

# **AVA MIDDLE SCHOOL HANDBOOK**



**2024 - 2025**

**A.M.S. Handbook**  
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## **Forward**

Welcome to a new school year at Ava Middle School, Home of the Bears. The Ava Middle School team of educators is pleased to welcome our students and their parents, and we look forward to partnering with you to provide a positive and high-quality educational experience for all of our students.

The middle school years are a time of tremendous growth for students as they end the elementary years and begin adolescence. They experience rapid growth physically, emotionally, socially, and intellectually. These transition years are a critical time for social and academic growth upon which their future success in high school, college, and career is built. We strive to provide support in each of those areas for our students.

At Ava Middle School we are about the success of each student. Our faculty and staff will strive to build relationships with every child and provide each child with the support needed to be successful along with personalized learning. We offer extra support during (WIN time) for students who might be struggling and also before and after school tutoring. We encourage students to be involved in extracurricular activities in order to connect with school and others. We have a counselor, Mrs. Melton, who can help students and parents with emotional, social, and academic support.

It is a privilege to serve the families of Ava Middle School. Should you have any questions or concerns, please contact us. We are looking forward to a great school year.

The Ava Middle School Staff

## **ADMINISTRATION**

Aaron Dalton, Superintendent  
Melissa Payne, Assistant Superintendent  
Patricia Nelson, AMS Principal  
Riley Jenkins, Assistant Principal  
Brooke Melton, Counselor  
Caley Wallace, Administrative Assistant  
Debbie Towell, Administrative Assistant

## **TEACHERS**

### **FIFTH GRADE**

Rachel Braden, ELA  
Crystal Ray, Science  
Kristi Vinson, ELA  
Shelby Box, Math

### **Spec ED / At Risk / Para's**

Melissa Cole  
Daryla Heinlein  
Becky Lakey  
Melissa Lawrence  
Kristy Herrell  
Delayna Dry

### **SIXTH GRADE**

Bailey Gastineau, Math  
Livia Collier, Soc Studies  
Cathy Rahder, ELA  
Renee Stillings, Science

### **SEVENTH GRADE**

Theresa Mullican, Math  
Brad Clevenhagen, Science  
Kimberley Copeland, Social Studies  
Charity Bentley, ELA

### **EIGHTH GRADE**

Anna Cummins, ELA  
Regan Quackenbush, Social Studies  
Buffy Strong, Math  
Dylan Stewart, Science

### **ELECTIVE TEACHERS**

Charlie McDonald, Industrial Arts  
Mindy Pinckney, Art, Yearbook  
Jessie Lehmann, PE  
Jacey Swofford, PE  
Scott Payne, PE  
Chase Gastineau, PE  
Leatha Kennedy, VoAg  
Melsisa Tate, Music, Band  
Sara Sacco, Music, Band  
Casey Merrifield, Sports  
Chelsea Maggard, FACS  
Michelle Wolfskill, Choir, Drama  
Kayte Taylor, Math Foundation  
Caleb Johnson, Math Foundation  
Zach Mendel, Alternative Ed.  
Jacob Buckner, Choir

# Ava R-I School District

507 North Spring Street ~ P.O. Box 338 ~ Ava, Missouri 65608

Phone 417-683-4717 - Fax 417-683-6329

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student's teacher has met State qualifications 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.

Parents of students who participated in MAP or EOC testing at our school last year will receive a score report and a letter explaining the report.

Please contact the central office at 417-683-4717 with any questions you may have.

Melissa Payne  
Assistant Superintendent  
Ava R-I School District

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

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

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

**1. What is a complaint?**

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

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

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

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

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

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

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

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV(A), Title V  
<sup>2</sup> In compliance with ESSA Title VIII-Part C, Sec. 8304(e)(1)(K)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

## **Ava R-I School District Parent Involvement Plan**

The Ava R-I School District believes that engaging parents/families in the education process is essential to improve academic success for students. The District recognizes that a student's education is a responsibility shared by the district, parents, families, and other members of the community during the entire time a student attends school. The District believes that an environment must be created that is conducive to learning and that strong, comprehensive parent/family involvement is an important component.

The district plan to facilitate parent/family involvement includes the following six goals:

- 1) Promote regular, two-way, meaningful communication between home and school.
- 2) Promote and support responsible parenting.
- 3) Recognize the fact that parents/families play an integral role in assisting their children to learn.
- 4) Promote a safe and open atmosphere for parents/families to visit the schools their children attend, and actively solicit parent/family support and assistance for school programs.
- 5) Include parents as full partners in decisions affecting their children and families.
- 6) Use available community resources to strengthen and promote school programs, family practices and the achievement of students.

The district's plan for meeting these goals include the following:

- Hold meetings annually that involve parents in the process of reviewing the development and implementation of the Title I program plan, Parent Involvement Policy, and School Parent Compact.
- Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
- Build the schools' and parents' capacity for strong parental involvement.
- Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
- Conduct, with the involvement of parents, an evaluation of the effectiveness of parent involvement activities. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.

# **Ava Middle School**

## **SCHOOL/PARENT/STUDENT COMPACT**

### **2024-2025 School Year**

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

#### **School Responsibilities:**

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Missouri Learning Standards as follows
  1. Retain highly qualified principals and teachers
  2. Provide instruction, materials, and high-quality professional development that incorporates the latest research, and
  3. Maintain a safe and positive school climate.
- Hold bi-annual parent-teacher conferences to
  1. Discuss the child's progress/grades during the first and third quarters,
  2. Discuss this compact as it relates to the child's achievement, and
  3. Examine the child's achievement and any pending options at the end of the third quarter.
- Provide parents with frequent reports on their child's progress as follows
  1. Mid-quarter report sent from the school, and
  2. Quarterly grade cards/reports sent home by the school.
  3. Utilizing technology such as ClassDojo, Remind, etc.
- Be accessible to parents through
  1. Phone calls or person-to-person meetings,
  2. Scheduled conferences before, during, or after school, and
  3. Scheduled school or home visits.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows
  1. Listen to children read,
  2. Help with classroom decorations, art projects, etc.,
  3. Present a program on your culture, or career and
  4. Assist with holiday programs or parties, educational trips, etc.



## **Parent Responsibilities:**

I, as a parent, will support my child's learning in the following ways:

1. Make sure they are in school every day possible.
2. Check that homework is completed.
3. Monitor the amount and content of screen time.
4. Volunteer in my child's classroom/school.
5. Be aware of my child's extracurricular time and activities.
6. Stay informed about my child's education by reading all communications from the school and responding appropriately.
7. Communicate concerns directly to the classroom teacher.

## **Student Responsibilities:**

I, as a student, will share the responsibility to improve my academic performance to meet the Missouri Learning Standards and will:

1. Attend school every day possible,
2. Be respectful toward others,
3. Do my homework every day and ask for help when I need it,
4. Read at least 30 minutes every day outside of school time, and
5. Give all notes and information from my school to my parent/guardian daily.

## **SIGNATURES:**

AMS Staff Member \_\_\_\_\_ Date \_\_\_\_\_

Parent(s) \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

# ***Ava R-I School District Comprehensive School Improvement Plan***

## **Vision Statement**

Cultivating positive relationships, discovering potential, and developing leadership for all learners.

## **Our Motto**

Engage, Inspire, Empower

## **Core Beliefs and Goals**

- **Academics**-Ava R-I will develop and enhance quality educational programs to ensure equitable access to all students.

**Goal #1:** The district will develop and enhance quality educational and instructional programs to ensure each student has equitable access to a rigorous and viable curriculum.

**Goal #2:** The district will utilize student achievement data to develop and maintain a multi-tiered system of support to meet the needs of all students.

**Goal #3:** The district will expand PAT enrollment and increase collaboration with internal and external early childhood programs.

**Goal #4:** The district will implement professional development focused on evidence-based instructional practices, personalized for teachers.

- **Business**-Ava R-I will proactively manage finances to provide an environment conducive to high levels of learning in a safe and healthy school.

**Goal #1:** The district will proactively manage finances and engage in long-range planning to provide an environment conducive to high levels of learning in a safe and healthy school.

**Goal #2:** The district and Board of Education will engage in ethical and transparent governing practices in accordance to board policy, state, and federal regulations to ensure the safety and security of all students and staff.

**Goal #3:** The district will attract and maintain a high-quality staff.

- **Culture and Climate**-Ava R-I will establish a culture focused on learning by maintaining high expectations for all students.

**Goal #1:** The district, through improved communication with students, parents, and the community will develop program offerings and partnerships to support learning pathways for all students.

**Goal #2:** The district will establish a culture focused on learning with an emphasis on high-academic and behavioral expectations for each student.

## 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 Ava R-1 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, 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 Ava R-1 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Ava R-1 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request an 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 Ava R-1 School District has developed a Local Compliance Plan for the implementation of the 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 at the Ava R-1 Special Services Office, 8:00 AM to 3:30 PM, Monday through Friday. This notice will be provided in native languages as appropriate.

Rev. August 15, 2013

## AMS - DAILY BELL SCHEDULE

Breakfast is available in the classroom from 7:45 - 8:00 am.

### 7<sup>th</sup> and 8<sup>th</sup> Grades

Zero Hour	7:45 - 7:55
1 <sup>st</sup> Period	8:00 - 8:58
2 <sup>nd</sup> Period	9:02 - 10:00
3 <sup>rd</sup> Period	10:04 - 11:02
4 <sup>th</sup> Period (WIN)	11:06 - 11:35
Lunch/Recess	11:37 - 12:03
4 <sup>th</sup> Period (WIN)	12:07 - 12:36
5 <sup>th</sup> Period	12:40 - 1:40
6 <sup>th</sup> Period	1:44 - 2:42
7 <sup>th</sup> Period	2:46 - 3:44

### 5<sup>th</sup> and 6<sup>th</sup> Grades

Zero Hour	7:45 - 7:55
1 <sup>st</sup> Period (WIN)	8:00 - 8:58
2 <sup>nd</sup> Period	9:02 - 10:00
3 <sup>rd</sup> Period	10:04 - 11:02
4 <sup>th</sup> Period	11:06 - 12:06
5 <sup>th</sup> Period	12:10 - 12:39
Lunch/Recess	12:41 - 1:07
5 <sup>th</sup> Period	1:11 - 1:40
6 <sup>th</sup> Period	1:44 - 2:42
7 <sup>th</sup> Period	2:46 - 3:44

### Early Dismissal Schedule - Buses depart at 12:30

7 <sup>th</sup> /8 <sup>th</sup> Grade		5 <sup>th</sup> /6 <sup>th</sup> Grade	
Zero Hour	7:45 - 7:55	Zero Hour	7:45 - 7:55
1 <sup>st</sup> Period	8:00 - 8:58	1 <sup>st</sup> Period	8:00 - 8:58
2 <sup>nd</sup> Period	9:02 - 10:00	2 <sup>nd</sup> Period	9:02 - 10:00
3 <sup>rd</sup> Period	10:04 - 11:02	3 <sup>rd</sup> Period	10:04 - 11:02
4 <sup>th</sup> Period	11:06 - 11:32	4 <sup>th</sup> Period	11:06 - 11:56
<b>Lunch (7<sup>th</sup>/8<sup>th</sup>)</b>	<b>11:36 - 11:56</b>	<b>Lunch</b>	<b>12:00 - 12:20</b>
4 <sup>th</sup> Period	12:00 - 12:25	Homeroom	12:20 - 12:25

## 2024 -2025 School Calendar

### August 2024

8-9 New Teacher Orientation  
13-16 Teacher Professional Development Days  
15 Teacher Workday/**Open House**  
19 First Day of School

### September 2024

2 NO SCHOOL – Labor Day Break  
23 NO SCHOOL - Teacher Professional Development Day

### October 2024

14 NO SCHOOL - Teacher Professional Development Day  
18 1<sup>st</sup> Quarter Ends  
22 & 24 **Parent/Teacher Conferences**

### November 2024

18 NO SCHOOL- PD DAY  
25 Monday with Students  
27-29 NO SCHOOL - Thanksgiving Break

### December 2024

2 Monday with Students  
9 Monday with Students  
16 Monday with Students  
20 2<sup>nd</sup> Quarter Ends  
23 – Jan 3 NO SCHOOL - Christmas Break

### January 2025

1 NO SCHOOL- New Year's Day  
7 Back to School - 2<sup>nd</sup> Semester Begins  
6 NO SCHOOL - Teacher Professional Development Work Day  
20 NO SCHOOL - Martin Luther King Day

### February 2025

3 NO SCHOOL - Teacher Professional Development Day

### March 2025

3 NO SCHOOL - Teacher Professional Development Work Day  
14 3<sup>rd</sup> Quarter Ends  
17-24 NO SCHOOL – Spring Break  
Week of the 24th **Parent/Teacher Conference**

### April 2025

7 NO SCHOOL - Teacher Professional Development Day  
14 Monday with Students  
21 Monday with Students  
18 Good Friday  
28 Monday with Students

### May 2025

16 Last Day of Classes



### **Enrollment / Withdrawal**

A new student must report to the principal's office to be registered by the principal or counselor. All students must present their immunization records to show they meet the guidelines set forth by the Missouri Department of Health. The immunization records must be on file in the health office before students may begin classes. A student will not be enrolled until they have had their records sent or personally delivered to the Middle School.

All students who withdraw from school for any reason should report to the principal's office. If the student is transferring to another school, a request for a transfer of grades and permanent records should be made. Students or parents should notify the principal's office before the withdrawal of the student. Upon request, the office will provide to the parents with a copy of progress grades and immunization records to present at a new school upon registration.

### **Attendance Standards**

**Students will be expected to make up all work regardless of whether an absence is excused or unexcused.** *Students will receive one school day for each day they were absent to make up assignments. If the work is not submitted in the allotted time frame, the student will receive a grade reduction for the assignments.* We want to promote strong attendance in order for students to learn while at school and develop responsibility. Doctor, dentist, counselor, etc. appointments are considered excused along with five (5) parent excuses per semester, please keep the middle school office aware of absences. Any students whose attendance rate is below 90% will receive an attendance letter after each quarter and will be required to attend Friday evening school and/or summer school. In addition, they will **not** be eligible to participate in extra activities such as dances or field trips until attendance is made up by attending Friday after school. Attendance and class participation are part of a successful learning experience. Continued absences could result in required summer school attendance, and/or referral to the Truancy Court due to educational neglect.

## **Counselor Guidance Program**

The purpose of the Ava Middle School Counseling Department is to provide a comprehensive program including:

- I. Curriculum consisting of classroom lessons and large group presentations.
- II. Individual planning consists of activities that help all students plan, monitor, and manage their learning as well as their personal and career development.
- III. Responsive services consisting of activities and counseling services to meet the immediate needs and concerns of the students.
- IV. System supports consisting of management activities that establish, maintain, and enhance the total guidance program.

## **Suspected Dyslexia Screening**

In the 2018-19 school year and subsequent years, Ava Middle School will have screenings available for students with suspected dyslexia upon a written request from a parent. Teachers may also request that a student be screened. Parents should send a written request to the Counselor/Principal for the school to determine suspected dyslexia. The counselor will share the results with the parents. "Dyslexia screening" is a short test conducted by a teacher or school counselor to determine whether a student likely has dyslexia or a related disorder in which a positive result does not represent a medical diagnosis but indicates that the student could benefit from approved support. Further, the district will provide a reading success plan to students who have been identified as being at risk of dyslexia in the statewide dyslexia screening or have a formal diagnosis of dyslexia.

## **State-Mandated Reading Assessment Program**

### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the challenging academic standards set forth by the Missouri State Board of Education. The assessments will be the same for all students in the district, including those students identified as migratory or homeless, students in foster care and students with a parent/guardian who is an active duty member of the armed forces or who serves on full-time National Guard duty.

### **Reading Assessments:**

The district will also assess any newly enrolled students in grades one through five. The assessment results will be used to determine the student's need and eligibility for a

reading success plan. The district will provide a reading success plan designed to remediate identified areas of reading deficiency to students who need reading assistance, as required by law.

A substantial reading deficiency exists when a student is one or more grade levels behind in reading or reading readiness. The district will notify parents/guardians of students identified for reading success plans and give their students the opportunity to attend district summer school programs when offered. The district will provide strategies that parents/guardians may use to help the student obtain reading proficiency including, but not limited to, the promotion of parent-guided home reading.

The reading success plan will include intensive instructional services and support as appropriate according to the student's needs. The services and supports may include additional scientific, evidence-based reading instruction and other strategies prescribed by the district. The district will provide a reading success plan to students who:

1. Exhibit a substantial deficiency in reading that creates a barrier, based on teacher observation or reading assessment, to reading progress; or
2. Have been identified through the statewide dyslexia screening as being at risk of dyslexia or having a formal diagnosis of dyslexia.

A substantial reading deficiency exists when a student is one or more grade levels behind in reading or reading readiness. The district will notify parents/guardians of students identified for reading success plans and give their students the opportunity to attend district summer school programs when offered. The district will provide strategies that parents/guardians may use to help the student obtain reading proficiency including, but not limited to, the promotion of parent-guided home reading.

### **Elective Courses Offered**

**Art 3 (Grades 7 and 8):** In Art 3, we use the foundations you learned in 5th and 6th grade and go BIGGER and BETTER! Since you will have art every day, our projects are more in-depth. We get to use many different media such as graphite, acrylic paint, watercolors, colored pencils, weaving, sculpture, quilling, string art, etc.

**Art 4 (Advanced Art) (Grade 8):** In Art 4, our projects are very involved. They take time, but will be totally worth it! We will do advanced projects, with the usual media, but we will also explore brand-new media such as charcoal, pastels, wax painting, and clay!

**Band (Grades 5, 6, 7 and 8):** Ava Middle School instrumental courses consist of instruction on school band instruments in the brass, woodwind, and percussion families. A few of the larger, more expensive instruments are owned by the school and are available to students at no cost; however, these are on a very limited basis. Most beginners purchase their own instruments. Arrangements are made for



an instrument dealer to visit the school in the early fall. The band classes are to prepare the students on the respective instruments to be able to play for their enjoyment and the enjoyment of others, to prepare the students to become members of the high school band, and possibly prepare students for a musical career.

**Choir (Grades 6, 7, and 8):** Students will participate in activities involving sight-reading skills, singing two-part choral music, presentation, and programs for the public.

**Computer Coding (Grades 7 and 8):** Students will learn to develop a step-by-step process of designing and developing various sets of computer programs to accomplish a specific computing outcome. Coding, or computer programming, is a creative process programmers perform to tell a computer how to perform a task. At its foundation, it involves writing computer programs using programming languages. Coding for students is usually taught using content that is high-interest while creating projects that involve creative input.

**Digital Learning (Grades 7 and 8):** Introductory course that will provide students with the opportunity to use the computer as a problem-solving tool. This class provides an overview of computer apps beginning with a brief introduction to computer concepts such as proper keyboarding techniques. Students will learn to use Google Suites-- Docs, sheets, slides, etc. The class will focus on using the internet in meaningful class projects.

**Drama (Grades 7 and 8):** Middle School Drama is an exploration for those interested in pursuing some aspect of drama at the high school level (or unsure and just want to see what it's all about!). We will cover acting by doing theatre games, monologues, duets and group scenes, reading plays, and backstage work/careers such as stage makeup, special effects, and light design, and musical theatre. This class just touches on everything briefly so you can decide whether you are more interested in the on-stage aspects or the backstage aspects, since there are specific courses for each at the high school level. This also helps anyone wanting to audition for shows at the high school level get an idea of what to expect.

**Family and Consumer Sciences (FACS) (Grades 7 and 8):** Students learn to think about their growth as individuals and as members of the community. This class covers information about foods and nutrition, clothing and appearance, and being a good consumer.

**Industrial Arts (Grades 7 and 8):** Industrial arts is a beginning shop course for students who are interested in learning and understanding the basic hand tools, simple machines, and processes as they relate to present-day industry. This is accomplished by classroom work with a workbook and actual construction of projects in the shop. Students must pay a shop fee to take care of the cost of projects. This course should provide a foundation for advanced courses.

**JAG:** The primary mission of the Middle School program is to help 7th & 8th graders to transition more successfully from middle to high school. Specialists will provide an array of counseling, skills development, career association, and experiential learning experiences that will improve their academic performance, school behavior, attendance, confidence, participation, and self-esteem. Middle School participants will improve their skills in leading and being an effective member of a team.

**Keyboarding:** 5<sup>th</sup> and 6<sup>th</sup>-grade students will learn the fundamentals of typing and word processing.

**Leadership/Computer Applications (Grades 7 and 8):** We work on leadership skills through individual and team projects involving research, creativity, new computer programs, and other challenges.

**Music Appreciation (Grades 7 and 8):** Music Appreciation is a one-semester course that will introduce students to the fundamentals of creating, enjoying, and listening to music. Students will learn the basics of creating music-- melody, harmony, and rhythm.

**Office Worker (8<sup>th</sup> Grade):** Students will assist in the delivery of messages and assist with other duties designated by the Middle School Main or Counseling Office.

**Sports/Advanced PE (Grades 7 and 8):** This will be an eighth-hour class designed for students playing an extracurricular sport at AMS. This end-of-the-day class will be the start of practice for the sport in session. Students not currently in a sport will participate in off-season conditioning.

**Vo-Ag (Grades 7 and 8):** This class is a beginning-level vocational agriculture course that includes hunter safety, welding, and the study of plants and animals. It is a good class for those interested in FFA in high school.

**Vocal Music (5,6,7, and 8):** Students will participate in activities involving: Sight-reading skills, singing two-part choral music, presentation, and programs for the public.

**Weight Training (8<sup>th</sup> Grade):** Students will learn the proper techniques and fundamentals of weight training. They will participate in a variety of exercise programs focusing on improving their muscular strength, muscular endurance, and flexibility.

**Yearbook (Grades 7 and 8):** This class is designed for students who are interested in creating a Middle School yearbook. Students will perform various tasks such as taking, cropping, and editing pictures. Students will learn how to implement their knowledge of computer applications in the creation of the yearbook. Students will learn marketing skills, which are important in any business setting. This class will develop verbal and written communication skills that are necessary in all aspects of life. Students from this class will be recommended to the High School yearbook teacher.

**VIRTUAL COURSES:** Virtual courses are available through the Missouri Course Access/Virtual School Program ([MOCAP](#)). A student may be denied enrollment in a virtual course if it is not in the best educational interest of the student.

### **Schedule Changes**

The counselor schedules students for classes. Students may make schedule changes during the first two days of the semester, with the approval of the counselor and teachers involved. All changes must be completed by the end of the first two days of the semester. Changes will be made after this time on a case-by-case basis.

### **Tutoring**

Parents who feel their child may benefit from tutoring may contact the teacher or the office for information. Tutoring is offered before and after school. Please feel free to call your child's teacher or the school office to get tutoring set up as soon as possible.

## Organizations/Clubs

### **Student Council**

The purpose of this council is to promote an effective relationship between the students and the faculty, to represent the student body in the promotion of student activities, and to encourage enthusiasm for scholarship and citizenship. The officers are chosen in the spring for the following year's student council. The remainder of the membership is chosen at the beginning of each school year by the student body. The officers consist of an 8th-grade student as president and 7th or 8th-grade students serving as vice president and secretary. The remainder of the council shall consist of two boys and two girls from each of the four grade levels.

#### Requirements to retain membership:

1. Officers will be allowed no grade lower than a B-.
2. Representatives will be allowed no grade lower than a C-.
3. Any member sent to the office for disciplinary reasons shall have his/her situation discussed by the principal, sponsor, and teacher making the referral. This may result in the member being removed from student council.
4. Any student council member receiving an ISS or OSS will be subject to a discipline review. All bylaws will be followed.

### **National Junior Honor Society**

The Ava National Junior Honor Society encourages academic achievement while also developing the ideals of character, service, citizenship, and leadership in its members. Responsibilities of the club sponsor include, but are not limited to, the following:

- \*Conduct meetings monthly or as needed
- \*Monitor members' grades each quarter as required for membership
- \*Monitor members' service log
- \*Issue invitations to new members (according to the club's guidelines)
- \*Work with the NJHS board
- \*Plan initiation of new members
- \*Coordinate fundraising activities (for example, AMS concession stand, etc.)
- \*Participate in community service projects (for example, the Angel Tree at Christmas)
- \*Provide volunteers in the elementary and preschool when needed

### **FCA**

FCA focuses on serving local communities around the globe by engaging, equipping, and empowering coaches and athletes to unite, inspire, and change the world.

**Food/Drink:** *No open drink containers (except reusable water bottles) or food may be brought onto the middle school campus.*

Students will be allowed to take **water** into the classroom, provided that the water is in a capped container, such as a water bottle, to prevent spills. Packed lunches will be allowed if brought in at the beginning of the day and left in the student's locker. Students may not order food to be delivered.

**Students leaving school early for school-sponsored trips may have parents deliver food to the middle school office.**

**Students arriving before 8:00 am may be allowed to bring in breakfast food while still following the drink policy.**

## **Before Class Begins**

Students are encouraged not to come to school before 7:45 am. However the school campus is open to students at 7:00 am. Students who arrive before 7:45 am should enter through the east 5th / 6th grade doors.

All Students / Go directly to the gym and remain quietly seated.

**7:45 am BELL:** Students go directly to their first-period class for breakfast.

**7:55 am BELL:** Students will have 5 minutes to go to their lockers, restroom break, and return to their first-period class.

**8:00 am BELL:** TARDY Bell / Students entering after 8:00 will be counted as Tardy.

**Students should not be in the hallway before the 7:55 am bell rings, unless they have permission from their first-period teacher.**

**No students should be at the gym lockers anytime before 7:55 am.**

Students are not allowed to congregate in front of the building or near the bus-loading zone any time before school and after school.

## **Bears Den Services**

Bears Den serves all students in PK-8th grade who live in Douglas County. Bears Den is available to families Monday through Friday each day school is in session.

The middle school program runs from 7:00-7:45 in the MS gym and cafeteria. The after-school program runs from 3:45-5:45 p.m. in the elementary and middle school building. Students are given a recess, a snack, and time to work on homework. Enrichment classes offered are engaging, hands-on, and challenging. Kids are up and moving every few minutes. Classes change every few weeks to keep interest high. Many classes focus on community service projects and promote positive life choices.

If school is released early because of inclement weather, Bears Den will NOT be available. Students will follow the emergency plan parents completed and turned in to the classroom teacher.

Day Camps are available once a month when regular school is not in session for professional development and during holiday breaks.

On days students have ISS, they will not be eligible to attend BEARS Den on those nights.

## **Change of Address/Phone**

Parents should notify the principal's office of any change of address, phone number, or other important information. The Ava R-I School District utilizes an automated phone calling system. The system will be used for special announcements and information such as school closings. The system will call the telephone numbers each student has as their primary number.

### **Emergency Preparedness Drills**

Fire, tornado, and earthquake drills will be held during the school year as deemed necessary. Instructions will be posted in each classroom. Students will be given oral instructions before the first drill.

### **Homework Request**

A parent must make a homework request through the Ava Middle School office before 10:30 a.m. If a request is made after 10:30, work will not be available to pick up until the following day. Make-up work forms will be made in duplicate so that one copy can be filed in the office, one will be sent home with the student, and one will be kept for the teachers.

### **Lockers**

Each student at the Middle School will be assigned a locker. Lockers are for the student's convenience. They should be kept neat and ready for possible inspection at all times. Since the locker belongs to the school, it is proper and probable that all lockers will be inspected occasionally to see if they are being maintained properly. To prevent the loss of items from the locker, it is advisable to give your combination to no one. Students must keep the locker assigned to them. Track, basketball, and football equipment must be left in the locker room. Also, no student is to display any type of advertisement, picture, or any other article on the outside of his/her locker. Advertisements, pictures, or any other article in an appropriate manner can be displayed inside his/her locker. No bag or purse, of any kind, will be allowed in the classrooms.

### **Lost and Found**

A lost and found clothes rack is located by the nurse's office. Valuable Items should be turned into the MS Office. Clothing not claimed by the end of the year will be donated to a charitable organization.

### **No Child Left Behind Act**

According to "The No Child Left Behind Act" (P.L. 107-110) the local district, upon request of the parents, is required to provide information pertaining to the qualifications and licensing criteria for teachers and paraprofessionals providing assistance to their children.

### **Parent/Teacher Conferences**

A day first and second semester has been set-aside on the school calendar for parent/teacher conferences. However, conferences are available throughout the school year by appointment. Teachers may meet with parents during their conference hour during the school day.

## Promotion and Retention Policy

Retention will be determined by a case-by-case situation. The student's situation will be examined and discussed through conferences with the principal, grade-level team, parents, and other school staff as needed.

\*Students who receive failing grades in core classes will be required to attend Summer School for course completion. Failure to attend summer school could result in retention, loss of privileges, and not being permitted to participate in extracurricular activities (including all sports and clubs).

## Report Cards

### **5th & 6th grades**

- 4-Advanced (Exceeding Standards)
- 3-Proficient (Meeting Standards)
- 2-Basic (Working Toward Meeting Standards)
- 1-Below Basic (Not Meeting Standards)

### **7th & 8th grades**

- |             |                   |                     |          |
|-------------|-------------------|---------------------|----------|
| A-Excellent | D - Inferior Work | I - Incomplete Work | P - Pass |
| B-Superior  | EX - Exempt       | NC- No Credit       |          |
| C-Average   | F - Failure       | CR-Credit           |          |

Parents can view grades on parent portal anytime. The school will send an automated call to remind parents about progress. Quarter Report cards are printed for 1st and 3rd quarters and can be picked up at conferences.

## School Closing for Inclement Weather

Announcements concerning cancellation or early dismissal of school will be made on KKOZ, KOLR, KTTS, KSPR, KDEB, KY-3, and the district calling system. Do not call the superintendent or other school officials. Middle school students should be aware of where they are to go in case school is dismissed early.

**BEARS DEN WILL NOT be available after school has been released EARLY due to inclement weather. Also, Bears Den will not be available when school is canceled for the day due to inclement weather.**

## **Standard Complaint Resolution Procedure for Improving America's Schools Act Program**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and Improving America's Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and resolution pursued in accordance with local district policy: (Ava R-I Board Policy 1480). If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any person directly affected by the action of the Department may file a similarity written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure of how complaints are resolved may contact local district or Department personnel.

### **NOTICE OF NONDISCRIMINATION**

Ava R-I School District does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law and prohibits discrimination, including harassment, in any education program or activity that it operates. Retaliation against anyone who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation or grievance process is also a violation of Ava R-I's nondiscrimination policy and is prohibited.

Ava R-I School District has designated the following individual(s) to coordinate efforts to comply with and carry out its nondiscrimination responsibilities, and questions regarding the Ava R-I School District's nondiscrimination commitments, as well as related laws, regulations, and District policies, may be referred to the designated employee(s):

Ava R-I School District's Title IX Coordinator is:

Melissa Payne  
Assistant Superintendent  
PO Box 338  
Ava, MO 65608  
[mpayne@avabears.net](mailto:mpayne@avabears.net)  
417-6834717

Ava R-I School District is required not to discriminate on the basis of sex by Title IX and its implementing regulations. Inquiries about Title IX may be referred to Melissa Payne, Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact Melissa Payne, [mpayne@avabears.net](mailto:mpayne@avabears.net).

Ava R-I School District's nondiscrimination policy and grievance procedures can be located at [avabears.net](http://avabears.net), under the board policies tab.

### **Student Balances**

Students who owe \$50 or more in fines or fees will not be allowed to go on school-sponsored trips or attend dances unless the student is competing in an activity or has a payment plan in place of at least 10% of the total owed.

### **Student Insurance**

School insurance will be offered to all students at the start of the school year. All students participating in sports, industrial arts, or cheerleading must be covered by accident insurance. These students may purchase school insurance or provide a statement of insurance coverage verified by parents or guardians.

### **Student Publications/Directory Information**

School-sponsored publications and productions are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material, which is inconsistent with the district's legitimate educational concerns. All student



media shall comply with the ethics and rules of responsible journalism. Information obtained from a student's personally identifiable education records shall not be disclosed in student publications unless the information is Directory Information or the district has received written consent from the parent/guardian or eligible student to release the information.

**Parents should notify the school in writing if they DO Not want their child included in media items (district web page, district Facebook page, and other media sources).**

### **Student Recognition**

Honor Roll: At the end of each grading period (nine weeks) honor roll students will be announced. The honor roll list for each grading period will be published in the local paper. Also, certificates of award will be given at the end of each school year to each student-making honor roll. Honor roll requirements: No grade lower than a B- in any full year "core subject," and no grade lower than a B in other subjects.

Outstanding Attendance: Those students with outstanding attendance for the year will be recognized at the Awards Ceremony when restrictions lessen.

End of the Year Awards Ceremony: All grades will have an awards ceremony at the end of the year to recognize student achievements.

### **Triple A Club Incentives**

Triple A Club: Attitude, Attendance, Academics

The Triple A Club has been established to recognize students with good grades (no D's, F's, or 1's), no discipline referrals, and good attendance (over 95%). During the course of the year incentives will be offered to reward students eligible for membership over a given time period. However, if any major disciplinary event occurs between the time period and trip, the student will not be eligible at the discretion of the principal.

### **Telephone Use**

Students will not be called to the telephone during class time. Messages will be delivered to teachers to give to the students during the 8<sup>th</sup> period unless it is an emergency. Students calling out must come to the principal's office between classes and make a request stating the reasons for the call. Students must be respectful and courteous while using the telephone. No cell phone use will be allowed during the school day. ***Cell phones will be confiscated when seen during the school day.***

### Valuables

Because of the value of such items as video games, radios, players for tapes or CDs and baseball cards or other collections, we request that these items be left at home. The school cannot be responsible for loss or damage to such items. If they are brought to school, they may be taken from the student and kept in the office until an adult retrieves the items or sends a note acknowledging that the articles were brought without the school's permission and should be sent home with the child.

### Visitors

Student visitors are not allowed. Parents are welcome to visit anytime. Parents need to check with the principal's office when they enter the building. Those who wish to tour the building will be provided a guide as necessary and will be issued a visitor pass at the principal's office. Persons in the building without a pass will be stopped and questioned by staff members about their intent.

### Library Usage

All students are urged to use the library for checking out books and for research in the reference collection or on the Internet.

Students may have two books checked out at a time. Reference books may be checked out for one school day when needed for class; all other books may be checked out for two weeks and renewed once unless they are high-demand titles. A **five-school-day** grace period is given on overdue materials except Reference and Special Reserve books. After the grace period, a fine of five cents for regular books and 25 cents for reference books per day is charged. Damage fees are charged based on the age of the book, the cost to replace it, and the amount of damage. All students are encouraged to check books and report any damage before leaving the library. Students should immediately return any damaged book to the librarian.

Students will fill out a library pass when visiting the library during class time. In addition, the library is open from 8:00 a.m. to 8:10 a.m., between classes, and from 3:30 p.m. to 3:45 p.m. each school day for students to check out materials. Research in the library does not require a library pass; a hall pass or note from the teacher making the assignment may be used if the teacher has made prior arrangements.

Fifth grade students are given instructions on library usage at times during the first quarter. Sixth, seventh, and eighth grade students are given research and reference usage instruction when needed to help with class assignments. All students are given individual instruction in library usage as needed.

## Library Fines

Students who owe a fine on a damaged or lost book from the library will have their grades held until the fine is paid or the book is returned. Students are responsible for these fines and are expected to pay all fines before the last day of school. Fines will carry over into high school.

## Textbooks

Textbooks are furnished to students at no charge. Students will be held responsible for the proper care of all books, supplies, or equipment provided by the Board of Education. Students who deface, damage, or lose school property shall be required to pay for damage or loss. Book damages will be paid for according to the following schedule:

Lost: Used one year	90% of cost	Four years	50% of cost
Two years	75% of cost	Five years	40% of cost
Three years	60% of cost	Five +years	25% of cost
Damaged: Minimum	\$1.00		
Maximum	Cost according to lost book schedule if book cannot be used.		

## Cafeteria Accounts for Students

**Please keep a positive balance in your child's account. It seems to work best for most families to pay weekly or bi-weekly.** You can track and pay your children's meal account balances and purchases through Parent Portal. Parent Portal information is available through the Ava R-I School website. [www.avabears.net](http://www.avabears.net)

Free/Reduced meal applications are available the entire school year. They will be processed as soon as possible and each family will be notified of their child's meal status. If you have any questions please email [nhoneycutt@avabears.net](mailto:nhoneycutt@avabears.net) or call Nikki Honeycutt at 417-683-4717 x1404.

## Intramurals

Each grade level will participate in intramurals (organized physical activity) once per week during advisory time/BEAR time. This may be taken away from a student if they are missing assignments, serving an in school suspension, or detention.

## WIN Hour

This time will be used to provide our students with extra support as needed instructionally. Teachers will use monthly student assessment data. Students may also receive enrichment time if they do not need to receive extra support. This class will take the place of one elective for 7th and 8th grades.

## Medication

Students bringing medication to school for use during the day must keep it in the nurse's office. Medication that requires refrigeration must be kept in the nurse's office. Teachers will be notified when student medications need to be administered.

Dear Ava R-1 Parent/Guardian,

The school health office provides first aid and health care to over 1600 students, faculty, and staff. If your child is injured or becomes ill he/she will be sent to us. At this time I would like to relate several aspects of our care. There are a few rules for the health office that I wanted you to be aware of.

1. **Health update forms are required to be filled out completely and signed by parents/guardians prior to a student being treated through the health office.** All students have been given a form to bring home. However, if you haven't filled one out please call the school and I will send one home to you.
2. **Students are sent home from school for three reasons:** a) a fever of 100 or greater b) vomiting, with or without a fever c) any condition I deem potentially contagious to other students, i.e. head lice or pinkeye. Other special circumstances can occur; in those cases I will use nursing skills & judgment as well as communicate with parents to determine if your child needs to be sent home. Please take note; if a child is sent home due to a fever of 100 degrees or greater, they must be fever free for 24 hours without the use of Tylenol or Ibuprofen before returning to school. Please do not give your child medication to cover the fever and send them to school. This leads to unnecessary spreading of infection and if a child is sick they have trouble learning at school.
3. **State health regulations dictate that students cannot attend school unless properly immunized and can provide satisfactory evidence of the immunization unless they are exempted.** I will notify parents by mail if your child needs any immunizations. I will need a copy of proof that the vaccine was administered to update our records at school. Tdap vaccines are now required prior to entering 8<sup>th</sup> grade. Ten-year tetanus booster shots will be due for all incoming eighth graders. This is a state requirement that we must follow. Meningococcal vaccine (MCV) will be required for all incoming 8<sup>th</sup> grade students as well as the Tdap. Ten -year tetanus booster shots will be due around 8<sup>th</sup> grade sometime. Ten-year tetanus booster shots will be due for all incoming eighth graders. This is a state requirement that we must follow. Please keep us updated on your address and phone number as they change, as well as all emergency information, including your current doctor. If there are any changes with the emergency contact numbers please send a note with your child to school. Also, inform us of any changes in your child's health i.e., serious injuries, surgeries, allergies, new diagnosis, medications taken routinely or medications that are no longer taken.

We will be happy to assist in giving your child's medication at school, however, it must be in the original container in which it was purchased, with the doctor's orders attached. **Medications will not be given from any other container.** This permits you to deliver the medication to the Health Office and leave it until it is completed. The empty container will be returned with your child, thus eliminating breakage, forgotten dosages which decrease the effectiveness of treatment and also prevents sharing medications in the lower age groups. Prescription medications must be delivered by a parent and picked up by a parent for all students' protection.

The school only has Tylenol and Antacids, and first aid supplies on hand. Please send cough drops and Chapstick for your child to keep on hand and use as needed. At any time your child may require other over the counter medications, such as for cold symptoms, you can send it with a note from the parent as to the reason for the medication and the time the medication is due. We will put the medicine in the cabinet with your child's name on it and give it only to your child.

You may call me if you have any questions or comments at 683-0417 or 683-3835 extension 206.

Sincerely,  
School Nurse



## **School-Wide Positive Behavior Support**


The **S**chool-**W**ide **P**ositive **B**ehavior **S**upport is a program that has been adopted by the Ava School District to address the social/behavioral needs of our students. SW-PBS is designed to help teachers, administrators, parents, and students to learn techniques to effect positive change and create a healthy learning environment for all. Discipline handled through the SW-PBS philosophy is not about being in “trouble,” but rather helping students work through challenges that prevent them and their peers from being active participants in the learning process.

SW-PBS is a systematic approach to defining our behavior expectations throughout the district, building, and classroom. With this philosophy, we do not make the assumption that students know how to behave. We have developed a strategic plan for teaching all expected social skills and school rules. These expectations will be taught and retaught throughout the year.

Teachers are continuing to be trained on how to create a positive learning environment for all. The expectation is that all staff members treat students positively, with love and compassion, and with a focus on learning. We believe that we must raise the standard of expectations for all members of our learning community.

\*On the following page, you will be introduced to the AMS Behavior Matrix. This Matrix includes the major expectations that we will have in the various locations throughout the district. Each bullet point will be taught and retaught to each student throughout the year. \*In addition to these expectations, individual teachers may have additional expectations that are appropriate for their learning environments.

## AMS Behavior Expectations

	<b><u>BE RESPONSIBLE</u></b>	<b><u>EARN RESPECT</u></b>	<b><u>ACTIVELY LEARN</u></b>	<b><u>REMAIN SAFE</u></b>
<i>All Settings</i>	<ul style="list-style-type: none"> <li>• Have what you need when and where needed</li> <li>• Help others when needed</li> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite and positive</li> <li>• Be honest</li> <li>• Be accepting of others</li> </ul>	<ul style="list-style-type: none"> <li>• Stay focused on topic/task</li> <li>• Participate as directed</li> <li>• Be a problem solver</li> </ul>	<ul style="list-style-type: none"> <li>• Report all problems to staff immediately</li> <li>• KAHFOOTY (Keep all hands, feet, other object to yourself)</li> <li>• Follow directions of faculty and staff</li> </ul>
<i>Classroom</i>	<ul style="list-style-type: none"> <li>• Complete and turn in all work on time</li> <li>• Be in your seat when the bell rings</li> <li>• Take care of classroom work area and supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Raise hand for permission to speak</li> <li>• Do your own work</li> <li>• Remain seated until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>• Attend School 95% of Time</li> <li>• Be engaged in class</li> </ul>	<ul style="list-style-type: none"> <li>• Use materials appropriately</li> </ul>
<i>Hallways</i>	<ul style="list-style-type: none"> <li>• Move promptly to destination</li> <li>• Always have a hall pass</li> </ul>	<ul style="list-style-type: none"> <li>• Speak Quietly</li> <li>• Keep hallway clean</li> </ul>	<ul style="list-style-type: none"> <li>• Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Open and close locker gently</li> <li>• Exit through assigned doors</li> </ul>
<i>Cafeteria</i>	<ul style="list-style-type: none"> <li>• Use appropriate language and volume</li> <li>• Pick up trash and leave area clean</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn in line</li> <li>• Be polite to cafeteria staff</li> </ul>	<ul style="list-style-type: none"> <li>• Eat in a courteous manner (Feed your Brain)</li> </ul>	<ul style="list-style-type: none"> <li>• Push in chair</li> <li>• Walk</li> <li>• Choose a seat and stay seated (7 to a table)</li> <li>• Notify staff of unsafe conditions</li> </ul>
<i>Bathroom/ Locker Room</i>	<ul style="list-style-type: none"> <li>• Wash hands with soap and water</li> <li>• Flush</li> <li>• Get in, get done, get out quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Allow privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>• Use teacher assigned bathroom</li> </ul>	<ul style="list-style-type: none"> <li>• Keep waste and water in appropriate place</li> </ul>
<i>Gym/ Playground</i>	<ul style="list-style-type: none"> <li>• Use equipment properly</li> <li>• Return equipment to storage area</li> </ul>	<ul style="list-style-type: none"> <li>• Use sidewalks when muddy</li> <li>• Share equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Interact in a positive manner</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment for intended purpose</li> </ul>
<i>Assemblies</i>	<ul style="list-style-type: none"> <li>• Remain in designated area with class</li> </ul>	<ul style="list-style-type: none"> <li>• Actively Listen</li> <li>• Respond appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Direct your full attention to the presenter</li> <li>• Participate appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and Exit in an orderly manner</li> <li>• Walk</li> <li>• Wait to be dismissed as directed</li> </ul>
<i>Bus</i>	<ul style="list-style-type: none"> <li>• Leave area clean and take belongings with you</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words and actions</li> <li>• Follow driver's directions</li> </ul>	<ul style="list-style-type: none"> <li>• Learn bus evacuation procedures</li> <li>• Learn and follow safety rules</li> <li>• Learn location of First Aid kits</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated</li> <li>• Speak quietly</li> <li>• Keep all objects and body parts inside the bus</li> </ul>

## **Note to Parents**

No matter how hard we try or how effective our school may be, there may be times when disagreements will arise. Disagreements sometimes happen, but they aren't necessarily a bad thing. When handled properly, disagreements often can lead to productive gains in unexpected situations. Here are some helpful tips to use during conflict.

1. Model positive behavior – How a parent chooses to resolve their own conflict, as it arises sends a powerful message to their child. Modeling positive conflict resolution, including reflection and empathy, creative problem solving, impulse and emotion control, and good communication skills provides a valuable example for your child.
2. Children of middle school age are very unique. They are no longer fully a child and they are not yet an adult. They are in “the middle.” Conflicts will arise. They arise in the classroom, lunchroom, library, school bus, playground, while standing in line, and any place where children gather. During adolescence into the developing stages of adulthood sometimes children act on impulse and without thinking.
3. Middle School is in many ways a training ground for children to learn how to navigate to the world, relationships, and living. It is a place for adolescents to develop and reinforce their social and people skills as they make the transition into adulthood.
4. If your child reports a problem at school, make sure to get the “whole story” before reacting. Most problems are not serious enough to need parental involvement, and many times the student will be able to work out his/her own solution. It is important that you listen to the concerns of your child, but many times they just need a sounding board and someone to listen.
5. While there are going to be times when parents need to get involved to ensure the safety of their child and forestall a worsening situation, intervening in disputes doesn't always mean taking over and laying down the law. Parental intervention can also be in the form of mediation where parents can play an active role in helping children manage their emotions, communicate their needs, and empower them to come up with their own solutions.
6. Try to adopt this view of disagreements. If we involve ourselves personally with our positions, we will have a harder time being objective about them.. That lack of objectivity can prolong a disagreement needlessly. Try to view your position not as “your” position, but merely “a” position. In the same way, if you have an issue with someone else's position, make clear that your concern is with the issue, not with the person, if that's the case.
7. We've all heard the old saying about “disagreeing without being disagreeable.” In any event, treating people with respect – even those with whom you disagree – can earn you respect and give your position more credibility.
8. Once a matter is settled, don't keep a record. Look back only to learn from what happened.
9. Listen – people sometimes express themselves differently than you expect.
10. Educating our students is a team effort. You are your child's advocate. If a situation arises in which you sincerely feel the need to intervene, be sure to follow established procedures for resolving a problem: talk first to your child, then to the teacher, then the principal, and then to the superintendent. Remember, we are all on the same team. There should be no enemies when a child's future is at stake.



## **Possible Behavior Consequences for Office Referrals**

- Incident Report
- Student Contract
- Comprehensive Behavior Improvement Plan
- Restitution
- Apology
- Behavior Think Sheet
- Mediation essay on how to behave
- Viewing a SW-PBS Video and completing a reflection
- Conference with parent/guardian and administrator
- Make up of any missing work
- Lunch Detention
- ISS- ISS is not necessarily a “time bound” consequence. Students who are assigned to ISS will go to the ISS room to complete learning tasks. They would be allowed to return to the classroom as soon as they have met all the requirements given by faculty or administration. The goal will be to have the child learn appropriate skills to successfully return to class and to be under “instructional control” and to integrate him or her successfully back into the classroom (ISS could be as short as a period and up to several days).
- OSS- Students would be sent to OSS, which could be for 1-180 days as determined by the school administration. Students would be integrated back into the school building upon completion of the suspension, as well as completing all the steps that were outlined by the administrator. Prior to returning to school, the student would have to have a “re-entrance interview” with the administrator.
- Law Enforcement Officials to be contacted- This consequence could be administered as a result of a Safe Schools violation (Assault, Violent Act, Alcohol/Drug Abuse, Threatening Behavior, Vandalism, Bullying, Fighting, Harassment, Weapons/Contraband
- Referral to counseling or outside agency

\*Additionally, the principal may administer a consequence not mentioned here that would serve as a positive learning opportunity for the students.

Students will not be allowed to attend field trips if:

1. Three (3) separate ISS offenses occur within semester trip is held.
2. One (1) OSS offense occurs within semester trip is held.

*\*For each behavior infraction, the child’s parent/guardian would be contacted either by phone or letter*

*\*A student sent to the office may skip the “least restrictive” steps and go to an immediate ISS/OSS depending on the nature of the incident.*

## Office Referrals- “Out of Instructional Control”

**Determining whether a referral is appropriate will be based on the frequency, intensity, or severity of the student’s behavior. There are three general patterns of student behavior that typically result in an office referral.**

1. Student is engaged in serious behavior or infraction that violates Safe School laws. These offenses could be chargeable offenses. These students would be sent to the office immediately.
2. Student is engaged in escalated behavior in response to an interaction with an adult. These students would be sent to the office after correction and/or teaching has been attempted but the behavior continues to escalate. The staff member has tried to help the student de-escalate their behavior by remaining calm, using praise, behavioral descriptions, empathy, and rationales, etc. Warning is provided followed by a pause and referral if behavior continues.
3. Student is engaged in repetitive or chronic minor misbehavior, which is resistant to change to staff interventions. Staff has used consistent teaching strategies and carefully selected interventions without success. A warning is provided to the student prior to the referral. The staff member has contacted the child’s parents and the building administrator before warning and referring the student to determine the appropriateness of the action.

\*The majority of all disciplinary issues should be handled in the classroom with the teacher or staff member.

## Jurisdiction of the School

1. On a school bus, from the time a student leaves home until they return home
2. In cars parked on the school campus or adjacent to school campus
3. **Anywhere at any time before school, at noon, between periods and after school -- on or off campus**
4. At all school sponsored activities at home or away
5. On all school sponsored trips
6. Or at any other time or place related to school on or off campus not mentioned above.

## School Personnel Responsibility

All district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any

property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods. The goal is to ensure a positive and healthy learning environment for all.

### **Field Trip/Dance Rules**

Students will occasionally have an opportunity to go on an educational field trip with extra teacher support that will require bus transportation. Permission slips will be sent home by the supervising teacher prior to the field trip. These must be signed and returned to school. Students exhibiting disruptive behavior on a field trip will be removed from the field trip. **Students whose attendance is below 90% will not be eligible to attend field trips/dances until hours have been made up by attending Friday after school hours. Students who owe \$50 or more in fines or fees will not be allowed to go on school-sponsored trips or attend dances unless the student is competing in an activity or has a payment plan in place of at least 10% of the total owed.**

### **Student Rights & Responsibilities**

The Board of Education recognizes that acceptable behavior is essential to the development of responsible, self-disciplined citizens and in promoting an effective instructional program in the district's schools. Development of acceptable behavior based on respect for oneself and for the worth and human dignity of others is a dual function of the home and the school.

Students must conform to school rules whenever school staff is in charge. This would include any time students are going to and from school, or are on the school grounds. This includes occasions when school organizations or groups utilize school property and any time students are attending school-sponsored activities (i.e., sports events, field trips, out-of-town trips, concerts, plays, and dances).

Students have rights that should be recognized and respected. The district believes that every right carries with it certain responsibilities. A complete list of student rights and responsibilities can be found in the principal's office.

### **Administrative Discretion**

The enforcement of policies in the handbook will be left to the discretion of the building administrator. This discretion will be administered in a rational, consistent way, free of bias.

## **Definitions**

**Absence** – A student will be considered absent if the student misses the entire class period or arrives after ten (10) minutes of class have occurred or leave with more than ten (10) minutes remaining in class.

**Tardy** – A student is considered tardy if the student arrives after the tardy bell has rung and before ten (10) minutes of class time have elapsed. All teachers should use the same tardy policy. A total of Three tardies during a semester in a class period will result in discipline referral.

**Truancy** – A student is truant if the student is absent from school without the knowledge and consent of the parents and administration. Also, a student is considered truant if the student leaves school without the consent of the building principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

**Lunch Detention**- Lunch detention will be assigned by teachers or building principal.

### **In-School Suspension-**

1. Students will be expected to take the books and supplies needed to occupy them for the full in school suspension period.
2. Students will be expected to study. Talking, sleeping, or causing disruptions will not be allowed.
3. Students assigned an in-school suspension will report to the office as soon as they arrive on campus.
4. The student in suspension will be restricted from activities of the general student body. No student, while assigned to in-school suspension, will be allowed to participate or attend any student activity during the day or that evening including Bears Den.
5. Teachers will be asked to supply assignments for their students during the in-school suspension period.
6. The work completed during in-school suspension will be given full credit. The absence from class will not be considered unexcused, but no additional time will be allowed to complete assignments.
7. The in-school suspension may be changed at any time to an out-of-school suspension if the student does not cooperate with the supervisor or fails to report.
8. A school lunch will be brought to the ISS room for students to eat.
9. If work is not completed by in ISS, a student may be assigned an additional day of ISS upon the Principal's request.

**Out-of-School Suspension-** Students may be suspended from school by the principal for a period of **one to ten** days. The superintendent may suspend them for a period of **11-90** days, or they may be expelled by the Board of Education.

A student out of school under suspension cannot be on campus and cannot attend any school functions. Students under OSS are responsible for obtaining assignments from teachers and submitting them in accordance with the attendance policy, one day allowed for each day of O.S.S.. The punishment will be fair and reasonable, according to policy.

## Extracurricular Activity Suspensions

### **FOOTBALL:**

I.S.S.            1<sup>st</sup> offense: ½ game suspension  
                     2<sup>nd</sup> offense: 1 game suspension  
                     3<sup>rd</sup> offense: dismissal from team

#### I.S.S. for Tardies

1<sup>st</sup> offense: 1 quarter suspension  
2<sup>nd</sup> offense: 2 quarters suspension  
3<sup>rd</sup> offense: 1 game suspension

O.S.S.            1st offense: A minimum punishment of a 2 game suspension will occur with any O.S.S. Once the O.S.S. has been served, the athlete will continue to practice with the team, but will not play until the 2 game suspension has been served. The athlete will also be subject to extra conditioning, which will be decided by the coaching staff.

O.S.S.            2nd Offense: Dismissal from the team

### **:VOLLEYBALL / BASKETBALL / SOFTBALL / BASEBALL /- Boys & Girls:**

I.S.S.:            1<sup>st</sup> offense: 1 game suspension  
                     2<sup>nd</sup> offense: 2 game suspension  
                     3<sup>rd</sup> offense: dismissal from team

#### I.S.S. for Tardies:

1<sup>st</sup> offense: ½ game suspension  
2<sup>nd</sup> offense: 1 game suspension  
3<sup>rd</sup> offense: 2 game suspension

O.S.S.            1st offense: Minimum punishment of 2 game suspension. Maximum punishment of two weeks with no game play, which could include up to 5 games. The athlete will also agree to complete extra conditioning at the discretion of the coaching staff.

2nd offense: Dismissal from the team

### **TRACK / Cross Country /- Boys & Girls:**

I.S.S.            1<sup>st</sup> offense: 1 meet suspension  
                     2<sup>nd</sup> offense: 2 meet suspension  
                     3<sup>rd</sup> offense: Dismissal from team

#### I.S.S. for Tardies:

1<sup>st</sup> offense: Extra conditioning/coaches' discretion  
2<sup>nd</sup> offense: 1 meet suspension

OSS:           1st offense: 2 meet suspension  
                  2nd offense: Dismissal from team

***NOTE: O.S.S. offenses will carry over from one sport to another. Three O.S.S. offenses in a school year would require the student to be removed from the sports program.***

Example: If the student does not play football, but receives an O.S.S. during the football season and then decides to play basketball; if the student receives an O.S.S. during the basketball season, it will count as the 2<sup>nd</sup> O.S.S. of the year and handled in that manner.

### **Sports / Attendance Eligibility**

A student athlete must attend school at least half (1/2) day in order to be able to participate in any event for that day; unless it is an excused absence (doctor, dentist appt.), which has been pre-approved by the coaching staff and the office.

**Students who fail 2 or more courses per quarter are ineligible for competition the following quarter.**

### **Alcohol/Drug Abuse Policy**

The Board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the Ava R-I School District. Therefore, the use, sale, transfer, possession, or being under the influence of intoxicants, alcohol, and/or physical or mind altering chemicals (drugs) are prohibited on or in school property, at school sponsored activities or events, or in any vehicle while being used to transport students for the school district. While it is not the intention of the Board or school faculty and administration to restrict the education of any eligible person in the school district, it is recognized that good school discipline and school citizenship are necessary for the proper learning environment to take place. It is not fair to those students desiring to make the most of their educational activity opportunities to be exposed to unnecessary disruptions and distractions as caused by fellow students under the influence of drugs or alcohol or in possession of these substances.

1. 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, Section 195.010, RSMo
2. Any student of the Ava R-I School District in possession of or under the influence of drugs without prior notification of the school nurse or respective school principal or superintendent shall be in violation of this policy. Moreover, any student in possession of or under the influence of alcohol is also in violation of this policy. Any quantity of drugs in the student's possession not previously cleared by section 3 below shall be in violation.
3. The student body shall be informed that the Board of Education and the school's staff consider drug and alcohol enforcement to be a continuing duty. Therefore, all "over-the-counter" drugs will also need to be cleared with the nurse or respective principal or superintendent before being taken. While this action may seem overly harsh, it is the only way this policy may be fairly

enforced to put all students on an equal basis. Students will need to daily notify one of the above people of the need for medication as long as the medication is taken.

4. Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided, or reasonable inference drawn from such facts or information. Personal searches, or searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes, or other articles of exterior clothing for examination if reasonable under the circumstances.
5. Any student found by the administration and/or staff to be in violation of this policy may be suspended from all activities for one semester. The student may also receive a ten (10) day suspension from school.
  - a. A semester for purposes of this policy shall be defined as a ninety (90) day period counting only days school is actually in session. The 90-day period may span actual semesters or school calendar years.
  - b. An activity shall be defined as any school event outside of academic class time necessary for units of credit. Examples of activities would include athletic events and contests, field trips, club meetings, student government activities, cheerleading activities, and any others qualified by the above definition.
  - c. The suspension from school or activities may begin immediately or may be postponed if the student agrees to seek a professional evaluation from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. If after the evaluation, recommended procedures are followed, the ten day suspension could be waived or reduced to five days or less.
6. All substances confiscated may be routinely analyzed by a state approved lab as to content. Substances in violation of current state law may cause the school to notify proper law authorities and file any appropriate charges deemed necessary.
7. A second violation of this policy may result in suspension from school for 180 days. This section shall apply regardless of time in the semester the violation occurs. For example, a violation occurring in the last week of the calendar semester shall carry the same penalty as a violation occurring in the first week of the semester. The suspension may begin immediately or may be postponed if the student agrees to seek a professional evaluation from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. If after the evaluation recommended procedures are followed, the expulsion could be waived or reduced.
8. A third violation of this policy may result in permanent expulsion from the Ava R-I Schools. The expulsion may begin immediately or may be postponed if the student agrees to seek a professional evaluation from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. If after the evaluation recommended procedures are followed, the expulsion could be waived or reduced.
9. Any suspension or expulsion under this policy will include all due process procedures required by the law per policy. Legal Refs: 167.161, 167.171, 195.010, RSMo.

## **Use/Possession of Drugs or Alcohol**

The possession, use, or distribution of any drug, alcohol, improperly prescribed medicine, or other substance commonly known to have a narcotic or drug effect, in any amount, however small, is illegal and will be dealt with through administrative discipline as deemed necessary and may include permanent expulsion.

It is also illegal to come on the campus at any time (inclusive of all activities before, during, or after school hours) while under the influence of drugs or alcohol.

In case of violation of the above, the administration will take action appropriate to the situation and will notify the parents and/or the appropriate law enforcement agency.

- A student who has in his possession, is under the influence, or has used drugs or alcohol to any extent during school or any type of school trip or function may be suspended from school for at least ten days by the principal and perhaps more by the superintendent.
- Parents will be required to have a conference with the administration before the student returns to school.
- During an investigation of such violation, the administrator may determine that the activity may be a violation of criminal law that warrants contacting law enforcement officials.
- If law enforcement officers are contacted, reasonable attempts will be made to confer with the student and be present with the student during questioning.
- The administrator shall document the contact or attempted contact with the student's parents.
- If the parent and student consent to the questioning by the law official, the investigation can continue. If the parent or student refuses to consent to questioning, the law enforcement official will determine the course of action to be pursued.
- If a student violates this policy the second time, they may be suspended for a period up to 180 days.

## **CHEATING on Tests or Other Assignments**

Students caught cheating or students who allow others to copy from them will be disciplined.

### **ACTION TO BE TAKEN:**

1. A "F" or "0" will be given for the assignment.
2. A "F" or "0" will be given for the assignment, plus 1 day ISS.
3. A "F" or "0" will be given for the assignment, plus 2 days ISS.

## **Disruptive Behavior (Any Location)**

Students must not disturb the school-learning environment in any way that will hinder the educational process of other students.

### **ACTION TO BE TAKEN:**

1. 1 to 2 days of detention.
2. 2 days of detention or 1 day ISS.
3. 1 to 2 days ISS.



## **Electronic Devices**

Students will not be allowed to have electronic devices during the school day. The school day will be defined as the time students enter the building until the buses leave. For the purpose of our policy, any cellular device that is seen or heard is considered a violation. Blue-toothed connected devices such as air pods, headphones, etc.. will not be allowed unless instructed by a teacher. Therefore students are required to turn off their cellular devices and put them “out of sight” prior to entering the school building each morning. Any student who doesn’t abide by this policy and is using their cellular device including smart watches will have their cellular device taken by a staff member, given to the office, and the student will be subject to the following consequences.

***Please Note: A student using a cellular phone during a test will be considered to have cheated on the test in addition to being in violation of the Electronic Devices policy.***

### **ACTIONS TO BE TAKEN**

1. Electronic device taken to the office for the remainder of the day. Students may pick up the device at the end of the school day. Warning
2. Electronic device taken to the office for the remainder of the day. Parent must pick up. Lunch detention
3. Parent pick up and ISS
4. Parent pick up and 2 to 3 days ISS.

## **TECHNOLOGY MISCONDUCT POLICY**

Disobeying the guidelines set forth in the Technology User Agreement Form.

### **ACTION TO BE TAKEN:**

1. Up to a 30 day suspension from technology and/or 1 day ISS.
2. Suspension of computer privileges up to the remainder of the school year and/or 2 days ISS.

District students must use AI responsibly and in accordance with the District AI Use Plan. AI users are responsible for any harm caused by their AI use. District instructional staff will oversee student AI use in the classroom to monitor whether the use is safe, educational, and effective. District students are strictly prohibited from engaging in the following uses of AI:

1. Using AI in a way that violates any district policy or applicable law;
2. Inputting into any AI any confidential or critical data, as defined in policy EHBD, or any other confidential information unless the AI coordinator has approved the use as safe, appropriate, and legal;
3. Using AI to violate the instructions or requirements of any assignment;

4. Representing AI-generated content as their own work;
5. Using AI to create or disseminate false information on matters or events of public importance;
6. Using AI to create any altered image or voice of any person without obtaining that person's permission;
7. Using AI to generate any material that is obscene or harmful to minors;
8. Using AI to harass, embarrass, defame, misinform, or otherwise harm any person;
9. Using AI to cause disruption to district operations, including instruction;
10. Using an AI product that is not permitted by the AI Use Plan; or
11. Using AI to negatively affect the district or in a way that causes harm.

When AI is involved in other misconduct, the principal or designee may view the use of AI as an aggravating factor that justifies stronger disciplinary consequences.

**Indecent Exposure/Obscene Language or Gestures Directed  
At Any School Employee:**

Students who expose themselves or exhibit any other sexual acts or actions at any time will be disciplined. Students will not be allowed to use any offensive or obscene language or make any gestures at any school personnel.

ACTION TO BE TAKEN:

1. 5-10 days of OSS
2. 11-90 days of OSS

**Indecent Exposure Directed at Student(s):**

Students who expose themselves or exhibit any other sexual acts or actions at any time will be disciplined. Students will not be allowed to use any offensive or obscene language or make any gestures.

ACTION TO BE TAKEN:

1. 1-5 days OSS
2. 2-3 days OSS

**Insubordination:**

Any type of willful disobedience toward a staff member will not be tolerated.

ACTION TO BE TAKEN:

1. 1 day ISS
2. 2 days ISS
3. 2 days OSS

### **Leaving Without Checking Out**

Students must sign in and out of school in the middle school office with permission.

ACTION TO BE TAKEN:

1. 1 day ISS
2. 2 days ISS
3. 2 days OSS

### **Lewd Or Obscene Material**

Students will not be allowed to have in their possession or bring on campus any type of lewd or obscene materials.

ACTION TO BE TAKEN:

1. 1 day ISS
2. 2 days ISS
3. 2 days OSS

### **Misbehavior in In-School Suspension**

Students will not be allowed to misbehave in ISS. Students who misbehave will be sent to the principal's office and appropriate consequences will be administered.

ACTION TO BE TAKEN:

1. Student will be sent home and must then complete one day of ISS upon return.
2. 2 days OSS

### **Public Display of Affection**

Students should not be engaged in PDA, this includes but is not limited to hand holding, embracing, kissing, physical contact, etc...

1. Warning and conference with the principal.
2. 1 to 2 days ISS

### **Secret Organizations/Gangs**

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:

- a. Soliciting others for membership in gangs
- b. Requesting any person to pay for protection or otherwise intimidating or threatening any person.
- c. Committing any other illegal act or other violation of school district policies.
- d. Inciting other students to act with physical violence upon any other person.

### **Skipping Class**

Students are required to be in class each hour. They are not to be loitering in the hallways without permission from their teacher.

#### ACTION TO BE TAKEN:

1. 1 day ISS
2. 2 days ISS
3. 2 to 4 days ISS

### **Stealing**

Students must respect the rights of other students' property and the rights of the school's property. Students must return stolen property or make restitution for property taken.

#### ACTION TO BE TAKEN:

1. 1 to 2 days ISS
2. 2 to 4 days ISS
3. 2 days OSS

### **Striking A Teacher Or Any School Personnel**

Such acts as striking or slapping a teacher or any school personnel will not be tolerated.

### **Student Dress and Appearance**

A general rule of thumb that may help parents in their selection of clothing would be the 4 B's: No showing of back, belly, bottom or breasts (including cleavage). Skin may not show when students are sitting, standing, raising their hands, leaning over a desk, etc. Undergarments must not be visible. In determining acceptable dress and appearance, the following guidelines shall be followed:

1. Dress and appearance shall not in any way cause a distraction or be disruptive to the educational process. The building administrator will be the judge to the appropriateness of the dress or appearance.
2. Clothing worn is not to be suggestive or indecent. Length of shorts/skirts and holes in shorts/skirts/pants must be mid-thigh or longer. Holes that are above fingertips but that do not show skin or undergarments are acceptable.
3. Dress and appearance shall not present a potential health or safety hazard.

4. Students will not be allowed to wear any full head covering in the building; this includes all types of hoods and bandanas. Students will be allowed to wear caps in the hallway, cafeteria, and in classrooms at teacher discretion. Halter tops, tube tops, racer tops, shirt cut-offs, mid drifts, spaghetti straps, or muscle shirts are also prohibited. Clothing with questionable writing or that advertises alcohol, tobacco, or drugs will not be allowed to be worn by students. Students will be allowed to wear appropriate shorts. Biker shorts, short shorts, etc., will not be allowed.
  5. At no time should undergarments be seen.
  6. Pajama pants are not considered appropriate for the classroom/school setting.
  7. Students wearing tights/leggings/yoga pants need to be covered by shirts/skirts/shorts that cover their bottom when sitting or standing.
- \* The student will be required to change his/her clothing to something appropriate.

**ACTION TO BE TAKEN:**

1. Warning and conference with the principal.
2. 1 day ISS
3. 2 to 4 days ISS

**Tardies**

Students must be in the classroom when the tardy bell rings.

3+ tardies in one class period will result in an office referral.

Tardies are calculated by semester and by class period.

**ACTION TO BE TAKEN:**

1. 3 tardies conference/warning with the principal and organization skills.
2. 4 tardies lunch detention
3. 5 or more 1 day of ISS.

**Threats of Bodily Harm To Any School Personnel**

Students may make no threats of bodily harm to any staff member or threats to property of staff members.

**ACTION TO BE TAKEN:**

1. 2 to 5 days of OSS
2. 5 to 10 days of OSS

**Threats of Bodily Harm to a Student**

Students may make no threats of bodily harm to a student or threats to property of a student.

**Tobacco (Smoking/Smokeless)**

Students will not be allowed to have in their possession or use of any kind of tobacco on campus. This includes all events such as ballgames, etc. Since it is a violation of Missouri State Law for minors to possess tobacco products, the school district is encouraged by law enforcement to report a violation of this policy to the proper authorities.

**ACTION TO BE TAKEN:**

1. 1 day ISS and tobacco cessation class.
2. 2 days ISS
3. 4 days ISS

**Vaping/Electronic Cigarettes**

Students will not be allowed to have in their possession or use any kind of vaping device or electronic cigarette on campus. Possession or use of a vaping device, electronic cigarette, or e-cigarette supplies will result in a referral to law enforcement (SRO). This includes all events on district property, district transportation, district field trips, ball games, etc.

**ACTION TO BE TAKEN:**

1. First Offense- Confiscation of vaping device or vaping product, referred to the School Resource Officer, sent home from school for the rest of the day, and one day of ISS to follow. While in ISS, the student will also complete a Vaping Education class.
2. Second Offense- Confiscation of the vaping device or vaping product, referral to the School Resource Officer, and a minimum of 3 days of OSS and 1 day of ISS to follow. While in ISS, the student will also complete a Vaping Education class.
3. Third Offense and each offense after will result in confiscation of the vaping device or vaping product, referral to the School Resource Officer, and a minimum of 5 days of OSS and 1 day of ISS to follow. While in ISS, the student will also complete a Vaping Education class.

**Transportation and Bus Rules**

Student misconduct on a bus is a major safety hazard to all riders. Riding a bus to and from school is considered a privilege rather than a right, a privilege that can be denied in the case of misbehavior. The bus driver has the same authority over the students on the bus as the teacher has in the classroom. Reports of misconduct on the bus are made to the principal, who can take disciplinary action. Inquiries or complaints should be directed to the superintendent.

**BUS RULES:** Rules that would necessitate the writing of a bus incident report (red card):

1. Excessive noise and disruption, lack of courtesy and respect
2. Fighting or scuffling on the bus or at the bus stop
3. Deliberate delay of loading or unloading the bus
4. Deliberate defiance or refusal to cooperate with the driver
5. Obscene and unacceptable language, gestures, remarks, signs or indecent exposure
6. Throwing items of any kind inside the bus, at the bus, or out of the bus windows
7. Smoking or lighting matches/lighters
8. Destruction of property

9. Extending hands, arms, or any portion of body out of the bus window
10. Tampering with equipment--deliberate vandalism
11. Refusal to stay seated
12. Interference with the normal operation of the bus which results in jeopardizing the driver's or students' safety
13. Violations of any other rule of student conduct which governs student behavior in the Ava School System
14. Illegal use or possession of a controlled substance
15. Other (conduct prejudicial to the maintenance of good order and safety)

### **Truancy**

Students are required to be in school each day. The students, who were absent, must bring a note from their parents/guardians the day they return to school.

ACTION TO BE TAKEN:

1. 1 day ISS for each day truant

### **Vandalism**

The defacing or destruction of school property, including all technology, with malicious intent will be considered a serious violation of school rules. Appropriate restitution of damaged or defaced or destroyed items will be required.

ACTION TO BE TAKEN:

1. Restitution and 1 to 5 days ISS
2. Restitution and 5 to 10 days ISS

### **Violent or Threatening Behavior**

It is the right of every student to have a safe and comfortable environment in which to learn. Teachers and administrators will make a conscious effort to provide that environment. Violent and/or threatening behavior will result in isolation from other students for an extended period of time. In most cases, both students are equally at fault and receive the same punishment. However, if determined one is not at fault, no punishment will be administered.

ACTION TO BE TAKEN:

1. 1 to 5 days ISS
2. 5-10 days ISS

### **Assault**

Exertion of physical force by a student with the intent to do serious harm to another person. Any act involving the use of a weapon will fall under this section.

ACTION TO BE TAKEN:

1. Student may be suspended up to 90 days.

## **Bullying**

Bullying is intentional intimidation or infliction of physical, emotional, or mental harm. Cyber bullying is included. Bully will not be tolerated at Ava Middle School and all incidents will be dealt with swiftly and in conjunction with board policy.

### **ACTION TO BE TAKEN:**

1. 1 to 2 days ISS
2. 2 to 4 days ISS
3. 2 days OSS

## **Fighting**

Two people striking, pushing, or shoving, with the intent to harm each other. If injury occurs, the behavior could be considered under assault. Law enforcement officials may be notified, depending on the circumstances. In most cases, two students who fight are both equally at fault and will be given the same punishment. However, if it is determined the student was acting in self-defense, that student would not be punished. Students may be asked to attend an anger management class with the counselor.

### **ACTION TO BE TAKEN:**

1. 1 to 3 days OSS
2. 2 to 5 days OSS

## **Harassment (Student to Student)**

Words, gestures and actions, which tend to annoy, alarm, and/or abuse another person.

### **ACTION TO BE TAKEN:**

1. 1 to 2 days ISS
2. 2 to 4 days ISS
3. 2 days OSS

## **Sexual Harassment:**

Sexual harassment is strictly prohibited in the Ava R-I School District. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature offensive or threatening to the recipient. Sexual harassment may include such things as sexually oriented jokes, remarks, cartoons, pictures or letters; pressure for sexual activity whether written, verbal or through physical gestures; and physical contact such as patting or pinching. Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor, or school administrator. The staff member who receives the complaint shall promptly inform an administrator. No adverse action will be taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. All persons guilty of such behavior will be suspended from school for a reasonable amount



of time. This suspension will be determined by the seriousness of the offense and likelihood of recurrence.

### **Scuffling/Horseplay**

Pushing or shoving, no striking with the intent to injure, no person is injured.

ACTION TO BE TAKEN:

1. 1 to 2 days ISS
2. 2 to 4 days ISS
3. 2 days OSS

### **Violent or Obscene Language/Gestures Between Students**

Violent or obscene language/gestures will not be allowed between students.

ACTION TO BE TAKEN:

1. 1 day ISS
2. 2 days ISS
3. 2 days OSS

### **Weapons In School**

Any student possessing a weapon or look-alike at school could be expelled from school immediately for a period of not less than one year. The school board and/or superintendent may review each case individually and modify the expulsion requirement on a case-by-case basis. Possession of weapons in public schools is a violation of the Safe Schools Act.

### **Gun Free Schools Act**

The Gun-Free Schools Act, enacted in March 1994 as part of the Goals 2000: Educate America Act and amended into the recently authorized Improving America's Schools Act (IASA), which mends the Elementary and Secondary Education Act (ESEA), requires that, a local school district must have in effect the expulsion from school for a period of not less than one (1) year of any student who brings firearm to school, except that the district's chief administrative officer (superintendent) may modify the expulsion requirement on a case-by-case basis.

### **Privacy Rights of Students and Parents**

The disciplinary records of students relating to this policy will follow the guidelines of P.L. 90-247.

### **The School and Law Enforcement Officials (Source: NASSP Legal Memorandum)**

**General Provisions:**

1. Law enforcement officials must report their presence to the principal first. School officials must remember, however, that they, themselves, may be breaking the law if they refuse demands for access to students, especially when arrests are imminent.

2. School officials should not voluntarily allow interviews of students at school for crimes unrelated to the school.
3. Law enforcement officers should be discouraged from making arrests at school.
4. School administrators should make a reasonable effort to notify parents of the situation. In the event the parents cannot be reached or for other reasons cannot come to the school, the principal or a designee will be present during questioning by police.
5. The school official should later reduce what was said to writing.
6. The role of the school official is to attempt to safeguard the student's rights as much as possible.

**Statement of Policy:**

It shall be the policy of the Ava School District that a reasonable cooperative effort is maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property.

Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The school district's administrators shall at all times act in a manner that protects and guarantees the rights of students and parents.

**Investigation Conducted in the  
Educational Environment**

**A. Initiated by School Administrators**

**1. Conducted by Administrators:**

Principals shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Such investigations shall be conducted in a way that does not unduly interfere with school activities.

**2. Conducted by Law Enforcement Officers:**

**a.** The principal shall determine when the necessity exists that law enforcement officers be contacted to conduct an investigation of alleged criminal behavior which jeopardizes the safety of school property or which interferes with the operation of the school.

**b.** The principal may request that law enforcement officers conduct an investigation and question students who are potential witnesses of such alleged criminal behavior during school hours. A reasonable attempt shall be made to contact the student's parents, guardian or representative, if the student requests

such contact, prior to questioning by law enforcement officers. Reasonable requests of the parents, guardian, or representative shall be observed. The administrator involved shall document such contacts or attempted contacts with parents, guardian, or representative. In the absence of a student's parents, the guardian, or representative during any questioning of such students, the principal or other designated certified school staff person shall be present. The principal or his designee shall document what generally occurred during the interview.

c. If the investigation has centered on any particular student suspected of such alleged criminal activity, the procedures for taking students into custody by the police set forth in Section II shall be followed to the extent that they do not interfere with reasonable law enforcement procedures.

## **B. Initiated by Law Enforcement Officers:**

Although cooperation with law enforcement officers will be maintained, it should not normally be necessary for law enforcement officers to initiate and conduct any investigation and questioning on the school premises during school hours pertaining to criminal activities unrelated to the operation of the school. Only when law enforcement officers can show an absolute need to do so will they be voluntarily permitted to conduct such an investigation during school hours. These circumstances should ordinarily be limited to those in which delay might result in danger to any person, flight from the jurisdiction by a person reasonably suspected of a crime, or destruction of evidence. In such cases, the officers shall be requested to obtain prior approval of the principal or other designated person before beginning such an investigation on school premises. The administrator shall document the circumstances of such investigations as soon as practicable. Alleged criminal behavior related to the school environment brought to the principal's attention by law enforcement officers shall be dealt with under the provisions of Section 1. A. 2.

## **C. Questioning of Students During Investigation:**

### **1. Violations of School Rules:**

In instances where school rules have allegedly been violated, the principal or designee may contact the suspected rule violator or potential witness to the infraction.

a. The suspect student should be advised orally or in writing of the nature of the alleged offense and of the evidence, if any, against the student.

b. In questioning a potential student witness to an alleged disciplinary infraction, care should be taken by the administrator to ensure that there is a reasonable likelihood that the student was indeed a witness. School officials should not engage in detailed questioning of students at random without reasonable cause in hope of gathering information as to school misconduct. Probable witnesses should be told the nature of the alleged misconduct and the reason to believe that they were a witness. Such students should be given the opportunity to give their consent before answering questions of school officials.

## **2. Violations of Criminal Law:**

a. During an investigation of violation of school rules, it may come to the attention of the administrator that the investigated activity may also be a violation of criminal law. In proceeding with the investigation, the principal can attempt to ascertain whether there is sufficient justification to believe that a criminal offense was committed that warrants contacting law enforcement officials.

b. Where a suspected violation of criminal law has occurred on the school grounds, involving the operation of the school, or during a school-sponsored activity, law enforcement officials may be notified and their presence requested for the questioning of suspected students. Unless circumstances dictate otherwise, questioning of the student shall not begin or continue until the law enforcement officers arrive. Reasonable attempts should be made to contact a student's parents, guardian, or representative, who, unless an emergency exists, shall be given the opportunity to confer with the student and to be present with the student during such questioning. The administrator shall document the contact or attempted contact with the student's parent, guardian, or representative. In the absence of parent or student consent, law enforcement officers should not question a student. The law officers may wish to advise the student of his legal rights, if the parent and the student consent to the questioning, the investigation can continue. If the parent or student refuses consent to the questioning, the law enforcement officers will determine the course of action to be pursued.

### **Taking a Student into Custody**

1. Students may not be released to law enforcement authorities voluntarily by school officials unless the student has been placed under arrest or unless the parent, guardian, or representative and the student agree to the release. Administrators shall make reasonable objections to law enforcement authorities that attempt to remove students from school without placing them under arrest or without the acquiescence of the parent, guardian, or representative and the student. When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to contact the student's parents, guardian, or representative immediately. Such effort shall be documented.
2. The principal shall make reasonable efforts to persuade law enforcement officers not to make arrests or take students into custody on school premises. Whenever the need arises to make arrests or take students into custody on school premises, the principal should make reasonable efforts to persuade the law enforcement officers to utilize a non-uniformed officer in making the arrest.
3. Where it is necessary to take a student into custody on school premises, and time permits, the law enforcement officer shall be requested to contact the school

principal and relate the circumstances necessitating such action. When possible, the principal shall have the student summoned to the principal's office where the student may be taken into custody.

4. When an emergency exists, the school principal may summon law enforcement officials to the school to take a student into custody.
5. When a student has been taken into custody or arrested on school premises without prior notification to the principal, the school staff present shall encourage the law enforcement officers to notify the principal of the circumstances as quickly as possible. In the event that the officers decline to notify the principal, the school staff members present shall immediately notify the principal.
6. If at all possible, parents, guardian, or representative of the student shall be notified by the principal or other school administrator before the student is taken into custody by law enforcement officers or as quickly thereafter as can be accomplished. The administrator shall document such notification or attempted notification.

### **Disturbance of the School Environment**

Law enforcement officers may be requested to assist in controlling disturbances of the school environment which the principal or other school administrator has found to be unmanageable by school personnel, and which has the potential of causing harm to students and other persons, or to property. Such potential of possible harm includes members of the general public who exhibit undesirable or illegal conduct on school premises or at a school event held on school property and who have been requested to leave by an administrator, but have refused or failed to do so.

### **Conclusion**

The Missouri Safe Schools Act is a state mandated policy that has become a part of the Ava School Board Policy and Regulation Manual. Anyone wishing to review the Safe Schools Act may obtain that information from the middle school principal's office. Any other offense by a student that is disruptive to the educational process will be punishable by detention or suspension. The punishment will be left to the discretion of the administrator in charge. The Ava R-I School district does reserve the right for evaluation for placement for students transferring into the district from a non-accredited school or home schooling.

### **TITLE I GRIEVANCE PROCEDURE**

Any parent, other individual, or organization alleging a violation of state or federal laws, rules, or regulations, or an approved application by the School District in the administration of Title I, shall file with the Superintendent of Schools a written complaint containing the specific nature of the alleged violation, the time and place of the violation, and related details to the alleged violation. The Superintendent of Schools shall cause a review of the written complaint ten (10) working days after receipt of the written complaint. A copy of the written complaint and the

Superintendent's response shall be provided to each member of the Board of Education. If a complainant is not satisfied with such a response, he or she may submit a written appeal to the Board of Education indicating with particularity the nature of disagreement with the response and his/her reasons underlying such disagreement.

The Board of Education shall consider the appeal at its regularly scheduled board meeting following receipt of the response. The Board of Education shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in matter as expeditiously as possible following completion of the hearing.

If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction shall be filed within fifteen (15) working days following resolution of the complaint by the Board of Education with the state director of Title I. The state director of Title I will initiate an investigation, determine the facts related to the complaint and issue notice of his findings to the Board of Education. The Board of Education will be requested to take corrective action.

\*The district policy manual can be located at [www.avabears.net](http://www.avabears.net) or a copy can be found in the middle school office.

## Missouri Department of Elementary & Secondary Education No Child Left Behind Act of 2001 (NCLB) COMPLAINT PROCEDURES

1 Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C  
Revised 7/15 2 In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.  
Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs Table of Contents General Information

1. What is a complaint under NCLB?
2. Who may file a complaint?
3. How can a complaint be filed? Complaints filed with LEA
4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)? Complaints filed with the Department
6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to private school children handled differently? Appeals
9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

This guide explains how to file a complaint about any of the programs 1) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB) 2

1. What is a complaint under NCLB? For these purposes, a complaint is an 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 NCLB.
2. Who may file a complaint? Any individual or organization may file a complaint.
3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department.
4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department.
6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department , and 2. The facts on which the statement is based and the specific requirement allegedly violated.
7. How will a complaint filed with the Department be investigated? The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation: 1. Record. A written record of the investigation will be kept. 2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed. 3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level. 4. Report by LEA. Within forty-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 a public record and may be made available to parents, teachers, and other members of the general public. 5. Verification. Within ten 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, and/or telephone call(s). 6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education. 8. How are complaints related to equitable services to private school children handled differently? If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint 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 Departments' resolution of the complaint (or its failure to resolve the complaint). 9. How will appeals to the Department be investigated? The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The 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.