



MALDEN R-I ELEMENTARY SCHOOL

601 West Burkhardt Malden, MO. 63863

Phone: (573) 276-5794

Student Handbook

2025-2026

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Administration and Board of Education

BOARD OF EDUCATION

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ADMINISTRATION

Carie Fowler	Superintendent
Robert Ison	Sr. High School Principal
Mark Pickard	Jr. High School Principal
Misty Thomas	Elementary School Principal
Chelsea Clark	Elementary School Assistant Principal
Tisha Earnheart	Special Education Process Coordinator
Tim Harmon	Athletic Administrator
Elana Ison	A+ Coordinator/Jr.High/HS 504 Coordinator
Lacey Smothers	PK-5 504 Coordinator
Ian Casto	Technology Coordinator
Crystal Slaughter	Instructional Technology Coordinator
Marla Swindell	Academic Coach

School District Mission

(Comprehensive School Improvement Plan)

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

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

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

Note from the Principals

Dear Students and Parents,

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

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

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

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

Sincerely,

Misty Thomas, Principal

Chelsea Clark, Assistant Principal

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

Faculty

<u>Preschool</u> Laura Belcher Juli Reeder Jennifer Hill <u>Early Childhood Special Education</u> Tabitha Cohen <u>Kindergarten</u> Whitney Darter Kasey Sparks Cheryl Vent <u>First Grade</u> Lindsay Davidson Macey Edwards Jennifer Nealey <u>Second Grade</u> Tori Chambers Amy Gough Mackenzie Miller <u>Third Grade</u> Melinda Clark Bailey Riley Taylor Anthony <u>Fourth Grade</u> Brianna Martinez Melanie Durham Mary Howell <u>Fifth Grade</u> Brittney Kirk-Math Amanda Sage -Science/SS Britney Blake - ELA	<u>Reading Teachers</u> Stephanie Patillo Vivian Stone Hope Pickard <u>Special Education</u> Sheila Bixler Rachael Phillips Jennifer Sokolova Jenny Casteel <u>Speech and Language</u> Sarah Knight <u>Counselor</u> Lacey Massey <u>P.A.T.</u> Amy Duckworth Gwen Holloway Patti Phelps Christian Cannon Jan Blume <u>Special Classes</u> Amy Duckworth-Library Whitney Smith-Art Dylan Earnheart-PE Scarlett Whitacre-Music <u>ISS</u> Mary Roberts <u>Nurse</u> Angel Murphy <u>Testing Coordinator</u> Heather Bedwell <u>Elem. Secretaries</u> Anita Mathies Megan Young <u>PK/SPED/PAT Secretary</u> Teresa Brown	<u>SRO</u> Denise Summers <u>Classroom Aides</u> Destinie Doyle Jonell Elmore Joanie Karlish Trena Stratton Julie Hall Kayla VonRuden Kaitlynn Clenney Kelsey Houltzhouser Nyaisa Castillo <u>Instructional Technology Coordinator/Elem. Math Coach</u> Crystal Slaughter <u>Technology Coordinator</u> Ian Casto <u>Curriculum Coach</u> Marla Swindell <u>Food Service Director</u> Lorena Tapp <u>Custodial Staff</u> Maria Desantiago Sarah Jenkins Bridgett Smith Eddie Smith <u>SPED Director</u> Tisha Earnheart <u>SPED Director</u> Jodie Noe <u>Principals</u> Misty Thomas Chelsea Clark
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Discipline

General Disciplinary Procedures

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

District Discipline Code

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

Student Discipline Code

The student code of conduct as detailed under District policies JG-R1, JGA, JGB, JGD, JGE, JGF, and associated procedures, is designed to bring about student responsibility, respect for the rights of others, and so the school may operate in an orderly fashion. This code cannot be expected to list each and every offense that may result in disciplinary action. It is, however, the purpose of the code to list certain offenses that are punishable by certain disciplinary action. Any conduct not included in this code, or a combination of offenses, will be disciplined on a case-by-case basis deemed necessary by the administration.

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

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

Reporting To Law Enforcement

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

The principal shall immediately notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the District's policy. If the District is aware that a student who is suspended for more than ten days or expelled is under court jurisdiction, the superintendent shall notify the appropriate division of the juvenile or family court of the suspension or expulsion.

Documentation In Student's Discipline Record

The principal, designee, or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of

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

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) school days.

Condition Of Suspension, Expulsion And Other Disciplinary Consequences

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

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

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

If a student violates the prohibitions of this section, he or she may be suspended or expelled in accordance with the offenses, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below. As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within one thousand (1,000 feet) of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the District's discipline policy.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy. The District will also retain the right to refer students to school-based counseling for certain offenses.

ASD - After school detention
ISS - In-school Suspension
OSS - Out-of-School Suspension
ALT - Alternative School – grades 4-6
SRO - School Resource Officer

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

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

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

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

1st offense: 1 swat
2nd offense: 2 swats
3rd offense: 1-3 days OSS

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

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

C. *Cheating or Plagiarism/Forgery*

1) *Grades K-3*

1st offense: conference/warning given
2nd offense: zero and ASD
3rd offense: zero and 1-3 days ISS or 1-2 swats

2) *Grades 4-5*

1st offense: zero and 1 swat or ASD
2nd offense: zero and 2 swats or 2 days ISS
3rd offense: zero and 2 swats or 3 days ISS

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

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

E. Failure to attend After School Detention

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

F. Refusal to work

1st offense: 1 day ISS, ASD or 1 swat
2nd offense: 2 days ISS or 2 swats

3rd offense: 3 days ISS
4th offense: 1 day OSS/ALT

- G. Tantrum/loss of control**
1st offense: 1 day ISS, ASD or 1 swat
2nd offense: 2 days ISS or 2 swats
3rd offense: 3 days ISS
4th offense: 1 day OSS/ALT

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

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

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

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

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

- C. *Truancy (Off Campus) - Leaving school grounds during school hours without the knowledge and consent of parent/guardian and/or school administration. (Policy 2340)***

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

- D. *Truancy – Failure to attend school without knowledge/consent of parent/guardian or school administration. Also included is the failure to bring a note upon return from an absence (unless parent/guardian made prior arrangements with the school) (Policy 2340)***

1st offense: 1 day ISS (no note), 3 days ISS; referral to SRO
2nd offense: 1 day ISS (no note) or 5 days ISS; referral to SRO
3rd offense: 1 day ISS (no note) or 3 days OSS/ALT. School; referral to SRO/Juvenile Officer if age appropriate

- E. *Public Displays of Affection***

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

- F. *Misconduct in Hall/Lunchroom/Bathroom/Playground/Gym***

1st offense: ASD, 1 swat, or clean affected area if applicable
2nd offense: 1 day ISS or 1 swat: clean affected area if applicable
3rd offense: 2 days ISS or 2 swats; clean affected area if applicable

G. Gambling/Extortion

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

H. Horse playing includes wrestling, scuffling, running, play fighting, etc.

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

I. Technology Misconduct/Computer Violation- any action which is in violation of student's technology use agreement or Board policy. (Regulation 6320)

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

J. Vandalism- including property of school, staff, or students. (severity of consequences based on dollar amount of vandalism i.e. misdemeanor v. felony) (Policy 5280)

- 1st offense: 1-2 days ISS, 1-2 swats or 1-3 days OSS/ALT; restitution if appropriate
- 2nd offense: 3-5 days ISS or 3-5 days OSS/ALT; restitution if appropriate
- 3rd offense: 8-180 days OSS/ALT; restitution if appropriate and notification of law enforcement

K. Cell Phones/Personal Electronic Devices- From the time students arrive to school to the time they leave school, cell phones and personal electronic devices are to be turned off and out of sight, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal. This includes in the restroom and locker rooms

1) In sight but not being used.

- 1st offense: Confiscated, picked up by parent/guardian, and warning given
- 2nd offense: Confiscated, picked up by parent/guardian, and 1 day ISS
- 3rd offense: Confiscated, picked up by parent/guardian, 2 days ISS and student is banned from having a phone at school.

2) In use during school day (talking, texting, taking pictures, or any other action on the phone or personal electronic device).

- 1st offense: Confiscated, picked up by parent/guardian
- 2nd offense: Confiscated, picked up by parent/guardian, and 1 day ISS
- 3rd offense: Confiscated, picked up by parent/guardian, 2 days ISS, and student is banned from having a phone at school.

L. Nuisance Items- Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

- 1st offense: Confiscated, picked up by parent/guardian;
- 2nd offense: Confiscated, picked up by parent/guardian; 1 day ISS
- 3rd offense: Confiscated, picked up by parent/guardian; 3 days ISS

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

A. Rude/Discourteous to Staff

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

- B. Disrespectful Acts/Attitudes Toward Staff**
1st offense: 2 days ISS or 2 swats
2nd offense: 3 days ISS
3rd offense: 1-3 days OSS/ALT
- C. Insubordination/Defiance to Staff (including refusing to go to the office when instructed to do so).**
1st offense: 1 day OSS/ALT
2nd offense: 3 days OSS/ALT
3rd offense: 5-8 days OSS/ALT
- D. Offensive or Obscene Gestures or Language Directed at Staff**
1st offense: 3 days OSS/ALT
2nd offense: 5 days OSS/ALT
3rd offense: 8 days OSS/ALT
- E. Physical/Written/Vocal Aggression (threatening) Toward Staff**
1st offense: 4-8 days OSS/ALT (minimum) referral to Superintendent/SRO/Juvenile
2nd offense: 8 days OSS/ALT and referral to Superintendent for long-term suspension/SRO/Juvenile
3rd offense: Referral to Board of Education for Expulsion/SRO/Juvenile
- F. Assault on Staff**
1st offense: from ISS up to 8 days OSS, Referral to Board of Education for Expulsion, and referral to SRO/Juvenile

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

- A. Harassment, including sexual harassment-use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. (Policy 2130)**
- 1) Grades K-3
1st offense: 1-2 days ISS or 1-2 swats
2nd offense: 2-3 days ISS or 2 swats
3rd offense: 1 day OSS/ALT
- 2) Grades 4-5
1st offense: 1-8 days ISS or OSS/ALT; referral to SRO/Juvenile
2nd offense: 8 days OSS/ALT; referral to SRO/Juvenile
3rd offense: 9-180 days OSS/ALT; referral to superintendent for further disciplinary action/SRO/Juvenile
- B. Harassment, unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. (Policy 2130)**
1st offense: from ISS up to 4-8 days OSS/ALT; referral to SRO/Juvenile
2nd offense: 8 days OSS/ALT; referral to SRO/Juvenile
3rd offense: referral to superintendent for further disciplinary action; SRO/Juvenile
- C. Disrespectful, Disparaging or Demeaning Language- Use of words or actions, verbal or written, meant to harass or injure another person. This includes basic harassment as well as remarks of racial, ethnic, or religious nature.(Policy 2130)**
1st offense: 1-2 days ISS or 1-2 swats
2nd offense: 2-3 days ISS or 2 swats
3rd offense: 1 day OSS/ALT

- D. Physical/Written/Vocal Aggression (threatening) Toward Another Student**
1st offense: 1-2 days ISS or 1-2 swats
2nd offense: 2-3 days ISS or 2 swats
3rd offense: 1 day OSS/ALT
- E. Hazing, Bullying and Cyberbullying (to include electronic of any kind) (severity of offenses will be under the discretion of administration) (Policy 2655)**
1st offense: 1-8 days ISS or OSS/ALT; referral to SRO/Juvenile
2nd offense: 8 days OSS/ALT; referral to SRO/Juvenile
3rd offense: 9-180 days OSS/ALT; referral to superintendent for further disciplinary action/SRO/Juvenile
- F. Theft- stealing from the school or another student. (Severity of consequences based on dollar amount of theft i.e. misdemeanor v. felony)**
1) Grades K-3
1st offense: from ASD up to 8 days OSS and restitution; referral to SRO/Juvenile
2nd offense: from 2 days ISS up to 8 days OSS and restitution; referral to SRO/Juvenile
3rd offense: from 3 days ISS up to 11-180 days OSS and restitution; referral to SRO/Juvenile
2) Grades 4-5
1st offense: 3 days ISS up to 8 days OSS/ALT and restitution; referral to SRO/Juvenile
2nd offense: 5 days ISS up to 8 days OSS/ALT and restitution; referral to SRO/Juvenile
3rd offense: 8 days ISS up to 19180 days OSS/ALT and restitution; referral to SRO/Juvenile/Superintendent for further disciplinary action
- G. Indecent Exposure**
1st offense: 2 days ISS or 2 swats up to 8 days OSS/ALT; referral to SRO/Juvenile
2nd offense: 4 days OSS/ALT (minimum); referral to SRO/Juvenile
3rd offense: 8 days OSS/ALT (minimum); referral to SRO/Juvenile
- H. Verbal Confrontation- Students verbally confront one another to the point of a staff member stepping in. No physical actions taken.**
1st offense: 1-2 day ISS or 1-2 swats
2nd offense: 3 days ISS
3rd offense: 1 day OSS/ALT
- I. Fighting (K-3) - mutual combat in which both parties have contributed to the conflict either verbally or by physical action to include inciting or coercion.**
1st offense: 2 days OSS/ISS or 2 swats; referral to SRO/Juvenile
2nd offense: 4 days OSS/ISS; referral to SRO/Juvenile
3rd offense: 8 days OSS/ISS; referral to Superintendent for long-term Suspension/possible Expulsion; referral to SRO/Juvenile
- J. Fighting (4-5) - mutual combat in which both parties have contributed to the conflict either verbally or by physical action to include inciting or coercion.**
1st offense: 4 days OSS/ALT; referral to SRO/Juvenile
2nd offense: 8 days OSS/ALT; referral to SRO/Juvenile
3rd offense: 8 days OSS; referral to Superintendent for long-term Suspension/possible Expulsion; referral to SRO/Juvenile
- K. Inappropriate Touching**
1st offense: 1-2 days ISS or 1-2 swats; parent notification
2nd offense: 2-4 days ISS; parent notification
3rd offense: 4 days OSS/ALT; parent notification

- L.** *Assault-using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault.*
 1st offense: up to 8 days ISS/OSS/ALT and referral to Superintendent for further disciplinary action; referral to SRO/Juvenile
 2nd offense: 8 days OSS; Referral to Board of Education for possible Expulsion; referral to SRO/Juvenile
- M.** *Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences (Punishment depends on seriousness of the violation)*
 1st offense: warning; ASD, ISS, or 1-180 days OSS/ALT; referral to SRO/Juvenile
 2nd offense: 1-180 days OSS/ALT or expulsion; referral to SRO/Juvenile
- N.** *Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material*
 1st offense: Confiscated; principal/student conference; ASD up to 8 days OSS/ALT; referral to SRO/Juvenile
 2nd offense: Confiscated; from ASD up to 1-180 days OSS/ALT, or expulsion; referral to Superintendent for further disciplinary action; referral to SRO/Juvenile
- V. Violations Against Public Health and Safety –** Subsequent actions for consequences that are not listed below will be subject to the discretion of the administration.
- A.** *Drugs/Alcohol- Possession, Transmission, Use, or Under the Influence (Including Paraphernalia). (Policy 2640)*
 1st offense: 8-180 days OSS/ALT; notification of law enforcement
 2nd offense: 8-180 days OSS/ALT; Referral to Board of Education for Expulsion
- B.** *Tobacco- Possession, transmission, or use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy (Policy 2640).*
 1st offense: 2 days ISS or 2 swats; parent notification
 2nd offense: 3 days ISS; parent notification
 3rd offense: 1-3 days OSS/ALT
- C.** *Bus Misconduct (Policy & Regulation 5620)*
 1st offense: Principal/Student conference; clean affected area if applicable
 2nd offense: 3 days loss of bus privileges
 3rd offense: 5 days loss of bus privileges
 4th offense: 10 days loss of bus privileges
 5th offense: Loss of bus privileges remainder of Year
- D.** *Threats towards safety of school. Penalty will be assessed depending on the severity of the treat.*
 1st offense: from ISS up to 8-180 days OSS/ALT; referral to Superintendent for further disciplinary action; referral to SRO/Juvenile
 2nd offense: from 3 days OSS/ALT up to referral to Board of Education for possible Expulsion; referral to SRO/Juvenile

E. Arson

- 1st offense: 8 days OSS; Referral to Superintendent for further disciplinary action; and restitution if appropriate
2nd offense: Referral to Superintendent for further disciplinary action; and restitution if appropriate

F. Unauthorized Entry

- 1st offense: 3-5 days ISS or 1-180 days OSS/ALT and notification of law enforcement; restitution if appropriate
2nd offense: 8-180 days OSS/ALT and notification of law enforcement; restitution if appropriate

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

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

H. Possession of Firearm

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

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

- 1st offense: 1-3 days ISS, 1-180 days OSS/ALT, or expulsion: referral to Superintendent for further disciplinary action; referral to SRO/Juvenile
2nd offense: 1-180 days OSS/ALT or expulsion; referral to Superintendent for further disciplinary action; referral to SRO/Juvenile

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

- 1st offense: from ISS up to 1-180 days OSS/ALT; referral to Superintendent for further disciplinary action; referral to SRO/Juvenile
2nd offense: from 3 days OSS/ALT up to referral to Board of Education for possible Expulsion; referral to SRO/Juvenile

Definitions of Discipline

Corporal Punishment

Under Board policy JGA-1, the Malden School District retains the legal right to administer reasonable corporal punishment to a student. In the event that a paddling is refused by either student or his/her parent, the only alternative is out-of-school suspension. It is important to note that when a student is suspended, the work they miss is recorded as a zero and is not allowed to be made up.

After School Detention (ASD)

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

The following includes conduct that may result in a student being assigned to the after-school detention program: failure to do assigned work; failure to bring required class materials; running in the building; yelling and excessively loud talking; minor vandalism; and failure to obey classroom or school rules.

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

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

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

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

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

In-School Suspension (ISS)

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

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

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

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

Any student assigned to ISS is not allowed to participate in or attend extracurricular activities until he/she has fully completed all scheduled time (a student may practice but not compete in interscholastic competition).

Out-of-School Suspension (OSS)

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

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

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

Malden Alternative School

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

Malden Alternative School operates to serve students in both short and long term placement. Students may be assigned to Alternative School by the Superintendent or Principal. The goal of alternative school is a return to regular school, if possible. It is the responsibility of the student to show that they can function both educationally and socially. They must realize this is one of their last options before more harsh actions are taken.

Malden Alternative School staff encourages students to identify the kinds of problems and attitudes that caused placement with the alternative school and work to correct those. Students assigned to Malden Alternative School are required to attend a conference between the director and a parent/guardian either in person or by phone contact.

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

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

In the case of a student who is assigned to Malden Alternative School for a period of ten (10) days or less and that assignment carries over from one school year to the next, the ban from campus will be lifted from the day after school is out until the first day of fall sports practice, so that the student may attend summer school, attend events at Malden R-I School District Sports Complex and participate in summer extracurricular activities.

Short-Term Suspension

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

Long-Term Suspension

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

Expulsion

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

Participation in Activities

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

Assault

Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault.

Hazing, Bullying and Cyberbullying

Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where speech is protected by law.

In order to promote a safe learning environment for all students, the Malden R-I School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with school board policy. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

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

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

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

Definitions

Hazing – under Board policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission,

membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

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

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

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

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

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

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

Disrespectful or Disruptive Conduct Or Speech

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

Bus or Transportation Misconduct

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

Searches by School Personnel

Searches of District Property

Students do not have an expectation of privacy in district-provided property. Lockers, desks, technology and other district property are provided for the convenience of students and are subject to periodic inspection in accordance with law.

Searches of Student Property

Student property, including vehicles parked on district property, may be searched based on reasonable suspicion of a violation of law, district policy or other rules applicable to students. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification for the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses when possible.

Searches of Students

If reasonable under the circumstances, district administrators performing a search may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose undergarments not otherwise observable.

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

District employees, administrators and volunteers, other than commissioned law enforcement officials, shall not strip search students, as defined in state law, except that an administrator may conduct such a search if a commissioned law enforcement officer is not immediately available and the administrator has reason to believe that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others.

If a student is strip searched, as defined in state law, by an administrator or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible. For the purposes of this section, the term "strip search" shall not include the removal of clothing in order to investigate the potential abuse or neglect of a student, give medical attention to a student or screen a student for medical conditions.

School Resource Officers

A school resource officer (SRO) may accompany district officials executing a search or may perform searches under the direction of district officials based on the reasonable suspicion standard. However, the SRO may choose not to participate in the search if the SRO believes that such participation might interfere with the successful future criminal prosecution of the student.

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

Law enforcement officials requesting to interview a student at school will provide the principal or designee the reason for the interview and provide any applicable warrant or court order. The principal or designee will record the identity of the law enforcement officials and the stated reason for the interview.

The district will not allow law enforcement officials to interview students at school unless one of the following applies:

1. The law enforcement official has presented an applicable warrant or court order authorizing the official to take custody of the student or interview the student.
2. Consent for the interview is provided by the parent/guardian or the student if the student is 18 or older and is otherwise competent to consent.

3. Exigent circumstances exist that school officials consider sufficient to justify the interview. Exigent circumstances are sufficient if the law enforcement officials demonstrate that delaying the interview may pose a danger to the health or safety of the student, other students, district employees or others.

If the interview is permitted, the principal or designee will be present during the interview. Unless the parent/guardian was already contacted, the principal or designee will attempt to contact the parent/guardian immediately after the interview.

Removal of Student's from School By Law Enforcement Officials

If a law enforcement official or other legally authorized person wishes to remove a student from school, the principal or designee must take the following steps:

1. Verify the identity of any law enforcement official or other legally authorized person before they are allowed to take a student into custody.
2. Verify, to the best of their ability, the official's authority to take custody of the student before they are allowed to take a student into custody.
3. Require officials who are determined to have the authority to take custody of a student to remove the student in a manner that minimizes disruption to the school environment.
4. Attempt to notify the student's parents/guardians that the student is being removed from school.

Interview with the Children's Division

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

Contacts by Guardian Ad Litem and Court-Appointed Special Advocate

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

Safe Schools Act

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

Threats

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

Drugs and Alcohol

The Malden R-I School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation

controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

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

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

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

Students with disabilities who violate this policy will be disciplined in accordance with Board Policy JGE

Use of Tobacco Products and Imitation Tobacco Products

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

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

Fighting

Disputes between students should be handled through channels other than fighting. If a student foresees a potential confrontation with another student, all efforts should be made to contact a teacher or principal to inform them of the situation. All participants in a fight will be punished unless a clear-cut aggressor can be determined. The penalty for fighting will be according to district policy JG-R1: Student Discipline. In addition, a student who attempts to utilize any object (*i.e., napkin holder, pencil, pen, book, etc.*) that has the potential to inflict bodily harm will be given a lengthier out-of-school suspension. Depending on the severity of the fight, stiffer penalties may be assessed.

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

Verbal Confrontations

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

Inappropriate Touching

The Malden R-I School District prohibits any form of physical contact of an inappropriate nature. This includes any public displays of affection by couples. Students participating in or encouraging inappropriate touching will be disciplined in accordance with district discipline policy. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to such conduct are instructed to promptly report such incidents to a school official.

Weapons in School

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

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

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

This policy is in accordance with Missouri Revised State Statute Section 571.010.

Unauthorized Entry

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

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

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

Expectations for Students Attending Athletic Events

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

Attendance Requirements

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

Any student arriving late or leaving early from school **must be signed in or out by a parent/guardian** in the office. If a student signs in after 7:45 AM, they will be charged with a tardy.

Parents of students who are absent will be contacted to find out the reason for their child's absence. Students may be referred to outside agencies for failure to attend school regularly for non-compliance of Missouri Compulsory Attendance Law RSMo 167.031. STUDENTS ARE ALLOWED TO MISS **4 DAYS PER SEMESTER** (PARTIAL ABSENCES WILL BE ACCUMULATED TO EQUAL FULL DAYS). If a student exceeds the allowable absences, they may be retained for the following school year. Any student who has 4 or more unexcused absences per semester will be referred to juvenile authorities. When a student has been absent, he or she **must bring a note from his or her parents or guardian explaining the absence.** All students will be expected to complete all make-up work.

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

EXCUSED ABSENCES

- **Doctor or dentists appointments**-students must bring a note with date and time from the doctor's office;
- **Funerals**-student must bring a note from parent/guardian;
- **Nurse referral**-a student sent home for the remainder of the day; and
- **Visits with a parent or legal guardian who is an active duty member of the military** who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
- **OSS** - is NOT an excused absence.

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

Students must complete the makeup work within the same number of days they were absent. *** (Example: A student absent for three (3) consecutive days will have three consecutive school days during which to complete the missed assignments.)

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

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

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

TARDIES

If a student accumulates 12 or more tardies in a semester, they will receive a referral to the juvenile office and must come before the truancy board. ***Students who have medical conditions which may hinder their being on time for class will need to provide the office with medical documentation supporting their temporary or permanent disability.***

Educational Neglect

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

Truancy

Students absent from school without parental authorization or who leave school during their assigned school day without administrative authorization; excessive non-justifiable absences, even with the consent of parents/guardians are considered truant. The Board policy dealing with truancy will be enforced. In addition, students who repeatedly are truant from school will be referred to the city prosecutor, Missouri Children's Division, and the Dunklin County Juvenile Office.

Procedures

Morning Procedures Prior to the Start of the School Day

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

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

Children not in the classroom by 7:45 AM are considered tardy. Late arrivals disrupt the classroom, as the teacher has to stop the lesson to change the morning report to the office. Parents are strongly urged to get their children to school on time. Students will receive a tardy slip before being admitted to class.

Drop Off

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

Pick Up

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

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

Cafeteria

Malden R-I provides a cafeteria where students may eat during lunch. If special diets are necessary for certain students, contact the principal or cafeteria manager for arrangements to be made. For students who prefer to bring lunch from home, parents are encouraged to send a balanced meal. Sodas are not allowed in the cafeteria. No food,

beverages, or lunch trays may leave the cafeteria for any reason. Anyone found to be littering, throwing food items or not properly returning their lunch tray to the disposal area will be assigned clean-up duty.

The Malden R-I Schools will participate in the Community Eligibility Provision (CEP) for our food service program this year. Under this provision all students will be served breakfast and lunch free of charge. The only charge that would occur is when a student wants to purchase an extra milk for \$0.40. Children may pay for extra milk in advance by the day or by the week. Payments are collected by the classroom teacher and recorded by the office staff. Checks should be made payable to Malden R-I Schools. No candy is to be sold in the cafeteria during breakfast or lunch.

*See PBIS matrix for cafeteria behavior expectations (page 54).

Assemblies

Assemblies will be scheduled periodically during the school year. Students whose conduct is inappropriate will be removed from all future assembly programs for the remainder of the school year. Students who do not wish to participate in an assembly for personal or religious reasons will be allowed to attend a supervised study session.

Bus Regulations

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

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

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

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

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

*See PBIS matrix for bus behavior expectations (page 54).

District Wellness Program

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

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

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be sacrificed because of a dependence on revenue from high added fat, high added sugar, and low nutrient foods to support school programs.

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

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

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

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

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

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

Allergy Aware Campus

The Malden R-I School District is an allergy aware campus. The school nurse will provide training to all staff members about the causes and symptoms of and responses to allergic reactions. The nurse will also provide the food service director with any documentation of food allergy concerns along with a photograph of the student. The principal may designate one or more lunch tables as a peanut- and tree nut-free area. The principal may also designate one or more lunch tables as allergen-free areas and specify the prohibited foods and beverages. If your child has an allergy, please notify the elementary school office, the elementary nurse and your child's teacher.

Dress Code

The Student's Personal Dress and Grooming:

1. Shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities.
2. Shall not conflict with secondary dress code guidelines listed below:
 - (a) Tank tops, tube tops, halters or strapless dresses without a covering shirt, blouse, or jacket are

- inappropriate.
- (b) Shorts, skorts, skirts, or dresses should be finger-tip length.
 - (c) Hats, caps, hoods and sunglasses are not to be worn inside the building. Any kind of head cover or forehead bands are to be removed when the student enters the building. No bandannas will be allowed.
 - (d) Any garment with decorations, patches, lettering, advertisements, etc., that may be considered obscene, offensive, or lewd is not to be worn at school. This includes any garment or accessory with any drug emblem, tobacco product, beer, wine, or any type of alcoholic beverage advertisement on the garment.
 - (e) Chains and spiked jewelry are not permitted.
 - (f) Transparent and/or see-through material will be considered inappropriate. Shirts and blouses must cover the entire torso. A student's shirt should cover the entire portion of the shoulder.
 - (g) No house shoes or pajamas (which include pajama tops, bottoms, and house shoes) without principal approval.
 - (h) Clothing is to be worn in the manner for which it was originally designed and intended.
 - (i) No sagging pants will be allowed.

Students who are inappropriately dressed will either be allowed to call home for proper attire or given proper attire (if available) by the principal. Repeated offenses may result in short term suspension.

Room Parties

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

Desks/Cubbies

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

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

Visitors

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

Office Hours

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

Telephone

Telephones in the building are for use by school personnel only. Students may only use the phone in the case of an emergency or illness with prior approval from the principal or school nurse. The office will not accept calls for students from anyone other than a family member. A student will not be called from class to answer the phone unless it is an extreme emergency. **Cell Phones are to be turned off and out of sight from the time students arrive at school until the time they leave school.**

Electronic Devices/ Video Games

Students are not allowed to use cell phones, smartwatches, tablets, portable gaming devices, earbuds, headphones, and other personal electric devices during the school day unless authorized to do so by a faculty member. Upon entering the school building, all devices must be turned off and out of sight from the start of the school day until the end of the school day. Failure to comply with this policy will result in the confiscation of the item(s).

Audio and Visual Recording

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

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

Definitions

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

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

Recording – For the purposes of this policy, "recording" means audio and visual recording.

General Rule

The district may create audio and visual recordings on district property, on district transportation or at district activities for:

1. Providing security;
2. Maintaining order;
3. Professional staff development;
4. Educational purposes; and
5. Other purposes related to furthering the educational mission of the district.

However, because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community privacy concerns and seeks to minimize disruption to the education environment, the district prohibits other persons or entities from making audio or visual recordings unless authorized in this policy.

Administrator Authority

The superintendent or designee has the authority to authorize audio and visual recording on district property or at a district activity. Likewise, even if recording is authorized under this policy, the superintendent or designee may prohibit any person or entity from recording:

1. To protect privacy interests;
2. To comply with copyright or other licensing or intellectual property limitations;
3. If the recording creates a disruption to the education or working environment;
4. If the recording is done in a location where a person may be in a state of undress; or
5. For other legitimate reasons as determined by the superintendent or designee.

Recording by Students

In addition to other recordings authorized in Board Policy KKB, students may make audio and visual recordings on District property or at District activities if allowed by a teacher or activity sponsor as part of the class or activity or as permitted by the principal, superintendent or designee. Students may be disciplined, excluded from district activities and prohibited from attending with a phone or other recording device if the student makes recordings in violation of this policy and other district rules regarding recording.

Recordings by Parents/Guardians or Family Members of Students

In addition to other recordings authorized in Board Policy KKB, parents/guardians or family members of students

may be allowed to record performances or events to which only parents/guardians or family members are invited, such as family nights and graduation celebrations, at the discretion of the principal, superintendent or designee. However, the recording must respect the privacy of other students and families present.

Recording Meetings under the IDEA or Section 504

A student's parent or legal guardian may audio record any meeting about the student held under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, including individualized education program (IEP) and Section 504 meetings. The parent or legal guardian seeking to record must notify the district at least 24 hours prior to the time the meeting is scheduled to occur. Recordings made by the parent/guardian will remain the property of the parent/guardian, but the district may make its own recording. Everyone present during a recorded meeting must be notified that the meeting is being recorded unless the recording is done in such a manner that it is obvious to those present that the meeting is being recorded.

Leaving School

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

Inclement Weather Announcements

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

Transportation to School Activities

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

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

Withdrawal from School

The student must return his/her books, complete the required checkout procedure, and clear all fees and fines with the office. The administration advises that parents must personally withdraw students including the date of and reason for withdrawal. Records will not be forwarded until all school debts are paid. The school district is not responsible for items left unclaimed in desks.

Textbooks

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

Student Charges and Extracurricular Participation

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

opportunities and will continue to be served breakfast and lunch. This policy encompasses all grades served by the Malden R-I School District.

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

The District regularly notifies parents of outstanding bills. When a student's bill has exceeded \$16, the district will send a letter to the parents of the student stating that their student is in danger of being excluded from all extracurricular activities and a copy of this policy will be enclosed. Parents will be given ten (10) days from the date on the letter to satisfy the outstanding balance. Failure to satisfy the outstanding balance within ten (10) days will result in the student being excluded from all extracurricular activities that are not part of the educational process. This includes, but is not limited to: participation in athletics, non-educational field trips, clubs, and attendance at athletic events.

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

Citizenship Standards for all Co-Curricular Activities

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

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

Eligibility to Participate in Co-Curricular Activities

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

- 1. Repeated violations of any school rules may result in the student being declared ineligible.**
2. In any instance not specifically covered by the rules of eligibility, the principal may rule a student ineligible.
3. If training or practice rules prescribed by the sponsor and/or coach are violated, sponsors or coaches in charge of activities may deny a student the privilege of participating.
4. Before a student can be certified to compete in co-curricular activities, the student must sign and return a copy of the acceptance form found in the Guidelines for Co-Curricular Eligibility.

Lost and Found

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

Earthquake/Fire/Tornado/Intruder and other Emergency Drills

Students, teachers, and other district employees shall participate in emergency drills throughout the school year. Students must follow the direction of school personnel quickly and in an orderly manner. Each classroom will have

specific instructions posted. Notification to move to protective areas will be by signal from the public address system.

Grades

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

The following uniform scale for determining letter grades for grades one (1) through six (6) will be used:

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

Mid-Quarter Reports

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

Grade Reports

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

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

Principal's Honor Roll

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

Honor Roll

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

Merit Roll

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

Guidance and Counseling

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

Assessment Program

Reading Assessment

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

English Proficiency Assessments

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

Statewide Assessments

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

Local Assessments

The district will administer an assessment to students in kindergarten, first, and second grades in order to monitor their progress in meeting the MO Learning Standards, as set forth by the Missouri State Board of Education.

National Assessment of Educational Progress

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

Homebound Policy

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

Library Services

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

Nurse and Medicine

A nurse is provided for students who feel ill or become injured in any manner during the school day. Students needing to see the nurse must obtain permission from their teacher.

Students who are too ill to return to class may go home if they are able to get permission from a parent or an immediate family member.

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

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

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

Immunization

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.

Required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule (<http://www.cdc.gov/vaccines/schedules/index.html>).

Religious and Medical exemptions are allowed. The appropriate exemption must be on file.

Universal Precautions

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

Categories of Potential Risk

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

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

Exceptional Situations

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

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

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

Confidentiality

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

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

Reporting and Disease Outbreak Control

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

Notification

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

Emergency Medical Treatment

The district will annually request that students and their parents/guardians provide the district with current information on any medical conditions that may impact the student's education or require medical care during the school day or during district activities. In addition, the district will request emergency contact information for the parents/guardians and other persons authorized by the parents/guardians to respond in an emergency. Information will be requested at the beginning of each school year and retained in a location readily accessible to the appropriate District personnel.

Medical Emergencies

1. Cardiopulmonary Resuscitation (CPR) – The school nurse may maintain a list of staff members who have submitted certification that they are trained in CPR and provide the list to appropriate personnel.
2. Automated External Defibrillators (AEDs) – If the district is equipped with AEDs, the superintendent or designee will provide for training and supervision of personnel on use of the device, ensure that the locations of all AEDs are appropriately advertised and ensure that the equipment is properly maintained and registered in accordance with law.
3. Pre-Filled Epinephrine Auto Syringes – The school nurse or another employee trained and supervised by the school nurse may administer prefilled epinephrine auto syringes, when available, to students in accordance with written protocols provided by the authorized prescriber.
4. Asthma-Related Rescue Medications – When available, asthma-related rescue medications may be administered by the school nurse or another employee trained and supervised by the nurse when the nurse

or trained employee believes, based on training in recognizing an acute asthma episode, that a student is having a life-threatening asthma episode.

5. Opioid Antagonists – Naloxone (brand name Narcan) will be administered, when available, by nurses and others trained in the administration of naloxone to individuals suspected of having an opioid-related drug overdose.

Administering Opioid Antagonists

NARCAN, also known as naloxone, is a medication that can be used to block the effects of opioids. Properly used, it can be a lifesaver in cases of opioid overdose.

The District shall maintain NARCAN or other opioid antagonists at each school in locked, secure locations to be administered to any student or staff member reasonably believed to be having a drug overdose. School nurses and other school personnel expected to provide emergency care in drug overdose situations shall be trained. The school nurse or other trained school personnel may utilize the school's supply of NARCAN, or similar opioid antagonist to respond to a drug overdose.

The District will notify the parents/guardians of any student to whom NARCAN or other opioid antagonist has been administered. Parents who choose not to have an opioid antagonist administered to their student(s) must notify the district in writing. However, if their student is reasonably believed to be experiencing a drug overdose, parents will be notified by the school nurse as expeditiously as possible. In such situations, local medical services will be notified.

Gift Delivery

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

Building Care and Use

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

Parent Opt Out

Please keep in mind that on many occasions, your child may participate in an event, such as honor roll, or some other form of academic achievement, and any distinguished awards like math and/or spelling competitions that he or she may deserve recognition in the school yearbook, local or school newspaper, or Internet. Students may even have a specific class project that is worth mentioning or may have participated in a group technology project that they would like to share. Remember, this is their time to shine! If you do not wish to have this information shared, a form to opt out of this practice can be found in the elementary office.

Family Educational Rights and Privacy Act (FERPA) Notice Regarding Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Malden R-I School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Malden R-I School District to include this type of information from your child's education records in certain school publications.

Directory information means information contained in the educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

In accordance with Board Policy JO-1, the Malden R-I School District has designated directory information as follows:

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

Limited Directory Information: The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

If you do not want Malden R-I School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the last week of August.

Parents Right to Know Notification

The Malden R-I School District is required to inform parents of information that they, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

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

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

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

Missouri Department of Elementary and Secondary Education Complaint Procedures

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

General Information

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.

Complaints Filed With LEA

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.

Complaints filed with Department

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

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

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

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

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

The following activities will occur in the investigation:

- a. Record. A written record of the investigation will be kept.
- b. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
- c. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- d. 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.
- e. 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).
- f. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

Appeals

9. How will appeals to the Department be investigated?

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

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

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

Prohibition Against Discrimination Harassment and Retaliation

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

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

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

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. The district encourages students, employees and the public to report such behavior so that it can be promptly addressed, but the grievance process in this policy is reserved for allegations of illegal discrimination, harassment and retaliation.

Boy Scouts of America Equal Access Act

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

Interim Measures

When a report is made or the District otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the District may alter a class seating arrangement, provide additional supervision for a student or suspend

an employee pending an investigation. The District will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

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

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

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

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

Remedies provided by the District will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as school counseling, providing a list of community resources and services, moving the perpetrator to a different class or alternate setting, monitoring class changes, or allowing the victim to retake or withdraw from a class. The District will continue to provide annual training to students and employees and review behavior to ensure it complies with district policy.

Definitions

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

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

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

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

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

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with

intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance. "Sexual Harassment under Title IX" is a subset of this definition, and the district's response to qualifying allegations is set forth in Board Policy ACA.

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

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

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

Compliance Officer

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

Carie Fowler
Superintendent/Title IX Coordinator
601 West Burkhart St.
Malden, MO 63863
Phone: 573-276-5794 x4/Fax: 573-276-5796

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

Jessica Clark
601 West Burkhart St.
Malden, MO 63863
Phone: 573-276-5794/Fax: 573-276-5796

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, and harassment and retaliation in the Malden R-I School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.

7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, and harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

Sexual Harassment Under Title IX

The Malden R-I School District does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). All forms of sex-based discrimination are prohibited in the district, but this policy focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of the district. However, the district will respond promptly to investigate and address any report or complaint of sexual harassment.

"Sexual harassment under Title IX" is conduct on the basis of sex within the scope of the district's education programs or activities (as defined in this policy) that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8) or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Notice of Nondiscrimination

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

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

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

Carie Fowler
Superintendent
601 West Burkhart St.
Malden, MO 63863
Phone: 573-276-5794 x4/Fax: 573-276-5796

Programs for Students with Disabilities

The Malden R-I School District, along with the Department of Elementary and Secondary Education, recognizes the need for providing free and appropriate educational programs for various handicapping conditions through special education programs.

Section 504 Public Notice

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

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

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

This notice will be provided in native languages as appropriate.

Questions or requests for additional information regarding the ADA and Section 504 may be forwarded to the District's Section 504 compliance coordinator:

Lacey Smothers
Counselor and 504 Coordinator
601 West Burkhart St.
Malden, MO 63863
Phone: 573-276-5794 x1/Fax: 573-276-5796

IDEA Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The

Malden R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Malden R-I School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Malden R-I School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Malden R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours on the days that school is in session in the office of the Superintendent of Schools or in the office of the Special Education Administration.

This notice will be provided in native languages as appropriate.

Questions or requests for additional information may be forwarded to the District's Special Education Director:

Tisha Earnheart
Special Education Director
601 West Burkhardt St.
Malden, MO 63863
Phone: 573-276-5794 x3/Fax: 573-276-5796

Programs for Homeless Students

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

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

1. are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in hotels, motels, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. have a public or private place not designed for, or ordinarily used as, a regular sleeping area for human beings,

3. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. are a migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in subdivisions 1-3 of this section.

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

Chelsey Davis
601 West Burkhart St.
Malden, MO 63863
Phone: 573-276-5794 x4/Fax: 573-276-5796

Programs for Migrant Students

The Board of Education of the Malden R-I School District directs the administration to screen students, as required by law, to assist the state in identifying migratory children. The District will identify migrant students by including a question on the District's enrollment form. If it is indicated that a migrant student is enrolling, the parents will then be asked to complete a parent survey/family interview form provided by the State Office for Migrant-English Language Learner (MELL) Program. The Regional Migrant Center or the State Director for Migrant Education will be notified of any migrant students who are enrolled in the District. The Regional Migrant Center will be contacted for any assistance needed for the migrant student(s).

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

The educational plan may consist of the following:

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

Programs for English Language Learners

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

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

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

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

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

Marla Swindell

Academic Coordinator
601 West Burkhart St.
Malden, MO 63863
Phone: 573-276-5794 x2/Fax: 573-276-5796

Participation in Virtual Instruction

The District will annually permit any eligible student, under the age of twenty-one (21) who resides in the District, to enroll in Missouri Course Access and Virtual School Program ("Program") courses as part of the student's annual course load, provided that the student is enrolled full-time and has attended a public school, including a charter school, for at least one (1) semester immediately prior to enrolling in the Program and prior to enrolling in the Program course has received District approval through the procedure set out in Board policy.

Technology Usage

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

General Rules and Responsibilities

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited except when shared with the district's technology department for the purpose of support. Individuals who share IDs or passwords may be disciplined and will be held responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying district files or data without authorization is prohibited.
4. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Use of District technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district or in accordance with policy KI. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
7. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
8. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using District technology in violation of any law.
9. The district prohibits the use of District technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
10. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
11. The district prohibits the use of District technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.

12. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
13. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
14. Users may install and use only properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the District's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
15. At no time will District technology or software be removed from district premises, unless authorized by the district.
16. All users will use the District's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to District technology resources.

Technology Security and Unauthorized Access

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of District technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of District technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any District technology are prohibited.
6. Users will be granted access privileges to District technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a District computer, network or any external networks is prohibited.

Online Safety and Confidentiality

Curricular or non curricular publications distributed using District technology will comply with the law and Board policies on confidentiality.

All District employees will abide by state and federal law, Board policies and District rules when using District technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

Electronic Mail and Messaging

A user is generally responsible for all e-mail and other electronic messages originating from the user's accounts; however, users will not be held responsible when the messages originating from their accounts are the result of the account being hacked.

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.

2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. Users are prohibited from sending unsolicited mass e-mail or other electronic messages. The district considers more than ten addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
4. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.
5. Users must obtain permission from the superintendent or designee before sending any districtwide electronic messages.

Surveying, Analyzing or Evaluating Students

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

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

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

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

Board of Education Meetings

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

Postscript

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

PBIS

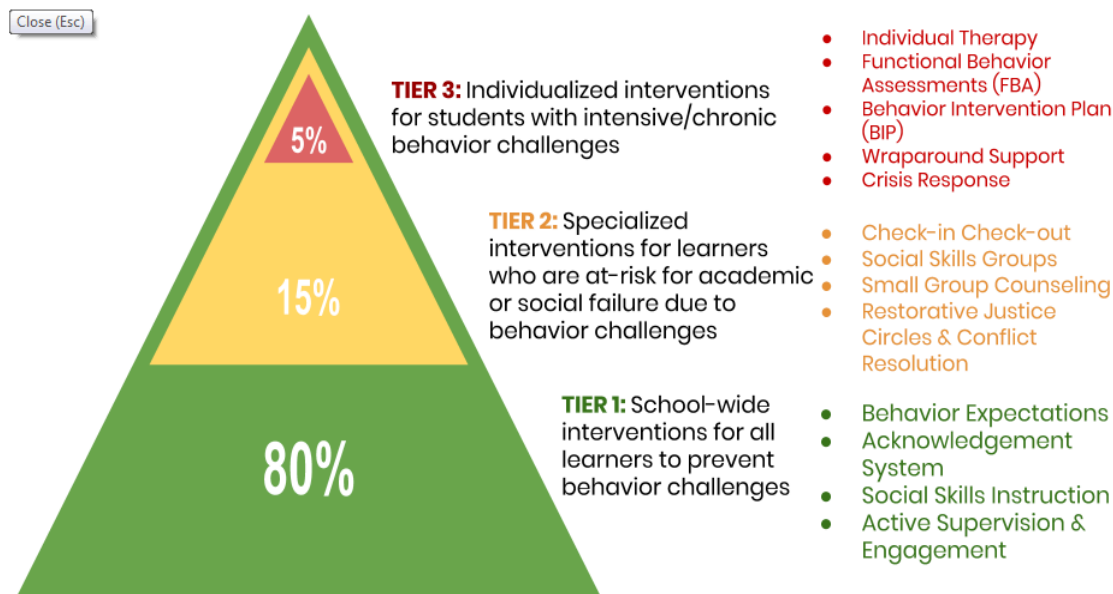
Positive Behavioral Interventions & Supports (PBIS)

PBIS is a framework for creating safe and orderly learning environments in schools, while improving the social-emotional outcomes for students. It is a proactive approach that relies on research-based practices, including developing clear behavioral expectations, teaching these expectations, acknowledging appropriate behavior, consistently correcting inappropriate behavior, and using behavioral data to systematically solve problems.

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

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

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



PBIS Eight Effective Classroom Practices

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

- 1) Classroom Expectations
- 2) Classroom Procedures & Routines
- 3) Encouraging Expected Behavior
- 4) Discouraging Inappropriate Behavior
- 5) Active Supervision

- 6) Opportunities to Respond
- 7) Activity Sequencing & Choice
- 8) Task Difficulty

Expectations of Students: Wave of Good Behavior

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

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

 Wave of Good Behavior 							
Wave	All Settings	Bathroom 0-1 Voice	Bus 1-2 Voice	Cafeteria 1-2 Voice	Classroom 0-3 Voice	Hallway 0-1 Voice	Playground 2-4 Voice
W We Show Respect	• Use appropriate voice level • Use manners • Follow directions the first time	• Give others privacy	• Appropriate use of electronic devices	• Stay seated until dismissed	• Take care of your equipment • Raise your hand	• Appreciate hallway displays	• Include others • Take turns
A Act Responsibly	• Keep all areas clean • Keep up with all belongings • Report Bullying	• Go, flush, wash, and leave • Report any problems • Use supplies wisely	• Stay seated • Back against the seat	• Place trash in the trash can • Food stays in the cafeteria • Eat your own food	• Turn in all assignments on time • Be organized • Eyes and ears on the speaker	• Hands by side • Go straight to your destination	• Play by the rules of the game • Line up when the whistle blows
V Value Safety	• Keep hands, feet, and objects to yourself • Use materials appropriately	• Keep floor dry and clean • Feet on the floor	• Stay out of danger zones • Use handrail • Keep body out of aisle and inside the bus	• Report spills • Keep food on your plate • Wait your turn	• Positive digital citizenship and internet safety	• Walk on the third tile • Eyes forward	• Report Non-Wave behavior • Use equipment correctly • Keep nature on the ground
E Excited to learn	• Strive to be your best • Encourage others • Have a positive attitude	• Return quickly	• Be on time	• Be thankful	• Be prepared	• Arrive promptly with a smile	• Be a good sport • Give compliments

Leadership Support Team

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

Principal: Misty Thomas

Assistant Principal: Chelsea Clark

Counselor: Lacey Smothers

SPED: Jennifer Sokolova

LAMP: Scarlett Whitacre

TECH: Crystal Slaughter

PK: Tabitha Cohen

Kindergarten: Cheryl Vent

1st Grade: Lindsay Davidson

2nd Grade: Amy Gough

3rd Grade: Melinda Clark

4th Grade: Melanie Durham

5th Grade: Brittney Kirk

PBIS Rewards App

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

Behavior Lessons Plans

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

Athletic Policy

Malden Elementary School Athletic Policy

Purpose:

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

Activities Covered Under this Policy:

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

Student Eligibility:

- 1. Enrollment:** In order to represent the Malden Elementary School, an athlete must be enrolled within the first eleven (11) days of the semester (except transfer students) and regularly attend school at least six (6) out of seven (7) periods per day. Regular attendance is defined as not being in violation of the approved Malden R-I School District Attendance Policy which is published annually in the student handbook.
- 2. Academics:** The Malden Elementary School recognizes that the first responsibility of a student athlete is their education and subsequent academic performance in the classroom. In order to ensure the academic performance of its student athletes, each four and one half (4½) weeks during the school year grade reports are issued to all students. Participants' grades will be checked at the end of each grading period (each 4½ weeks at progress report time or at the end of the quarter). A student athlete receiving a grade below 60% (F) at a 4½ week grading period will become ineligible on the following Monday. A student, who has become ineligible, will become immediately eligible if the student raises the grade above 60% (F) if it is the first instance. For the second and subsequent instances of a grade below 60% (F), the student will continue to remain ineligible until the next 4½ week grading period or the next 4½ week grading period that the student's grade is above 60% (F). It is the responsibility of the student to correct any deficient grades.
- 3. Attendance at School:** To be eligible to participate in a contest a student must be in attendance a full day unless excused by the high school principal. Generally, the principal will utilize the same requirements to excuse attendance for participation as outlined in the Malden Attendance Policy for excused absences. Additionally, a student who misses school and is ineligible to participate, remains

ineligible to participate until the student attends a full day of school. For instance, if a student misses school on Friday, the student is not eligible to participate again until after attending a full day of school on Monday. Also, if a student misses the last day of school before Christmas break and is not excused by the high school principal, the student remains ineligible until the student attends a full day of classes after Christmas break ends.

- 4. Disciplinary Action:** Students representing the Malden R-I School District in athletic activities are expected to adhere to an exemplary code of conduct. Failure to abide by the rules of the student handbook will result in penalties. Student representatives are expected to show respect to all with whom they come in contact, both in school and when representing the school at home and away. The principal may declare a student ineligible for any violation(s) of school policies. In addition to the student handbook, student athletes may receive restrictions from participation.

Practice:

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

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

Unsportsmanlike Conduct:

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

Transportation:

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

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

Acknowledgement of Receipt

The Malden R-I School District Board of Education has adopted the attached Athletic Policy in order to provide direction, coordination, and information to parents, student athletes, coaches and administration. My signature below certifies that I have read the Malden Elementary Athletic Policy, which can be found on the Malden R-I School website, and understand that the student athlete participating in a sport/cheerleading in grades 5-6 at Malden Elementary School must follow all rules and regulations according to the Athletic Policy. Please sign and return this certification to the head coach of the current sport. This form must be signed each school year and will cover multiple sports/cheerleading during the 2024-25 school year.

Student's Name: _____
Please Print

Student's Signature: _____

Parent(s) Name: _____
Please Print

Parent(s) Signature: _____
All Must Sign

Dates

August

19th-First day of school

September

2nd- Fall Picture Day

19th- Mid-Quarter

October

10th- End of 1st Quarter

23rd- Parent/Teacher Conference

31st- Halloween Party

November

14th Mid-Quarter

25th-29th- Thanksgiving Break/No School for Students

December

19th- End of 2nd Quarter

19th- Christmas Party

23rd-2nd- Christmas Break/No School for Students

January

February

6th- Mid-Quarter

13th- Valentine's Day Party

March

6th- End of 3rd Quarter

23rd-27th- Spring Break

April

10th- Spring Pictures

17th- Mid-Quarter

May

15th- End of 4th Quarter

22nd-Last Day of School

Parent Pages

Malden R-I School District **2025-2026** **Parent/Guardian Handbook**

For our records it will be necessary for one parent/guardian and the student to sign the last page in this handbook to verify you have received and had the opportunity to read a copy of the 2024-2025 Malden Elementary Handbook that includes the Discipline Policy

Malden R-I School District **2025-2026 Internet Usage** (Student User Technology Agreement)

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

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

(Parent/Guardian Technology Agreement)

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

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

I agree to be responsible for any unauthorized costs arising from use of the District's technology resources by my child. I agree to be responsible for any damages caused by my child's misuse of District technology.

Malden Elementary School Google Suite for Education Information

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

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

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

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

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

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

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

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

Children's Online Privacy Protection Act (COPPA)

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

--COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtml>

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

1. **Prohibited Conduct.** Please refer to the technology usage agreement and discipline policies.
2. **Access Restriction.** The District maintains the right to immediately withdraw the access and use of these services when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
3. **Security.** Malden School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google and our district have powerful content filters in place, the District cannot assure that users will not be exposed to unsolicited information.
4. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment, however the district retains rights to all communications and projects for the safety and security of all students and staff.

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

Malden School District

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

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

Under FERPA and corresponding Missouri law, a student's education records are protected from disclosure to third parties. I understand that my student's education records stored in Google Suite for Education may be accessible to

someone other than my student and the Malden School District by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Google.

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

School-Parent-Student Compact

Malden Elementary School **PK-5th grade** **2025-2026** **School-Parent-Student Compact** **Title I**

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

Malden R-I Title One Compact

As a teacher, I will strive to:

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

As a parent/guardian, I will strive to:

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

As a student, I will strive to:

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

Parent Signature Page

Malden Elementary School 2025-2026 PARENT SIGNATURE PAGE

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

Sincerely,
Misty Thomas, Principal
Chelsea Clark, Assistant Principal

PARENTS RIGHT TO KNOW NOTIFICATION- Page 41

ELEMENTARY STUDENT/PARENT/GUARDIAN HANDBOOK – Page 59

ELEMENTARY INTERNET USAGE – Page 59

GOOGLE – Pages 59-61

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

Student Name: (Print) _____ Grade: _____

Student Signature: _____ Date: _____

Parent Name: (Print) _____

Parent/Guardian Signature: _____ Date: _____

Principal Signature: _____ Date: _____

PLEASE RETURN THIS PAGE TO THE
ELEMENTARY OFFICE