

2024-2025

AVA HIGH  
SCHOOL

STUDENT  
HANDBOOK



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# Ava R-I School District

## AVA HIGH SCHOOL

I, \_\_\_\_\_, have read and understand that I am responsible to uphold the policies of the Ava R-I School District. I understand that policies are designed for a safe and productive learning environment.

X \_\_\_\_\_  
Student Signature

X \_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



Fully Accredited by the Department of Elementary and Secondary Education



## **Ava High School Parent/Student/School Compact**

Ava R-I Schools, and parents 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 which incorporates the latest research.
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 quarter.
2. Discuss this compact as it relates to the child's achievement.
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. Monthly suggestions from the classroom teacher.
2. Parents have access to their student's grades at all times through the parent portal
3. Quarter Report cards are printed for 1st and 3rd quarters and can be picked up at conferences. Report cards can always be viewed in the parent portal.

Be accessible to parents through

1. Phone calls or person-to-person meetings.
2. Scheduled conferences before, during, or after school.
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.



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 of television watched.
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 all 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.
5. Give all notes and information from my school to my parents/guardian daily.
6. Participate in student led conferences.



# 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.

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Parent Signature

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Date



# Ava R-I School District's Student Internet Acceptable Use Agreement

It is intended that the use of Ava R-I District's Intranet/Internet be primarily for the support of education. In-class network access time is to be used only for classroom purposes. The district prohibits the use of the computer/telephony network in a manner that results in the loss of **instructional time**.

The use of **the internet is a privilege**, not a right, and inappropriate use will result in a cancellation of those privileges. The building administrators will deem what is inappropriate use and their decision is final. Also, the building administrators may deny, revoke, or suspend a specific user's privileges. Students are expected to abide by the **generally accepted rules of netiquette** (network etiquette). These include (but are not limited to) the following:

- It is not acceptable to transmit illegal material, profanity, sexually oriented, offensive and/or intimidating material, or anything contrary to district standards.
- Be polite. Do not get abusive in your message to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

**Electronic mail (e-mail) will only be allowed for educational purposes** including communicating with staff members and other educational professionals, exchanging instructional materials, and sending and receiving messages for curricular purposes. Students should understand that e-mail is neither private nor secure. Therefore, the utmost care should be taken to ensure the privacy of any personal information in communications. Students must register all email accounts and be aware that occasional spot checks may be made on what they send. Messages relating to or in support of illegal activities may be reported to the authorities.

**Security** on the Ava R-I School District's computer/telephone network involves numerous users and contains legally protected student information. The district prohibits the misuse of the network, Internet, or any computer workstation. This includes but not limited to:

- Using any teacher/ staff's workstation.
- Obtaining/using any network or password.
- Any downloading/ uploading (video streaming, etc.) or other activity that requires excessive use of network bandwidth.

**Vandalism** is defined as any theft or damage to hardware, malicious attempt to harm or destroy data on the local workstation, servers, or Internet/intranet. Student/parents/guardians will be required to pay for the repair or replacement of any damage. This includes, but not limited to:

- Gaining entry or "hacking" into a computer system to bypass the console locking program or network security through the network, Internet, or with a software program.
- Willfully spreading a computer virus or spyware.
- Communicating or demonstrating a security problem on the network to other students. Notify the District Technology Staff of any security violation.
- Using another individual's account without written permission from that individual.



All Intranet and internet usage by students of the Ava R-I School District shall be in agreement with the following terms:

- No chat rooms, non-educational blog sites, offensive language in emails, accessing nudity/ pornography, or accessing any inappropriate websites.
- No computer or Internet games are to be played on any district computer.
- No printing of materials other than school projects/assignments without teacher authorization. Personal printing will result in a fee of 10 cents per page. No printing directly from the World Wide Web.
- The District requires all computers including monitors to be turned off at the end of each and every school day. The last student in a computer lab at the end of the school day is responsible for shutting off his/her computer and monitor.
- No student owned diskettes/compact disks/digital video disks/flash drives are to be used on district computers without a virus scan by a teacher/ staff member.
- Any student must be under teacher supervision while using any network district computer.
- Food or drinks are not allowed in any Computer Lab or near any computer.

School district telephones are primarily used for communication with offices and student’s parents/guardians. Instruction time will not be interrupted for student calls except in emergencies. Students may use only office telephones under supervision when there is a legitimate need.

I have read and agree to comply with the terms of the Acceptable Use Policy as approved by the Ava R-I School Board when using any computer connected to the Ava School District’s Intranet/Internet. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

\_\_\_\_\_  
**Student Name (Please Print)**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**Parent or Guardian**

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this is designed for educational purposes. The Ava R-I School District has taken precautions to eliminate controversial/pornographic material. However, I also recognize it is impossible for the Ava R-I School District to restrict access to all controversial pornographic materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give permission for my child to use the school’s Intranet/Internet and certify that the information contained on this form is correct.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

The **Ava R-I School District makes no warranties** of any kind, whether expressed or implied, for the service it is providing. The Ava R-I School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. Ava R-I School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.







# School Health Services Program

Dear Ava R-I Parent/ Guardian,

The school health office provides first aid and health care to over 1,800 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 we want 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.
2. Students are sent home from school for three reasons: a) a fever of 100 or greater, b) vomiting, with or without a fever, and c) any condition I deem potentially contagious to other students, i.e. head lice or pink eye, Other special circumstances can occur. In those cases, we will use nursing skills & judgment as well as communicate with parents to determine if your child needs to be sent home or referred for further medical interventions.
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. We will need a copy of proof that the vaccine was administered to update our records at school. Ten-year tetanus booster shots will be around 8<sup>th</sup> grade.

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.

The school only has Tylenol, 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/guardian 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. Please feel free to contact us anytime.

Sincerely,

Wendy Brooke, R.N., School Nurse

Elementary School 683-5450 Ext. 1106

Lindsey Wade, R.N., School Nurse

Middle School/High School 683-3835 Ext. 1206



# Ava R-I School District

507 North Spring Street ~ P.O. Box 338 ~ Ava, Missouri 65608 Phone 417-683-4717 - Fax 417-683-2306

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 to you in a timely manner, the following information:

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

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

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

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.

Aaron Dalton, Superintendent

Ava R-I School District

Fully Accredited by the Department of Elementary and Secondary Education



**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(a)(3)(C)

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.



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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

**9. How will appeals to the Department be investigated?**

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

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

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



## 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 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 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, 8:00AM to 3:30PM, Monday through Friday.

This notice will be provided in native languages as appropriate.

*Rev. August 15, 2013*



**Meal Prices**

Our prices for full-price meals for the 2024-25 school year were \$2.25 at the high school and middle school, and \$2.15 at the elementary. I recommend the following prices for the 2024-25 school year:

High/Middle School \$2.35

Elementary School \$2.25

Milk only \$0.40.





## **INTRODUCTION**

Public schools today face tremendous responsibility for providing meaningful learning experiences for ALL students. Individual interest and needs must be given high priority. Students today have a right to expect the schools to offer instructional programs, which are in tune with the problems we face today. Courses must be offered which help students learn HOW to think and to develop problem-solving techniques. Students who plan to enter a vocation are entitled to the opportunity to take special courses in their area of interest as are the students who plan to attend college and major in a highly specialized academic field.

The public is more interested today than ever before in the educational programs, which are offered in the public schools. This interest is reflected in many ways, not the least of which is the questioning attitude – the desire to know what is happening in the schools and why.

This handbook was published with the purpose of keeping students and parents informed of some of the things that are happening in the school.

The Board of Education and school district employees appreciate the continued support residents give to the school. We invite suggestions and help as we continue our efforts to make this a superior school system. We welcome inquiries and visits from each of you. Hopefully this handbook will be of considerable value both to the student and parent during the last four years of the student's educational growth and development at Ava High School.

**Reviewed by the Board of Education June 2024**

## **Vision Statement**

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

## **Core Value - The ABC**

**Academics** - Ava R-1 will develop and enhance quality educational programs to ensure equitable access to all students

**Business**- Ava R-1 will proactively manage finances to provide an environment conducive to high-levels of learning in a safe and healthy school

**Culture and Climate**- Ava R-1 will establish a culture focused on learning by maintaining high expectations for all students



# Goals

## **Academics**

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 the PAT enrollment and increase collaboration with internal and external early childhood programs

Goal 4- this district will implement professional development focused on evidence-based instruction practices, personalized for teachers.

## **Business**

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 the ethical and transparent governing practices in accordance to board policies, 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**

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.

# Bear Necessities

1. We will ensure that students are challenged to achieve beyond their potential.
2. Never give up on a student.
3. We always do what's best for students, even when it's hard.
4. EVERY position is ESSENTIAL for student success.
5. We are family.
6. We will utilize reflective practices.
7. We will foster a growth mindset.
8. We will work together to find solutions and show grace.
9. No excuses.
10. We are student-focused, believing all kids are our kids.
11. Our attitude determines our success.
12. Have fun!
13. Relationships and kindness matter
14. Celebrate success.





# **Missouri State High School Athletic Association**

## **(MSHSAA)**

Ava High School is a member of MSHSAA and will follow all guidelines and policies set forth by this agency. Students who wish to participate in activities governed by MSHSAA will be required to have had a passing grade in 6 out of 7 class periods the previous semester in order to participate in activities the following semester. This means a student who is a teacher's aide or has scheduled a block where credit cannot be earned must pass all other classes in order to be eligible. More information regarding MSHSAA policies and regulation can be found at [www.mshsaa.org](http://www.mshsaa.org).

## **SCHOOL CLOSING FOR INCLEMENT WEATHER**

In case of inclement weather, individuals will receive a taped, automated phone call from the school regarding school closings or one can listen to KKOZ (92.1 FM) television channels 3, 10, and 33, the school web- site, Facebook page, and app will have the information available, also.

## **SCHOOL SONG**

Let's sing a song for Ava High School.  
The dear old school we love.  
Here's to Alma Mater, no other one above.  
And so we'll fight for Ava High School, the fairest name we know.  
This grand old school is always for the right.  
So Ava High School, Fight! Fight! Fight!

## **SCHOOL COLORS**

Blue and Gold



# Regular Day Time Schedule

<b>2024-2025 Bell Schedule</b>	
7:45 AM	Open Building Bell
7:55 AM	Warning Bell
8:00 AM - 8:58 AM	1st Period
9:02 AM - 10:00 AM	2nd Period
10:04 AM - 11:02 AM	3rd Period
11:06 AM - 12:34 PM	4th Period
11:02 AM - 11:32 AM	<i>HS lunch Shift #1- class time from 11:36 AM-12:34 PM</i>
12:04 PM - 12:34 PM	<i>HS lunch Shift #2 class time from 11:06 AM-12:04 PM</i>
12:38 PM - 1:40 PM	5th Period
1:44 PM - 2:42 PM	6th Period
2:46 PM - 3:44 PM	7th Period
3:49 PM	Buses leave campus

## LUNCH PERIOD

The cafeteria is maintained for the convenience of Ava High School students. Students may either bring lunches from home or purchase lunch from one of the cafeteria lines. All lunches will be eaten at the cafeteria, patio or East Building commons area. Students will not be allowed to eat food in other school buildings. This right can be revoked at any time if areas are not kept clean. **Students will not be allowed to check out to leave campus during lunch or advisory unless a parent comes to the office to pick the student up.** If there are extenuating circumstances (e.g., family emergency, etc.), administration discretion may be used. **Food and drink may not be delivered to the school.**

In order to prevent distraction to classes in progress during each lunch, it is necessary that students follow these guidelines:

- Students are not to go to the west or south lawns or the gym.
- Students are not to enter or congregate in areas where classes are being conducted.
- Students may not leave campus or go to the student or bus parking lots.
- Students will only be allowed to be at the cafeteria, patio or commons area during lunch.
- No food or drinks will be allowed in the library.



## **CLOSED CAMPUS**

The high school campus area is defined as the area bordered to the east, west, and south by the outer sidewalk that runs adjacent to the city streets from the superintendent's office to the student parking lot. The northern area of campus extends to the north end of the Ava Performing Art Center. The boundary also extends to the Industrial Arts and Vo-Ag shops and agriculture areas. Students who are unfamiliar with the designated campus areas should confer with the high school office staff for instructions. Once students arrive on campus, they may not leave, go to/remain in the student parking lot, or visit unauthorized areas. Students are not to use the bus-loading street during the school day except to travel immediately to classrooms located in that area. Students will not be allowed to check out to leave campus during lunch or Bears Time unless a parent reports to the high school office and physically checks the student out. If there are extenuating circumstances (e.g., family emergency, etc.), administration discretion may be used.

## **CAFETERIA PAYMENTS FOR MEALS**

**CAFETERIA ACCOUNTS FOR STUDENTS: It seems to work best for most families to pay weekly or bi-weekly. Please keep a positive balance in your child's account.** You can track your children's meal account balances and purchases through Parent Portal. Parent Portal information is available through the Ava R-I School website at avabears.net or the Ava R-I App. 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 your child's meal status changes, parents are still responsible for incurred charges. If you have any questions, please contact the administration office at 417-683-4717.

Meal Prices for 2024-25 are  
Lunch High/Middle School \$2.35  
Lunch Elementary School \$2.25  
Milk \$.40

Breakfast is free for all students students however an extra breakfast the cost is \$2.15

- **Students who owe \$50 or more in fines/fees/lunch balances will not be allowed to go on school-sponsored trips or attend dances unless the student is competing in an activity or pays 10% down of the total owed and sets up a monthly payment plan.**

## **TARDY POLICY**

Students late to school must sign in at the office to obtain an admit slip before going to class. Students are tardy to school if they are not in their first period class by 8:00 a.m. They are tardy in any class during the remainder of the day if they are not in the room to which they are assigned or in their assigned seat (teacher's discretion) when the tardy bell rings. Students who miss more than 26 minutes of a class. Time will be counted as absent. Students with excessive tardies will be disciplined through the tardy policy.



## UNVERIFIED ABSENCE OR TARDIES

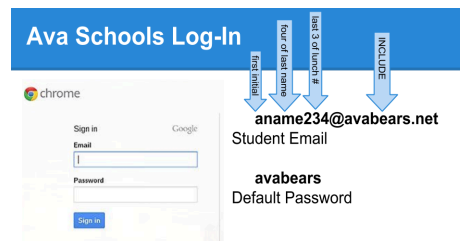
A zero (0) or “F” will be given for any oral test and/or written work completed when a student has an absence or tardy that is unverified. An unverified absence or tardy will be considered those without parent or doctor documentation. Unverified absence and tardy guidelines:

- Teachers have no obligations to make up a test, any oral or written work and assignments, or any part of a test such as repeating the directions.
- Students may be suspended for unverified tardies.
- Students may be detained in the office for a Tardy since it would be an educational distraction and disturbance for other students and the teacher.
- Students absent from school without parental permission could be given ISS or referred to Truancy Court.

## TECHNOLOGY USER AGREEMENT AND ACCESS

Students will be asked to sign an Internet/computer user agreement before being allowed to access a school computer.

As part of AHS's drive to prepare students for the future, each enrolled student at Ava High School will be assigned an account log-in as part of the Google Apps for Education program. Students may use their "@[avabears.net](http://avabears.net)" account to access the features of Google Drive, Mail, Classroom, etc. A technology agreement must be on file and the school's information technology coordinator will be available to assist with lost passwords and account support. A student's log-in begins with their first initial and then four letters of their last name followed by the last 3 digits of the lunch number.



To assist students in maintaining a strong academic focus, students are encouraged to access their student portal to check grades, attendance rates, and scheduling options. A student's access is available with their lunch PIN and their birthday in a six digit format.

Each student will be given the opportunity to be issued a Chromebook. If a student does not have a Chromebook and one is needed in the classroom, the student may check one out through the high school office. The student will be required to return the Chromebook at the end of the day or a fine may be charged. Students will be responsible for any damages or misuse of the Chromebook.

Please see the [AHS 1:1 Technology Student Handbook](#) for more information on technology policies and procedures.



## **STUDENT INFORMATION**

In order to be able to communicate with parents and keep your student safe while at school, it is very important that parents notify the office when there is a change of address, phone number, change in family status, court orders, etc.

## **AUTOMATED PHONE CALLS**

Occasionally, the school will be sending out automated phone calls with important information to parents (e.g., student's absence, upcoming conferences, school cancellations etc.) It is important that the school has a current phone number where a parent may be reached.

## **CHANGING CLASS SCHEDULES**

The scheduling process will take place during the spring semester and will involve planning activities that occur during the student's Bears Time. During this process, students will check transcripts, verify graduation credits, calculate G.P.A.s, discuss new course offerings, revise 5-year plans, and evaluate individual courses for the upcoming year. In addition, they will learn about college dual-enrollment opportunities, as well as the A+ program. Students will have the opportunity to examine the course description book for the next year and ask individual questions that pertain to their interests and concerns. After this session, the students will choose the courses that they prefer for the following year.

The scheduling process allows students to choose their courses and plan their course hours. However, it is important to note that it is impossible for every student to have the schedule of his/her "first choice". Juniors will be the first grade to schedule and Freshmen will be the last. Due to the enormous amount of instruction and planning that occurs during the scheduling process, ***students will only be granted schedule changes within the first two days of a semester and if there is a academic need for the change.*** Advanced placement and dual credit courses are year-long classes that cannot be dropped at the end of first semester. The parent, classroom teachers, counselors, and/or principals are the only individuals who may initiate any schedule changes that may take place. These changes will most likely relate to failure to meet the course's prerequisite requirements.

## **CLASSIFICATION AND PROMOTION**

Classification and promotion of students is on an annual basis. Students who have satisfactorily completed the eighth grade in an accredited school will be classified as ninth graders. The classification of students beyond the ninth grade will be determined by the number of units satisfactorily completed. In order for students to remain on track for graduation, the following credit guidelines are recommended:

- 6 credits at the end of 9<sup>th</sup> grade year
- 12 credits at the end of 10<sup>th</sup> grade year
- 19 credits at the end of 11<sup>th</sup> grade year
- 21.5 credits at the end of the 1<sup>st</sup> semester of 12<sup>th</sup> grade year



## **COMPLETION OF CREDIT**

Students are eligible for Completion of Credit if they earned a grade of 50-59% in a core class. Amount of time needed to attend Completion of Credit is based on the student's percentage. Students will be given a list of guidelines for the Completion of Credit program. Completion of Credit must be done after school during tutoring hours. Completion of Credit hours must be completed in a timely manner:

- Up to 10 hours – within 3 weeks of the beginning of the semester
- 11-20 hours – within 6 weeks of the beginning of the semester
- 21-30 hours – within 9 weeks of the beginning of the semester

## **ALTERNATIVE SCHOOL**

Any student interested in attending Alternative School may pick up an application from the high school office or on the school's website at [avabears.net](http://avabears.net). The application will be reviewed before a committee prior to approval. All courses that require EOC's will be taken at the high school unless otherwise approved by administration.

## **Full-Time Virtual Enrolment**

Virtual courses are available through the Missouri Course Access/Virtual School Program (MOCAP). Students who enroll in a state-approved program/school will not be dual-enrolled at Ava High School. For more information on full-time virtual enrolment, you may contact the high school office.

## **TRANSFER CREDIT**

Grades transferred from another school will be accepted if they are approved courses of the Missouri State Department of Elementary and Secondary Education.

## **CLASS LOAD**

A student must take seven classes. However, Seniors may take six classes and work in an office for one period. Students cannot be a teacher or office aide the first or last period of the day unless approved by the principal's office.

## **CORRESPONDENCE CLASSES**

Students are limited to a maximum of two credits by correspondence. Only elective courses will be allowed, except for extenuating circumstances, but both the counselor and principal must approve these. Correspondence courses will not be figured in class rank, grade average, or academic letter awards. A current student cannot obtain core credit through correspondence or a homeschool class. Correspondence classes are given at the expense of the student.

## **HOME SCHOOL CREDIT**

In order for Ava High School to award credit for homeschooling, the following conditions must be met:



- Instructional hours and material covered must be compatible with regular high school instruction.
- Logs of instructional hours must be presented.
- A portfolio of work in each class for which credit is requested must be submitted. The amount and quality of work must be approved and accepted by the principal.

In order to receive credit for core classes completed in home school, a student must earn a C or better in the next level class. For example, in order to receive credit for English I and English II classes completed in home school, a student must earn a C or better in English III.

## **COLLEGE VISIT-**

Arrangements for college days must be made through the counselor's office prior to college visit. Seniors are allowed two full school days to visit college campuses and Juniors are allowed one full day to visit college campuses. Seniors needing more than two full days must ask permission from the principal's office. While students may arrange for a college visit through the counselor's office, it is the student's responsibility to contact the college to schedule a visit and complete the appropriate paperwork. An Ava High School College Visit Verification Form must be submitted to the high school counselor's office within 2 days of the college visit with the required signatures. Failure to follow proper procedure could result in the college visit day counting as an unexcused absence. **No college visits will be approved for the month of May, unless prior approval is given by administration.** Students over the attendance limit or who are failing 2 or more classes during the last quarter grade reporting period immediately preceding the requested college visit day may not attend college visits until attendance is made up and/or grades are at passing.

**College visits are excused absences (when the above steps are followed) but will negatively affect your overall attendance total percentage.**

## **JOB SHADOWING**

Students will be scheduled for one day of job shadowing. Students may not job shadow their parents. In order to participate in the job shadowing experience, students must pick up a job shadowing packet from the counselor's office. Students must return the completed Ava High School Job Shadow Pre-approval Form with required parent signature to the counselor's office at least 2 days prior to the scheduled job shadowing day. The student is responsible for turning in the remaining Ava High School Job Shadow Verification Form to the counselor's office within two (2) school days from the job shadow date. Students who are over the attendance limit or who are failing two (2) or more classes during the grade period immediately preceding the scheduled job shadowing day will not be allowed to job shadow until attendance is made up and/or grades are at passing. If this procedure is not followed, it results in the job shadowing day counting as an unexcused absence. **Job Shadowing is an excused absence (when the above steps are followed) but will negatively affect your overall attendance total percentage.**

## **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.

## **COMPLIANCE COORDINATOR**

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

## **ATTENDANCE**

The law requires all children between 7 and 17 years of age, or 17 years of age if fewer than 16 credits toward graduation have been earned, to regularly attend a public, private, parochial, parish, home school or a combination of such schools for the duration of the entire school term. Parents, guardians or other persons having legal custody of a student may obtain a court order requiring students to attend school until the student receives a high school diploma or its equivalent, or reaches the age of 18. In addition, the Ava R-I School District provides educational programming for all students between the ages of five (5) and seven (7) and beginning at the age of three (3) for students qualified for special education services. The district may also provide preschool and education programs.





AHS recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one (1) study identified attendance as the single greatest indicator of student achievement. AHS further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Ava R-I School District.

The district will contact the Children's Division (CD) of the Department of Social Services or the Truancy Court in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

## **CONSEQUENCES FOR ABSENCES FROM SCHOOL**

Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. All work must be completed within two (2) school days after returning from the absence. Attendance and participation are part of a successful learning experience, so students with nine (9) absences or more in any class during a semester, could be issued an academic penalty by loss of credit for that class.

<b>Attendance Policy</b>	
1 – 4 absences (95% or greater)	Teacher Discussions
5 <sup>th</sup> absence (94%)	Letter sent home to parents – reminder of attendance policy
7 <sup>th</sup> absence (89% and below)	Attendance meeting with Assistant Principal
9 <sup>th</sup> absence (89% or below)	No Credit
Option of making up to 7 periods in Bears Den	



### Option of Attendance Appeals

\*ONLY for students with documented absences (e.g." extended illness with doctor's excuse, documented hospitalization, etc.) may request an attendance appeal at the end of each quarter with the assistant principal.

## **ADMITTANCE AFTER ABSENCE**

Students returning to school after an absence from one or more classes must report to the office to obtain an admit slip. It is the student's responsibility to provide a written statement signed by the parent or guardian indicating the reason for the absence no later than two (2) days after returning to class. The slip admits the student to classes missed. Students who arrive to class without an admit slip will be sent to the office to obtain one and will receive an unexcused tardy. Parents may be called or notified by letter to verify a student's absence.

## **HOMEBOUND SERVICES**

A student who is absent for medical reasons for **five (5) consecutive days may be eligible for Homebound Services**. The student's guardian should contact the Assistant Principal for the required homebound form for the doctor to complete and return to the school. A student who is receiving Homebound Services is not allowed to attend any after-school activities, co-curricular/extra-curricular activities, or any school-sponsored event. Homebound instructional hours and place of instruction will be determined by the District's Homebound Service Coordinator.

## **MISSING SCHOOL BECAUSE OF WORK**

Students who miss school to hold full or part-time jobs will be advised by the principal concerning the Board of Education's policy on full-time attendance (attending 7 periods a day, for 8 semesters). Any student who continues to violate the policy will be subject to suspension, loss of credit towards graduation, and will not be granted a diploma. Violation of this regulation is considered truancy.

## **EXTRACURRICULAR AND COCURRICULAR ACTIVITIES**

Students are encouraged to participate in extracurricular activities, yet they are cautioned that such activities be regarded as truly "extra." Any student who becomes so involved in "extras" sponsored and provided by the school that he/she is unable to fulfill his/her curricular responsibilities is abusing the intent of extracurricular.

All students who wish to participate in extracurricular activities (e.g., any clubs, athletics, dances, etc.) must be signed up for Random Drug Testing.

Ava High School is a member of the Missouri State High School Activities Association (MSHSAA) and, as such, requires students involved in extracurricular and interscholastic activities to meet and uphold certain eligibility and citizenship standards. Students must be enrolled and attend classes full time in order to be eligible for MSHSAA sanctioned activities, which include all athletic programs, band, choir, Academic Quiz Bowl, and Speech and Debate. Students must pass 6 out of 7 classes the previous semester in order to be eligible to participate. A physical



exam and proof of insurance are required prior to participating in practices or competitions. Any additional questions regarding MSHSAA sanctioned activities or MSHSAA by-laws should be addressed with the building principal or athletic director.

AHS clubs are not MSHSAA sanctioned; however, students must be signed up for Random Drug Testing in order to become a member and follow the guidelines/by-laws for each club.

Students involved in an extracurricular activity **must be in attendance for at least 4 periods and lunch the day of practice or competition to participate unless the absence is pre-approved by the principal.** If the activity is on a weekend, **the student must be in attendance for 4 periods and lunch on the last day school was in session,** unless the absence is pre-approved by the office.

**Students who owe \$50 or more in fines/fees/lunch balances will not be allowed to go on school-sponsored trips or attend dances unless the student is competing in an activity or pays 10% down of the total owed and sets up a monthly payment plan.**

## **Random Drug Testing Policy**

It is the desire of the Board of Education, Administration, and Staff that every student in the Ava R-I School District refrain from using, possessing, or distributing illegal drugs and alcohol. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extra curricular and/or co-curricular activities due to safety concerns. The goal of the policy is not to levy discipline, but rather to ensure student health and safety, as well as prevention of possible drug related problems.

Each student wishing to participate in extra and/or co curricular activities will be required to complete the consent form within the first 10 days of the first semester of school. Any new enrolling student will have 10 days from the date of enrollment to sign and return a consent form. Any student not completing the consent form and returning it within the prescribed time will be ineligible to participate in extra and/or co curricular activities for the entire school year.

For more information on the Random Drug Testing Policy, please contact the high school principal.

## **Prom/Dance Policy**

- Students must follow dress code policies. If a dress is in question, a student may bring the dress or a photo of the dress to school for administrative approval.
- Students must submit a guest form/sign that they are responsible for their date's behavior.
- Students may invite guests who:
  - a. Are at least 14 years old
  - b. Are attending or have graduated from high school
  - c. Are under the age of 21



- Middle School students are not allowed to attend Ava High School prom/dances.
- Homeschool/Drop Out Students are not allowed to attend Ava High School prom/dances.
- When attending dances/proms that are located out of town, all attendees must ride the bus to/from the dance/prom.
- All prom/dance dates and chaperones are subject to approval from administration.
- Students who have graduated from High School or are an outside guest must submit a valid photo ID and a cleared background check prior to approval.
- **Students must have 90% or better on HOURLY attendance rate for the year.**
- **Students must be enrolled in the random drug testing program in order to attend Prom and other school sponsored dances.**
- **Students must have no active F's on their current grade card.**
- **Students who owe \$50 or more in fines/fees/lunch balances will not be allowed to go on school-sponsored trips or attend dances unless the student is competing in an activity or pays 10% down of the total owed and sets up a monthly payment plan.**

## **EXTENDED MAKE-UP WORK**

Students may wish to work on assignments during an extended excused absence. Assignment sheets may be obtained in the office to be filled out by the student's teachers. Students absent for 5 days or more due to illness are encouraged to contact the office regarding Homebound services. Assignment forms will only be filled out during the teacher's planning period. Assignments obtained in this manner are due on the day the student returns to school. This procedure is not intended for occasional absence, only for an extended absence.

## **MAKE-UP WORK PROCEDURE**

The following procedure for make-up work is required:

1. All work missed during an excused absence or school-sponsored trip must be made up within 2 school days following the day of absence.
2. The student must take the initiative to make up all assignments from missed classes regardless of whether an absence is excused or unexcused, except for Out-of-School suspension. If a student attends school for any portion of the day, all assignments are due the next day.

## **FINAL EXAMS**

All students will take End of Course Exams, and Semester Finals. Semester Finals are worth 10% of the students' grade. Students should be in attendance on days finals are given. Only in emergency situations (e.g., hospitalization, etc.) will finals be given early or made up.



## ATTENDANCE APPEALS

Any student with documented absences (e.g., extended illness with doctor's excuse, documented hospitalization, etc.) may request an attendance appeal at the end of the semester. A request for appeal must be made in the Assistant Principal's office. A date and time will be set for the appeal.

## ATTENDANCE MAKE-UP

1. Students must sign up for attendance make-up through the high school office with the Assistant Principal.
2. Students must have teachers complete an assignment sheet prior to attending Attendance Makeup. Students must present a complete make-up assignment sheet to the instructor in charge upon entering Attendance Make-Up. Any student who does not have a completed assignment sheet will not be allowed to attend Attendance Make-Up and will not receive credit for make-up time.
3. Students must stay busy with the schoolwork assigned by their teachers. If all work on the assignment sheet is completed, with permission of the instructor in charge, the student may read a library book (no magazines) for the remainder of Attendance Make-up.
4. All work completed must be turned in to the instructor in charge. Failure to do so will result in the student not receiving credit for the make-up time. If, in the opinion of the instructor in charge, a student is disruptive or not working, the student will be asked to leave and will not receive credit for time made up.
5. A student must have completed a total of 50 minutes of Attendance Make-Up, in addition to having the completed assignment, in order to recoup their attendance credit for that class.

## SUSPENSION

Students will be allowed to make up their work for full credit. The homework is due within 2 school days following the absence. If homework is requested to be collected during suspension, the homework will be due on the date the student returns to school. Students suspended from school are automatically suspended from all school-sponsored activities and prohibited from trespassing any time during the day or night on school owned property.

## SIGNING OUT OF SCHOOL

\*Students must receive permission from the office (Principal, Assistant Principal, or School Secretary) before leaving school for any reason.

\*Parental permission is required to release a student during school hours.

\*During 4th hour, parents must report to the high school office and physically check the student out, unless it is an emergency situation approved by the building principal.

**\*NO ERRANDS, EXCEPT DOCTOR, DENTIST, OR DRIVER'S TEST WILL BE CONSIDERED EXCUSED.**

Notes for the prior reasons must be signed by the doctor, dentist, or driver examiner.

\*Students leaving without permission are considered truant.



## **BLOOD DRIVES**

In order to participate in blood drives, students must be 16 years of age, weigh at least 110 pounds, have a permission form signed by a parent prior to the day of the blood drive, and meet all other requirements as designated by the agency. Permission forms and list of requirements may be picked up in the office.

## **COOPERATIVE LEARNING EXPERIENCE (CO-OP)**

The Cooperative Learning Experience Program (Co-Op) is designed for students to gain valuable experience in work readiness skills. Co-Op is a partnership with local licensed businesses to provide eligible students learning opportunities and hands-on experience as they transition into the workforce.

Students interested in participating in the Co-Op Program may pick up a packet at Ava Alternative School. Co-Op will be approved on a semester only basis. Any student who has an F on the previous semester report or falls below 90% cumulative hourly attendance will be ineligible to participate in Co-Op the next semester. All paperwork must be submitted and approved prior to placing the Co-Op experience in a student's schedule. Students must be classified as a senior and on track to graduate in order to participate in the program. Students may be granted two class periods of Co-Op.

Students who are released to work part of each day must sign in/out at the Ava Alternative School and are not to be on campus after their release time begins. This regulation includes attendance at assemblies (exception: Senior Assembly) and club meetings as well as library usage. Students wishing to return to school for a scheduled event must have prior permission from the office. Students who violate this policy are subject to disciplinary actions.

## **FOOD AND DRINK**

No open drink containers (except water) or food may be brought onto the high school campus. Students will be allowed to take water into the classroom, provided that the water is in a clear, capped container, such as a water bottle, to prevent spills. Packed lunches will be allowed if bought at the beginning of the day and left in the student's locker. Students may not order food to be delivered. If students fail to follow this policy, disciplinary action will be taken. If students fail to live up to their responsibilities, food and drink can be removed at any time on a partial or permanent basis. Students leaving school early for school sponsored trips may have parents deliver food to the high school office.

## **LOCKERS**

Each student is assigned a corridor locker and a gymnasium locker. STUDENTS MAY NOT SHARE LOCKERS! Students may check out locks through the high school office. At the end of the year, the locks will need to be turned in to the office or there will be a \$6 charge. Students may provide their own lock if a combination or extra key is provided to the office. Students are required to maintain their lockers. If damaged, a fee will be charged to fix the locker. Students must keep the locker assigned to them. All lockers must be locked while in use for storage



purposes. Lockers are provided through the principal's office and the P.E. Department. Signs on lockers are not permitted unless the student has special permission from the office.

## **RESTRICTED ITEMS**

Students are not allowed to bring radios, recorders, knives, incendiary devices (matches, lighters, etc.), music players, skateboards, shoes with skates, cameras, laser pointers, and other electronic devices to school. If brought, the items will be confiscated and parents will come by the office to retrieve them. Violation of this policy will result in discipline according to the policy. All confiscated items must be picked up from the office 2 weeks after school is out or the items will be donated to charity.

## **BACKPACKS**

Large duffle bags, book bags, satchels etc. will need to be placed in the student's hall locker, hung on the back of the chair or gym locker. The aisle between desks must remain clear at all times. If backpacks become a safety issue, they will not be allowed in classrooms.

## **VISITORS**

All visitors are required to report to the principal's office prior to going anywhere on campus. Visitors must obtain a visitor's pass from the office and wear the tag for the duration of the visit. Visitors are welcome at any time, and any information about the school may be obtained from the principal's office. Those who wish to tour the building will be provided a guide if necessary. Visitors other than for school business will not be allowed. Students cannot bring friends to school for class visitation or lunch. Parents who are interested in the instruction of their child

must first schedule an appointment with the teacher during the teacher's planning period. If a parent desires to visit the classroom, a visitation date can be scheduled at a parent-teacher conference, which will precede the visit. Parents who are approved to visit a classroom may not bring other children with them to the visit or to any part of the building.

## **STUDENT DRIVING**

Upon arriving at school, students must park their vehicles in the student parking lot. Students must immediately leave the parking area and go to the designated places on campus. Students are to park in a manner that does not block other cars or impede traffic flow.

The administration reserves the right to search any vehicle parked on the Ava R-I School District property. If possible the student may be asked to be present during this search. Students are not allowed to return to the parking lot or use cars during the school day unless granted permission by the high school administration.

## **PARKING**

**STUDENTS:** Students may park in the student parking lot next to the Ava Performing Arts Center. **Parking will be on a first come, first serve basis.**



**ALTERNATIVE SCHOOL STUDENTS:** Full-time alternative school students may park on the upper end of the student gravel lot east of the east building. Part-time alternative school and all other students must park in the paved student parking lot next to the APAC.

**PICK UP/DROP OFF:** When picking up or dropping off a student, the visitor parking area by the main entrance should be utilized..

**BAND/GYM AREA:** The paved lot between the gymnasium and cafeteria is used as a band/physical education area. No parking or vehicular traffic other than deliveries is allowed in this area.

**APAC/GYM AREA:** The paved lot between the APAC and gymnasium is used for bus loading and unloading. No student parking is allowed in this area.

**BUS LOT:** The bus parking lot is reserved for buses and school personnel who work in that area. The district allows driving on district property and parking in designated spaces on district property for the convenience of students, employees and visitors to district facilities. Driving and parking on district property are privileges, not rights. District administrators have the authority to prohibit any person from driving or parking on district property and may direct any person to move his or her vehicle. District buses and other vehicles the district owns or uses will be given preference over other vehicles. A person who does not yield to district vehicles, refuses to move a vehicle as directed by district employees, operates a vehicle in a manner that is not safe, or otherwise refuses to follow district rules or employee directives will be prohibited from driving or parking on district property and may be excluded from district property. District employees and students may also receive additional discipline.

Any behavior or item prohibited in school (including, but not limited to, weapons, alcohol, vapes, and tobacco products) is also prohibited in district parking lots and in vehicles on district property. Vehicles parked on district property may be searched in accordance with law.

The principal is directed to clearly mark and maintain parking spaces and will designate parking areas for students and employees. (Ava R-I Board Policy ECD)

Students must only park in parking lots designated for students. All high school students must park in the student parking lots. Alternative school students who are in Ava Alternative School all day may park in the gravel parking lot across from the alternative school.

#### **STUDENT DRIVING AND PARKING PRIVILEGES:**

Students must drive carefully on school property and provide for the safety of others.

Students who drive should adhere to the following:

1. Students must drive at a safe speed in the parking lot.
2. Reckless driving or inappropriate parking may result in loss of driving privileges or disciplinary action.
3. Students must park in designated parking spaces. A parking space is defined as having a white/yellow line on both sides of the parking space outlining the parking space.
4. Once a student has arrived on campus, the car is to be vacated and no loitering will be allowed around vehicles.
5. Students are not to be in cars during school hours or go to their car without administrative authorization.





6. Vehicles on school property are subject to inspection without owner permission. Principals and Law Enforcement Officials reserve the right to enter students' automobiles parked on campus when there is reasonable cause for search and seizure.
7. Depending on the severity of the offense, parking privileges may be revoked at any time.
8. Students violating this policy will be subject to disciplinary action.

## **USE OF DRUGS/ALCOHOL**

The possession, use or distribution of any drug, improperly prescribed medicine, or other substance commonly known to have a narcotic 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 onto the campus at any time, inclusive of all activities before, during, or after school hours, while under the influence of drugs and/or alcohol. In case of violation, the administration will take appropriate action in the situation and will notify the parents and/or the appropriate law enforcement agency.

## **REPORTING BULLYING/UNSAFE BEHAVIOR**

*Bullying is prohibited at Ava R-I Schools. Bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school.*

Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying, cyberthreats, or any threat of retaliation for reporting.

Cyberbullying is bullying through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

A Bullying Incident Report Form will be available to students, district employees, and parents at the office and counselor's office. District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any district employee or student who witnesses an incident of bullying must report the incident to the principal within 2 days.

Students who reprise or retaliate against any person reporting an act of bullying or a complainant that falsely accuses someone will be subject to disciplinary action.

Students are encouraged to report any type of unsafe behavior or threats of unsafe behavior (harm to others or self-harm of others) to school personnel or parents.



School personnel must complete training annually. Students will be informed that bullying is prohibited and will be informed of bullying procedures annually.

## **WITHDRAW FROM SCHOOL**

All students who withdraw from school for any reason, other than graduation, should report to the principal's office. All items need to be school items that need to be returned ( chromebook, charger, books, etc) as well as pay fines/fees/lunch balance. If the student is transferring to another school, a request of grades and credits should be made. Parents must sign a transcript release if the student is under 18 years of age.

## **ASSEMBLIES**

Assemblies are an important part of the educational program. Because assemblies are educational, the students under teacher direction provide some programs. A few programs are reserved each year for use of outside talent. Since assemblies are part of the regular program of the school, attendance is required. One of the educational values, which come from assemblies, is training in good behavior. Students are expected to conduct themselves in a manner that will not disturb others who wish to enjoy the program.

## **STUDENT DIRECTORY INFORMATION**

Student's names, pictures, and or work may be released to the media or used on the school web page. This applies to any existing or future media sources local or worldwide. If you wish for your child not to be included, please notify the office.

Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

**Notice to parents/guardians of secondary school students of the district's obligation to release the names, addresses and telephone listings of secondary school students to representatives from institutions of higher education and military recruiters.**

**Parents/Guardians and secondary school students who are at least 18 may submit a written request not to release the information without prior written consent of the parent/guardian or student.**

## **NURSE'S OFFICE**

The nurse's office is located in the middle school building. Students must check out through the high school office before going to the nurse and when returning. **Any prescription or over the counter medications must be given to and dispensed by the nurse.** Health updates must be given to the nurse annually in order for the student to receive any type of medication while at school.



## **LIBRARY**

The mission of the Ava R-I Library is to provide all students with materials, instruction, technology, and encouragement to enable them to successfully learn in a challenging world. The high school library is well equipped with required and suggested reading books of the various departments, and books of interest. Computers and printers are available for students to use for classroom projects. Most materials are available to be checked out by students and faculty. The overdue fine for all print materials is five cents per day.

## **DAMAGED/LOST BOOKS**

Damaged/lost books shall be compensated for according to the assessed damages or replacement as determined by the original cost, age of book, and extent of damage.

## **BOOK DEPOSIT**

Anyone entering high school for the first time must pay a \$20 fee for all books. This fee is paid to the office before any textbooks can be issued to a student.

At the end of the Senior year, if all books are returned in good condition, the \$20 will be returned. No books will be issued unless the \$20 is paid or payment for lost books is paid.

## **NONRESIDENT STUDENT AND TUITION POLICY**

Non-resident students are students who do not reside in the Ava R-I School District or the same residence as their parents, legal guardian, or a court appointed foster home under the supervision of the Division of Family Services.

Non-resident students must pay tuition in the amount of the previous year's per pupil expenditures as taken from the secretary's annual report, or an amount set by the Board. Transportation charges for non-resident students will also be based on previous years per pupil expenditure for transportation if district transportation is to be furnished.

Tuition charges are due the day of enrollment for any non-resident student.

Should a non-resident student withdraw prior to the close of the school year, tuition charges will be prorated on the school day basis that the student was enrolled in the Ava R-I School and a refund will be made on that basis.

Special cases may be considered by the Board of Education and the tuition charges may be waived when the Board of Education deems it necessary in the best interest of the student in question and the school district.

## **RELIGIOUS OR POLITICAL ADVERTISEMENTS**

Religious or political advertisements will not be allowed at any place in the school. No announcements will be made concerning religious or political meetings, etc.



## **GUIDANCE PROGRAM**

The Ava R-I School District believes that a comprehensive school counseling program is a vital part of the overall educational process.

The need for school counseling begins with pre-school entrance and continues throughout life. Students develop emotionally and socially, as well as educationally. Therefore, the guidance program must address the issue of growth and development, providing students assistance in their academic, career, and personal development.

The school counseling program attempts to reach all students in a preventative rather than crisis-oriented way. While the program is concerned with all students, it recognizes some individuals have needs that will continue to require special attention.

The emphasis of the program centers on the needs of the students. Attempts are made to help students deal with personal, social and school related issues as he/she grows and develops. Keeping the best interest of each student in mind, the counselor serves as a resource for parents, teachers, administrators, and other concerned individuals.

## **REGISTRATION AND ENROLLMENT**

A new student must report to the principal's office, complete required paperwork and be interviewed by the principal. If the student is eligible for enrollment, a request for records will be made. When all information is received, the student will be provided a schedule.

## **PARENT/TEACHER CONFERENCES**

Parents are highly encouraged to attend Parent/Teacher Conferences and become involved in their child's education. Parent/Teacher Conferences will be held after the 1st and 3<sup>rd</sup> Quarter.

## **STATEWIDE ASSESSMENTS**

All students at the Ava School District are required to participate in statewide assessments. End of Course Exams are used to evaluate student mastery, prepare students for college and or a career after high school. Testing dates will be provided to students and parents as they become available.

## **GRADE REPORTING**

Students' grades will be reported end of quarter, and end of semester. Mid-term and quarterly grades reminders will be issued and students grades are always available live through the parent portal. Grade cards are printed and available at parent teacher conferences (1st and 3rd quarter.) Semester grades can be printed for parents upon request and are always available through the portal. If a parent has any question on a student's grades they can call the high school office for assistance.



## **INCOMPLETE GRADES**

Two weeks after the quarter ends, any incomplete grades will be recorded as an “F” with the exception of an extended illness or hospitalization.

## **GRADING SYSTEM**

All teachers must use a grading scale that includes: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. Teachers are allowed to use their own system of grading. In order that an indication of achievement may be recorded and made available for reference when needed the following system is used:

**A= Excellence      B= Superior      C= Average      D= Below Average      F=Failure**

The proper grade will be recorded and credit given for delayed work that is satisfactorily completed within two weeks of the end of the term; otherwise, an “F” will be recorded.

## **HIGH SCHOOL UNIFIED GRADE SCALE**

A unified grading scale was developed to ensure that all teachers are utilizing the same scale. The unified grading scale is as follows:

A	95-100	C	74-76
A-	90-94	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63
C+	77-79	F	0-59

## **GRADUATION HONORS**

GPA's are determined based on a point system. Letter grades are assigned a numerical value. The numerical values of each class are added and then divided by the number of credits carried.

Students will be recognized according to categories/degrees of honor based on cumulative grade point average.

### Categories:

- Cum Laude – 3.5-3.84 cumulative GPA
- Magna Cum Laude – 3.85-3.99 cumulative GPA
- Summa Cum Laude – 4.0 and above cumulative GPA



## GRADING POINTS

A	4.0	B-	2.7	D+	1.3
A-	3.7	C+	2.3	D	1.0
B+	3.3	C	2.0	D-	0.7
B	3.0	C-	1.7	F	0.0

## WEIGHTED COURSES

Honors English II  
Algebra II Honors  
Pre-Calculus  
Dual Credit Courses

Honors English III  
Chemistry Honors  
Calculus

Honors English IV  
World History Honors  
Trigonometry

## DUAL CREDIT COURSES

Dual credit courses are offered on a semester basis. Each course is worth  $\frac{1}{2}$  credit per semester. Once enrolled in the course, students will not be allowed to drop a course without permission from parents and high school administration. Students will have the first three days of the semester to drop their dual credit course and be transferred to a high school course. Students may drop their dual credit course according to the college's deadlines, however, students will receive an "F" grade on their official transcript if the course is dropped after the first three days of the semester.

## PARENT CONSENT

Parents must sign a statement giving consent for their child to represent Ava High School in interscholastic activities and for their child to accompany the team as a member on its out of town trips.

## PHYSICALS

All athletes must pass a physical examination. The student must pay the cost of such examinations.

## STUDENT INSURANCE

All students participating in interscholastic athletics or spirit groups must be covered by accident insurance. Those students may purchase school insurance or provide a statement of insurance coverage verification by parents or guardians.

It is strongly recommended that students in the following classes be covered by some type of insurance:

- Agriculture
- Band
- Vo- Tech
- Industrial Arts
- Physical Education



If students in these classes do not purchase school insurance, it is required that parents or guardians provide a statement that other insurance is provided or that they do not wish for the student to be covered by insurance.

## **CLUBS AND ORGANIZATIONS**

Anchor	FCA *	Pep Club
Art	FFA*	Scholar (Quiz) Bowl
Bass Fishing	French Club	Skills Club USA
Compass Leaders	Journalism	Speech/Drama
Educators Rising	NHS*	Student Council
FBLA*	Chess Club	Tri-M Honor Society
FCCLA*	Pep Club	TREND*

\*FBLA -Future Business Leaders of America

\*FCA -Fellowship of Christian Athletes

\*FCCLA -Family Community and Career Leaders of America

\*FFA -Future Farmers of America

\*NHS -National Honor Society

\*TREND -Turning Recreational Excitement in New Directions (A Drug-Free Club)

## **CREDIT REQUIREMENT TO PARTICIPATE IN SENIOR ACTIVITIES**

1. A senior who fails to attain 21.5 credits by the end of the seventh semester will be removed from the senior list and be ineligible to participate in senior activities, including graduation. Exceptions for extenuating circumstances may be made by administration.
2. Correspondence credit to be used for graduation requirements must be completed and verified by a transcript from the correspondence school by April 1.
3. At the end of the junior year, parents of students who cannot graduate or participate in senior activities will be notified by mail.
4. Parents of seniors who become ineligible to receive a diploma during the school year will be notified at the end of the first semester.
5. Those seniors who become ineligible to receive a diploma during the second semester may elect to participate in senior activities.
6. Seniors who do not graduate may return to school the next year or summer school to complete diploma requirements; however, a student may participate in senior activities for only one year.

## **GRADUATION REQUIREMENTS**

The Missouri State Department of Elementary and Secondary education requires a planned program of four years of work for high school graduation. Students graduating from Ava High School must meet the following requirements:

Communication Arts	4 Units
Social Studies	3 Units
Mathematics	3 Units



Science	3 Units
P.E.	1 Unit
Fine Arts	1 Unit
Practical Arts	1 Unit
Health	½ Unit
Personal Finance	½ Unit
Electives	8 Units

## **SPECIAL REQUIREMENTS**

### **Communication Arts**

English I	1 Unit
English II	1 Unit
English III	1 Unit
One additional available English Course	1 Unit

### **Math**

Algebra I	1 unit
Geometry	1 unit
Algebra II/other math	1 unit

*Note: Pre-Algebra is an accredited math course. (Permission only)*

### **Science**

Physical Science	1 unit
Chemistry	1 unit
Biology	1 Unit

*Note: Biology must be taken at AHS. Biology Dual Credit may be taken AFTER Biology at AHS.*

### **Social Studies**

Government	1 Unit
American History	1 Unit
World History	1 Unit

### **Health**

Health	½ unit
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*Note: 30 minutes of CPR/Heimlich in Health*

### **Personal Finance**

Personal Finance	½ unit
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**\*\*Each student must pass tests for the United States Constitution, the Missouri Constitution, and the Missouri Civics Test before receiving a diploma. \*\***

**\*\* Required EOC exams Algebra I (or Algebra II), Biology, English 2 and Government**

**\*\* Students required to take at least one of the following ACT, SAT, ASVAB, or ACT WorkKey exam**

Students may not take more than seven credits in music to count toward graduation requirements. Courses beyond this may be audited in certain cases with the specific request of the instructor.

A minimum of one credit of PE must be taken, but no more than six PE credits will be counted toward graduation requirements.





Three units of specific vocational agriculture will satisfy one unit of science credit .This will not meet the Biology requirement.

Students must earn 25 credits including specific requirements in order to earn an Ava High School diploma

## **HONORS CLASSES**

Honors classes are advanced courses which require students to read and write on a higher level than regular classes and will require students to maintain a more intense, challenging, faster-paced schedule of study interspersed with unit projects. Due to the rigor in this type of class, it is imperative that the students who take these classes have a 3.5 GPA or better. In order for these classes to be designated as “Honors” classes, participants need to be academically strong students and should be recommended by core class teachers before taking the classes.

## **ENROLLMENT OF NEW SENIORS**

Students who enroll as seniors must complete at least 1 full semester of courses at Ava High School in order to be eligible for graduation and/or participate in senior activities. Exceptions for extenuating circumstances may be made by the administration.

## **GRADUATION CEREMONY**

Graduation exercises will be held at C.E. Harlan Stadium (Ava High School Football Field). In the event of inclement weather, graduation exercises will be relocated to the Ava High School Gym. An announcement will be made through KKOZ radio and the school Facebook page concerning the location of graduation if it changes. At the graduation ceremony, AHS will honor students who have passed away while enrolled at Ava R-I School District with their graduating class upon request of the family and approval from parents. Recognition will consist of a chair draped with a cap, gown, and wreath. At the end of the ceremony, parents will be allowed to take the wreath.

## **CLUB OFFICER RULE**

A student may be an officer in only two clubs, classes, or groups, and president or vice-president of only one. Each club has the right to develop their own guidelines for officers.

## **SCHOOL CLASSIFICATION**

The Ava R-I School System is classified as “Fully Accredited”. The people of this area realize that the operation of the schools involves many kinds of activities, and that there is always room for improvement. It is reassuring, however, to know that the community’s children are attending schools such as Ava.

Missouri’s system of classifying schools is based upon a list of standards and goals carefully determined through the years and impartially administered. The purpose as officially stated is “not standardization of schools, but development and recognition of them”.



# **A+ SCHOOLS PROGRAM**

## **Goals of an A+ School**

- To ensure that all students graduate from high school.
- To ensure that students complete a selection of high school studies that is challenging and has identified learning expectations.
- To ensure that all students proceed from high school graduation to a college, post secondary vocational or technical school, or high wage job with work-place skill development opportunities.

## **Benefits of Participation in the A + Program**

1. Money for tuition to attend a public community or technical college in Missouri.
2. Opportunity to learn about jobs at the place of business as well as in the classroom.
3. College credits while still in high school.
4. Tutoring and mentoring experience
5. Career pathways to prepare for an occupation with additional training upon graduation.
6. Encouragement to attend school regularly and work hard.
7. Experience using computers and other modern equipment to solve problems.

## **Financial Incentives**

Ava High School has met the goals and requirements of the A+ Program and has been designated an A+ School. Graduates of Ava High School are eligible for state reimbursement for the cost of tuition to any Missouri public community college or vocational/technical school provided they meet the following requirements and funding is available:

## **Eligibility Requirements for A+ Financial Incentive**

- Attended a designated A+ Schools for three consecutive years prior to graduation. Transfer students must enroll in Ava High School by September membership count of their sophomore year.
- Maintained a 2.5 grade point average on a 4.0 scale.
- Students must score Advanced or Proficient on the Algebra 1 End-of-Course Exam or a higher level DESE approved EOC exam in the field of mathematics OR Students must meet all of the eligibility requirements except the EOC requirement, the student may establish eligibility by achieving a combined ACT math subscore and high school GPA in accordance with the following scale:
  - ACT math score of 17 or greater with a high school GPA of 2.5 or greater
  - ACT math score of 16 with a high school GPA of 2.8 or greater.
  - ACT math score of 15 with a high school GPA of 3.0 or greater.
- Maintained a high school attendance record of 95%.
- Tutored or mentored other students for at least 50 hours.
- Maintained a record of good citizenship and avoided the unlawful use of drugs.
- Attempted to secure all available federal financial assistance funds that do not require repayment. FAFSA must be filed by April 1.
- Must be a U.S. citizen or permanent resident
- Must have a written agreement

## **A+ Citizenship Policy**



1. Students who sign an agreement for the A + Program are to maintain good citizenship during the contract period. (Special cases outside the contract time involving serious violations will be subject to review.)
2. Students who violate the district's Drug / Alcohol / Substance Policy will follow the outlined consequences.
3. Other violations of the District's Discipline Policy will be reviewed by the Assistant Principal and the A+ Coordinator each semester using the following guidelines:
  - Any violation committed by a student under contract that involves an out-of-school suspension will be reviewed.
  - Any student under contract who receives three discipline referrals a semester will be reviewed.
  - Any student who accumulates a total of 6 days of ISS during the school year will be reviewed.
  - Any student who is considered truant for a class period, a school day, or leaves campus without permission, will be reviewed and the student will be placed on immediate probation. A second referral or truancy for leaving campus without permission would result in dismissal from the A+ Program.
  - Any acts of vandalism, including computer vandalism, will be reviewed and the student will either be placed on probation or removed from the A+ Program. Any student who commits an act of vandalism, including computer vandalism, where costs exceed \$150 will be removed from the A+ Program.
  - Any student who violates the Safe Schools Act will automatically be removed from the A+ Program.
4. Upon review of each individual case, the Assistant Principal and A+ Coordinator will refer severe violations to the A+ Citizenship Committee. The committee will respond in one of two ways:
  - A warning statement will be issued to the student's parent/guardian placing the student on probation for 90 days at which time no additional referrals can occur. Students on probation are required to attend a conference with the A+ Coordinator and Assistant Principal. Parents are encouraged to attend this conference.
  - Notify the student's parent / guardian of the student's removal from the A+ Program. Appeals may be made to the Citizenship Appeals Committee:
5. The Assistant Principal will update each student's citizenship status on a semester basis with the A+ Coordinator. The updated information will be used to fulfill the citizenship requirement of the A+ Program.

## **ACADEMICS RECOGNITION PROGRAM**

### **Academic Letters**

Students must meet all the following requirements to be eligible to receive an academic letter.

1. Grade point average for the year of at least 3.3 on a 4.0 scale. The school year grade point average shall be calculated by adding first and second semester grade point averages and dividing by 2.
2. No grade below a B- on semester grades.



3. Minimum core curriculum classes per semester- 3 (Math, English, Science, History).
4. Students must be enrolled as a full time student.
5. Students must be enrolled in four quarters at Ava High School to be eligible to receive an academic letter.

### **Academic Awards**

1. The first year that a student meets the criteria for the academic letter, he/she will receive a letter award certificate, a gold letter pin, and a gold bar. The students will also be eligible to purchase a chenille academic letter.
2. For each subsequent year that the student fulfills the criteria for the academic year, he/she will be awarded a year bar.
3. Students who maintain a grade point average of 3.7 or above for both semesters of the school year, as well as meet all requirements for an academic letter, will be awarded a pin denoting academic excellence.
4. Gold Cards will be awarded to those students earning a 4.0 GPA for that semester.
5. Blue Cards will be awarded to those students earning a 3.5 to 3.99 GPA for that semester.
6. White Cards will be awarded to those students who earn a 3.0 to 3.49 GPA for that semester.
7. The Principal's AAA Award will be awarded to those students who have:
  - Perfect attendance for that semester
  - 4.0 GPA for that semester
  - No discipline referrals for that semester

## **NATIONAL HONOR SOCIETY**

### **Ava Chapter**

Information regarding National Honor Society requirements, activities and constitution may be found at: <http://avanhs.weebly.com/>

## **STUDENT PUBLICATIONS**

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.

## **NOTE TO PARENTS**

No matter how hard you try or how good your child's school may be, there may be times when you have disagreements with the school. Here are some tips to help you through this problem.

1. Do not criticize teachers or school officials in front of your children.
2. Handle complaints directly with the appropriate school personnel.



3. If your child reports a problem at school make sure you get the whole story before reacting. Most problems are not serious enough to need parental involvement and it might be beneficial to the child to wait and give him/her a chance to solve it.
4. Try to avoid angry confrontations with teachers or other school personnel. You should try to settle each problem without causing lasting damage to your relationship to the school.
5. Be sure to follow established procedures for resolving a problem. Talk to teachers first then the principal, and then the superintendent.
6. Remember, we are all on the same team. There are no enemies when a child's future is at stake.
7. Students are expected to come to class prepared for work. They must bring supplies such as pencil and paper and others as requested by the teacher.
8. Respect for teachers and other students is expected not only in the classroom, but also at any place on or off campus.
9. Testing should be monitored carefully by teachers. Copying from another student or from any sources will be considered cheating and an "F" will be given as the grade. Further punishment may also be administered.

## **SCHOOLWIDE POSITIVE BEHAVIOR SUPPORT PROGRAM**

AHS is a participating PBIS school as part of the Missouri Schoolwide Positive Behavior Support Initiative. As part of that program, teachers and students use a common language of expected behaviors and interventions.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and in promoting an effective instructional program in the district's schools. Development of acceptable behavior based on respect for one's self 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 includes 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 school believes that every right carries with it certain responsibilities. A more comprehensive list of student rights and responsibilities can be found in the Board Policy Regulation handbook in the Principal's office.

## **STUDENT REGULATIONS**

1. Students must not run in halls or down stairs
2. Students must wear proper attire to school.
3. Students must dress neatly and be clean.
4. Foul talking is prohibited



5. Students must at all times be respectful of teachers and staff. Address them as Mr.,Mrs., or Ms.
6. Students who drive and park in the student parking must drive slowly and carefully. If safety is not practiced, it may be necessary to prohibit those students from driving cars to school.
7. Students who want to visit before and after school or at noon must go to the gym, patio, East Building commons area, or cafeteria area.
8. Students will not be excused to run errands to town. Only students who have doctor or dentist appointments or special business will be allowed to go to town when it is judged an absolute necessity by the administration.
9. Students will be held responsible for the proper care of all books, supplies, apparatus or equipment furnished by the Board of Education. Students who deface damage or lose school property shall be required to pay for damage or loss. Respect school property.
10. Telephone messages are delivered, but students and teachers are called to the telephone only in cases of extreme emergency.
11. All students participating in attending any extra-curricular activities must be present the day of an activity or contest and the day preceding a weekend activity. If the student has a doctor's appointment or funeral to attend, the building principal must be notified to be excused. All students participating must also be considered as good school citizens as outlined in Article 5, Section 3A of the MSHSAA Handbook. (Example of preceding day for the above. A Saturday contest or activity, the student must be in school on Friday or previously excused by the principal).
12. Students will not be allowed to show or participate in any Public Display of Affection with another student.
13. Be on time to school and to each class.
14. Be prepared.
15. Respect the rights of others.
16. Accept responsibility for their own behavior and learning.
17. Follow all rules listed in the student handbook.

## **DISCIPLINE POLICY AVA HIGH SCHOOL**

### **INTRODUCTION**

It is the purpose of the Discipline Policy at Ava High School to maintain an atmosphere that will enable all students to utilize the opportunity of the learning process and to ensure the health, safety, and general welfare of all students, while under the jurisdiction of the school.

### **DISCIPLINE PHILOSOPHY**

It is the responsibility of schools to prepare students to live in a democratic society. A society such as ours looks to the schools to provide an environment that will enhance the educational process of young people. For most students, the experiences during this adolescent period profoundly affect the years ahead. To achieve a standard of excellence, educators must consider many areas of training. And, to achieve success in any of these areas, a school must establish disciplinary standards so that all students may study, learn, and work to their potential without unnecessary distractions from other students. Disciplinary standards must also be established and enforced if teachers are to be free of irrelevant distractions during the educational process.



# **PRIVACY RIGHTS OF STUDENTS AND PARENTS**

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

## **STUDENTS WITH SPECIAL NEEDS**

Punishment of students in special education classes for disciplinary violations will follow the normal procedure for all students. Special education students will graduate with a regular diploma or a certificate of attendance.

## **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 school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods.

## **ADMINISTRATIVE DISCRETION**

In some cases administrative discretion must be exercised. This discretion will be administered in a rational, consistent way, free of bias.

## **DUE PROCESS**

The due process clause of the Fourteenth Amendment of the U.S. Constitution, which provides, in part, that neither the state nor any of its employees can deprive "...any person of life, liberty, or property without Due Process of Law" will apply to our discipline policy. Although what this clause means in relation to school discipline has not been precisely defined by the courts, it is clear that due process requires fairness. The following steps of due process in relation to discipline will be followed:

1. Students will be given notice of the charges against them.
2. Students will be given an explanation of the charges against them.
3. Students will be allowed to give their side of the problem.
4. Students will be allowed to appeal the decision of the administrator who sets the punishment.

## **TRANSPORTATION AND BUS RULES**

Student misconduct on a bus can be 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 bus 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 window
7. Smoking or lighting matches
8. Destruction of property
9. Extending hands, arms, or any portion of the body out of the bus window
10. Tampering with equipment and/or deliberate vandalism
11. Refusal to stay seated
12. Interference with the normal operation of the bus that results in jeopardizing the driver or student's safety
13. Violation of any other rule of student conduct that 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)

## **RULES FOR PEP BUS**

1. Students riding a pep bus will obey any reasonable order given by the pep bus sponsor; both on the bus and at the game.
2. Students riding the Pep Bus must be enrolled in the Random Drug testing program.
3. Students of Ava High School at the game will also be subject to orders from the pep bus sponsor, whether they rode the bus or not.
4. Cheerleaders and pep club members may ride home with their parents, after contacting the pep club sponsor in person.
5. Students who rode the pep bus to a game will sit as a group during the game. They may not sit with other Ava students or with student groups from other schools in areas away from Pep Club and cheerleaders.
6. Students will sign up for the bus by paying the bus fee. Once a student has paid the bus fee, it will not be refunded after the pep bus for which it was designated has run. Names will not be carried from one pep bus list to the other.
7. On the bus, students will not make excessive noise of any type that would hinder the bus driver. They will remain seated any time the bus is in motion. There are no "saved" seats for any rider.
8. No artificial noise-makers (air horn, radios, recorders, etc.) are allowed on the bus or at the game.
9. Students will not be allowed to bring refreshments on the bus. Food and drink sold at games should be consumed at the game. The bus will not be stopping at eating establishments going to or from games to purchase food for students. Other "rest" breaks will seldom be allowed.
10. No bus will be taken to a game unless a total of 25 students, including cheerleaders, have signed with the sponsor by noon the day of the game. If a bus is taken, additional students may sign at the bus by paying the bus fee to the sponsor.
11. The bus will leave promptly at the announced time. The time of departure and the time of return will be announced in the high school announcements beginning a week ahead of time, if possible. Students are urged to find out information about the bus trip from the sponsors during school hours rather than calling sponsors at home
12. Pep buses will be planned for varsity sports if there is enough student demand and preparation time. A sponsor will ride on the pep bus.





## **ACTION TO BE TAKEN:**

Students who violate any of the above rules will not be allowed to ride again for the current school year.

## **SCHOOL SPONSORED TRIPS**

School sponsored trips are any extracurricular or cocurricular trips that are sponsored by the school. In order to attend school-sponsored trips (except for competition based trips), students must not have been absent 9 or more days in any class, have less than 90% hourly attendance, or have an F in a class on the previous grade report will not be able to attend school sponsored trips, even if the trip is on a weekend. Students must also be enrolled in the random drug-testing program in order to attend school-sponsored trips.

On school-sponsored trips, students must ride the bus to the event and return on the bus. However, a student may return from an event with his/her parents. A parent may come in the office prior to the school sponsored trip (the day before or the day of) and sign, in person, a student activity transportation form that will allow the student to ride home with the person designated on the form. The person must be out of school and considered an adult. Students may not ride home with another student. The permission form must be signed no later than 3:00 p.m. or 30 minutes before departure time, whichever comes first. Any type of trip must be supervised by a teacher or teachers. No student will be allowed to drive a car on a school sponsored trip. Students who owe any fines or fees will not be allowed to go on school-sponsored trips unless the student is competing in an activity or has a payment plan in place.

**ACTION TO BE TAKEN:** If students violate this policy, they will be placed in suspension (principal's discretion).

## **DISCIPLINE DEFINITIONS**

### **After-School Detention (ASD)**

ASD will be held every Monday – Friday from 3:30-4:30 PM in the high school library. The building principal or assistant principal will assign ASD.

#### Guidelines:

1. Students will be expected to take homework or library books to the detention room.
2. Students will be expected to study. Talking, sleeping, eating or causing disruption will not be allowed.
3. Students assigned to detention will report to the detention room on time.
4. If a student is dismissed from detention, he/she will be given further discipline.

### **In-School Suspension (ISS)**

Students who are assigned ISS for any disciplinary problem will be allowed to make up work for full credit.

1. Students in ISS will be required to write ISS rules and regulations.
2. Students may not attend practices or school sponsored activities on the day or evening the student serves ISS.
3. Students will be expected to take the books and supplies needed to occupy them for the full Recovery period.



4. Students will be expected to study. Talking, sleeping, or causing disruptions will not be allowed.
5. Students assigned a Recovery will report to the principals' office as soon as they arrive on campus. They are to clear the campus immediately upon dismissal.
6. If tardy to Recovery, the student will be subject to additional consequences.
7. The student in Recovery will be restricted from activities of the general student body.
  - a. No student while assigned to Recovery will be allowed to participate or attend any student activity during the day or that evening.
  - b. Students who are given multiple days in Recovery will not be allowed to attend/participate in any school-sponsored activities until the following day of their last scheduled Recovery day.
8. Teachers will be asked to supply assignments for their students during the Recovery period.
9. The work completed during Recovery will be given full credit. The absence from class will not be considered unexcused, but no additional time will be allowed to complete assignments.
10. The Recovery 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.
11. Lunch will be brought to the Recovery classroom and the student will be required to eat in the Recovery room.

### **Out-of-School Suspension (OSS)**

Students who are suspended out of school for a disciplinary issue may be given the opportunity to complete assignments for full credit earned. Upon parent request, the office will collect assignments from teachers and parents will arrange a date and time to pick up work. If work is not returned on the first day back from suspension, the student will not receive credit for those missing assignments. During the assigned OSS time, students are not allowed on any school campuses and may not attend any school sponsored activity.

Students may be suspended from school by the principal for a period of one to ten days. They may be suspended by the superintendent for a period of 11-90 days, or they may be expelled by the Board of Education. The punishment will be fair and reasonable, according to policy.

### **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 the school campus.
3. At all school sponsored activities at home or away.
4. On all school sponsored trips
5. At any other time or place related to school on or off campus not mentioned above.

## **DISCIPLINARY POLICY VIOLATIONS** **AND ACTION TO BE TAKEN**

The majority of students in the high school follow the rules of the district. However, if a student violates a rule, they should expect disciplinary action. The maintaining of an orderly atmosphere is essential to the learning process. All staff members are responsible for maintaining discipline and intervening when rules are broken. When a student is sent to the office or reported to the office, the principal or assistant principal will enforce the disciplinary policy.

Exertion of physical force by a student with the intent to do serious harm to another person.



**ACTION TO BE TAKEN:**

1. 5 to 10 days out-of-school suspension and notification of law enforcement officials.
2. 11 to 90 days out-of-school suspension and notification of law enforcement officials.

**Assaulting A Teacher Or Any School Personnel**

Assaults on a teacher or any school personnel will not be tolerated.

**ACTION TO BE TAKEN:**

1. The student will be suspended from school for a period of eleven to ninety days.

**Bullying (see Board policy JFCF):**

Bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school.

Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying, cyberthreats, or any threat of retaliation for reporting.

Cyberbullying is bullying through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

Administrative discretion may be used to determine actions taken based on severity of the offense.

**ACTION TO BE TAKEN:**

1. The first offense will result in no less than 1 to 2 days of Recovery.
2. The second offense will result in no less than 2 to 4 days of Recovery.
3. The third offense will result in no less than 1 to 3 days of out-of-school suspension.
4. The fourth offense may result in long term out-of school suspension.

**Cell Phone Usage/Other Prohibited Items:**

Cell phones are allowed before school, during lunch, and after school. Cell phones are **NOT** allowed in between classes or during class time unless for educational purposes with permission of the teacher. On each offense, the cell phone will be confiscated and a parent must come to the office to retrieve it.

**ACTION TO BE TAKEN:**

1. The first offense will result in 1 detention.
2. The second offense will result in 2 detentions.
3. The third offense and every subsequent offense will result in 1 day Recovery

**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. An "F" or "0" will be given for the assignment.



2. An "F" or "0" will be given for the assignment, plus 1 day Recovery.
3. An "F" or "0" will be given for the assignment, plus 2 days of Recovery.
4. An "F" or "0" will be given for the assignment, plus 4 days Recovery.

## **Ava High School Plagiarism and Academic Dishonesty Policy:**

### Rationale

As an academic community, we focus on developing students' critical thinking skills and providing an environment that encourages individual intellectual growth. To do so, we must commit to academic honesty and integrity.

### Definition of Plagiarism and Academic Dishonesty

Examples of academic dishonesty include but are not limited to, the following actions:

- Using or possessing, as well as giving or receiving, unauthorized materials in a testing situation (including notes, textbooks, cheat sheets, and electronic devices)
- Giving or sharing information on a test, quiz, homework, project, or any other work from your classes.
- Copying another student's work of any kind in any form
- Turning in the same work for multiple assignments, whether for one class or multiple classes. (This is called "self-plagiarism")
- Passing on or receiving definite answers to test or quiz questions
- Turning in work for credit that is not one's own (This includes, but is not limited to, information from the internet, AI-generated works from a source such as ChatGPT, Google Bard, etc.)
- **For more information review board policy EHBD-AP**
- Submitting text copied and pasted from the internet or copied directly from a source without attribution.
- Sharing or copying information from another student's computer or mobile device and paraphrasing without attribution.

Plagiarism of any sort, as defined and explained in the Ava High School plagiarism policy, is strictly prohibited.

### If a student is caught plagiarizing or engaging in academic dishonesty, the following will occur:

- The first offense student(s) will earn a zero for the assignment, and the teacher will document. On the second offense, student(s) will earn a zero and have a day of ISS with subsequent penalties for further offenses.
- The teacher will explain to the student(s) the nature of the offense, the consequences, and provide appropriate evidence.
- The teacher will inform the administration of the incident, consequences, and any parent contact.
- The high school administrator may extend the consequences.



**Classroom Disruption:**

Students must not disturb a class in any way that will hinder the educational process of other students.

**ACTION TO BE TAKEN:**

1. The first offense will result in 1 to 2 days detention.
2. The second offense will result in 1 to 2 days Recovery.
3. The third offense will result in 2 to 4 days Recovery.
4. The fourth offense will result in 1 to 2 days OSS.

**False Alarms (see also “Threats or Verbal Assault”):**

Tampering with emergency equipment, setting off false alarms, making false reports for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

**ACTIONS TO BE TAKEN:**

**First Offense:** Restitution. Principal/Student conference, detention, Recovery, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting:**

Two people striking, pushing, and shoving, with the intent to harm each other. If injury occurs, the behavior could be considered 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 that a student was acting in self-defense, that student will not be punished.

**ACTION TO BE TAKEN:**

1. 2 to 4 days out-of-school suspension
2. 4 to 5 days out-of-school suspension
3. 10 days OSS with recommendation to superintendent to suspend 11 to 90

**Food and Drink:**

No open drink containers (except water) or food may be brought onto the high school campus. Students will be allowed to take water into the classroom, provided that the water is in a clear, capped container, such as a water bottle, to prevent spills. Packed lunches will be allowed if brought 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 events may have parents deliver food to the High School Office. Food will not be given to the student until they are released to attend the school sponsored event.

**ACTIONS TO BE TAKEN:**

1. The first offense will be a warning.
2. The second offense will be 1-2 after school detentions.
3. The third offense will be 1 day in Recovery.
4. The fourth and every subsequent offense will be no less than 2 days in Recovery.

**Forgery:**

An act of falsely and fraudulently making or altering a document.



**ACTIONS TO BE TAKEN:**

1. The first offense will be 1 day Recovery
2. The second offense will be 2 days Recovery
3. The third offense will be 1 day OSS

**Gambling:**

Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

**ACTIONS TO BE TAKEN:**

**First Offense:** Principal/Student conference, loss of privileges, detention, or Recovery.

**Subsequent Offense:** Principal/Student conference, loss of privileges, detention, Recovery, or 1-10 days out-of-school suspension.

**Hazing (see Board policy JFCF):**

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

**ACTIONS TO BE TAKEN:**

**First Offense:** Recovery or 1-180 days out-of-school suspension.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

**In Parking Lot Without Permission:**

Permission to go to the parking lot during the school day must be obtained from administration.

**ACTION TO BE TAKEN:**

1. The first offense will result in 1 day of Recovery.
2. The second offense will result in 2 to 3 days of Recovery.
3. The third offense will result in 2 to 4 days of out-of-school suspension.

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

Students who expose themselves or exhibit any other sexual acts or actions at anytime 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. The first offense will result in 5 to 10 days of out-of-school suspension.
2. The second offense will result in 11 to 90 days of out-of-school suspension.

**Insubordination:**

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

**ACTION TO BE TAKEN:**

1. The first offense will result in 1 day of Recovery.
2. The second offense will result in 2 days of Recovery.
3. The third offense will result in 2 days of suspension (OSS).



**Leaving Without Checking Out/Lunch:**

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

**ACTION TO BE TAKEN:**

1. 1 day of Recovery
2. 2 days of recovery
3. 2 to 3 days of out-of-school suspension

**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. The first offense will result in 1 day of Recovery.
2. The second offense will result in 2 days of Recovery.
3. The third offense will result in 2 days of suspension(OSS).

**Misbehavior in Recovery:****ACTION TO BE TAKEN:**

1. The first offense will result in the student being sent home for the day and making up the Recovery on the following day.
2. The second offense will result in 2 days of out-of-school suspension. While on OSS, students are not allowed to be on campus or attend school sponsored activities at any time -- day or night. Students who do not follow this policy may be subject to additional OSS time.

**Misconduct:**

A student's behavior must not be detrimental to the educational process/safety of other students/school personnel.

**ACTION TO BE TAKEN:**

1. The first offense will result in 1 to 2 days Recovery.
2. The second offense will result in 2 to 4 days Recovery.
3. The third offense will result in 2 to 4 days OSS.
4. The fourth offense will result in 2 to 4 days OSS.

**Not Returning to Class:**

Students who are given permission to run errands must return promptly to class.

**ACTION TO BE TAKEN:**

1. 1 to 2 days of before/after school detention.
2. 1 day Recovery
3. 2 days Recovery

**Parking/Parking Lot:**

Students must be safe at all times. Once students arrive on campus, they must vacate their vehicle and go directly to designated areas before school. Vehicles parked on school grounds will be subject to inspection without owner permission. Depending on the severity of the offense, parking privileges may be revoked at any time.

**ACTION TO BE TAKEN:**

1. The first offense will result in a minimum of 1 after school detention.



2. The second offense will result in a minimum of 1 day in Recovery.
3. The third and subsequent offenses will result in a minimum of 2 days in ISS and a revoked parking permit.

**Public Display of Affection:**

This includes but is not limited to hand holding, embracing, kissing, etc.

**ACTION TO BE TAKEN:**

1. The first offense will result in a verbal warning and or conference with the administration
2. The second offense will result in 1 to 2 days of Recovery
3. The third offense will result in 2 to 4 days of Recovery
4. The fourth offense will result in 2 to 4 days of out-of-school suspension.

**Scuffling:**

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

**ACTION TO BE TAKEN:**

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

**Sexual Activity:**

Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

**ACTION TO BE TAKEN:**

**First Offense:** Principal/Student conference, detention, Recovery, or 1-180 days out-of-school suspension.

**Subsequent Offense:** Detention, Recovery, 1-180 days out-of-school suspension, or expulsion.

**Sexual Harassment:**

Unwelcome physical contact or use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Behavior that is judged to be harassment will not be tolerated. 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.

Behavior that is not unlawful harassment might still be inappropriate and therefore prohibited. For instance, name-calling, assault or exclusion from any group or activity of any person based on their sexual orientation or perceived sexual orientation is not allowed in the district. Even if the district determines that an individual's behavior does not rise to the level of unlawful harassment, the district may still discipline, expel a student for inappropriate behavior towards another person. (MSBA, 2004)

**Skipping Class**

Students are required to be in class each hour. They are not to be loitering in the hallways. Students who are given permission to run errands must return promptly to class.

**ACTION TO BE TAKEN:**



1. 1 day of Recovery
2. 2 days of Recovery.
3. 2 to 4 days of Recovery.

**Stealing:**

Students must respect the rights of other student's property and the rights of the school's property. Students must return stolen property and/or make restitution for property taken, plus the following:

**ACTION TO BE TAKEN:**

1. 1-5 days Recovery
2. 1 to 180 days OSS

**STUDENT DRESS CODE:**

In determining acceptable dress and appearance, the following guidelines shall include, but not be limited to:

1. Clothing worn is not to be suggestive or indecent.
2. Dress and appearance shall be safe and not in any way cause a distraction or be disruptive to the educational process.
3. Dress and appearance shall be consistent with what is generally accepted by the community as being in good taste.
4. Dress and appearance shall not present a potential health or safety hazard.
5. Halter tops, tube tops, shirt cut-offs, mid drifts, spaghetti-straps, or muscle shirts that expose more than the arms will not be allowed at any time including during PE classes. Students will not be allowed to display any type of under garment including sports bras. Clothing with questionable writing or that advertises alcohol, tobacco, sex, 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.
6. Prom attire is formal. Dresses must be appropriate -- not suggestive or indecent.
7. Hats may be worn in the hallways. However, in classrooms, there may be a rule for NO HATS. Each teacher will communicate their expectations in their classroom syllabus.

**ACTION TO BE TAKEN:**

1. For the first violation, the students will be required to change, if they have acceptable clothing, or be sent home.
2. For the second violation, students will be placed in Recovery for one day.
3. For the third violation, students will be suspended for two days.
4. For the fourth offense, students will be suspended for five to ten days.
5. For the fifth offense, students will be suspended for 11 to 90 days.

**Students in Hallways during class time**

Students should be in class during class time and must have teacher permission to be out of the classroom.

**ACTION TO BE TAKEN:**

1. Warning and sent back to class. Office will be notified
2. 1 detention
3. 3 detentions
4. 1 day of Recovery for 4th offense and each subsequent offense.

**Tardies:**

Students must be in the classroom (or in assigned seats, at the teacher's discretion) when the tardy bell rings. Students will be allowed three accumulated tardies per class per semester.

**ACTION TO BE TAKEN:**

1. 4th tardy -1 before/after school detention.
2. 5th & 6th tardy -1 day Recovery.
3. 7th tardies and every subsequent tardy - 2 days of Recovery.

**Technology Misconduct:**

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

**ACTION TO BE TAKEN:**

1. The first offense is 1 day of Recovery and 30 day suspension from the computer.
2. The second offense is 2 days Recovery and suspension of computer privileges for the entire school year.

**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.

**ACTIONS TO BE TAKEN:**

1. The first threat to a staff member will result in 5 to 10 days out-of-school suspension with possible referral to superintendent.
2. The second threat will result in 11 to 90 days suspension with possible referral to superintendent.

**Threats or Verbal Assault:**

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.

**Tobacco (Smoking/Smokeless):**

Students will not be allowed to have in their possession or use any kind of tobacco. Possession of tobacco or smokeless tobacco product may result in a referral to law enforcement. This includes all events such as ballgames, etc.

**ACTION TO BE TAKEN:**

1. The first offense will result in 1 day Recovery and participation in a Tobacco Education class
2. The second offense will result in a minimum 2 days Recovery.
3. The third offense will result in a minimum 4 days Recovery.
4. The fourth and each subsequent offense will result in a minimum 5 days OSS.

**Truancy:**

Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians. Students and parents may be referred to Truancy Court.

**ACTION TO BE TAKEN:**

1. 2 days of Recovery for each day truant.



**Unauthorized Entry:**

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

**First Offense:** Principal/Student conference, detention, Recovery, or 1-180 days out-of-school suspension.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

**Vandalism:**

Defacing or destruction of school property will be considered a serious violation of school rules.

**ACTION TO BE TAKEN:**

Restitution plus:

<b>Less than \$25</b>	<b>\$25 to \$750</b>	<b>Above \$750</b>
1. 2 to 5 days Recovery	1. 2 to 10 days OSS	1. 11 to 180 days OSS
2. 5 to 10 days Recovery	2. 11 to 90 days OSS	
3. 2 to 10 days OSS		

**Vaping/Electronic Cigarettes:** (Revised with approval of the Ava R-I School Board on 10/17/19)

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 a 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 Recovery to follow. While in Recovery, 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 Recovery to follow. While in Recovery, 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 Recovery to follow. While in Recovery, the student will also complete a Vaping Education class.

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

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

**ACTION TO BE TAKEN:**

1. The first offense will result in 1 day of Recovery.
2. The second offense will result in 2 days of Recovery.
3. The third offense will result in 2 days suspension (OSS).

**Weapons In School:**

Any student possessing a weapon at school will be suspended from school for a period of 1-180 days depending on the severity; which can be adjusted by a building administrator. The school board and/or superintendent may review each case individually and modify the expulsion requirement on a case-by-case basis. In case of violation, administration will take appropriate



action to the situation and will notify the parents and/or the appropriate law enforcement agency.

### **Use of Drugs or Alcohol:**

The possession, use or distribution of any drug, alcohol, improperly prescribed medicine, or any over-the-counter drug, herbal preparation or imitation drug or herbal preparation, 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.

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

1. 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 will be suspended from school for at least ten days by the principal and perhaps more by the superintendent
2. Parents will be required to have a conference with the administration before the student returns to school.
3. 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
4. If law enforcement officers are contacted, reasonable attempts will be made to confer with the student and be present with the student during questioning.
5. The administrator shall document the contact or attempted contact with the student's parents.
6. If the parent and the 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
7. If a student violates this policy the second time, they will be suspended for 11 to 90 days.

## **CARE TEAM 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, band 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 ninety 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.
  10. Board Policy on drug testing [Drug-Testing Policy JFCI-2](#) & [Administrative Procedure JFCI-2-AP\(1\)](#). The link to board policy can be found on the district website.

## **SECRET ORGANIZATIONS / GANGS**

Definition of gang: "Any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more of the criminal acts enumerated in subdivision (2) of this Missouri 578.421., which has a common name or common identifying sign or symbol, whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity." (Missouri Department of Corrections Training Academy, 2003)

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, which 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 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 policies.
  - d. Inciting other students to act with physical violence upon any other person.

## **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 school, the principal or a designee should be present during questioning by police.
5. The school official should later reduce what was said to writing



6. The role of the school officials 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 be 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, which protects and guarantees the rights of students and parents.

## **INVESTIGATION CONDUCTED** **IN THE EDUCATIONAL ENVIRONMENT**

**A. Initiated by School Administrators**

**1. Conducted by Administrators:**

- a. 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, which does not unduly interfere with school activities.
- b. 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.
- c. 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 parents, guardian, or representative. In the absence of parent and student consent, a student should not be questioned by law enforcement officers. 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.

**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. Such contacts or attempted contacts with parents, guardian, or representative shall be documented by the administrator and law enforcement officer involved. In the absence of a student's parent, 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 as 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.

## **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 agrees 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. Whenever a student is removed from school without an arrest being made, or without the acquiescence of the parent, guardian or representative and the student, the administrator shall immediately contact a superior of the law enforcement officer involved and make an objection to the removal of the student. The superintendent's office shall be notified immediately of any removal of a student from school by law enforcement officers under any circumstances.
2. The principal shall make reasonable efforts to persuade law enforcement officers not to make arrests or take students into custody on school premises.





3. 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.
4. 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.
5. When an emergency exists, the school principal may summon law enforcement officials to the school to take a student into custody.
6. 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.
7. If at all possible, parents, guardians, or representatives 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 SCHOOL ENVIRONMENT**

Law enforcement officers may be requested to assist in controlling disturbances in 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, which 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 high 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.



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### **Mrs. Melissa Payne**

#### ***Assistant Superintendent***

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M.S. Lindenwood University

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#### ***A+ Coordinator***

### **Riley Jenkins**

#### ***Athletic/Activities Director***

*MS Assistant Principal & Boys Basketball and*  
Ed.S. Arkansas State University

**Hope Stafford, High School Secretary/Registrar**

**Summar Reed, Counselor Secretary**

**Lindsey Wade, RN, School Nurse**

**Jon Doane, Technology Director**



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## **Ava R-I School District - AVA HIGH SCHOOL**

[www.avabears.net](http://www.avabears.net)

