

# Malta Bend R-V School District



## Faculty Handbook 2021-2022

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## NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employee, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Malta Bend R-V School District (“School District”) are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the Malta Bend R-V School District compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District’s efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District’s Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

### COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Malta Bend R-V School District (“School District”) does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District’s services, programs, or activities.

**Employment:** The school District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

**Effective Communication:** The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from location that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but no later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

**Modifications to Policies and Procedures:** The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District’s Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

**Compliance Coordinator**

John Angelhow  
 Administrator of Schools  
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**Missouri Department of Elementary and Secondary Education  
 Every Student Succeeds Act of 2015  
 (ESSA) COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education          Complaint Procedures for ESSA Programs          Table of Contents</b>	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	<b>Complaints filed with the Department</b> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
<b>Appeals</b> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

## 2. Who may file a complaint?

Any individual or organization may file a complaint.

## 3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

## 4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

## 5. What happens if a complaint is not resolved at the local level (LEA)?

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

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

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

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
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:

3. **Record.** A written record of the investigation will be kept.
4. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
5. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
6. **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.
7. **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).
8. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

## 6. 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).

## 7. 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.

**8. 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.

**TABLE OF CONTENTS**

<b>INTRODUCTION</b> .....	8
<b>MISSION STATEMENT</b> .....	8
<b>SCHOOL COLORS</b> .....	8
<b>SCHOOL MASCOT</b> .....	8
<b>SCHOOL SONG</b> .....	8
<b>VISION STATEMENT</b> .....	9
<b>PUBLIC NOTICE</b> .....	9
<b>DIRECTORY INFORMATION</b> .....	10
<b>GENERAL</b> .....	10
<b>RESPONSIBILITIES/DUTIES</b> .....	10
Contracted Day .....	10
Elementary First Day .....	10
Supervision Duties .....	11
Hall .....	11
Playground .....	12
Bus .....	12
Lunch Room .....	13
Assemblies/Activities .....	13
Leaving Campus .....	13
Keys .....	13
Equipment (loaning equipment) .....	13
Parent/School Communications .....	13
<b>CLASSROOM FOOD AND DRINK REGULATIONS</b> .....	15
<b>AUDIO VISUAL EDUCATION</b> .....	15

POSTER MAKING .....	15
CAFETERIA USE GUIDELINES FOR SPECIAL EVENTS .....	15
SCHEDULING FACILITY USE FOR PROGRAMS/EVENTS .....	16
<b>TEACHERS</b> .....	<b>16</b>
COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY ....	16
CURRICULUM .....	16
DRESS CODE .....	16
TEACHER EVALUATION .....	16
PURCHASING PROCEDURES .....	17
Purchasing .....	17
Receipt .....	18
RECORD KEEPING .....	18
Permanent Records .....	18
Lunch .....	19
Attendance .....	19
Absence and Make-up Procedure .....	19
Grades .....	20
Discipline Reports .....	20
IEP Records .....	20
Classroom Inventories .....	20
District Exiting Procedures .....	20
LESSON PLANS .....	21
PROFESSIONAL DEVELOPMENT PLANS .....	21
FACULTY MEETINGS .....	21
SUBSTITUTE TEACHER PREPARATION .....	21
TRANSPORTATION TO SCHOOL EVENTS .....	22
SAFETY .....	22
Bodily Fluids .....	22
Emergency Management .....	23
Hazardous Materials .....	24
Child Abuse .....	24
Violence Prevention .....	25
Conflict Resolution .....	26
Discipline .....	26
Harassment .....	27
Internet Safety and Cyberbullying .....	27
Methods for Dealing with Violence .....	27
<b>STUDENTS</b> .....	<b>29</b>
ATTENDANCE .....	29
Excusable Absences .....	29
Unexcused Absences .....	29
Excessive Absences .....	30
Tardiness .....	30

RELEASE FROM SCHOOL .....	31
DISMISSAL .....	31
SCHEDULE CHANGES .....	31
HOMEWORK .....	32
TEXTBOOK PROCEDURES .....	32
GRADING POLICY .....	32
Failing Grades .....	32
MOTIVATION OF STUDENTS .....	33
RETENTION .....	33
Appeal of Retention Decisions .....	34
WITHDRAWAL .....	34
DISCIPLINE .....	35
GROUP DISCIPLINE .....	35
CORPORAL PUNISHMENT .....	35
HEALTH SERVICES .....	35
<b>PLANT OPERATIONS .....</b>	<b>35</b>
TOBACCO-FREE BUILDINGS .....	35
PARKING .....	36
EMERGENCY PROCEDURES .....	36
CAMPUS SECURITY .....	36
VISITORS .....	37
CHILDREN OF EMPLOYEES .....	37
<b>POLICY .....</b>	<b>37</b>
DRUG FREE WORKPLACE POLICY 4870 .....	37
SEXUAL HARASSMENT, POLICY AND REGULATION 2130 .....	38
Sexual Harassment Definition .....	39
Sexual Harassment Reporting Procedure .....	39
ABSENCES, LEAVE AND VACATION POLICY 4310 .....	39
PERSONNEL LEAVE POLICY 4320 .....	40
PERSONNEL LEAVE REGULATION 4320 .....	41
FAMILY AND MEDICAL LEAVE POLICY 4321 .....	42
TITLE IX GRIEVANCE PROCEDURES .....	43
Level 1: Principal or Immediate Supervisor (informal and optional --- may be bypassed by grievant) .....	43
Level 2: Title IX Coordinator .....	43
Level 3: The Board of Education .....	44
Other Options for Grievant .....	44
READING RETENTION .....	44
Third Grade Students .....	44
Fourth Grade Students with Reading Improvement Plans .....	44
Fifth and Sixth Grade Students .....	45
Exceptions .....	45
DISCIPLINE POLICY INTERPRETATION .....	45

Suspensions .....	46
Expulsions .....	47
Enrollment or Return Following Suspension and/or Expulsion .....	48
AGREEMENT FOR REPORTING THIRD-DEGREE ASSAULT .....	49
DEFINITION OF THIRD-DEGREE ASSAULT .....	49
FACTORS TO BE CONSIDERED BY PRINCIPALS .....	49
PROCEDURE FOR MAKING REPORT TO LAW ENFORCEMENT .....	50
WORKMAN’S COMPENSATION .....	50
TEACHER’S PRAYER .....	51
DAILY BELL SCHEDULE .....	52
MALTA BEND R-V STAFF .....	53
ALTERNATIVE METHODS OF INSTRUCTION.....	54

**INTRODUCTION**

The material in this handbook is intended as a guide for all of us in the daily operation of our school. Our attention and familiarization with its contents should help reduce communication problems that might arise. As educators, we face a huge responsibility for providing opportunities that will enable children to grow and mature physically, mentally, socially, and vocationally into productive citizens. We can best accomplish this exciting challenge by developing a purpose, through specific goals, that will give direction to our efforts. If we combine our strengths and ideas the challenge can be met, the rewards will be great, and a better school for our youth will result.

**MISSION STATEMENT**

The Malta Bend R-V School District will motivate and encourage our students and faculty to strive for their maximum potential as life-long learners in a safe, positive learning environment. With the support of the community, we will provide the foundation for students to become functional, productive members of society.

**SCHOOL COLORS**

Black and Gold

**SCHOOL MASCOT**

“Tito” the Tiger



## **SCHOOL SONG**

When Malta's mighty men fall into line,  
We're gonna win again another time.  
It's for that dear old school we love so well,  
It's for that dear old school we yell, we yell, we yell.  
So let us fight, fight, fight, with all our might,  
We won't give up till that old game is won.  
We'll give that old time yell of Rah, Rah, Rah,  
Sis, Boom Bah, Malta Bend High!

## **VISION STATEMENT**

Our Malta Bend R-V School District is committed to graduating college and career ready students. The District will design effective programs and learning experiences to promote academic achievement and social growth, as well as positive personal values. Our school will assume a central role in the community by linking parents, local agencies and businesses in making decisions about and supporting our efforts here at Malta Bend R-V School District.

## **PUBLIC NOTICE**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial school, beginning on the child's third birthday through the age of twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services, for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: Learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury. The public school 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.

All public schools are required to provide the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment to these records if they feel the information is accurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education and/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). You may contact your local district if you wish to review the requirements provided by FERPA.

The public school has developed a Local Compliance Plan for implantation of Special Education, and this plan is available for public review during regular school hours on days school is in session in the Office of

the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the districts, plan for compliance with requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent or other custodial person resides in the district. The census is complied as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent or other custodial person address, birth date and age of each child, and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability who is not attending the public school, please contact your school district. This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese, or any other language as may be necessary.

### **DIRECTORY INFORMATION**

The Malta Bend R-V School District is required to notify parents of students currently in attendance of the "Directory Information" the district can/will release. Parents or eligible students will have ten (10) school days after the annual public notice to view the student's "Directory Information" and to provide notice in writing to the district that they choose to not have this information or any portion of the "Directory Information" released. Unless notified in writing within the ten (10) school day period, the district may disclose any of those items designated as "Directory Information" without the parent's prior consent including print and electronic publication at the Malta Bend R-V School District.

"Directory Information" is information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Malta Bend R-V School District designates the following items as "Directory Information:" student's name; parent's name; address; telephone number; electronic mail address; date and place of birth; grade level; major field of study; enrollment status (e.g. full-time or part-time); participate in officially recognized activities and sports including audiovisual or photographic records of openly visible activities thereof (e.g. artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.); weight and height of members of athletic teams; dates of attendance; degrees, honors, and awards received; most recent previous school attended; and photographs including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

### **GENERAL**

#### **Responsibilities/Duties**

##### **Contracted Day**

A teacher's regular duty day is from 7:30 a.m. until 3:00 p.m. Any teacher who has morning supervision must be on duty by 7:30 a.m. The school day will begin promptly at 7:40 a.m.

### **Elementary First Day**

Make sure these things are accomplished on the first day of school:

- Make students feel comfortable and welcome.
- Go over class and school rules/procedures. (Do this several times throughout the first two weeks to ensure students understand our expectations.)
- Give students their planner/handbook and go over these items with your students.

### **Supervision Duties**

#### *Elementary*

All teachers are expected to remain with their classes throughout the entire session. Leaving a class to converse with a visitor or to discipline an individual child is not advisable. The first responsibility of a teacher is the instruction of the pupils assigned to his/her classes. All matters that must be handled individually should be deferred until after the group is excused. An exception to the above would be the sickness of or injury to a pupil or the teacher, in which case the matter should be immediately reported to the principal.

At the end of the day the Teacher will walk their kids to the East Door and drop off Car Riders and walkers. The teacher will then take their remaining students to the bus where they will place the bus riders on the bus. If they have any remaining students they will walk them down to aftercare. At just before 2:40 the Elem Teacher on Duty at the East door will do the previously mentioned routine in reverse so they will be present for the student drop off at 2:40.

#### *Secondary*

No teacher shall dismiss her/his students, either from class or from school, before the regular dismissal time. Wait for the bell. The bell is not, nor should it be, the sound of dismissal for your students. The bell is simply a signal to the teacher and at this time the teacher should dismiss the students. Only if all teachers do this will this means of dismissal be truly successful. Remember you are the one in charge. The students should show proper respect by not running out while you are in the middle of a sentence. Teachers will not give permission for students to leave the school grounds during school hours unless permission has been granted in advance by the Principal's office or for an

emergency. In case of an emergency (for which you know permission will be granted) you may allow a student to leave and report this immediately to the office. All students

leaving the school grounds during regular school hours for any length of time must sign the checkout sheet, and receive verbal permission to sign out in the office.

Teachers should not hold or take students out of any regular scheduled class for the purpose of doing extra-curricular or other types of special work without the consent of the principal. The principal's office will notify staff members when a student is to be out of class. The entire practice of taking students away from their regular schoolwork for special tasks or duties must be held to a minimum. This will be based upon emergency or extreme necessity.

Teachers may, and are encouraged, during the supervised study portion of a period, to take their class group to the library for reference work, provided there is room and provided the group regularly studying there is not disturbed. The class teacher must always accompany the group to the library.

## **Hall**

### *Elementary*

Duty teachers should be in place by 7:30 a.m. Students are to enter the school from the back West door and exit the building from the back West door or the front East door.

Teachers are to walk students to and from Art, P.E., Guidance and Library. These teachers have back-to-back classes and cannot walk your students back to class. An entire class walking back to class unsupervised is unacceptable.

### *Secondary*

Teachers will be assigned supervision duties and should be in place by 7:30 a.m.

Teachers are expected to be at their classroom door while students are passing in the morning, between classes, and after the instructional day is over.

Teachers are expected to perform disciplinary corridor duty in cases of undue boisterousness or roughness.

## **Playground**

### *Elementary*

Duty teachers should be on the playground ahead of the first group of students. Students should remain on the playground at all breaks unless the duty teacher determines otherwise because of inclement weather. Should the students need to come inside, the school gym will be available.

Please exercise sound judgment during inclement weather concerning students on the playground and entering the building. DO NOT ALLOW the students to become extremely cold or wet. REMEMBER, SAFETY FIRST on the playground. Students with backless shoes may be kept from playing on the playground equipment if you deem it unsafe.

During questionable weather, the duty teacher should advise other teachers if she/he is going out. Sending a student to each room to relay the message is permissible. If it is questionable, please contact the principal. **During inclement weather each classroom teacher should escort their students from the lunchroom to the gym.**

### **Bus**

EVERONE IS ON DUTY AT DISMISSAL TIME. A duty schedule will be provided that designates certain teachers to a particular area but all teachers should be supervising the hall and other areas. Duty teachers will go to their assigned area at 2:40 p.m. Students are not to exit the building at any opening in the afternoon except the East and West doors. The East door duty teacher will locate themselves outside on the sidewalk and make sure students are getting into their respective car in a safe manner and those walking home are doing so in an orderly manner. The West door duty teacher will make sure the bus is loaded and everyone accounted for before signaling the bus driver to leave. This person will also make sure no students who drive to school leave the building until after the bus/buses have left.

### **Lunch Room**

#### *Elementary*

ALL teachers should make it a point to supervise the lunchroom during their lunch period. The classroom teachers and administration, when possible, will be responsible for the supervision of students in the lunchroom. Do not leave your students unattended in the lunchroom. Teachers should advise their students on proper behavior while in the lunchroom. Noise should be kept to a minimum. During Covid times teachers will eat in their room with their students.

### **Assemblies/Activities**

Teachers are required to attend all programs, pep rallies and assemblies during the regular school day unless specifically excused by the principal and are expected to assist in maintaining proper discipline at such occasions. During the program, teachers are expected to distribute themselves among the student body in order to assist with discipline and encourage good behavior. Your attendance at any evening function would be greatly appreciated.

Teachers supervising students upon the return from field trips, tutoring, etc. shall stay until students are picked up or leave the school premises. If after thirty (30) minutes, the child has not been picked up, he/she may be taken to the police station to be picked up there.

## **Leaving Campus**

All district employees are to notify their administrator and sign out when leaving campus...A standardized sign-out sheet has been developed for this use and is located in the administrative office. Leaving campus during contracted time should be kept to a minimum.

## **Keys**

Building and room keys are issued to make your job easier. Remember, if you open it, unlock it or turn it on be sure to close it, lock it or turn it off when you leave.

## **Equipment (loaning equipment)**

No equipment belonging to the school is to be loaned to any person or group without the approval of the principal. Also, school equipment is not to be removed from the building by a teacher without prior permission of the principal.

## **Parent/School Communications**

### *Parent Portal*

Parent Portal is a web based information system that provides access to a variety of student information for parents of children enrolled in the Malta Bend R-V School District. Upon request, parents may be granted a username and password that will allow access to academic information related to their child. Information available will include student attendance, grade book for term grades only, lunch deposits/charges/balances, discipline incidents, and nurse visits. Parent Portal is provided as a service, however if significant charges are accrued, the privilege will then be revoked. All information must be kept current. "Current" is defined for this purpose as updated weekly.

### **Parent Contact Log**

All staff members should document communications (telephone, email, notes, letters and conferences) with parents utilizing the Parent Contact Log Form.

### **Progress Reports**

Progress reports are issued at mid-quarter to inform parents of their students. However, at any time you think that the student would benefit by the sending a report, please feel free to write or call the parents and alert them of the situation.

Informal notes, phone calls, and sending samples of pupil's work are other methods used. The "Back Pack Method" (always checking the child's backpack) of sending and receiving notes to and from school is a useful manner of communication at the elementary level.

### **Report Cards**

Parent/teacher conferences are held at the end of the first and third quarters in grades K-12. At those conferences the parent will pick up the report card. At the end of the second and fourth quarters, the report card will be sent home with the student. The report card includes attendance, academic progress, information on work habits, personal development, and also contains a space for teacher and parent comments.

### **Parent/Teacher Conferences**

In addition to the report cards, numerous other means of reporting to and involving parents/guardians in their child's education are utilized. Two formal parent/teacher conference days are built into the school calendar. Parents will be contacted by their classroom/homeroom teacher before the conferences take place. A parent contact form will be provided to all teachers. All parents are encouraged to visit with their child's teachers on these days to receive their child's report card, as well as communicate with the teachers regarding their child's progress at school. Other parent/teacher/principal conferences may be arranged during the year by first contacting the child's teacher then by phoning/contacting the building principal's office.

### **Parent Involvement Activities**

Our school's open house is an opportunity for parents to get acquainted with their child's teacher before the school year begins. This is an event that should be attended by all faculty members.

Parents and students are invited to visit their child's classroom. Teachers will review the goals and expectations you have set for your students. Parents will be notified of additional programs and activities hosted by their child's teachers as they arise during the school year.

## **Classroom Food and Drink Regulations**

### *Elementary*

Elementary school parties shall be permitted on a limited basis and in conjunction with administrative approval. Parents may bring treats for a child's birthday but no party is to be given where an extended amount of time is lost for instruction. Please encourage parents to bring nutritional treats per the schools Wellness Program. Other than party days or rewards/incentives, **no drinks (except bottled water) are permitted in classrooms.**

### *Secondary*

The bringing of food (snack cakes, chips, ice cream, etc.) to be distributed to members of the class and consumed during a class period is not permitted unless it is part of a unit of study (i.e. no

“party” days). This is not to be confused with token rewards when used as positive motivation and cleared through school administration. **No drinks (except bottled water) are permitted in classrooms.**

### **Audio Visual Education**

Only age appropriate movies are permitted at the elementary and secondary levels and must be educational by nature. Its usage should be planned to augment supplement a current unit of study. **Providing entertainment for children and a break from the routine for the teacher should not be the EXPLAINABLE REASON for the use of these kinds of materials.** Video may be shown for rewards/incentives within reason.

### **Poster Making**

Please make our school a place that you take pride in. Keep posters up to date and take them down when they are no longer relevant.

### **Cafeteria Use Guidelines for Special Events**

Teachers should adhere to the following guidelines when utilizing the cafeteria for special programs/events.

**All painting of special props, decorations, etc., should be done outside the cafeteria area.**

Materials which need to be cut utilizing box cutters, razors, etc., **should not be done on any surface in the cafeteria including floors and tables.** Alternate possibilities include the use of plywood or a surface outside the building when cutting.

Light weight signs made of paper or poster board should be pinned **carefully** using straight pins. Care should be taken when removing the pins in order to protect our curtains.

### **Scheduling Facility Use for Programs/Events**

Staff members should contact the building administrator for approval of any activity requiring use of district facilities. Upon approval central office will schedule pertinent dates, time, location and purpose of use. The central office will reserve the needed area by posting it on the calendar located in Google calendar. Staff members are encouraged to check that calendar prior to initiating a request. Coaches are expected to contact central office to designate gymnasium use for athletic practices so that it may be noted on the calendar in order to facilitate efficient use of school facilities and athletic programs.

## **TEACHERS**

### **Computer Network and Internet Acceptable Use Policy**



Internet access is coordinated through Missouri Research and Education Network or MOREnet, a state supported network. The Malta Bend R-V School have entered into an agreement with MOREnet to provide these services to the students and staff of the District on computers that are the property of the school district

Teachers that plan on having a Class Social Media Page may do so. These Social Media Pages need to have strict privacy setting so the students of Malta Bends rights are protected from outside predators. Student's pictures are not to appear on your personal social media pages. Keep you school and personal pages separate for obvious professional reasons.

### **Curriculum**

The Malta Bend R-V School District curriculum is under construction as it is being written to align with the Missouri Learning Standards. Higher level thinking skills and writing skills should be incorporated as primary instructional strategies as teachers design MAP appropriate activities and assessments. Staff members will all participate in curriculum development activities as assigned by the building administrator. Curriculum will be updated on a regular basis and reviewed by the district curriculum coordinator.

### **Dress Code**

Perception of professionalism is sometimes difficult to separate from reality. Professional projection through our dress is no exception. Teachers are expected to dress as professional educators at all times.

Teachers may wear jeans M-F as long as they wear a Malta Bend shirt or other educational shirt that might spark an educational conversation with students. Remember it is not what you wear it is how you wear it.

### **Teacher Evaluation**

The Malta Bend R-V School District uses the Missouri Educators Evaluation System. We began implementing it in 2013.

Always keep in mind that the purpose of evaluations is for the improvement of instruction. Most, but not all of the following items should be considered in each class period, and a decision on how to incorporate each should be made:

- Stated or written objective/objectives for the period are given.
- A model of "how to do" provided.
- Students are provided practice, guided by the teacher.
- Positive reinforcement given frequently.
- Feedback provided to answer "how am I doing?"
- Provide independent practice.
- Frequent, recorded sampling of student work.

### **Purchasing Procedures**

## **Purchasing**

### *Individual*

- Determine needs.
- Fill out a requisition.
- Turn requisition into immediate supervisor.

### *Administrator*

- Approves purchase by signing requisition.
- Rejects request by returning to individual.
- If approved, fills in account code if missing.
- Forwards to building secretary.

### *Secretary*

- Checks for accounting codes and supervisor approval.
- Completes the purchase order.
- Forwards all copies of the purchase order and requisition to the superintendent's office.

### *Superintendent*

- Electronically approves the purchase order.
- Forwards to the bookkeeper.

### *Bookkeeper*

- Mails the vendor copy of the purchase order.
- Retains the Superintendent's office copy of purchase order and requisition.
- Returns a copy to the individual who originally made the request.

All inquiries relative to purchases shall be channeled through an immediate supervisor.

## **Receipt**

### *Individual*

- Receives shipment from vendor.
- Checks products against the packing slip and notes discrepancies.
- Signs the packing slip and turn it into the immediate supervisor's office.

- Absence of a packing slip requires the individual to copy either the returned requisition or the purchase order and mark the items that have been received, sign the copy and turn it in to the supervisor's office.
- Notice of canceled purchase order items should be forwarded through the same channels as the packing slip.

#### *Supervisor's Office*

- Notes status of order on office copy of purchase order.
- Forwards the packing slip to the bookkeeper.

#### *Bookkeeper*

- Match the packing slip against the billing statement from the vendor.
- Processes for payment.

- \* **Students are not permitted to purchase or sign for any product or service to be paid for by the District.**
- \* **Sponsors of student activity accounts are to utilize the same procedures outlined above when making any purchase of product or service. This means purchase orders must be approved prior to the ordering of any items.**

### **Record Keeping**

Records and reports must be accurate. These are subject to audit annually.

When a teacher receives a checklist or documents to be filled out from an agency concerning a student, the teacher is to contact the special education coordinator to discuss filling out such paperwork. Upon completion, the teacher is to give the paperwork to the special education coordinator to review, make a copy for the student's permanent record, and send in to the proper agency.

### **Permanent Records**

Each student has a permanent record complete with pertinent educational background and schoolwork on file in office. It is placed each year with the appropriate classroom records. No subjective comments will be written on the student's record. Every effort must be made to keep the information on record CONFIDENTIAL. Student records are to be reviewed only if you have a need to know.

#### *Elementary*

K-6 teachers will give EZCBM benchmark assessments at the beginning, middle, and end of the school year to assess all students' strengths and weaknesses concerning the five major reading

components. K-6 teachers will also give the Gates-MacGinitie reading assessment to all students at the beginning and end of the school year. A copy of each scoring sheet will be placed in the students' permanent record at the end of the year.

## **Lunch**

Teachers will turn in daily lunch counts on SIS. Building office personnel collects student lunch money and maintains account balances in SIS Student Records.

## **Attendance**

Absentees and tardies will be submitted via SIS by 8:00 a.m. each day. Any changes should be submitted on SIS as soon as possible. If the student brings a note from home the day they return or the front office contacts the parent and verifies the absence it will be considered excused and make-up work will be provided, if this is not the case then the absence will be considered unexcused and make-up work can be assigned but for no credit. Make-up work is to be accepted for credit when the absence is excused and the work is completed in a timely manner (generally within the same number of days he/she missed). WORK MISSED DURING AN UNEXCUSED ABSENCE MAY BE MADE-UP BUT FOR NO CREDIT. Each student is responsible for learning missed instruction during their absence. This includes tests/quizzes and announced tests/quizzes.

## **Absence and Make-up Procedure**

### *Elementary*

Elementary students are allowed the same number of days to make up assignments as they missed. Example – if they missed two days of school, they have two days to turn in the make-up work. More than eight absences without a doctor's excuse or other professional documentation in a semester may result in the Juvenile Office being contacted for truancy.

### *Secondary*

All work for an excused absence is to be made up. If a student is absent, for example, on Monday when a test for Wednesday is announced, that student is responsible for obtaining that information upon returning Tuesday and will be required to write the exam the same time as the rest of the class.

More than eight absences without a doctor's excuse or other professional documentation in a semester could result in credit being withheld.

## **Grades**

Electronic grade books maintained in SIS should contain numerous grades for each student each quarter in order to gain an accurate sampling of work. Sources from which grades were taken should be clearly identified in the teacher's grade book. (i.e. chapter tests, page numbers, etc.) This will enable the teacher to evaluate the progress of the child and give grades accordingly, and will enable the teacher to present an accurate explanation to parents with the presentation of grades periodically given of the child's work. **Grades must be entered into the SIS Grade Book on a weekly basis.** Training will be provided on our grading system on a continuous basis or as needed.

### **Discipline Reports**

Teachers are expected to utilize the *My Referrals* option in SIS Student Records when making disciplinary referrals to the building administrator. Severe misbehavior should be referred immediately to the building administrator, bypassing the *My Referrals* process. Severe misbehavior may be defined but not limited to the following:

- The student commits or threatens to commit physical harm to another student or adult.
- The student damages or destroys school property or the property of others.

### **IEP Records**

Teachers may view their students' IEP's at any time, making sure confidentiality is kept a priority.

All teachers are responsible for following a student's IEP regardless of personal opinions.

### **Classroom Inventories**

The inventory of supplies, furniture, equipment and related teaching materials is the responsibility of the teacher for his or her respective teaching assignment. The physical education instructor will maintain an inventory of standard playground equipment in the elementary to be checked out to each classroom. The inventory should be current at all times.

With the changes of teaching assignments, the room inventory does not move with the teacher and should not be taken or given away. Excess furniture and equipment should be turned into the building administrator.

Teachers by choice of occupation are role models for students. With this in mind, each teacher should always strive to keep a safe, neat, orderly, and clean work environment for their students. At the end of each day, prior to dismissal, the room should be picked up and straightened up for the next day.

### **District Exiting Procedures**

Any faculty member who is planning to leave the District to pursue other employment opportunities or retire should inform the building level supervisor as early as possible so that a search

may begin to obtain a quality replacement. A written letter of resignation should be submitted to Central Office for Board approval prior to June 1 to insure payment of all sick days accumulated.

Exiting employees must complete an exit process with the building administrator which will include the following:

- Return all keys that grant access to any portion of the school property prior to the official resignation date.
- Class record book and grades turned in prior to the official resignation date.
- Professional Development Log turned in.
- Central office copies of teacher certification will be returned to the employee.
- Information concerning insurance coverage will be provided.
- Verification that the employee is not in possession of any Malta Bend R-V School District property.

### **Lesson Plans**

Lesson plans are due in the office of the administration by 8:00 a.m. every Monday school is in session. It is the professional responsibility of all teachers to plan at least one week in advance.

### **Professional Development Plans**

All certified staff shall complete and maintain a Growth Plan. Probationary and tenured teachers must develop a plan each year. Each teacher must submit their Growth Plan to administration before September 1 of each school year. Each teacher shall have a plan in effect and under active work at all times. This is an on-going process.

### **Faculty Meetings**

Faculty meetings will be held each month, the 2<sup>nd</sup> Monday of the month. The meetings will be just before monthly Board meeting. All teachers are required to attend these meetings unless specific arrangements have been made with the administration in advance. These meetings will be informative in nature, whether that is through a book study or conference you attended. This will also be a time to discuss any item of concern or for celebration.

### **Substitute Teacher Preparation**

The duties of the substitute teacher can often be very demanding. This process will be easier to complete if the classroom teacher has prepared properly in their absence. The classroom atmosphere needs to be maintained as much as possible so that the substitute will face as little disruption as possible.

There are several things that will make the day easier for the substitute and will make it easier for the classroom teacher when they return. Every teacher will provide a "substitute teacher folder" for use in organizing materials for their substitute.

Teacher's editions and curriculum guides should be available on the teacher's desk.

The following materials should be in the “substitute folder:”

- Seating charts and class rosters.
- Detailed lesson plans that include meaningful exercises and avoid busy work.
- Sufficient student work.
- A list of specific classroom rules.
- All copies are made for the substitute.
- A list of the emergency drills and the procedures needed to complete the drill.
- Lunch room and recess times and duties.
- A list of any special circumstances regarding students or special events days.
- The name of a “neighboring” teacher who can provide assistance if needed.

### **Transportation to School Events**

The following policy is in regard to student transportation to all school sponsored events:

- All students participating in sports or other school sponsored activities will be expected to ride the school bus to the games or interscholastic event.
- Students are expected to return from games in the same manner they went to the game. Students may secure permission however, to ride from interscholastic events with parents providing the parents, not the student, requests such permission from the coach or teacher in charge. Should this privilege ever be abused, it will be deemed just cause to prohibit the student from participation in that activity for the remainder of the school year.
- A coach or sponsor must ride with the students on the bus to and from their sponsored activity.

### **Safety**

#### **Bodily Fluids**

The following Exposure Control Plan is implemented within the Malta Bend R-V School District. An exposure occurs whenever bodily fluids (blood, respiratory discharge, tears, vomit, urine, feces, saliva, etc.) from one person are contacted by another person in a way that might compromise the skin barrier (needle sticks, human bites, cuts, abrasions, etc.). All possible exposures are to be reported immediately to the school nurse.

Those most at risk are the custodian, school nurse, coaches, bus drivers, secretaries, special education teacher, and administrator. Hepatitis B vaccinations could be made available by the district to any employee in this category. Any employee who renders first aid or other assistance in any situation involving the presence of bodily fluids, regardless of whether or not a specific exposure incident occurs, could be offered the full Hepatitis B immunization series as soon as possible, but in no event later than 24 hours after the incident occurs. Universal Precautions is an approach to infection control.

According to Universal Precautions, all bodily fluids are treated as if known to be infectious for Human Immunodeficiency Virus (HIV) or Hepatitis B (HBV).

Personal protective equipment (PPE), including latex or Nitrile gloves, goggles, and dust mask, are provided to all classroom teachers, coaches, and building administration. Extra supplies of these items are stored in the nurse's office. All PPE which has been penetrated by bodily fluids should be removed as soon as feasible and placed in the appropriate receptacle. The district will maintain appropriate containers for the disposal of needles in the nurse's office.

Hand washing facilities are provided for all students and employees of the district. Washing one's hands with soap and running water is one of the most effective ways to prevent the spread of disease through bodily fluids.

### **Emergency Management**

We will limit hazards by controlling access to the school. All school personnel (staff and students) are to make sure the doors close properly and are secured when exiting. Visitors must report to the office when they enter the building. The office staff will screen them and issue them a visitor's pass if they are determined to be safe. Any school personnel (staff and students) are expected to take appropriate action when they see an individual in the school without an appropriate identification or visitor's pass. Students should report their finding to the first staff member they can find. Staff members are expected to approach the individual, introduce themselves, respectfully ask the individual who they are and what their business is, then direct them to the office (escort them if possible). Notify the office to make sure the individual reports.

All school staff members should be familiar with the Emergency Standard Operating Guidelines for Classrooms (SOG). Those simple instructions are all that most staff members need to know with regard to emergency response.

In the SOG are the following simple instructions regarding the use of fire extinguishers, which are located every 75 feet in our building. When a fire is detected (visible flames, visible smoke, or the smell of smoke), sound the fire alarm (continuous bell).

Fight the fire with a portable fire extinguisher only if the following are true:

- The evacuation of the building has been initiated and no one is dependent on you to assist in their evacuation.
- The fire department has been called.
- The fire is small and confined to the immediate area where it started.
- You can always keep your back to a safe escape route while fighting the fire.
- The portable fire extinguisher you have available is in good working order and is the proper type for the fire you are fighting.
- You are trained to use the extinguisher and can operate it safely.

In the SOG are the procedures to be followed when receiving a threatening telephone call and how to initiate a \*57 call trace.



Some staff members will be asked to serve as part of the emergency response team. The emergency response team will be made up of the following teams: first aid, mental health, security, search and rescue/HAZMAT, and family reunification. The Malta Bend R-V School District Emergency Operation Plan (EOP) provides details about the roles of those teams and how they work within the incident command system. A copy of the Malta Bend R-V School District EOP is located in the central office and will be made available to all district personnel.

## **Hazardous Materials**

The hazardous materials within the district will be clearly labeled and secured when not in use. If you are involved in procuring hazardous materials, you must always consider less hazardous alternatives. When you buy a hazardous material, the vendor must provide the material safety data sheet. Post one copy of the MSDS in a clearly marked, easily located notebook within the area where the material is stored, provide one copy to the building nurse, and provide one copy to the building administrator.

Never bring personally owned hazardous materials to the school, including cleaning products and bug sprays. The Malta Bend R-V School District practices Integrated Pest Management (IPM), which means that we contract a pest management professional to monitor for pest activity before we decide what method to use in managing the pests. The use of chemical pesticides is a last option. Pesticide applications, when necessary and possible, need to be made after school hours.

Asbestos, a hazardous material, is present in our school. The asbestos is located in the floor tiles. It has been technically inspected every three years to assure us of its safety. A copy of the inspection report is in the central office for your review. Please contact the District Maintenance manager if you have any questions about asbestos.

## **Child Abuse**

### *Reporting Responsibilities*

The Board of Education believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. In addition, school employees are required by law to report instances of suspected child abuse when the employee has reasonable cause to suspect that a child has been or is likely to be abused or neglected.

Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means.

Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical, or other care necessary for the child's well being.

District employees who know or have reason to believe that another District employee has sexually or physically abused a student have an additional duty to notify their administrator immediately.

### *Reporting Procedures*

When a school employee has reason to believe that a student has been or may be subjected to abuse or neglect, the employee shall immediately notify the building principal or designee.

Upon notice of neglect, the building principal will make an immediate oral report to Children's Division (CD) of the Missouri Department of Social Services by telephoning the Abuse Hotline at 1-800-392-3738. The call will be logged with the date, time and nature of the report.

School personnel will not notify the student's parents that a hotline report has been made.

When CD representatives interview students on District property, a school staff member will be present. CD representatives may not meet with a child at any school or childcare facility where abuse of the child is alleged to have occurred.

When CD receives a report of suspected abuse involving a school employee, CD is required to notify the Superintendent. If the alleged perpetrator is the Superintendent, CD will notify the School Board President.

The Superintendent will conduct an investigation to determine if the report was made for the purpose of harassing a school employee. If it appears that the report was not made for harassment purposes, the matter will be reported back to the CD and to the county juvenile officer immediately. The report will then be jointly investigated by the Superintendent and the juvenile officer.

Within seven (7) days of receiving notice from CD, the Superintendent and juvenile officer will submit separate reports to the Board of Education. Each report will state a conclusion concerning the validity of the complaint of abuse.

Within seven (7) days of receiving the reports, the Board will consider the reports and issue findings of fact and conclusions of law. The Board's report will then be forwarded to the CD.

### **Violence Prevention**

The Malta Bend R-V School District works very hard at providing a comprehensive violence prevention program within the Missouri Violence Prevention Curriculum Framework as follows:

#### *Character Education*

The Malta Bend Character Traits are:

Respect – Respond sensitively to the ideas and needs of others without dismissing or degrading them. Celebrate differences among people. Accept both praise and constructive suggestions from others. Affirm individual freedom while honoring the rights of the group.

Responsibility – Willingly fulfill the tasks accepted or assigned with a sense of duty. Work conscientiously. Feel comfortable asking for help. Agree to be held accountable for your behavior.

Honesty – Share ideas openly, in a climate of trust, with the confidence that what is written and spoken is truthful.

Self-Discipline – Exercise habits of good living in relationships with others and in use of time. Agree to live within limits, ones mutually agreed upon and those established personally.

We should model these traits as adults in everything we do. We should integrate these traits at every opportunity.

### *Problem Solving*

I – Identify the problem.

D – Develop options.

E – Evaluate the potential consequences of each option.

A – Act on the best option utilizing a comprehensive implementation plan.

L – Learn from the experience.

We will model the use of this problem solving process in everything we do. We will integrate this process at every opportunity. We will expect that our students use this process to resolve their own problems and will coach them in the process.

### **Conflict Resolution**

We consider conflict to be a positive opportunity for growth and change. Whenever possible we should take a collaborative approach to resolving conflict utilizing the IDEAL problem solving model. Students should be given the opportunity to resolve their conflicts through negotiation or with the support of peer mediators.

### **Discipline**

The discipline system of our school district is intended to support the development of self-discipline and responsibility. Due process will be applied in all discipline actions resulting in remediation. All staff members are expected to be familiar with the student discipline code and the associated board policies. The consequences associated with the various infractions in the code are designed to serve the positive purpose of correcting problems with self-discipline while providing for a safe school. All teachers are required under RSMo 167.117 to report to the

principal the following conduct occurring on school property, on a school bus, or at a school activity: first, second, and third degree assault; sexual assault; deviate sexual assault; possession of a controlled substance or weapon. It is a misdemeanor to willfully neglect to or refuse to report these types of conduct. Third degree assault is defined in RSMo 565.070 as being committed if a person:

- Attempts to cause or recklessly causes physical injury to another person.
- With criminal negligence causes physical injury to another person by means of a deadly weapon.
- Purposely places another person in apprehension of immediate physical injury.
- Recklessly engages in conduct which creates a grave risk of death or serious physical injury.
- Knowingly causes physical contact with another person knowing the other person will regard the contact as offensive or provocative.
- Knowingly causes physical contact with an incapacitated person which a reasonable person who is not incapacitated would consider offensive or provocative.

## **Harassment**

District policy and regulation 2130 specifies that there is to be no harassment because of an individual's race, color, sex, national origin, disability, perceived sexual orientation, or age. All employees are to receive a copy of that district policy. The complaint and investigative procedures are outlined in the policy. Sexual harassment is a type of harassment involving unwelcome sexual conduct which is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening, or abusive education/work environment. Examples of conduct which may constitute harassment include:

- Graffiti containing offensive language.
- Notes or cartoons.
- Written, graphic material which is posted or circulated and which is aimed at degrading individuals or members of protected classes.
- Name-calling, jokes, or rumors.
- Threatening or intimidating conduct directed at another.
- A physical act of aggression or assault upon another.
- Other kinds of aggressive conduct such as property damage or theft.
- Sexual advances.
- Touching, patting, grabbing, or pinching another person's intimate parts.
- 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.

Any teacher, administrator, or other school official who has or receives notice that a student may have been the victim of harassment based on race, color, sex, national origin, disability or perceived sexual orientation by another student, school employee, or any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities under the auspices of the school district, is required to report the alleged

acts to the building principal, who in turn will report to the compliance officer as designated in district policy.

## **Internet Safety and Cyber-bullying**

All staff members will receive training using the in2vate program established by our insurance provider M.U.S.I.C.

## **Methods for Dealing with Violence**

Approved methods for dealing with acts of school violence (RSMo 160.261):

Fight, the most common acts of school violence, must be dealt with quickly and effectively. The following procedures will be utilized when breaking up a fight:

### *Verbal Intervention*

In a calm but firm voice verbally intervene by identifying yourself and directing the students to stop fighting. Use the students' names, if known. Do not invade the personal space of the combatants. Direct each of them to move to a specific location in order to separate them. If the students stop fighting and separate themselves, escort them to the office. You should never send fighting students to the office without an escort.

### *Send for Help*

If the combatants do not follow your directions and continue to fight, send a responsible student on-looker for help in accordance with the school plan (which should identify who the responders will be within the administrative and teaching staff based on the location of the fight within the building). Direct the other students to move out of the area. Assess the situation while continuing to calmly talk to the fighting students and while moving any dangerous objects out of their way (items that could bump their heads on or which could be used as a weapon). If this is a situation in which one student is on the attack and the other student seems to be acting in self-defense, focus your remarks towards the attacking student. If the attacking student lets up, direct the defending student to go to the office by herself/himself and keep the attacking student with you.

### *Physical Intervention as Necessary*

When the intervention team arrives, report to them with the names of the students and how they have responded to your directions. The team leader will take over. The team continues to give verbal direction to the combatants. Additional team members may arrive. It takes a minimum of four, and desirably six adults (three per combatant), to self-control or until law enforcement arrives. The restraint team must be well trained in approved procedures for safeguarding the students and the staff members. They should not be wearing glasses, wrist watches, rings or other jewelry. Members of the team with long hair should have their hair tied back. The intervention team must know where they will take the restrained combatants while awaiting law enforcement. These separate holding areas should be private rooms free of any objects which could be used

as weapons. Members of the intervention team must be capable of conducting a post-trauma debriefing with the combatants. Members of the team should have first aid training and know how to obtain any necessary medical assistance for combatants or team members.

### *Report the Fight*

The Missouri Safe Schools Act imposes specific reporting requirements on teachers and administration. Teachers must report first, second, and third degree assaults to their principals. Principals must report first, second, and third degree assaults to the Superintendent and law enforcement.

## **STUDENTS**

### **Attendance**

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with the Missouri Compulsory Attendance Law (RSMo 167.031) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law. This means to schedule doctor's appointments, dental appointments, vacations, etc. other than during school hours when possible.

### **Excusable Absences**

Excused with make-up assignments allowed:

- Personal illness that requires seeing a doctor – must be documented by a doctor's statement. Students will be excused for time actually at the doctor's office and other time as specified by the doctor.
- Doctor's appointments must be documented by a statement signed by the doctor. Doctor's offices may be called to verify appointment.
- Death in the family – parents must call or send a note.
- The principal will judge emergencies beyond the control of the student such as bus failure, floods, etc.
- Days of religious observance.

- Absences with prior approval of the principal.
- Excused with limitation of eight (8) absences per semester in which make-up assignments will be allowed with the parent personally notifying the principal's office.
- Personal illness not requiring a doctor note with notification from a parent.
- Funeral of a friend.
- Driver's test – when taken for the first time.
- Other personal business with prior approval.
- Any absence over eight (8) per semester will be excused or unexcused as decided by the principal. If the parent does not send a note or contact the office by other means, the student will receive an automatic unexcused absence unless extenuating circumstances cause the absence to be waived by the principal.

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

- The student shall obtain assignments from their appropriate staff members.
- Assignments shall be obtained in advance if the absence is foreseen.
- All assigned work shall be submitted upon returning to school.
- All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.

### **Unexcused Absences**

Attendance patterns for all students will be monitored. Absences which are not clearly excusable will be investigated by the principal and/or staff, and appropriate action will be taken.

### **Excessive Absences**

Any exceptions to the items cited shall be approved by the Board of Education.

The principal will decide extenuating circumstances not described in the above policy. All make-up assignments for excused absences must be completed within the number of days equal to the number of days absent. If a student is absent one (1) day, the student will have one day after he/she returns to school to complete the make-up work. If two (2) days are missed, the student will have two (2) days after the day she/he returns to school. Failure to complete make-up work

in the allotted time may result in the student receiving a zero for the work missed. If a student has prior knowledge of a scheduled test, he/she can be required to take the test at the teacher's discretion.

Parents should be called when students are absent. Parents will be notified by letter when their child has reached four (4), then six (6), and finally eight (8) absences in a semester.

**STUDENT ABSENCES WILL BE COUNTED ONLY FOR THE HOURS OF SCHOOL THEY ACTUALLY MISS.** Example: If a student misses the first three hours of the day then those first

three (3) hours will be counted against their attendance, the other four (4) would not count against them since they were in those classes. If the student misses the first 15 minutes of a class it will be considered a tardy, on the sixteenth minute and beyond it will be counted as an absence.

## **Tardiness**

### *Elementary*

A student is counted tardy if she/he is not present when the 7:45 a.m. bell rings. A student is tardy if they come to school within 15 minutes after the start of school (7:45 a.m.).

Students will be counted one (1) hour absent for coming in later than 15 minutes after the 7:45 a.m. bell.

### *Secondary*

Every student is considered tardy if they are not where they are supposed to be when the bell rings. If the office or a teacher delays a student, a pass/slip or phone call explaining the situation should be given to the student's next teacher. Each teacher with the cooperation of the principal shall handle tardiness.

Each teacher shall be responsible for his/her classroom and keep her/his own records.

Students will receive a detention upon receiving a fifth tardy within a quarter of school and continue to receive detentions for every tardy after five (5). When a student reaches ten (10) tardies within a quarter of school they will be assigned two(2) detentions. 15 Tardies will result in 3 detentions. 20 Tardies will result in 5 detentions.

Use of positive motivation is encouraged for those students who are punctual.

## **Release from School**

### *Elementary*

Children are not permitted to leave school by themselves any time during the school day. It is required that parents requesting the release of a child for dental and doctor appointments or emergencies come in person to the office to sign their child out. The nurse or principal may release a child because of illness. **Teachers do not directly call parents to pick up a sick child.** Children may be released only to the custody of a parent or someone designated by the parent in writing.

### *Secondary*

Students are permitted to leave campus during the school day if substantiated by a phone call from the parent to the building principal. Students are required to go to the building office and sign out when leaving. They are to sign back in before returning to class.



## **Dismissal**

### *Elementary*

Those students being picked up or walking home will be released from school at 2:35 p.m. and leave via the East doors. Parents are required to pick these students up from the East side of the school building. Parents are not permitted in the building at this time due to the hectic activity

during dismissal. Bus riders will be released at the same time (2:35p.m.) and catch their bus via the cafeteria doors (West doors). All elementary students are to be dismissed in this manner. **DO NOT** send students out earlier than their dismissal time.

### *Secondary*

Dismissal time for secondary students is 2:35 p.m. Students who drive cars to school need to wait until the bus/buses are gone before leaving the building to their cars.

## **Schedule Changes**

### *Secondary*

Changing classes following registration will be strongly discouraged. Opinions of the student, instructor, parents, counselor, and principal will be heard and a decision will be made with the student's best interest kept in mind. Any changes of this nature will be done within the first week of school for each semester. After that, no schedule changes will be allowed.

## **Homework**

Homework has been a tradition in educating children for decades. Homework is often necessary, useful, and beneficial to the student. However, the work should be appropriate to the ability and maturity level of the student, well explained, and clearly understood by the student. The homework assignments perceived by the student as motivating and useful will generally promote learning. Research demonstrates that (a) exercises requiring drill and practice may best be administered with teacher supervision and (b) homework itself is best reserved for assignments that extend class work and increase student interest and motivation. Research also suggests that assignments be specific to what is to be learned and minimal in length.

### *Elementary*

Homework for grades K-3 should not exceed 30 minutes in duration. Homework for grades 4-6 is reasonable if it does not exceed one (1) hour a day. Work assigned for home study should cover material which was previously explained by the teacher.

### *Secondary*

Attaining a balance of in class “seat work” time and out of class “home work” time is sometimes very difficult. Efforts should be made so that students will have a reasonable amount of “guided practice” on the next day’s lesson before class is dismissed. Lengthy homework assignments are not necessary. Pinpoint your desired learning outcomes and assign just enough homework to determine if the assessment and instructional process were successful.

### **Textbook Procedures**

Students will be required to pay for lost or damaged books at replacement costs. Replacement costs will be determined by the administration. Record the book number given to each student and require each student to write her/his name on the inside cover of their textbook.

### **Grading Policy**

The grading scale used in the Malta Bend R-V School District is:

100 - 95	A	76 – 73	C
94 – 90	A-	72 – 70	C-
89 – 87	B+	69 – 67	D+
86 – 83	B	66 – 63	D
82 – 80	B-	62 - 60	D-
79 – 77	C+	59 – 0	F

### **Failing Grades**

No student should be given a failing grade for a nine week period unless her/his parents have received adequate advance warning of the unsatisfactory work.

Under limited circumstances only shall a student be given a failing mark for the semester unless the student, his/her parents, and the administration, have been given advanced warning or notice of the possible impending failure. **Failure is not to be a surprise to parents.** Before a teacher gives a failing grade, a student’s cumulative record should be studied so that the student’s academic potential can be determined. All teachers should work closely with the guidance counselor concerning all students doing unsatisfactory work or bordering on such a result.

### **Motivation of Students**

We understand that students are not going to be good all the time. The breakdown of the traditional family, the change in social values, and the expanded freedom of our young people has had an effect on the way they think and behave in the classroom. Spending all day handing out disciplinary consequences is not the answer to getting students to produce a desired result. Employing a more positive approach will net improved attitudes and behaviors.

Every effective school study has shown that the most successful schools accentuate the positive in their disciplinary approach with students. Educators in these schools know that negative consequences stop inappropriate behavior and positive consequences change inappropriate behavior. They know that reinforcement of appropriate behavior causes a person to repeat the behavior that earned the praise.

Adolescents, in particular, have a special need for a positive mirror held up to them because they so often set such high standards and feel they fall far short of those expectations. Adolescents are among the neediest of all for praise, support and validation. Yet, paradoxically, they make it the hardest for the adults in their lives to give it to them. The need to be cool, the need for peer acceptance, the separation struggle from parents and school, and their own low acceptance of themselves make them immediately and overly resistant to any attempt to reinforce them.

Our challenge as an educator is to overcome the adolescents' roadblocks to acceptance of praise and validation. We must use sensitivity and skill in applying a variety of reinforcement strategies and praise using educationally sound incentive systems.

## **Retention**

In any instance when a pupil is having considerable difficulty in class work and when it appears that retention may be in order, the teacher should make careful documentation of the social, emotional, physical, mental and academic development of the student.

If the administration and the teacher concur that it would be in the best interest of the student to repeat a grade, a conference must be held with the student's parents and an effort made to secure the support and backing of the parents in such retention. If a child is retained, written documentation of the case along with other pertinent material should be placed in the student's cumulative folder.

No pupil shall be retained more than two (2) years during his/her experience in grades K through six (6).

No pupil shall be retained more than two (2) years during their junior high experience.

### **Reading Retention Law – see policy section.**

In recommending promotion or retention, these factors will be considered:

- Academic achievement in all subject areas, especially attainment of grade level

objectives, as determined by tests, teacher assignment, and work samples. Grades must reflect weaknesses.

- Chronological age.
- Study habits.
- Attendance.
- Social and emotional maturity.
- State mandated retention requirements for primary and middle school students.

The decision for retention will be made by the principal and the classroom teacher in accordance with the above referenced factors, and written notification of retention will be sent to the parent.

A paper trail will follow a student's progress. The report card should accurately reflect a student's work as outlined by the grading scale.

A mid-term progress report will be sent to parents of students who are experiencing academic difficulty. Parents need to sign the report and return it to school to be placed in the student's office file.

By mid-semester a conference with the parents should be conducted to alert them to the student difficulties.

By the end of the third quarter, the principal should be alerted to the students who may need to be retained. Another conference with the parents or guardian is needed to inform them of the decision that has been made. All conferences with faculty or parents concerning a student should be documented using the form provided by the District.

### **Appeal of Retention Decisions**

Parents who wish to appeal a decision regarding a student's retention must first contact the principal. If parents do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

### **Withdrawal**

When a student drops out of school, the principal shall be notified at once. All books, equipment, and/or fines must be turned in prior to being released.

### **Discipline**

Generally, effective teachers have very few discipline problems. After adequate preparation and routinely spending an adequate amount of “time on task” with their students, teachers usually are able to keep a controlled classroom conducive to learning. Be fair, firm, consistent, and do not show favoritism in dealing with students.

Discipline, when needed, should be in direct proportion to the offense. Serious or repetitive problems should be brought to the attention of the principal with the teacher handling the routine situations. Teachers need to fill out the discipline portion of SIS (See My Referrals) by the end of each day to document discipline that required any type of punishment (los of recess, time out, detentions, etc.). If parents are contacted, as they should be, for academic or discipline issues, the teacher should complete a parent contact on SIS. Training for both the See My Referrals and Parent Contact Log on SIS will be provided.

### **Group Discipline**

Group discipline should not be used to correct the problems of individuals. Situations involving a group where you are unable to identify the responsible party will serve to alert the teacher of the need to observe more closely in an attempt to identify the responsible student in order to avoid being unfair to those who are not guilty.

### **Corporal Punishment**

The Malta Bend R-V School District does not allow the use of corporal punishment in its school.

### **Heath Services**

Students will, on occasions, take advantage of our student health office. In the Elementary and Secondary classrooms, teachers should contact the front office in order to notify the nurse that a student is on their way to the nurse. In cases of emergency, the front office should be notified immediately. The NURSE will make the decision on whether or not a student should be sent home. The nurse will fill out a Clinic Log Report on SIS for visits to the nurse’s office.

## **PLANT OPERATIONS**

### **Tobacco Free Building**

State law prohibits smoking, or other use of tobacco products, in any classroom or student occupied elementary or secondary school building or facility or on any school bus used to transport students to or from school or from any place for educational or extra-curricular purposes (191.765-.777, RSMo P.L. 103-227, Goals 2000: Educate America Act; Pro-Children Act of 1994). As an educational entity promoting a healthy lifestyle for the long-term benefits of our students, it is further hoped that you will refrain from smoking in view of our students outside the school building on our campus.

## **Parking**

All teachers and students are required to park in the back, gravel parking area, on the West side of the school building. Parking out front, on the East side of the building, is not permitted except for parents who are picking up their students at the end of the day.

## **Emergency Procedures**

It is the duty of all teachers at the beginning of the school year to acquaint themselves with the official regulations governing fire and tornado drills. Each classroom will be equipped with a Safety Procedure Booklet outlining proper procedures to utilize in crisis situations. Every teacher is required to accompany his/her class out of the building for every emergency drill and to see that the drills rules are properly carried out.

Fire Drill – One long continuous ring of the school bell or someone yelling “fire.”

Tornado Drill – A ring of the bell that is continuous with intermittent breaks in the siren.

Earthquake Drill – An intercom announcement that this is an earthquake drill and that students should drop, cover and hold followed by a fire drill.

Intruder Drill – Intercom announcement “Shelter in place.”

## **Campus Security**

Sign in/out visitors must have a good reason to go to a classroom. If you see a visitor please ask them if they need assistance getting to their destination.

Teachers should keep their red/green emergency sheet in the classroom. This, as well as your grade book, should be with you in any evacuation in order to ID students if needed.

Teachers are asked to keep a small portion of the door uncovered so limited visibility is available from the hallways into the classroom.

Runners should be sent to the office to notify the office of a possible violent outbreak in a classroom. In any emergency, refer the press to the Superintendent for comment.

**All doors to the building will be kept locked. Classrooms with outside entrances should be kept locked at all times (Preschool).** Teachers should be conscientious to carry school keys and shut doors when entering or exiting the school building.

## **Visitors**

Please direct visitors to go through the front office in order to prevent inappropriate contact with student personnel or unnecessary interruptions of the instructional process.

Guest speakers should be cleared through the front office in advance in order that scheduling conflicts can be avoided and press coverage, if appropriate, may be obtained.

As much as possible teachers should discourage visitation from recent graduates.

## **Children of Employees**

Your own children must wait with the other students in the cafeteria in the mornings. If you arrive earlier than 7:30 a.m. they may go to your room with you but then proceed to where the other students are by 7:30 a.m. After dismissal your own children should be supervised in your classroom. Students should not be in the hallways, faculty workrooms or visiting other classrooms unattended.

## **POLICY**

### **Drug Free Workplace Policy 4870**

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees, who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within five (5) days of the conviction. Within ten (10) days, the Superintendent will provide notice of such violation to the Impact Aid program, United States Department of Education, or other appropriate government agency.

The District will institute a drug free awareness program to inform employees of:

- The dangers of drug and alcohol abuse in the workplace.
- This policy of maintaining a drug free workplace.
- Available counseling and rehabilitation.

- The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverage's that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

The District's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, the District shall certify that it has adopted and implemented the drug prevention program described in this policy in the form required by such agency. The District shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

This policy shall be distributed in writing to all present and future district employees.

### **Sexual Harassment Policy and Regulation 2130**

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, ethnicity, disability, sexual orientation, or perceived sexual orientation. Our school district prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, 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, national origin, 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, national origin, 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 the 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 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, 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.

### **Sexual Harassment Definition**

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:

- 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.
- 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.

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 student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcoming behavior is generally not relevant.);

- favors, when accompanied by implied or overt threats concerning an individual's

educational status or implied or overt promises of preferential treatment.

### **Sexual Harassment Reporting Procedure**

Any person who alleges sexual harassment by any staff member or student in the District may use the District's complaint procedure or may complain directly to the building principal or other individual designated to receive such complaints. (For further information see Regulation 2130 in the Board of Education Policy Manual.)

### **Absences, Leave and Vacation Policy 4310**

Consistent contact with students and staff is very important to the learning environment and district operation and therefore is an essential duty of a professional staff member's position. When a professional staff member is routinely tardy and frequently absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer. Professional staff employees may be terminated for excessive absences or tardiness. Even if the absence or tardiness is authorized by the Board or the Superintendent, if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked.

No employee will be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law.

Professional staff employees whose assignments call for full-time employment, only during the school term, will be entitled to 12 days of sick/personal leave. Unused days of sick/personal leave will be cumulative to 60 days.

Full-time certificated employees shall, upon retirement or upon leaving the district, be paid for their unused sick/personal leave at the rate of \$35.00 per day up to 60 days. Each year, any sick/personal leave accumulated over 60 days will be paid \$35.00 per day. Sick/personal leave reimbursement will not be provided to employees who break a contract or who are terminated for cause.

Sick/personal leave days will not be granted the day before or after a holiday, nor the first or last day of pupil attendance, as well as the first and last day of expected attendance by all full-time employees except under extenuating circumstances with the approval of administration and/or the Board of Education.

Certified staff receive no vacation as such, other than those days scheduled on the school calendar. It is also understood that teachers are contracted to do a particular job, and all necessary preparation is expected for the performance of that job.

Leave will not be transferred between employees.

Sick and emergency leave provisions do not apply to summer school teachers.

The Superintendent will review and determine excessive absences by employees on a case-by-case basis.

### **Personnel Leave      Policy 4320**

The Board of Education shall adopt regulations for the following types of leave for District employees:

- Sick leave.
- Discretionary leave.
- Bereavement leave
- Leave for jury duty.
- Military leave
- Leave of absence
- Family and medical care leave. (See Policy and Regulation 4321)
- Specific provisions of the various types of District leave are set out in Regulation 4320.

### **Personnel Leave      Regulation 4320**

#### *Paid Sick Leave*

Sick leave may only be used for illness of the staff member or the staff member's immediate family. Immediate family is defined as spouse, parent, grandparent, child, sibling, daughter or son-in-law, grandchild, step-parent, or non-family residing within the staff member's home. The Superintendent/designee may request a physician's statement regarding an absence and/or verification that the employee may return to work.

#### *Discretionary Leave*

Paid personal leave days may only be used for personal business that cannot be transacted in non-work hours. Personal leave days cannot be used for work stoppages, vacation or recreation use.

Employees desiring to use personal days must schedule a request to the faculty principal at least one (1) week in advance. The Superintendent has the right to deny any request for personal leave that does not conform to the policy or would cause a hardship to students or staff.

#### *Bereavement Leave*

A maximum of three (3) days may be used in any school year for bereavement purposes. Bereavement leave is available only upon the death of a member of the employee's immediate family, as that term is defined in the sick leave regulation. Bereavement leave is not accumulative and not subject to payment for unused days.

#### *Leave for Jury Duty*

Employees called for jury duty, for participation in the jury selection process, or subpoenaed to testify in a civil or criminal proceeding will be granted leave with pay. Employees will receive their normal pay less any jury or witness fees received. Employees called for jury selection or

service on a jury will not be requested or required to use annual vacation, personal leave, or sick leave for time required in such civic service.

### *Military Leave*

An employee who is a member of the National Guard, or an organized military service of the United States, and who is required by laws of the United States or the State of Missouri to report for military duty, including training, shall be eligible for a grant of military leave.

Application for military leave shall be made in advance, as soon as practicable after the employee becomes aware of his/her obligation to report and immediately upon the employee's receipt of official notice to report. A copy of the official orders must be added to the leave application. The Superintendent must approve the application. Emergency mobilization orders shall be dealt with on an individual basis.

The District recognizes that employees who receive notice to report for duty typically are not provided with discretion as to when to report. However, whenever an employee has a choice as to when to report for military duty, the employee's military leave shall be arranged during periods in which school is not in session. When the employee is given a choice as to when to report to duty, the Superintendent may request that the employee seek a change in military orders if such a change appears to be in the best interest of the District.

Employees shall receive leave with pay for the first fifteen (15) calendar days of military leave in each federal fiscal year. Additional military leave shall be without pay, except as required by federal and state law.

Each employee shall furnish a copy of the employee's military payroll voucher to the Superintendent within thirty (30) days of the employee's return to regular assignment so that the necessary salary adjustments can be made.

When employee eligibility for reinstatement after military duty is completed it shall be determined in accordance with federal and state laws.

### *Leave of Absence*

Upon the recommendation of the Superintendent and the approval of the Board, an employee of the District may be granted a leave of absence for non-Family and Medical Leave Act (FMLA) child care, education, or other good cause. Such leave is renewable upon written request for one additional year only. Application for leave is to be made in writing to the Superintendent via the Principal and must include the period for which the leave is requested and the reasons for the request. The period shall be set to least disrupt the education of students. Requests for leave for an entire school year should normally be made in writing before March 1 of the preceding year.

If leave is approved by the Board, the employee is not paid for the period of the leave. Insurance benefits may be continued by the employee by making all payments to the Payroll Office, one month in advance.

Whenever a leave of absence has been granted by the Board to the end of the school year, the employee must notify the Superintendent in writing by the first day of March of an intention to resume her/his position at the beginning of the next school year. Failure to notify the Superintendent of such intention will be regarded as a resignation.

Upon completion of an approved leave, provided proper notification is given, a teacher will be re-employed by the District unless placed on involuntary leave of absence if tenured; or, if notified of nonrenewal of contract by April 15 if a probationary teacher.

If desired, and whenever feasible, the employee will be placed on the same or equivalent position to the one held prior to the approved leave.

**NOTE:** Leave of absence without pay under the provisions of this regulation does not apply as services towards tenure for probationary teachers.

### **Family and Medical Leave Policy 4321**

The Board of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons. The District has adopted detailed procedures to ensure compliance with the Family and Medical Leave Act of 1993 (FMLA). As provided by District regulations, eligible employees are entitled to use up to twelve (12) work weeks of unpaid leave for family and medical reasons. The Board of Education has designated the District Superintendent to act as FMLA Compliance Officer. As part of its compliance program the District's FMLA Compliance Officer will provide a statement of commitment to adhere to FMLA regulations. The FMLA Compliance Officer will regularly evaluate the District's FMLA compliance to ensure fair and equitable opportunities for all eligible employees. The District Compliance Officer is:

John Angelhow  
Administrator of Schools  
Malta Bend R-V School  
200 N. Linn  
Malta Bend, MO 65339

\*\* The Family and Medical Leave Regulation 4321 may be found in the Malta Bend R-V School District Board Policy Manual in the Superintendent's office.

### **Title IX Grievance Procedures**

#### **Level 1: Principal or Immediate Supervisor (Informal and optional – may be bypassed by grievant)**

Many problems can be solved by an informal meeting with the parties and the principal or coordinator. A student who believes that he/she has been subjected to sexual harassment is encouraged to first discuss it with the teacher, counselor, or building administrator involved with the objective of resolving the matter promptly and informally. Employees with a sexual harassment complaint are encouraged to first discuss it with their principal or immediate supervisor with the same objective. If the individual's teacher/supervisor is the person alleged to have engaged in sexual harassment, the grievant should skip Level 1 and go directly to level 2.

## **Level 2: Title IX Coordinator**

If the complaint or issue is not resolved at Level 1 or if the grievant chooses to skip Level 1, the grievant may file a signed, written grievance stating: 1) the nature of the grievance; 2) the remedy requested; and 3) the date the grievance was submitted. The Level 2 written grievance should be filed with the Title IX Coordinator within fifteen (15) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

The Coordinator has authority to investigate all written grievances. If possible, the Coordinator will resolve the grievance. If the parties cannot agree on a resolution, the Coordinator will prepare a written report of the investigation which shall include the following:

- A clear statement of the allegations of the grievance and remedy sought by the grievant.
- A statement of the facts as contended by each of the parties.
- A statement of the facts as found by the Coordinator and identification of evidence to support each fact.
- A list of all witnesses interviewed and documents reviewed during the investigation.
- A narrative describing attempts to resolve the grievance.
- The Coordinator's conclusion as to whether the allegations in the grievance are meritorious.

If the Coordinator believes the grievance is valid, the Coordinator will recommend appropriate action to the Superintendent.

The Coordinator will complete the investigation and file the report with the Superintendent within fifteen (15) days after receipt of the written grievance. The Coordinator will send a copy of the report to the grievant.

If the Superintendent agrees with the recommendation of the Coordinator, the recommendations will be implemented.

The Coordinator and Superintendent may appoint an outside investigator once a written grievance is filed.

## **Level 3: The Board of Education**

If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within ten (10) days of receiving the report of the Coordinator to the Board of Education. On receipt of the written appeal, the matter shall be placed on the agenda of the Board of Education for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board of Education will be final.

## **Other Options for Grievant**

At any time during this process, a grievant may file a complaint with the Missouri Human Rights Commission or with the U.S. Department of Education, Office for Civil Rights.

## **Reading Retention**

### **Third Grade Students**

Third grade students who cannot demonstrate a reading level at or above the third grade level will be administered a reading assessment within forty-five (45) days of the end of their third grade year.

If this assessment reflects that the student is reading below the second grade level, the District will design and implement a reading improvement plan for the student's fourth grade year. The reading

improvement plan must include a minimum of thirty (30) hours of additional reading instruction or practice outside the regular school day during the fourth grade year. In addition, the District may require the student to attend summer school for reading instruction as a condition of promotion to the fourth grade.

### **Fourth Grade Students with Reading Improvement Plans**

Within forty-five (45) days of the conclusion of the fourth grade year, the District shall administer another reading assessment to those fourth grade students for whom reading improvement plans had been designed.

If this assessment reveals that the student is reading below a third grade level, the student shall be required to attend summer school to receive supplemental reading instruction. At the conclusion of summer school, the student shall be given another reading assessment. If the student is still reading below the third grade level, the student shall not be promoted to the fifth grade.

Students shall not be retained more than once on the basis of their inability to satisfy the third grade or fourth grade reading standards. However, the District may, at its discretion, retain any student with a reading improvement plan who has not completed summer school for supplemental reading instruction.

### **Fifth and Sixth Grade Students**

The reading assessment process shall be repeated on a yearly basis through the end of the students' sixth grade years, accompanied by a corresponding increase in the required reading level.

The reading assessment process will also be applied to students who initially enter the District in reads four, five, and six and who have been determined to be reading below grade level.

The permanent record of students who are determined to be reading below the fifth grade level at the end of the sixth grade shall carry a notation stating that the student has been unable to meet the minimal reading standards. That notation will be removed from the student's record once the District determines that she/he has met the standards.

## **Exceptions**

The following students are exempt from the reading assessments:

- Students receiving special education services under an Individualized Education Program (IEP) pursuant to RSMo 162.670.
- Students who are receiving special education services pursuant to Section 504 whose service plan includes an element addressing reading.
- Students who have limited English proficiency.
- Students who have insufficient cognitive ability to meet the reading requirements. However, a reading improvement plan shall be provided for these students in accordance with the law.

## **Discipline Policy Interpretation**

The District has the authority to control student conduct which is for good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in nonschool activities which affect school discipline.

Failure to comply with the behavior policies of the district constitutes misconduct and may cause the student to be disciplined. Discipline used will depend upon factors such as age/maturity of student, past behavior of the student and seriousness of the offense. Consequences include but are not limited to the following: loss of privileges, after-school detention, In-School Suspension (ISS), Out-of-School Suspension (OSS) and expulsion.

## **Suspensions**

Suspension refers to an exclusion from school for a specific period of time short of permanent expulsion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) school days for violation of District regulations. Building principals may also recommend extensions of suspension for periods of time up to 180 school days by the Superintendent. The Superintendent of schools may suspend students for periods up to 180 school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 school days. When a student is suspended, the principal shall attempt to reach the student's parent to inform them of the school's action and to request that they come to school for their student. If the parent is unable to come for the student, the principal may ask the parent for permission to send the student home. If the parent cannot be reached or if the above request is refused, the student must remain on school property until the close of the school day.



If the principal decides that a suspension in excess of ten (10) school days is warranted, the principal may petition the Superintendent for such suspension.

The Superintendent of Schools may suspend a student for a period not to exceed 180 school days.

No student shall be suspended by a principal or by the Superintendent unless:

- The student shall be informed, orally or in writing, of the charge against him/her, and
- If the student denies the charge, she/he shall be given an oral or written explanation of the facts which form the basis of the proposed suspension, and
- The student shall be given an opportunity to present his/her version of the incident to the principal or Superintendent.

Any suspension shall be reported immediately, in writing, to the student and the student's parent or others having custodial care of the student. A copy will be forwarded to the Superintendent.

If a suspension is ordered by the Superintendent for more than ten (10) school days, the Superintendent's order may be appealed to the Board of Education if written notice of appeal is delivered to the office of the Board of Education. If such suspension is appealed, the Superintendent shall promptly provide the Board with a report of the facts involved in the suspension, the action taken by the Superintendent, and the reasons for the Superintendent's decision.

In such event, the suspension shall be stayed until the Board renders its decision, unless in the judgment of the Superintendent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school, and the notice and hearing shall follow as soon as practicable.

Any appeal to the Board of Education of the Superintendent's decision to suspend a student for more than ten (10) days may be heard and determined by the full Board or by a quorum thereof, or by a committee of three Board members appointed by the President of the Board. Such committee shall have full authority to act in lieu of the Board.

Students will be readmitted or enrolled after expiration of any suspension in excess of ten (10) days from the District or from any other district only after a conference has been held to consider prior misconduct and remedial steps necessary to minimize future acts of similar misconduct. Participants in such pre-admission conferences will include:

- Any teacher directly involved in the suspension offense.
- The student.
- The parent.
- The representative of any agency having legal jurisdiction, care, custody, or control of the student.
- District staff members designated by the Superintendent.

## Expulsions

The term “expulsion” refers to permanent exclusion from school.

If a student consistently or egregiously refuses to conform to school policies, rules and/or regulations, the Principal and Superintendent may recommend to the Board of Education

that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing.

Prior to enrollment, a student who is under suspension or expulsion from any other in-state or out-of-state public or private school and who is seeking admission will be evaluated by the Superintendent. However, upon request, the Superintendent will confer with the pupil, parent, or person acting as parent of a special education student to consider imposition of the other school’s suspension or expulsion. If the Superintendent determines that such conduct would have resulted in a suspension or expulsion had the conduct been committed in District schools, the suspension or expulsion will be implemented.

No student shall be readmitted or permitted to enroll (except as required by law) following a suspension or expulsion from this District or from any other school district until the District has

conducted a meeting to consider possible readmission. During the meeting, participants will consider the conduct which resulted in discipline and any remedial actions believed to be necessary to prevent future occurrences of similar conduct. However, no student will be readmitted or enrolled if the student was convicted of, charged as an adult or juvenile without final adjudication, or convicted of juvenile conduct which, if charged as an adult, would constitute one of the following offenses.

- First degree murder (Mo. Rev. Stat. 536.020)
- Second degree murder (Mo. Rev. Stat. 565.021)
- First degree assault (Mo. Rev. Stat. 565.050)
- Forcible rape (Mo. Rev. Stat. 566.030)
- Forcible sodomy (Mo. Rev. Stat. 566.060)
- Robbery in the first degree (Mo. Rev. Stat. 569.020)
- Distribution of drugs to a minor (Mo. Rev. Stat. 195.212)
- Arson in the first degree (Mo. Rev. Stat. 569.040)
- Kidnapping as a Class “A” felony (Mo. Rev. Stat. 569.110)
- Statutory rape
- Statutory sodomy

Nothing in this policy shall be interpreted to prevent the District from imposing discipline under the

District’s Student Code of Conduct for conduct underlying the above listed offenses even if the

adult charge or juvenile petition has been dismissed or acquitted of the specific act in a criminal or juvenile court, provided it is proven by a preponderance of the evidence that the student committed the underlying act.

Board No student may be permanently expelled from school without a prior hearing before the full or, at least, a quorum of the Board. A decision to expel a student requires the vote of a majority of those Board members present.

Due process for expulsion of students shall include the following:

;

- A. Board action shall begin with a written notification of the charges against the student, which shall be delivered by certified mail to the student, his/her parent, or others having her/his custodial care. Such notification will include charges, contemplated action, and time and place of a hearing on such charges and that the student, parent, or others having custodial care shall have the right to attend the hearing and to be represented by counsel.
- B. The hearing will be closed unless the student, parent or others having custodial care requests an open hearing. At said hearing, the Board of Education or counsel shall present the charges, testimony, and evidence deemed necessary to support the charges. The Board will expect the Principal in each case to be present and make oral and written reports and statements concerning the student's misconduct. The student, parent or others having custodial care, or counsel, shall have the right to cross-examine witnesses presented on behalf of the charges and to present testimony in defense there against.
- C. At the conclusion of the hearing or in an adjourned meeting, the Board of Education shall render its decision to dismiss the charges, suspend the student for a specified time, or expel the student from the schools of the District. Prompt written notice of the decision shall be given to the student, parent or others having custodial care, and counsel, if applicable.

### **Enrollment or Return Following Suspension and/or Expulsion**

No student shall be readmitted, or permitted to enroll or otherwise attend school (except as may otherwise be required by law), following a suspension or expulsion from this or any other school until the District has conducted a conference to review the conduct that resulted in the expulsion or suspension, and any remedial actions needed to prevent any future occurrences of such or related conduct.

## **Agreement for Reporting Third-Degree Assault**

This Agreement for Reporting Third-Degree Assault to Law Enforcement Agency (hereinafter “Agreement”) is entered into this 28<sup>th</sup> day of May, 2012, by and between Chuck Marcum, Superintendent of the Malta Bend School District, and the Saline County Sheriff’s Office, (hereinafter “Law Enforcement Agency”), pursuant to Mo. Rev. Stat. 167.117, for the purpose of establishing guidelines for school district principals in reporting incidents that may constitute third-degree assault under Missouri law when such incidents occur on school property or on school buses or when such incidents occur during school activities.

### **Definition of Third-Degree Assault**

For purposes of this Agreement, a person commits assault in the third degree if that person:

1. Attempts to cause or recklessly causes physical injury to another person; or
2. With gross negligence, causes physical injury to another person by means of a deadly weapon; or
3. Purposely places another person in an apprehension of immediate physical injury; or
4. Recklessly engages in conduct which creates a grave risk of death, serious disfigurement or protracted impairment of the function of any part of the body of another person; or
5. Knowingly causes physical contact with another person with knowledge that the other person regards the contact as offensive or provocative.

### **Factors to Be Considered by Principals**

When a principal in this school district believes that an incident of third-degree assault has occurred on school property, on a school bus, or during a school activity regardless of whether that activity occurs on or off of school property, the principal may consider the following guidelines in determining whether to report the particular incident.

1. The age and maturity of the student involved.
2. Whether the incident involved the use of or threatened use of a weapon or involved sexual misconduct or allegations of sexual misconduct.
3. The nature and severity of the conduct.
4. The nature and severity of injury, if any, inflicted on the other person involved.

In addition to these factors, the principal may consider any other factors which the principal, in the exercise of professional judgment, determines to be appropriate under the circumstances. The guidelines listed above shall in no way inhibit a principal from reporting to law enforcement any conduct which the principal believes may constitute a violation of state or federal law, regardless of whether such conduct actually constitutes such a violation.

### **Procedure for Making Report to Law Enforcement**

If a principal determines, in her/his professional judgment, that an incident shall be reported to law enforcement under this Agreement, the principal should contact the Law Enforcement Agency by telephone or in writing as soon as reasonably practicable after the principal receives a report of the incident and after the principal has, if necessary, investigated the incident to determine whether the incident necessitates a report.

The principal subsequently shall provide the Law Enforcement Agency with any additional documentation that the principal or school district deems necessary. Such information will be provided in accordance with applicable federal and state law.

John Angelhow

Cindy Mullins

Administrator of Schools

Saline County Sheriff

Malta Bend R-V School District

Saline County Sheriff's Office

### **Workman's Compensation**

Employees who suffer an injury caused by an accident or occupational disease arising out of and in the course of employment ("work-related injury") will receive benefits paid by the District according to the Workers' Compensation Law of the State of Missouri ("the Law"). Employees driving District owned or subsidized vehicles are not covered by this policy when driving such District owned vehicles to or from the home or to or from the work station. Absence from duty resulting from a work-related injury will be compensated according to the Law. Employees who receive workers' compensation benefits for lost time from work due to a work-related injury are not eligible for additional sick leave or vacation benefits under this policy, except with respect to those employees whose average weekly wage as defined by the Law ("average weekly wage") exceeds the actual wage necessary to obtain the maximum total disability rate as defined by the Law ("maximum wage").

In addition to the benefits for temporary total disability allowed under the Law, an employee whose average weekly wage at the time of the work-related injury exceeds the maximum wage at the time of the work-related injury will receive in wages the difference between the employee's average weekly wage and the maximum wage during the time period such employee is entitled to temporary total disability benefits under the Law. This additional benefit provided herein does not affect an employee's wage rate for purposes of permanent disability benefits.

## TEACHER'S PRAYER

I want to teach my students how to live this life on earth,

To face its struggles and its strife,

And how to improve their worth.

Not just the lesson in a book

On how the river flows,

But how to choose the proper path

Wherever they may go.

To understand eternal truth

And know the right from wrong,

And gather all the beauty of

A flower and a song.

For if I help the world to grow

In wisdom and in grace,

Then I shall feel that I have won

And I have filled my place.

And so I ask for guidance

That I may do my part,

For character and confidence

And happiness of heart.

- James J. Metcalf

## DAILY BELL SCHEDULE

<u>Period</u>	<u>Regular Day</u>	<u>Period</u>	<u>Early Out 12:02</u>
1 <sup>st</sup>	7:40 – 8:35	1 <sup>st</sup>	7:40 – 8:12
2 <sup>nd</sup>	8:38 – 9:33	2 <sup>nd</sup>	8:15 – 8:47
3 <sup>rd</sup>	9:36 – 10:31	3 <sup>rd</sup>	8:50 – 9:22
4 <sup>th</sup>	10:34 – 11:29	4 <sup>th</sup>	9:25 – 9:57
HS Lunch	11:29 – 11:48	5 <sup>th</sup>	10:00 – 10:32
5 <sup>th</sup>	11:51 – 12:46	6 <sup>th</sup>	10:35 – 11:07
6 <sup>th</sup>	12:49 – 1:44	7 <sup>th</sup>	11:10 – 11:42
7 <sup>th</sup>	1:47 – 2:42	HS Lunch	11:42 – 12:02

7:20 Breakfast  
7:40 Announcements

No Recess!

<u>Period</u>	<u>Early Out DCI 1:47</u>	<u>Period</u>	<u>Late 10:00 Start</u>
1 <sup>st</sup>	7:40 – 8:27	1 <sup>st</sup>	10:00 – 10:35
2 <sup>nd</sup>	8:30 – 9:17	2 <sup>nd</sup>	10:38 – 11:13
3 <sup>rd</sup>	9:20 – 10:07	3 <sup>rd</sup>	11:16 – 11:51
4 <sup>th</sup>	10:10 – 10:57	Lunch	11:51 – 12:11
5 <sup>th</sup>	11:00 – 11:47	4 <sup>th</sup>	12:14 – 12:49
HS Lunch	11:47 – 12:07	5 <sup>th</sup>	12:52 – 1:27
6 <sup>th</sup>	12:10 – 12:57	6 <sup>th</sup>	1:30 – 2:05
7 <sup>th</sup>	1:00 – 1:47	7 <sup>th</sup>	2:08 – 2:43

**Malta Bend R-5 Staff  
2021-2022**

Mrs. Tammy Palmer	Kindergarten
Ms Brenda Jansen	1 <sup>st</sup> and 2 <sup>nd</sup> Grade Teacher
Mrs. Emily Hunt	3 <sup>rd</sup> and 4 <sup>th</sup> Grade Teacher
Mrs. Kim Bishop	5 <sup>th</sup> & 6 <sup>th</sup> Grade Teacher
Darlene Thomas	SP.ED. Teacher
Ms. Gayla Woolery	Title 1 Teacher
Mr. Terry Jenkins	Ag. Education Teacher
Ms. Stephanie Sevier	Mathematics Teacher
Mrs. Amy Givens	Social Studies Teacher
Mrs. Courtney March	English Teacher
Mrs. Ashlee Liebhart	Physical Ed. Teacher
Mr. Ryan Prunsinski	Science
Mrs. Ann Gorrell	Lib\Media\ Business
Mrs. Justine Kephart	Art Teacher
Mrs. Susan Haggett	Elm. Music
Mrs. Angela Guest	Counselor
Mrs. Aubree Halm	Speech
Mrs. Devin Graf	O. T.
Mrs. Monica Yokeley	Paraprofessional
Mrs. Elizabeth Sandidge	Nurse
Mr. Les Jacobi	Book Keeper & BOE
Ms. Taylor Burton	Food Service
Mrs. Susan Johnson	Transportation
Mr. George Ortizan	Transportation
Mr. Aaron Feagan	Superintendent, Elem Principal \Transportation\A.D.
Mr. John Angelhow	Administrator \Principal 6-12 Grades\A.D.

**Alternative Methods of Instruction**



Should our students need learning to occur through Alternative Methods of Instruction (AMI) it will be vital that learning occurs daily, and mirrors the validity and expectations of the regular education classroom. Instruction will be electronic and web based when available. If online services are not available packets, worksheets, and teacher created materials will be sent home.

Communication will be daily through email, messaging/chat, phone call, messaging via electronic means like Remind, Webex, and Zoom are all good options. Teachers are asked to make phone calls home to students at a minimum of three times per week.

Virtual instruction will be through Google Classroom, IXL, Exact Path, and/or other educational platforms. All teachers in the district will prepare daily lessons to ensure that all students have equitable services.

The student will be expected to complete assignments daily, so he/she can receive feedback from the teacher and a grade for their work, just as if he/she was attending class daily.