment depends on seriousness of the violation)
1st offense: warning; ASD, ISS, or 1-180 days OSS/ALT; referral to SRO/Juvenile
2nd offense: 1-180 days OSS/ALT or expulsion; referral to SRO/Juvenile
- N.** Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material
1st offense: Confiscated; principal/student conference; ASD up to 10 days OSS/ALT; referral to SRO/Juvenile
2nd offense: Confiscated; from ASD up to 1-180 days OSS/ALT, or expulsion; referral to Superintendent for further disciplinary action; referral to SRO/Juvenile

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). (Policy 2640)*
1st offense: 11-180 days OSS/ALT; notification of law enforcement
2nd offense: 11-180 days OSS/ALT; 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 (Policy 2640).*
1st offense: 2 days ISS or 2 swats; parent notification
2nd offense: 3 days ISS; parent notification
3rd offense: 1-3 days OSS/ALT
- C.** *Bus Misconduct (Policy & Regulation 5620)*
1st offense: Principal/Student conference; clean affected area if applicable
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.** *Threats towards safety of school. Penalty will be assessed depending on the severity of the treat.*
1st offense: from ISS up to 11-180 days OSS/ALT; referral to Superintendent for further disciplinary action; referral to SRO/Juvenile
2nd offense: from 3 days OSS/ALT up to referral to Board of Education for possible Expulsion; referral to SRO/Juvenile
- E.** *Arson*
1st offense: 10 days OSS; Referral to Superintendent for further disciplinary action; and restitution if appropriate
2nd offense: 10 days OSS; Referral to Superintendent for further disciplinary action; and restitution if appropriate

F. Unauthorized Entry

1st offense: 3-5 days ISS or 1-180 days OSS/ALT and notification of law enforcement; restitution if appropriate

2nd offense: 11-180 days OSS/ALT and notification of law enforcement; restitution if appropriate

G. Possession of weapon (excluding firearm) (Policy & Regulation 2620)

1st offense: at least one calendar year OSS; Referral to Board of Education for possible Expulsion; referral to SRO/Juvenile

H. Possession of Firearm

1st offense: at least one calendar year OSS; Referral to Board of Education for possible Expulsion; referral to SRO/Juvenile

I. 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

J. False Alarm/Including, but not limited to, tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting, or causing the evacuation or closure of school property. Penalty will be assessed depending on the severity of the threat.

1st offense: from ISS up to 11-180 days OSS/ALT; referral to Superintendent for further disciplinary action; referral to SRO/Juvenile

2nd offense: from 3 days OSS/ALT up to referral to Board of Education for possible Expulsion; referral to SRO/Juvenile

Definitions of Discipline

Corporal Punishment

According to school board policy, the Malden School District retains the legal right to administer reasonable corporal punishment to a student. In the event that a paddling is refused by either student or his/her parent, the only alternative is out-of-school suspension. It is important to note that when a student is suspended, the work they miss is recorded as a zero and is not allowed to be made up.

After School Detention (ASD)

After school detention is a supervised study period used primarily as a consequence for conduct infractions. Assignments are **NOT EXCUSED** due to conflict with school activities or transportation problems. **The only acceptable excuses** are (a) a doctor's appointment already scheduled or (b) prior arrangements approved by the Principal or Assistant Principal.

All absences from ASD must be cleared by the Principal or Assistant Principal in advance. *(Therefore, if a student does not attend ASD due to a prearranged doctor appointment and fails to notify the Principal, Assistant Principal, or office personnel IN ADVANCE, the absence will be treated as a failure to attend assigned detention.)* It is the responsibility of the student/parent 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 ASD.

If you have an absence from school on an assigned day, you must attend ASD the next day detention 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 detention.

**** It is the parent's responsibility to provide transportation as there is no bus for after school detention. After school detention meets from 3:36 - 4:35 p.m. Tuesday, and Thursday each week.**

A student who fails to attend an assigned ASD will not be allowed to attend any school-related activity. Students are strictly required to be on good behavior in ASD. All students must have approved study material. No sleeping or talking is allowed. A student will be removed from ASD for misconduct. Students who cannot behave properly in ASD or who repeatedly fail to attend may lose the option of being assigned to ASD, and more strict disciplinary action will be applied.

Students who receive after school detention will get an assignment sheet sent home with the date of the detention. Parents are required to sign and return this sheet to confirm their student will be picked up from detention. There is also a swat option check box on this sheet in the event the parent requests the student receive one swat in lieu of the assigned detention. If the assignment sheet is not returned, the student will either receive one swat or be assigned ISS.

The following are areas that could result in a student being assigned to the after school detention program: 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.

In-School Suspension (ISS)

ISS is a supervised detention during the regular school day. Student class work is sent to the student in the ISS classroom. ISS teachers will check the work before it is returned to the regular classroom teacher, where it will be graded for credit. ISS is a restrictive environment designed to deal with students who have been assigned for behavior infractions.

Students assigned to ISS must report to the ISS room prior to 7:45 a.m. Students are released from the ISS room at 3:35 p.m. During the school day, students are released from the ISS room at least three (3) different times: Once in the morning and afternoon to use the restroom; and at which time the students will eat lunch supervised by the ISS teacher.

While assigned to ISS, there is no tolerance for misconduct (behavior, refusal to work, sleeping, etc.) Students who fail to follow the ISS rules will be assessed swats or out-of-school suspension and must make up the time missed.

Any student assigned to ISS 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 ISS: 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.

Out-of-School Suspension (OSS)

When the conduct of a student warrants an out-of-school suspension, attempts will be made to notify the parent and/or guardian by phone or mail. The parents or guardian are to have responsibility for the student during an out-of-school suspension.

Students who are assessed an out-of-school suspension may not participate in or attend any school-related activity until their out-of-school suspension has been served. Depending on the severity of the offense, Missouri State High School Activities Association rules and guidelines may prevent a student from further participating in co-curricular activities for a designated period of time.

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.

Malden Alternative School

The Malden R-I Alternative School (MAS) will be utilized in the elementary with students in grades 4-5 or at least 4th grade age. When the conduct of a student warrants alternative school, attempts will be made to notify the parent and/or guardian by phone or mail.

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 director and a parent/guardian either in person or by phone contact.

The school director and teachers document offenses and punishments. The director notifies 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.

Short-Term Suspension

The Principal has the authority to assess an out-of-school suspension on a student for up to ten (10) consecutive school days.

Long-Term Suspension

Depending on the severity of an offense or for repeated violations, the Principal may recommend to the Superintendent of Schools that a suspension for up to one hundred eighty (180) school days be granted.

Expulsion

Upon the recommendation of the Superintendent of Schools, the Board of Education may permanently expel a student. Expulsion prohibits a student from attending the Malden R-I School District.

Participation in Activities

Students who are suspended or expelled 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 or expulsion.

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.

Hazing, Bullying and Cyberbullying

Intimidation or harassment of a student or multiple students perpetrated 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; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where speech is protected by law.

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 school 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 who violate 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 perpetrated 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.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with district discipline 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. Refer to school board policy.

Sexting and/or Possession of Sexually Explicit, Vulgar Or Violent Material

Possessing or displaying electronically or otherwise sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value.

Disrespectful or Disruptive Conduct Or Speech

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions.

Bus or Transportation Misconduct

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges will be suspended or revoked according to the handbook.

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 Student's 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.

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 staff members may be assessed long-term suspensions.

Threats

All threats directed towards other students and staff will be taken seriously. Students may be assessed penalties ranging from ASD to In-School suspension to Out-of-School suspension to Alternative School depending on the severity of the threat. In addition, any student who is found to make a threat that is deemed to be "life or death" may be required to provide a mental health evaluation from a certified health professional before they will be allowed back in school. Choose your words carefully.

Tardies

A student will be allowed four (4) unexcused tardies per semester. If a student accumulates 5 or more unexcused tardies, a conference through the principal's office with the school administration will be held to determine future actions. ***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.***

Drugs and Alcohol

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. 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 school board policy.

Use of Tobacco Products and Imitation Tobacco Products

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine health-care, daycare or early childhood development services to children. The prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services.

Students and employees who violate this policy will be disciplined in accordance with applicable Board policies and may be offered referrals to smoking cessation programs. Visitors who violate this policy may be asked to leave or may face other consequences in accordance with district policies and procedures.

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. The penalty for fighting will be according to district policy. 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).

Verbal Confrontations

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

Inappropriate Touching

The Malden R-1 School District prohibits any form of physical contact of an inappropriate nature. This includes any public displays of affection by couples. Students participating in or encouraging inappropriate touching will be disciplined in accordance with district discipline 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 such conduct are instructed to promptly report such incidents to a school official.

Weapons in School

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all District buildings, on or about school grounds, vehicles, parking areas, and at all school activities. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on School District property.

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. Non-students violating this policy will be barred from all school premises and school activities by the Superintendent.

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

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.

First Offense: restitution if appropriate, 3-5 days in-school suspension, 1-180 days out-of-school suspension or Alternative School, and notification of law enforcement.

Subsequent Offense: restitution if appropriate, 11-180 days out-of-school suspension or Alternative School, and notification of law enforcement.

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. Attendance at Co-Curricular Activities is a privilege. Students who fail to comply with school directives and policies will not be allowed to attend.

Attendance Requirements

Regular attendance is one of the student's most important responsibilities. Poor attendance and poor achievement usually go hand in hand. It is important that the student attends school on a consistent basis. Even though it is possible to catch up on missed assignments, it is almost impossible to make up the instruction given by the teacher when a concept is first introduced. Parents and/or legal guardians are asked to please notify the school office on the day their child will be absent from school.

Any student arriving late or leaving early from school **must be signed in or out by a parent/guardian** in the office. If a student signs in after 7:45 AM, they will be charged with a tardy. **Parents of students who are absent will be contacted to find out the reason for their child's absence.** Students may be referred to outside agencies for failure to attend school regularly for non-compliance of Missouri Compulsory Attendance Law RSMo 167.031. STUDENTS ARE ALLOWED TO MISS **6 DAYS PER SEMESTER** (PARTIAL ABSENCES WILL BE ACCUMULATED TO EQUAL FULL DAYS). If a student exceeds the allowable absences, they may be retained for the following school year. In accordance with the Dunklin County Juvenile Office, any student who has 6 or more unexcused absences per semester will be referred to juvenile authorities. When a student has been absent, he or she **must bring a note from his or her parents or guardian explaining the absence.** All students will be expected to complete all make-up work

PARENT SICK NOTES-must state that a student was ill and must be signed and dated by the parent. The first 3 sick notes (per semester) will count toward excused days. Any further absences will be unexcused and count against your accumulated six days.

EXCUSED ABSENCES-will be granted for the following and will not count toward the six days per semester:

- **Doctor or dentists appointments**-students must bring a note with date and time from the doctor's office;
- **Funerals**-student must bring a note from parent/guardian;
- **Nurse referral**-a student sent home for the remainder of the day; and
- **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 superintendent or designee.
- **QSS** - is NOT an excused absence.

STUDENTS HAVE 5 DAYS AFTER AN ABSENCE TO PRESENT DOCUMENTATION TO THE SCHOOL OFFICE (OR 5 BUSINESS DAYS AFTER SCHOOL IS OUT FOR ABSENCES OCCURRING DURING THE LAST MONTH OF SCHOOL).

Students must complete the makeup 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 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 or attend 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 or attend 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 or attend an activity **unless previous arrangements are made with the principal**.

Educational Neglect

Every parent/legal guardian of a child between the ages of seven and sixteen 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.

Truancy

Students absent from school without parental authorization or who leave school during their assigned school day without administrative authorization; excessive non-justifiable absences, even with the consent of parents/guardians 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, Missouri Children's Division, and the Dunklin County Juvenile Office.

Procedures

Morning Procedures Prior to the Start of the School Day

Supervision of children will normally be between 7:15 AM and 3:45 PM each day we are in session. Malden R-I School District will not be responsible for supervising students outside the stated times unless a special program is in operation. Please do not drop off or leave children at the school during unsupervised periods.

Students may go straight to their classrooms each morning to start their day and eat breakfast. They may bring water bottles, but they must be filled with water only. Soda, coffee, or specialty drinks are not allowed. Parents will not escort children to their classrooms. We will have staff on duty to help guide students to their rooms and to escort our kindergarten students.

Children not in the classroom by 7:45 AM are considered tardy. Their late arrival disrupts the classroom. The teacher has to stop the lesson to change the morning report to the office. Parents are strongly urged to get their children to school on time. **Parents must walk their child into the office to sign them in**. Students will receive a tardy slip before being admitted to class.

Drop Off

Students walking or being driven to school before 7:40 AM will enter through the gym doors. Students arriving after 7:40 AM must enter through the front office complex doors. In addition, any student not in the classroom by 7:45 AM is considered tardy and the parent/guardian must sign in the student at the Elementary Office.

Pick Up

Students in grades K-2 and those who are walking home will exit through the front doors of the gym lobby. Students in grades 3-5 will exit through the 4th grade lobby doors. Parents who would like to park should park toward the south end of the parking lot. There are two lanes of traffic. The lane closest to the building is for our K-2 parents. The other lane is for our 3-5 parents. These lanes will be moving so please do not exit your vehicle. Your child will be escorted to you. This process will enable the Malden R-I Schools to provide safer transportation for your child. Each child, who is picked up daily, will receive 2 car tags. Parents/guardians will need to display this tag on their vehicle's rear view mirror. This will help teachers identify which students go to which vehicles. If you do not have a tag, please park and buzz in at the office to pick up your child.

*Due to security reasons, parents will not be allowed in the gym lobby for student pick up.

Cafeteria

Malden R-I provides a cafeteria where students may eat during lunch. If special diets are necessary for certain students, contact the principal or cafeteria manager for arrangements to be made. A few children prefer to bring lunch from home. Parents are encouraged to send a balanced meal. Sodas are not allowed in the cafeteria. 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 \$0.40. Children may pay for extra milk in advance by the day or by the week. Payments are collected by the classroom teacher and recorded by the office staff. Checks should be made payable to Malden R-I Schools. No candy is to be sold in the cafeteria during breakfast or lunch.

*See PBIS matrix for cafeteria behavior expectations (page 63).

Assemblies

Assemblies will be scheduled periodically during the school year. 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.

Bus Regulations

Due to the large number of students who are transported daily, busses will no longer return to a bus stop in the event a child misses the initial attempt to be picked up. If a student is missed on a route due to district error, we will ensure that the child is picked up and transported to school. Students should be at the bus stop and ready to board the bus when it arrives unless there is inclement weather.

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.

In case of suspension, it will become the parent's responsibility to provide transportation for the child. Upon arriving at school, bus riders will enter the elementary school through the west doors of the new office complex. After entering the lobby area, students will make their way to their classroom for breakfast.

Children are expected to ride the bus home each day unless the school has been notified that the parent/guardian has given permission for the child to walk or ride to a different location. Parents/guardians will only be allowed to make one (1) bus change per week. Multiple changes can be done at this time for the remainder of the week. For instance: Call on Monday and make changes for Monday, Wednesday and Friday, etc. **Parents must send a note or call the office before 1:00 PM** in order to allow staff enough time to ensure the information gets distributed properly. **The office must be given a valid delivery address before changes can be made.** Considerations and exceptions will be made for unavoidable emergency situations; however the district will reserve the right to determine the legitimacy of these situations. The possibility for error on the district's part increases greatly with last minute changes.

It has been the policy of the district for quite some time that we make every attempt to ensure that a parent or designated adult is at home prior to allowing a student to leave the bus at their designated stop. If a parent/guardian is believed to not be at the designated stop listed when bus attempts to deliver students to that address, the student(s) will be brought back to the school on the bus, every attempt will be made to contact the parent/guardian or emergency contact and the parent will be responsible for picking them up in a timely manner.

*See PBIS matrix for bus behavior expectations (page 63).

District Wellness Program

The District promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential. The goals of the District's wellness policy are as follows:

- **Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.**

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular

physical activity. A healthy school environment should not be sacrificed because of a dependence on revenue from high added fat, high added sugar, and low nutrient foods to support school programs.

- **Support and promote proper dietary habits contributing to student's health status and academic performance.**

All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district nutrition standards. Emphasis should be placed on foods that are nutrient dense per calorie. To ensure high quality, nutritious meals, foods should be served with consideration toward variety, appeal, taste, safety, and packaging.

- **Provide more opportunities for students to engage in physical activity.**

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades K through 12. Physical activity should include regular instructional physical education, co-curricular activities, and recess. A goal of 150 minutes per week for elementary students, 225 minutes per week for middle school students, and 2 units for high school students during high school years.

- **The District is committed to improve academic performance.**

Educators, administrators, parents, health practitioners, and communities should consider the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. To ensure widespread understanding of the benefits to school environments where nutritious foods are provided and where students have an opportunity for physical activity, a public awareness campaign that highlights research demonstrating the positive relationship between good nutrition, physical activity, and capacity of students to develop and learn should be conducted.

Peanut Allergy Aware Campus

Because we have students attending our school who can become ill due to a peanut allergy, please refrain from bringing ALL PEANUT PRODUCTS. The district would appreciate everyone's cooperation regarding this issue.

Dress Code

The Student's Personal Dress and Grooming

Standards:

- Shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities.
- Shall not conflict with elementary dress code guidelines listed below:
- Tank tops, tube tops, halters or strapless dresses without a covering shirt, blouse, or jacket are inappropriate.
- Shorts, skorts, and skirts should reach the students fingertips. No leggings or spandex pants will be permitted without a shirt which reaches the student's finger tips.
- Hats, caps, and nonprescription sunglasses are not to be worn inside the building. Any kind of head cover or forehead bands is to be removed when the student enters the building. No bandannas will be allowed.
- 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.
- Chains and spiked jewelry are not permitted.
- 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.
- As students become more mature (grades 5-6) the dress code changes to protect them. A student's shirt or blouse should cover the entire portion of the shoulder.
- No house shoes or pajamas will be permitted without the approval by the principal.
- 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 either be allowed to call home for proper attire or given proper attire (if available) by the principal. Repeated offenses may result in short term suspension.

Room Parties

All party items will follow the wellness policy. Children who choose not to participate in the parties may be sent to another classroom during the parties. Children who cause frequent discipline problems may lose the privilege of participating in the class parties. The classroom teacher will make this decision after notifying the principal.

Desks/Cubbies

Desks/cubbies are provided for all students. Desks/cubbies are the property of the school and are subject to the same cleanliness and care as other parts of the building. They may be inspected and/or searched at any time without prior notification.

Never leave valuables or large sums of money unattended in the desks/cubbies. Students, not the school, are responsible for their own property. The school will not be responsible for items stolen or missing from student desks.

Visitors

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

Office Hours

Office hours are from 7:15 a.m. to 4:15 p.m. **Office requests such as bus changes, homework needs, etc. must be made prior to 1:00 pm to allow personnel appropriate time to accomplish the request.**

Telephone

Telephones in the building are for use by 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 other than a family member. A student will not be called from class to answer the phone unless it is an extreme emergency. **Cell Phones are to be turned off and out of sight from the time students arrive at school until the time they leave school.**

Electronic Devices/ Video Games

Students are not to bring electronic devices (such as smart watches, handheld video games systems, etc.) to school unless they have direct authorization from a faculty member. Failure to comply with this policy will result in the item(s) being confiscated.

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 and 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.

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.

Inclement Weather Announcements

School dismissal announcements due to weather will be made on **Television Stations** *KFVS (Channel 12), KAIT (Channel 8), WPSD (Channel 6)*; **Facebook** www.facebook.com/maldenmoschools; **Twitter** @Maldenmoschools; **Text Alert**; and the **Malden R-1 School Website** at maldenmoschools.org Anyone can sign up for **GREEN WAVE ALERTS** at maldenmoschools.org and get important information about the Malden School District sent as text messages directly to your mobile phone, wireless PDA or pager.

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 ride with their parents 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.

Withdrawal from School

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 parents must personally withdraw students including the date of and reason for withdrawal. Records will not be forwarded until all school debts are paid. The school district is not responsible for items left unclaimed in desks.

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.

Student Charges and Extracurricular Participation

PURPOSE: The purpose of this policy is to encourage parents to keep their student current financially with the Malden R-I 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. This policy encompasses all grades served by the Malden R-I School District.

VIOLATIONS: A student violates this policy when the student incurs a debt to the district that exceeds \$16. A debt to the district includes but is not limited to: fundraisers, lost textbook fees and student athletic fees.

The district regularly notifies parents of outstanding bills. When a student's bill has exceeded \$16, 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.

FAILURE TO SATISFY DEBT TO DISTRICT: Any debt a student incurs in violation of this policy will continue to accumulate throughout his or her years of attendance in the district. Should a student continue to have an outstanding balance in violation of this policy at the end of his or her senior year, the student will not be allowed to participate in graduation ceremonies and will not receive his or her diploma until such debt is satisfied.

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.

Eligibility to Participate in Co-Curricular Activities

A student must be currently enrolled in and regularly attending classes.

- 1. Repeated violations of any school rules may result in the student being declared ineligible.**
2. In any instance not specifically covered by the rules of eligibility, the principal may rule a student ineligible.
3. If training or practice rules prescribed by the sponsor and/or coach are violated, sponsors or coaches in charge of activities may deny a student the privilege of participating.
4. 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.

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*).

Earthquake/Fire/Tornado/Intruder 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 protective areas will be by signal from the public address system.

Grades

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 one (1) through six (6) will be used:

PERCENT	GRADE	GPA
96-100.....	A.....	4.000
90-95.....	A-.....	3.667
87-89.....	B+.....	3.333
83-86.....	B.....	3.000
80-82.....	B-.....	2.667
77-79.....	C+.....	2.333
73-76.....	C.....	2.000
70-72.....	C-.....	1.667
67-69.....	D+.....	1.333
63-66.....	D.....	1.000
60-62.....	D-.....	0.667
Below 60.....	F.....	0.000

Mid-Quarter Reports

Four (4) times during the scholastic year, approximately four (4) 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.

Grade Reports

Report cards are issued after every nine (9) weeks. The quarterly and semester grades are not a grade of record. It is a preliminary indication of progress being made by the student. The yearly grade (which becomes a part of the official transcript) shall represent an evaluation of the total year's work. However, all four quarters' work will be averaged to arrive at the yearly grade. It is possible for a failing quarterly grade to be brought up to a passing semester or yearly grade. It is also possible for a passing quarterly grade to become a failing semester or yearly 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 will not be mailed to requested addresses until the student has satisfied all debts.

Principal's Honor Roll

A Principal's Honor Roll shall be compiled each quarter for students in grades 1-6. Students named to the Principal's Honor Roll each quarter will receive a special treat from the Principal. For a student to be named to the Principal's Honor Roll, he or she must be working on grade level and have no letter grade below an A-.

Honor Roll

An Honor Roll shall be compiled each quarter for students in grades 1-6. Established guidelines include a grade point average range from a 3.000 to a 4.000 based on a 4-point scale, no grade below a C-, and no core subject grade below a B-.

Merit Roll

A grade Merit Roll shall be compiled each quarter for students in grades 1-6. Established guidelines include a grade point average range from a 2.667 to a 2.999 based on a 4-point scale and no grade below a C-.

Guidance and Counseling

The school counselors make every effort to inform the students of important information throughout the school year. They are available before school, during lunchtime, and after school to schedule appointments or to make special time arrangements for an appointment.

Assessment Program

Reading Assessment

The district will administer a reading assessment to students in third, fourth, and fifth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four or five, and to all students attending summer school due to a reading deficiency, as required by law.

English Proficiency Assessments

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

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor their progress in meeting the standards adopted by the Missouri State Board of Education.

Local Assessments

The district will administer an assessment to students in kindergarten, first, and second grades in order to monitor their progress in meeting the MO Learning 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.

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.

Library Services

All students enrolled in school are encouraged to use the library and to take advantage of the many resources it has to offer. The same rules that apply to regular classrooms apply to the library. The library is open from 7:45 a.m. until the end of the school day. Students are responsible for overdue, lost, or damaged books issued in their name.

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 teacher.

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 report to the school nurse. 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.)

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.

Immunization

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 un-coverable, 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.

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.

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.

Building Care and Use

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.

Prohibition Against Discrimination, Harassment and Retaliation

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. It shall be

a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy. It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District. For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District. The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination. The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

DEFINITIONS AND EXAMPLES

Sexual Harassment

For purposes of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the District causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

- sexual advances;
- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others; spreading rumors about or rating other students as to sexual activity or performance;
- unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

Harassment Because of Race or Color

For purposes of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

1. The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially-offensive language;

- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

Harassment Based Upon National Origin or Ethnicity

For purposes of this Regulation, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

Harassment Because of Disability

For the purposes of this Regulation, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, rumors, or name-calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

Harassment Because of Gender

For purposes of this Regulation, gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of gender include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's gender;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's gender;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to gender;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by gender.

Harassment Because of Sexual Orientation or Perceived Sexual Orientation

For purposes of this Regulation, harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of sexual orientation or perceived sexual orientation include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's sexual orientation or perceived sexual orientation;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's sexual orientation or perceived sexual orientation;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation or perceived sexual orientation;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by sexual orientation or perceived sexual orientation.

REPORTING PROCEDURES

The following procedures are applicable to any student who believes he or she has been the victim of sexual harassment or harassment/discrimination based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

Such individuals are encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District, is required to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any other person with knowledge or belief that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as set forth above, is encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this Regulation shall prevent any person from reporting

harassment directly to the Compliance Officer or to the Superintendent. The District will respond to male and female students' complaints of discrimination and harassment promptly, appropriately, and with the same degree of seriousness.

1. In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation at the building level. Any adult School District personnel who receives a report of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation shall inform the building principal immediately. Upon receipt of a report, the principal must notify the District Compliance Officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. If the report was given verbally, the principal shall personally reduce it to written form and forward it to the Compliance Officer within twenty-four (24) hours. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Compliance Officer by the reporting party or the complainant.

Investigation

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment, or harassment based upon race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, the Compliance Officer shall immediately undertake or authorize an investigation. That investigation may be conducted by District officials or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this Regulation, the District shall consider:

- the nature of the behavior;
- victim's statements;
- how often the conduct occurred;
- mandatory written witness statements or interview summaries;
- whether there were past incidents or past continuing patterns of behavior;
- opportunity for the complainant to present witnesses and provide evidence;
- evaluation of all relevant information and documentation relating to the complaint of discrimination or harassment;
- the relationship between the parties involved;
- the race, color, sex, national origin, age, ethnicity, disability, sexual orientation or perceived sexual orientation of the victim;
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- the number of alleged harassers;
- the age of the alleged harassers;
- where the harassment occurred;
- whether there have been other incidents in the school involving the same or other students;
- whether the conduct adversely affected the student's education or educational environment;
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on all the facts surrounding the circumstances.

The investigation shall be completed and a written report given to the Superintendent no later than fifteen (15) days from receipt of the complaint. If the complaint involves the Superintendent, the written report may be filed directly with the School Board. The written report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Regulation. The Compliance Officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

School District Response

- Upon receipt of a report that a violation has occurred, the District will, within 30 days, take appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this Regulation has occurred, the District shall consider:
 - what response is most likely to end any ongoing harassment;
 - whether a particular response is likely to deter similar future conduct by the harasser or others;
 - the amount and kind of harm suffered by the victim of the harassment;
 - the identity of the party who engaged in the harassing conduct.
 - whether the harassment was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the Board shall also direct the District Compliance Officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

2. The results of the District's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the District within 10 days of the Compliance Officer's receipt of the complaint, in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
3. If the District's evaluation of a complaint of harassment results in a conclusion that a school employee has engaged in unlawful discrimination or harassment in violation of this Regulation, or that a school employee(s) has failed to report harassment as required herein, that individual may appeal this determination by presenting a written appeal within 10 school days of receiving notice of the District's conclusion, by use of established School Board procedures for appealing other adverse personnel actions. (See personnel handbooks.)
4. If the District's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by presenting a written appeal to the Superintendent within 10 school days of receiving notice of the District's conclusion. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within 10 working days after receiving the written appeal.
5. If the complainant believes the Superintendent has not adequately or appropriately addressed the appeal, he or she may present a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting or no later than 45 calendar days from the District's receipt of the complainant's appeal to the Board. The grievant will be notified in writing of the decision within 5 working days after the Board of Education meeting.
6. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States District Court or the State Circuit Court.
7. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the School District.

Retaliation

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based upon race, sex, color, disability, national origin, age, ethnicity, or sexual orientation will not affect the complainant or reporter's future employment, grades, learning, or working environment, or work assignments.

The School District will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged harassment/discrimination, sexual, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Parent Opt Out

Please keep in mind that on many occasions here at school, your child may participate in an event that he or she may deserve recognition in the Yearbook, Newspaper, or World Wide Web. Some examples of these may be honor roll, or some other form of academic achievement, and any distinguished awards like math and/or spelling competitions. Students may even have a specific class project that is worth mentioning or may have participated in a group technology project that they would like to share. Remember, this is their time to shine! If you prefer we not publish this information in any method, you can find a form in the elementary office to fill out and sign.

Student Educational Records

Directory information means information contained in the educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. In the Malden R-I School District, directory information includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs.

1. *Educational record* means those records that are directly related to a student and are maintained by the District.
2. *Disclosure* means to permit access to or the release, transfer, or other communication of educational records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written or electronic means.
3. *Eligible student* means a student who has reached 18 years of age or attends an institution of post-secondary education.
4. *Parent* means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent/guardian in the absence of a parent/guardian.
5. *Personally identifiable information* includes, but is not limited to the student's name; the name of the student's parent/guardian or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number or student number; a list of personal characteristics that would make the student's identity easily traceable, or other information that would make the student's identity easily traceable.
6. *Student* means any individual who is or has been in attendance in the District and about whom the District maintains educational records.

General Guidelines

1. The District shall give full rights under this regulation to either parent/guardian of a student, unless the District is provided with a court order, state law or other legally binding document that specifically revokes the parent/guardian's rights to access under this regulation.
2. When a student reaches the age of 18, or attends a post-secondary institution of education the parent/guardian rights under this policy will transfer from the parent/guardian to the student.
3. The District will annually disseminate a notice of the rights available under this regulation to parent/guardian and eligible students. The annual notification will include a statement that the parent/guardian or eligible student is entitled:
 1. To inspect and review the student's educational records.
 2. To request changes to the educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
 3. To consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that federal and state law authorize disclosure without such consent; and
 4. To obtain a copy of this policy and guidelines.

The annual notification will also inform parents/guardians and eligible students where copies of the policy and guidelines are located.

4. Prior to making directory information public, the District will notify the parent/guardian regarding the categories of information that it has designated as directory. In addition, the District will allow a reasonable period of time after such notice for the parent/guardian or eligible student to inform the District that any or all of the designated directory information should not be released without the parent's/guardian's or eligible student's consent.

Procedures for Inspection and Review of Educational Records

1. The District's regulation permits parents/guardians and eligible students to inspect and review the educational records of the student.

2. After a request for access to records, the District will allow access within a reasonable period of time, but in no case more than forty-five (45) days after receipt of the request. All requests for access should be directed to *the Superintendent*.
3. After the parent/guardian or eligible student has had an opportunity to inspect and review the student's educational records, the parent/guardian may make a request for explanations and interpretations of the records to *the Superintendent*. The District's designee shall respond to all reasonable requests for explanation or interpretation.
4. The District will not destroy any educational record if there is an outstanding request to inspect and review that record.
5. If a student's educational records contain information on more than one student, the parent/guardian or adult student may inspect, review or be informed of only the specific information about that student. That is, all information pertaining to another student will be redacted.
6. The District may employ the use of security videos in its hallways, classrooms and/or buses. Security videos maintained by the District's law enforcement unit (if any) or not maintained at all (recycled) are not considered educational records and therefore may not be inspected and reviewed under FERPA. If security videos are maintained by the District, such videos are protected educational records under FERPA and may be viewed by parents or patrons with a court order or written permission from the parent(s) of each student to whom the video is directly related.
7. The District may disclose personally identifiable information from an educational record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent/guardian or eligible student. Each party to whom disclosure may be made under this policy must first sign a statement in which he/she agrees to abide by this provision and agrees to use the information disclosed only for the purposes for which the disclosure was made. This does not apply to disclosures of directory information or to any information that the District is required to disclose under Missouri law.

Copies of Educational Records

1. Though the District does not generally have an obligation to provide copies under FERPA, it will nonetheless provide up to 25 pages per student, per school year, without charge. All requests for copies over 25 pages per student, per school year will be denied.
The District will administratively consider exceptions to this policy on a case by case basis. The factors to be considered in making such an exception include but are not limited to the purpose of the copies, whether the request is overly time consuming or burdensome, and the number of prior requests. If copies are requested to be sent to an agency or individual other than the adult student or parent/legal guardian, all proper releases must be signed.

Procedures to Request Amendment of a Student's Educational Records

1. If a parent/guardian or eligible student believes the educational records for that student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, he/she may ask the District to amend the record. All such requests should be directed to *the Superintendent*.
2. The District's designee, in consultation with the administration or Board of Education as needed, shall decide whether to amend the record as requested within a reasonable time after the request.
3. If the District's designee decides not to amend the record, he/she shall inform the parent/guardian or eligible student of that decision and of their right to request a hearing on the request.
4. If a hearing is requested, the District will hold the hearing within a reasonable time after it has received the request and will give the parent/guardian or eligible student reasonable advance notice of the date, time and place of the hearing. The hearing may be conducted by any individual, including an employee of the District, who does not have a direct interest in the outcome of the hearing. The District will give the parent/guardian or eligible student a full and fair opportunity to present evidence relevant to the issue(s) raised by the parent/guardian or eligible student's request. The parent/guardian or eligible student may, at their own expense, be assisted or represented at the hearing by any individual of their choice, including an attorney.
5. The District will make its decision in writing within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing, and will include a summary of the evidence and the reasons for the decision.
 1. If the District decides, as a result of the hearing, that the information is inaccurate, misleading or violates the student's rights, the District shall amend the record and inform the parent/guardian or eligible student of the amendment in writing.
 2. If the District decides, as a result of the hearing, that the information is not inaccurate, misleading, or otherwise in violation of the student's rights, the District shall inform the parent/guardian or eligible student of that decision and shall inform the parent/guardian or student of his/her right to place a statement in the record commenting on the contested information or stating why he/she disagrees with the District's decision, or both. If the parent/guardian or eligible student submits such a statement, the District will maintain that statement with the student's educational records as long

as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

Procedures Regarding Disclosure of Personally Identifiable Information Where Consent is Required

1. Before the District discloses personally identifiable information from a student's records (other than directory information), the District will obtain a signed and dated written consent from the parent/guardian or eligible student. The written consent will specify the records that may be disclosed; state the purpose of the disclosure; and identify the party or parties to whom disclosure may be made.
2. If the parent/guardian or eligible student so requests, the District will provide him/her with a copy of the records disclosed.

Disclosure of Personally Identifiable Information Where Consent is Not Required

The District may disclose personally identifiable information from a student's educational records without the written consent of the parent/guardian or eligible student in the following circumstances:

1. Disclosure may be made to other school officials, including teachers, within the District whom the District has determined to have legitimate educational interests. In addition, the school official or his/her assistants who are responsible for the custody of the records and those parties authorized to audit the record keeping procedures of the District may inspect the records relating to each student without the consent of the parent/guardian or eligible student.
The District designates *the Superintendent* to make the determination as to whether a particular school official has a legitimate educational interest in accessing a student's educational records. Before accessing any student's educational records, the school official seeking access must submit a written request to *the Superintendent*. The request must include the student's name, the reason for the request, the school official's name and the date of the request. The District's designee must provide in writing whether the request was granted or denied and the reason for the decision. If the request is granted, the request and the designee's decision must be maintained with the student's educational records.
2. Disclosure may be made to officials of another school district or post secondary educational institution where the student seeks or intends to enroll.
3. Disclosure may be made to authorized federal and state agencies and authorities.
4. Disclosure of acts of school violence, as set forth in school board policy, may be made to District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties.
5. Disclosure related to past or potentially future violent behavior may be made to appropriate staff members of portions of any student's individualized education program team.
6. Disclosure may be made to law enforcement officials, as soon as is reasonably practicable, of the commission of the criminal acts listed in school board policy.
7. In appropriate circumstances, District administrators may disclose student educational records to law enforcement and/or juvenile authorities where necessary to serve students prior to adjudication. Officials to whom such educational records are disclosed are required to comply with federal law governing students' educational records.
8. Disclosure may be made to the appropriate division of the Juvenile Court of the suspension of more than ten (10) days of any student under court jurisdiction.
9. Disclosure of discipline records may be made within five (5) days to any requesting school district where the student seeks to enroll.
10. Disclosure may be made if such disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount of aid, condition for the aid, or to enforce the terms and conditions of the aid.
11. Disclosure may be made to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction, if the study is conducted in a way that does not permit personal identification of parent/guardian and students, and the information is destroyed when no longer needed for the purposes for which the study was conducted.
12. Disclosure may be made to accrediting organizations to carry out their accrediting functions.
13. Disclosure may be made to comply with a judicial order or lawfully issued subpoena and only after the District makes a reasonable effort to notify the parent/guardian or eligible student of the order or subpoena in advance of the compliance.
14. Disclosure may be made to appropriate parties where the disclosure is in connection with a health or safety emergency and the information is necessary to protect the health or safety of the student or other individuals.
15. Disclosure may be made where the disclosure is of information the District has designated to be directory information.
16. Disclosure may be made to the parent/guardian of a non-eligible student or to an eligible student.

17. Disclosure may be made without the written consent of the parent/guardian or eligible student as otherwise may be specified by federal or state law.

Record Keeping Procedures

1. The District will maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of each student. *the Superintendent* will be responsible for keeping such records of requests and disclosures.
2. The District will maintain the record of each request and disclosure with the educational records of the student as long as the records are maintained by the District.
3. For each request or disclosure, the District's record will include the parties who have requested or received personally identifiable information from educational records and the legitimate interests the parties had in requesting or obtaining the information.
4. If the District discloses personally identifiable information from an educational record under the exceptions enumerated in the section above, the District will record the names of those persons to whom that party may disclose the information on behalf of the District and the legitimate interests which each of the additional parties has in requesting or obtaining the information.
5. If the District discloses information pursuant to a health or safety emergency, the District, within a reasonable time period, will record in the student's educational records the significant threat that formed the basis for the disclosure and the parties to whom the information was disclosed.

“Parents Right to Know” Notification

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 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).

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
 2. 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 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.

Policy of Nondiscrimination:

Vocational Education; Employment

The Malden R-1 School District and the Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation be given equal opportunity for educational development. In compliance with the Americans with Disabilities Act, the Malden R-1 School District will honor reasonable request for assistance made by persons with disabilities. Requests made with significant advance notice can be accommodated more effectively. Requests should be directed to the Malden R-1 School District.

Dissemination Plan

Policy will be placed in all teacher and student handbooks, and distributed in August of each year. The policy will be published during the month of August each school year.

Grievance Procedure Title VI, VII, IX Section 504 (Administrative)

Students, parents of students or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title VII of the 1964 Civil Rights Act, Title IX of the Education Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973.

TITLE IX GRIEVANCE PROCEDURE

Level 1: Principal or Immediate Supervisor (Informal and Optional - may be bypassed by grievant.):

Employees claiming sex discrimination may first discuss the grievance with their principal or immediate supervisor, with the object of resolving the matter informally. A student or parent with a sex discrimination complaint may discuss it with the teacher, counselor, or building administrator involved.

Level 2: Title IX Coordinator: If the grievance is not resolved at Level 1 and the grievant wishes to pursue the grievance, it may be formalized by filing a complaint in writing on a Compliance Violation Form. This form may be obtained from the Title IX Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level 2 must be within fifteen (15) working days from the day of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX Coordinator shall

investigate the complaint and attempt to solve it. A written report from the Coordinator to the complainant regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level 3: Superintendent: If the complaint is not resolved at Level 2, the grievant may proceed to Level 3 by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Title IX Coordinator. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

Level 4: Board of Education: If the complaint is not resolved at Level 3, the grievant may proceed to Level 4 by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within ten (10) working days after the Board of Education action.

The procedure in no way denies the right of the grievant to file a formal complaint with the Missouri Civil Rights Commission, the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

SECTION 504 GRIEVANCE PROCEDURE

The procedures below must be utilized with regard to discrimination claims under Section 504. Claims relating to identification, evaluation, or educational placement must be challenged using the procedures outlined in school board policy.

Level 1: Building Administrator (Informal and Optional - may be bypassed by Grievant)

Many problems can be solved by an informal meeting with the parties and the building administrator. An individual with a complaint is encouraged to first discuss it with the teacher, counselor or building administrator involved, with the purpose of resolving the matter promptly and informally. Similarly, employees with a complaint are encouraged to first discuss the complaint with the building principal or immediate supervisor.

Level 2: Section 504 Coordinator

If the complaint or issue is not resolved at Level 1, the grievant may file a written grievance with the Section 504 Coordinator. The written grievance must be filed with the Coordinator within fifteen (15) days of the event or incident giving rise to the grievance, or within fifteen (15) days of the date the grievant could reasonably have become aware of the event or incident. Extensions of the fifteen- (15) day requirement will be granted if the grievant can establish good cause for the delay and the interests of justice and fairness so require.

The written grievance should include the following information:

1. The nature of the grievance - what is the event, incident or circumstance that is the reason for the complaint.
2. The remedy requested - what would the grievant like to see happen if the Coordinator were to sustain the grievance.
3. The grievant's signature and the date of the grievance.

The Coordinator shall have the authority to investigate all written grievances. The Coordinator may request that an independent investigator, who is not an employee of the District, be assigned by the District to conduct the investigation. When possible, the Coordinator shall work toward resolution of the grievance. This resolution shall be reduced to writing and signed by all parties. If the parties cannot agree on a resolution to the grievance, the Coordinator shall complete the investigation and make a determination regarding the merits of the complaint. The Coordinator shall notify the grievant and the Superintendent in writing of his/her determination within fifteen (15) days after receipt of the written grievance. The fifteen (15) days may be extended (1) at the request of the grievant, (2) with consent of all parties, or (3) if the Coordinator is on vacation or is otherwise unavailable during the fifteen- (15) day period due to an emergency or other unforeseen circumstances.

If the Coordinator concludes that the allegations contained in the grievance have merit, the Coordinator shall make a recommendation to the Superintendent as to the appropriate action to be taken by the District. If the Superintendent agrees with the recommendation of the Coordinator, the grievance will be sustained, and the recommended remedial action will be implemented. The Superintendent may sustain the grievance, yet modify the recommended remedial action. The Superintendent shall notify all parties of his/her decision in writing within five (5) days of his/her receipt of the recommendation from the Coordinator. The five (5) days may be extended (1) at the request of the grievant, (2) with the consent of all parties, or (3) if the Superintendent is on vacation or is otherwise unavailable during the five- (5) day period due to an emergency or other unforeseen circumstances.

If the Coordinator concludes that the allegations contained in the grievance are without merit, the Coordinator shall make a recommendation to the Superintendent that the grievance be denied. If the Superintendent agrees with the recommendation of the Coordinator, the grievance will be denied. The Superintendent shall notify all parties of his/her decision in writing within five (5) days of his/her receipt of the recommendation from the Coordinator. The five (5) days may be extended (1) at the request of the grievant, (2) with the consent of all parties, or (3) if the

Superintendent is on vacation or is other unavailable during the five-(5) day period due to an emergency or other unforeseen circumstances.

If the Superintendent disagrees with the recommendation of the Coordinator, whether sustaining or denying the grievance, the Superintendent shall state his/her reasons for disagreeing with the recommendation in writing, set out his/her conclusions and the reasons therefore, and notify all parties of the decision in writing within five (5) days of his/her receipt of the recommendation from the Coordinator. The five (5) days may be extended (1) at the request of the grievant, (2) with the consent of all parties, or (3) if the Superintendent is on vacation or is other unavailable during the five-(5) day period due to an emergency or other unforeseen circumstances. If the Coordinator or Superintendent is alleged to have violated this Policy, the grievant may request to bypass the respective individual.

Level 3: Board of Education

Any party aggrieved by the decision of the Superintendent or in disagreement with the proposed remedial action may make a written appeal to the Board of Education. Such written appeal shall be filed in writing with either the Superintendent or the Secretary of the Board of Education. Such written appeal must be filed within ten (10) days of receipt of the decision of the Superintendent. Extensions of the ten- (10) day requirement will be granted if the grievant can establish good cause for the delay and the interests of justice and fairness so require. Upon receipt of a written appeal, the District shall place the grievance on the agenda of the next meeting of the Board of Education following the fifth day after the appeal is received, or at such Board meeting thereafter as may be agreed upon by the parties.

At the hearing before the Board, the parties shall have the right to be represented by legal counsel, to call and examine witnesses, cross-examine witnesses called by the opposing party, and to submit evidence into the record.

The Board shall render its decision within thirty (30) days. The Board shall report its decision in writing. All parties shall receive a copy of the decision.

The hearing before the Board of Education shall be considered a contested case for purposes of Chapter 536, Revised Statutes of the State of Missouri.

Level 4: Circuit Court

Any party aggrieved by the decision of the Board of Education may appeal the decision to the Circuit Court of the County, in accordance with Chapter 536, Revised Statutes of the State of Missouri, or to the applicable federal court.

Other Options

At any time during the grievance process, a grievant may file a complaint with the United States Department of Education, Office for Civil Rights (Kansas City, Missouri) or the Missouri Commission on Human Rights. Employee grievants may also file a complaint with the Equal Employment Opportunity Commission.

Programs for Students with Disabilities

The Malden school district, along with the Department of Elementary and Secondary Education, recognizes 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 (i) 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.

The Board designates the following individual to act as the district's 504 coordinator:

Rebecca Vipperman
601 Burkhart St.
Malden, MO 63863
Phone: 573-276-5794/Fax: 573-276-5796

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.

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

Programs for Homeless Students

The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless coordinator. The Superintendent will review all District policies to determine whether they act as barriers to the enrollment of homeless students. Special attention will be given to policies regarding transportation, immunization, residency, birth certificates, school records and guardianship.

For purposes of Board policies and regulations *homeless students* include students under age twenty- one (21) who lack a fixed, regular and adequate nighttime residence and include students who:

1. are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in hotels, motels, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. have a public or private place not designed for, or ordinarily used as, a regular sleeping area for human beings,
3. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. are a migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in subdivisions 1-3 of this section.

The Board designates the following individual to act as the district's homeless coordinator:

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

Programs for Migrant Students

The Board of Education of the Malden R-I School District directs the administration to screen students, as required by law, to assist the state in identifying migratory children. The District will identify migrant students by including a question on the District's enrollment form. If it is indicated that a migrant student is enrolling, the parents

will then be asked to complete a parent survey/family interview form provided by the State Office for Migrant-English Language Learner (MELL) Program. The Regional Migrant Center or the State Director for Migrant Education will be notified of any migrant students who are enrolled in the District. The Regional Migrant Center will be contacted for any assistance needed for the migrant student(s).

The Superintendent will develop appropriate means to identify migrant students and to develop a plan to meet the educational needs of these children. Migrant students will be provided the full range of education and related services provided to other District students.

The educational plan may consist of the following:

1. Assess the educational ability of the student and determine an accurate grade placement, course assignments and any special education services that may be needed.
2. Identify any health and social needs and contact the appropriate public agencies for extended services.
3. Provide professional development activities for the teachers and support staff as related to migrant students.
4. Involve the parents in the educational program.

Programs for English Language Learners

The Board of Education is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, the District will provide appropriate programs to address the needs of these students. Students entitled to considerations under this policy include:

1. Language Minority (LM) - students who come from a background where English is not the student's first language, or where the primary language of the home is not English or both.
2. Limited English Proficient (LEP) - Students whose English language skills are insufficient to lead to success in an English-only classroom.

The District will also take steps to ensure to the maximum extent practicable that the interests of ELL students are included in the development and implementation of District programs and services that are offered by the District to and for its student body.

To ensure that parents/guardians are properly notified of the ELL program, all new and enrolling students are to be given the Student Home Language Survey (Form 6180). The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services.

The Board designates the following individual to act as the district's ELL Coordinator:

Academic Coach- Marla Swindell
601 Burkhart St.
Malden, MO 63863
Phone: 573-276-5794/Fax: 573-276-5796

Internet Usage

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, 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: 123anonymous) 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 school board policy 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 E-mail 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 immediately report 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.

Surveying, Analyzing or Evaluating Students

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

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

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

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

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.

Postscript

This handbook cannot include every possible experience of a student in Elementary 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.

PBIS

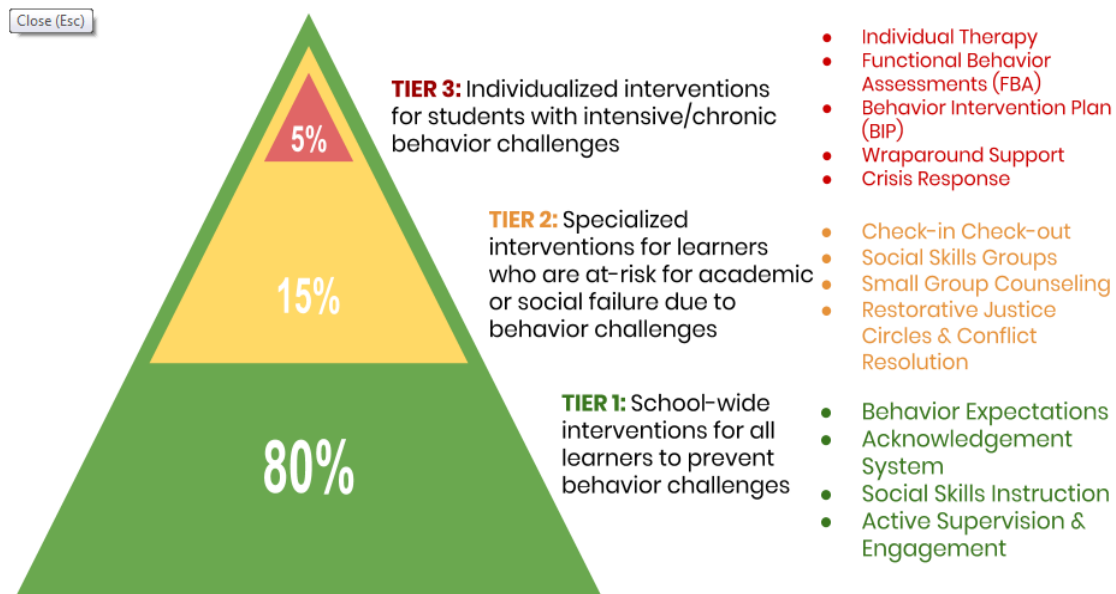
Positive Behavioral Interventions & Supports (PBIS)

PBIS is a framework for creating safe and orderly learning environments in schools, while improving the social-emotional outcomes for students. It is a proactive approach that relies on research-based practices, including developing clear behavioral expectations, teaching these expectations, acknowledging appropriate behavior, consistently correcting inappropriate behavior, and using behavioral data to systematically solve problems. We will begin our 5th year of full implementation of PBIS in our elementary building during the 2022-23 school year.

We are a Green Wave Family and research shows that when the home and school work together, student learning is more successful. We value the importance of collaborating together in building positive relationships to include all staff, students, and parents in order to see success for every student.

PBIS is a multi-tiered framework for establishing systems of social-emotional and behavioral support that enhance schools' capacity to maximize outcomes for all students. The tiered system allows for the provision of a continuum of school-wide, targeted and individual intervention supports related to the social-emotional, behavioral and academic needs of all students

Every student starts on the first tier (green), and for students who are still having behavior problems after the general interventions, they are moved up to the second tier (yellow). Eighty to 90 percent of the student population will remain on the first tier. About 10 to 15 percent of students will be at the second tier. The last tier, in red, is where about 3 to 5 percent of the student population will be. This is where the most intensive interventions occur.



PBIS Eight Effective Classroom Practices


PBIS has identified eight classroom practices that have been shown to increase the likelihood of appropriate behavior and decrease problem behavior while increasing academic learning time.

- 1) Classroom Expectations
- 2) Classroom Procedures & Routines
- 3) Encouraging Expected Behavior
- 4) Discouraging Inappropriate Behavior
- 5) Active Supervision
- 6) Opportunities to Respond
- 7) Activity Sequencing & Choice
- 8) Task Difficulty

Expectations of Students: Wave of Good Behavior

The school-wide expectations that we will require all students to know, understand and follow are:

WE SHOW RESPECT
WE ACT RESPONSIBLY
WE VALUE SAFETY
WE ARE EXCITED TO LEARN

 Wave	All Settings	Bathroom 0-1 Voice	Bus 1-2 Voice	Cafeteria 1-2 Voice	Classroom 0-3 Voice	Hallway 0-1 Voice	Playground 2-4 Voice
W We Show Respect	<ul style="list-style-type: none"> Use appropriate voice level Use manners Follow directions the first time 	<ul style="list-style-type: none"> Give others privacy 	<ul style="list-style-type: none"> Appropriate use of electronic devices 	<ul style="list-style-type: none"> Stay seated until dismissed 	<ul style="list-style-type: none"> Take care of your equipment Raise your hand 	<ul style="list-style-type: none"> Appreciate hallway displays 	<ul style="list-style-type: none"> Include others Take turns
A Act Responsibly	<ul style="list-style-type: none"> Keep all areas clean Keep up with all belongings Report Bullying 	<ul style="list-style-type: none"> Go, flush, wash, and leave Report any problems Use supplies wisely 	<ul style="list-style-type: none"> Stay seated Back against the seat 	<ul style="list-style-type: none"> Place trash in the trash can Food stays in the cafeteria Eat your own food 	<ul style="list-style-type: none"> Turn in all assignments on time Be organized Eyes and ears on the speaker 	<ul style="list-style-type: none"> Hands by side Go straight to your destination 	<ul style="list-style-type: none"> Play by the rules of the game Line up when the whistle blows
V Value Safety	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Use materials appropriately 	<ul style="list-style-type: none"> Keep floor dry and clean Feet on the floor 	<ul style="list-style-type: none"> Stay out of danger zones Use handrail Keep body out of aisle and inside the bus 	<ul style="list-style-type: none"> Report spills Keep food on your plate Wait your turn 	<ul style="list-style-type: none"> Positive digital citizenship and internet safety 	<ul style="list-style-type: none"> Walk on the third tile Eyes forward 	<ul style="list-style-type: none"> Report Non-Wave behavior Use equipment correctly Keep nature on the ground
E Excited to learn	<ul style="list-style-type: none"> Strive to be your best Encourage others Have a positive attitude 	<ul style="list-style-type: none"> Return quickly 	<ul style="list-style-type: none"> Be on time 	<ul style="list-style-type: none"> Be thankful 	<ul style="list-style-type: none"> Be prepared 	<ul style="list-style-type: none"> Arrive promptly with a smile 	<ul style="list-style-type: none"> Be a good sport Give compliments

Leadership Support Team

The leadership team meets monthly to evaluate, develop, and monitor the PBIS program, strategies, behavior interventions, and data.

Principal: Misty Thomas
Assistant Principal: Travis Day
Counselor: Becky Vipperman
SPED: Jennifer Sokolova
LAMP: Amy Duckworth
TECH: Crystal Slaughter
PK: Tabitha Cohen

Kindergarten: Cheryl Vent
1st Grade: Lacey Smothers
2nd Grade: Amy Gough
3rd Grade: Amanda Sage
4th Grade: Brittney Kirk
5th Grade: Whitney Darter

PBIS Rewards App

All teachers will use the PBIS App to award students with Wave Points in order to reinforce positive behavior and expectations. Students earn points by following the Wave of Good Behavior Matrix.

Behavior Lessons Plans

We have implemented the 2nd Steps curriculum in our building for character education to support our PBIS program. The teachers provide lessons weekly to meet social-emotional, behavioral and academic needs of all students.

Athletic Policy

Malden Elementary School Athletic Policy

Purpose:

The purpose of the Malden Elementary School Athletic Policy is to provide direction, coordination, and information to parents, student athletes, coaches and administration.

Activities Covered Under this Policy:

This policy covers all sports and cheerleading for grades 5-6 offered by the Malden R-I School District as a Board of Education program and under the direction of coaches under contract with the Malden R-I School District.

Student Eligibility:

- 1. Enrollment:** In order to represent the Malden Elementary School, an athlete must be enrolled within the first eleven days of the semester (except transfer students) and regularly attend school at least six (6) out of seven (7) periods per day. Regular attendance is defined as not being in violation of the approved Malden R-I School District Attendance Policy which is published annually in the student handbook.
- 2. Academics:** The Malden Elementary School recognizes that the first responsibility of a student athlete is their education and subsequent academic performance in the classroom. In order to ensure the academic performance of its student athletes, each four and one half (4-1/2) weeks during the school year grade reports are issued to all students. Participants' grades will be checked at the end of each grading period (each 4-1/2 weeks at progress report time or at the end of the quarter). A student athlete receiving a grade below 60% (F) at a 4-1/2 week grading period will become ineligible on the following Monday. A student, who has become ineligible, will become immediately eligible if the student raises the grade above 60% (F) if it is the first instance. For the second and subsequent instances of a grade below 60% (F), the student will continue to remain ineligible until the next 4-1/2 week

grading period or the next 4-1/2 week grading period that the student's grade is above 60% (F). It is the responsibility of the student to correct any deficient grades.

- 3. Attendance at School:** To be eligible to participate in a contest a student must be in attendance a full day unless excused by the high school principal. Generally, the principal will utilize the same requirements to excuse attendance for participation as outlined in the Malden Attendance Policy for excused absences. Additionally, a student who misses school and is ineligible to participate, remains ineligible to participate until the student attends a full day of school. For instance, if a student misses school on Friday, the student is not eligible to participate again until after attending a full day of school on Monday. Also, if a student misses the last day of school before Christmas break and is not excused by the high school principal, the student remains ineligible until the student attends a full day of classes after Christmas break ends.
- 4. Disciplinary Action:** Students representing the Malden R-I School District in athletic activities are expected to adhere to an exemplary code of conduct. Failure to abide by the rules of the student handbook will result in penalties. Student representatives are expected to show respect to all with whom they come in contact, both in school and when representing the school at home and away. The principal may declare a student ineligible for any violation(s) of school policies. In addition to the student handbook, student athletes may receive restrictions from participation.

Practice:

In order to maximize the opportunity for team success, attendance at practice is critical. Missed practices are either excused or unexcused and will be defined in the same manner as outlined in the student handbook. In either case, the head coach will assess the requirement to make up for missed practice. A student may miss no more than two (2) unexcused practices or games during an athletic season and remain on the team or squad. A student may miss no more than two (2) excused practices or games during an athletic season and remain on the team or squad. If a student is under a doctor's care and is not allowed to practice or participate in contests, that student may miss, without penalty, the number of days that the doctor has deemed that the student is unable to practice, notwithstanding that the head coach of the sport may have certain conditioning requirements that may have to be met before the student may participate in a contest once again. Coach discretion will be utilized for missed practices.

Practices will be scheduled to the extent possible to maximize student's opportunity for educational success and to minimize conflicts when possible. Coaches and other activities sponsors along with the administration will work together to schedule practice with the least amount of conflicts.

Unsportsmanlike Conduct:

It is the expectation of the Malden R-I School District that all representatives of the school, including coaches, students and parents, will conduct themselves in a manner that promotes the district in a positive manner.

Transportation:

The Malden R-I School District provides transportation to all events and requires that students ride school district transportation to all events. If there is an unavoidable circumstance that makes it impossible for the student to ride school transportation to the event, the principal will arrange for transportation by a school employee or a parent only as the situation may warrant.

Students may ride home from the event on school transportation, a school employee acting on behalf of the school or a parent. If a student needs to ride home from an away event with someone other than a parent, the parent must let the coach know in advance. In all cases, if a student does not ride home on school district transportation, the parent or parent designee must sign out the student with the head coach of the activity.

Acknowledgement of Receipt

The Malden R-I School District Board of Education has adopted the attached Athletic Policy in order to provide direction, coordination, and information to parents, student athletes, coaches

and administration. My signature below certifies that I have read the Malden Elementary Athletic Policy, which can be found on the Malden R-1 School website, and understand that the student athlete participating in a sport/cheerleading in grades 5-6 at Malden Elementary School must follow all rules and regulations according to the Athletic Policy. Please sign and return this certification to the head coach of the current sport. This form must be signed each school year and will cover multiple sports/cheerleading during the 2023-24 school year.

Student's Name: _____
Please Print

Student's Signature: _____

Parent(s) Name: _____
Please Print

Parent(s) Signature: _____
All Must Sign

Dates

August

- **22nd**-First day of school

September

- **8th**- Fall Picture Day
- **15th**- Mid-Quarter

October

13th- End of 1st Quarter
23rd- Parent/Teacher Conference
31st- Halloween Party
November
10th Mid-Quarter
20th-24th- Thanksgiving Break/No School for Students
December
15th- End of 2nd Quarter
15th- Christmas Party
18th-29th- Christmas Break/No School for Students
January
22nd- Parent/Teacher conference
February
2nd- Mid-Quarter
14th- Valentine's Day Party
March
8th- End of 3rd Quarter
25th-29th- Spring Break
April
19th- Mid-Quarter
May
17th- End of 4th Quarter
24th -Last Day of School

Parent Pages

Malden R-I School District
2023-2024
Parent/Guardian Handbook

This revised edition of the Malden Elementary Handbook for the school year 2019-2020 was approved by the Board of Education at the July 16, 2020 meeting. For our records it will be necessary for one parent/guardian and the student to sign the last page in this handbook to verify you have received and had the opportunity to read a copy of the 2020-2021 Malden Elementary Handbook that includes the Discipline Policy

Malden R-I School District
2023-2024 Internet Usage
(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 by my child. I agree to be responsible for any damages caused by my child's misuse of district technology.

Malden Elementary School Google Suite for Education Information

Malden R-1 School District is dedicated to providing a challenging education to all of our students by utilizing technology and community resources to create a student-centered, innovative, and engaging environment to create life-long learners and empowered, responsible citizens. As a commitment to this mission, we have decided to pursue the use of Google Suite for Education in addition to the great technology we already have in place. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

This permission form describes the tools and student responsibilities for using these services.

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:

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- a virtual classroom area where students and teachers can communicate and share assignments.

Using these tools, students collaboratively create, edit and share files and websites for school related projects. 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.

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.

--COPPA – <http://www.ftc.gov/privacy/coppafags.shtm>

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

1. **Prohibited Conduct.** Please refer to the technology usage agreement and discipline policies.
2. **Access Restriction.** The District maintains the right to immediately withdraw the access and use of these services 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.
3. **Security.** Malden School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google and our district have powerful content filters in place, the District cannot assure that users will not be exposed to unsolicited information.
4. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment, however the district retains rights to all communications and projects for the safety and security of all students and staff.

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.

Malden School District

Google Suite for Education Permission Form for Student Email, Online Documents, Calendar, and Sites

By signing with permission, I confirm that I have read and understand the following:

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 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.

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

K-5 School-Parent-Student Involvement

Malden Elementary School

2023-2024

K-5 School-Parent-Student Involvement

Malden Elementary and the parents of students participating in Title I.A activities, services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

School Responsibilities

Malden Elementary and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Show-Me Standards as follows –
 1. Retain highly qualified principals and teachers,
 2. Provide instruction, materials, and high quality professional development which incorporates the latest research, and
 3. Maintain a safe and positive school climate.
- Hold annual parent-teacher conferences to –
 1. Discuss the child's progress/grades during the first quarter,
 2. Discuss this compact as it relates to the child's achievement, and
 3. Examine the child's achievement and any pending options at the end of the second quarter.

Teacher Responsibilities

- Provide parents with frequent reports on their child's progress as follows –
 1. Weekly newsletter from the classroom teacher,
 2. Monthly suggestions from the classroom teacher,
 3. Mid-quarter report mailed from the school, and
 4. Quarterly grade cards/reports sent home by the school.
- Be accessible to parents through –
 1. Phone calls or person-to-person meetings,
 2. Scheduled consultation before, during, or after school, and
 3. Scheduled school visits.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows –
 1. Listen to children read,
 2. Help with classroom decorations, art projects, etc.,
 3. Present a program on your culture, a different country, etc., and
 4. Assist with holiday programs or parties, educational trips, etc.

Parent Responsibilities

- I, as a parent, will support my child's learning in the following ways:
 1. Make sure they are in school every day possible.
 2. Check that homework is completed.
 3. Check student agendas on a daily basis.
 4. Monitor the amount of television watched.
 5. Volunteer in my child's classroom/school.
 6. Be aware of my child's extracurricular time and activities.
 7. Stay informed about my child's education by reading all communications from the school and responding appropriately.

Student Responsibilities

- I, as a student, will share the responsibility to improve my academic performance to meet the Show-Me Standards and will –
 1. Attend school every day possible,
 2. Be respectful toward others,
 3. Do my homework every day and ask for help when I need it,
 4. Read at least 30 minutes every day outside of school time, and
 5. Give all notes and information from my school to my parent/guardian daily.

Parent Signature Page

Malden Elementary School

2023-2024

PARENT SIGNATURE PAGE

For our records, it will be necessary for one parent/guardian and the student to check each box and sign below acknowledging you have accessed, read, and agree to each of the following pages in the Malden Elementary Handbook. You will find this document on our Malden website at maldenmoschools.org under handbooks. Please return this page to your child's teacher as soon as possible.

Sincerely,
Misty Thomas, Principal

Travis Day, Assistant Principal

ELEMENTARY STUDENT/PARENT/GUARDIAN HANDBOOK – Page 60

ELEMENTARY INTERNET USAGE – Page 60

GOOGLE – Pages 60-61

ELEMENTARY PARENT-SCHOOL LEARNING COMPACT (Title I) – Page 62

ELEMENTARY SCHOOL-PARENT-STUDENT INVOLVEMENT – Pages 63-64

Teacher _____ Date _____

Student _____ Date _____

Parent _____ Date _____

PLEASE RETURN THIS PAGE TO SCHOOL