

Ava R-I School District



2025-2026

Substitute Handbook

AVA R-I SCHOOL DISTRICT

Motto

“Engage, Inspire, Empower”

Mission Statement

The mission of the Ava R-1 School District is to educate today's youth to achieve in an ever- changing world. Through a cooperative effort, we are committed to providing a comprehensive education in a supportive environment that challenges and encourages all students to become successful and productive citizens.

Vision Statement

Our vision is to provide all students with materials, instruction, technology, and encouragement to realize their dreams of having a compelling future in our constantly changing culture and society.

Value Statements

In the Ava School District, we will:

- Believe every student can learn.
- Continuously improve educational and learning environment through understanding and acting on the needs and expectations of those being served
- Treat all people with respect because each person has dignity and value.
- Be committed to meeting the needs of the educational community through shared participation and mutual responsibility.
- Create lifelong learners.

District Goals

1. **Student Performance:** Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.
2. **Highly Qualified Staff:** Recruit, attract, develop, and retain highly qualified staff to carry out the District mission, goals, and objectives.
3. **Facilities, Support, and Instructional Resources:** Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.
4. **Parent, Student, Community Involvement:** Promote, facilitate, and enhance parent, student, and community involvement in District educational programs.
5. **Governance:** Govern the District in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

Welcome!

Thank you for serving as a substitute teacher with the Ava R-I School District. This handbook will explain our procedures, assist you in becoming a successful substitute, and will answer some of the questions you may have about substituting in Ava. We want your time as a substitute to be beneficial for the students and rewarding for you.

As a substitute teacher, you share with all educational professionals the task of strengthening our society by preparing children for responsible citizenship. As a substitute, you play a major role in carrying out the activities planned by our teachers when they are absent. Principals and teachers value a good substitute teacher and recognize that your efforts to provide continuity, in the regular teacher’s absence, are extremely important and appreciated.

All substitutes are required to familiarize themselves with this handbook. This handbook is neither a contract nor a substitute for official District policy. It is not intended to alter the at-will status of employees in any way. References made to District policies in this substitute handbook consist of summaries or partial excerpts from the complete policy text. The official policy adopted by the Board remains the authoritative reference. Any policy changes adopted during the life of this handbook will take precedence over any conflicting statements in this handbook. The Human Resources Department has sole authority to modify the contents of this handbook.

We trust your substituting experiences will be professionally fulfilling to you and educationally profitable to our students. We need strong substitutes who will take on the responsibility to ensure that the educational process is not interrupted when the regular teacher is absent.

Thank you for your time, creativity, and enthusiasm to work in a stimulating environment where excellence is an expectation.

INTRODUCTION

The purpose of this handbook is to provide information that will help answer questions and pave the way for a successful year. Not all of the Board policies and procedures are included.

This handbook is neither a contract nor a substitute for the official Board Policy Manual. It is not intended to alter the at-will status of employees in any way. It is simply a guide to help answer any questions you may have. Ava R-I School District board policies and procedures can change at any time. Changes in District policies/procedures may supersede, modify, or eliminate the information summarized in this booklet. For more information, employees may refer to the District's Policy Manual that is posted on the Ava R-1 School District web site at

<http://www.avabears.net>

At the beginning of each school year, the Superintendent or designee shall have prepared a list of properly qualified persons to serve as temporary substitute teachers. Substitutes are required to meet background checks and screenings required of full time teachers in the district. Substitute teachers must be certified teachers in the state of Missouri or obtain a substitute certificate from the Missouri Department of Secondary and Elementary Education.

A substitute teacher is required to follow the instructions of a teacher but they also need to ensure that the established rules and procedures are maintained throughout the classroom in a professional manner. It is important to maintain a positive working relationship between the staff and substitute teachers.

Substitute assignments may change based on the needs of the individual school. A substitute teacher may be asked to accept assignments outside his/her background or educational training. Substitutes may also be asked to cover classes during a planning period. When the substitute arrives for an assignment, the school needs may have changed (i.e., the substitute accepted a math job, but the school needs them in an English class). Being flexible with assignments is greatly appreciated by the campus. The staff will assist you with any questions and provide you with additional information needed for the assignment.

Please note that substituting is an on-call employment relationship. Ava School District is under no obligation to provide employment nor is it obligated to provide continued employment. The Human Resources Department and campus principals have the right to exclude substitutes from future jobs or remove substitutes from long-term assignments if it is in the best interest of the staff and students.

IMPORTANT CONTACT INFORMATION FOR SUBSTITUTES

Amy Lumley, District Coordinator, 417-683-4717

alumley@avabears.net

Contact Mrs. Lumley if you are:

- An applicant wanting to substitute teach.
- Wanting to know if your application is complete.
- Checking on the status of your paperwork if it has been over 10-14 business days since submitted.
- If you have questions about your rate of pay or when to expect payment for substituting.
- If you resign from your substitute position.

Kelsie Croston HR Payroll, 417-683-4717

kcroston@avabears.net

Contact Mrs. Croston if you have questions regarding your pay.

Central Office Location: Ava District Office
P O Box 338
507 North Spring Street,
Ava, MO 65608
417-683-4717

BOARD OF EDUCATION

President - Mark Henry; Vice President – Brandi Stanifer; Secretary – Chance Dry
Members – Seth Thompson, Phyllis Burkdoll, Kenny Fleetwood and Jennifer Register

DISTRICT OFFICE ADMINISTRATION

Superintendent of Schools - Mr. Aaron Dalton
Assistant Superintendent - Dr. Melissa Payne
Executive Director of Special Services - Mrs. Melissa Dalton
Director of Technology - Mr. Jon Doane
School Resource Officer- Mr. Brandon Reed

High School Principal - Mrs. Tamitha Ritter	Assistant Principal - Mr. John Johnson
Middle School Principal - Mrs. Katy Chapman	Assistant Principal - Mr. Riley Jenkins
Elementary Principal - Mrs. Kaycey Jones	Assistant Principal - Mrs. Becky Heinlein

CHAIN OF COMMAND

Substitute staff are expected to follow the chain of command for all communication and grievance purposes. The chain is as follows: (Principal, Special Education Director) –Superintendent - Board of Education.

Scheduling Subs

Frontline Education auto schedules our substitutes. If you are scheduled to sub and need to cancel for any reason please call the secretary for the building you are scheduled. If it is after hours and you need to cancel please call your building principal to let them know you cannot come in that day.

HS Secretary – Hope Stafford 417-683-5747

HS Principal – Mrs. Tamitha Ritter 417-559-0112

MS Secretary – Caley Wallace 417-683-3835

MS Principal – Katy Chapman 417-543-3192

ES Secretary – Dakotah Jones 417-683-5450

ES Principal – Kaycey Jones 417-699-4475

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights & Privacy Act (FERPA) provides for the privacy of educational records and ensures access to educational records by parents and students. All employees of the Ava School District are expected to maintain confidentiality of student records as prescribed by law and as prescribed by Policy JO and Regulation JO-R.

Release of Student Information

The release of records by parents and students. All employees of the Ava School District are expected to maintain confidentiality of student education records as prescribed by law and as prescribed by Policy JO and Regulation JO-R.

Release of Student Information

The release of student information may occur with a school official who has a legitimate educational interest by meeting one of the following criteria:

1. Performing a task that is specified in his or her position description or by a contract agreement.
2. Performing a task related to a student's education in accordance with the school official's position.
3. Performing a task related to the discipline of a student in accordance with the school official's position.

4. Providing a service or benefit relating to the student or student’s family, such as healthcare, counseling, job placement or financial aid.
5. Maintaining the safety and security of the campus.
16. Under the direct supervision of a staff member and, with authorization from the district, assisting a staff member in performing his or her job.

Do not use social media websites to share information on a student. Private and identifiable information covered by FERPA may be shared among/with teachers, administrators, and substitute teachers for specific educational reasons. Unless a statutory exception applies, this information may not be shared for other purposes. Hold as confidential any material or knowledge concerning the school (teachers, pupils, parents, principal, etc.) you gain while in a particular building. Student records available to school personnel are personal in nature and their contents must be treated as privileged communication. Student “records” are not to be discussed outside the confines of the school.

REPORTING SUSPECTED CHILD ABUSE/NEGLECT

The Board of Education requires its staff members and substitutes to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse, (Regulation JHG-R). Any employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, shall directly and immediately make a report to the Missouri Child Abuse and Neglect Hotline, 1-800-392-3738, including any report of excessive absences that may indicate educational neglect. Employees who make such reports to the Missouri Child Abuse and Neglect Hotline must immediately notify the school principal or building liaison that a report has been made and complete the District Hotline Information form. The principal or liaison will notify the Superintendent or designee and the district liaison(s) about the report within 24 hours of the notice of the hotline report. Absent extraordinary circumstances or a determination that disclosure is otherwise in the best interest of the child, employees of the district shall not contact the child’s family or any other person in connection with the suspected abuse or neglect to disclose the fact that a hotline call was made.

REPORTING BULLYING

The Ava School District prohibits all forms of bullying, intimidation and/or harassment. Policy JFCF specifically states that “district staff, coaches, sponsors, and volunteers shall not permit, condone, or tolerate any form of bullying or plan, direct, encourage, assist, engage, or participate in any activity that involves bullying.” Ava School Policy requires District staff and substitutes to report any instance of bullying to the building principal.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND RETALIATION

General Rule

The Ava Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment. In accordance with law, the District strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Ava School District is an equal opportunity employer. The Board also prohibits:

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

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

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Illegal Harassment

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any 7 other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment

A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the District's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The District presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance. Behaviors that could constitute sexual harassment include, but are not limited to:

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

Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

STAFF CONDUCT

The Ava Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district (Board Policy GBCB). In building a quality program, employees must meet certain expectations that include, but are not limited to, the following:

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.

6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
9. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
10. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
11. Obey all safety rules, including rules protecting the safety and welfare of students.
12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
13. Refrain from using profanity.
14. Dress professionally and in a manner that will not interfere with the educational environment.
15. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees who are late to work, stop working before the scheduled time or non-exempt employees who work beyond the scheduled time without permission may be subject to discipline, including termination.
16. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately.
17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
18. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
19. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
20. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

DRESS CODE

It is the responsibility of all employees to project a positive image. Every employee is expected to present a neat, well-groomed appearance during working hours. Each school or department has established its own dress code guidelines. Teachers will dress in a manner appropriate to the teaching assignment. They should wear no apparel that distracts students from the learning process or that creates a disruption in the classroom. Casual dress is preferred with

jeans and “Bearwear” only on Fridays. Hats should not be worn inside the building by substitutes. If you have questions about the dress code, then please visit with the building level principal regarding what would be appropriate wear for the teaching assignment.

STAFF/STUDENT RELATIONS

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy (Board Policy GBH) applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Absolute Prohibitions There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may use as evidence, in considering whether a violation of this provision has occurred, if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

Exceptions to this Policy

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy. The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

Failure to Maintain Boundaries

This policy includes a list of staff conducts which are absolutely prohibited. In addition to those specific conducts, the Board wants to ensure that its students and staff are protected from situations in which an appearance of impropriety may arise, even if no absolutely prohibited conduct occurs. For instance, the following is a nonexclusive list of potential situations in which a staff member may fail to maintain professional physical and emotional boundaries, if no exception applies or no educational purpose exists.

- Being alone with a student in a room with a closed or locked door or with the lights off. Note that counselors or others who need to work with students confidentiality may need to meet with a student with a closed office door, but such a practice should be discussed with their supervisors to ensure it is the appropriate manner of meeting with students.
- Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
- Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
- Discussing the staff member's personal problems with or in the presence of students.
- Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
- Being present when students are fully or partially nude.
- Sending students on personal errands.
- Allowing a student to drive the staff member's vehicle.
- Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
- Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.

- Giving gifts to individual students (as opposed to giving gifts of nominal value to all members of a class, for example).
- Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

- When communicating electronically with students for educational purposes, staff members must use district-sponsored, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-sponsored, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-sponsored forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff may establish websites or other accounts on behalf of the district that enable communications between staff and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.

- A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district- sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students

participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff are required to provide their supervisors with all education-related communications with district students upon request.

- The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

USE OF DISTRICT TECHNOLOGY RESOURCES

The Ava School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families

and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy (Board Policy EHB) is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purpose of this policy and related procedures and forms, the following items are defined:

Technology Resources. Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: mobile phones, computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, including wireless access, multi-media resources, hardware and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User. Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID). Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, email and internet access.

Password. A unique word, phrase or combination of alphabetic, numeric, and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the Superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the District's User Agreement or another document, into which the terms of EHB and EHB-R are incorporated prior to accessing or using District technology resources unless excused by the Superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the Superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including, but limited to, voicemail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrator's or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigation potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The Board directs the Superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice.

Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of users and operate a technology protection measure (content filter) on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable a content filter installed by the district is prohibited.

The Superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The Superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyber bullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

The instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; to copy district files

without authorization; interfere with the ability of others to utilize technology; secure higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or to evade or disable a content filter.

Closed Forum

The district's technology resources are not a public form for expression of any kind and are to be considered a closed form to the extent by law. The district's web page will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the Public School District Records Retention Manual as well as the General Records Retention Manual published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district's attorney may issue a litigation hold directive to the Superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary action, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures

A consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Use of the district's technology resources in a disruptive, manifestly inappropriate or illegal manner shall not be tolerated.

Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges and/or other disciplines. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of district's technology resources.

Damages All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, may be charged to the user. The Superintendent and designee has the authority to contact legal authorities in regard to damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, no deliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

STAFF USE OF COMMUNICATION DEVICES

The Ava School District encourages district employees to use technology, including communication devices, to improve efficiency and safety (Board Policy GBCC). The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

Definitions

Communication Device: Any mobile telephone, personal digital assistant, pager, tablet, laptop or other portable device that sends, receives or retrieves calls, text messages, e-mail, other electronic communications or data, or provides access to the Internet.

Use/Using: Dialing, answering or talking on the phone; sending, reading or responding to a text, e-mail or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio

communications; continuously checking a communication device; or any activity with a communication device that interferes with the employee's job duties or appropriate supervision of students. Staff are considered to be using a device even when the use is hands-free.

General Use

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district.

Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use communication devices when they are responsible for supervising students unless any of the following conditions occur:

1. The device is being used to instruct the students being supervised at the time.
2. The use is necessary to the performance of the employment-related duty.
3. The use is consistent with a supervisor's guidelines for limited personal use of communication devices.
4. There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

WHAT A SUBSTITUTE TEACHER CAN EXPECT TO RECEIVE FROM THE TEACHER

- A. Class roster and accurate seating chart.
- B. Up-to-date and complete lesson plans along with teaching guides, textbooks, or learning materials.
- C. Up-to-date program schedule for the day and week.
- D. Map of the building
- E. Student lunch menu and schedule
- F. List of students:
 - Bus riders and car riders, and the dismissal process
 - Students who have individual health, emotional, or learning problems
 - Students who may be able to help or provide assistance during the day.

FROM THE OFFICE

- A. A lanyard or name tag that identifies you as a substitute for the day.
- B. Information and location of the Nurse's Office for illnesses or emergencies
- C. Help in solving any problem, which you do not feel able to handle. If you have any questions or need advice, please seek help from the building administrator. Your employment is valued.
- D. Administrators may visit your classroom during the day. They want you to be successful.

FROM THE DISTRICT OFFICE

- A. Substitute process- Questions regarding the substitute teacher certification should be directed to Amy Lumley.
- B. Payroll Office- Questions regarding payroll information may be directed to Kelsie Croston.

WHAT IS EXPECTED FROM A SUBSTITUTE TEACHER

- A. Arrive on time. Substitutes are expected to report for duty (15) minutes before school is in session. Sign in on the Frontline app or website upon arrival. This can be done at each building office.
- B. Substitute teachers have the same responsibilities as a regular teacher. Check the "duty" list to see if you are assigned to the cafeteria, hall or any other duty. Consult the office for any adaptations which may be made in that particular building to implement the duties.
- C. Take the attendance and carry out the policy of the school in reporting it.
- D. **Keep your students under supervision.** Be attentive, never leave the classroom unattended.
- E. The successful substitute is actively involved with instruction; moving around the classroom often, checking student work and assisting with assignments. Many discipline problems can be avoided by the substitute's use of proximity to the students.
- F. Strive to carry out the lesson plans left by the instructor. You are expected to teach!
- G. Remain on duty. Substitutes are NOT to leave the building early or during lunch or breaks without signing out through the office.
- H. Direct any outsider to the office including those seeking information about a student or requesting permission to take a child from the room. Under NO circumstances should a student be released without permission from the appropriate school personnel.
- I. Fire exits, fire drills, severe storm and tornado-warning procedures should be posted in each room. Familiarize yourself with them. Also, take note of any "code words" that may be broadcast in an emergency situation.
- J. Discipline training is an important component of teaching requiring patience, understanding, and review of all the facts. Good working conditions result from good classroom discipline. Be consistent and emphasize the positive. Maintain a clear, pleasant voice. Remember the three F's – Friendly, Fair, and Firm. Leave detailed records of student behavior, both good and bad

- K. Maintain a high standard of professional appearance and hygiene. Dress for Success. Business casual attire is appropriate.
- L. Use appropriate language. Be aware of your teacher/student relationship and avoid physical contact, comments, gestures and conversations which violate this relationship.
- M. Leave a written report for the teacher. Check papers, unless otherwise instructed. Ensure that the room is in order, ie, lights out, windows closed, educational materials are put away.

STUDENT DISCIPLINE

RESPONSIBILITY ASSOCIATED WITH DISCIPLINE The safety and welfare of our students and staff are paramount to the effectiveness of our schools. The Ava Board of Education supports programs which promote the socialization and well-being of all students that result in a positive atmosphere within its schools for the purpose of providing optimum learning opportunities, maintaining good order and discipline, and promoting good conduct of students.

THE EIGHT STEP METHOD TO DISCIPLINE

1. Make a list of things you, the teacher, currently do when a student is disruptive.
2. Analyze the list and ask yourself if it is working – do not use the methods if they do not work.
3. Give the student some responsibilities. For example, send them on an errand. Treat the student well.
4. When a problem occurs, quickly remember what did NOT work. Forget past infringements and recall that you have started to build a better relationship with the student. Ask the student, “What are you doing?” When they have told you, ask them to “Please stop it.”
5. If the problem continues, have a short conference with the student. Ask, “What are you doing?” and “Is it against the rule?”, then ask “What should you be doing?” Try to convey warmth, support, and firmness.
6. If Step Five does not work, repeat all of Step Five except substitute the phrase, “We have to work this out. What kind of plan can you make to follow the rules?” for the last question. The plan should be short term, specific, and simple.
7. If the student is still disruptive, he or she must be isolated. The student is put in a comfortable place, such as a “safe seat” at the back of the room, and cannot return to the class until he or she has devised a plan for following the rules, received the teacher’s approval, and made a commitment to follow the plan.
8. If the student is still a problem, ask no questions. Say “Things are not working out here for you. We have worked hard on the problem, but now you are going to spend some time outside the classroom. Please go to the principal’s office.” The student can return to class after working out a plan with the principal or their assistant.

“You are doing a great job of speaking quietly.”

“You are doing a great job of sitting in one place.”

“You are doing a great job of listening to me.”

Ask questions to encourage thinking:

“Am I the right person to help you?”

“Is somebody else better?”

“Is this the best place for you right now?”

“Is another place better?”

Identify emotions and validate feelings:

“I am sure you have a lot of great reasons to be angry.”

“If I thought that was done to me, I would feel angry, too.”

“We will talk about it when you are feeling better.”

Begin planning and give hope:

“I have reasons to be angry, too, and had to learn self-control. You are not alone. I bet this is hard.”

“What would help – to draw a walk, be alone, get a drink of water?”

With a big student who may become violent: (followed by a call to the office)

“You are perfectly free to leave.”

“I’ll let you leave.”

THINGS TO DO WHEN TALKING WITH STUDENTS ABOUT BEHAVIOR:

Stay relaxed

Place yourself at or below the student’s eye level

Speak privately with the student

Keep your voice calm, low, and unemotional

Stay out of student’s personal space

THINGS TO AVOID WHEN TALKING WITH STUDENTS ABOUT BEHAVIOR

Eye rolling

Sarcasm

Giving answers- ask questions instead

Lecturing

Escalating behavior—stay in control and be respectful

(Source: Ozanam BIST, 2002)

CHECKING IN

When arriving at a school for your sub assignment, always report to the office. They will give you any special instructions for the day. This will also guarantee that you get paid for that day. **ALWAYS MAKE SURE THAT YOU SIGN IN TO EACH OFFICE AND SIGN OUT AT THE END OF THE DAY.** Ava school campuses are closed campuses and you should remain at the school until your sub assignment is finished for the day. The secretary will let you know if you have any morning or lunch duties that day.

LUNCHES

Ava Schools are closed campus during lunch. Each building has a cafeteria serving hot meals at the elementary buildings and hot meals along with ala carte items at the secondary buildings. Adult meals and ala carte items are offered at various prices. Please be prepared to pay for your lunch at the time of purchase as charges will not be allowed.

CLASSROOM DUTIES AND INSTRUCTIONAL RESPONSIBILITIES

Substitute teachers are expected to perform all the duties of the regular teacher unless the administrator releases the substitute from a particular responsibility. Check the teacher's master planning book to see if there are any students with special needs or medical conditions of which to be aware. If the planning book is unavailable, please check with the office. Substitute teachers should maintain the regular routine of the class. They should follow the daily class schedule and lesson plans provided by the regular teacher.

LESSON PLANS

When teachers are absent from school, they will leave lesson plans for the substitute teacher to follow in order to maintain a continuity of instruction in the classroom. The lesson plans are the blueprint, the roadmap, and a survival guide for the substitute teacher. Substitutes are to implement the lesson plans exactly as the teacher wrote them. The substitute is expected to adhere to the scope and sequence of instruction documented in the teacher's lesson plans. Any deviation from the lesson plans must be substantiated with sound reasoning and be based on established curriculum and instruction theory and practice.

Most of the time, teachers anticipate their absences when due to scheduled appointments or staff development requirements. However, if a teacher is absent due to an emergency, the substitute may not have lesson plans provided by the teacher. When this occurs, help is available from other teachers and support staff in the school. Teachers from the same grade level or field of study should be able to help with missing lesson plans.

STUDENT ATTENDANCE

One of the many regular duties of the full time teacher is the taking of student attendance. Substitutes are expected to assist in compliance with this requirement. Attendance must be taken within the first 10 minutes of every class and this information must be provided to the school office following the procedures established at the school. You may call the office to report absences each hour or you may send a note to the office with the teacher's student assistant that hour.

Substitute teachers are expected to model and reinforce the expectations for the permanent teacher. Classroom rules are posted in most classrooms and, except for the first few days of class, all students know what the rules of behavior are and what the consequences are for not following them. Effective classroom management will lead to effective teaching.

DISCIPLINE

When students cause behavior problems that are disruptive to the learning environment, the substitute teacher should attempt to maintain discipline in the classroom using acceptable behavior management strategies. However, sometimes even the most effective classroom management strategies will fail and individuals or groups of students may need to modify their behavior in order to resume effective teaching. Substitutes must never administer corporal punishment, physically discipline a student in any way, search a student, or verbally abuse the students. Shouting at students or calling them derogatory names may constitute verbal abuse and is forbidden. Sarcasm is ineffective in the classroom and should not be used with students. Only when all reasonable efforts to maintain order have failed should the substitute refer students to the school administrators with a discipline slip or note explaining the circumstances.

A) Referral Process

Each school in the Ava School District uses their own referral form to be used when sending a student to the office. A supply of these forms should be available in the office or from any teacher. When completing the form, indicate your name on the line for the teacher AND the teacher's name for whom you are substituting. Send the student with the completed form to the office or send the completed form to the with another student if the situation warrants.

B) Office Communications

In every classroom there is a telephone for use in contacting the office. If it is broken, you can send a student to the office with a message.

Hope Stafford – HS – Ext. 1303

Caley Wallace – MS – Ext. 1203

Dakotah Jones – ES – Ext. 1103

C) Unattended Classroom

The substitute should never leave the classroom unattended. Even if a student runs out of the room, the teacher should not chase the student. Contact the office immediately for assistance and they will handle the situation. If the substitute needs to leave the classroom for personal reasons, a nearby teacher should be notified so that the classroom will be supervised.

D) Firm, Fair and Consistent

Most literature on substitute teaching indicates that in order to be successful in their treatment of students, the substituted needs to treat them in a firm, fair, and consistent manner. Fairness and consistency are key

issues with students. The substitute must not “play favorites” when dealing with student behavior or performance.

E) Active Involvement

The successful substitute teacher is actively involved with instruction. This includes moving around the classroom often, checking student work and assisting with assignments. The expression, “Be on your feet –not at your seat,” is good advice to the substitute. Many discipline problems can be avoided by the substitute’s use of proximity to the students.

F) Seek Help!

At all times, and in all matters related to substitute teaching, the substitutes should never hesitate to **SEEK HELP**

when needed. Everyone in the school system wants the substitute teacher to be successful. Help is only a few steps or a call to the office away at any time. In addition to the teacher next door or across the hallway, key personnel are always available to assist the substitutes with either instructional questions or classroom management concerns.

AT THE END OF THE DAY

When the children have been dismissed for the day or placed safely on the correct school bus, the substitutes will still have several more duties to perform. The room should be checked to ensure that it is restored to the way the substitute found it. Books, supplies, and instructional materials should be returned, desks placed in their original positions, etc. Successful substitutes will take a few minutes to leave a detailed note for the teacher. The teacher appreciates knowing how much of the lesson plans were accomplished and any other important information about the substitutes’ instructional efforts they might need to know about. The teacher would also want to be informed of any behavior problems or unusual events that may have occurred during her/his absence. Finally, the substitute should always check out through the office when leaving for the day. This provides the office staff with an opportunity to deliver any messages to the substitute they may have received and to note the time of departure. Please remember to return all keys you were given for the day back to the office where you received them.

FINGERPRINTS/CRIMINAL BACKGROUND CHECK

The District will obtain the criminal background check for each applicant for employment who, in the opinion of the District, is a serious candidate and may be offered a position. The district will obtain criminal background check information that relates to all persons employed by the district. Fingerprinting is also required by law.

DRUG-FREE WORKPLACE

Student and employee safety is of paramount concern to the Board of Education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board of Education commits itself to a continuing good-faith effort to maintain a drug-free workplace.

NICOTINE USE

The Ava R-1 School District is smoke-free, nicotine-free, and vaping-free in/on all school district property. All persons are expected to refrain from the use of tobacco in any form while in and /or on school property. This includes all school and non-school events held on school property.

STAFF/STUDENT RELATIONS

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the

maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students. (See staff handbook Board Policy GBH for more information - Absolute Prohibitions, Exceptions to this policy, Failure to Maintain Boundaries, Electronic Communication, Consequences, Reporting, and Training)

DUTY RULES HIGH SCHOOL

Gym duty

1. Students must dispose of their own trash.
2. Students are not allowed on the gym floor unless given special permission by the coach on game days for shooting practice.
3. Students are not allowed to sit on the padding on the stage or at the scorer's table.
4. Students are not allowed to sit on the handrails.
5. Students who chose to go to the gym must not linger in the hallways outside the gym.
6. Students are not allowed in the locker rooms.
7. Watch for any type of unsafe behavior.
8. Students must follow all rules specified in the Student Handbook.

Cafeteria

1. Teachers may release their class to go to cafeteria duty 5 minutes early in order to be there when the students start arriving.
2. Send students to the end of the line.
3. Students who wish to eat in the hotline must follow along the back wall to get in line.
4. High school students and middle school students are not allowed to socialize with each other.
5. Watch for any type of unsafe behavior (e.g., food throwing, running, shoving, etc).
6. Students must follow all rules specified in the Student Handbook.

Parking Lot

1. Once students arrive in the parking lot, they may not leave campus. They cannot walk across the street or get into another vehicle to leave.
2. Students cannot stay in their vehicles. Once they have parked, they must get their belongings and go to the cafeteria, patio area, or gym.
3. Students must drive slowly and carefully.
4. Parking permits must be hanging from the rearview mirror.
5. Watch for any type of unsafe behavior.
6. Students must follow all rules specified in the Student Handbook.

Patio Area

(One teacher stationed on the patio area and the other stationed next to the Superintendent's office door)

1. Students may not go past the Superintendent's Office door without a hall pass. When the students leave the cafeteria, they must go directly to the patio area or gym.
2. Students may not linger in the hallway by the library.
3. Students are not allowed to walk between the library building and the West Building.
4. Watch for any type of unsafe behavior.
5. Students must follow all rules specified in the Student Handbook.

Bus Duty

1. Students must go straight to the cafeteria, patio area, or gym.
2. Students may not enter the East Building through the East doors.
3. Middle school students may not go to their class until 8:15 a.m.

4. Watch for any type of unsafe behavior.
5. Students must follow all rules specified in the Student Handbook.

Hall Duty

1. Students may not be in the hallways during lunch or when classes are in session without a pass. If they do not have a pass, they must go back to the class from which they came.
2. Students should only be released from class in an emergency situation. All other student errands must be done before/after school.
3. Watch for any unsafe behavior or potential conflicts.
4. Students must follow all rules specified in the Student Handbook.

MIDDLE SCHOOL DUTIES

Lunch Duty - Teacher

It is impossible to list all the rules for students in the cafeteria and on the playground. Good common sense should influence your judgment in all instances. You are legally responsible for students during your assigned duties. Keep students orderly and from getting too loud in the cafeteria.

Cafeteria /Playground

1. You may take your class to lunch a couple of minutes early on duty days to allow yourself the opportunity to be present when all of the students arrive.
2. Send students to the end of the line who are too noisy, run to the cafeteria, or try to go ahead of someone in line.
3. See that students make no comments to cafeteria personnel concerning dislike for food, etc.
4. Only 7 students to a table.
5. You should walk back and forth between tables when students are eating.
6. Make sure students do not leave anything on the table when they leave.
7. All food must be eaten in the cafeteria or on the patio area.
8. Encourage students to eat in a quiet and mannerly fashion.
9. You are in charge of the students – not the cafeteria personnel. Do not expect them to discipline the students. Any comments concerning the cafeteria personnel or food should be made to the Principal.

CAFETERIA DUTY: The teacher on duty should be mainly responsible for supervising the lines and area closest to the kitchen.

PLAYGROUND DUTY:

1. Go to the playground as the students do.
2. Do not allow students to talk to anyone outside the fenced area. Students attempting to do this should be sent to the office.
3. Students should not use the paved area south of the cafeteria without permission and supervision.
4. Middle school students should not bother P.E. students. Keep them at a distance from these classes.
5. Watch for smoking or chewing tobacco. Report any tobacco use to the Office.
6. We will continue to keep grade levels separated on the playground. 8th/6th stay on the south end and 7th/5th on the north end.
7. Make certain that ALL students stay within your sight. Do not allow them to get around the corners of buildings or anywhere they cannot be monitored.

Do not allow groups of students to tease/bother other students, especially younger ones. Bullying or teasing will NOT be tolerated anywhere, anytime. This MUST be reported and monitored strictly.

5th - 8th Grade Lunch Duty Supervision Schedule

See teacher's substitute plans

Mrs. Melton will be holding small groups during lunch.

Morning Student Arrival Supervision

MS Teacher: 7:00 a.m. (All students until 7:45 a.m.)

7:45-8:00 a.m. / Gym - only 5th & 6th Graders only

7:45 a.m. / Cafeteria 7th & 8th Graders only

Bus Duty Supervision Schedule

3:40 PM - 3:49 PM

See the teachers's sub plans for days you may have bus duty. All other teachers should monitor the hallways until all students have exited the building. Please make certain to get out with the students to keep everyone safe and orderly.

Having supervision will ensure that students get on the bus in a timely manner. Teachers should walk each side of the buses to monitor and check for misbehavior. Do not let students congregate in large groups. Monitor the "hotspots," this will help prevent any wrong-doing.

ELEMENTARY DUTIES

Elementary LUNCHROOM SUPERVISION

1. Students should face forward, standing quietly in line. Teachers should monitor their class until the last student gets through the door where silverware is picked up. Then they may go eat.
2. Lunchroom supervisors will help seat students, assist them if needed and release students at the appropriate time while the teachers eat their lunch.
3. Students should talk in a quiet or low voice when seated at the table. Loud voices are not acceptable.
4. Students should only talk to the kids in front, beside and diagonal from them. Not behind them or down the table. Discuss their "circle of friends."
5. Get the kids out of the lunchroom as quickly as possible. Don't have them to stand and wait at the wall until two classes are there. Send them on to the room, out the back door or to the top of the ramp.
6. No patty cake or "slap clap" games.
7. Substitutes should be avoided as having lunch duty. Ask me or the counselor if you need help covering the lunchroom.
8. If students make a mess intentionally, have them clean it up with a broom and dustpan. If it is an accident spill, whoever is closest needs to clean it up. No one is too good to clean up a spill. We have all done it at home or in your classrooms.
9. Transition time is always the noisiest and hardest time. Stay ahead of the game. Go to the table before they leave and calm them down before you excuse them.
10. A student who is moved from their table for time out should not have to walk laps at recess—this is double punishment.

ELEMENTARY PLAYGROUND DUTY

The philosophy of the Ava R-1 School District makes it imperative that the habits of good citizenship indicated within the classroom be further developed while pupils are on the playground. It is the obligation of the principal to arrange for adequate supervision; the duty of the teachers is to execute the supervision as arranged. Anytime pupils are on the playground during regular school hours, supervision of one teacher to fifty students should be provided. All rules and expectations should be discussed with all teachers and students present during the first recess at each semester.

1. Teachers should actively supervise the students by walking among the students and observing organized games. Do not get in one group and talk.
2. Teachers should avoid favorite spots, be unpredictable.
3. Prevent problems from happening by observing situations and intervening before they become problems. Teachers should help divide organized games into fair teams.
4. Investigate and document accidents and reports of bullying.
5. Visualize what a visitor would see as they drove by during recess time.
6. Occasionally, check equipment for maintenance.
7. At the end of the recess period students should be lined up quietly and enter the building in an orderly manner.
8. All students will walk or run two laps before recess begins.
9. There should be at least one teacher (strategically placed) to every 50 students for proper supervision.
10. Radios are available and should be taken outside during every recess in case the office wants to contact the playground supervisor.

Confirm with the building that you are subbing for if you have any duties before, during or after school. This will depend on the person you are subbing for and the day. It is possible that the person you are subbing for has included these details within the absence that they created.

AM Crosswalk

Supervise and greet students as they get off the bus and enter the building.

Stairs/Bathroom Duty

Supervise students as they leave the lunchroom from breakfast. Supervise bathrooms in the 3rd grade hall.

Hall Duty

Supervise the “speed” of students as they come down the hall going to their classes from the buses and the lunchroom.

Music Room Duty

Supervise students as they wait at the rocks for parents/siblings to pick them up. Teachers will remain with the students until all students are picked up.

Library Duty

Open the library so students can check out books early before class begins.

Bus Duty

All classroom teachers will walk their students to the bus line and place their students on the bus.

Safety Patrol/Main Street Crosswalk

Supervise students crossing the street on Business 5 Hwy. Stop traffic when needed for the crossing of the students. Make sure you are having students to walk in the white painted zone area. All elementary students who are walkers need to stay on the sidewalks as they walk.

Computer lab

1. No food or drink allowed.
2. Students cannot be sent to the computer lab unless they are directly supervised by a teacher.
3. Students must have a pass from their advisory teacher.
4. Students must sign up on the form to indicate which computer they are using.
5. Circulate the room to ensure that students are not on inappropriate websites.
6. Watch for any type of unsafe behavior.
7. Students must follow all rules specified in the Student Handbook.

Lock Down Procedures

There will be a lockdown announcement over the P.A. system.

1. Close and lock all classroom doors. The key to lock the doors will be in a drawer marked with an ava bear head sticker in the teacher's desk.
2. If the situation warrants, pull any students who are in the hall into your classroom (use your best judgment).
3. Turn off lights.
4. Move students away from doors/windows and keep them out of sight until lockdown is over.
5. Keep students quiet and off their cell phones.

There will be an announcement over the P.A. system to end the lockdown.

TORNADO ALERT SIGNAL**Continuous blast on bell system or whistle.**

Riiiiiiiiiiiiinnnnnnnnnnnnngggggggggggggggg.

Teachers should also be aware of city alert system.

When the weather bureau has issued a storm warning, a weather monitor will be kept on to keep abreast of the latest weather information. If a storm warning seems imminent, the alarm will be issued.

GENERAL INSTRUCTION:

1. Each teacher should instruct his/her students as to the planned procedure when the tornado alarm is sounded.
2. Teachers should have the class enrollment book as they leave their room and take roll immediately when arriving at the Ava Performing Arts Center.
3. Students in the cafeteria should go to the Ava Performing Arts Center.
4. All high school students and staff will be located in classroom areas and in the hallway.

If it becomes necessary to leave the building during a storm alert the fire alarm will be sounded and all procedures for a fire alarm will be carried out.

If a storm alert is sounded during: Class break, before school or at noon: Gather students and take to storm shelter immediately.

Assembly: Students will be dismissed to the Ava Performing Arts Center.

FIRE ALARM SIGNAL:

Intermittent ringing of the bell

RING – RING – RING

ALL CLEAR SIGNAL:

One long ring on the bell system

GENERAL INSTRUCTIONS:

1. Each teacher should instruct his or her students as to planned procedure when the fire alarm is sounded.
2. Each classroom should have a copy of the fire evacuation plan posted by the door that the students can follow.
3. Teachers should see that all windows and doors are closed and that they have the class roll book as they leave the room.
4. Students are to remain orderly, keep moving quickly and quietly and be prepared to follow any additional instructions that may be give to them by teachers during exit.
5. Students should be cautioned not to take books and supplies with them. Only valuables (purses, etc.) are to be taken. Students are not to go to their lockers.
6. Teachers should keep their students in an intact line as they are leaving the building and while they are assembled outside.
7. Call the roll when your students have assembled outside.
8. When the all-clear bell is sounded, lines should be reversed and re-enter the building.
9. Noise should be kept to a minimum at all times during the fire alarm.

EARTHQUAKE PROCEDURES:

Signal- Ring-ring-ring-ring-ring

There is nowhere in Missouri that the threat of an earthquake does not exist. Not only can earthquakes strike anywhere, they also can strike without warning. Teachers should instruct students on procedures in the even of an earthquake.

GENERAL INSTRUCTIONS

1. If indoors, remain indoors. Hide under large study furniture. Avoid walls and glass.
2. If outside, stay in the open, away from buildings and electrical lines.
3. Do not run or get near buildings where there is danger of falling debris.
4. If in a moving bus, the bus should stop but everyone should stay on the bus.
5. After the shaking is over, stay out of damaged buildings: aftershocks can shake them down.

INCLEMENT WEATHER

If inclement weather forces the closing of school before the regularly scheduled time, teachers will be notified of such by an announcement as quickly as possible. They will be notified of the time and procedure to follow in releasing students.

If the roads become to hazardous for busses to run and it is necessary to keep students at school for a period of time, teachers will be expected to stay on duty and assist with whatever procedures are necessary.

The radio station will be notified and students will be allowed to call parents in the event school is dismissed early.

AVA R-I SCHOOL DISTRICT
WORKERS' COMPENSATION

Guidelines & Procedures

Contact your immediate supervisor prior to obtaining medical treatment to report a work-related injury. If your immediate supervisor is unavailable, contact someone in the Superintendent's Office. You must obtain an "Authorization for Medical Treatment" form signed by your supervisor or the Superintendent prior to obtaining medical treatment. It is important to immediately report all injuries to your supervisor, even if you do not think that medical attention is needed.

If the injuries are not life-threatening, take your signed "Authorization for Medical Treatment" form to Missouri Ozarks Community Health (MOCH) at 603 NW 10th Ave, Ava, MO 65608 (417) 683-5739. This facility has been designated as the Primary Care Medical facility for the district's Workers' Compensation injury treatment. In the event that this facility is unavailable to treat an injury, an alternate medical facility will be provided.

If the injuries are life-threatening, take your signed "Authorization for Medical Treatment" form to St. John's Regional Health Center, 1235 B Cherokee, Springfield, MO 65804 (417) 885-2000. This hospital has been designated as the Primary Emergency Care Center for our Workers' Compensation injury treatment. If injuries are such that a signed "Authorization for Medical Treatment" form cannot be obtained prior to travel to St. John's Regional Health Center for emergency treatment, contact should be made with the Superintendent's Office as soon as possible to ensure that this form can be completed and forwarded to the hospital.

After treatment has been received the employee should return a copy of the "Authorization for Medical Treatment" that has been completed at the bottom by the attending physician to the Superintendent's Office as well as any doctor slips specifying work restrictions or time off work.

Follow-up appointments for Workers' Compensation treatment should, when possible, be scheduled outside of the regular work day for that employee. In the event that it is impossible to schedule an appointment outside of the regular work day, a Workers' Compensation Follow-up Appointment Leave Request Form must be completed and approved by the employee's supervisor and the Superintendent prior to the date of the appointment. This form is available from the employee's supervisor or from the Superintendent's Office. Anyone failing to follow these procedures is subject to the loss of a sick leave day or salary dock for that day depending upon the individual circumstances.

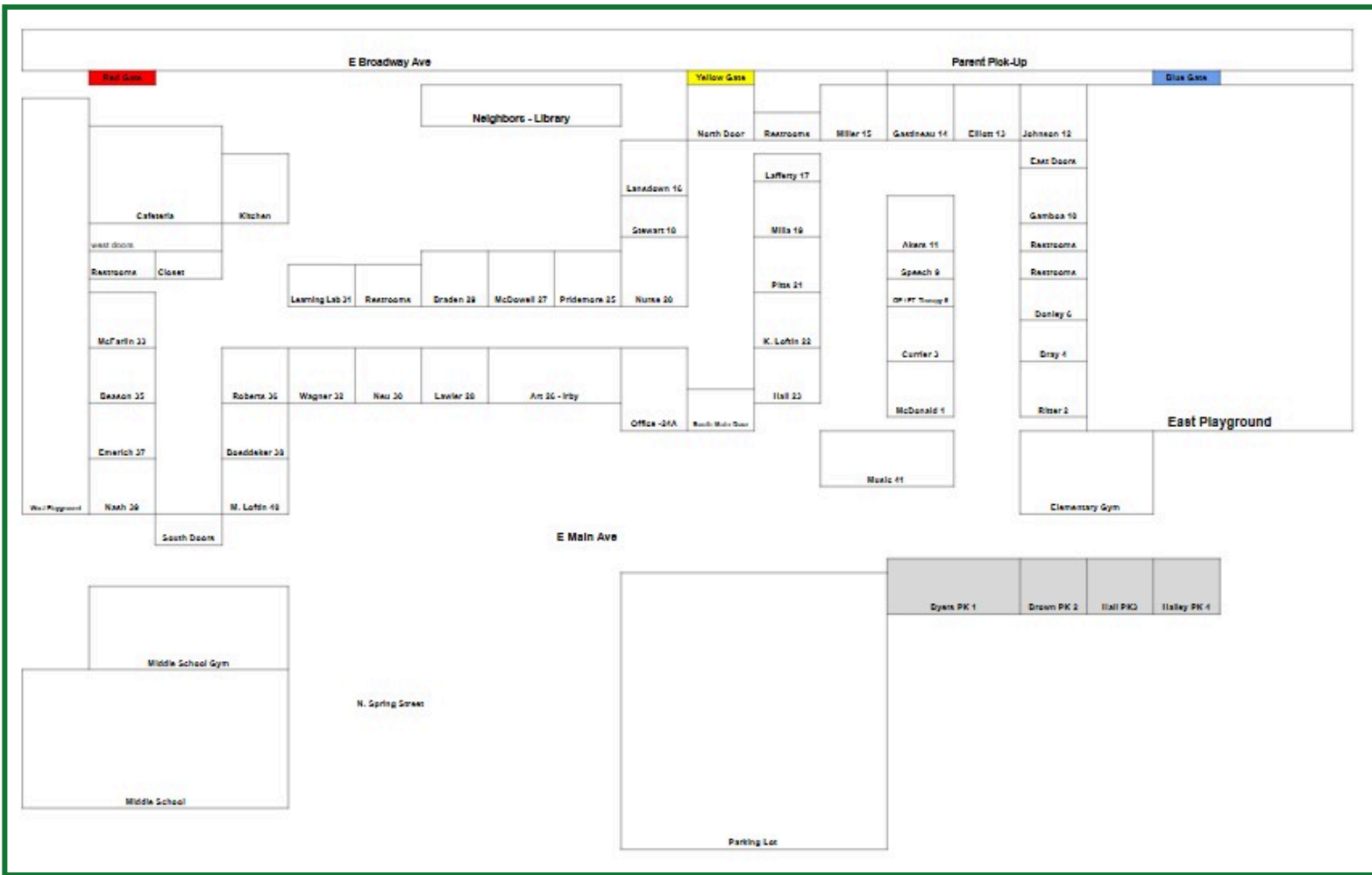
Time off work as a result of a work-related injury will not be paid by the district but by the district's Workers' Compensation Insurance. There is a 3-day waiting period before an employee is eligible to receive salary benefits from Workers' Compensation. As the district will not be paying an employee's salary for these days off work unless the employee chooses to use some form of his or her paid leave, it is the employee's responsibility to make arrangements with the Superintendent's Office to ensure that insurance premiums and retirement benefits are properly handled to prevent the loss of benefits for that period of time. A full release for return to work by the attending physician must be provided to the Superintendent's Office before the district will resume the payment of salary benefits. It is the employee's responsibility to see that the necessary information is provided to the Superintendent's Office. To allow for earlier return to work, the district will utilize light duty return to work and alternative job placement whenever possible.

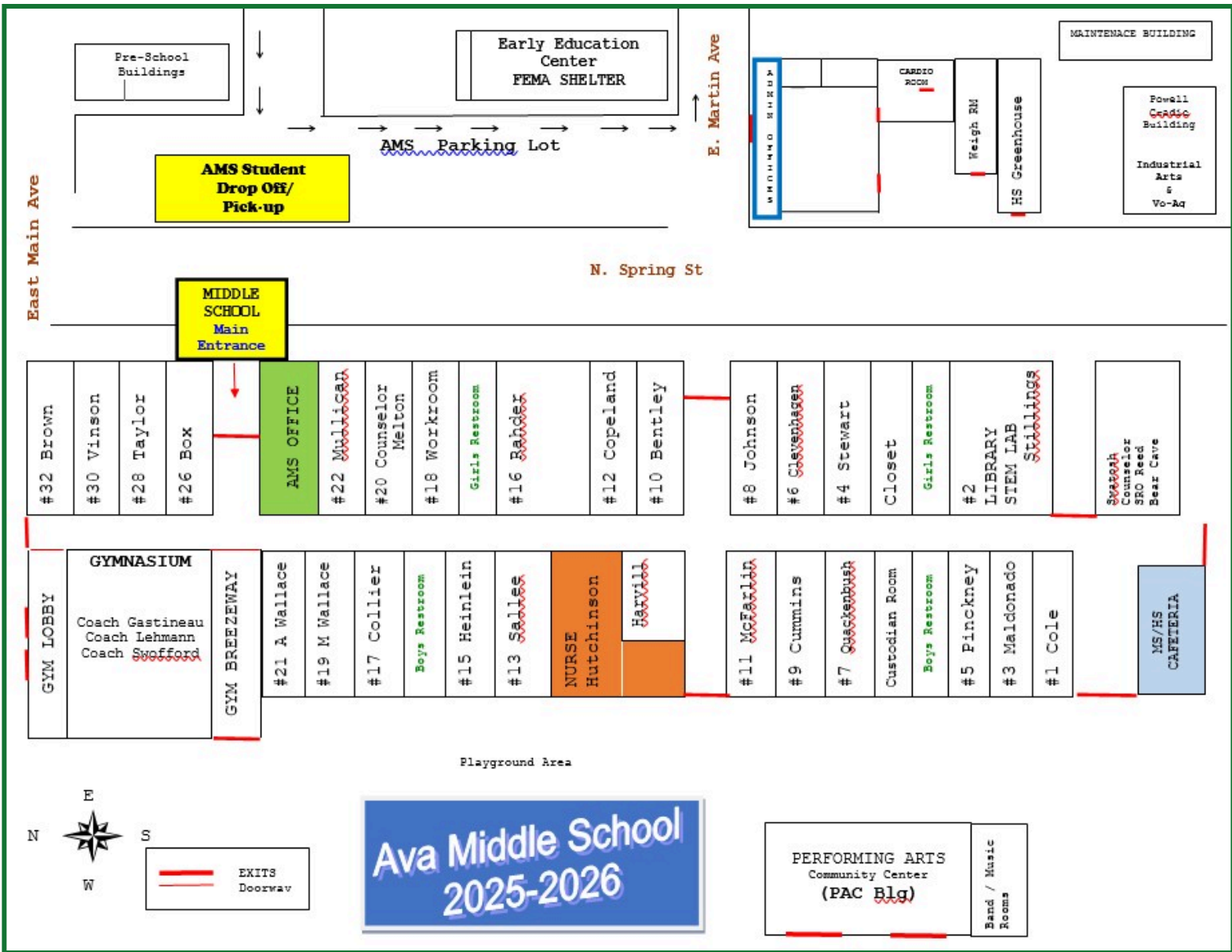
In order to ensure that all work-related injuries receive proper treatment with Workers' Compensation covering the charges for such treatment, it is important to follow the above procedures carefully. Anyone failing to follow these procedures could be responsible for the payment of charges for the treatment of their injuries. Posters with this information are posted in buildings throughout the district.

Failure to follow all local, state and federal laws as well as district policies which are available at www.avaschools.k12.mo.us could affect an employee's claim benefits under Workers' Compensation.

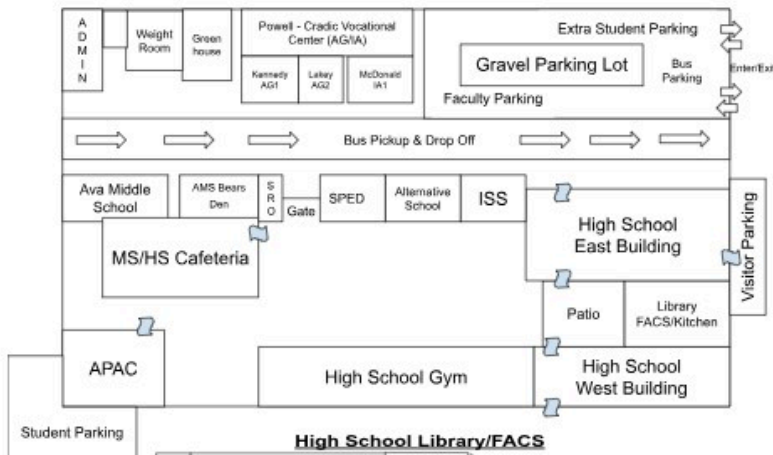
If you have any questions concerning the district's Workers' Compensation policies or procedures, you may contact the Superintendent's Office at (417) 683-4717.

Reference: Policy GBCC, GBEB, GBEA, EBBA – Procedure EBBA-AP(1)

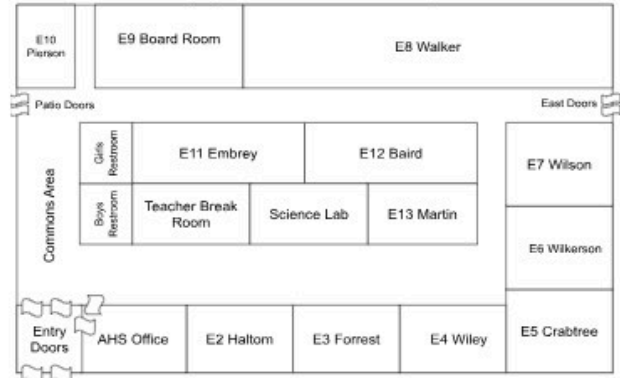




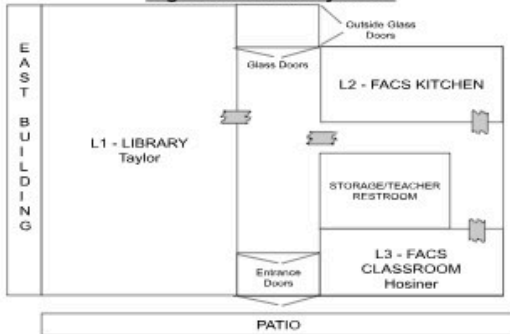
High School Campus Overview



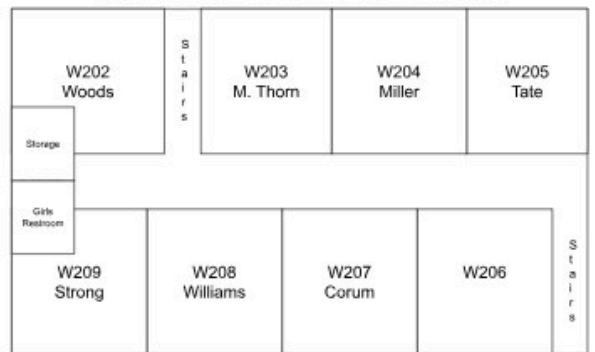
High School - East Building



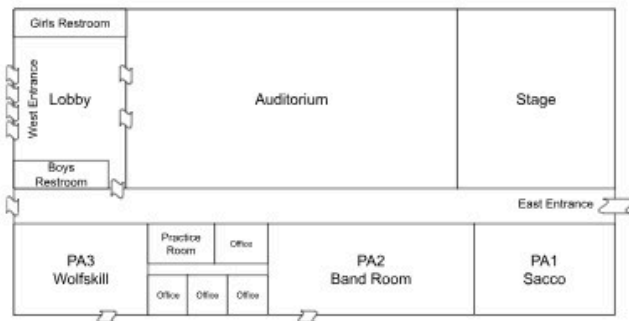
High School Library/FACS



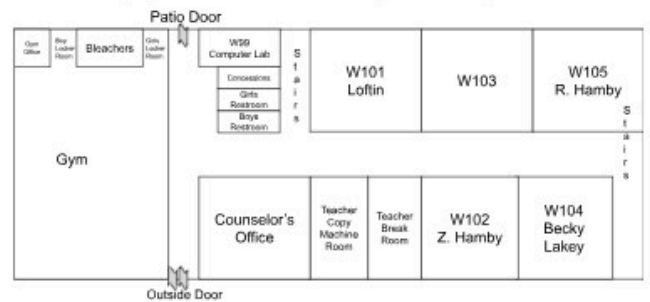
High School - West Building - 2nd Floor



High School - APAC Building



High School - West Building - 1st Floor



I have read and fully understand the guidelines and policies in the Ava Substitute Teacher Handbook. I understand that it is my responsibility to meet with Mrs. Croston, in the Administration Office on the first day that I work to complete paperwork concerning payroll. If I fail to do so, I understand being paid on time can be affected.

Signature

Date

Printed Name