

# **Tina Avalon R-II Student Handbook**



**2024-2025 School Year**

## **Tina-Avalon R-II Student Handbook**

**Phone: (660) 622-4211**

**Fax: (660) 622-4210**

### **TABLE OF CONTENTS**

Table of Contents	2
Board of Education (BOE) Members	4
T-A Mission, Rationale and Goals	5
Faculty/Support Staff	7
Class and Organization Sponsors	8
Food Services Management	9
Food Services Program – Support Services	10
Free and Reduced Price Food Services	10
Athletic Admission Prices	11
School Calendar	12
JR High/HS Class Schedule	12
Elementary Specials Schedules	13
Sports Schedules	14
Chain of Command	17
Emergency School Closing/Delayed Start	18
Title IX	19
Student Policy Goals	20
Enrollment/Withdrawal – School	20
Equal Educational Opportunities	20
Non-Resident Pupils	21
Daily Schedule	21
School Visitors	21
Student Dress Code	21
Attendance Policy	22
Tardies	24
Yearly Perfect Attendance	24
Quarterly Perfect Attendance	25
Cell Phones – General	25
Outside Technology	25
Movies	25
Anti-Bullying	25
Care of School Property	27
Truancy	27
Graduation Requirements	27
AMI (Alternative Methods of Instruction)	28
Homework	28
MOCAP	28
Progress Reports	28
Parent Portal	29
Honor Roll Criteria	29
Grading Scale	29
Valedictorian/Salutatorian	29
ITV Requirements	29

7 <sup>th</sup> and 8 <sup>th</sup> Grade Retention	30
Academic Requirements for Extracurricular	30
Co-Curricular & Extracurricular Activities Program	30
Organizations/Organizational Rules & Guidelines	32
Royalty Competitions	32
Dances	33
Sponsors	33
Extracurricular Code of Conduct	33
Parent/Teacher Conferences	38
Assessment Programs	38
Reading Success Plan	40
Title I Complaints	40
Student Accident Insurance/Prevention	40
Emergency Evacuations	42
A+ Program	43
Work Release	43
Career/Vocational Education	43
Instructional Media Center/School Library	45
Transportation Procedures/Guidelines	46
BOE Recommended Guidelines	48
Field Trips & Excursions	48
Assemblies	49
Band Resale Items	49
Contests	49
Social Entertainment	49
Fax, Copy and Laminating Machines	49
Fund Raising	49
Gym Usage	50
Lost and Found	50
Lockers	50
Textbooks	50
Test Security	50
Video Taping/Photographs	50
Video Surveillance	50
Release of Student Information	50
Public Notice	51
Instruction for Migrant/Homeless Students	54
ESSA	54
Asbestos Plan	55
Emergency Contact Information	53
Health/Immunizations/Medication	55
Medications	55
Student Educational records	56
Sexual Abuse Awareness Training	56
Human Sexuality Instruction	57
Parental Responsibility	58
Student Welfare-Seclusion & Restraint	58
Life Threatening Food Allergy	58
Parent/Student Responsibility	59
Social Media	59
Drug Testing Policy	60
PBS and Student Behavior	65



## **TINA-AVALON R-II SCHOOL DISTRICT**

### **BOARD OF EDUCATION**

President.....Dwight Harper  
Vice-President.....Dustin Bowling  
Secretary.....Wyatt Davenport  
Treasurer.....Anthony Hinnen

### **BOARD MEMBERS**

Micheal Brockmeier  
Chad Haynes  
Todd Rounkles

## **TINA-AVALON R-II SCHOOL DISTRICT**

### **MISSION, RATIONALE AND GOALS**

The Tina-Avalon School strives to provide the very BEST education possible for our students. We have, therefore, developed the acronym B.E.S.T. - Better Education Starts Today, as the school's mission statement.

The rationale of education is a foundation on which a school system is built and upon which the product of the school program is evaluated. When a particular rationale of education has been generally accepted, it becomes a guide and determines the policies of the school system. The following is the basic rationale of the Tina-Avalon R-II School District.

We believe the school must assume the responsibility for the education of every child in the community despite race, gender, economic status, creed, or national heritage. Every child has a right to an individual education in keeping with his/her mental and physical endowments to acquire and use it.

We believe the goals of education must contribute to the development of the whole child. Each educational task must be solely planned so it will help the child grow mentally, emotionally, spiritually, physically, and socially. We believe there are individual differences in children and that adequate provisions must be made for a wide variety of activities that will develop the many different talents of boys and girls.

We believe schools are responsible for the increase in the economic efficiency of the individual through vocational guidance, consumer education and personal economics.

We believe schools should develop, in every child, an appreciation for honest work, and a realization that for every action the individual must assume corresponding responsibility.

We believe one of the greatest challenges for the school is to develop citizens who will function effectively in our democracy.

## GENERAL INFORMATION

The information contained in the Student Handbook is a partial condensation of information contained in Tina-Avalon R-II School Policy, which has been approved by the Board of Education. Information contained in the School Policy Manual is in addition to and supersedes the information contained within the Student Handbook.

## GOALS OF THE SCHOOL

In keeping with this general rationale of the educational program, the Board of Education has further adopted the following summary objectives in the various areas of activity affecting the individual school child:

- **Tool Subjects:** To give each pupil, in as far as his/her ability permits, a mastery of the tools of learning and communication, such as reading, writing, arithmetic, science and the use of written and spoken language.
- **Character Growth:** To develop a moral and ethical sense in each pupil so that he/she will manifest to others fairness, justice, tolerance, courtesy, and kindness for himself/herself and appreciation of his/her personal worth.
- **Mental Growth:** To encourage and stimulate the continuous growth in the pupil of his/her ability to think clearly, logically, and independently, and to know and master his/her own powers and potentialities and to exercise those powers with due regard to others.
- **Health:** To protect the right of the child to a healthy body through provision of physical education, health education, and necessary preventive health services.
- **Individual Differences:** To provide such changes in the educational program of each pupil as are called for by his/her particular capacities.
- **Citizenship:** To develop in each child, youth, and adult student an understanding and appreciation of the forces and ideals of democracy which have made America great, and to foster a sense of his/her personal opportunities and responsibility as a citizen of his/her community, state, nation, and of the world.
- **Understanding Environment:** To develop in each child, commensurate with his/her maturity, and understanding of the physical, economic, social, and spiritual world in which he/she lives, and to help him/her to adjust himself/herself effectively to his/her surroundings.
- **Social Adjustment:** To prepare the pupil psychologically for a well-balanced and happy individual, social and family life.
- **Earning a Living:** To help the pupil find his/her most productive role in life and to develop through work experience well work habits. To give those who do not go to college, university, trade, or technical schools enough basic skills and vocational training so that they will possess a marketable skill and be prepared to earn a living. To teach children how to buy goods and services wisely. All will be consumers; all should become intelligent consumers.
- **Student Activities:** To encourage wholesome and creative forms of recreation and play. To educate children to use his/her leisure time to the best advantage. These interests should be promoted in the school program.
- **Aesthetic Development:** To provide for each pupil a comprehensive understanding of the cultural subjects (music, literature, art, etc.)
- **Community Relations:** To make school an essential part of community life, serving all the people in various ways according to their needs, and supplying opportunities for adult education and other activities.
- **Utilizing Information:** To educate students on how to acquire the knowledge and skills to gather, analyze and apply information and ideas.
- **Problem Solving:** To ensure students will acquire the knowledge and skills to recognize and solve problems.

**FACULTY:**

Lauren Lee – Superintendent  
Kelly Kinne – Principal  
Brianna Lighfoot – Pre-School  
Heather Judy – Kindergarten  
Lacy Bowling – First Grade  
Jackie Wooden – Second Grade  
Ashley Oertwig – Third Grade  
Angie Hussey – Fourth Grade  
Michelle Ray – Fifth Grade  
Caitlyn Heckman – Sixth Grade  
Sheri Sears-History  
Cindy Harper – Art  
Susan Rucker – Business  
Lynnette Cowherd – English  
Laura Greer – Guidance Counselor, A+  
Jodie Hinnen – Title I/Librarian  
Abbey Hoerr – Math  
Todd Parks - Music/Band  
Amy Wilson – Physical Education, Athletic Director  
Shelia Hesler – Science  
Teresa McQueen – Special Education  
Lyssa Green – Vocational Agriculture  
Denise Ewing-Speech  
Nicholas Wilson- Transportation

**SUPPORT STAFF:**

Renae Briddle – Bookkeeper, Secretary  
Tammy Sykes – Paraprofessional, Computer Meal Coordinator  
Nicolas Wilson – Bus Driver  
Tim Hutchinson – Bus Driver  
Ruth Anne Hutchinson – Bus Driver  
Rita Jones – Nutritionist/Head Cook  
Barbie Tutt – Cook. Custodian  
Sherry Kissick – Cook, Custodian  
Nicolas Wilson – Custodian, Maintenance, Transportation  
Chloe Harbert– Nurse  
Diane Kerns – Parents as Teachers (PAT) Educator

**CLASS AND ORGANIZATION SPONSORS:**

Abbey Hoerr- 7th Grade Sponsor  
Lynette Cowherd- 8th Grade Sponsor  
Laura Greer- 9th Grade Sponsor  
Lyssa Green - 10th Grade Sponsor  
Shelia Hesler- 11th Grade Sponsor  
Sheri Sears- 12th Grade Sponsor  
Shelia Hesler - HS Scholar Bowl Coach  
Jodie Hinnen- JH Scholar Bowl Coach  
Amy Wilson - Athletic Director  
Kyle Kelley-HS Boys Basketball Head Coach  
Kyle Kelley-JH Boys Basketball Head Coach  
Amy Wilson -HS and Jr. High Girls Basketball Head Coach  
Amy Wilson-JH & HS Boys and Girls Track Coach  
Nick Wilson-Assistant Football Coach  
Michelle Brockmeier - HS Cheerleader Coach  
Abbey Hoerr-JH Cheerleader Coach  
Jodie Hinnen - National Honor Society  
Amy Wilson - HS and JH Girls Softball Coach  
Caitlyn Heckman- HS and JH Girls Assistant Softball Coach  
Sheri Sears - Student Council  
Susan Rucker - Yearbook Advisor and FBLA sponsor  
Lyssa Green – FFA/Trap Shooting



## FOOD SERVICES MANAGEMENT

The food services program provided by the school is designed to provide wholesome and appetizing meals to district students. School lunches are important in contributing to good nutrition, which is vital to mental and physical growth during the formative years. As such, the food services program operates as an integral part of the total school program.

The cafeteria will be in operation the first day of school and each day thereafter to serve breakfast and lunch to all students (including preschool), staff members and guests.

Meal prices shall be established annually by the Board of Education.

\*The meal prices are: (approved July, 2023)

	<u>Breakfast</u>	<u>Lunch</u>
Students, PK through 6 <sup>th</sup> grade	1.60	2.35
Students, 7 <sup>th</sup> through 12 <sup>th</sup> grade	1.60	2.60
Reduced - Students, PK through 12 <sup>th</sup> grade	.30	.40
Adults, staff & guests	2.50	3.85
Guest child, 0 through 6 <sup>th</sup> grade	1.60	2.35
Guest child, 7 <sup>th</sup> – 12 <sup>th</sup> grade	1.60	2.60
Milk or Juice (without a school meal)	.35	.35
Extras		.05

Each meal includes two drinks (specifically, one milk, and one juice).

Students are not allowed to drink soda pop or tea with their meals, even if brought in their lunch from home. At no time is food to be taken out of the cafeteria without prior permission from the administration. No food will be allowed in classrooms, hallways, or lockers without prior permission from the administration. Lunch boxes are acceptable. No drinks other than water that is in a clear container will be allowed during the school day.

A closed lunch hour is in effect and students will be required to remain in the school building.

Each student (will be allowed to charge up to \$100.00. **After \$100.00 no charges will be accepted.** The student will be provided a sack lunch and one carton of milk until payment has been received.

***Lunch prices are subject to change at any time.***

**Food Service Program****Meal Charges****Purpose**

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

**Administration**

1. All students (PK-12<sup>th</sup> grade) will be allowed to charge a maximum of \$100 dollars. After this maximum has been met, no additional charges will be accepted.
  - a) These meals will include only the menu items of the reimbursable meal.
  - b) After the balance exceeds \$100 dollars, the student may be given a designated menu alternate.
2. No charges will be allowed for ala carte foods and beverages after the max \$100 dollars.
3. Parents/guardians of students with negative balances will be emailed by the Superintendent.
4. On the last day of school all charging will be cut off.
  - Parents/guardians will be emailed the balance for "payment in full."
  - All charges not paid before the end of the school year will be carried forward into the next school year.
  - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

**FREE AND REDUCED PRICE FOOD SERVICES**

Eligible students, as determined by appropriate school officials based on guidelines established under the national school lunch program, will be provided nutritionally acceptable meals, snacks & milk at no cost or at a reduced cost if they are unable to pay the regular price. We encourage preschool through 12<sup>th</sup> grade students to apply for the free and reduced meal program.

The criteria for determining a student's need and the procedures for securing "no cost" and "reduced cost" meals for the student will be outlined and made known each year by the Board of Education. The criteria and procedures are established at the state/federal level. The above quoted reduced prices are subject to change pending notification from the State Department. The free and reduced lunch application Form D will be provided on a yearly basis with the enrollment packets.

The students who participate in "no cost" or "reduced cost" meals will not be distinguished in any way from students who pay the regular price. Their names will not be made known to any person except such staff members as needed to make the special arrangements for the students.

The price of reduced lunches is \$0.40 for all students in grades Pre-K through 12 which include one carton of milk and one carton of juice. The price of reduced breakfasts is \$0.30 for all students in grades Pre-K through 12 which also includes one carton of milk and one carton of juice. Milk or juice purchased without a school meal cost \$0.25. Second meal servings are also offered with the same stipulation as with full-price meals mentioned above.

## **ADMISSION PRICES**

### **HOME BALLGAME ADMISSIONS**

Softball	Free
Basketball – Adults	\$4.00
Basketball – Students K-12	\$3.00
Basketball – Preschool	Free

Senior Citizens (62+) that live in the Tina-Avalon R-II School district may be admitted free.

Basketball regular season passes may be purchased (excluding tournaments) as follows:

Student Pass	\$25.00
Adult Pass	\$45.00
Single-Parent Family Pass	\$65.00
Two-Parent Family Pass	\$100.00

### **CLAA BASKETBALL TOURNAMENT ADMISSIONS**

Adults	\$4.00
Students K-12	\$3.00
Preschool	Free
Senior Citizens (62+) (Fall meeting, 2008)	Free

**SCHOOL CALENDAR**

Please visit the school website to view and print calendar

[http://tinaavalon.k12.mo.us/school\\_information/t-a\\_calendar/school\\_calendar.html](http://tinaavalon.k12.mo.us/school_information/t-a_calendar/school_calendar.html)**24-25 JH/HS Schedule (updated 5/13)**

	1st hour 7:50-8:50	2nd hour 8:53-9:53	3rd hour 9:56-10:56 Pk-K Lunch 10:30-10:50	4th hour 10:59-12:19 5-8 Lunch 10:59-11:19 1-4 Lunch 11:26-11:46 9-12 Lunch 11:59-12:19	5th hour 12:22-1:22	6th hour 1:25-2:25	7th hour 2:28-3:28	Dragon Hour 3:31-3:35
Cowherd	American Literature 11-12	LA I (9)	PLAN	LA II (10)	8th	7th	LA III 11	1st hour students
Hoerr	Alg II (10)	7th Math	8th Math	Plan	Pre-Algebra (9)	Applied Math (11-12)	Algebra I (9-10)	1st hour students
Hesler	Pre-Chemistry  11	8th Science	Biology (10)	Chemistry 12	7th Science	Physical Science (9)	PLAN	1st-hour students
Sears	American History 9	Plan	History 7	Government 11	World History 10	History 8th	Current Events (9-12)	9th grade
Green	PLAN	Ag II (10)	Ag I (9)	Ag Structures (12)	Adv. Animal Science (11-12)	Ag Leadership (11-12)	7th/8th	8th grade
Wilson	7th-8th PE	Weights 10-12	Team Sports (10-12)	Health/ Lifetime Sports (9)	Elem	Elem	PLAN	
Rucker	Business Tech 10-12	Computer Applications 11-12	Multimedia II 11-12	PLAN	Multimedia (9-12)	Personal Finance (10)	8th/7th Keyboarding	Votech
Harper	Art (10-12)	PLAN	Drawing/ Painting 9-12	7/8 Art	Elem	Elem	Design 9-12	1st-hour students
Park	PLAN	Music Appreciation (10-12)	5/6 Band	7/8 Band/Music	Elem	Elem	Beginning Guitar (9-12)	7th grade
ITV	Physics 12		Psychology/ Sociology 11-12	Pre-Calc 12	College Algebra 11-12		College English 12	
Greer	Elem		Elem	7/8		ACT Prep/ Senior Seminar		
Ray			8th Math					
Heckman			Non-Band					

## Upper Elementary Special Classes

12:22-1:22 (5<sup>th</sup> Hour)

	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
3rd Grade	Music/PE	Tech	Art	PE/Music
4th Grade	Tech	Art	PE/Music	Music/PE
5th Grade	Art	PE/Music	Music/PE	Tech
6th Grade	PE/Music	Music/PE	Tech	Art

## Lower Elementary Special Classes

1:25-2:25 (6<sup>th</sup> Hour)

	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Kindergarten	Music/PE	Tech	Art	PE/Music
1st Grade	Tech	Art	PE/Music	Music/PE
2nd Grade	Art	PE/Music	Music/PE	Tech
	No PE/Music	No Music/PE	No Tech	No Art

### Lunch Shifts

PreK - K	10:30-10:50
5th-8th Grade	10:59-11:19
1st - 4th Grade	11:26-11:46
9th-12th Grade	11:59-12:19

### Recess

PK-K	10:10-10:30
1st-4th grade	10:30-10:50
5th-6th grade	11:20-11:40

### Library 2:28-2:55      3:00-3:28

Tuesday	4th	1st
Wednesday	3rd	K
Thursday	6th	
Friday	5th	2nd

### Counseling 7:55-8:20      8:25-8:50      8:55-9:20      9:55-10:50

Tuesday				
Wednesday	K	1st	8th	5th, 6th (after 5th is done)
Thursday	4th	2nd	7th	
Friday		3rd		

## Tina-Avalon Sports Schedules

### -Softball (w/ Southwest)

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Opponent</b>
Mon.	8/26	5:00	@ Polo Jamboree
Wed.	9/4	5:30	Meadville
Thurs.	9/5	5:30	Braymer
Mon.	9/9	5:30	@ Higbee
Tues.	9/10	5:30	@ Plattsburg
Thurs.	9/12	5:30	@Hale
Sat..	9/14	TBA	@ Milan Tournament
Mon.	9/16	5:30	Bucklin/Macon Co.
Thurs.	9/19	6:00	N-H-C Aggies (Senior Night)
Sat.	9/21	TBA	@ CLAA Tournament @ Brunswick
Tues.	9/24	5:30	@Tri-County
Sat.	9/28	TBA	@ Brunswick Tournament
Mon.	9/30	5:30	@ Slater
Sat.	10/05	TBA	@ Norborne Tournament
Mon.	10/07	5:30	Brunswick, Keytesville, NW
Tues.	10/08	5:30	Glasgow
Thurs.	10/10	5:30	@ Winston
Thurs.	10/13-10/19	TBA	Districts – TBA

### -JH Softball (w/Southwest)

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Opponent</b>
Thurs.	9/5	5:00	Braymer
Mon.	9/9	5:00	@Milan
Thurs.	9/19	5:00	Norborne/H-C
Mon.	9/23	5:30	@Braymer
Mon.	9/30	5:00	@Slater

### -H.S. Football (w/ Southwest & Hale) \*all home games will be played at SW

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Opponent</b>
Fri.	8/23	TBA	Jamboree @ Hardin-Central
Fri.	8/30	7:00	@ Orrick
Fri.	9/06	7:00	Braymer
Fri.	9/13	7:00	Wellington-Napoleon
Fri.	9/20	7:00	@ Concordia
Fri.	9/27	7:00	Hardin-Central/Norborne
Fri.	10/04	7:00	@Schyuler Co.
Fri.	10/11	7:00	@Paris
Fri.	10/18	7:00	Knox County
Fri.	10/25	7:00	North Shelby
Fri.	11/1	7:00	DISTRICTS TBA
Fri.	11/8	7:00	DISTRICTS TBA
Fri.	11/15	7:00	DISTRICTS TBA

**-J.H. Football (w/Southwest & Hale) \*all home games will be played at SW**

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Opponent</b>
Tues	9/17	5:00	Slater
Tues.	9/24	5:00	Hardin-Central/Norborne
Tues.	10/01	5:00	North Shelby
Tues.	10/07	5:00	@ Wellington-Napoleon

**-J.H. Girls/Boys Basketball**

\*Girls' game will be played first, followed by Boys'

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Opponent</b>
Tues.	10/15	6:00	Breckenridge
Thurs.	10/17	6:00	Southwest
Mon.	10/21-26	TBA	CLAA Tournament – @Hale
Tues.	10/29	6:00	Hale
Wed.	10/30	6:00	@Braymer
Mon.	11/04	6:00	Hardin-Central
Thurs.	11/07	6:00	Norborne
Sat.	11/09-14	TBA	@ Norborne Tournament
Fri.	11/15	6:00	Northwestern
Mon.	11/18	6:00	@Meadville
Tues.	11/19	6:00	@Brunswick
Fri.	11/22	6:00	@Keytesville

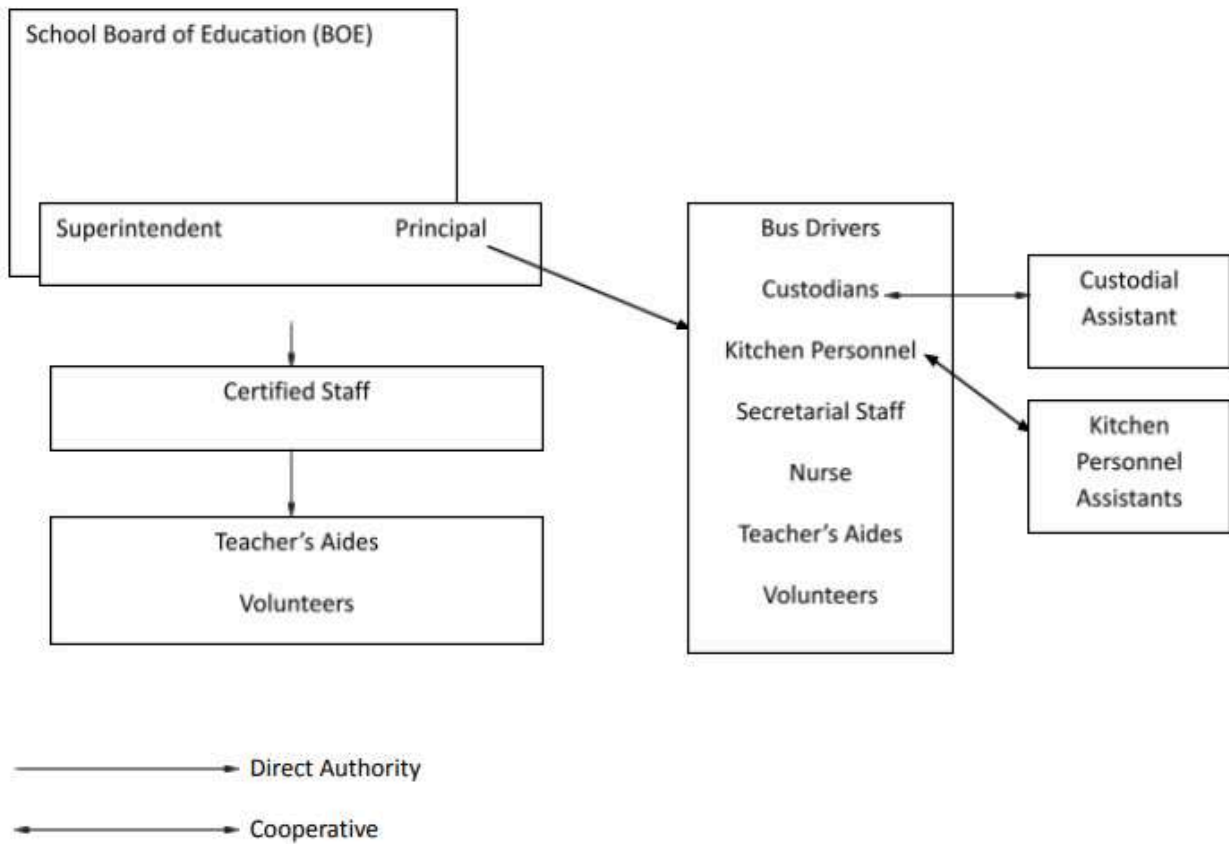
## **-H.S. Girls/Boys Basketball-**

\*Girls game will be played first, followed by boys

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Opponent</b>
Thurs.	11/21	5:00	@Grundy Co. Jamboree
Mon.	12/02	6:00	Tri-County
Tues.	12/03	6:00	@Santa Fe
Mon.	12/09	6:00	@Slater
Mon.	12/10	6:00	Braymer
Thurs.	12/12	6:00	@Northwestern
Tues.	12/17	6:00	@Southwest
Thurs.	12/19	6:00	@Brunswick
Tues.	01/07	6:00	Higbee (Senior Night)
Fri.	01/10	6:00	@Hardin-Central
Tues.	01/14	6:00	Breckenridge
Thurs.	01/16	6:00	BMC
Fri.	01/17	6:00	@Norbone
Thurs.	01/23	6:00	Keytesville
Fri.	01/24	6:00	Orrick (Homecoming)
Mon.	1/27-2/01	TBA	@ MEADVILLE TOURNAMENT
Mon.	02/03	6:00	@Meadville
Tues.	02/04	6:00	Hale
Thurs	02/06	6:00	Carrollton
Sat.	2/08-15	TBA	CLAA TOURNAMENT (@ Tina-Avalon)
Thurs.	02/20	6:00	Linn County
Friday.	02/21	6:00	Bevier
Sat.	2/24-3/01	TBA	DISTRICTS

**\*Baseball will Co-Op with Southwest.**

Tina-Avalon R-II School District  
Chain of Command



## **EMERGENCY SCHOOL CLOSINGS OR DELAYED STARTING TIME**

Should it become necessary to close school by reason of weather or other emergencies, the superintendent may order the closing of the school. Notification of such closings will be given to the staff, students and public under the plan of notification developed by the superintendent and approved by the Board. The superintendent encourages the staff, parents/guardians, and students to sign-up for Dragon TextCaster and/or to listen to the following radio and television stations for notification of school closings due to inclement weather:

### Radio Stations:

KMZU	100.7	FM	Carrollton
KCHI	98.5	FM	Chillicothe

### Television Stations:

FOX 4 – Kansas City

### Textcaster and Facebook:

The superintendent will also have the authority to delay the opening of school or to dismiss early because of weather conditions and other emergencies. If there is a delay in the opening of the school day, breakfast will not be served and preschool will be canceled for that day.

On days when school is not in session because of inclement weather, there will be no student-related activities in the school buildings without the consent of the administration.

### **Prohibition against harassment, discrimination, and retaliation**

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

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boys Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above-listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

This Policy governs the District's compliance with the laws identified above, outside of Title IX. The following person is designated and authorized as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including handling inquiries or complaints regarding the District's non-discrimination policies.

Principal  
11896 HWY 65  
Tina, MO 64682  
titleix@tinaavalon.k12.mo.us

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1200. A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1201. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

## **STUDENT POLICY GOALS**

Students and their educational programs are the major concerns of the Tina-Avalon R-II School District. They must receive the primary attention of the Board and all staff members of the district. To this end, the Board and the professional and support staff shall work together to establish an environment conducive to quality educational opportunities for district students.

In providing educational programs to its students, the Board seeks to achieve the following student-related goals.

- ✓ Adapt the instructional program in order to provide appropriately for each student according to specific background, capabilities, learning styles, interests, and aspirations.
- ✓ Protect and observe the legal rights of students.
- ✓ Enhance the self-image of students by helping them feel respected and worthy through a learning environment which provides positive encouragement and opportunities for frequent success.
- ✓ Provide an environment of reality in which students can develop personal and civic responsibility for their actions through meaningful experiences as school citizens.
- ✓ Deal with students in matters of school discipline in a just and constructive manner.
- ✓ Provide for the safety, health, and welfare of students.
- ✓ Promote faithful attendance and good, quality classroom work.

## **ENROLLMENT**

After a review of records, any student enrolling at Tina-Avalon may be required to take an academic achievement test.

## **WITHDRAWAL FROM SCHOOL**

The following procedures should be followed when withdrawing from school:

The student will:

1. Notify the principal of his/her intent to leave the school and receive a check out sheet.
2. Return all books and equipment owned by the school.
3. Pay all fees, fines, or dues outstanding against him/her.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the Tina-Avalon R-II School will foster an educational environment that provides equal educational opportunities for all students.

Educational programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status or handicap.

## **NON-RESIDENT PUPILS**

Students that are forced to leave the district for a short period because of problems within the family may attend Tina-Avalon R-II School for a period of time, tuition free, upon the approval of the superintendent.

Students residing outside the Tina-Avalon R-II School District boundaries will be allowed to attend Tina-Avalon R-II contingent upon meeting all eligibility requirements and upon payment of:

Kindergarten - Grade 6 - \$1,500 per year (\$750 for each additional child in the household)

Grades 7 – 12 - \$2,000 per year (\$1,000 for each additional child in the household)

### **\*\*\*Tuition not to exceed \$3000 per household**

The Board approved the following schedule for payment of the above tuition:

1. One fourth of the tuition due 15 August of each year
2. One fourth of the tuition due 15 November of
3. One fourth of the tuition due 15 February of each year
4. One fourth of the tuition due 15 April of each year

Tuition payments must be made by the date above or a payment plan arranged through the superintendent. Failure to make payment will result in dismissal from the Tina-Avalon School. A non-resident student will not be allowed to attend school at Tina-Avalon R-II until the first tuition payment is made. The tuition will be prorated for a student enrolling at Tina-Avalon R-II School during the year.

## **DAILY SCHEDULE**

School begins promptly at 7:50 a.m. All students are to be present in their classrooms at this time. If a student arrives at school after the first period tardy bell rings, the student is to report to the office before proceeding to their classroom. School will be dismissed at 3:35 p.m.

## **SCHOOL VISITORS**

A security system has been put in place and all doors will lock after the second bell rings and remain locked throughout the entire day. Anyone wanting to enter the school will have to use the intercom system outside the elementary doors. REMINDER: **All** visitors (guests, relatives and parents) are required to check in at the office upon entering the building. We do not want classes interrupted. Therefore, we request that you do not go to classrooms or walk around the building without a school official. We thank you for understanding that we want the very best for our students! When you need to conference with an administrator or teacher, please make an appointment so that we can set aside time for you. \*When preschool dismisses, a faculty member will walk the students out the elementary doors to meet their ride. Parents, please wait outside for your child to be brought to you.

## **STUDENT DRESS CODE**

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student.
3. Class activities, which present a concern for student safety, may require the student to adjust hair and/or clothing during a class period in the interest of maintaining safety standards.

4. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
5. Shoes and shirts are to be worn at all times.
6. Hair is to be clean and well-groomed.
7. Shorts may be worn the regular school day providing they extend to the middle of the thigh. Culottes, split skirts, etc., will be allowed throughout the year and must also extend to the middle of the thigh.
8. Shirts that promote alcohol, tobacco, drugs, or that are suggestive or distasteful will not be allowed. All shirts must be of proper length and buttoned appropriately. Spaghetti-strapped tops, halter tops, tube tops, and low-cut shirts are not allowed.
9. Undergarments are not to be visible. (This includes shirts where the sleeves are cut out).
10. The wearing of caps, hats, and other headgear inside the school building is not courteous and is not allowed.

\*\*\* When, in the judgment of the administration, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

### **ATTENDANCE POLICY**

Regular attendance is necessary for successful work in school. A child who is frequently absent loses much valuable class instruction and participation. Law, State Department of Education and the local Board of Education require attendance accounting. All regulations listed are for the purpose of meeting these policies, and at the same time, help students secure the finest education possible. School attendance affects all students. If individuals are absent from class for an excessive amount of time, the teacher cannot do an effective job because time is taken from those students who are regularly in attendance and want to learn and is given to those students who are habitually absent.

School attendance is directly correlated with learning and academic success. Students with good attendance generally achieve higher grades, enjoy school and school activities more, and stand a much better chance of success following high school. It is therefore the intent of the Tina-Avalon R-II School District to have each student attend school every day that he/she is physically and mentally capable of learning.

For the purpose of attendance, a school day will be defined as eight (8) class periods. Students' attendance will be tracked for 8th hour, but they will not receive a grade for it.

Students will be allowed five (5) days of absence per semester with no penalty. The days allowed per semester are not cumulative and may not be added on to another semester. Office personnel will contact the student's parent/guardian as a courtesy reminder of their student's missed days. **Students with more than five (5) days of absence in a given semester will immediately lose the privilege of participating in any extra-curricular or co-curricular activities until they have made up the prescribed number of hours.** *(The senior trip is excluded from this as it is considered a field trip rather than an extra-curricular activity).* Students \*in grades 6-12 will be required to make up five (5) hours during school sponsored zero hours, 9th hours, or Saturday school, for each day absent in excess of five (5) in a given semester. Seniors must have hours completed to be eligible to participate in Commencement exercises. Undergraduates with hours must be completed before the next school year or \* students may not advance to the next grade level.

\*\*\*A+ students: In order to maintain A+ eligibility you must maintain a 95% attendance record. On average, you will be allowed to miss (8) days per year.

Students who violate the attendance policy could be turned in to the Carroll County Juvenile Office. Students who are absent for part of the school day because of illness will not be allowed at extra-curricular activities that evening unless approved by the administration.

Students with excessive absences due to an accident or extended illness may be eligible for homebound services.

Absences due to school-sponsored or school-sanctioned activities are not considered absences for the purpose of the attendance policy.

\*Students who leave school early or are absent are not allowed to attend school events unless permission is granted by school administration.

Students will be allowed two (2) half days for the purpose of taking their driver's test. The student must inform the principal prior to taking the test and upon returning to school must provide proof of taking the test.

Seniors will be allowed two (2) days for college/military/technical schools visit. The visit MUST be deemed for educational purposes for the T-A student. The student must inform \*the counselor prior to making the visit and upon returning to school must provide proof of the visit.

Juniors will be allowed one (1) day for college/military/technical schools visit. The visit MUST be deemed for educational purposes for the T-A student. The student must inform \*the counselor prior to making the visit and upon returning to school must provide proof of the visit.

Students will be allowed days missed for an immediate family member's funeral. They will be allowed days as followed:

5 days allowed with no penalty for parents, siblings or guardians

3 days allowed with no penalty for grandparents, aunts, uncles or cousins

***The terms "excused" and "unexcused" will not be used.*** (Exception: Days in which a student is hospitalized, visits to the emergency room or out-patient surgery will be considered excused.) Notes from home will only be required if the school office and parent/guardian have not made contact concerning the absence. However, a note is required if the student plans to leave school during the school day. Under normal circumstances, students other than siblings will not be allowed to leave school together while school is in session. Students leaving school early must either drive themselves or be picked up by a parent/guardian or a responsible relative.

The Superintendent may excuse an employee or a student's absence for the purpose of visiting with a parent or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting.

#### **STEPS TO FOLLOW WHEN ABSENT**

Please call the school office by 8:15 a.m. when your child is going to be absent. If a telephone call is not possible, send a written explanation of the absence to the principal or his/her designee on the day he/she returns to school. You may telephone the office 24 hours a day at 660-622-4211, as voicemail is available. It is the student's responsibility to make up all missed assignments. Assignments that are not made up will be reflected in your child's grades.

#### **LEAVING SCHOOL GROUNDS DURING THE SCHOOL DAY**

Please inform office personnel if your child will need to leave school early. Parents/guardians will need to sign out the student in the office. The secretaries or administration will notify the classroom teacher that the student is being checked out and will ask the student to come to the office.

## **DISMISSAL**

Parents/guardians who are picking up students at the end of the school day are asked to wait by the south door or in their cars in the parking lot. **If you choose to wait by the door, please do not walk in between or in front of the buses.** Do not pull into bus lanes. **Bus riders will be released first. Please allow buses to pull out of the parking lot before leaving the parking lot. Students who drive to school will be released after the elementary car riders.**

\*Contact the office if your student is not going home by the usual means or will be riding a bus to a different location than normal.

## **STUDENT DISMISSAL PRECAUTIONS**

The Tina-Avalon R-II School is legally responsible for the safety of its students during the school day. Therefore, the building principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and only to an authorized person(s).

Staff members shall not excuse any student from school prior to the end of the school day, or into any person's custody without the direct prior approval and knowledge of the building principal or his/her designee. In keeping with these precautions, the following procedures will be followed.

- The building principal or his/her designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian.
- Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- Children of single parent families will be released only upon the request of the custodial parent, i.e., the parent who the court holds directly responsible for the child and who is identified as such on the school record.

Additional precautions may be taken by the school administration appropriate to the age of students and as needs arise.

## **TARDIES**

Tardiness creates a classroom disruption by interrupting the educational process. Thus, tardies will be considered as a disciplinary referral and will be dealt with accordingly. \*Anytime a student is late to school (past 7:50), a tardy will be given.

Tardies are those that occur when a student arrives in a classroom after the classroom tardy bell. Students will be allowed two (2) tardies per semester with no penalty. The third tardy during a given semester and every tardy thereafter, will result in a 30 minute detention to be served before school, after school, or Saturday school. After a total of seven (7) tardies in a given semester the student will immediately lose the privilege of participating in any extra-curricular or co-curricular activities (including practices) until they have made up the prescribed number of hours.

## **YEARLY PERFECT ATTENDANCE CRITERIA**

No more than a total of six hours absent accumulated throughout the school year.

No more than three consecutive hours absent.

No more than a total of 8 tardies accumulated throughout the school year.

Hours missed for immediate family members' funeral will be excused as follows:

5 days excused for parents, siblings or guardians

3 days excused for grandparents, aunts, uncles or cousins

## **QUARTERLY PERFECT ATTENDANCE CRITERIA**

Students may not miss any class time. Any time missed will result in forfeiture of quarterly perfect attendance party.

## **CELL PHONES**

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cellphones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. The use of cell phones is not allowed during the school day and must be turned off and/or put away. The use of a cell phone to call a parent/guardian or receive a call from a parent/guardian, in a non-emergency situation is not allowed without prior permission from an administrator. Students may use the office phone to make or return phone calls with permission from someone in the office. Classes should not be interrupted to call a student to the telephone unless there is an emergency. Students will be given a message or will be allowed to return a phone call from the office at their earliest convenience. Students who violate the cell phone policy are subject to the Tina-Avalon R-II School District Discipline Policy.

## **OUTSIDE TECHNOLOGY**

Outside iPads, tablets, laptop computers, etc. that are not the property of the Tina-Avalon School District are not allowed at school without consent from administration.

## **MOVIES**

Movies will be shown periodically throughout the year by the staff at Tina-Avalon R-II.

## **ANTI-BULLYING**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict 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 may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above 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. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designated to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the

written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contact.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

### **Interventions for Bullying/Cyber Bullying**

- A student who has been bullied or cyberbullied shall properly report such incidents to any staff member.
- Complaints of bullying or cyberbullying will be investigated promptly and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.
- Students who are found to have violated this policy will be subject to the Tina-Avalon R-II School District Discipline Policy. The Superintendent may reduce the length of suspension for students based upon the facts in each case.
- The School District will annually inform students that bullying or cyberbullying of students will not be tolerated.
- All forms of bullying are unacceptable and to the extent that such actions are disruptive to the educational process of the School District, offenders shall be subject to appropriate staff interventions, which may result in administrative discipline.

## CARE OF SCHOOL PROPERTY BY STUDENTS

Students are expected to take reasonable care of school property. Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages and may be subject to additional disciplinary action. A copy of the student discipline code follows in this handbook.

Failure to pay for damages shall result, after due notification of parent or guardian, in the student being suspended from school with readmission only upon application to the Board of Education.

According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children up to an amount of \$2,000.00. In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.

- Damaging, Defacing or Abusing School Property – Damages to be repaid by student or suspension from school until said damages are paid.
- Stealing (of any type) – First offense - Three (3) days suspension. Second offense – up to ten (10) days suspension. Third offense – up to 90 days suspension.

## TRUANCY

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parents/guardians. Students who violate this policy will be subject to the Tina-Avalon R-II School District Discipline Policy.

## TINA-AVALON R-II GRADUATION REQUIREMENTS

The board will require four years attendance (8 semesters in grades 9 and above), but may authorize exceptions to the four-year attendance requirements under certain conditions specified by the local Board of Education. Any senior electing to graduate early will be required to present their case to the board of education at a regular board meeting. If the board chooses to waive the 8 semesters of attendance then the senior will not be allowed to participate in activities or athletics associated with Tina-Avalon School District, will not be allowed to attend the prom, senior trip, and will not be allowed to participate in the graduation ceremony.

Seniors will not be allowed to participate in graduation ceremonies if all outstanding bills have not been paid or if all attendance, tardy, discipline matters, etc. have not been resolved.

## SPECIFIC GRADUATION REQUIREMENTS

\*Graduation requirements shall be 26 units of credit.

Students attending VoTech (1) year will receive one less unit of credit. Students that attend (2) years of VoTech will receive two less units of credit. Students attending Vo tech will be required to complete 25 or 24 units of credit depending on years attending VoTech.

	<u>Vo-tech</u> (one year)	<u>Vo-tech</u> (two years)	<u>Current</u>	<u>State</u>
Communication Arts	4 units	4 units	4 units	4 units
Social Studies	3 units	3 units	3 units	3 units
Mathematics	3 units	3 units	3 units	3 units
Science	3 units	3 units	3 units	3 units
Fine Arts	1 unit	1 unit	1 unit	1 unit

Practical Arts	2 units	2 units	2 units	1 unit
Physical Education	1 unit	1 unit	1 unit	1 unit
Personal Finance	.5 unit	.5 unit	.5 unit	.5 unit
Health	.5 unit	.5 unit	.5 unit	.5 unit
Electives	8 (7) units	8 (7,6) units	10 (9,8) units	7 units
Advanced Electives	0 units	0 units	0 units	0 units

In addition to the program of study for graduation, a student must pass a course in American History, Missouri and the United States Constitutions tests, and Civics test.

### **ALTERNATIVE METHOD OF INSTRUCTION (AMI)**

The Tina-Avalon School District will check out iPads (PK-2nd grade) and ChromeBooks (3rd-12th grade) for distance learning. Distance learning will be used in circumstances where regular school cannot be in session for an extended period of time. Regular assignments given through distance learning will be due two days after the assigned date. Participation in distance learning video instruction, homework assignments, quizzes, and tests will count towards a student's grade. (See technology handbook for regulations regarding proper usage of school district devices). Forms of communication during an extended closure could be through (but not limited to) mailings, Remind, Textcaster, Facebook, Tina-Avalon website, and SIS.

### **HOMEWORK**

In order to achieve the educational objectives of the Tina-Avalon Schools, the home and school need to work together in a close partnership. Homework assignments should be done in an amount and frequency determined on the basis of student needs.

Homework is an opportunity for parents to become involved with the child's education. Parents can help by providing the right atmosphere for studying. Some of the following are suggested:

1. Limit television watching.
2. Provide a good work area. This means good lighting, a desk to work at, the tools needed, and a quiet area in which to work.
3. Agree on a regularly scheduled "homework time".
4. Students serving an in-school suspension or out-of-school suspension will be allowed to do assigned work/homework during the time they are suspended. Parents must pick up homework.
5. Said work must be turned in during the first day following the period of suspension in order to be received for credit.

**Tests/quizzes will be made up at a time that is convenient for the student and teacher in a timely manner. For students attending a school sponsored activity, the student will be required to turn in their said work at the discretion of the teacher. If a student is sick, the student will have one day for every day missed to turn in their homework.**

### **MOCAP (Missouri Course Access and Virtual School Program)**

Students may enroll in MOCAP courses for the fall and spring semesters. More information can be found at [mocap.mo.gov/catalog](http://mocap.mo.gov/catalog).

### **PROGRESS REPORTS**

A report card is issued and emailed to parents at the conclusion of each quarter. Mid-term progress reports are emailed to parents. In addition to mid-term reports and quarter grade cards, parents have the opportunity to maintain awareness of their child's daily progress by accessing the information online. Please contact the office for additional information regarding Teacher Ease K-12 SIS Parent Portal access.

## PARENT PORTAL

Parents will have access to the Teacher Ease SIS K-12 parent portal. This means that parents/guardians will be able to view their child's academic progress, attendance, and discipline history via the internet.

Parents/guardians will only be able to view their child(s) information. Once the parent/guardian has been given their username and password, they, not the Tina-Avalon School District will be responsible/liable for that information.

## \*HONOR ROLL CRITERIA

**A Honor Roll** – Average of all grades must equal no less than an A- and the student cannot receive a grade lower than a B-

**B Honor Roll** – Average of all grades must equal no less than a B- and the student cannot receive a grade lower than a C-

**Dragon B.E.S.T. Honor Roll** -- Students who make the 'A Honor Roll' for 1st, 2nd, 3rd, and 4th quarters will be given special recognition and appear on this honor roll.

*\*weighted grades will be utilized when determining honor roll*

## GRADING SCALE

Weighted classes are courses that offer college credit and must follow the curriculum provided by the college. College courses taken during the school year will count towards the student's GPA. \*Courses taken during the summer or intersession (for example during Christmas Break) will not count towards a student's GPA (this does not include credit recovery). The grading scales for weighted and regular courses are as follows:

<b>Wt. Course</b>	<b>Reg. Course</b>	<b>Letter</b>	<b>Percent</b>
4.33	4.0	A	96-100
4.00	3.67	A-	90-95
3.66	3.33	B+	87-89
3.33	3.0	B	83-86
3.00	2.67	B-	80-82
2.66	2.33	C+	77-79
2.33	2.0	C	73-76
2.00	1.67	C-	70-72
1.66	1.33	D+	67-69
1.33	1.0	D	63-66
1.0	.67	D-	60-62
.67	.00	F	0-59

## \* VALEDICTORIAN/SALUTATORIAN

Valedictorian and Salutatorian will be determined by class rank utilizing the regular course and weighted course 4.0 grading scale. Courses other than those on the approved T-A schedule must be approved by administration. Any classes taken outside of the normal school day will not count towards a student's GPA. In order to be eligible for these awards, students must have attended in person high school for eight consecutive semesters, unless they have been excused by the Board of Education. In order to be eligible for the Valedictorian/Salutatorian, a student must attend Tina-Avalon for at least two semesters.

## ITV CLASS RECOMMENDATIONS AND REQUIREMENTS

- ✓ Students will be required to sign an ITV Two-Way interactive agreement.
- ✓ Students taking classes for college credit are required to meet specific guidelines established by each university.
- ✓ Students taking classes for high school credit shall have a GPA of 3.0 or higher.
- ✓ Tina-Avalon School Administration reserves the right to adjust each student's schedule to benefit the

needs of the student and classroom atmosphere.

### **7<sup>TH</sup> AND 8<sup>TH</sup> PROMOTION AND RETENTION**

7<sup>TH</sup> & 8<sup>TH</sup> Grade- If a student in the 7<sup>th</sup> or 8<sup>th</sup> grade fails 4 of 8 core subjects (Math, Science, English, Social Studies) in a current school year, that student shall be retained in the same grade for the next succeeding school year.

### **ACADEMIC REQUIREMENTS TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES**

The grades of all students will be reviewed at the end of each quarter (excluding 4th quarter) and at each designated mid-term. Any student who has an F in any current course may not attend any extracurricular activity during the regular school day. A student who has an F in any current course may attend extracurricular activities outside the regular school day but will be ineligible to participate in extracurricular \*competitions for seven (7) days and nights beginning on the quarter or mid-term release day. There will be an exception during Christmas vacation at which time the period of ineligibility will not begin until school resumes and will be a mandatory (7) day ineligibility ONLY. At any time, following the mandatory seven (7) day period of ineligibility, the student will regain eligibility when the averaged grade is raised to above an F.

Students that are ineligible will not travel with a team or organization during school hours. i.e bus leaves at 2:30, that student WILL NOT travel with the team/organization.

A student may attend Prom if they are on the ineligibility list.

For the purpose of this policy, extracurricular activities will be defined as any activity in which student participation is optional.

**Students shall attend practices if they are on the ineligibility list per the coaches discretion.**

### **CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES PROGRAM**

The Board of Education believes that student activities sponsored by the Tina-Avalon School are a vital part of the total educational program and should be used as a means of developing wholesome attitudes and good human relations, as well as knowledge and skills. The Board further recognizes that not all of the district's goals and objectives can be met in formal classroom study. Therefore, the district's extracurricular activities program provides opportunities for student participation in activities designed to meet leisure, recreational, social and emotional interests and needs.

Extracurricular activities will be those organized and supervised activities conducted under the jurisdiction of the school district which primarily involve students in activities occurring outside academic class time, for which no units of credit are awarded. These activities shall provide for individual, small group and/or student body participation.

All extracurricular activities must have a duly appointed sponsor, advisor or coach. It shall be the duty of such individuals to attend all meetings, functions, or practices of the various groups, to advise students regarding the proper conduct of affairs, and to keep the building principal informed regarding activities. No team or other group of pupils shall leave the Tina-Avalon School for any interscholastic game or interschool activity unless accompanied by a coach, director or someone delegated by the principal who shall remain with the team or group until it returns to the school; and the team or group shall at all times be subject to the authority of the person(s) accompanying them. The coach, director or delegated person in charge shall remain at school until all individuals have been picked up by a parent or designee. **All participants are required to travel with**

**the team or organization to the extra-curricular event. With prior approval, an exception may be made by an administrator for situations that may arise.**

The following are to be considered extracurricular activities:

- ✓ Student government and its related activities and organizations
- ✓ Music festivals or contests, speech contests, debates, and dramatic contests
- ✓ Organized activities which are part of interscholastic athletics
- ✓ All types of interscholastic/inter-school competition
- ✓ Cheerleading activities (Tryouts – 6th, 7th, and 8th grade students will be allowed to try out for the junior high cheerleading squad. 9th, 10<sup>th</sup>, 11<sup>th</sup> & 12th grade students will be allowed to try out for the high school squad.)
- ✓ National Honor Society (In order to remain a member in good standing of the National Honor Society, the Tina-Avalon Chapter of the National Honor Society will abide by all procedures and regulations dictated by the most current National Honor Society Handbook)
- ✓ Special interest clubs

Any program of extracurricular activities in the Tina-Avalon School District shall be governed by the following guidelines.

- ✓ Student participation should be on a voluntary basis
- ✓ Students may belong to and take part in all extracurricular activities for which qualified, regardless of race, sex, religion, handicap, or national origin.
- ✓ Students in interscholastic athletics and cheerleading must comply with all regulations established by the district and the Missouri State High School Activities Association (MSHSAA).
- ✓ Students in interscholastic athletics and cheerleading must not show any visible body art or tattoos. If the student has any of the above mentioned items they must wear sleeves or a tape patch over the area of discretion in order to participate.
- ✓ Student activity funds should be used for purposes that benefit the student body of the school.
- ✓ Student activity programs should develop feelings of student loyalty, pride and responsibility to the school.
- ✓ All extracurricular activities shall be scheduled in advance with the building administrator and booked on the school calendar. The request for scheduling must be in writing on the forms provided and include date, time, place and sponsor of activity.

The Board will monitor the district's extracurricular activities program through the authority it extends to the superintendent and principal, to authorize and administer it in keeping with this policy and Board approved.

Any student, who represents the school in any type of extra-curricular activity, must be present for the entire day(8 periods) on the day when the activity is held, unless otherwise excused by the principal prior to the absence. If the activity falls on a weekend or Monday and the student was not in school on Friday, the student may participate in the activity provided they are at school the next day(8 periods) school is in session.

### **INTERSCHOLASTIC ATHLETICS**

The Board of Education believes that individual students shall have opportunities to grow physically and intellectually through experience in self-discipline and contribution to a team effort made possible through competitive interscholastic athletics. An interscholastic athletic program shall be conducted in the Tina-Avalon School to further the development of students as competitors and spectators through friendly inter-school contests. The purpose of the program is to develop leadership, good sportsmanship, personality development, new friendships and a friendly rivalry with other schools.

The Board will provide interscholastic athletic competition for secondary school students in a variety of sports. Students will be allowed to participate in the individual sports on the basis of physical condition and desire. Qualified professional staff will coach and supervise all athletic events.

The interscholastic athletic program of the district will be organized under the following guidelines.

- ✓ The athletic program is an integral part of the high school curriculum and comes under the authority of the principal to the same degree as all other phases of the curriculum.
- ✓ Participation in interscholastic athletics is primarily for students in grades 9-12 with a limited participation of students from grades 7 and 8 as determined by league or conference requirements.
- ✓ Programs of interscholastic athletics will be available to students which provide equal access to school facilities; coaching and instruction; scheduling of practice times and games; number of activities at each level of competition; and, equipment, supplies, and services.
- ✓ The school district is a member of the Missouri State High School Activities Association (MSHSAA). In all athletic matters the district will adhere firmly to the rules and regulations of the body and to the philosophy of interscholastic athletics that the MSHSAA encourages. The eligibility of students to participate in the athletic program shall be determined in accordance with the MSHSAA regulations. (Copy of MSHSAA regulations available in principal's office)
- ✓ No student may start practice for any athletic team without examination/approval by a physician and written consent from the parent/guardian.
- ✓ Expenditures for the athletic programs are incorporated as part of the general budget of the Board of Education.
- ✓ District participation in interscholastic athletics will be subject to approval by the Board. This will include approval of membership in any leagues, associations or conferences.
- ✓ Insurance against accident or injury will be required for students engaged in interscholastic athletics.

## **ORGANIZATIONS**

Student organizations must be approved by the administration.

## **ORGANIZATIONAL MEETINGS RULES AND SCHEDULE**

Meetings required by the sponsor must have administration approval prior to holding the meeting.

## **ORGANIZATION PRESIDENTS' GUIDELINES**

A person can be a president of only one organization in a given year. (Exception: A person can be a president of two organizations in a given year providing class president is one of the presidencies.)

## **ROYALTY COMPETITION GUIDELINES**

1. A person can be Queen, King or Attendant of a given organization one time only. (May be a candidate unlimited number of times.) Football Homecoming is an exception.
2. A person can win only one Queen or King honor in one given year.
3. It is acceptable to be a Queen and Attendant in the same year.
4. Special consideration will be given to classes with too few girls to fill all queen/attendant candidacy positions.

Faculty, staff, certified staff and students (7-12) vote for Annual Royalty, Homecoming Royalty, and Football Homecoming Royalty. Students (9-12), faculty, staff, and certified staff will vote for Prom Royalty. Anyone absent the day of voting will relinquish their right to vote for Homecoming that year. In case of a tie, the board of education members will each vote.

## **DANCES**

Any student in 6<sup>th</sup> grade or younger is not allowed to attend a Tina-Avalon High School dance. Once students enter the dance, they cannot leave and reenter the dance.

## **SPONSORS**

Each class will be limited to one social function. This will be in addition to all school functions. Teachers are always welcome to attend school-sponsored activities.

Students attending school-sponsored activities (athletic contests, parties, concerts, etc.) must remain in the building.

Sponsors must remain at the activity or school until all students are picked up by a parent or a responsible adult the parent has suggested. (This includes bus drivers if there is no sponsor.)

## **EXTRACURRICULAR CODE OF CONDUCT**

The Tina-Avalon (District) extracurricular programs are intended to supplement the educational experience. Participation in extracurricular activities(MSHSAA and/or Tina-Avalon District extracurriculars) is a privilege, not an entitlement. Participants are expected to conform to a higher standard of conduct than is applicable to non-participants. Participants serve as representatives and leaders of the school and are expected to set a positive example for other students.

The Tina-Avalon District has established this Extracurricular Code of Conduct ("Code of Conduct") so that students and their parents/legal guardians will be aware of the behavioral expectations of those students who participate in extracurricular activities at District. The effective cooperation of parents/legal guardians and their participation in the enforcement of this Code of Conduct are vital to ensuring that students follow the rules and avoid behaviors that are damaging to the students themselves and the community.

Therefore, every participant must abide by the following rules.

1. A participant must meet the eligibility requirements set out by the Missouri State High School Activities Association (MSHSAA) and must conform to all applicable MSHSAA rules and regulations.
2. A participant must meet any additional eligibility requirements as determined by the local area athletic conference or academic conference and must conform to all applicable conference rules and regulations.
3. A participant must conform to District eligibility requirements, rules, regulations and standards for participation as set forth below and as set forth in District policies and regulations.
4. A participant must be a good and credible school citizen as set forth below and as set forth in District policies and regulations.
5. **ALL OTHER STUDENT DISCIPLINE POLICIES REMAIN IN EFFECT:** All policies that apply to the regular school day apply also to extracurricular activities. Thus, a student who violates District or school discipline policies, as detailed in the applicable parent/student handbook and/or Board policy, is subject to disciplinary action in addition to the consequences for misconduct set forth in this Code of Conduct.
6. **SPONSOR/COACH-IMPOSED RULES:** The management of an extracurricular activity is the responsibility of the coach or sponsor who is in charge of the selection of participants and the extent of their participation. Each coach/sponsor may also establish additional written guidelines for their activities. These guidelines shall be presented orally and in written format. A copy of such guidelines shall be kept on file with the building principal.

## **CODE OF CONDUCT**

Students desiring to participate in programs covered under this Code of Conduct, as well as parents, must sign a card stating they are aware of, understand, and agree to abide by the rules of conduct that apply to these activities.

1. **GOOD CITIZENSHIP:** A participant must demonstrate **good citizenship in the school and community**. In addition to complying with this Code of Conduct, participants must conform to all general school rules and regulations and rules established by the coach/sponsor for the activity in which he/she is participating. Participants must also comply with the laws of the community.
  - a. A participant shall not be eligible to participate in any extracurricular activity while serving an out-of-school suspension. A student who receives an in-school suspension will not be allowed to participate until the entire suspension has been served.
  - b. A participant who withdraws from school following the administration's decision to impose a long-term suspension shall not be eligible to participate in extracurricular activities for 365 days from the date of withdrawal.
  - c. A participant being removed from any activity for disciplinary reasons will be brought under advisement of the activities/athletics director, sponsor in charge and/or principal; and appropriate action will be taken, which may result in exclusion from other activities in which the student is a participant.
  - d. A participant removed from class for misbehavior on the day of a scheduled event may be ineligible to participate in the event. The decision will be solely within the discretion of the \*administration.
2. **DEFINITIONS:** For the purposes of this Code of Conduct, the following specific definitions will apply. Students and their parents/legal guardians are expected to understand these definitions. Ignorance of these definitions will not be a defense to a violation of this Code of Conduct.
  - i. **Drugs/alcohol:** The term "drugs/alcohol" shall include any controlled substance, illegal drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, ecstasy, item described as a controlled substance under Missouri Revised Statutes or federal law, prescription drug that is outside of its prescribed packaging or that is possessed by someone other than the patient for whom it is prescribed, alcohol (defined as the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol, beer, wine, and/or hard liquor), drug or alcohol paraphernalia, look-alike drugs, items represented to be a drug or which, by markings or other characteristics, appear to be a drug.
  - ii. **Arrest, Charge, or Conviction:** These terms refer to any of the following actions: being taken into custody by a law enforcement officer; being the subject of charges, an indictment, entry of an Alford plea; being convicted in a court of law; pleading guilty or nolo contendere; or pleading guilty to a lesser or alternative charge, regardless of whether such charge concerns drugs/alcohol.
  - iii. **Possession:** The term "possession" shall be broadly defined and liberally construed as it relates to drugs/alcohol. Consistent with this broad and liberal definition, possession shall include: holding or having the drugs/alcohol on one's person or in or on one's personal property (such as cars, bags, coats, clothes, etc.), regardless of length of time.

This definition is subject to the exceptions designated below; however, those exceptions shall be strictly construed.

3. **DRUGS/ALCOHOL RULES:** Students must comply with the following specific rules prohibiting the possession, use, distribution, and sale of drugs/alcohol.

- a. ***A participant must not possess or use drugs/alcohol.*** A participant will be in violation of this rule if the use or possession occurs – regardless of whether the student is on school property, at a school-sponsored event, or in-or out-of the student’s activity season – and if any one of the following exists:
- (1) The use or possession is observed by a law enforcement agency official; or
  - (2) The use or possession is observed by school personnel.
- b. ***A participant must not distribute or sell drugs/alcohol.*** A participant will be in violation of this rule if sale or distribution (i.e., transfer to another person) occurs – regardless of whether the student is on school property, at a school sponsored event, or elsewhere in-or out-of the student’s activity season – and if any one of the following exists:
- (1) The sale or distribution is observed by a law enforcement agency official; or
  - (2) The sale or distribution is observed by school personnel.
- c. ***A participant must not be arrested for, charged with, or convicted of an offense that relates to or involves drugs/alcohol.*** A participant will be in violation of this rule if the student is arrested for, charged with, or convicted of any offense that relates to the possession of, consumption of, sale or distribution of drugs/alcohol.
- (1) This provision is not limited to Missouri offenses. Out-of-state offenses will also qualify as a violation of this policy.
  - (2) Students who are arrested for or charged with an offense that relates to or involves drugs/alcohol and who subsequently are formally acquitted by a court of law may notify the Appeals Committee and may be relieved by the Appeals Committee of punishment under this Code of Conduct unless the student has been shown to have otherwise violated this Code of Conduct. Students and their parents/legal guardians must remember that the standards of proof applicable in the criminal justice system do not apply in the school setting. Lesser standards of proof are applicable in the school setting. ***FOR EXAMPLE, a student may be acquitted of the criminal charge of driving under the influence of alcohol, but he/she may remain in violation of this Code of Conduct if he/she was observed by adults or police officers in possession of alcohol.***
  - (3) Students and their parents/legal guardians should be aware that under Missouri criminal laws, persons under age 21 may be arrested for and charged with possession-related crimes even if they are not actually observed using drugs/alcohol. Moreover, these “zero tolerance” laws forbid minors from consuming drugs/alcohol, regardless of the amount. The mere use of alcohol or drugs is sufficient to support charges and a conviction under law.
- d. There will be no penalty to a participant who requests help in the form of assessment or treatment for substance or alcohol abuse before the District receives a report of the participant’s alleged violation of this Code of Conduct. However, a participant who engages in conduct that violates this subparagraph, after requesting assessment or treatment, will be subject to the consequences of this Code of Conduct.
- e. **Consequences for Violation:** A student who violates the drugs/alcohol provisions under this Code of Conduct shall be subject to the following consequences:

- **First Violation During High School Career:**

- (1). The student shall be suspended from 40% (rounded up) of all scheduled activities/events/contests/performances in all MSHSSA recognized activities and other scheduled extracurricular events/contests/performances that the participant is involved in for the next 365 days.
- (2). The student shall be entitled to reduce this suspension from 40% to 20% (rounded up) if the student takes the following step:

The student must complete a total of 20 hours of community service, which shall include service designed to benefit the District itself, another governmental entity, or a non-profit community group. The student must submit a service plan to be approved by the school principal. The student must complete the service and provide verification of completion. The community service hours will not be counted concurrently with community hours served for court or another entity.

***NOTE: Students who fail to complete the required steps in the 40% to 20% reduction program will remain subject to the 40% consequence.***

- **Second or Additional Violations During High School Career:** The student will be suspended from all extracurricular activities for 365 calendar days. Each subsequent violation will result in an additional 365 calendar day suspension.

- f. **Exceptions:** The drug/alcohol provisions exclude the use, possession, or transfer of drugs/alcohol if, and only if, one of the following conditions is met:

- (1) The conduct occurs as part of a family dinner or family celebration at which the student's parent(s)/legal guardians are present.
- (2) The conduct occurs as part of a bona fide religious ceremony as recognized under federal law. ***NOTE: Only bona fide religious beliefs are within this exception. Students will not be permitted to simply claim that they are attending a party on a Friday or Saturday night with their peers in furtherance of their religious beliefs. Lying or falsifying information regarding religious beliefs is inappropriate and unethical and will not be tolerated.***

**4. OTHER PROHIBITED CONDUCT:** Participants must not engage in the following additionally prohibited conduct:

- a. A participant may not cause or attempt to cause physical harm to another person. A participant who attempts to cause or causes physical harm to another person may be suspended from the scheduled events/contests/performances in all MSHSSA-recognized activities and other scheduled extracurricular events/contests/performances that the participant is involved in for up to 365 days from the date of the incident.

- b. A participant must conform to the school discipline policy. Failure to abide by school discipline policy, except as otherwise provided above, may result in a suspension from the scheduled events/contests/performances in all MSHSSA-recognized activities and other scheduled extracurricular events/contests/performances that the participant is involved in for up to 365 days from the date of incident.

c. A participant may not be arrested for, charged with, or convicted of a felony or misdemeanor under either criminal law or juvenile law, regardless of whether the offense occurs on or away from school property. Such conduct may result in a suspension from the scheduled events/contests/performances in all MSHSSA-recognized activities and other scheduled extracurricular events/contests/performances that the participant is involved in for up to 365 days from the date of the incident.

d. A participant must not use tobacco, and must not have on one's personal property (such as cars, bags, coats, clothes, etc.), any tobacco products, including chewing tobacco, tobacco that is smoked, tobacco paraphernalia, look-alike tobacco products or paraphernalia, or herbal or clove cigarettes, \*vape products, nicotine products, even if the participant is of legal age. Such conduct may result in a suspension from the scheduled events/contests/performances in all MSHSSA-recognized activities and other scheduled extracurricular events/contests/performances in all MSHSSA-recognized activities and other scheduled extracurricular events/contests/performances that the participant is involved in for up to 365 days from the date of the incident.

e. Notwithstanding any provision of this Code of Conduct or any other District policy, the District reserves the right to enhance or reduce the penalties associated with a violation of this Code of Conduct based upon the nature, severity, and frequency of the offense(s).

5. **ATHLETIC PRACTICES:** Athletic participants will be allowed to practice with their team during an extracurricular suspension if they are allowed to attend school. Also, the athletic participants will be permitted to travel with the team/group and dress out for the activity. Suspended students are expected to conduct themselves as a team member in good standing during the extracurricular suspension if they are allowed to attend school.

**6. APPEAL PROCEDURES:** The procedures below are provided for the sole purpose of preventing extracurricular suspensions based upon inaccurate or incomplete information. These procedures are not intended to provide the participants with an opportunity to (1) avoid extracurricular suspensions imposed for prohibited acts that they have actually committed, or (2) ask administrators for leniency when an appropriate consequence has been imposed for conduct that has actually occurred. Nor are they intended to suggest that participation in extracurricular activities is an entitlement rather than a privilege. Participation in extracurricular activities remains, at all times, a privilege.

a. **OPPORTUNITY TO BE HEARD BEFORE SUSPENSION:** A participant should generally be advised of the reason for the extracurricular suspension, and provided an opportunity to respond, prior to the imposition of the consequence. When it is necessary in the judgment of the activities/athletic director or principal to suspend a participant from an extracurricular activity before advising the participant of the reason for such suspension or removal, the participant should be advised of the reason and given an opportunity to respond within a reasonably prompt time after the consequence has been imposed.

b. **APPEALS AFTER SUSPENSION IMPOSED:** The term "appeal," when used below, shall refer to the opportunity for the student to tell his/her side of the story – either verbally or in writing – to the person or persons who are hearing the appeal. The person or persons hearing the appeal have the right to impose time limits and other regulations regarding the respective appeal.

i. **FIRST APPEAL:** Participants may appeal an extracurricular suspension imposed by the athletic/activities director to the building principal.

ii. **SECOND APPEAL:** Participants may appeal an extracurricular suspension imposed or affirmed by the building principal to the building-level Appeals Committee. The Appeals

Committee shall be appointed at the beginning of each school year and shall consist of one administrator other than the principal, one coach/activities sponsor, and one additional teacher.

iii. **THIRD APPEAL:** Participants may appeal their extracurricular suspension affirmed by the Appeals Committee to the Superintendent of Schools.

iv. **FINAL APPEAL:** Participants may appeal an extracurricular suspension to the Board of Education. The decision of the Board of Education shall be final.

\* During the pending appeal, the extracurricular suspension will remain in full force and effect.

6. **STUDENT RESPONSIBILITY:** Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

New academic standards for MSHSAA state that students in grades 9-12 must have passed 80% of their total classes, thus earning a \*minimum of 2.8 units of credit the preceding semester of attendance. Tina-Avalon R-II students must pass \*6 classes to meet this requirement.

Grades are checked at mid-term of each quarter and at the end of each quarter.

PARTICIPATION IN SCHOOL ACTIVITIES IS A PRIVILEGE AND NOT A RIGHT.

PARTICIPANTS ARE REQUIRED TO COMPLY WITH ALL OF THE ABOVE-LISTED REQUIREMENTS TO BE ELIGIBLE FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES.

#### **PARENT/TEACHER CONFERENCES**

Parent conferences are regularly scheduled during the school year. Please check the current school calendar for the scheduled conference dates for this year. Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a child's progress in school.

#### **ASSESSMENT PROGRAM**

The Board of Education supports the establishment of a district-wide educational assessment program as one indication of the success and quality of the total education program in the school district. In the case of individual students, standardized tests, in combination with other criteria, can provide an indication of student achievement.

The purpose of the district-wide assessment program is to facilitate and provide information for the following:

1. *Student Achievement* - To produce information about relative student achievement so that parents/guardians, students and teachers have a baseline against which to monitor academic progress. Within the limitations of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.
2. *Student Counseling* – To serve as a tool in the counseling and guidance of students for further direction and for specific academic placement.
3. *Instructional Change* – To provide data which will assist in the preparation of recommendations for instructional program changes to:

- a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation;
- b. Help the professional staff formulate and recommend instructional policy; and
- c. Help the Board of Education adopt instructional policies.

4. *School and District Evaluation* – To provide indicators of the progress of the district toward established goals.

In the continual effort to improve the effectiveness and efficiency of instruction, the assessment program will address the types of tests administered, include a description of how assessment results will be used and disseminated as well as identify areas for instructional improvement. The district will implement the components of the Missouri Assessment Program in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education. The district's assessment program shall test for student competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics.

The program should be developed primarily for furnishing needed information to decision makers, including the Board, administrators, teachers, parents/guardians and students. The Board, in cooperation with the administrative and instructional staff, will annually review student performance data and use this information to evaluate the effectiveness of the district's existing curricular and instructional programs, making adjustments as necessary.

The needs of these various groups shall be clearly identified, and the assessment program shall be limited to obtaining that information which is needed and useful.

There shall be broad-based involvement in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. In planning, every effort will be made to see that testing contributes to the learning process rather than detracts from it. Efforts will also be made to incorporate necessary culture-free and culture-fair tests to assure that measurements are reasonably accurate.

In keeping with recommendations and regulations from the Department of Elementary and Secondary Education concerning assessment programs, the district will focus on the administration of criterion-referenced tests in assessing basic competencies. The district will also incorporate traditional and performance-based test-taking strategies in the instructional process.

Confidentiality will be maintained with regard to the individual test scores and other information derived from the district's assessment program. Individual student scores will be discussed with parents/guardians upon request. Tabulated results of standardized tests will be made available to authorized school personnel as interpreted by a trained professional staff. These tabulated results may only be released as required by law.

Districts will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Act (IDEA).

## **READING SUCCESS PLAN**

As a result of Section 167.645, RSMo, school districts must develop a Reading Success Plan to support students who exhibit a substantial deficiency in reading. Missouri Legislation specifically addresses student literacy and lists the requirements of a Reading Success Plan. The Reading Success Plan includes the process of gathering and analyzing student data, determining if a student has a substantial reading deficiency, using data to student growth goals, and assessing whether students meet those goals at the end of instruction. Students who receive an RSP must have evidence-based intervention reading instruction that is grounded in the science of reading.

Section 167.645, RSMo, states

“At the beginning of the school year, each school district and charter school shall provide a reading success plan to any student who: (1) Exhibits a substantial deficiency in reading which creates a barrier to the child’s progress learning to read. The identification of such deficiency may be based upon the most recent assessments or teacher observation; or (2) Has been identified as being at risk of dyslexia in the statewide dyslexia screening or has a formal diagnosis of dyslexia.”

## **Title I Complaint Procedure**

### **Step 1**

Any complaint should be brought to the Title I teacher or the principal

### **Step 2**

If the complaint is not resolved after a period of thirty (30) days, it should be presented to the administration in written form

### **Step 3**

If the complaint is not resolved after a period of thirty (30) days, it should be presented to the Tina-Avalon R-II Board of Education

Any district patron may file a signed, documented, written complaint with the Tina-Avalon R-II Board of Education stating that a specific requirement of the Title I program has been violated. This complaint will be considered at the next regularly scheduled school board meeting. The board will have 30 days to review the complaint and make an initial decision. Resolution of the complaint shall be completed within 60 days, with documentation. If the complaint is not resolved in a manner satisfactory to the individual(s) filing the complaint, the matter can be filed with the State Director of Title I services.

## **STUDENT ACCIDENT INSURANCE**

All students participating in a MSHSAA sponsored activity or sport must have accident insurance or family accident insurance which covers the athlete. The school will not provide a carrier.

## **ACCIDENT PREVENTION AND EYE PROTECTION**

All students, teachers and visitors are required to wear industrial quality eye protective devices when participating in or observing the following activities in any class:

- ✓ Exposure to molten materials;
- ✓ Milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials;
- ✓ Heat treatment, tempering or kiln firing of any materials;

- ✓ Gas, electric arc or other forms of welding;
- ✓ Repair or servicing of any vehicle; and/or,
- ✓ Exposure to/or laboratory uses of caustic or explosive materials, hot liquids or solids, injurious radiation or other similar hazards.

Eye protective devices designed to provide protection for the hazards involved and to meet the standards specified by state law, will be provided by the school. These devices may be issued to the students or provided at workstations for individual activities. If the devices are issued to the students, the principal is authorized to charge students for loss, damage or failure to return any device issued.

## **EMERGENCY EVACUATIONS**

**Emergency evacuation plans for fires and tornadoes are posted in each room.**

### **FIRE DRILL – (a series of several short school bells will ring)**

There are five logical places in our building for a fire to start and they are in the furnace room, kitchen, Ag shop, home economics room, and the science room. In case of fire, exit your class through the nearest exit away from the fire.

All students are to leave the room and clear the building. Teachers will take their roll books with them along with red and green paper.

### **Grade School & Special Services:**

1. **Pre-K:** exit building through south gym doors or through south hallway doors.
2. **Kindergarten:** exit building through south gym doors or through south hallway doors.
3. **1st, 2nd, 3rd, 4th:** exit building through south hallway doors.
4. **5<sup>th</sup>, 6<sup>th</sup>:** exit building through east History door or west hallway doors (near superintendent's office).

### **High School:**

1. **Science, Art & Music/Band:** exit building through north hallway door at west end of hallway.
2. **English, Business:** exit building through east History door.
3. **Special Ed, Technology Coordinator, History, and Math:** exit building through northeast hallway doors (across from ITV room) or through east Business door.
4. **Vo-Ag:** exit building through south shop door or through east classroom door.

### **Combination Classes for High School & Grade School:**

1. **Library:** exit building through northeast hallway doors (across from ITV room).
2. **STEM:** exit building through northeast hallway doors (across from ITV room) or through east History door.
3. **Cafeteria:** exit building through gym area or the south hallway doors.
4. **Gym:** exit building through north hallway door at the west end of hallway.
5. **Secretaries, Principal, Superintendent, Guidance, and Nurse:** exit building through west hallway doors (by superintendent's office).

### **TORNADO DRILLS – (announcement will be made by intercom)**

**All students are to leave the classroom. Teachers will take roll books with them along with red and green paper.**

During a tornado alert or a severe storm, the following procedure should be followed:

1. **Pre-K, K, 4<sup>th</sup>, and Special Services:** go to big boys' restroom.
2. **Gym, 1st, 2nd, Lunchroom:** go to the boy's locker room
3. **PAT, ITV, Tech office:** go to the little girls' restroom.
4. **Business, History, Science, Math:** go to the girls' locker room.
5. **Vo-Ag:** go to the Ag restroom (and closet).
6. **Guidance, Music/Band, Art, Library, 6th grade:** go to custodial storage.
7. **5th Grade, English, Principal, Nurse, Superintendent and Secretaries:** go to big girls' restroom.
8. **3rd grade:** go to the little boys' restroom.

### **EARTHQUAKE DRILL-(announcement will be made by intercom)**

All students and teachers will remain in the room and take shelter under the nearest desk or table. If outside, remain outside but move away from equipment that may potentially fall and sit on the ground.

**\*INTRUDER DRILL-(announcement will be made by intercom)**

**All classrooms will go into lockdown and then follow teachers instructions based on the situation.**

During an intruder drill the circumstances can vary greatly. Informed decisions will be made based on the information available in which case lockdown, fight, or flight may be used as an appropriate response to the intruder.

**A+ Program** (\*If funds are available)

The Tina-Avalon R-II School District was designated for the 2011-2012 school year. Through the A+ Schools Program, the Tina-Avalon R-II School District has made a district-wide commitment to the goals that ensure that:

1. All students graduate from high school
2. All students complete a selection of high school studies that is challenging and for which there are identified learning expectations.
3. All students proceed from high school graduation to college, postsecondary vocational or technical school or high wage job with work-place skill development opportunities.

The students at Tina-Avalon R-II School District will benefit financially by having the cost of tuition, books, and fees to any public community college, vocational or technical school covered by the Missouri Department of Higher Education if they meet the following requirements:

1. Be in attendance at a designated A+ School for two years prior to graduation.
2. Graduate from high school with a 2.5 g.p.a or better on a 4.0 scale.
3. Maintain an attendance record of no less than 95% for a four year period.
4. Perform fifty hours of unpaid tutoring or mentoring activities for younger students.
5. Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.
6. A student must score proficient or advanced on the Algebra I EOC\*
- \*OR achieve a combined ACT math subscore and high school GPA as established by Missouri DEHWD.
7. Student must fill out FAFSA by April 1
8. Enter into a participation agreement with the High School prior to graduation

**CAREER EDUCATION**

The Board recognized that career education is a developmental process designed to help students prepare for life roles in the family, the community, occupations and avocations. The Board also recognizes that the development of career education enables students of all ages to examine attitudes, interests, aptitudes and abilities in order to relate them to career opportunities, and to make valid decisions regarding further education and future endeavors.

Therefore, the Board will provide career education for students at all levels of instruction. Career education in the elementary schools shall consist of career awareness and the exploration of career opportunities in various fields. At the secondary level, it will incorporate career exploration, career guidance, and vocational training opportunities, with the latter designed to equip students to e

nter post-secondary training for occupational areas and/or enter specific occupations directly out of high school.

**WORK RELEASE**

In order to help prepare students for future employment, seniors may participate in a work release program. Students must meet the following guidelines to be eligible for work release. Students who are completing a GRTS Vo-Tech course of study will not be eligible for work release. Students must be enrolled in an Agriculture Education course.

- Be on track to complete the minimum requirements for graduation.
- Maintain passing grades in all coursework.
- Remain in good discipline standing with the school.
- The employment should be in their declared field of interest.
- The student must be employed \*20 or more hours a week at an approved (by school administration) place of employment.
- The student must complete and turn in a weekly time log of hours worked..
- Failure of the student to meet these requirements may result in removal from the work release program.

The school counselor will provide indirect supervision and discipline of the student while they are at the work site. The school will also maintain suitable work records and work experience for the student.

The worksite will provide a safe worksite, training for the student worker, and direct supervision. The worksite will sign off on time sheets and return evaluation forms on a timely basis. The worksite will assure that the student's work time meets the program requirements. The worksite supervisor will complete an evaluation at the end of each quarter.

\*This is a brief summary of the Work Release program. Please see Work Release Handbook for the complete list of requirements and responsibilities associated with the Work Release Program.

### **VOCATIONAL EDUCATION**

Vocational training programs shall be an integral part of the comprehensive high school concept in the Tina-Avalon School. Efforts will be made to keep vocation programs relevant to job requirements and reflective of area needs, as well as being geared to the current and future technological and economic conditions. These programs shall provide students with the basic skills to enter the world of work, to obtain additional vocational skills and/or to continue their formal education. Vocational education, as a core component of comprehensive education, will share with other aspects of the high school curriculum in the development of character, attitudes and work skills.

District vocational programs shall meet all federal and state guidelines and requirements. Advisory councils will be utilized in all vocational programs.

Following the concept of area vocational-technical schools as established by the Missouri Department of Elementary and Secondary Education, students from the Tina-Avalon School may attend vocational-technical training programs at the Grand River Technical School.

### **VOCATIONAL TECHNICAL SCHOOL POLICIES**

Attending the Grand River Technical School is a privilege granted by the Tina-Avalon Board of Education and paid for by the school district. As a condition of being granted the privilege of attending the Grand River Technical School students agree to abide by the following rules, and by all the rules and regulations set forth by Tina-Avalon School policy and by the policy of the Grand River Technical School. Failure to abide by these rules will be grounds for removal from the technical school.

1. Students will complete an application to attend Grand River Technical School as prescribed by the Tina-Avalon School principal. (Tina-Avalon R-II School District does not discriminate against any person because of sex, race, economic status, disability, creed or national heritage).
2. Tina-Avalon R-II School will fund juniors and seniors only in attending the Vocational-Technical School in Chillicothe.
3. Students will provide their own transportation to Tina-Avalon R-II School each morning to meet the Vo-Tech bus. Students will not expect the Vo-Tech bus to wait for them. Students will also need to sign the transportation/attendance policy and return it to the T-A administration. T-A faculty and staff WILL

NOT provide students transportation to Vo-tech other than the Vo-tech bus. Students failing to ride Vo-tech bus are expected to check into the office by 7:50 for required attendance. Students failing to check into the office will be considered TRUANT and any discipline will be handled by administration according to the discipline policy.

4. Students will ride the Bosworth School bus daily and will not ride with other students to or from the Vo-tech School. Students will, under no circumstances, drive or ride to or from the Vo-tech school with anyone other than the Vo-tech bus. If a Vo-tech student needs to ride with a parent or guardian to Vo-tech, prior arrangements MUST be approved by T-A administration. If a student needs to drive to Vo-tech (i.e. to pick up a project) they must have the required form (provided by the Grand River Technical School) with the required signatures and administration approval.
5. Students will attend each school daily. **Tina-Avalon students WILL ATTEND Vo-Tech on Monday's that GRTS is in session.** In the event that one school is in session and the other school is not, the students will attend the assigned classes in the school that is open.
6. The rules and regulations of both schools will be observed.
7. As Tina-Avalon is the sponsoring school, the students conduct and disciplinary actions here may affect the student's privilege of attending Vo-Tech.
8. Students will abide by local school rules upon returning to the school daily.
9. Vo-tech students shall report to a designated teacher upon return from the Vo-tech daily.
- \*10. Students who fail to attend Vo-Tech classes on a day when Tina-Avalon is not in session (ex: Monday) will not be eligible to participate in extracurricular activities on that day (unless pre-approval is granted by administration).

\*Students who violate these policies are subject to disciplinary action. Students will be removed from the Vo-tech program on their second offense of policy 4.

#### **INSTRUCTIONAL MEDIA CENTER/SCHOOL LIBRARY**

The Board believes that instructional media centers/libraries are a fundamental part of the educational process. The availability of many materials in a variety of formats presents students and teachers the possibility of selecting the media best suited for individual needs, mode of learning, and district objectives.

Therefore, the schools of the Tina-Avalon R-II School District shall maintain instructional media centers/libraries where students and staff members are exposed to a variety of books, periodicals, and references in printed form as well as to a variety of other communications materials. Opportunities will be provided for reading, listening and viewing activities, to prepare instructional materials, and to work individually in small groups or in class groups.

Instructional media center/library materials purchases will be made annually in accordance with budgetary provisions and procedures for the selection and adoption of such materials. The district shall strive to meet the school media standards as prescribed by the Missouri Department of Elementary and Secondary Education.

#### **LIBRARY MEDIA CENTER**

The library will be open from 7:50 a.m. until 3:35 p.m. Tuesday through Friday of each month.

Library material must not be taken from the library at any time unless checked out or given permission by the librarian. If the librarian is absent, permission to take library materials out of the library must be obtained from a faculty member left in charge.

Books in general circulation may be checked out for a period of two weeks. Books in general circulation are renewed on a two-week basis. Reference books, magazines, etc., may also be checked out each hour and turned in at the end of the hour.

Tina-Avalon R-II offers the usual library materials as well as word processing, CD's, Internet capabilities, and various databases.

All materials must be returned to the LMC no later than two weeks prior to the end of school. Lost or damaged items will be charged to the user who checked out the material.

Food and drink are not allowed in the Library Media Center.

### **STUDENT TRANSPORTATION SERVICES**

The Board, in accordance with state law, may provide free transportation for eligible students attending the Tina-Avalon R-II School. The superintendent shall ensure that the transportation services of the district meet all of the guidelines established by the Missouri Department of Elementary and Secondary Education (i.e., Missouri Pupil Transportation Administration Handbook, Missouri Minimum Standards for School Buses, Missouri Certified Bus Driver Instructor's Manual, and Missouri School Bus Driver Manual) as well as the policies that pertain directly to the qualifications of bus operators and operational procedures adopted by the Board of Education.

Pupil transportation is a necessary auxiliary service and an integral part of the total educational program of the district. The time students spend on the bus exerts an important influence on the physical and mental condition that students bring to the classroom. Therefore, the major objectives of the pupil transportation program are as follows.

- ✓ Provide the means by which students can reach school under safe and healthful conditions.
- ✓ Provide for an efficient and economical transportation system.
- ✓ Adapt transportation to the requirements of the instructional program.

Only those students who meet eligibility requirements by means of residence will be permitted to use school bus transportation for the purpose of travel to and from school. All handicapped children in the Tina-Avalon R-II School District will be provided free transportation between home and the special education programs provided by the district.

Buses carrying school children will be considered extensions of the school environment. Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his right to school bus transportation suspended for such a period of time as deemed proper by the administration. Uniform rules of conduct and disciplinary measures will be enforced.

### **STUDENT CONDUCT ON SCHOOL BUSES**

The safety of students during their transportation to and from school is a responsibility, which they and their parents/guardians share with the bus drivers and school officials. The Board wants each student to know what conduct is expected when waiting for and riding on a school bus. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year and to new students upon enrollment.

Students who fail to observe these rules will be subject to disciplinary action since their failure to do so may affect the safety of others. The driver will report a student who misbehaves to the principal on the same school day if the incident occurs in the morning or the next morning if it occurs in the afternoon. Failure to follow bus rules and regulations may result in suspension of the privilege of riding the bus.

**Excessively dangerous behavior will result in immediate action.**

### **BUS REGULATIONS**

Riding the bus is a privilege and we expect your child to respect the bus driver and other students who ride the bus. Bad manners or disrespect will not be tolerated. Your child's safety and the other students' safety are our greatest concern.

1. The bus driver is in charge and pupils must always obey the driver.
2. Students must be on time. The bus cannot wait for those who are tardy. The bus will stop momentarily, and then proceed on its regular route. If your child is not riding the bus in the morning, please notify the bus driver or wave him/her on so he/she does not wait for your child.

3. **NEVER STAND IN THE ROADWAY WHILE WAITING FOR THE BUS!**
4. Unnecessary conversation with the bus driver is prohibited.
5. Students must not extend their arms or heads out of the bus windows at any time.
6. Classroom conduct is to be observed by all students while riding the bus. Conversations should be between the students in the same seat and not across the aisles.
7. Students must remain seated until they arrive at their destination.
8. Students must not try to get on or off the bus or move about within the bus while it is in motion.
9. Smoking or tobacco/\*vape products are not allowed on the bus at any time.
10. Students must observe the directions of the bus driver when leaving the bus. Always pass in front of the bus when leaving the bus.
11. The bus driver has the authority to arrange assigned seating on the bus if he/she sees fit.
12. Any student who rides the bus and needs to change his/her normal transportation procedures must have written permission by the parent/guardian or you can contact the student's teacher.
13. Any damage to the bus must be reported to the driver.
14. Students must not throw waste paper or other rubbish on the floor or out of the bus.
15. No food or beverages, other than school lunches, are allowed on the bus \*unless approved by the bus driver.

**Failure to follow regulations will result in disciplinary consequences as outlined in the student handbook. This may result in suspension from riding the school bus.**

### **STUDENT ACTIVITY BUS TRIPS**

The school has the responsibility for transporting students to and from extra-curricular activities. All participants are required to travel with the team or organization to the extra-curricular event. With prior approval, an exception may be made by an administrator for situations that may arise.

There are two acceptable methods of transporting students from activities:

1. Student rides the bus.
2. Parent/guardian accepts responsibility and signs the student out on the sign-out sheet. \* If for some reason you need your child to ride home with an adult that is not a parent or guardian, you must gain prior approval from administration.

### **STUDENT AUTOMOBILE/VEHICLE USE**

Driving and parking on school property are privileges granted by the Board of Education to persons who have reason to be in the school or on school property. Students are expected to use all acceptable courtesies and safe driving practices on and around school property.

Building principals shall establish rules and regulations necessary for the safe operation and parking of automobiles, trucks, motorcycles and other vehicles on school property.

Students are not to move or be in cars during the school day without permission from school officials.

### **STUDENT VEHICLE REGULATIONS**

The vehicle is to be parked in the south parking lot of the school. Seniors may park in the 'Senior Parking lot' located at the southeast corner of the main parking lot. Speed limit on school grounds is 10 M.P.H. Any careless actions, speeding, spinning tires, etc. will result in the loss of this driving privilege. Students who drive to school and wish to leave early must have parental consent and the parent MUST contact the office prior to the student leaving. Immediate family members, (brothers, sisters) should also be mentioned by the parent if they are leaving with you. Under normal circumstances, students other than siblings will not be allowed to leave school together while school is in session. FFA members who are over 16 years of age and licensed drivers may drive their tractor to school on the date designated by the FFA sponsor and with approval from administration.

## **SCHOOL BOARD RECOMMENDED GUIDELINES**

Students representing Tina-Avalon R-II School in any extracurricular activity are expected to abide by all existing school rules and regulations and local, state, and federal laws. Their behavior should at no time reflect misconduct or disrespect toward themselves or the school.

### **FIELD TRIPS AND EXCURSIONS**

The Board believes that field and activity trips often enhance the program of instruction and add much to the education of a student. The superintendent or delegated representative may authorize trips, when the activities contribute substantially to the achievement of desirable educational goals. All field trips should be planned with an educational purpose and in regard to a unit of study. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers and the principal will be expected to consider the following factors in the selection of field trips:

- ✓ Value of the activity to the particular class group or class groups
- ✓ Relationship of the field trip activity to a particular aspect of classroom instruction
- ✓ Suitability of the activity and distance traveled in terms of the age level of students
- ✓ Mode and availability of transportation
- ✓ Cost of field trip or excursion

Due to the increased cost of transportation, all field trips should be carefully scrutinized by the administration. Each individual class pays the cost of the field trip with the proceeds from fundraising projects.

All parents of students who are eligible to participate in a field trip shall be notified of the activity. If eligible students are not to participate in the activity due to parental wishes, notice from the parent must be sent to the sponsor of the activity.

### **SENIOR TRIP**

Due to the planning, preparation, and cost of the senior trip, a senior will be allowed to attend and participate if the student has attended Tina-Avalon High School by Oct. 1<sup>st</sup> of their senior year. This would allow them the opportunity to work toward the cost of the trip.

### **RULES FOR OVERNIGHT TRIPS**

1. NO drinking of intoxicating liquor or use of drugs.
2. NO gambling at any time.
3. NO visiting rooms between boys & girls after hours.
4. NO smoking(cigarettes/vape/etc.) or chewing tobacco/nicotine products.
5. Boyfriends/girlfriends or spouses of students that are not in the organization are not permitted during any portion of the trip.
6. NO theft or destruction of property.

### ***SUGGESTIONS FOR OVERNIGHT TRIPS***

1. The chaperones will set a reasonable hour each night for the students to be in their rooms. It will vary according to the circumstances and program for the following day. The actions and manners of the students must not disturb the other guests in the motel. (11:00 p.m. is suggested as a reasonable time).
2. Keep the room assigned to you when the group registers at a motel.
3. Report any motel conditions that are unsatisfactory or unsanitary to your sponsor immediately.
4. No matter what the hour, report any illness or accident to sponsors immediately.
5. Feel free to counsel with sponsors at any time. They want you to have the most educational and enjoyable trip possible.
6. Students should not ask sponsors to violate rules for them.

Students in violation of the above rules and recommendations are subject to loss of extra-curricular activities and privileges.

For serious infractions of school regulations on extracurricular trips by students, the sponsor will notify the administration and arrangements will be made for students to be picked up from the event and returned home as soon as possible. Disciplinary action will then be taken according to school board policy.

**ASSEMBLIES**

The Tina-Avalon Board of Education recognizes the importance of school assemblies to the total educational program of the Tina-Avalon School. The term "assembly" is used to designate any organized program conducted during the school day, either by, or for students primarily for education purposes.

Although assemblies have many non-academic values, their main purpose is educational and should not be identified with mere entertainment. School assemblies should serve the following purposes:

- ✓ Develop cultural/aesthetic senses.
- ✓ Develop proper habits and attitude in audience participation.
- ✓ Transmit information.
- ✓ Advance curricular/extracurricular functions.
- ✓ Develop school unity.
- ✓ Develop school spirit.

The building principal, along with appropriate faculty and student input, shall be responsible for the planning and direction of school assemblies. Assemblies of sound education value will be provided free of charge to students.

**BAND RESALE ITEMS**

Band supplies (reeds, books, etc.) may be purchased from the band instructor. Items must be paid for when purchased.

**CONTESTS**

School classes, groups, clubs, and organizations will not enter unauthorized contests, nor shall individuals enter unauthorized contests as representatives of this school. All such contests must have the approval of the administration.

**ENTERTAINMENT FOR SOCIALS**

The principal and the sponsor will make arrangements for entertainment. Parties and extra-curricular activities should last no later than 10:00 p.m. on weeknights and 11:00 p.m. on Friday and Saturday nights, unless approved by the administration.

**FAX, COPY AND LAMINATING MACHINES**

Students are not to use the fax, copy or laminating machines. Tina-Avalon personnel will provide assistance for these services.

*Personal service charges for faxes, copies and laminating are:*

<i>Copies</i>	<i>\$ .25 per page</i>
<i>Faxes</i>	<i>\$ .50 per page</i>
<i>Laminating</i>	<i>\$ .50 per foot</i>

**FUND RAISING**

All organizational fundraisers must be approved by school administration.

## **GYMNASIUM USAGE**

1. No student is to be permitted on the gym floor with shoes worn outside.
2. No running or playing on the stage or on the bleachers.
3. No beverages are to be taken on the gym floor.

## **LOST AND FOUND**

A lost and found area is maintained at the office. To help in identification of articles it is suggested that your name be written on the belongings with a permanent marker. The Tina-Avalon School District will not be responsible for any personal items turned into the office.

## **LOCKERS**

The Tina-Avalon School is not responsible in any way for the loss or theft of student property. It is advised that students should not let money or valuables lie about subject to the temptation of others. There should not be anything pasted or stuck to the lockers that cannot be easily removed. The cutting, carving, stamping, or staining of the lockers will not be allowed. Lockers are the property of the school. The District will retain ownership of the lockers. Lockers are subject to search at any time, with or without student consent, and with or without a warrant; this will include contents as well as the locker. (Policy 2150) Form (2150)

## **TEXTBOOKS**

The textbook plan includes students having free access to and use of textbooks as needed at each grade level. All children are responsible for the books that have been assigned to them. Textbooks are to be kept clean and handled carefully. Please be sure your child's name, grade, and school are on the book label in case the book is misplaced. Students will be expected to pay for damaged and lost books assigned to them. **\*Tina-Avalon will provide textbooks and materials for regular courses and textbooks for ITV courses.**

## **TEST SECURITY**

Test security and ethical testing practices continue to be of paramount importance. Preparing for computer based testing; test coordinators have provided specific requirements for computer lab set-up. Work stations will have adequate space between them so the students are not able to view each other's screens. Test coordinators, examiners, translators, proctors and any other district staff who have testing responsibilities must follow test security procedures. Tests will not be read, scored, reviewed, photocopied, duplicated, scanned, transported by students or made accessible to personnel not responsible for testing. Breaches in security or integrity of the test may result in invalidation or loss of scores for accountability purposes.

## **VIDEO TAPING/PHOTOGRAPHS**

At various times during the school year, classrooms may be videotaped and pictures will be taken. Parents and staff members for parties, recognition, and other special events at school will do this. If you do not want your child to be videotaped or photographed, please notify the office.

## **VIDEO SURVEILLANCE**

There are video cameras around the school and\* on the school buses to protect your student and their property. Cameras may be used for discipline purposes.

## **RELEASE OF STUDENT INFORMATION**

Please be advised that the Tina-Avalon R-II School District will release all student information as deemed necessary by school officials. The school district designates the following items as Directory Information: student's name, parent/guardian's name, address, telephone number, date and place of birth, student ID number, grade level, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. The district may disclose any of these items without prior written consent unless notified to the contrary in writing by parent/guardian or eligible student.

Disclosure of other information from a student's education records will be made only with the written consent of the parent/guardian or eligible student, according to the "Family Educational Rights and Privacy Act" and the Tina-Avalon R-II School Board Policy.

## **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 North Central Missouri Special Education Cooperative for Education Support 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 North Central Missouri Special Education Cooperative for Education Support 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 North Central Missouri Special Education Cooperative for Education Support 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).

Each member district of the North Central Missouri Special Education Cooperative for Education Support 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). These plans may be reviewed in the Superintendent's office of each member district during regular school hours.

This notice will be provided in native languages as appropriate.

North Central Missouri Special Education Cooperative for Education Support Southwest Livingston County R-I (fiscal agent)

Livingston County R-III

Norborne R-VIII

Tina-Avalon R-II

Breckenridge R-I

Cowgill R-VI

Kingston 42

Mirabile C-1

Hale R-I

Your district special education contact person is: Lauren Lee, Superintendent  
Tina-Avalon R-II School District, 11896 Hwy 65, Tina, MO 64682 phone: 660-622-4211

### **\*\*NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible

students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day of School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

The Superintendent of Schools  
Tina-Avalon R-II Schools  
11896 Hwy 65  
Tina, Missouri 64682

### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incrimination, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*inspect, upon request and*

before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to and from the parents to a student who is 18 years old or an emancipated minor under State law. Tina-Avalon R-II School District will/has develop[ed] and adopt[ed] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Tina-Avalon R-II School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Tina-Avalon R-II School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity or the parent to opt his or her child out of participation of the specific activity or survey. Tina-Avalon R-II School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance  
Office  
U.S. Department of  
Education  
400 Maryland Avenue, SW  
Washington, D.C.  
20202-5920

***FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION***

*The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Tina-Avalon R-II with certain*

*exceptions, obtain your written consent prior to the disclosure of personally identifiable information from*

your child's education records, however, Tina-Avalon R-II may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Tina-Avalon R-II School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - Names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

---

#### **INSTRUCTION FOR MIGRANT STUDENTS (POLICY 6274)**

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

#### **INSTRUCTION FOR HOMELESS STUDENTS (POLICY 6273)**

The board of education is committed to providing access to educational opportunities to eligible homeless students. Services will be provided consistent with Federal Law and with Missouri's state's plan for the education of homeless children. For more information see regulation 6273. For admission or withdrawal see policy 2260.

#### **EVERY STUDENT SUCCEEDS ACT (ESSA)**

The ESSA was passed into law by the federal government in 2015 and replaced No Child Left Behind. The ESSA requires the district to notify parents/guardians when school districts receive federal funds. The district is required to provide federal programs complaint procedures to parents/guardians. Missouri's ESSA plans and complaint procedures can be found at <https://dese.mo.gov/sites/default/files/qs-ESSA-Plan-2019.pdf>

## **ASBESTOS PLAN**

The Tina-Avalon R-II school District observes an up to date asbestos management program. A copy of this program is available for inspection in the superintendent's office.

## **ADDRESSES, PHONE NUMBERS, AND EMERGENCY CONTACT INFORMATION**

It is important to have as much up-to-date information as possible to be able to contact each child's parent in case of an emergency. If your home address or phone number or emergency contact information changes during the school year, please notify the school at the time of the change.

## **HEALTH AND IMMUNIZATIONS**

The State of Missouri requires that children entering school for the first time in Missouri must receive the basic immunizations prior to school entrance. Detailed information is handed out during Kindergarten registration and also upon registration of a transfer student.

Vision, dental and hearing screenings are given during the school year. Parents/guardians will be notified if there are any concerns that require a referral to a physician.

## **MEDICATIONS**

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, the principal's designee will administer the medication in compliance with the regulations that follow:

Prescription and over-the-counter Medications—The medication shall be in the original container and labeled with the physician's prescription in the case of a prescription drug.

Parents shall authorize school personnel to give medication. Forms are available in the office for parents to complete when their child is to be given medication at school. This authorization may also be in the form of a note to the school acknowledging the parent's approval, dosage, times and amounts, date prescribed, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication. It is suggested that there be enough dosage sent to school for the day, not the entire amount of the prescription.

Procedures-The principal's designee will follow the procedure listed below regarding the dispensing of personal medication:

- \*\*Inform appropriate school personnel of the medication
- \*\*Keep a record of the medication administered
- \*\*Return unused medication to the parent or dispose of it if the parent requests disposal

The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.

## **Emergency Medications**

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and naloxone. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a serious or life-threatening reaction or episode. A prescription or written permission from a parent/guardian is not necessary to administer these medications in an emergency situation.

Epinephrine and naloxone will be administered only in accordance with written protocols provided by an authorized prescriber. Naloxone (brand name Narcan) will be administered by nurses and other trained employees to students suspected of having an opioid-related drug overdose. The Board will purchase an

adequate supply of prefilled epinephrine auto syringes and naloxone based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies based on previous use levels and replacing expired syringes and medications.

The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or naloxone. A current copy of the list will be kept with the medications at all times.

### **Student Educational Records**

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. The District has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

### **Sexual Abuse Awareness Training**

Beginning in the 2020-21 school year and annually thereafter, The District will provide trauma-informed, developmentally-appropriate sexual abuse training to students in grades 6-12. Student training will include, but not be limited to:

1. Instruction in recognizing sexual abuse;
2. Instruction in reporting incidents of sexual abuse;
3. Instruction in actions that student-victims of sexual abuse can take to obtain assistance and intervention; and
4. Instruction in resources that are available to students affected by sexual abuse.

Prior to inception of the training, the District will notify parents/guardians of the training content and of the parents/guardians right to have their student excused from the training. Upon written request of the parent/guardian their student will be excused from the training.

## Human Sexuality Instruction

Any course materials and instruction related to human sexuality and sexually transmitted diseases will be medically and factually accurate and will:

1. Provide instruction on human sexuality and HIV prevention that is age appropriate;
2. Present abstinence from sexual activity, as the preferred choice of behavior, in relation to all sexual activity for unmarried students.
3. Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
4. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
5. Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papilloma virus, hepatitis, and other sexually transmitted diseases;
6. Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
7. Include discussions of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan;
8. Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures;
9. Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;
10. Not encourage or promote sexual activity;
11. Not distribute or aid in the distribution of legally obscene materials to minors on school property.
12. Teach students about the dangers of sexual predators, including on-line predators.
13. Teach students how to behave responsibly and remain safe on the Internet.
14. Teach students the importance of having open communications with responsible adults.
15. Teach students how to report an inappropriate activity to a responsible adult, and where appropriate, to law enforcement, Federal Bureau of Investigations or the National Center for Missing and Exploited Children's CyberTipline.
16. Teach students about the consequences, both personal and legal, of inappropriate text messaging, including texting among friends.
17. Teach students about sexual harassment defined as uninvited and unwelcome verbal or physical behavior of a sexual nature, including, but not limited to, conduct of a person in authority towards a subordinate.
18. Teach students about sexual violence defined as causing or attempting to cause another person to involuntarily engage in any sexual act by means of force, threat of force, duress or without the person's consent.
19. Advise students that in the context of sexual activity consent means a freely given agreement to engage in specific acts by a competent person. Consent is not given when:
  1. A person does not verbally or physically consent; or
  2. Submission to an act is the result of force, threat of force, or the placement of another in fear; or
  3. A previous or current dating, social, or sexual relationship in and of itself; or
  4. A person chooses to dress in any particular manner; or
  5. A person is unable to make informed decisions because of the influence of alcohol or the influence of controlled substances.

An expression of lack of consent through words or conduct means there is no consent.

The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction;
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction.

The District will not permit any individual or organization that provides abortion services, to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

### **Parental Responsibility**

The primary responsibility for the education of children belongs to parents. Even though this responsibility is shared with the school, the parent's responsibility remains paramount to their child's success in school. Children emulate their parents. They follow what you do rather than what you say. Therefore, the example you provide in the home is a major factor in building your child's intellectual, cultural, and moral attitudes.

In addition to providing a good example, here are some other ways you can help:

1. Provide proper diet, exercise, and sleep for your child.
2. Be responsible for your child's cleanliness, personal hygiene, and appropriate dress.
3. Provide a proper place at home for your child to study and encourage conscientious completion of assignments.
4. Insist that your child obey the regulations and principles of good behavior.
5. Encourage the development of your child's individual talents and interests.
6. Keep the school informed as to your child's special needs.
7. Read all school communications.
8. Take advantage of conference times provided and request additional times as needed.
9. Respect the school staff and administration.
10. Support the guidelines of this handbook
- 11.

### **STUDENT WELFARE-SECLUSION AND RESTRAINT**

To promote safety and prevent harm to all students, school personnel, and visitors in the school district this policy is to treat all students with dignity and respect in the use of discipline and behavior management techniques. All school personnel will have clear guidelines of the use of seclusion, isolation, and restraint on school district property or at any school district function or event. This policy will promote retention of teachers and other school personnel by addressing student behavior in an appropriate and safe manner. It is also to promote parent understanding about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations. It will promote the use of non-aversive behavioral interventions.

### **LIFE-THREATENING FOOD ALLERGY**

Tina-Avalon R-II School District is committed to providing a safe school environment for all students. The school recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. Tina-Avalon R-II School has created this policy to reduce the likelihood of severe allergic reactions of students with known food allergies while at school, and to increase the likelihood that appropriate medical treatment is available in the case of an allergic reaction. The Tina-Avalon R-II School's aim is to help students learn how to manage their food allergies while providing an environment where the risk of exposure is reduced and emergency support is available. The school cannot achieve this goal alone and student and family involvement are critical. Ultimately the primary responsibility for reducing the risks associated with food allergies rests with the students and their parents. The School's policy is as follows:

#### **School's Procedures**

- Information pertaining to the student's allergies will be shared with faculty and staff who have contact with the student, but otherwise will be kept as confidential as possible.

- Based on information from the student's parents and doctor, the school nurse will develop a Food Allergy Health Plan which lists the student's food allergies, emergency treatment protocols and contact information. These health plans will be kept in the student's health file in the nurse's office. Copies will be distributed to food service personnel, classroom teachers of those students with food allergies, and other faculty/staff on a need-to-know basis. Plans will be updated yearly or as needed.
- Tina-Avalon R-II School will provide food allergy and anaphylaxis training for faculty, staff, and coaches as needed. This training will include information on how to recognize an allergic reaction and respond appropriately.
- Tina-Avalon R-II School will work with the food service director to provide food in the cafeteria that all students may enjoy. In the case of a student with multiple or unusual allergies, however, Tina-Avalon School may require the student/family to provide lunch and snacks to ensure the student's safety.

#### **PARENT/STUDENT RESPONSIBILITY**

- Parents of students with life-threatening allergies must provide Tina-Avalon R-II School with emergency medications and a written medical treatment protocol for their students addressing allergy-related events. The protocol and medication must be provided to the school nurse prior to the beginning of each school year. The school nurse will maintain the medication and information according to the current emergency medical treatment protocol. In elementary school, student medications will be kept in the nurse's office and if necessary, in the student's classroom. In the Junior High and High School, a student may carry and administer their own Epi-Pen with written permission from their doctor and parents. In this case, it is the family's responsibility to be sure that the medication is accessible during school hours and within its expiration date. Parents may however, choose for the medication to be housed in the nurse's office.
- Parents are responsible for educating their child about managing their food allergy at school, including identifying "safe foods" by reviewing the lunch menu together, contacting the food service director for ingredient listings and reinforcing that the student should ask for help if they are unsure about choosing foods in the cafeteria or classroom.
- Parents of elementary students are strongly encouraged to provide their child's teacher with a written list of safe snacks for that child. Parents may also provide their child's teacher with a supply of safe snacks to reduce the likelihood of accidental exposure.

This policy has been developed to provide the Tina-Avalon R-II students with the safest learning environment possible. This policy will be reevaluated yearly or as needed.

#### **SOCIAL MEDIA**

The Tina-Avalon School District will post about student learning, achievement, and activities via social media. We would like to share, post, etc. because it offers more opportunities for more people to see the creative, engaging learning that our students are doing at Tina-Avalon. It also creates a more collaborative environment where students and teachers share positive engagements. This, in turn, fosters student/teacher positive relationships. The teachers, staff, and administration are eager to share information with parents and community members!

We currently have the Tina-Avalon Facebook page and Twitter. Our teachers are encouraged to take photos, and videos and share student achievement. Our Facebook page is **Tina Avalon Dragons**.

If you choose to not have *any* information about your child on the Facebook page or Twitter, please contact the office.

All confidential information will remain as such and *ONLY* positive, engaging learning experiences will be posted.

## **SUBSTANCE ABUSE TESTING OF STUDENTS**

The Tina-Avalon R-II School District Board of Education is committed to protecting the health and safety of its students. The use of illegal drugs and alcohol by students poses a threat to all students' health and safety and has a detrimental effect on the learning environment. The Tina-Avalon R-II School District strives to create a truly drug-free school district by implementing a program of deterrence and educating, preventing, and intervening in students' use or abuse of illegal drugs and alcohol. The rules and regulations of this Policy seek to (1) protect the health and safety of all students; (2) improve the learning environment by eliminating disruptive substance abuse-related influences; (3) encourage student substance-users and substance-abusers to participate in treatment programs; and (4) ensure that students have the opportunity to participate in extracurricular activities in a fair and safe environment.

Participation in interscholastic athletics, extracurricular activities, and on-campus parking is a privilege. Student participants have voluntarily positioned themselves as school leaders and role models in the learning community. Student participants are responsible for adhering to high standards of conduct, including refraining from the use of illegal drugs and alcohol.

### **Random Drug and Alcohol Testing**

The Tina-Avalon R-II School District is committed to proactively protect the health and safety of all students participating in interscholastic athletics, extra-curricular activities, and on-campus parking. The School District shall conduct random drug and alcohol testing of students in grades 7-12 as a condition of participation in interscholastic athletics, extra-curricular activities, and on-campus parking. Eligible athletics and activities shall include but are not limited to those activities regulated by the Missouri State High School Activities Association (MSHSAA), excluding all activities for which students receive an academic grade for participation. Random drug and alcohol testing shall be performed in accordance with the Policies and Procedures herein.

No Tina-Avalon R-II School District employee shall have the authority to waive the testing of any student selected in the random selection process. All students participating in interscholastic athletics, extra-curricular activities, and on-campus parking shall be eligible for random drug and alcohol testing.

Sanctions for positive drug and alcohol test results shall be limited to exclusion from participation in interscholastic athletics, extra-curricular activities, and on-campus parking. A violation, without more, shall not result in suspension from school, academic sanctions, or reporting to municipal authorities. Documentation regarding drug and alcohol test results shall be maintained separately from all other student records.

### **STUDENT ORIENTATION**

All students participating in interscholastic athletics, extra-curricular activities, and those students applying for on-campus parking, shall receive a copy of the Substance Abuse Testing Policy and Procedures, including a Substance Abuse Testing Consent Form.

### **SUBSTANCE ABUSE TESTING CONSENT FORM**

Each student shall be required to sign a Substance Abuse Testing Consent Form, which shall be returned to the high school principal prior to commencing participation. The signed Substance Abuse Testing Consent Form shall be valid for all eligible activities and will remain effective for the school year unless revoked in writing by a parent or guardian. Students who fail to return the signed Substance Abuse Testing Consent Form shall be prohibited from parking on the school grounds and participating in all eligible activities. Consent forms will be renewed each school year.

### **Definition of Terms:**

**Alteration** - the process where an individual ingests large amounts of water, vitamins and/or other various chemicals in an attempt to interfere with testing results. In drugs-of-abuse screening, it is important to ensure

the integrity of samples. The test provides information on the possible alteration of urine samples submitted for DAU (Drugs-Of-Abuse Urine) testing. The object of tests for alteration is to discover deviations in urine samples, such as dilution, or the addition of drug-test interfering substances.

**Drug Use Test** - scientifically substantiated method to test for the presence of illegal drugs in a person's urine.

**Extracurricular Activities** - activities that take place outside the regular course of study in school.

**Illegal Drugs** - the use, possession, distribution, sale or solicitation of alcohol, drugs (their imitators), unauthorized prescription or non-prescription drugs, drug-related paraphernalia, narcotic substances, marijuana or other intoxicants and any other substances, which an individual may not sell, possess, use, distribute, or purchase under either federal or Missouri law.

**Positive Test Result** - when referring to a drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

## **PROCEDURE FOR RANDOM DRUG AND ALCOHOL TESTING**

The following procedure shall govern the implementation of the Tina-Avalon R-II School District's random substance abuse testing policy.

### **CONFIDENTIALITY**

All aspects of sample collection and testing under this Policy shall be conducted so as to ensure the confidentiality of all personal information and/or privacy rights of students to the maximum extent possible. Information identifying a student as a drug or alcohol user may be disclosed only for purposes and under conditions permitted by federal and state law.

## **STUDENT TESTING PROCEDURES**

1. The random selection process will primarily follow standard practices for federal random test selection. Student testing will most often identify a student by number rather than a name. Normally, the district will tally the number of participants in the random program(s) and provide that number(s) to Tomo Drug Testing (Tomo). The district's Designated School Official (DSO) would also assign a name to each number and create a Student Random ID list to indicate which student is assigned what number. The DSO would keep that list on file in a confidential manner.

For illustrative purposes, if a district has 250 participants, Tomo would enter the numbers 1 through 250 into a computer-generated random selection program. We would then generate a random list of numbers and provide that list to the DSO. The DSO would use the Student Random ID list to match names with the numbers on the random selection list.

2. On the day of random testing, the DSO would notify each student on the random selection list that he/she has been selected for a random drug test. The student would go to the collection site where the DSO will provide the student with the Student's Random ID number. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the falsification of testing.

Upon entering the testing site, the student will be asked to provide the identification number given to him/her by the DSO. The student will then be asked to remove the contents of his/her pockets and remove outer garments. Next, the student will be asked to wash his/her hands. The collection technician will secure the bathroom, as applicable, by putting blue dye in the stool, taping off water supplies, removing trash cans, etc. The collection technician will then open a collection container in the presence of the student, remove the contents and hand the collection cup to the student. The collector will explain that the student is to provide a

urine specimen in the collection cup. When the void is completed, the student will be instructed to either place the cup on a pre-designated flat surface or hand the collection container to the collection technician. The student will also be reminded not to flush the toilet or to use the faucet until the collection is completed. The collection technician will step outside the bathroom and shut the door, allowing the student to provide a specimen in private.

Once the student has completed the void and opened the bathroom door, the collection technician will check the specimen for sufficient amount, appropriate temperature, no foreign color and no foreign odor. If the specimen does not show signs of tampering, the student will be allowed to wash his/her hands. The collection technician then initiates a preliminary drug screen of the specimen. The student will remain in the collection area and in sight of the collector until dismissed by the collection technician. All procedures will be conducted in accordance with accepted industry practices.

If a sufficient urine specimen is not provided within one hour, an alternative method of testing for drugs beyond urine (e.g., saliva, hair).

3. All results will be recorded by the technician on a form acceptable to the district. A Custody and Control Form (CCF) will be used: 1) If the initial screening test indicates a non-negative result; 2) if the collection technician is conducting an internal self-audit of a testing device; or 3) the district requires a CCF for all tests completed. If a CCF is used, the specimen collected will be poured into the specimen vials that came in the collection cup. This will be performed in the presence of the student. The collection technician will complete a CCF with the appropriate copy being sent (along with the specimen) to a HHS-certified laboratory for a second screening test. If the second screening test is also non-negative, the laboratory will conduct a more in-depth test by means of a gas chromatography/mass spectrometry (GC/MS) analysis. In some cases, the second screening test may be eliminated and the specimen sent directly for GC/MS.

If the GC/MS test is non-negative, the results will be forwarded directly to the Medical Review Officer (MRO). The MRO will contact the DSO to inform him/her of the non-negative result. At this point, the MRO will request that the student's parent/legal guardian contact the MRO directly to determine if there is a medical explanation for the non-negative results.

The DSO will then contact the student's parent/legal guardian, inform him/her of the non-negative result and provide the information necessary to contact the MRO. When the parent/legal guardian makes contact with the MRO and verifies their identity, they will discuss medications the student is taking. If any of the student's medications could explain the non-negative result, the MRO will verify the legitimacy of the prescription with the pharmacy who filled it and/or the prescribing physician. Once all pertinent information has been obtained, the MRO will make a final determination of the test result. Those results will be forwarded to Tomo Drug Testing who will then forward to the DSO.

The MRO will reach out to the DSO on two separate occasions, over the course of two separate days (excluding weekends and holidays) to request a student's parent/legal guardian to call them to discuss the student's non-negative result. If the parent/legal guardian does not make contact with the MRO during that time frame, the MRO will release the result as a "non-contact positive". A parent/legal guardian can make contact with the MRO after the result has been released.

If the district requires a split-specimen collection for a confirmation test, then the parent/legal guarding may contest the MRO's decision and request, within 72 hours of the decision, to have the split specimen sent to the same or a different laboratory for a second-opinion analysis. The cost of the split specimen test will be at the parent/legal guardian's expense and payment may be required prior to the test being conducted.

Urine samples may be tested for the presence of the following specific substances:

A. Opiates: morphine, codeine, hydrocodone (Vicodin, Hycodan, Panacet, Anexsia) and hydromorphone (Diluadid). One manufacturer also noted that high concentrations of oxycodone might cause a positive.

B. Amphetamines: Adderal, Dexedrine, Benzedrine.

**Methamphetamine will usually show up in an amphetamine panel.**

C. Benzodiazepines: diazepam (Valium), chlordiazepoxide (Librium), oxazepam (Serax), alprazolam (Xanax) and others.

D. Barbiturates: pentobarbital, butabital, amobarbital, secobarbital and phenobarbital.

E. Methadone: Dolophine

F. Oxycodone: Percodan, Percocet, Oxycontin, Oxymorphone (Numorphan), hydrocodone (Vicodin) and codeine.

G. Cocaine

H. Methamphetamine: though it usually shows up in the amphetamine panel, many manufacturers feel that a separate panel specifically for Meth is more beneficial. The material I have says that MDMA (Ecstasy) can show up as Meth. Some medications, taken in larger dosages, may show up as Meth. Those listed are: Pseudoephedrine, Selegiline (Atapryl, Dipryl, Eldepryl), Benzphetamine (Didrex), a Vicks inhaler and Ranitidine (Zantac). The lab confirmation can separate between legal and illegal Meth.

I. Marijuana

J. Phencyclidine (PCP): Venlafaxine (Effexor) may show up as PCP.

K. MDMA (methylenedioxymethamphetamine): Ecstasy

L. Propoxyphene (Darvon), a synthetic opiate.

In addition, urine samples may be tested for the presence of performance-enhancing drugs (including anabolic steroids), designer drugs (K2, Spice; Bath Salts) and other substances the district deems appropriate to the preventative intent of this policy. Breath-alcohol testing may also be used to determine the presence of alcohol. The district also may use alternative methods of testing for drugs beyond urine (e.g., saliva, hair).

**REFUSAL TO SUBMIT FOR TESTING**

An eligible student refuses to submit for drug and alcohol testing when he or she (1) refuses to provide a sufficient specimen (2) engages in conduct that clearly obstructs the testing process.

An eligible student who refuses to submit for testing, or who acts to falsify testing results, shall be suspended from all eligible activities for the remainder of the school year and will forfeit all awards and honors related to participation in eligible activities.

**POSITIVE TEST RESULTS**

Positive test results shall be reported to the Superintendent of Schools or his/her designee. The administrator shall notify the student and the parent or legal guardian of the student. All documentation regarding drug and alcohol test results shall be maintained separately from all other student records. Access to the confidential drug testing files shall be limited to school personnel on a need-to-know basis. No testing results will be used to initiate or substantiate any criminal charges against a student. The Tina-Avalon R-II School District will not share students' test results with municipal authorities, unless required to do so by law. Failure to abide by the

consequences set forth below shall constitute ineligibility for all athletics, extracurricular activities, and on-campus parking.

## CONSEQUENCES

**First Offense:** The student shall be suspended from participation in all school-sponsored activities and/or student parking privileges on school property for a period of 30 calendar days from when the test results are determined by the test administrator. The student must also submit to a mandatory retest at the end of suspension, at the expense of the school.

**Second Offense:** The student shall be suspended from participation in all school-sponsored activities and/or student parking privileges on school property for a period of 90 calendar days from when the test results are determined by the test administrator. If a student completes a drug treatment program (one approved by the school district), forty-five (45) days may be subtracted from the suspension at the discretion of the superintendent of his or her designee. This may only take place if an approved drug treatment program was completed. The student must also submit to a mandatory retest at the end of suspension, at the expense of the school.

**Third Offense:** Following a third confirmed positive test result, the student shall be suspended from participating in all interscholastic athletics, extra-curricular activities, public performances, and on-campus parking for a minimum period of 365 calendar days.

A student who has initially consented to be tested may refuse to be tested, but if he/she chooses to do so, he/she will immediately be suspended from participating in extracurricular activities and/or the privilege of parking on school property for 365 calendar days. Any student who refused to re-test after a failed test will be considered to have committed the next offense level.

**In order for the student to be reinstated to extracurricular activities and/or park on school property, he/she must take another drug test at the expense of the school district.** *This test must show negative for drugs in the system. The lab testing facility must be pre-approved by the school district, and the test must include the substances tested for in the school testing program.* **The student can attend practice sessions, continue to attend team functions and sit with fellow participants during the activities but not participate.** After a student tests positive for illegal substances, he/she will be subject to non-random testing at the request of the administration for the remainder of the student's participation in extracurricular activities and/or parking on school property in the designated student areas for the current school year.

**TABLE OF CONTENTS**

Positive Behavior Supports (PBS) Rationale and Matrix	63-66
Code of Conduct Overview	67
Reporting to Law Enforcement	67
Corporal Punishment	68
Documentation in Student's Discipline Record	68
Prohibition during Suspension	68
Student Classification	68
Abbreviated Terms	68
<hr/>	
Academic Dishonesty/Cheating	69
Arson	69
Assault or Battery	69
Automobile/vehicle Misuse	70
Bullying/Cyber Bullying	70
Bus/Transportation Misconduct	71
Combination of Repeated Offenses	71
Cell Phones/Electronic Devices	71
Dishonesty	72
Defiance/Insubordination	72
Disrespectful/Disruptive Conduct or Speech/Profanity	73
Disruptive Common Area Behavior	74
Drugs/Alcohol	74
Educational Distractions/Items	75
Extortion	76
Failure to Care for or Return District Property	76
Failure to Meet Conditions of Suspension	76
False Alarms	77
Fighting	77
Fireworks/Chemical Disruption	78
Harassment	78
Hazing	78
Inappropriate Use of District Technology/Property	79
Miscellaneous Offenses	79
Public Display of Affection	79
Sexual Harassment	80
Theft	80
Threats	81
Tobacco	82
Truancy	82
Unauthorized Entry	82
Unserved Detention(s)/Corrective Tasks	83
Vandalism	83
Weapons	83

## POSITIVE BEHAVIOR SUPPORTS (PBS)

### MISSION AND RATIONALE STATEMENT

PBS (Positive Behavior Support) is a positive proactive system to provide a consistent building-wide discipline plan. PBS is meant to reinforce the positive behaviors of students, as well as support students who need extra assistance to reach the following school-wide expectations: Be Safe, Be Responsible, Be Respectful, Be Kind.

The PBS system organizes behavior management into a matrix of expected behavior which includes documentation, feedback, and interventions. We teach students expectations in a way to promote positive behaviors.

PBS provides opportunities for behavior to be explicitly taught and for positive behaviors to be publicly acknowledged. Problem behaviors will have clear consequences. Documentation and data in turn, provides staff at Tina-Avalon with the information needed to design and implement strategies promoting a school environment that is safe and conducive to learning.

### PBS TEAM MEMBERS

Jackie Wooden- 2nd grade

Lacy Bowling-1st grade

Jodie Hinnen- Title/Librarian

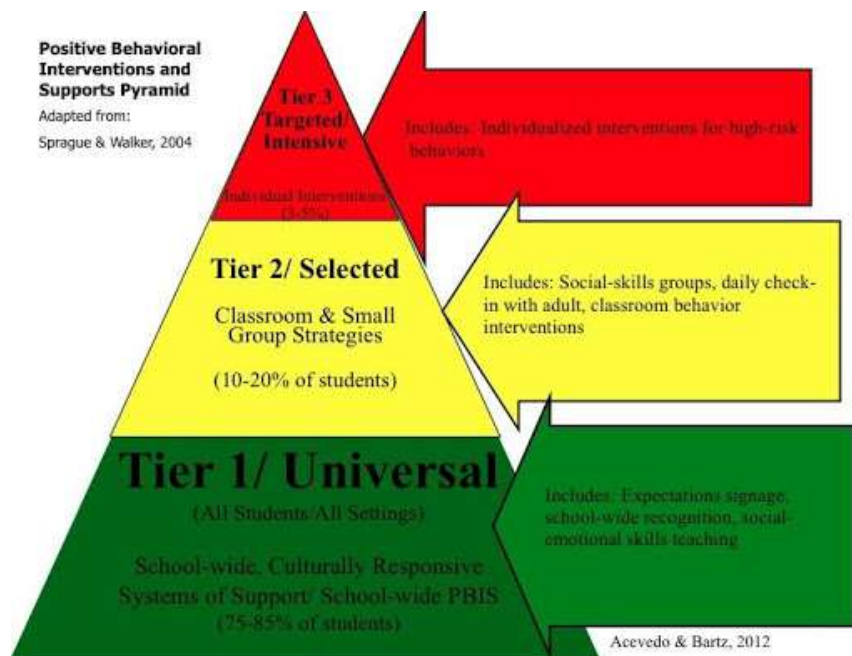
Susan Rucker- Business

Laura Greer-Counselor

Shelia Hesler-Science

Kelly Kinne-Principal

### PYRAMID



## ELEMENTARY BEHAVIOR MATRIX

Expectation	Classroom	Hallway	Cafeteria	Gym	Restroom	Recess	Bus
<b>Be Safe</b>	-KAHFOOTY -Use supplies safely -Walk	-KAHFOOTY -Walk at all times -Stay to the right -Body facing forward	-KAHFOOTY -Place trash in trash cans -Report spills -Face forward, knees and feet under the table	-KAHFOOTY -Stay where adults can see you -Walk on concrete -Follow activity expectations	-KAHFOOTY -Report problems -Wash hands with soap and water -Maintain personal space	-KAHFOOTY -Stay in approved areas -Use equipment safely	-KAHFOOTY -Stay seated -Keep hands and belongings inside the bus
<b>Be Responsible</b>	-Follow directions -Give your best effort -Participate -Stay on task	-Return to class promptly -Keep up with the line -Keep hallways clean	-Lights off, voices off -Get all items needed the first time -Use time wisely to eat -Stay seated until you are completely finished	-Keep gym clean -Keep your things with you	-Clean up after yourself -Return to class quickly	-Follow game rules -Stop, look, and listen when the whistle is blown -Be a problem-solver	-Pick up trash -Be ready when the bus arrives -Be alert for your stop
<b>Be Respectful</b>	-Follow adult directions the first time -Use your manners -Listen to others -Follow classroom rules	-Be respectful of others' work -Level 0 voices	-Use good table manners -Use indoor voices	-Be aware of others -Follow directions	-Use quiet voices -Give others privacy	-Use friendly language -Include others -Take turns	-Listen to the bus driver -Use quiet voices -Positive language
<b>Be Kind</b>	-Include everyone -Use friendly language -Have a good attitude -Encourage classmates	-Smile and be courteous to people you meet	-Say "please" and "thank you"	-Use positive language	-Use friendly language		-Set a good example -Help younger students -Share seats

## HIGH SCHOOL BEHAVIOR MATRIX

Expectation	Classroom	Hallway	Cafeteria	Gym	Restroom	Bus
<b>Be Safe</b>	-Maintain personal space -Use supplies appropriately -Walk	-Walk -Be aware of your surroundings and fellow students	-Walk -Report spills and messes --Eat your own food	-Follow activity expectations -Walk -Use stairs, bleachers, and handrails as intended	-Maintain personal space -Wash hand with soap and water -Report problems or issues immediately	-KAHFOOTY -Stay seated -Keep hands and belongings inside the bus
<b>Be Responsible</b>	-Be on time -Bring materials to class -Follow directions -Use equipment appropriately -Clean up and return supplies and equipment	-Go directly to your destination -Keep all belongings in your locker -Keep hallways clean	-Clean up your eating area -Put trash in the trash can -Wait to be dismissed	-Follow directions -Use equipment appropriately -Clean up after yourself	-Clean up after yourself -Return to class in a timely manner	-Pick up trash -Be ready when the bus arrives -Be alert for your stop
<b>Be Respectful</b>	-Use appropriate language -Listen to others	-Engage in appropriate conversations --Close lockers quietly	-Engage in appropriate conversations -Use shoulder voices	-Be respectful of others -Use indoor shoulder voices	-Engage in appropriate conversations -Give others privacy	-Listen to the bus driver -Use quiet voices -Positive language
<b>Be Kind</b>	-Be positive -Use your manners -Have a good attitude	-Greet people positively	-Use good manners -Be respectful	-Use good manners -Be respectful	-Use good manners -Be respectful	-Set a good example -Help younger students -Share seats

## **STUDENT CODE OF CONDUCT**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of the school district. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or the Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but not necessarily limited to: acts of students on school property, including playgrounds, parking lots, and school transportation, or at a school activity, whether on or off school property. All actions may be appealed through procedural due process.

Management of student discipline is most effective when school personnel, parents, and students work cooperatively. Communication between all parties is critical. Therefore, all disciplinary actions taken will be accompanied by a *principal-parent-student-conference (PPSC)*. Teachers and other staff may be requested to participate in conferences as deemed necessary by the principal. All disciplinary actions will be noted in the student's disciplinary record. Law enforcement officials will be notified consistent with procedures outlined in the Missouri Safe Schools Act.

### **Reporting to Law Enforcement**

It is the policy of the Tina-Avalon R-II School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

- First or second-degree murder under §§ 565.020, .021, RSMo.
- Voluntary or involuntary manslaughter under § 565.024, RSMo.
- Kidnapping under § 565.110, RSMo.
- First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
- Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
- Forcible rape or sodomy under §§ 566.030, .060, RSMo.
- Burglary in the first or second degree under §§ 569.160, .170, RSMo.
- Robbery in the first degree under § 569.020, RSMo.
- Possession of a weapon under chapter 571, RSMo.
- Distribution of drugs under §§ 195.211, .212, RSMo.
- Arson in the first degree under § 569.040, RSMo.
- Felonious restraint under § 565.120, RSMo.
- Property damage in the first degree under § 569.100, RSMo.
- Child molestation in the first degree pursuant to § 566.067, RSMo.
- Sexual misconduct involving a child pursuant to § 566.083, RSMo.
- Sexual abuse pursuant to § 566.100, RSMo.
- 

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the

superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Corporal Punishment**

Tina-Avalon R-II School District maintains that corporal punishment is permitted where there is to believe it will be helpful in maintaining discipline and development of the child's character and power of self-control. Parents will always be notified prior to any use of corporal punishment and will only be used after several other avenues have been used.

### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

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

### **Prohibition against Being on or near School Property during Suspension**

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

- The student is under the direct supervision of the student's parent, legal guardian or custodian.
- The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the principal of the school that suspended the student.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

### **Students will be classified as it pertains to the Student Code of Conduct as followed:**

Elementary – Lower: Grades K-3  
Elementary – Upper: Grades 4-6  
Middle School/High School: Grades 7-12

### **Student Discipline Handbook Terms:**

PPSC – Principal-Parent-Student-Conference  
ISS – In-School Suspension  
OSS – Out-Of-School Suspension

**Academic Dishonesty/Cheating** – The deliberate misrepresentation of academic, artistic, mechanical, or athletic work accomplishments, achievements, or aptitudes as the students creation, product, possession, or property. This includes, but not limited to: cheating on tests, assignments, projects, or similar activities; plagiarism; claiming credit for another person’s work (whether published or unpublished); fabrication of facts; sources, or other supporting material; unauthorized collaboration; and facilitating academic dishonesty.

**Elementary – Lower**

First Offense:	PPSC, and alternate assignment
Second Offense:	PPSC, zero (no credit) for assignment, and 1-3 days ISS
Subsequent Offense(s):	PPSC, zero (no credit) for assignment, and 1-10 days OSS

**Elementary – Upper**

First Offense:	PPSC, and zero (no credit) for assignment or alternate assignment
Second Offense:	PPSC, zero (no credit) for assignment, and 1-3 days ISS
Subsequent Offense(s):	PPSC, zero (no credit) for assignment, and 1-10 days OSS

**Middle School/High School**

First Offense:	PPSC, detention, and zero (no credit) for assignment or alternate assignment
Second Offense:	PPSC, 1-3 days ISS or 1-3 days OSS, and zero (no credit) for assignment
Subsequent Offense(s):	PPSC, 3-5 days ISS or 1-10 days OSS, and zero (no credit) for assignment

**Arson** – Starting or attempting to start a fire or causing an explosion.

**Elementary (Lower & Upper)/Middle School/High School**

First Offense:	Restitution if appropriate. PPSC and 1-3 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.
Second Offense:	Restitution if appropriate. PPSC and 3-5 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.
Subsequent Offense(s):	Restitution if appropriate. PPSC and 10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Assault or Battery of Staff/Faculty Member/Student** – Hitting, striking, and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring a staff member; physically injuring another student

**Elementary – Lower**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, detention, and 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

### **Elementary – Upper**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, detention, and 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

### **Middle School/High School**

First Offense:	PPSC, 1-3 days ISS or 1-3 days OSS
Second Offense:	PPSC, 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Automobile/Vehicle Misuse** – Discourteous or unsafe driving on or around school property; student drivers must have a valid driver's license; failure to remove vehicle at the request of school officials; failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property; failure to observe and follow all traffic regulations; students are not to honk horns or make undue disturbances on the parking lot.

### **High School**

First Offense:	PPSC, verbal reprimand, suspension or revocation of parking privileges, or detention
Second Offense:	PPSC, suspension or revocation of parking privileges, or 1-5 day ISS
Subsequent Offense(s):	PPSC, suspension or revocation of parking privileges, or 1-10 days ISS or 1-10 days OSS

**\*Bullying/Cyber Bullying** – Repeated intimidation or negative influence(s) of a student or multiple students perpetuated by an individual or group of individuals. Bullying includes, but is not limited to: physical actions (including violence, gestures, theft of/damaging property), verbal or written taunts (including name-calling, put downs, extortion, or threats), threats of retaliation for reporting such acts, sending or posting harmful or cruel text or images using the Internet or other digital communication devices, and sending or posting materials that threaten or raise concerns about violence against others. Students will not be disciplined for speech in situations where the speech is protected by law.

### **Elementary – Lower**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, detention, and 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

### **Elementary – Upper**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, detention, and 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

### **Middle School/High School**

First Offense:	PPSC, 1-3 days ISS or 1-3 days OSS
Second Offense:	PPSC, 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Bus or Transportation Misconduct** - Any offense committed by a student on transportation provided by or through the district shall be disciplined in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**Combination of Repeated Offenses** – Behavior that is continually disruptive to the learning process thus requiring discipline in a combination of categories as outlined in this policy. Students who have received three in-school suspensions for any combination of disciplinary violations will be assigned out-of-school suspension on subsequent warranted offenses.

### **Elementary (Lower & Upper)/Middle School/High School**

First Offense:	PPSC and 1-3 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.
Second Offense:	PPSC and 3-5 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.
Subsequent Offense(s):	PPSC and 10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Cell Phones/Electronic Devices** – In order to prevent disruption in the learning environment, the use of Cell phones and any personal electronic devices (PED) including but not limited to: tablets, smart watches, MP3 players, personal recording devices, CD players, laptops, iPod's, etc. is prohibited during the instructional school day. Any and all cell phones and PED's are strictly prohibited in locker rooms and restrooms. The term "use" includes, but is not limited to: making/receiving calls, texting, using social media, taking pictures and recording videos (unless approved by administration for educational or organizational activities), listening to music, watching videos, etc. Cell phones must be turned off, turned on airplane mode, or turned on silent (no-vibrating). All classrooms have a designated cell phone/PED area for students to safely store their devices.

\*If a student refuses to surrender his/her phone, he/she will be disciplined for defiance/insubordination according to the T-A School District discipline policy.

**Elementary (Lower & Upper)/Middle School/High School**

First Offense:	PPSC, verbal reprimand, and PED confiscated and taken to administration (student may pick up after school)
Second Offense:	PPSC, confiscation of PED, detention, and parent/guardian must pick up from office
Subsequent Offense(s):	PPSC, confiscation, 1-10 days ISS, and parent/guardian must pick up from office

\*All offenses that a student is found using their cell phone or PED in the bathroom or locker room will be an automatic 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Dishonesty** – Any act of lying, whether it is verbal or written, including forgery, filing false reports with a school official and/or proving misleading reports to school officials, and withholding information to school officials.

\* If a document is forged by a student at any level, nullification of the document will occur.

**Elementary – Lower**

First Offense:	PPSC, verbal reprimand
Second Offense:	PPSC, detention, or 1-5 days ISS
Subsequent Offense(s):	PPSC, 1-5 days ISS or 1-15 days OSS

**Elementary – Upper**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, detention, or 1-5 days ISS
Subsequent Offense(s):	PPSC, 1-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Middle School/High School**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Defiance/Insubordination** – Stated or implied intention to not comply with school rules or reasonable requests of a staff member.

**Elementary – Lower**

First Offense:	PPSC, verbal reprimand
Second Offense:	PPSC, detention, or 1-5 days ISS
Subsequent Offense(s):	PPSC, 1-5 days ISS or 1-10 days OSS

### **Elementary – Upper**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, detention, or 1-5 days ISS
Subsequent Offense(s):	PPSC, 1-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

### **Middle School/High School**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Disrespectful or Disruptive Conduct or Speech or Profanity** (see Board policy if illegal harassment or discrimination is involved) - Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Examples include, but not limited to, profanity, slurs, sexual comments, etc. Students will not be disciplined for speech in situations where it is protected by law.

\*When directed toward a student or staff member the administration will treat as a second offense with a minimum of in-school suspension.

### **Elementary – Lower**

First Offense:	PPSC, verbal reprimand, or detention
Second Offense:	PPSC, detention, or 1-5 days ISS
Subsequent Offense(s):	PPSC, 1-5 days ISS or 1-10 days OSS

### **Elementary – Upper**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, detention, or 1-5 days ISS
Subsequent Offense(s):	PPSC, 1-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

### **Middle School/High School**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, detention, 1-5 days ISS, or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-10 ISS, or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Disruptive Common Area Behavior** - This category would include conduct or speech, be it verbal, written or symbolic, which materially and substantially disrupts the school environment. Common areas include but are not limited to: halls, cafeteria, restrooms, playground, field trips, school grounds, assemblies and parking lots. Examples are shouting and yelling and in other ways creating a disturbance.

**Elementary – Lower**

First Offense: PPSC, verbal reprimand

Second Offense: PPSC, detention

Subsequent Offense(s): PPSC, 1-10 days ISS

**Elementary – Upper**

First Offense: PPSC, verbal reprimand, or detention

Second Offense: PPSC, detention, or 1-5 days ISS

Subsequent Offense(s): PPSC, 3-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Middle School/High School**

First Offense: PPSC, verbal reprimand, detention, or 1-3 days ISS

Second Offense: PPSC, detention, 1-5 days ISS, or 1-5 days OSS

Subsequent Offense(s): PPSC, 3-5 ISS, or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Drugs/Alcohol –**

**Possession, sale, purchase, or distribution of any over-the-counter drug, herbal preparation, or imitation drug or herbal preparation.**

**Elementary – Lower & Upper**

First Offense: PPSC, 1-10 days ISS, or 1-10 days OSS

Second Offense: PPSC, 1-10 days OSS

Subsequent Offense(s): PPSC, 1-180 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Middle School/High School**

First Offense: PPSC, 1-10 days ISS, or 1-10 days OSS

Second Offense: PPSC, 1-10 days OSS

Subsequent Offense(s): PPSC, 1-180 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**\*Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled**

**substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.**

**Elementary – Lower & Upper**

Situations in this category can result in consequences as minor as a verbal reprimand up to a recommendation to the superintendent for expulsion. The age of the student and the severity of the offense will be considered. In all cases, parents will be notified of the situation. Police will be contacted in accordance with the Missouri Safe Schools Act.

**Middle School/High School**

First Offense:	PPSC, and the situations in this category will result in a minimum 10 days OSS with possible referral to the superintendent for consideration of a long-term suspension/expulsion. Offenders may receive up to 5 days ISS in lieu of an equal number of days to be suspended OSS if the parents and students agree in writing for the student to undergo a professional evaluation for possible chemical dependence.
Second Offense:	PPSC, 11-180 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.
Subsequent Offense(s):	PPSC, 1-180 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.**

**Elementary – Lower & Upper**

First Offense:	PPSC, 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.
Second Offense:	PPSC, 1-180 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.
Subsequent Offense(s):	PPSC, 1-180 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Middle School/High School**

First Offense:	PPSC, 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.
Second Offense:	PPSC, 1-180 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.
Subsequent Offense(s):	PPSC, 1-180 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Educational Distractions/Items** – Possession and/or use of items such as toys, games, or any device that are not authorized for the educational process or purpose. Items used in the educational setting (not normally or naturally used) must be approved by administration.

**Elementary (Lower & Upper)/Middle School/High School**

First Offense:	PPSC, verbal reprimand, and item confiscated and taken to administration (student may pick up after school)
----------------	---

Second Offense: PPSC, confiscation of item, detention, and parent/guardian must pick up from office

Subsequent Offense(s): PPSC, confiscation, 1-10 days ISS, and parent/guardian must pick up from office

**Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value. Restitution will be made on all offenses.

**Elementary – Lower**

First Offense: PPSC, verbal reprimand or detention

Second Offense: PPSC, and detention or 1-5 days ISS

Subsequent Offense(s): PPSC, 3-5 days ISS, or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Elementary – Upper**

First Offense: PPSC, verbal reprimand, or detention

Second Offense: PPSC, detention, or 1-5 days ISS or 1-5 days OSS

Subsequent Offense(s): PPSC, 3-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Middle School/High School**

First Offense: PPSC, verbal reprimand, detention, or 1-3 days ISS

Second Offense: PPSC, detention, 1-5 days ISS, or 1-5 days OSS

Subsequent Offense(s): PPSC, 3-5 ISS, or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to: books, computers, computer accessories, calculators, uniforms, instructional equipment, and sporting equipment.

**Elementary (Lower & Upper)/Middle School/High School**

First Offense: PPSC, verbal reprimand, restitution, and all grades will be held

Second Offense: PPSC, verbal reprimand, restitution, 1-5 days ISS or 1-5 days OSS, and all grades will be held

Subsequent Offense(s): PPSC, 3-5 ISS, or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Failure to Meet Conditions of Suspension** – Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against being on or near School Property during Suspension."

\* In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's

presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

**Elementary – Lower & Upper**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, detention, and 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 3-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Middle School/High School**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, detention, and 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 3-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**False Alarms (see also, "Threats or Verbal Assaults")** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or disrupting others or causing the evacuation or closure of school property.

**Elementary (Lower & Upper)/Middle School/High School**

First Offense:	PPSC, 1-5 days ISS or 1-5 days OSS
Second Offense:	PPSC, 3-5 days ISS, or 1-10 days OSS
Subsequent Offense(s):	PPSC, 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Fighting (see also, "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

**Elementary – Lower & Upper**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, and 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 3-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Middle School/High School**

First Offense:	PPSC, 1-5 days OSS
Second Offense:	PPSC, 1-10 days OSS
Subsequent Offense(s):	PPSC, 1-180 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Fireworks, Chemical Disruption** – Possession or ignition of fireworks or chemicals on school property.

**Elementary (Lower & Upper)/Middle School/High School**

First Offense:	PPSC, verbal reprimand, detention, and 1-3 days ISS or 1-3 days OSS
Second Offense:	PPSC, 1-5 days ISS, or 1-5 days OSS
Subsequent Offense(s):	PPSC, 3-5 days ISS, or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**\*Harassment** – The act of systematic, aggressive, and/or intimidating (unwanted and annoying) actions of one person or group of persons including, but not limited to threats, demands, and physical or verbal abuse. Unwelcome and continued actions regarding verbal, written, or symbolic language based on gender, race, color, religion, disability or any other characteristics covered by law.

**Elementary – Lower**

First Offense:	PPSC, verbal reprimand, detention
Second Offense:	PPSC, detention, and 1-3 days ISS or 1-3 days OSS
Subsequent Offense(s):	PPSC, 1-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Elementary – Upper**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, detention, and 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Middle School/High School**

First Offense:	PPSC, 1-3 days ISS or 1-3 days OSS
Second Offense:	PPSC, 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Hazing** – Any activity that is 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 membership maintenance) 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. Cyber hazing, via electronic devices, will also be considered.

**Elementary – Lower**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 3-5 days ISS, or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

### **Elementary – Upper**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 3-5 days ISS, or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

### **Middle School/High School**

First Offense:	PPSC, verbal reprimand, 1-3 days ISS or 1-3 days OSS
Second Offense:	PPSC, 3-5 days ISS or 1-10 days OSS
Subsequent Offense(s):	PPSC, 1-180 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Inappropriate Use of District Technology and/or Property** - This includes, but is not limited to, inappropriate use of the Internet, district devices, phones, school address, videos or music, and taking school devices off school property. Inappropriate material will be confiscated.

The use of any computer or device is a privilege, not a right. This privilege may be revoked by the administration at any time upon violation of acceptable use.

### **Elementary (Lower & Upper)/Middle School/High School**

First Offense:	PPSC, restitution, verbal reprimand, suspension/revocation of technology privileges.
Second Offense:	PPSC, 1-5 days ISS or 1-5 days OSS, and suspension/revocation of technology privileges.
Subsequent Offense(s):	PPSC, 3-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion, and referral to superintendent for long-term suspension from district technology use.

**\*Miscellaneous Offenses** - In addition to offenses previously stated, disciplinary action may be taken for any general threats to harm or injure others or offenses deemed to constitute conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the students.

### **Elementary (Lower & Upper)/Middle School/High School**

First Offense:	PPSC, detention, restitution, verbal reprimand, 1-5 days ISS or 1-5 days OSS
Second Offense:	PPSC, 1-5 days ISS or 1-5 days OSS,
Subsequent Offense(s):	PPSC, 3-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Public Display of Affection (PDA)** – Physical contact that is inappropriate for the school setting, including, but not limited to hugging, kissing, and groping.

### **Elementary – Lower & Upper**

First Offense:	PPSC, verbal reprimand,
----------------	-------------------------

Second Offense:	PPSC, detention, 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 3-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

#### **Middle School/High School**

First Offense:	PPSC, verbal reprimand, detention
Second Offense:	PPSC, detention, 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Sexual Harassment** – Use of unwelcome physical, verbal, written, or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student’s educational environment creates and intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes/comments, request for sexual favors, unwelcome sexual advances, touching/fondling of the genital areas, breast or undergarments (regardless if touching occurred through or under clothing.)

\* Serious or repeated violations may become grounds for administrative recommendation for long term suspension and/or recommendation for expulsion and necessitate notification of law enforcement officials.

#### **Elementary – Lower**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, detention, and 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 3-5 days ISS, or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

#### **Elementary – Upper**

First Offense:	PPSC, verbal reprimand, detention, and 1-3 days ISS
Second Offense:	PPSC, 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

#### **Middle School/High School**

First Offense:	PPSC, verbal reprimand, and 1-3 days ISS or 1-3 days OSS
Second Offense:	PPSC, 3-5 days ISS or 1-10 days OSS
Subsequent Offense(s):	PPSC, 1-180 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Theft** – Theft, attempted theft, or knowing possession of stolen property. When appropriate, restitution will be made.

**Elementary – Lower**

First Offense:	PPSC, verbal reprimand, and detention
Second Offense:	PPSC, detention, and 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 3-5 days ISS, or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Elementary – Upper**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 3-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Middle School/High School**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, 3-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-180 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Threats** – Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

**Elementary – Lower**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, detention, or 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 3-5 days ISS, or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Elementary – Upper**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, detention, and 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 3-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Middle School/High School**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, 3-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-180 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Tobacco** – The possession or use of tobacco/vape/nicotine products on school grounds, school transportation, or at any school activity. Confiscation of tobacco/vape/nicotine products will occur on ALL offenses at all grade levels.

**Elementary – Lower & Upper**

First Offense:	PPSC, verbal reprimand, detention or 1-3 days ISS
Second Offense:	PPSC, detention, and 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 3-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Middle School/High School**

First Offense:	PPSC, verbal reprimand, detention, and 1-3 days ISS
Second Offense:	PPSC, 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Truancy** – Absence from school or class without the knowledge and consent of parents/guardians and/or school staff; excessive non-justifiable absences, even with consent of parents/guardians. \*All students that are deemed truant will be ineligible from school activities on that date.

**Elementary – Lower & Upper**

First Offense:	PPSC, verbal reprimand, detention
Second Offense:	PPSC, detention, and 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 3-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Middle School/High School**

First Offense:	PPSC, verbal reprimand, detention, and 1-3 days ISS
Second Offense:	PPSC, 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**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.

**Elementary – Lower & Upper**

First Offense:	PPSC, verbal reprimand, and detention or 1-3 days ISS
Second Offense:	PPSC, detention, and 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 3-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Middle School/High School**

First Offense:	PPSC, verbal reprimand, detention, and 1-3 days ISS
Second Offense:	PPSC, 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Unserved Detention(s)/Corrective Tasks** - Unapproved absence from assigned detention hours or the failure to complete administrative-assigned corrective tasks; failure to attend detention for reason other than those approved by administration. \**ALL* offense(s) will include serving the missed detention PLUS any other discipline.

**Elementary – Lower & Upper**

First Offense:	PPSC, verbal reprimand, and detention or 1-3 days ISS
Second Offense:	PPSC, detention, and 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 3-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Middle School/High School**

First Offense:	PPSC, verbal reprimand, and 1-3 days ISS
Second Offense:	PPSC, 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Vandalism** - Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students. Monetary and/or physical restitution will be required.

**Elementary – Lower & Upper**

First Offense:	PPSC, verbal reprimand, and detention or 1-3 days ISS
Second Offense:	PPSC, detention, and 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 3-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Middle School/High School**

First Offense:	PPSC, verbal reprimand, detention, and 1-3 days ISS
Second Offense:	PPSC, 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**\*Weapons (1)** - Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person. This would also include toys that resemble weapons. A knife with the blade length over 3 inches will

not be permitted. ***Elementary students (PreK-6) will not be allowed to have a knife of ANY length (strictly prohibited).***

\*All offenses at all grade levels will result in confiscation of the item.

**Elementary – Lower**

First Offense:	PPSC, verbal reprimand, and detention
Second Offense:	PPSC, detention, and 1-5 days ISS
Subsequent Offense(s):	PPSC, 3-5 days ISS, or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Elementary – Upper**

First Offense:	PPSC, verbal reprimand, detention, or 1-3 days ISS
Second Offense:	PPSC, 1-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 3-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**Middle School/High School**

First Offense:	PPSC, verbal reprimand, detention, and 1-3 days ISS
Second Offense:	PPSC, 3-5 days ISS or 1-5 days OSS
Subsequent Offense(s):	PPSC, 1-180 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion.

**\*Weapons (2)** – Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrumental device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2)

**Elementary (Lower & Upper)/Middle School/High School**

First Offense:	One (1) calendar year suspension or expulsion, unless modified by the Board of Education upon recommendation by the superintendent
Subsequent Offense:	Expulsion