

Malta Bend R-V School District



STUDENT HANDBOOK 2021-2022

Aaron Feagan, Superintendent, K8 Principal/Transportation Director/A.D
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Malta Bend R-V District School Board Members

Walden Chevalier, President
James Goodman, Vice President
Jana Smith, Treasurer
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Home of the Tigers

"Preparing Today's Children for Tomorrow's Challenges"

Malta Bend R-V School District 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.

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.

School Colors: Black and Gold

School Mascot: Tito the Tiger

Malta Bend School Song

When Malta's mighty men fall in to 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 this old game is won.
We'll give that old time yell of Rah, Rah, Rah Sis Boom Bah
Malta Bend High!

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

Mrs. Tammy Palmer	Kindergarten
Ms. Brenda Jansen	1 st – 2 nd Grade
Mrs. Emily Hunt	3 rd – 4 th Grade
Mrs. Kim Bishop	5 th & 6 th Grade
Ms. Darlene Thomas	SP.ED.
Mrs. Gayla Woolery	Title 1
Mr. Terry Jenkins	Ag. Education
Mrs. Stephanie Sevier	Mathematics
Mrs. Amy Givens	Social studies
Mrs. Courtney March	English
Mrs. Ashlee Liebhart	Physical Ed.
Mr. Ryan Prunsinski	Science
Mrs. Ann Gorrell	Lib\Media\Business
Ms. Justine Kephart	Art
Mrs. Susan Haggett	Elm. Music
Mrs. Angela Guest	Counselor
Ms. Aubree Hahn	Speech
Mrs. Devin Graf	O. T.
Mrs. Monica Yokeley	SP. Ed. Aide
Mrs. Jacquelyn Hyde	Admin. Assistant
Mr. Les Jacobi	Book Keeper & BOE
Mrs. Tammy Trelow	Food Service
Mr. Susan Johnson	Transportation
Mr. George Ortizan	Transportation
Mr. Aaron Feagan	Principal\Trans\A.D
Mr. John Angelhow	Admin.\Principal\A.D
Mr. Aaron Feagan	Superintendent

2021-2022 SCHOOL CALENDAR

Aug. 4,5..... Registration 8:00-2:00pm
 Aug. 16-17..... New Teacher Workday
 Aug. 18-19..... All Teacher Workday
 Aug. 19 Open House 6-7:30
 Aug. 23..... First Day of School Early Out 12:02pm
 Aug 24..... Second Day of School Early Out 12:02pm
 Sep. 6..... No School; Labor Day
 Oct. 21.....Early out 12:02 Conferences 1-6pm
 Oct. 22.....No School
 Nov. 23.....Early out 12:02pm
 Nov. 24-26 Thanksgiving Break/No School
 Dec. 17..... Early out 12:02pm
 Dec, 20-31.....Christmas Break/No School
 Jan. 1..... Christmas Break Cont./No School
 Jan. 3School Resumes/Early Out 12:02pm
 Jan. 17.....Martin Luther King Jr. /No School
 Feb. 21..... No School; Presidents Day
 Mar. 17.....Early out 12:02 Conferences 1-6pm
 Mar. 18No School
 April 13 Early out 12:02
 April 14-18.....Spring Break
 May 20.....Early Out 12:02pm
 May 20.....Last Day of School
 May 22..... Graduation 2:00

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EMERGENCY WEATHER

If school must be closed for inclement weather or any emergency, students and parents should refer to KMMO and/ or the school Text Caster for information.

ARRIVAL AT SCHOOL

Students are asked not to come to school before 7:00 a.m. unless they ride a bus or prior arrangements have been made through the office. Students must report directly to the cafeteria upon arriving to school.

BELL SCHEDULES

School will begin at 7:40 and be dismissed at 2:42.

ATTENDANCE AT SCHOOL

Regular attendance is expected of every student. When it is necessary for a student to be absent, the parents/guardians should call the school (595-2371) **BEFORE 8:00 a.m.** or as soon as possible on the day that the student is absent.

ABSENCES

Absences are divided into the following four categories: excused, avoidable, truant, and medical. If a call cannot be made on the day of an absence, a note to the office should be sent with the student on the day of his/her return to school. Assignments may not be made up if a student is truant or has been suspended (OSS). If an absence is classified as avoidable (vacation etc.), a parent or guardian must notify the school prior to the absence and make arrangements with the teachers for make-up work. Absences of more than 10 days, whether or not they are in succession, must be authorized by a physician

or administrator, or the absence may be treated as truancy. After 15 absences, a letter may be sent to the proper authorities.

MAKE UP-POLICY FOR ABSENCES

STUDENTS are responsible for making up school work. We will only be sending make-up work home through the office if students have absences of a week (5 days) or more, in succession.

If a student has an excused absence for any period of time, the student should see his/her teachers upon return to develop a plan to complete any missed work.

However, if a child has a planned absence in advance, the make-up plan should be “set” before the child is absent. For example, if a family trip is planned, the homework plan must be taken care of **BEFORE** the trip.

LEAVING THE CLASSROOM OR BUILDING

Students will not be excused during class to run errands unless an emergency occurs. This should be cleared through the Principal’s office. No student should be excused from one class to do work in another class unless in full agreement with both teachers, and teachers should do the asking, not the student. The student phone in front of the office is used for emergencies only not for personal business. Only the principal can excuse a student to leave the building and they must sign out before leaving. Failure to sign out will be treated as truancy.

DISMISSAL OF CHILDREN

Elementary students in grades K-6 will be dismissed at 2:35 p.m. and exit out the east doors of the school building. This will include all students who ride their bike to school, walk to school, or are car riders. All other students will exit out the west doors and board the bus. The bus will leave the school grounds as soon as junior high and high school student are aboard.

Teachers supervising students upon the return from field trips, tutoring, etc. shall stay with the last student until all students are picked up or leave the school premises. If students are not picked up 10 minutes after arriving back to school, parent/guardians or an emergency contact person is to be contacted for further instructions.

BICYCLES\SKATEBOARDS

All bicycles should be locked, as the school assumes no responsibility for losses or damages. Skateboards should NOT be brought to school.

DEBTS

Debts incurred throughout the school year must be paid. This includes library fines, lost or damaged books or other school property.

LOST AND FOUND

All articles found, including books, should be taken to the office. Students who have lost items should check in with the office periodically. It is recommended that names be placed on all gym equipment, and students are discouraged from bringing valuable personal items to school. The lost and found is cleaned periodically, and students are given notice. Students will not be reimbursed for discarded items.

VISITORS

Visitors, especially parents, are welcome. All visitors to the building should go to the back door, ring the doorbell and state who they are; we will then send your student to you or take care of your needs from there.

EMERGENCY PROCEDURES

Fire, tornado, earthquake, intruder, and other drills have been established to help prevent injuries and chaos in the case of emergencies. Crises

management plans have also been established in the case of other emergencies. In any type of school-wide emergency, only parents or legal guardians will be allowed to take the children from school after an all-clear has been declared by the proper authorities.

SCHOOL NURSE

The school nurse is to be utilized for first aid service. She will be at MBS from 7:30 a.m. until 3:00 p.m. daily. When it is necessary for a student to see her, a hall pass must be obtained from a teacher or administrator. In case of an emergency, students may report to the office. Prescription medication will only be administered if in the original bottle with label affixed by pharmacist or physician. Please ask for a school bottle so that it can be left at school and not transported back and forth daily. Over-the-counter medications will only be given if accompanied by a parent request and must be in the original container. Medication is NOT to be sent in plastic bags, envelopes, etc. All medication must be taken to the nurse's office upon arrival to school. Anyone caught possessing medication on their person, in their bag, or in a locker during school hours could face disciplinary action. Please fill out the necessary forms for medication administration from the school nurse. This form must be completed before your child can be given any medication by school personnel. All medications must be provided by parent/guardian.

LICE

Students will not be allowed to attend school with the presence of head lice or nits. The student will need to be treated with lice killing shampoo as directed, and return to school within 1-2 days. Parents must bring the students, along with proof of treatment, to the nurse's office where the student will be examined before being readmitted to the classroom. If nits or lice are noted, the child will be sent home with the parent to complete the treatment of nit removal. The nurse may screen the student periodically at her discretion to monitor for re-infestation for a period of 2-3 weeks. In persistent cases, the nurse may opt to screen the child/children more often or regularly in an attempt to prevent the transmission of lice to a classmate. New students enrolling in the Malta Bend R-V School District are

subject to having their hair examined for the presence of lice or nits before the child enter the classroom. This will be done by the nurse.

year and make no grade below an A during all 4 quarters.

Honor roll will be figured on quarter grades only using an un-weighted scale. No student with a quarter grade of F will be listed on the honor roll, regardless of his/her grade point average.

GRADE CARDS/PROGRESS REPORTS

Official grade cards are issued four times a year. These will be sent home with students at the end of 1st, 2nd, 3rd, and 4th quarter. Progress reports are issued every four weeks. Students are responsible for taking grade cards and progress reports home to their parents/guardians. If the students have a D or F the school office will mail home progress reports or report cards.

Grading Scale

A	4.00 (95-100%)
A-	3.67 (90-94%)
B+	3.33 (87-89%)
B	3.00 (83-86%)
B-	2.67 (80-82%)
C+	2.33 (77-79%)
C	2.00 (73-76%)
D+	1.33 (67-69%)
D	1.00 (63-66%)
D-	0.67 (60-62%)
F	0(59-0%)

HONOR ROLL

To recognize outstanding academic achievements, an honor roll has been established:

“A” honor roll – Students that have no grade lower than an A-.

“B” honor roll – Students that have no grade lower than a B-.

Principal’s honor roll students can receive no grade below an A.

Superintendent’s honor roll students who are on the Principal’s honor roll for all 4 quarters of the school

PERFECT ATTENDANCE

Due to Covid we will not be doing attendance awards, but will be proud of those who achieve perfect attendance.

COUNSELING SERVICES

The Malta Bend Board of Education supports a systematic program of Guidance and Counseling which will be provided to all students from K-12 grades. This program will be a total education process with a priority of assisting students in reaching their full potential in their personal and educational development. The Guidance and Counseling program may include the following areas:
Counseling
Career Development
Testing
Orientation, Registration
Scheduling
Referrals

CONFERENCES WITH PARENTS

Conferences are scheduled in the fall and spring. Information regarding conference scheduling is sent home in advance so parents may express preferences as to scheduling times.

AWARDS AND RECOGNITION

Administrators, teachers, and counselors at all grade levels recognize students for academic achievement, exemplary effort, improvement, and good citizenship. Achievement in many areas is publicized throughout the school and in the local media. Incentives may be provided to encourage all students to work to their full potential.

SECURITY

Security cameras located both inside and outside the building are valuable tools in monitoring student behavior and preventing potential problems. In-building walkie-talkies allow administrators and/or staff to respond to any situation immediately.

belonging to him/her or that are prohibited by law. This may be done during school hours, after school hours, at the school, or at an alternate location. It is

SEARCH AND SEIZURE

The administration and faculty of MBS have the right to search the person, clothing, books, or any belongings of a student as long as there is reasonable suspicion that the student is concealing materials not

recommended this search take place in the presence of another adult. Lockers are the property of the school district. They are subject to search at any time with or without student consent. Periodic searches of the school may also be made by the local K-9 unit and/or the sheriff's department.

Notice of Parent and Student Rights Section 504 and the Americans with Disabilities Act

You have the right to be informed by the school district of your rights under Section 504 and the ADA.

- Your child has the right to an appropriate education designed to meet his or her individual needs as adequately as the needs of non-disabled students are met.
- Your child has the right to free educational services except for those fees that are imposed on nondisabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to disabled student.
- Your child has a right to facilities, services, and activities that are comparable to those provided for nondisabled students.
- Your child has a right to an evaluation prior to an initial 504/ADA placement and any subsequent significant change in placement.

Testing and other evaluation procedures must conform to the requirements of 34 CFR 104.35 as to validation, administration, areas of evaluation, etc. The district shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, and adaptive behavior. Placement decisions must be made by a group of persons including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. If eligible under 504/ADA, your child has a right to periodic reevaluations, generally every three years.

- You have the right to notice prior to any action by the district in regard to the identification, evaluation, or placement of your child.
- You have the right to examine relevant records.
- You have the right to an impartial hearing with respect to the district's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney.

If you wish to challenge the actions of the schools' 504/ADA committee in regard to your child's identification, evaluation, or educational placement, you should file a written Notice of Appeal with the district's 504/ADA coordinator (200 S. Linn St Malta Bend Mo. 65339) within 30 calendar days from the time you received written notice of the committee's actions. A hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time, and place for the hearing.

On 504/ADA matters other than your child's identification, evaluation, and placement you have a right to file a complaint with the district's 504/ADA coordinator (200 S. Linn St. Malta Bend Mo 65340), who will investigate the

allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution. You also have a right to file a complaint with the Office of Civil Rights. The address of the Regional Office for this state is:

414 E. 12th St. #4, Kansas City, MO 64106

Compliance Coordinator

John Angelhow
Superintendent of Schools
200 S. Linn Street
Malta Bend, MO 65339
(660) 595-2371

**Malta Bend
2015-16
PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Malta Bend School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young a young child with a developmental delay. The Malta Bend Schools assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program. The Malta Bend Schools assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy of other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The Malta Bend Schools has developed a Local Compliance Plan for the implementation of State Regulations for the individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed on days in which school is in session, Monday-Friday 8:00-3:00 at 200 S. Linn Malta Bend Mo. 65339. This notice will be provided in native languages as appropriate.

PUBLIC NOTICE

FERPA

Directory information, which is information that is generally not considered harmful, or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names,

addresses, and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Malta Bend to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by August 1st. Malta Bend has designated the following information as directory information: [Note: **an LEA may, but does not have to include all the information listed below.**]

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major Field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)**

PROCEDURES FOR MIGRATORY SERVICES

The Malta Bend School assesses the educational and related health and social needs of the migrant and/or homeless student(s). Malta Bend Schools give full access to all programs ordinarily provided to all other children to meet their needs, including Title I, Special Education, Vocational Education, English for speakers of other languages, counseling programs, elective classes, and fine arts classes.

A+ PROGRAM

The Department of Elementary and Secondary Education designated Malta Bend High School as an A+ School since the 2008-2009 school year. Students who qualify will be able to receive a tuition scholarship while attending a MISSOURI community college, vocational, or technical school full time, depending on state funding.

To qualify for this program a student must meet the following qualifications prior to graduation.

Each student must enter into a written agreement with the school:

A student must attend a designated A+ school for 3 consecutive years prior to graduation.

Maintain a 2.5 grade point average over 4 years.

Complete fifty hours tutoring/mentoring over 4 years.

Maintain a record of good citizenship.

Avoid the unlawful use of drugs, and/or alcohol.

Maintain 95% attendance over four years (cannot miss more than 36 days over four years, excused or unexcused unless receiving homebound education due to serious illness or accident).

The excused classification of absences by the office has no bearing on the attendance limit for the A+ Program.

Be a U.S. citizen, permanent resident, or otherwise lawfully present in the United States, in accordance with section 208.009, RSMo.

If male, register for the selective service. You can do this online at <http://www.sss.gov/>.

Complete and submit a FAFSA (Free Application for Federal Student Aid).

Beginning with the class of 2015, each student must achieve a score of proficient or advanced on the Algebra I end of course exam, or Algebra II EOC, or Geometry EOC, or score a qualifying math score on the ACT.

GRADUATION REQUIREMENTS

Students must earn 24 designated credits (in 2020) to graduate from MBS. Of this minimum total no more than four (4) can be in physical education. Students must also meet other obligations such as attendance, discipline guidelines, and debts prior to being eligible for graduation.

GRADE LEVEL CLASSIFICATION CRITERIA:

Freshman.....0 to 7 credits
Sophomore.....7 credits or above
Junior.....14 credits or above
Senior.....21 credits or above

GRADING SYSTEM AND CLASS RANK

The computerized records keeping system used by the High School can only produce grades to a true 4.0 grading system. Malta Bend High School will give more weight to certain college preparatory classes and dual enrollment classes in order to determine class rank.

Weighted classes are:

Geometry	Algebra II
Math Analysis	Chemistry
Anatomy and Physiology	Advanced Biology
College Prep English III	College Prep English IV
Spanish II and III	Dual Enrollment College Courses
Pre-Calculus	

VALEDICTORIAN AND SALUTATORIAN

Valedictorian and Salutatorian must have attended Malta Bend High School both semesters of their Junior (two (2) semesters) and Senior (two (2) semesters) years and earned the highest cumulative grades after eight (8) semesters. In the averaging process, a tie will be declared if there is no difference through the hundredths place. Both students will be certified as co-honorees.

DUAL CREDIT PROGRAM

Students must have a class status of being a Junior or Senior to be eligible to take classes, or other College Programs. Students must meet the qualifying ACT score to enroll in some classes, or College Programs.

All classes taken at another post-high school (i.e. MO Valley College) will be paid for by the “wanting” party.

The limit on classes to be taken in a semester is two (2).

All online classes must be taken through State Fair Community College.

Students must have a GPA of 3.0 or higher to qualify to take dual credit or other College Programs.

Parents/guardians may ask to address the Board of Education to consider alternative dual credit options.

VALUABLES

IF IT IS VALUABLE, IT DOES NOT BELONG IN SCHOOL. CARRY IT AT YOUR OWN RISK. BE RESPONSIBLE FOR IT. DO NOT EXPECT CLASSES TO BE INTERRUPTED TO FIND IT IF IT IS LOST OR STOLEN.

ELECTRONIC DEVICES

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in school poses increased risks of school disruptions, bullying, and criminal activity and academic dishonesty. As a result, student cell phones, student's cameras, iPods and similar devices, personal computers, and other electronic devices will be turned off and placed in a secure place during the instructional day. **DEVICES THAT ARE SEEN DURING THE DAY WILL BE COLLECTED AND HOUSED IN THE PRINCIPALS OFFICE, AND THEN RETURNED AT THE END OF THE DAY. ON THE SECOND OFFENSE THE DEVICE WILL BE COLLECTED AND A PARENT WILL HAVE TO COME PICK IT UP FROM THE OFFICE.** Cell phones will be banned in dressing areas during extracurricular activities. Students may be allowed to use their cell phones, MP3 players, and other similar devices in classrooms with the permission of their classroom teachers.

FOOD AND DRINK

Food and drinks will not be allowed in the classroom or hallway. Water in an enclosed container is an exception.

TELEPHONE/INVITATIONS/DELIVERIES

School offices are extremely busy places. Use of the telephone by students should be discouraged except in emergency situations. Party invitations are not to be passed out at school unless the entire class is invited. Parents are welcome to send a simple treat to celebrate birthdays if they wish; **however, we do ask that all birthday treats be purchased and sent to school in their original package. Nothing personal here, but NO homemade treats at school please. Treats must be of nutritional value as stated in Board Policy and Regulation 2750. Reading Retention Law (Senate Bill 319)**

Pupil Retention Grades K-6

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 a careful review of the social, emotional, physical, mental and academic development of the pupil. If the administration and teacher concur that it would be in the best interest of the child to repeat a grade, a conference may be held with the child'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 pupil's cumulative folder. No pupil shall be retained more than two (2) years during her/his experience in grades K through six.

No pupil shall be retained more than two (2) years during his/her experience in grades seven (7) and eight (8). 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 assignments, and work samples.
Chronological age.
Study habits.
Attendance.
Social and emotional maturity.
State-mandated retention requirements for primary/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.

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 some sort of 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 some sort of 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 some sort of 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 District in grades four (4), five (5) or six (6) and who have been determined to be reading below grade assessment process will also be applied to students who initially enter the 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.

Appeal of Retention Decisions

Parents who wish to appeal a decision regarding a student's retention must first contact the building 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.

LIMITATION OF LIABILITY

Use of the Malta Bend R-V School District computer facilities is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the district's diskettes, tapes, hard drives or servers. This district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the district's computer system. The district will not be responsible for financial obligations arising through unauthorized use of the district's system or the Internet. The district does not promise that any particular level or method of access will be given or continued and retains the authority to qualify, limit, or terminate any or all Internet and computer use. The district network is a private network used as an educational tool by Malta Bend R-V School District employees and students. The network is monitored electronically.

ELECTRONIC MAIL (if applicable)

Email accounts are not private, but belong to Malta Bend R-V School District. Users of the school electronic mail system should have no expectation of privacy with respect to email, or other files as referenced above.

- No one should allow other people to send email using their account without specific permission of the teacher in charge if a student, or the system operator, or a staff member.
- The district-supported email system is the only system to be used. Users are not allowed to use mail through web-based email services, free or otherwise.
- **No one should send, distribute, respond, or in any way participate in email messages that constitute or simulate the properties of a chain letter. This would include messages of the type, "Read this and send to five other people," good luck tokens, etc.**
- Potential subscribers of mailing lists are responsible for determining the purpose of the list before subscribing. Persons having subscribed to such lists will be considered to have solicited materials delivered by the list as long as the material is consistent with the list's purpose.

STUDENT DRESS CODE

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. All students must wear shoes, boots, or other types of footwear.
3. Dress and grooming will not disrupt the educational environment. Examples of dress that might disrupt the educational environment include:
 - Shirts or dresses that are strapless, have only one strap or have two straps but those straps are less than one inch wide.
 - Sagging pants or shorts
 - Hats, headbands, hoods and other head gear unless necessary for health, religious, or other valid reasons.
 - Extremely short shorts, skirts, or dresses
 - Clothing that contains pictures, words, or symbols that are vulgar, sexually suggestive, or promote illegal activity.
 - Sleepwear, including pajamas, robes, and slippers.
 - Clothing that does not appropriately cover the body or that reveals underwear.
4. Gang-related clothing or accessories or clothing alternatively, accessories worn in a gang-related style. (A list of items that are gang-related are available in the principal's office).

5. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period, in the interest of maintaining safety standards.

6. Additional dress regulations may be imposed upon students participating in certain extracurricular activities. When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria; the student may be required to make modifications.

No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia, or garment, as long as it is worn in a manner that does not promote disruptive behavior.

STUDENT CONDUCT

The Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and in promoting an effective instructional program in the district's school. Acceptable behavior is based on respect for one's self and for the worth and human dignity of others. The development of such behavior in students is a dual function of the home and of the school. In order to fulfill the responsibility of the school, it is necessary that each learning activity contribute positively to the creation and maintenance of a climate that is conducive to learning. Standards of student conduct are established by the Malta Bend Board of Education to create an environment in which each student's right to learn is protected. Students are expected to attend school punctually and regularly, to obey all the rules and regulations, to obey all directions and requests of teachers, to observe good order and correct deportment, to be diligent in study, to be clean and neat in person and attire, to be respectful to schoolmates, to refrain from the use of profane and improper language, and to refrain from the use of tobacco, controlled substances, and alcoholic beverages while on school premises or under school supervision. Students and parents/guardians will be notified of rights and responsibilities, including standards of conduct, through handbooks distributed annually. The Board of Education insists that Malta Bend Public School be well-disciplined. It further pledges its wholehearted support to all reasonable actions taken in keeping with school policy and state statute by teachers and principals to maintain a well disciplined school.

EXPECTATIONS FOR CLASSROOM BEHAVIOR

The classroom is certainly the most critical area of an educational institution. Your teachers will insist that your behavior and attitude in the classroom reflect the importance of the serious business of learning.

More specifically, they will insist that you:

Arrive to class on time.

Be prepared for class with all the materials necessary for class that day.

Stay attentive to the task at hand until dismissed by the teacher.

Show respect and consideration for others.

Demonstrate care and consideration for school property and the property of others.

Each teacher is able to establish the rules and procedure for his or her classroom.

You are expected to observe those rules and to respond promptly to the direction of your teacher.

BULLYING INCIDENT REPORT FORM

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

Date Filed: _____ Your Name*: _____

Phone Number(s): _____

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

• You are a: _____ Student _____ Parent _____ Employee _____ Volunteer

Date(s) of alleged bullying: _____

Name of student(s) subjected to bullying: _____

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

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

Names of Witnesses: _____

Have you reported this to anyone else: _____ Yes _____ No. If so, who? _____

*Signature of Complainant _____

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

ACTIVITIES

Extra-curricular activities or school functions are considered an extension of the classroom. Therefore, all students in attendance as spectators or participants shall abide by the same codes of conduct adopted for the school day. This includes being at school sponsored activities (home or away) or in any vehicle while being used to transport students for the school district.

STUDENT SUSPENSION AND EXPULSION

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules, and regulations of the school district. This observance of school policies, rules, and regulations is essential for permitting others to learn at school.

Therefore, the administration has the prerogative to remove students from their present school setting because of

- willful violation of school rules and regulations,
- willful conduct which materially or substantially disrupts the rights of others to an education,
- or willful conduct which endangers the student, other students, or destruction of school property

Provided such action is taken in accordance with due process and with due regard for

the welfare of both the individual and the school. School attendance could be temporarily denied to individuals by the administrative act of suspension, but expulsion can be implemented only through specific action by the Board of Education.

No student will be suspended unless the following hearing procedures are implemented:

1. The student shall be given oral or written notice of charges against them; and
2. If the student denies the charges, he/she shall be given an oral or written explanation of the facts, which form the basis of the proposed suspension.

3. Students will have an opportunity to present their version of the incident before the judgment is rendered.
 4. Notification by phone or mail will be given to the parent/guardian or others having custodial care of the student, of the administrator's action, and the reasons for such action.
- The Board authorized the suspension of pupils by building principals and/or their designees for a period not to exceed ten school days and by the Superintendent for a period not to exceed 180 school days.

OFFENSES WARRANTING EXPULSION

Expulsion is the most severe measure of correction available to a school district and should only be used when the continued presence of a student is considered a menace to school personnel or fellow students, or when all other means of correction have failed to cause a student to resist from a continued disruption of order of the school. Offenses that would be cause for recommendation for expulsion are:

- Participation in or inciting a riot
- Assault with a deadly weapon
- Assaults on school certified or classified personnel
- Three suspensions during a given year
- Continued truancy
- Excessive cases of referrals
- Disruption of class or school in general
- Other serious offenses such as theft or drug trafficking which the principal deems to be of extreme detriment to the welfare of the school.

STUDENT DUE PROCESS RIGHTS

Students are entitled to due process under the law in cases involving suspension or expulsion. In the case of suspension, the principal must inform the students of charges brought against them, listen to their account of the incident, and inform the parent/guardian before suspending them from school. Informing students of charges and affording them an opportunity to explain the situation should be a part of every disciplinary procedure regardless of the magnitude of the offense. In the case of expulsion, the Board of Education should take action only after notice is given to the student's parents or legal guardian and after a hearing has been afforded the parent or legal guardian.

STUDENT DISCIPLINE CODE

The Student Code of Conduct was designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of Malta Bend Public School. No code can be expected to list every offense that may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal and/or Board of Education. This code includes, but is not necessarily limited to, acts of students on school grounds, parking lots, school buses, or at a school activity whether on or off school property.

DISCIPLINE CONFERENCES

Student Conferences – Students who have committed disciplinary infractions may be addressed through a conference with the administration. Depending on the nature of the case, home contact or further action may be implemented.

Parent Conferences – In cases that are more serious or at the request of the home, the administration may hold a conference with the parents and/or the student. Depending on the severity of the offense, further action may be implemented.

BEFORE SCHOOL OR AFTER SCHOOL DETENTION

Students may be assigned an after school or before school detention for any infraction of the school discipline code. The sole activity permitted during detention is silent study. After school detention is from 2:35 to 3:00. Before school detentions can be assigned from 7:20 to 7:40

TYPES OF SCHOOL SUSPENSION

In-School Suspension (ISS): Students whose conduct is bordering on out-of-school suspension may be assigned to the ISS program. ISS is an alternative program designed to help students stay in school, complete their work, and overcome their problems

Out-of-School Suspension (OSS): Students suspended out of school are not eligible to practice, attend, or participate in any extra-curricular activity for the duration of the suspension and are not to be on Malta Bend School property (this includes ALL assigned days). No make-up work or school credit will be given during out-of-school suspension time unless arrangements have been made through the MBS administration.

DISCIPLINE

THE OFFENSES LISTED BELOW HAVE THE FOLLOWING PRESCRIBED CONSEQUENCES

Arson

Starting or attempting to start a fire or attempting to cause an explosion.

- 1st offense – subject to 10 to 180 days out-of-school suspension, with possible notification to law enforcement officials.
- 2nd offense –subject to recommended expulsion and notification to law enforcement officials.

Assault

Attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury, physically injuring another person.

- 1st offense –subject to 5 days out-of-school suspension and possible notification to law enforcement officials.
- 2nd offense –subject to 10 days out-of-school suspension and notification to law enforcement officials.
- 3rd offense – subject to recommended expulsion and notification to law enforcement officials.

Automobile/Vehicle Misuse

Unsafe driving on or around school property, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

- 1st offense- subject to conference and/or ISS.
- 2nd offense- subject to revocation of parking privileges.

Bus Conduct

Any offense committed by a student on a district-owned or contracted bus will be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked

Bullying (see Board policy)

Repeated and systematic intimidation, harassment, and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.

- 1st offense- subject to 3 days ISS
- 2nd offense- subject to 5 days OSS

Due to the serious nature of bullying there may be more severe disciplinary action taken depending on the incident.

Cheating

For every occurrence of cheating, a zero (0) will be given on the work involved and a disciplinary action taken as follows:

- 1st offense – Disciplinary referral written/ subject to conference with principal
- Each successive offense – subject to 1 session of ISS

Disparaging or Demeaning Language

Use of words or actions, verbal, written, pictorial, or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin, name-calling.

- 1st offense– subject to 1 day ISS
- 2nd offense– subject to 3 days of OSS
- 3rd offense– subject to 5 days of OSS

Disrespectful Conduct or Speech toward a Staff Member

Verbal, written, or symbolic language or gesture directed at a staff member which is rude, vulgar, defiant, or considered inappropriate for public settings.

- 1st offense– subject to 5 days of OSS
- 2nd offense–subject to 10 days of OSS
- 3rd offense–subject to extended OSS

Disruption of the Educational Process

- 1st offense – subject to conference and/or ISS
- 2nd offense –subject to ISS or out-of-school suspension and parent conference
- 3rd offense –subject to out-of-school suspension

Disruptive Speech, Appearance, or Conduct

Conduct, appearance, or verbal, written, pictorial, or symbolic language, which materially and substantially disrupts the educational process in the classroom and hallways during school or at school activities and functions.

- 1st offense – subject to student conference and/or ISS
- 2nd offense –subject to ISS
- 3rd offense –subject to 10 days out-of-school suspension

Drugs, Alcohol, Counterfeit Substances, Attendance, or in Possession of

Any student(s) in possession of or under the influence of any unauthorized controlled substance, alcohol, counterfeit drug, and/ or drug-related paraphernalia is prohibited on school property. School property includes school buses, school-sponsored activities (both home and away), or any vehicle being used to transport student(s) for the school district.

- 1st offense – subject to 10 to 180 days out-of-school suspension and possible notification to law enforcement officials
- 2nd offense –a minimum of 90 days out-of-school suspension with possible expulsion and notification to law enforcement officials.

Alcohol, Counterfeit Substances the Sale, Purchase, or Distribution of Drugs

Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia. Consequences of this offense can be used in conjunction with the disciplinary action of the offenses listed above.

- 1st offense – subject to 10 to 180 days out-of-school suspension and possible notification to law enforcement officials
- 2nd offense –expulsion and notification to law enforcement officials

Excessive Disciplinary Referrals (10)

Students will be subjected to a lengthy suspension, or expulsion.

Extortion

Threatening or intimidating any student for the purpose of obtaining money or anything of value

- 1st offense – subject to 10 days out-of-school suspension.
- 2nd offense - recommended expulsion and notification to law enforcement officials.

False Alarms

Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property; including but not limited to false bomb threats, pulling a fire alarm, false 911 calls, or any false catastrophe is prohibited.

- 1st offense – minimum of 10 days out-of-school suspension and immediate report to law enforcement.
- 2nd offense– recommended expulsion and notification to law enforcement.

Fighting

Mutual combat in which both parties have contributed to the conflict by physical action

- 1st offense – 5 days out-of-school suspension and possible notification to law enforcement officials.
- 2nd offense –10 days out-of-school suspension and a notification to law enforcement officials.
- 3rd offense – subject to a 90-day out-of-school suspension and notification to law enforcement officials.
- 4th offense – recommended expulsion.

Forgery

A person commits forgery if, with the purpose to defraud, the person

1) Makes, completes, alters, or authenticates any writing so that it purports to have been made by another or at another time or place or in a numbered sequence other than was in fact the case or with different terms or by authority of one who did not give such authority; or

2) Erases, obliterates or destroys any writing

3) Makes or alters anything other than writing, including receipts and universal product codes, so that it purports to have a genuineness, antiquity, rarity, ownership, or authorship, which it does not possess

4) Uses as genuine, or possesses for the purpose of using as genuine, or transfers with the knowledge or belief that it will be used as genuine, any writing or other thing including receipts and universal product codes, which the student knows have been made or altered in the manner described in this section.

Forgery (cont.)

1st offense - subject to 5 days of OSS.

2nd offense - subject to 10 days OSS and possible notification to Law enforcement Officers.

3rd offense - subject to 90 days out of school, suspension, and notification to Law enforcement Officials.

4th offense - recommended Expulsion

.Insubordination

Willful failure to respond or comply with a reasonable directive by authorized school personnel is prohibited.

- 1st offense – subject to 5 days of OSS
- 2nd offense – subject to 10 days of OSS
- 3rd offense –subject to extended days of OSS

Lying

The deliberate act of deviating from the truth to tell a falsehood

- 1st offense - subject to 1 day ISS
- 2nd offense - subject to 2 days ISS
- 3rd offense - subject to 3 days ISS

Misconduct

Lack of cooperation, general negligence of school rules or authority.

- 1st offense – subject to conference and/or before or after-school detention
- 2nd offense – subject to day of ISS and up to 3 days of OSS
- 3rd offense – subject to out-of-school suspension

Physical Abuse of Staff Member

- 1st offense – recommended expulsion

Posturing

The preliminary argument, gestures, and/or body language, which could potentially lead to a physical confrontation.

- 1st offense – subject to 3 days of ISS
- 2nd offense – subject to 5 days of ISS
- 3rd offense – subject to out-of-school suspension

Profanity

The use of profane words or phrases which are written or spoken. This offense may be used in conjunction with other consequences.

- 1st offense – subject to conference and/or 1 day of ISS.
- 2nd offense – subject to 3 days ISS.
- 3rd offense – subject to out-of-school suspension

Property Damage

- Subject to 10 days ISS

Public Display of Affection

Contact that is inappropriate for the school setting, including, but not limited to, kissing and groping

- 1st offense –subject to student conference and/or before or after-school detention
- 2nd offense –subject to before or after-school detention or in school suspension
- 3rd offense –subject to OSS

Sexual Inappropriate Behavior

Use of verbal, written, or symbolic language that is sexually inappropriate

- 1st offense –subject to student conference and/or before or after-school detention.
- 2nd offense –subject to before or after-school detention or out-of-school suspension.
- 3rd offense – subject to recommended expulsion.

Sexual Inappropriate Behavior

Physical contact that is sexually inappropriate

- 1st offense – subject to before or after-school detention or 10 to 180 days out-of-school suspension.
- 2nd offense –subject to 10 to 180 days out-of-school suspension.

Tardies

All tardies will be cleared at the end of 1st and 2nd semester.

A student is considered tardy if he/she is 0-15 minutes late to class. After 15 minutes, a student is considered absent.

Tardiness causes class interruptions and a loss of learning time. However, there are times when students may run late.

To help the parents/guardians and students avoid discipline consequences for these occasions, the student will be given two late arrivals without consequence. When a student is late to school or class, they should report directly to the office to sign in.

- 5 tardies- 1 Detention
- 10 tardies- 2 Detentions
- 15 tardies- 3 Detentions
- 20 tardies- 5 Detentions

Theft /Possession of Stolen Property

Theft, attempted theft, or knowingly possessing stolen property.

- 1st offense – subject to 5 days out-of-school suspension and possible notification of law enforcement officials
- 2nd offense – subject to 10 days of OSS
- 3rd Offense-subject to recommended expulsion and possible notification of law enforcement officials

Tobacco: Possession

Any tobacco products on school grounds, bus, or at any school activity (home or away).

- 1st offense – subject to 1 day ISS
- 2nd offense – subject to 2 days ISS
- 3rd offense – subject to 3 days ISS
- 4th offense – subject to 10 days OSS

Tobacco: Use

Any tobacco products on school grounds, bus, or at any school activity (home or away).

- 1st offense –subject to 1 day of ISS
- 2nd offense –subject to 3 days of ISS
- 3rd offense –subject to 10 days of OSS
- 4th offense –subject extended suspension

Truancy

When a student is absent from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of Parents/guardians.

Multiple consecutive days of truancy may result in detention days exceeding the offense.

- 1st offense –subject to 5 Detentions
- 2nd offense –subject to 3 Days ISS
- 3rd offense –subject to 5 Days ISS
- 4th offense –subject to recommendation for alternative program

Vandalism

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

- 1st offense – subject to 10 days OSS, restitution of damages, student conference and/or, morning or afternoon ISS and possible notification to law enforcement officials

- 2nd offense – subject to restitution of damages, ISS, & subject to 10 days OSS

Weapons

Dangerous weapons, chemicals, and explosives.

The possession or use of any device or instrument (other than those defined in 18U.S.C. 921, 18 U.S.C 930 (g) (2) or 571.010, RSMo, designed as a weapon and capable of producing death and bodily harm is prohibited; i.e. knives, B.B. gun, dart pistol, mace/pepper spray, metal knuckles, clubs, sling shot, bow and arrow, or any similar deadly weapon.

- 1st offense – subject to 10 days out-of-school suspension with possible expulsion and possible notification to law enforcement officials
- 2nd offense – recommended expulsion with notification to law enforcement officials

Weapons: Firearms

Possession or use of a firearm, as defined in 18 U.S.C. 921 or any instrument or device defined as a dangerous weapon in 18 U.S.C. which will or is designed to or may readily be converted to expel a projectile by action or an explosive or any destructive device intended to be used to produce death or bodily harm is prohibited. In accordance with federal law, any student who brings or possesses a firearm on school property will be suspended from school for a minimum of one calendar year and will be referred to the appropriate legal authorities.

- 1st offense –subject to a minimum of one calendar year suspension or expulsion, unless modified by the Board of Education upon recommendation by the Superintendent and notification to law enforcement officials.
- 2nd offense –subject to recommended expulsion and notification to law

Sexual Harassment Policy

It is the intent of the Malta Bend Public School District to provide and to promote an atmosphere conducive to learning. Malta Bend School has a strict policy prohibiting any form of sexual harassment of students. Any type of harassment (sexual, racial, or otherwise) will not be tolerated.

The definition of Harassment is offensive language, physical or verbal sexual advances, physical contact, or any other conduct, which causes another individual discomfort or embarrassment. Sexual harassment may include but is not limited to:

- Verbal harassment or abuse
- Subtle pressure for sexual activity
- Inappropriate or unwelcome touching, patting, or pinching
- Intentional brushing against a student's body
- Demanding sexual favors accompanied by implied or overt promise of preferential treatment.

Anyone believing to be a victim of sexual harassment by a student or an employee of the district should report such complaints to a principal, teacher, counselor, or other staff member. A reporting form is available in the Principal's office, but reports may also be verbal or by informal written note. The school will act to investigate all complaints as quickly as possible. Individuals who sexually harass either a student or a staff member may be subject to civil or criminal litigation or both, as well as discipline by the school district, including possible suspension or expulsion.

EXCESSIVE ABSENCES

After 10 days of absence, a student will be required to submit a medical slip thereafter for each day missed. If there is no medical slip signed by a doctor clearing the student for the specific day(s) missed, the absence will be counted as truancy and dealt with accordingly. Students who have been absent for medical reasons prohibiting them from

attending school yet attend school activities and/or work will be deemed truant. Extensions to this time limit may be granted after a student conference with the Principal. A student who has surpassed 10 days of absences will not be eligible for college visits.

CATEGORIZATION OF ABSENCES, ADMIT REQUIREMENTS, AND MAKE-UP POLICY

Verified (V): The attendance office must be notified by a parent or guardian, preferably the day of the absence(s). To report your student's absence by phone, call 595-2371 between the hours of 7:00 a.m. and 4:00 p.m. For your convenience, an answering machine will take your message between the hours of 4:00 p.m. to 7:00 a.m. Reasons for verified absences are as follows:

- PERSONAL ILLNESS – Students must have a medical excuse if they have more than 10 days of absence
Please refer to “Excessive Absences” above

- FAMILY ILLNESS

- FUNERALS

- DRIVER'S TEST

- DOCTOR'S APPOINTMENT – If a student made an appointment several days in advance, he/she must make homework arrangements in advance with the teacher. If the student will be gone part of the day, he/she must make contact with the teacher(s) whose classes he/she will miss in advance to leaving.

- RELIGIOUS OBSERVANCES

- OTHER JUSTIFIABLE REASONS – Absence is cleared by the Principal.

If a parent calls the school to excuse the student, no admit will be required.

MAKE-UP WORK POLICY-VERIFIED & EXCUSED

Students will be given one day to make up work for each day they are absent.

Example: If you are excused on Monday, your work is due on Wednesday, unless other arrangements were made with the teacher.

Planned (P): Those absences for which the parent or guardian notify the school but do not fit into the verified category. The reasons for these absences must be acceptable to the administration. If the absence is not acceptable, It will be counted as a verified absence if under 10 days.

Examples are as follows:

- RELIGIOUS RETREATS

- FAMILY TRIPS

- PRE-ARRANGED COURT DATES

MAKE-UP WORK POLICY-PLANNED

Arrangements for make-up work must be made before the absence. In addition, the absence must be cleared through the office.

UNEXCUSED/TRUANCY

Students who are absent for any other reasons other than those listed under “excused” absences will be considered unexcused.

Some Examples of UNEXCUSED ABSENCES include:

Extra vacation days (unless prior notice is given to the attendance office)

Oversleeping

Hunting or fishing trips

Birthdays

Jobs

Interviews for jobs

Baby-sitting

Some examples of TRUANCY include:

Students leaving during the school day without properly signing out

Students leaving the classroom without permission

Students not going to class

Absence not cleared by a phone call or a note

Students having more than 10 days of absence and failing to produce a medical clearance slip immediately upon return counts as truancy.

STUDENTS WILL NOT BE ALLOWED TO LEAVE SCHOOL IN ORDER TO SECURE A MEDICAL SLIP.

ADMIT REQUIREMENTS-TRUANT

If a student is listed as truant (K or an A) on the absentee sheet, that student will be sent to the office immediately. If there has been no communication from the parents, an "F" will be given for all class work due the day of the absence and the appropriate discipline will be administered.

MAKE-UP WORK FOR UNEXCUSED ABSENCES

- Students will receive a grade of "zero," for work missed during an "unexcused absence."

RETURNING TO SCHOOL AFTER AN ABSENCE(S)

If parents have reported the absence to the Attendance Office, students should return directly to class. All others must first report to the Attendance Office with a note from a parent/guardian the next day. When a student is absent for more than ten (10) days, a doctor's note is required.

SPECIAL CIRCUMSTANCES FOR ABSENCES

If a student has special circumstances, he/she may appeal to the principal. The appeal must be verified and in writing to the principal. If parents/administration agrees, participation in summer school, correspondence courses, credit recovery, or on-line classes may be used to gain credit.

FIELD TRIPS

These absences are not counted against the student's overall attendance.
HOWEVER, MAKE-UP POLICY IS THE SAME AS THE PLANNED ABSENCE.
Field trips are scheduled by teachers, coaches, or administrators in advance.
Therefore, students should always inform teachers if they will be missing their classes and arrange for homework prior to the trip.

HOMEWORK REQUEST

Parents can request homework assignments for extended absences beyond one day by calling 595-2371 before 10:00 a.m. Calls after 10:00 a.m. can schedule a pick-up the next day.

OVERALL MAKE-UP POLICY

Students will be given one day to make up work for each day they are absent.
Example: If you are excused on Monday, your work is due on Wednesday. When an assignment was given prior to the absence, it is due when the teacher assigned it.
For example if a teacher assigned homework that was due the next day, and the student was absent, it is due upon return. An extra 2 days will not be given. If a student is in school any part of the day it is his/her responsibility to turn in all work due that day and to get assignments for the next day. If this procedure is not followed, a zero will be given for all class work due the day of the absence.

LEAVING THE CLASSROOM OR BUILDING

Students will not be excused during class to run errands unless an emergency occurs. This should be cleared through the Principal's office. No student should be excused from one class to do work in another class unless in full agreement

with both teachers, and teachers should do the asking, not the student. The student phone in front of the office is used for emergencies only, not for personal business. Only the principal can excuse a student to leave the building and they must sign out before leaving. Failure to sign out will be treated as truancy.

WITHDRAWAL FROM SCHOOL

In the event a student withdraws from school, the student should:

1. NOTIFY THE OFFICE IN ADVANCE.
2. After parent verification by the office, obtain a permission to drop/withdraw form from the office.
3. Take the form to your counselor to discuss upcoming educational plan.
4. Take withdrawal form to each teacher, return books and equipment in that classroom, and obtain a withdrawal grade for that class.
5. Take form to the Librarian for verification that no library books or fines are outstanding.
6. Obtain a signature from the Principal's secretary verifying there are no outstanding debts.
7. Return the completed form to the office.
8. BE SURE YOU HAVE GIVEN THE OFFICE THE NAME AND ADDRESS OF THE SCHOOL WHERE YOU WILL BE TRANSFERRING.

COLLEGE VISITS

Students can take college visits without being counted absent, provided the following conditions are met:

- The college visit is prearranged through the counselor.
- The student submits a note from the college or university to the attendance secretary verifying that he/she was there on the day(s) of absence.

Seniors are limited to three college visits.

Any additional visits made by underclassman are a verified absence. All students taking college visits are responsible for making homework arrangements with their teachers prior to their absence. A student who has surpassed 10 days of absences will not be eligible for college visits.

Family Policy Compliance Office

Model Notification of Rights Under FERPA

Under FERPA for elementary and secondary institutions, The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age (eligible students) certain rights with respect to the student's education records. These rights are outlined below:

- A. The right to inspect and review the student's education records within forty-five (45) days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Malta Bend R -V School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify

why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, assisting another school official in performing his or her or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. (Optional) Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Malta Bend R-V School District to comply with the requirements of FERPA. The name and address of the office that administers

FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605**

SCHOOL WIDE TITLE I PROGRAM

The purpose of the School wide Title I program is to provide the enriched and accelerated learning experience necessary for all students to reach high standards. The program goal of the school wide program is to increase achievement in the areas of communication arts and mathematics for all students in the district as well as increase parent involvement.

All administrators, teachers, and paraprofessionals at Malta Bend Elementary are properly certified and highly qualified. Parents of each student attending Malta Bend Elementary may request information regarding the professional qualifications of the student's classroom teacher.

PARENT INVOLVEMENT PLAN

The parent involvement plan is an extension of our school district's parent involvement board policy. **Information and resources for parents may also be obtained from the Parent**

Information and Resource Center (PIRC) website: www.pirc.info.net . The Board recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review of Title I programs.

The Malta Bend Elementary School wide Title I program is committed to including parents as an integral part of the educational opportunities offered. It is our district's belief that parents have definite responsibilities in education. We feel that parents should encourage students to cooperate with the school, to give their best effort to attend daily, to meet school responsibilities and to participate in school activities. We also believe that the community shares with the school the responsibility for educating children and youth. The community shall provide the financial support as well as time and talent. Additionally, the community has the opportunity to provide input regarding decisions affecting education.

Parents serve on the School wide Title I Committee. In addition, parent surveys and parent participation in the development and implementation of the School wide plan are sought on an annual basis. Results from these surveys are used in combination with other data collected including district wide assessments, teacher surveys, analysis of the district's subgroup populations and at-risk population, faculty meetings, administrative planning meetings, analysis of the district's CSIP plan, technology plan and the district's annual performance report to provide the School wide Title I Committee with a clear vision of the district's greatest strengths and needs. The culmination of all of the information collected from the sources listed above is then utilized to develop the School wide Title I Plan.

PARENT/SCHOOL COMPACT

The Malta Bend R-V Parent/School Compact was developed as a symbol of the Malta Bend R-V School District's commitment to providing all students with the opportunity to achieve their highest level of success. The Malta Bend R-V School District believes that this can only be accomplished through a partnership between the school, parents and students. For those reasons, the Parent/School Compact consists of three (3) sections:

- A. Parent
- B. Student
- C. Teacher

The Parent/School Compact is discussed and signed by teachers, parents and students at Registration, Back to School Night and Parent/Teacher Conferences.

COORDINATION/INTIGRATION WITH OTHER SCHOOL PROGRAMS

The Malta Bend R-V School District is dedicated to providing the best educational opportunities available to ensure that each child receives a quality education that will prepare her/him for success in the real world. The school district meets the criterion as a designated A+ school. The district staff, administration, and community are "*Preparing Today's Children for Tomorrow's Challenges*" through on-going professional development, analysis of instructional programs, and continual school improvement.

The Malta Bend R-V School District recognizes the importance in early intervention and early childhood education. Programs and collaboration that focus upon preschool children are essential in building a positive relationship between the home and school.

Additionally, early childhood education provides the basis for academic success as children transition from their homes, daycare, or preschool into the formal, public education setting. The

Malta Bend R-V School District provides for the effective transitioning of preschool students with the following programs and activities:

- A. The Malta Bend R-V School District supports the *Parents as Teachers* program. This program currently services around twenty (20) children birth to three. Various screenings for children birth to three are on-going during the course of the program enrollment. Results are shared with parents and referrals are made as needed. Additionally, the parent educator is also trained to service children three to five. The parent educator works to provide educational activities to children ages three to five enrolled in the district's preschool program.
- B. The Malta Bend R-V School District offers an Early Childhood Special Education Program. The students in this program are provided with individualized instruction that addresses developmental delays. The students are also integrated into classroom activities and field trips with non-disabled peers enrolled in the district's four-year-old preschool program.
- C. Preschool parents participate in conferences with the preschool teacher, which sets the tone for positive home/school communication as the child moves into Kindergarten. Preschool students also ride the bus to school, perform on stage for parents, and tour the kindergarten room at the end of the school year. Kindergarten and Preschool students perform their end-of-year graduation ceremony together. All of these activities help provide preschool students with familiar routines and build a feeling of security early on before entering Kindergarten.
- D. Malta Bend R-V School District conducts an annual preschool screening process each spring. Screenings are conducted for all students, ages three to five. Results from these screenings are utilized for the district's program, providing services and planning instruction for kindergarten students. Results of the screening are shared with parents and referrals are made as needed.

Kindergarten students and their parents are provided with an "Open House" activity before the beginning of the school year. Parents and students come out to meet the Kindergarten teacher and visit the Kindergarten classroom. This gives the teacher an opportunity to distribute information about the Kindergarten program, goals/objectives, and assessment of those objectives. Additional information regarding the Kindergarten schedule, classroom routines, and bus routes will be shared with parents. This open house provides parents and students opportunity to get better acquainted with the teacher as well as to socialize with other parents and students.

The following additional supports will be utilized to assist in the achievement of the goals/objectives of the school wide program:

- A. Before and after school tutoring will be provided to individual students or small groups of students.
- B. High school cadet teachers involved in the A+ program will provide additional support by working with students who need individual, tutorial assistance.
- C. Community volunteers will be considered to assist struggling students in communication arts and math.
- D. The district utilizes a percentage of its state aid funding and general fund money to enhance student achievement and the School wide Title I program.

STRATEGIES FOR COMMUNICATION

A Parent Orientation Meeting/Open House will be held at the beginning of the school year, usually the week before school actually starts. This is to provide parents an opportunity to meet the Malta Bend R-V School District staff, and specifically, the student's classroom teacher. At this meeting parents and students will receive the goals/objectives of each grade level and methods of assessing those objectives. Parents will receive a copy of the Malta Bend Elementary Student Handbook, which includes the explanation of the school wide Title I program and the Parent Involvement Plan. The building principal and teachers will inform parents of the importance of our building policies and procedures. Parent discussion and questions will be encouraged.

A variety of meetings will be offered to parents throughout the year to encourage parent involvement. This will include the following:

- A. Each grade level will host "Grade Level Parent Nights" once a quarter. Examples of parent and child activities might include: Study Island, Reading Eggs, Reading Eggspress, Book Buddies, How to Help Your Child with Homework, or How to Help Your Child be a Better Reader. Student musical performances are provided once a year.
- B. Breakfast with Grandparents will be provided annually for all students PreK-6.

Other methods of communicating with parents will include the following:

- A. Teachers and the building principal will provide newsletters on a regular basis to parents that will include pertinent grade level information, special events/honors, special activities, and helpful tips. Teachers will also utilize letters, notes, phone calls, and conferences to promote communication between home and school.
- B. Parent/teacher conferences will be held at the end of the first and third quarters. Mid-term progress reports will be provided to parents whose students are struggling each quarter. The Parent/School Compact will be discussed and signed by teachers, parents, and students at Open House.
- C. Parents may utilize the Malta Bend School Web Page at [W18•w.mbtigers.com](http://W18.w.mbtigers.com) . This site provides a variety of information including an events calendar, school calendar, district profile, lunch and breakfast menus, elementary and secondary home pages, faculty home pages, and the student handbooks.
- D. The Parent Portal will be available for all parents.

EVERY STUDENT SUCCEEDS ACT (ESSA)

The Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015, and represents good news for our nation's schools. This bipartisan measure reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students.

The new law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the country. For example, today, high school graduation rates are at all-time highs. Dropout rates are at historic lows. And more students are going to college than ever before. These achievements provide a firm foundation for further work to expand educational opportunity and improve student outcomes under ESSA.

The previous version of the law, the No Child Left Behind (NCLB) Act, was enacted in 2002. NCLB represented a significant step forward for our nation’s children in many respects, particularly as it shined a light on where students were making progress and where they needed additional support, regardless of race, income, zip code, disability, home language, or background. The law was scheduled for revision in 2007. Over time, NCLB’s prescriptive requirements became increasingly unworkable for schools and educators. Recognizing this fact, in 2010, the Obama administration joined a call from educators and families to create a better law that focused on the clear goal of fully preparing all students for success in college and careers.

Congress has now responded to that call. The Every Student Succeeds Act (ESSA) reflects many of the priorities of this administration.

ESSA includes provisions that will help to ensure success for students and schools. Below are just a few. The law:

- Advances equity by upholding critical protections for America's disadvantaged and high-need students.
- Requires, for the first time, that all students in America be taught to high academic standards that will prepare them to succeed in college and careers.
- Ensures that vital information is provided to educators, families, students, and communities through annual statewide assessments that measure students' progress toward those high standards.
- Helps to support and grow local innovations—including evidence-based and place-based interventions developed by local leaders and educators, consistent with our [Investing in Innovation](#) and [Promise Neighborhoods](#).
- Sustains and expands this administration's historic investments in increasing access to a high quality preschool.
- Maintains an expectation that there will be accountability and action to effect positive change in our lowest performing schools, where groups of students are not making progress, and where graduation rates are low over extended periods of time.

For more information, please visit www.ed.gov/essa.

**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 programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

<p>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</p>
<p>General Information</p> <ol style="list-style-type: none">1. What is a complaint under ESSA?2. Who may file a complaint?3. How can a complaint be filed?

<p>Complaints filed with LEA</p> <p>4. How will a complaint filed with the LEA be investigated?</p> <p>5. What happens if a complaint is not resolved at the local level (LEA)?</p>	<p>Complaints filed with the Department</p> <p>6. How can a complaint be filed with the Department?</p> <p>7. How will a complaint filed with the Department be investigated?</p> <p>8. How are complaints related to equitable services to nonpublic school children handled differently?</p>
<p>Appeals</p> <p>9. How will appeals to the Department be investigated?</p> <p>10. What happens if the complaint is not resolved at the state level (the Department)?</p>	

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.

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.

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

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

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.

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

7. 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).

8. 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.

9. 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.

HIGHLY QUALIFIED TEACHER

Definition of Highly Qualified Teacher

The requirement that all teachers be highly qualified applies to all public elementary or secondary school teachers employed by a local educational agency who teach a core academic subject. "Highly qualified" means that the teacher:

1. Has obtained full State certification as a teacher or passed the State teacher licensing examination and holds a license to teach in the State, and does not have certification or licensure requirements waived on an emergency, temporary, or provisional basis;
2. Holds a minimum of a bachelor's degree; and
3. Has demonstrated subject-matter competency in each of the academic subjects in which

the teacher teaches, in a manner determined by the State and in compliance with Section 9101(23) of ESEA.

Meaning of "Core Academic Subjects"

The term "core academic subjects" means English, reading or language arts, mathematics, science, foreign language, civics and government, economics, art, music, history, and geography [ESEA, Section 9101(11)].

COMPLAINT RESOLUTION PROCESS (HOMELESS STUDENT)

The following is the complaint process recommended by the Department of Elementary and Secondary Education when a dispute arises regarding the education of a homeless child or youth:

- I. School District Level — Every effort must be made to resolve the complaint or dispute at the school district level before it is brought to the Department of Elementary and Secondary Education. It is the responsibility of the school district (the district) to inform the complainant of the district's Complaint Resolution Procedure when a question concerning the education of a homeless child or youth arises.
 - A. Notify the district's homeless coordinator, the Superintendent of Schools. The homeless coordinator serves as a liaison between the homeless child and the school the child attends. Someone in the school or in the superintendent's office will be able to identify the homeless coordinator.
 1. Request a copy of or access to the district board of education policies addressing the education of homeless children and youths and review them. Make an appointment with the homeless coordinator to discuss the complaint.
 2. If the dispute is not resolved after the initial discussion with the district's homeless coordinator, the complainant can file a complaint in writing to the district's homeless coordinator for further review.
 3. In the complaint include a request that a written proposed resolution of the dispute or a plan of action be provided within five (5) days of the date of the discussion.
 - B. If the dispute is not resolved at the homeless coordinator level, the complaint may be forwarded to the superintendent of the district for review followed by a meeting with the superintendent to discuss the dispute. The complainant should request from the superintendent a written resolution within five (5) days of the date of the discussion.
 - C. If the dispute is not resolved at the superintendent level, the complainant may take the matter before the school district board of education for resolution.
- II. State Level — If the dispute is not resolved in a satisfactory manner at the school district level, the complaint may be brought to the Department of Elementary and Secondary Education. Complaints made under this process must be made in writing and signed by the complainant. The following steps are to be taken:
 - A. Address the complaint to the State Homeless Coordinator, Federal Discretionary Grants, P.O. Box 480, Jefferson City, Missouri 65102-0480

- B. Include in the complaint:
1. a detailed description of the dispute
 2. the name(s) and age (s) of the children involved
 3. the name(s) of involved school district personnel and the district(s) they represent
 4. a description of attempts that were made to resolve the issue at the school district level
- C. The Director of Federal Discretionary Grants (the director) will inform the involved school district(s) of the complaint. The director or the director's designee will gather needed information including documentation and statements of the parties and may conduct an independent investigation through an on -site visit if necessary.
- D. Within thirty (30) days after receiving a complaint, the director will resolve the complaint and will inform the parties, in writing, of the decision.
- E. If a complainant disagrees with the director's decision, the complainant may, within ten (10) working days, appeal the decision to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.
- F. Within thirty (30) days after receiving the appeal, the Deputy Commissioner of Education will render a formal administrative decision and notify the complainant and all other interested parties in writing.
- G. While the dispute is ongoing, the child(ren) in question must be enrolled in school. If the dispute revolves around which school is the school of best interest for the child(ren), the child(ren) shall remain in the school they currently attend until the dispute is resolved, unless arrangements already implemented allow the child(ren) to attend the school of origin.

* The parties may mutually agree on an extension; however every effort should be made to resolve the complaint in the shortest possible time.

** Although the standard procedure allows thirty (30) days for a response, every effort will be made to resolve the complaint in the shortest possible time.

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.