

2021-2022 School Year

RAYTOWN SCHOOLS

VIRTUAL LEARNING FAMILY/STUDENT HANDBOOK



WEBSITE

[RQS Virtual Learning](#)

EMAIL

virtuallearning@raytownschools.org

PHONE

816.268.7000

DISTRICT LEADERSHIP

Board of Education & Superintendent's Leadership Team

Board of Education

Alonzo Burton, Board President

Beth Plank, Board Vice President

Terry Landers, Board Member

Rick Moore, Board Member

Donna Payton, Board Member

Bobbie Saulsberry, Board Member

Rick Thode, Board Member

Superintendent's Leadership Team

Dr. Allan Markley, Superintendent of Schools

Dr. Brian Huff, Associate Superintendent of Curriculum and Instruction

Dr. Steve Shelton, Associate Superintendent of Operations

Dr. Marlene DeVilbiss, Assistant Superintendent of Human Resources

Dr. Andrea Mixon, Assistant Superintendent of Secondary Education

Dr. Anthony Moore, Assistant Superintendent of Elementary Education

Danielle Nixon, Director of Communications and Community Relations

Melissa Tebbenkamp, Director of Technology

DISTRICT LEADERSHIP

District Curriculum Coordinators

, Science, Social Studies, and Instructional
Technology Coordinator

Dr. Marilyn Cannon, Assistant Director of
Professional Learning, Math Coordinator

Dr. Robert Cordell, Director of Student
Support Services

Amy Cusumano, Director of Special
Education

Michele Eagle, Assistant Director of Family
Support & Assessment

, Virtual Learning

Jamie Osborn, 6-12 Library Services
Coordinator

Betsy Schmit, PK-12 Special Education
Programming Coordinator

Becky Schubkegel, PK-12 Special
Education Programming Coordinator

Dr. Lynn Tarvin, Coordinator of Summer
Programs and English Language
Development

, Language Arts Coordinator and Mentor
Coordinator

Kelly Anderson, Elementary ELA
Curriculum Coordinator

Michele Anderson, High School
Mathematics Curriculum Coordinator

Sarah Apple, High School Science
Curriculum Coordinator

Jenna Adkins/Josh Reichert, 6-12 Practical
Arts Curriculum Coordinator

Kris Baughman, Elementary Library
Services Coordinator

Erik Dancy, Elementary Music Curriculum
Coordinator

Jeff Dierking, High School ELA Curriculum
Coordinator & Dual Credit Coordinator

Melanie Dowell, High School Mathematics
Curriculum Coordinator

, 6-8 ELA Curriculum Coordinator

Angelique Hanning, Elementary Visual
Arts Curriculum Coordinator

April Pfannenstiel,
Elementary Physical Education Curriculum
Coordinator

Alex Kolster, 6-12 Fine Arts Curriculum
Coordinator

Kendra Porter, 6-12 Health and PE
Curriculum Coordinator

Angela Lea, 6-12 Social Studies Curriculum
Coordinator

Linda Sistek, Elementary
Science Coordinator

T'neisha Love, Elementary Counselor
Coordinator

Shea Thomas, Elementary Mathematics
Curriculum Coordinator

Erika Miller, 6-12 Counselor Coordinator

Sarah Morales, 6-8 Mathematics
Curriculum Coordinator

Kristina Willman, 6-8 Science Curriculum
Coordinator

TABLE OF CONTENTS

[WELCOME](#)

[INTRODUCTION](#)

[ORIENTATION](#)

[LEARNING PLATFORMS](#)

[CLASSES OFFERED](#)

[ADVISORY AND
HOMEROOM](#)

[ENROLLMENT AND
ADMISSIONS](#)

[IMMUNIZATION
REQUIREMENTS](#)

[REQUIRED TESTING](#)

[BEHAVIOR](#)

[ENGLISH LANGUAGE
DEVELOPMENT SERVICES
\(ELD\)](#)

[SPECIAL EDUCATION
AND 504 SERVICES](#)

[EXTRA CURRICULAR
ACTIVITIES AND CLUBS](#)

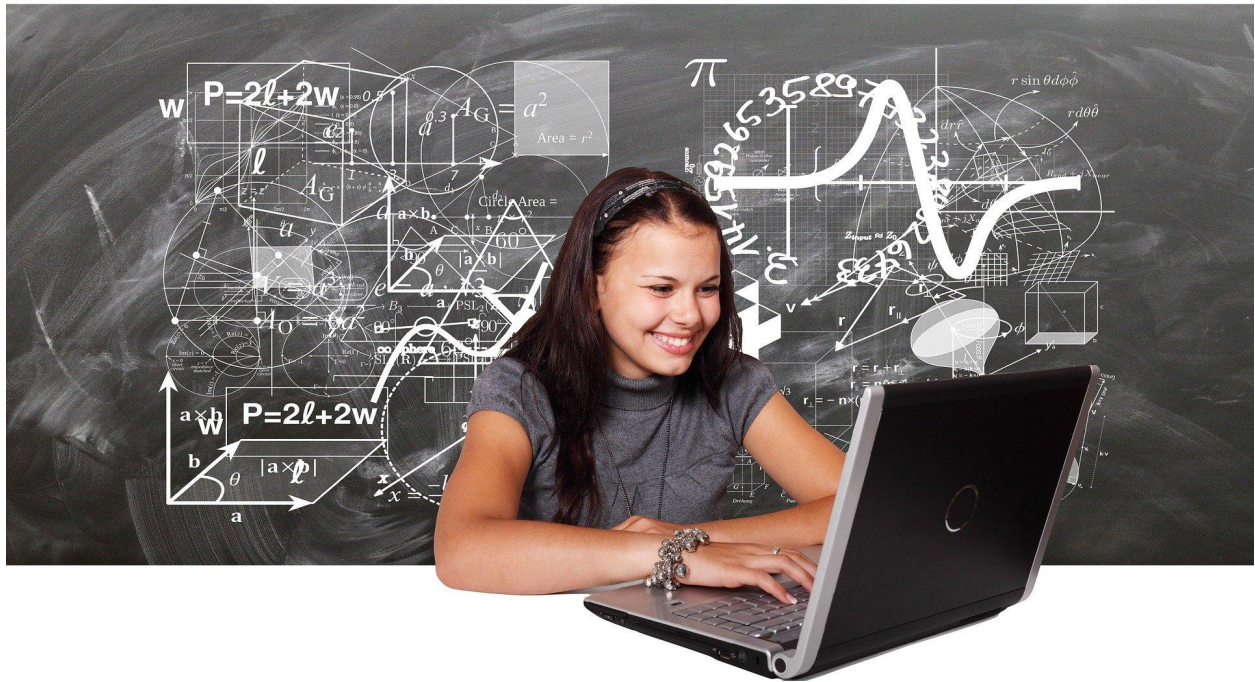
[SCHOOL PROPERTY](#)

[TECHNICAL HELP](#)

[WITHDRAWAL](#)

[SOCIAL/EMOTIONAL
HEALTH](#)

WELCOME



Raytown Schools is a place where every student's education is met with individualized support designed for academic and future success. We are pleased to offer students and families a complete virtual learning program provided by our teachers using our district developed curriculum or, in some circumstances, through *FuelEd* or *Launch* platforms. We have everything your child needs for a successful educational experience:

- A high-quality education aligned to Missouri state requirements and reflecting the Raytown Curriculum.
- An exciting program combining online learning with real time virtual instruction.
- An elementary program focusing on the same basic skills of reading, writing and math as the regular classroom as well as science, social studies and specials when appropriate.

-
- A middle school and high school program providing students with an individualized pathway to graduation and career and college preparation.
 - Our counselors and social workers help parents, students and extended family members play an effective role in our students' education while also meeting their social and emotional needs.

Through an individualized and adaptive plan for educational success, virtual education in Raytown Schools stands strong on a foundation of motivation and achievement. We are excited to work with engaged families and students who believe in the benefits of virtual schooling and strive for comprehensive, collaborative mastery of their own goals and educational dreams.

INTRODUCTION



The Raytown Schools Virtual Learning program is a program within the Raytown Schools. This handbook provides important details of the program, but it does not cover all aspects of the Raytown Schools processes and procedures. The information contained here should be used in combination with other information found on the District web site like the Board of Education Policies, the Discipline Handbook and the school calendar. The virtual learning program will follow all of the general policies and procedures of the District.

Your student will also still be assigned to a Home School in the District. This school will be assigned through enrollment based on the grade level of the student and where they live. The main connection you have with the district will be through your student's teacher and through the counselor and administrators in your home school. Your student will also need to follow the policies for the school outlined in the school handbook.

Above all, the virtual learning experience should be a very personal one. It should feel as much like being in a regular school as it possibly can. It is important that your student maintains the personal connection with adults in the school and feels that he/she is part of a school family.

ORIENTATION

All students must participate in orientation. The specific date and time will be shared by the student's home school. We will use this time to go over some of the basic information for the program. This is an important time for the parents, giving them a clear view of what to expect.

LEARNING PLATFORMS



Virtual Learning combines independent student work and direct instruction with an assigned Raytown School District certified teacher or, alternatively, through platforms such as *FuelEd* or *Launch*. Virtual learning is not a platform that allows for teacher-led instruction all day. We will make every attempt to provide instruction through Raytown teachers. However, there may be some advanced classes like Calculus and Physics that will be offered through another platform. There is also the possibility that we will not have enough students in a certain grade level to use one of our teachers and will use a *Launch* teacher instead.

- *FuelEd* – *FuelEd* is a platform that does not have the teacher interaction like *Launch* or classes taught virtually by a Raytown teacher, but is still a good solution for some

students. You can see more details about *FuelEd* by going to their website at www.fueleducation.com.

- *Launch* – *Launch* is provided through the Springfield School District and is taught by a live teacher. Each class has a limited number of students for each teacher so the students keep that personal connection to a teacher. You can see more about *Launch* by going to their website at fueledbylaunch.com.

Launch courses are provided through a partnership with Springfield Public Schools. All content and resources used in *Launch* courses are managed by Springfield Schools. Although students may be assigned a Raytown teacher, students enrolled in *Launch* will be provided a Springfield Schools email account for *Launch* access. Students will be required to use their Springfield account for all communications for their *Launch* course(s). Raytown teachers teaching through *Launch* may also communicate through their provided Springfield Schools email address.

In addition, your student may sign into their Chromebook or Chrome Browser using their Springfield Schools account. When a student signs into Chrome with their Springfield account, their content filter and account activity will be managed and monitored by Springfield public schools, not Raytown Schools.

Students opting to participate in virtual learning will be paired with a certified teacher who may not be from the student's home school. (i.e., A student from Robinson Elementary may be paired with a teacher from Spring Valley Elementary.) A high school may be paired with a teacher through *Launch* if *Launch* has the classes the student needs to continue to work toward graduation. Instruction could include one-on-one virtual meetings, group or class meetings, live lessons, and pre-recorded videos. Students will be placed in a virtual learning class. The class may include students from schools across the District or students from other districts if it is a *Launch* class.

Technology – The District will issue a Chromebook for students in grades K-8 and a Windows-based laptop for students in grades 9-12.

Students can expect many forms of instruction during virtual learning. Most of the learning will be independent and will be directed by a teacher created assignment or the use of one

of the many applications we use to support instruction. Please note students may also need access to support from an adult in the home throughout the day to complete work independently.

Students will be responsible for completing daily assigned coursework independently. Some or all of this coursework will need to be completed on a device. The time this work will take is dependent upon the student and grade level.

Students will be assessed by their teacher just as they would in the regular school setting. Grades will be given and reflected in the student's overall grade point average (GPA applies to students in grades 6-12). Virtual learning will also include virtual parent communication and conferences.

CLASSES OFFERED

The secondary classes offered through Raytown teachers are listed on the tables below, while elementary students will take the same coursework as their classmates in the regular school setting.

RQS Middle School Virtual Courses

6th Grade		7th Grade		8th Grade	
Class	Credits	Class	Credits	Class	Credits
ELA	1.0	ELA	1.0	ELA	1.0
Reading	1.0	Reading	1.0	Math 8	1.0
Math 6	1.0	Math 7	1.0	Science 8	1.0
Science 6	1.0	Science 7	1.0	Early American History	1.0
Ancient Civilizations	1.0	Geography	1.0	Theatre	0.5
PE	0.5	PE	0.5	PE	0.5
Art I	0.5	Speech	0.5	Health	0.5
General Music	0.5	FACS I	0.5	Connections	0.5
FACS I	0.5	Art I	0.5	Foreign Language	0.5
				Art I	0.5

				FACS I	0.5
				Total Credits	7.0

RQS High School Courses			
ELA		Math	
Class	Credits	Class	Credits
English I	1.0	Algebra Readiness	1.0
English II	1.0	Algebra I	1.0
English III	1.0	Geometry	1.0
English IV - Science Fiction	0.5	Advanced Algebra Applications	1.0
English IV - Multicultural Literature	0.5	Algebra II	1.0
SS		Science	
Class	Credits	Class	Credits
American History	1.0	Physical Science	1.0
World History	1.0	Biology	1.0
American Government	1.0	Geology	1.0
Practical Arts/Electives		Fine Arts/Electives	
Class	Credits	Class	Credits
Computer Applications	0.5	Communications	0.5
Business Fundamentals	0.5	Spanish I	1.0

Personal Finance	0.5	Spanish II	1.0
Marketing	1.0	French I	1.0
Child Development I	0.5	French II	1.0
Wellness	0.5	Theater I	0.5
Relationships I	0.5	Intro to Visual Arts 1	0.5
Foods I	0.5	Photography 1	0.5
PE	0.5		

Please refer to the District [Career and Educational Planning Guide](#) for credit requirements.

Dual Credit and AP

Dual Credit and AP courses will be offered in-person only.

ADVISORY AND HOMEROOM



The homeroom teacher for elementary students will be the subject teacher for that student. That teacher will be the main contact for parents and that student.

Every student in secondary will be assigned to a virtual teacher for Advisory. The Advisory teacher will have similar responsibilities to an Advisory teacher in the regular school setting. This teacher will be the main point of contact for parents and students for general questions and issues. This teacher will also be responsible for making sure the student stays on track with their classes. They will be in charge of holding the conferences with the parents in the spring and fall and will help them schedule classes for the following school year.

ENROLLMENT AND ADMISSIONS

Raytown Schools is currently offering virtual learning for grade levels K through 12. Parents wishing to enroll their children in virtual learning through the Raytown Schools starting in the 2021-2022 school year must:

- Complete enrollment in Raytown Schools and provide all required documents.
- Provide a supportive adult who is able to read and understand the curriculum and instructional materials provided by Raytown Schools and agrees to continuously supervise and engage in the academic support of the student during regular school hours.
- Have a working phone number, email account, and Internet access at all times while enrolled.
- Ensure that your student is in good standing with the school district.
- Understand and agree that students will be enrolled in their age appropriate grade level, unless the district has officially approved a retention or promotion.
- Understand and agree that the student's educational program will be at the direction of the assigned Raytown Schools teacher(s), lessons provided by the teacher(s) must be completed in the manner and within the timeframes assigned.

This form of instruction may not be ideal for students who have not performed well in the virtual setting in the past.

IMMUNIZATION REQUIREMENTS



A child may not be enrolled in a public school without a record of immunizations from a physician or health care provider showing that he or she has been immunized according to required schedules. Students not in compliance with immunization requirements will be excluded from school until the proper immunizations are received.

As proof of compliance with the immunization requirements, the parent, guardian, or student must present to the school, upon enrollment, an immunization record stamped or signed by their physician or health care provider. Students who are out of compliance with the immunization law will be excluded from school attendance until the necessary immunizations are received.

PARENT GUARDIAN RESPONSIBILITIES



Parent Communication Policy

Parent-Teacher communication is a vital cornerstone to maintain the unique partnership between the school and parents. Teachers are the parents' first point of contact for academic questions. Respectful, productive communication is expected from parent to teacher, and teacher to parent. The teacher is also an important link of communication from the home school administrative office. Parent phone conversations with teachers or the office that include profanity and/or uncontrolled anger or shouting will not be permitted. If parent behavior is disrespectful in this manner, the conversation will revert to written communication only. Parents are expected to maintain responsiveness to email, newsletters, and phone communication with the teacher and the school. Professional, courteous two-way communication is always encouraged.

Computer/Internet Back-up Plan

Parents must have a technology back-up plan. Computers and the internet do crash or become non-functional. In the event this does occur, communication with your child's teacher becomes critical. Please note that any equipment loaned to students is not guaranteed to be free from hardware failures. It is the responsibility of the parent to ensure an alternative arrangement for submitting and accessing the virtual courses is made. Parents must have a technology back-up plan. Students will not be excused from attendance for any technology problems. If a student is unable to complete work or attend synchronous class sessions for any reason, contact the student's teacher immediately.

Computer

A computer will be issued from Raytown schools for use at home. If this computer is not available for any reason, any computer will work. Problems with the district computer should be reported to Technology at 816-268-7172 or studentsupport@raytownschools.org.

Internet

Raytown Schools expects families to provide their own internet access. There are several programs available in our community to assist residents in bridging the digital divide.

- Free Public Accessible WiFi and Access to Internet Connected Computers (Seek hotspot locations such as libraries or local businesses who offer free WiFi). Here is a list of locations that have free Wi-Fi available: [Raytown Open WiFi Locations List](#).
- Internet Plans for Low and Fixed Income Households: [Internet Resources](#).

Responsibilities and Suggestions

Beginning of Year

- Check out Chromebook or laptop through your home school. The school will send more details on when and where this will happen.
- Get familiarized with the online help portal. [Parent/Adult Learning Support \(PALS\)](#)
- Set up learning space and organize materials.
- Attend orientation sessions being presented by school personnel.
- Participate in a goal setting conference with the teacher.

Daily

- Check emails/guardian summaries and communicate as needed with teachers.
- Follow and complete the scheduled daily lessons and assignments.
- Monitor attendance at scheduled online, synchronous class sessions.
- Review lessons for the next day and gather all necessary materials.
- Encourage your student to be engaged in the lessons.
- Ensure that your student has a private location or headphones when conversations that may include the private information of other students may be overheard. This does not include whole class instruction.

Weekly

- Review student progress on Google Classroom and SISK12.
- Note any topics to discuss with the teacher.

As Required

- Attend conferences with their virtual learning teacher, counselor, advisor or administrator.
- Participate in state-mandated testing.
- Collect and submit work samples.
- Attend IEP and/or 504 meetings (if the student currently has an IEP and/or 504 Plan) and provide updates regarding any changes or concerns about the IEP and/or 504 Plan to the teacher immediately.
- Review and update student progress and established goals with their virtual learning teacher.
- Report contact information changes immediately (address, Email, phone) to the teacher.

End of Year

- Return all equipment and materials to home school.
- Review/discuss course placement with the Advisory teacher for the following year.

SCHOOL ONLINE ACCOUNTS



Google Classroom is the site your teacher will use to manage instruction, assessments and progress. Attendance and grades will be stored on SISK12. Once enrollment is approved for your student(s) you will receive an email with information on how to access the parent portals on Google Classroom and SISK12. Additional instructions may be found on the [Parent/Adult Learning Support Page \(PALS\)](#).

ATTENDANCE AND DISCIPLINE



Attendance Requirements

Attendance in a virtual learning program is measured weekly, not daily. As such, students are deemed in attendance for the week if evidence is provided of work progression towards a passing grade in each course as documented through Google Classroom. Sufficient progress in virtual learning will be determined by any combination of

course-work submitted, synchronous class attendance and/or participation in online discussions. Official attendance is recorded by the classroom teacher in SISK12.

Students who do not attend and participate regularly may be removed from virtual learning and returned to the regular school setting.

Student Discipline

Virtual students will be subject to the same discipline expectations as students in the regular school setting. All Board of Education policies are in force for both virtual and in person students. There are some issues that are more prevalent in a virtual classroom. A virtual learning student may be subject to disciplinary action for one or more of the following reasons as determined on a case by case basis:

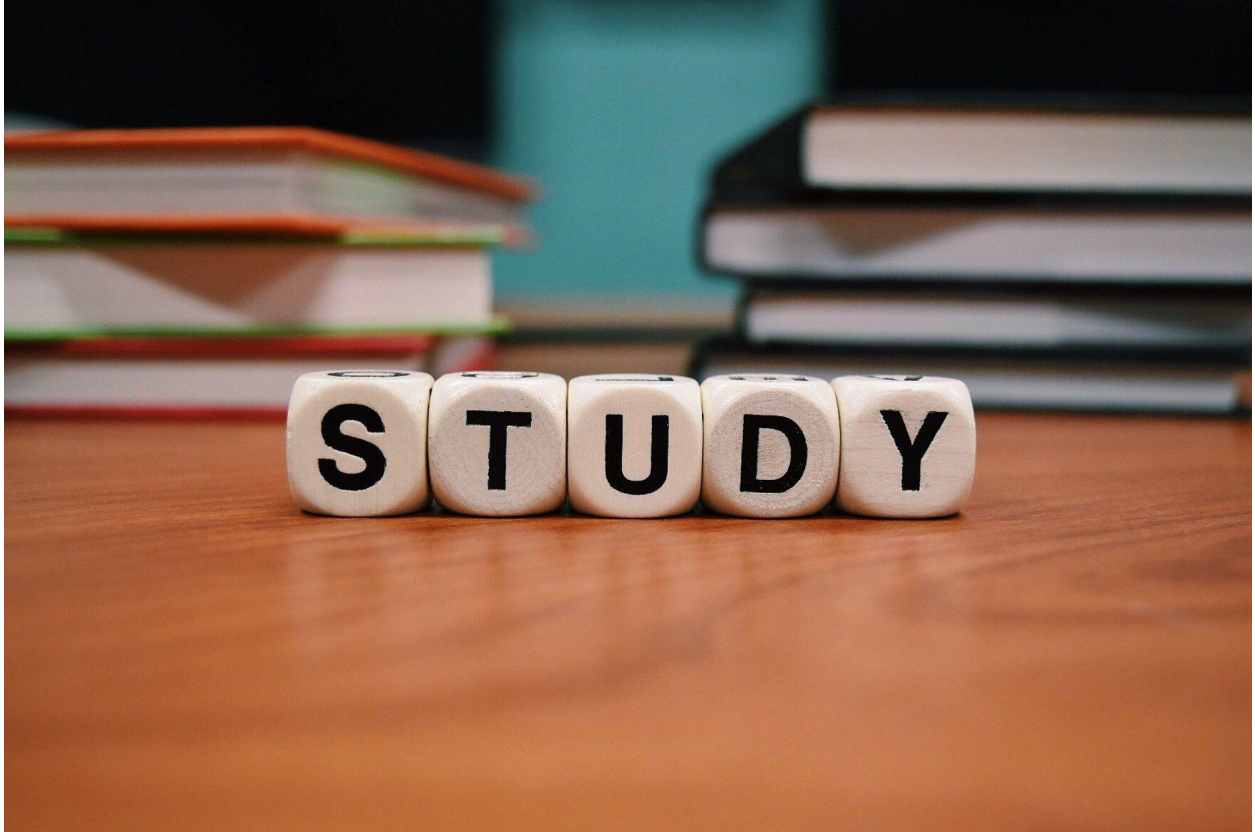
- Failure to submit work for each course each week. This is considered truancy or absence.
- Failure to attend scheduled online, synchronous class sessions.
- Failure to attend/participate in virtual learning Orientation Sessions.
- Failure to respond to teacher/administrator phone calls, emails, and/or intervention meeting requests.
- Failure to participate in state-mandated testing.
- Failure to maintain academic integrity (i.e. Plagiarism, taking assessments multiple times in a short period, using online resources during assessments when they are not allowed...).
- Failure to follow Individual Education Plan (IEP) (if applicable).
- Failure to follow other Raytown Schools policies.
- Allowing an unauthorized person access to a student's account. This includes both online and hardcopy curriculum materials.

TARDY POLICY



Arriving late, even virtually, to any scheduled class is disruptive to student progress and learning. It is understood there may be circumstances that may occasionally prevent a student from being on time. However, chronic tardiness will not be accepted. At the secondary level, tardies will be marked in SISK12.

ACADEMICS



Elementary School

Students in elementary school will have one teacher for all classes, with the exception of lessons in Art, Music, PE, Counseling and Library. The curriculum will mirror what students are learning in the regular classroom. Our hope is to provide a Raytown teacher but there is also a possibility that these classes could be offered through Launch with a teacher outside of our district.

Elementary Minutes

Daily Schedule (Monday - Thursday)				
Approximate Total Minutes Per Day	Content Area	Component	Teacher-Led Instruction (minutes)	Independent Work (minutes)
10-20 Minutes	Morning Meeting	Class Building and Interactive Read Aloud	10-20	
60-85 minutes	Reading	Whole Group Reading	30-40	20-30
		Small Group Reading	10-15	
40-60 minutes	Writing	Writing Mini-Lesson	10-15	10-15
		Writing Conferences	20-30	
70-100 minutes	Math	Whole Group Math	20-30	15-20
		Small Group Math	20-30	
		Calendar Math	15-20	
30-40 minutes	Science	Whole Group Science	30-40	
30-40 minutes weekly	Social Studies*	Whole Group Social Studies	30-40	

Daily Schedule (Friday)				
Approximate Total Minutes Per Day	Content Area	Component	Teacher-Led Instruction (minutes)	Independent Work (minutes)
10-20 Minutes	Morning Meeting	Class Building and Interactive Read Aloud	10-20	
50-75 minutes	Reading	Whole Group Reading	20-30	20-30
		Small Group Reading	10-15	
20-30 minutes	Writing	Writing Mini-Lesson	10-15	10-15
50-70 minutes	Math	Whole Group Math	20-30	15-20
		Calendar Math	15-20	
30-40 minutes	Science	Whole Group Science	15-20	15-20

Secondary

Secondary is a structured approach to virtual learning allowing students to work online from home with daily classes and interaction with content teachers.

Secondary Virtual Schedule

- Students are assigned class periods each day which are required for attendance purposes.
- Mandatory live classes focus on targeted grade level skills which support the students in advancing their knowledge within the Raytown Curriculum.
- Students submit assignments to teachers which are graded.
- Students can expect to attend around 2-4 hours of classes per day- depending upon grade level. They will have additional work to complete on their own outside of this class time.

Synchronous and Asynchronous Instruction

Reporting of Grades

Secondary students receive Progress Reports from their Advisory teachers at the end of each trimester. Students and parents can log into SISK12 to check student progress at any time. Report cards are issued at the end of each semester and progress reports will be issued at the end of each trimester.

Late Work Policy

Students are responsible for checking the course syllabus for each class to determine the late policy for each course. Students should contact teachers prior to due dates if extensions to assignment due dates are needed. Extensions beyond the late policy for each class is up to teacher discretion.

Synchronous (Live) Lesson Timing for Middle and High School

Synchronous, or live, lessons are typically delivered during the period the class is assigned. This will ensure that students do not miss other synchronous lessons. It is typical to have two or three synchronous lessons per week. Teachers may also invite students to participate in a synchronous lesson during a time they have students in their classroom. The class schedule for each school is listed in their home school's handbook.

GRADING POLICY



The quickest way to see how a student is doing is by viewing grades in SISK12. Parents have access to this information through their own accounts 24 hours a day, 7 days a week. Grades are determined by a number of factors, including computer-scored online tests and quizzes and teacher-scored assignments, like papers or reports that are submitted through Google Classroom. Participation in threaded discussions also has an effect on grades, as does timely submission of work.

Grading Scale

90- 100% = A = 4.0 grade points

80- 89.99% = B = 3.0 grade points

70- 79.99% = C = 2.0 grade points

60- 69.99% = D = 1.0 grade points

Below 60% = F = 0.0 grade points

ACADEMIC INTEGRITY POLICY



Raytown Schools hold students accountable for doing their own work. Students who submit work as their own when it is not wholly and completely their own are guilty of cheating and/or plagiarism. Plagiarism is the deliberate representation of another's words, thoughts, or ideas as one's own without attribution in connection with submission of academic work, whether graded or otherwise. Cheating can be defined as claiming credit for any assignment or assessment without putting forth the academic effort required for the assignment or assessment. Assisting other students in cheating or plagiarism is also considered academic dishonesty.

Here are some clear examples of what can be considered plagiarism and cheating:

- Having a friend or parent help you on a test, even if the friend/parent just explains words or questions to you.

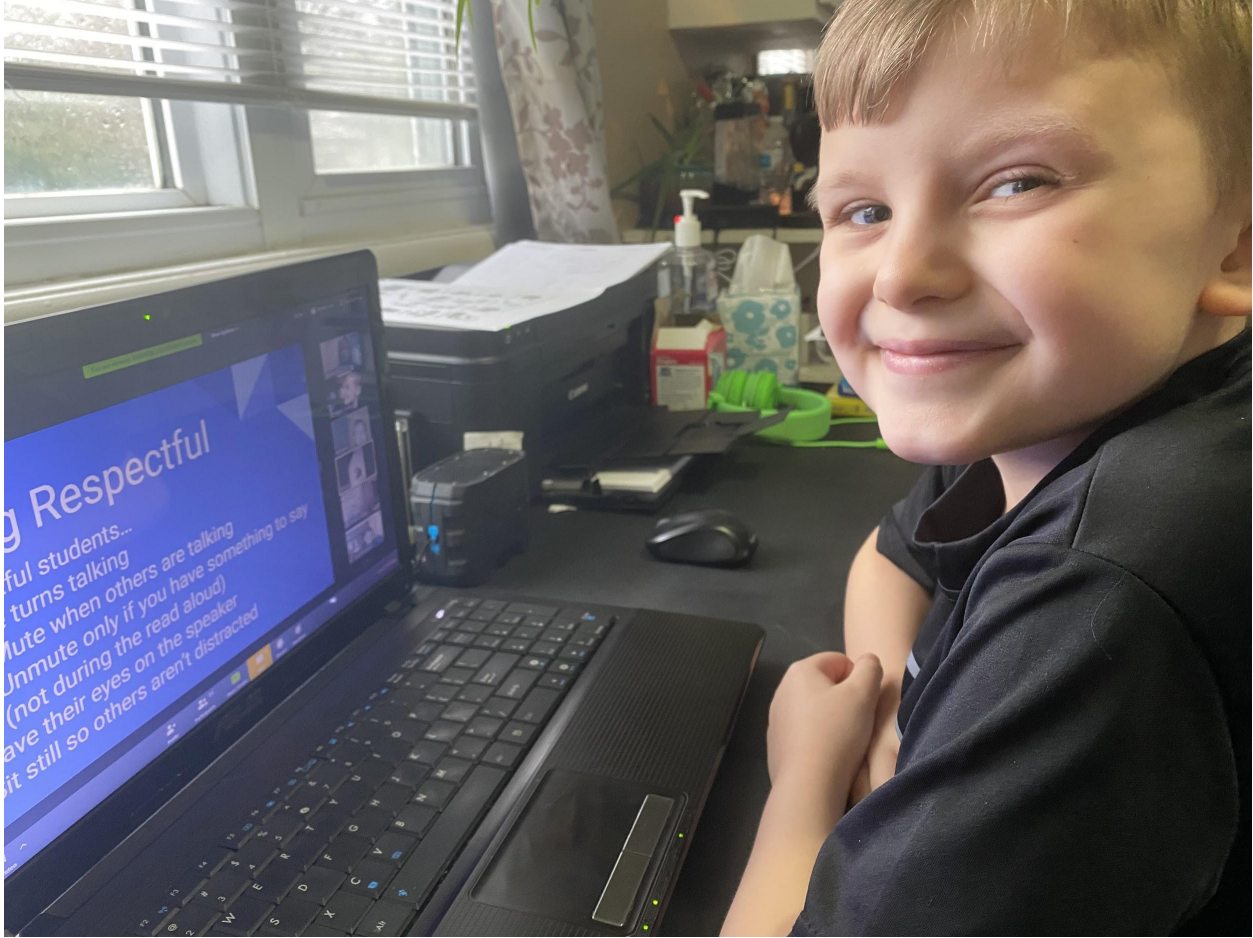
-
- Copying the words of another source (person or print) without putting those words in quotation marks.
 - Using the ideas of another source without giving credit to the source, even if you are using your own words.
 - Using books, websites, smartphones, notes, or assistance from other people on tests or quizzes unless your teacher has specifically stated outside material may be used.
 - Copying your assignments/tests (in part or in whole) and posting them on help websites like Yahoo Answers or Wiki Answers for assistance with the assignment.
 - Talking with others (family, friends, acquaintances, online help sites, etc.) during a test.

After an initial warning and explanation by the teacher, students who are guilty of cheating or plagiarizing will be referred to school and the school's discipline policy will be followed.

Unless otherwise instructed by your teacher or by a specific assessment, students are expected to honor the following principles while taking assessments:

- You will not copy or redistribute any part of the assessment in any way—electronically, verbally, or on paper.
- Your answers will represent your work and only your work, free of any outside assistance. You will not plagiarize in any way.
- You will not repeatedly attempt the same test multiple times in one sitting in order to reach a passing grade.

REQUIRED TESTING



State Testing

It is expected that students participate in all State-mandated testing, as they are required for graduation in the State of Missouri. Students will need to report to their home school for state testing.

BEHAVIOR



As a Raytown Schools virtual learning student, you are expected to follow the rules of network etiquette or “netiquette.” Additionally, all expectations outlined in Raytown School Board of Education policies apply. The behaviors listed here are those that are more common in the virtual environment.

Inappropriate Behavior

- **Inappropriate behavior includes the following:**
 - Insults or attacks of any kind against another person
 - Vandalism of school property

-
- Disruptive behavior
 - Bullying, including cyber interaction
 - Use of obscene, degrading, or profane language
 - Harassment (e.g. continually posting unwelcome messages to another person) or use of threats
 - Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing “spam” mail, chain email, viruses, or other intentionally destructive content.

Student Internet Safety

- Do not reveal personal information about yourself or other persons. For example, you should not reveal your name, home address, telephone number, or display photographs of yourself or others to persons outside of the Raytown Schools.
- Do not agree to meet in person anyone you have met only on the Internet and who is not affiliated with the Raytown Schools.
- Users shall not upload, download, transmit or post copyrighted software or copyrighted materials, materials protected by trade secrets or other protections using Raytown Schools computer resources. This includes copyrighted graphics of cartoon characters or other materials that you found that may appear to be non-copyright protected.
- Avoid sarcasm, jargon, and slang. Swear words are unacceptable. Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.

Do

- Focus your responses on the questions or issues being discussed, not on the individuals involved.

-
- Be constructive with your criticism, not hurtful.
 - Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
 - Respect other people's privacy. Don't broadcast online discussions, and never reveal other people's email addresses.

Bullying and Cyberbullying

Raytown Schools is committed to providing a safe, secure, and respectful learning environment for all students and employees at all school facilities, instructional settings, school grounds, and at school-sponsored activities. Raytown Schools strives to address bullying and cyberbullying so that there is no disruption to the learning environment and process. Cases of bullying or cyberbullying will be reported to the home school administration and handled through the Raytown Schools discipline policy.

Definitions

- 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.

ENGLISH LANGUAGE DEVELOPMENT SERVICES (ELD)

English Learners (EL) have a right to a comprehensive educational program with high standards provided by trained and knowledgeable staff. Raytown Schools is committed to providing equitable access to an educational experience designed to develop academic skills and concepts at the same level as other students.

Translated Materials/Access

- Raytown Schools will have bilingual staff and other resources to provide interpreting/translation services to accommodate parents and learning coaches. Translated forms can be provided upon request.

Instruction

- Secondary students will have ELD classes as part of their schedule. They will need to participate in synchronous Zoom sessions during the scheduled times of those classes. ELD specialist teachers will be available to tutor students during their ELD Content Area Reading Lab classes and at other times by appointment.
- Not all students who qualify for ELD services will be appropriate for the virtual setting. The district ELD Coordinator and/or ELD specialist teacher will discuss the decision for in person or virtual instruction with students and their parents.

SPECIAL EDUCATION AND 504 SERVICES



Special education is the provision of services to students with an identified handicapping condition who require specialized instruction and possible accommodations, modifications, and related services in order to benefit from their education. Raytown Schools is responsible for providing a Free and Appropriate Public Education (FAPE) under the federal guidelines of the Individuals with Disabilities Education Act (IDEA). Raytown Schools is required to provide access to the curriculum for students in their least restrictive environment. For students with a current Individualized Education Program (IEP), special education teachers and supporting staff members are expected to follow the components within the IEP. For virtual education, IEP teams will determine if virtual education is appropriate for the student to receive a free appropriate public education. If determined

appropriate, IEP teams will develop an IEP that will provide appropriate services and supports.

Students who are identified as special education students and served under an Individual Education Plan (IEP) must follow school compliance requirements unless exempt or adjusted within the IEP.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap. Raytown Schools have a responsibility to identify, evaluate, and provide access to appropriate educational services if a child is determined eligible. For students with a current 504 plan, the general education teachers are expected to follow the written 504 FAPE plan developed during the 504 team meeting, and are supported by the child's school counselor who serves as the Section 504 Coordinator. For virtual education, 504 teams will determine the necessary accommodations a student requires to receive a free appropriate public education.

EXTRA CURRICULAR ACTIVITIES AND CLUBS



Students may still participate in some extracurricular activities at their home school. Students will need to comply with MSHSAA regulations, which do require that a student have a full schedule of classes during their season. It is also possible that MSHSAA will not allow a student taking a full load of virtual classes to participate in MSHSAA activities. Students may also participate in after school clubs if they are in good standing with their classes. Parents will need to provide transportation both to and from school.

SCHOOL PROPERTY



Raytown Schools provides equipment, materials, books and other curricular supplies. These items are school property and must be kept in good condition. Parents/guardians are responsible for the repair or replacement of all lost, stolen or damaged school property. All property must be returned to Raytown Schools in good, working condition upon withdrawal from the program.

TECHNICAL HELP



All student technical help should be directed to our Helpdesk at 816-268-7172 or studentsupport@raytownschools.org.

WITHDRAWAL

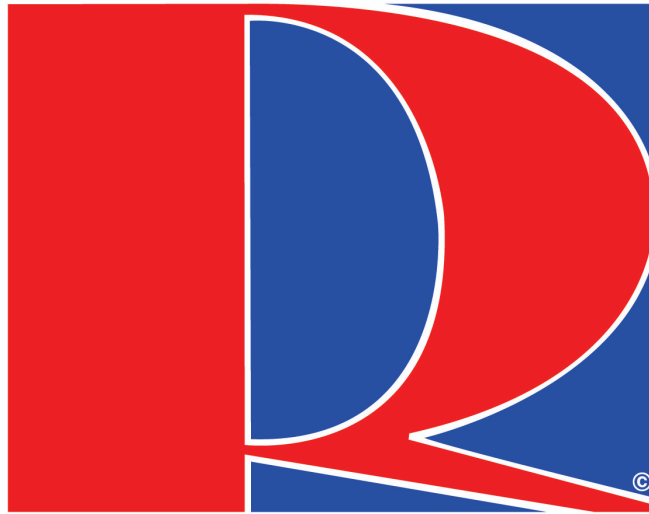


Parents who wish to remove their student from Raytown Schools virtual learning must contact the principal's office at their home school. Students can only make the move from Virtual learning to the building at the end of a semester.

SOCIAL/EMOTIONAL HEALTH



Raytown Schools is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please contact the school counselor for more information related to mental health services and to find mental health services available in our area.



**RAYTOWN
QUALITY
SCHOOLS**
Expect the Exceptional

Thank you for your patience and support as we work to provide the very best educational services for our students.

WWW.RAYTOWNSCHOOLS.ORG

[FACEBOOK.COM / RAYTOWNQUALITYSCHOOLS](https://FACEBOOK.COM/RAYTOWNQUALITYSCHOOLS)

[TWITTER.COM / RAYTOWNSCHOOLS](https://TWITTER.COM/RAYTOWNSCHOOLS)

[YOUTUBE.COM / C/ RAYTOWNSCHOOLS7000](https://YOUTUBE.COM/C/RAYTOWNSCHOOLS7000)