

# 2017-2018 Avilla R-XIII Schools Parent-Student Handbook



# **The School District of Avilla R-XIII**

400 Sarcoxie Street Avilla, Missouri 64833

**Mr. Russ Cruzan**  
**Superintendent**  
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**Principal**  
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July 15, 2017

Dear Students, Parents, and Guardians:

This handbook covers important information regarding your child and their school experience. This handbook has been approved by the school board and serves as school policy. The policies in this handbook do not supersede the official district policy manual available in central office and on the district website.

These policies and procedures are to ensure your child is treated fairly, equitably, and kept safe during hours when they are under district supervision. The school's purpose is to serve your child, but in order to be a part of the school community, your child must act as a responsible citizen and participant governed by the established practices and guidelines outlined in this handbook.

Please review the handbook carefully and sign and return the acknowledgement at the back of the handbook to the main office.

Sincerely,

Mr. Russ Cruzan  
Superintendent



## Faculty and Staff

### Elementary

Phone: 417-246-5330

Kindergarten	-	Lisa Bayless
1 <sup>st</sup> Grade	-	Kristen Boardman
2 <sup>nd</sup> Grade	-	Jessica Trif
3 <sup>rd</sup> Grade	-	Shannon Woolridge
4 <sup>th</sup> Grade	-	Nicole Eisensee
5 <sup>th</sup> Grade	-	Kayla Starns
Art	-	Jen Chandler
Music/Band	-	Jeff Payne
P.E./Health	-	Chuck Wolfe
AG	-	Sarah Calvin
Middle School Math	-	Nancy Babbit
Middle School ELA	-	Tammi Brinkhoff
Middle School Science/S.S.	-	Lisa Hall
Librarian	-	Vanessa Ellison
Counselor	-	Catherine Marsden
Title 1	-	Susan Block
Speech/Language	-	Dianne Shaw
Nurse	-	Sheila Andrews
PAT	-	Kristen Boardman
Special Ed. Director	-	Trisha Dunham
Secretary	-	Samantha Harper
Bookkeeper	-	Birgit Hylton
Cooks	-	Janet Eaves, Amber Baugh
Custodian	-	Alicia Nies, Debbie Johnson
Technology	-	Sarah Calvin
Transportation	-	Jerry Noel, Mark Eisensee, Sarah Calvin, Alicia Nies
Board Members	-	T. Rinehart, J. Bowles, T. Gubser, C. Lee K. Wilson, B. Youngblood, C. Downing,
Principal	-	Gayla Degraffenreid
Superintendent	-	Russ Cruzan

## **HISTORY**

The current (second) school building was erected one block south of the original site. The Missouri General Assembly passed the *Hawkins School Reorganization Act* in 1948 to promote the consolidation of rural school districts into larger and more efficient systems. Under this act any reorganized school district was required to have an assessed valuation or property in the district of at least \$500,000 and record an average daily attendance of at least 100 pupils. Through the 1950s and 1960s the rest of the one-room schools which were still operating in that part of Jasper County were consolidated and centralized in the newly rebuilt Avilla school. The original country schoolhouse teachers were brought together to form the elementary/middle school Avilla R-XIII School District (meaning: Avilla Reorganized School District #13). The Avilla school then became the only one in the district. Because it spans grades kindergarten through eighth, high school level students thereafter were sent to neighboring Carthage, Sarcoxie, or Golden City, Missouri for continued studies. Today Avilla eighth-grade graduating students may also choose to attend high school at Miller or Jasper, Missouri as well. In the 1970s the building was expanded on the west side (new front) with a red brick addition for the library, classrooms and offices. A security fence and FEMA storm shelter was later added and improvements continue to the present time.

**School colors:** Blue and White

**School mascot:** Panther

## **Mission Statement**

The mission of the Avilla R-XIII School District, as the primary educational resource of the community, is to provide a secure and nurturing environment. To prepare all students socially, physically, and intellectually for the tomorrow. The partnership between the family and the school community is vital to ensure the success of students on their educational journey.

## **Educational Objectives**

In the application of these objectives, the following opportunities shall be provided for each person within the limits of his/her capacity:

1. To obtain an education, considering his personal interests, abilities and needs.
2. To learn citizenship and democracy, emphasizing interest and participation in world and community problems.
3. To develop emotionally, morally, and socially so that he/she is increasingly able to cope with life's problems.
4. To develop and maintain good health and physical fitness.
5. To develop respect for other persons, to grow in one's insight into moral, ethical, and spiritual values of life.
6. To grow in one's ability to think rationally, to express thoughts clearly and to read and listen with understanding.

# **DISTRICT VISION**

## **SAFETY**

**Our vision for Avilla School District will be to provide a safe school climate.**

- a safe emotional climate:  
Where dignity is important and protected, self-worth vital, children are recognized and elevated, and kindness is modeled.
- A safe physical climate:  
Where rules are used to protect the innocent, supervision is present, and students are prepared for disasters.
- Responsible citizenship is encouraged and rewarded.

## **ACADEMICS**

**Avilla School District's one common goal has been to prepare students to be ready to take their productive place in society.**

- The Avilla School District prepares students for a technological future.
- Our curriculum reflects the needs of our community, and challenges students to achieve to their full academic potential.
- Students' academic achievement is rewarded and encouraged by teachers and parents.
- Avilla school district will incorporate community, political, and economic values.
- Objective means are used to chart academic progress.

## **COMMUNITY PARTNERSHIP**

**We envision our school as a place where the community is the partner in education.**

- A place where you are informed of student's activities and classroom success.
- Family involvement is the key to educational success.
- Family ethical and moral foundations are stressed.
- Parents are partners in the education of their children.

## **PARENT GOALS**

**We envision our school as a place where the parents are partners in education.**

- The parents will communicate with the school personnel to ensure school success to the greatest extent possible.
- The parents will communicate with their child concerning school work and activities to reinforce learning.
- The parents will communicate with their child the importance of proper rest and nutrition to allow success during the school day.

## **PROFESSIONAL DEVELOPMENT**

**We envision our school as a place where teachers are directed, motivated, and successful.**

- Teachers are trained professionals.
- Teachers' energies are channeled and focused.
- Teachers cooperate and share to improve the school.
- Teachers update their skills and knowledge of current technology.
- Teachers' efforts are appreciated and recognized.

## **ACTIVITIES AND ATHLETICS**

### **PHILOSOPHY**

Students who participate in the activities as a player or a spectator are reminded that their actions are a reflection of Avilla R13 School. Students are expected to support their team in a positive manner, accept the decisions of the officials and maintain self-control at all times.

\*Athletics is an effective tool in preparing our youth to enter and contribute in our society. Our coaches instill in our athletes the understanding that self-discipline is a necessary quality in the development of a citizen's character and work habits.

\*The leadership of our coaches reflects, by example and attitude, the type of character we wish to develop in our athletic program.

### **STUDENT ATTENDANCE AT SCHOOL SPONSORED ACTIVITIES**

Students absent from school the day of an activity may not attend or participate in that activity unless approved by the principal. Students may be excluded from these activities due to discipline infractions.

## **Administration of Medications to Students**

### **Definitions**

*Medications*—For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with Board Policy JHCD. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home. Except for the emergency use of a prefilled epinephrine auto syringe, the district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

### **Over-the-Counter Medications**

The district may administer over-the-counter medication to a student upon permission to do so by a parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

### **Prescription Medications**

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

### **Emergency Medication**

In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine in good faith and according to standard medical practice. The school principal will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

### **Consequences**

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to an including termination. District administrators will notify law enforcement when they believe a crime has occurred.

## **Alternate Dismissal Plans**

Your child must have a dated note and/or personal verification from you if your child will be picked up or is going someplace different after school or the child will be kept on their regular schedule. We stress that if there is no personal verification or note from you that your child is not to ride the bus home from school; your child **WILL** ride the bus home as usual.

## **Assessment Program**

The district will use assessments as one (1) indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law.

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

The district will administer a reading assessment to students in all grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district, as required by law.

The district will annually assess the English reading, writing and oral language skills of its students with limited English proficiency.

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Missouri Learning Standards, as set forth by the Missouri State Board of Education.

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

## **Attendance Policy**

We ask all parents to call the school if their child will not be at school. The school number is 417-246-5330. This call needs to be made by 9:00a.m. so that we know where each child is. If we have not heard from you by this time, we may call to check on your child.

In order for the student to earn a class grade, the student must not only satisfy academic and related requirements, but must also exhibit good attendance habits.

## **Before and After School Supervision of Students**

Supervision will begin at 8:00 a.m. and students will be expected to be off campus by 3:45 p.m. Parents are not to drop off or leave children at the school during unsupervised periods.

- Bus students are dismissed on the West of the school building at the end of the school day. Car riders are dismissed on the North side of the school at 3:40. Students that walk or ride bikes will be dismissed after car and bus riders leave the school.



### **Procedures for Dismissing Car Riders**

- Please remain in your vehicle and pull into the loading zone. Teachers will escort your child to your vehicle. In order to help the dismissal run smoothly, **do not walk up to get your child.**
- The loading zone is single file. Cars will exit out the north driveway to turn East.
- Staff loading car riders will instruct your child where to stand in the loading zone, please pull your car up next to your child. If you have a student who is not present when you pull forward into the loading zone, please pull your car around the circle to wait for your child so that other students may be loaded into their cars.
- Parents need to send a note, if students will be picked up by someone not listed on the enrollment form. The teachers will send the note with the student at the end of the day so car rider staff will be aware of the change.
- Students will not be released to adults not listed on the enrollment form. You may send a note to school with your child giving permission for your child to leave with the listed adult. If you phone the school's office during the day giving permission for your child to ride home with an adult not listed on the enrollment form, the office will write a note for the student. The student will then need to give the note to the car rider staff.

### **BUS TRANSPORTATION**

The bus driver has the responsibility for the safety and conduct of students riding his/her bus. Students are to obey their drivers at all times. Students are expected to help keep buses clean and neat. Students should know the arrival time of the bus and be ready. Drivers will make every attempt to be on time.

#### **To avoid losing your privilege of riding the bus, follow these rules:**

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus unless the driver gives permission
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not possess or use tobacco products.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. The bus driver is authorized to assign seats.

#### **Bus Misconduct**

In addition to regular discipline consequence, the following consequences may occur:

- Warning/meet with the principal
- Loss of bus privileges

### **Cell Phones**

It is recommended students do not bring cell phones to school. Students may turn cell phones on during lunch period. Cell phones may be turned on for an educational purpose with permission from the teacher during class. Consequences for using cell phones without permission will include confiscation of the phone until the end of the day. A second offense will result in a parent coming to pick up the confiscated cell phone.

## District Searches and Student Expectation of Privacy

Under the 4<sup>th</sup> Amendment of the Constitution and Board Policy JFG, the Avilla R-XIII School District notifies students of the following:

1. Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
2. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
3. The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus.
4. Additional searches of bags, purses, coats, electronic devices, and other personal possessions in accordance with law.

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

## DRESS CODE:

Avilla School expects students' dress and grooming to be neat, clean, and of good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school.

- Students' dress and groom will be the responsibility of the individual and their parents within the following guidelines: Dress and grooming will be clean and keeping with health, sanitary, and safety requirements.
- All students must wear shoes, boots, or other types of footwear. Students **must wear tennis shoes** on the day they have their **Physical Education** class.
- Dress and grooming will not be such as to disrupt the teaching/learning process or cause undue attention to an individual student.
- Hair must be of natural color – no dyed hair unless of natural shades that does not draw unnecessary attention. No backless or revealing, low – cut blouses are to be worn.
- No hats, bandanas or headgear of any type are to be worn inside the school building.
- No accessories or clothing that is associated with gangs will be allowed. No excessively baggy clothing. Jeans must be free of holes.
- Earrings may be worn only in ears. No nose, eyebrow, lip, belly or tongue rings.
- **Specific Regulations**
- Fish net shirts or stomach exposing shirts will be prohibited.
- Clothing with inappropriate saying such as references to drugs, alcohol, sex, etc. will not be worn at school. All shirts must have a two finger width at the shoulder.
- Shorts and skirts must be finger length.

## **Education of Homeless, Migrant Students and English Learners**

The Avilla R-XIII School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homes, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one (1) of the above-described circumstances.

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

The board designates the following individual to act as the district's homeless coordinator and ELL coordinator:

Superintendent, 400 Sarcoxie Street, Avilla, MO 64833; Phone 417-246-5330

## **RULES AND REGULATIONS**

- 1) Running is not permitted in the building or to and from the buses.
- 2) Students are not allowed to bring drugs, alcohol, tobacco, knives, guns, sharp objects or dangerous instruments to school. These will be confiscated and returned only to parents or guardian.
- 3) Pupils are not to bring playthings or pets to school unless permission is given by the teacher. The school is not responsible for losses.
- 4) Good manners and table etiquette are to be practiced at all times in the lunchroom.
- 5) Children are not to be on the playground area before school.
- 6) Touching another student during an argument will result in disciplinary action.
- 7) Public display of affection is prohibited in school.
- 8) Students will not use profanity in school, or at any school function.
- 9) Hats will not be worn in the school building.
- 10) Avilla School is a well-kept building and students, hopefully, will be very proud to attend classes here. It is the responsibility of each student to practice good citizenship in the care of the facilities.

### **Playground Rules**

- 1) No fighting or pushing.
- 2) No profanity.
- 3) Go down slide feet first.
- 4) No jumping off slide.
- 5) No pushing or passing another person on ladder of slide.
- 6) No standing on swings.
- 7) No jumping from swing while it is in motion.
- 8) Students will obey and respect all teachers.
- 9) No skateboards.
- 10) No toy guns.
- 11) No sharp instruments or dangerous objects (knives, pencils, rat-tail combs, etc.)
- 12) No matches.
- 13) No throwing rocks, dust, or gravel.
- 14) No playing with sticks.
- 15) No entering building without teacher's permission.

# **Family Educational Rights and Privacy Act (FERPA)**

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the Avilla School receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records 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 the school principal [or appropriate school official], 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve 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.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Avilla School 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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

## FEMA Earthquake Preparedness

Although Avilla R-XIII is not located within the designated New Madrid fault zone, district residents are encouraged to understand the procedures necessary to protect oneself during an earthquake. For more information, please visit: <http://www.dese.mo.gov/divimprove/sia/msip/documents/EarthquakeSafetyHandoutAug08.pdf>. The flyer outlines the following information: Prepare a Home Earthquake Plan; Eliminate Hazards; Prepare a Disaster Supplies Kit for Home and Car; Know What to Do When the Shaking BEGINS; Know What to Do AFTER the Shaking Stops.

## Free and Reduced Lunch Guidelines

The federal Free and Reduced Lunch Guidelines will be sent home with students upon enrollment, at the beginning of each school year, and upon request. These guidelines change every year, so parents are encouraged to review the income thresholds every year to see if their children qualify. Children who eat enough and eat healthy foods achieve at higher levels than children who do not. The school will work with families to ensure their children are participating in the National School Lunch Program.

## Grading Scale and Report Cards

Students in grades 3-8 will be graded according to the District Grading Scale:

A	=	100-97	B-	=	83-80	D+	=	69-67
A-	=	93-90	C+	=	79-77	D	=	66-64
B	=	89-87	C	=	76-74	D-	=	63-60
B	=	86-84	C-	=	73-70	F	=	59-0

First quarter grade card(s) will be given to parents at the parents/teacher conferences in October. Second and third quarter grade cards will be given to the students to take home for their parent(s) to sign and the student will return grade card envelope to their teacher. Fourth quarter grade card(s) will be sent home the last day of school with the student.

## Guidance and Counseling Department

The guidance and counseling program provides services to students, teachers, parents, and community members. The guidance and counseling department is an informational center for the entire school district. Students and parents are encouraged to take advantage of the guidance program for their own benefit.

The guidance and counseling program is intended to be an integral part of the school's total educational program. It is developmental by design and includes activities organized and implemented by certified professional school counselors with the support of teachers, administrators, students and parents. The guidance and counseling program includes: Guidance curriculum which utilizes classroom and group activities to provide students with knowledge of normal growth and development and to promote positive mental health and to assist in the development of life skills.

Individual planning activities, which help students, manage their own learning as well as their personal and career development. Students will evaluate their educational, occupational and personal goals and plans through individual and group activities. Responsive service activities include individual counseling, support group counseling, and consultation with parents, teachers, and related community resources.

System support is management of the total guidance program. Activities include professional development, research and evaluation, use of an advisory committee and program planning and operations.

## Head Lice

Because school attendance brings a number of children into close contact daily, it often results in transmission of communicable diseases, including head lice infestation.

Head lice does not carry any disease, nor does their presence mean that your child is dirty. However, to prevent further spread, the condition must be treated at once. If you notice your child is bothered by itching on the head or neck area, you should examine the area for white nits or small black lice.

Everyone in the family must have washed hair with special shampoo, all bedding and clothing in contact washed in extra-hot water, and rugs and upholstery vacuumed very thoroughly. The school nurse is available for consultation or you may contact your family doctor. Any suspected cases should be reported to the school nurse, who will keep the information confidential. This is a great aid in control of this persistent problem.

The Board of Education has adopted a “No Nits” policy, which means that a student will not be allowed back in school until all visible nits and lice are removed. Children sent home with head lice must be accompanied by a parent/adult to be **checked** by the school nurse before they may reenter the classroom. After being checked by the nurse, the child will either be sent back to class or home for continued treatment.

## Immunization Requirements

Immunizations must be completed by the first day of school. The Missouri School Immunization Rule requires, that all Missouri public school children K-5<sup>th</sup>, must have the following immunizations in order to attend school: 4-5 DPT's and 3 Polio's – the last dose must be given after the 4<sup>th</sup> birthday if a combination of OPV/IPV is received (4) doses are required: 2 MMR's and 3 doses of Hepatitis B.

All K-6th students enrolling for the 2017-2018 school year and after must have (2) Varicella (chickenpox) vaccine or proof of the disease. All 7<sup>th</sup>-11<sup>th</sup> grade students must have (1) Varicella vaccine.

One dose of MCV (Meningococcal) is required before a student begins the 8<sup>th</sup> grade and 2 doses are required for 12<sup>th</sup> grade students.

The Tdap (one dose) is required for 8<sup>th</sup> grade students. If your child's immunizations are not up-to-date, this must be taken care of as soon as possible. It is our policy, according to Missouri Law, that a child may not enter school until **ALL** immunizations are completed

## INJURIES REQUIRING MEDICAL ATTENTION

In case of serious accident at school, parents are called immediately. Upon failure to locate parents, we will contact any other individual that you indicate should be called in case of an emergency listed on the Emergency Procedure Form. Please be certain we have your correct home and employment phone numbers, and as a safety measure, please give the phone number of a near neighbor or friend that can be called in case of an emergency.

## Lost and Found

Lost and found articles will be handled through the principal's office. Articles will be kept only for a short time. Students are urged to be prompt in reporting or claiming anything that is lost.

## MEDIA CENTER POLICY

**Books:** One week with unlimited one week renewal unless the book has been reserved by another student. Students are responsible for books checked out to them and must pay for lost or abused books. **Lost books or abused books must be returned to the school library with in two months to receive a refund.**

**Magazines and reference materials:**\*Students may check out magazines and reference materials overnight, returning them the next day school is in session. Students who are working on teacher assigned projects may check out magazines and reference material for a longer period at the librarian's discretion.

**\*Computer usage:** All students must sign an acceptable use policy to use any school computer. Computers are for educational use only.



Students viewing inappropriate sites on the internet will lose computer privileges for the rest of the year

## Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Avilla R-XIII, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Avilla R-XIII 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 Avilla R-XIII 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
- Sports activity sheet

If you do not want Avilla R-XIII to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 1**. Avilla R-XIII has designated the following information as directory information:

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

## 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)-

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of -
- Any other protected information survey, regardless of funding;
- 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
- 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 -
- Protected information surveys of students;

- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.
- These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.
- Avilla R-XIII has developed and adopted 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. Avilla R-XIII will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Avilla R-XIII will also directly notify, such as through U.S. Mail, email, or letter home with students, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Avilla R-XIII 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, S.W.  
 Washington, D.C. 20202-5901

## **Parents' Bill of Rights**

*This document does not confer any right or rights beyond those conferred by federal or state law and is intended for informational purposes only. For additional information, contact the Department of Elementary and Secondary Education, Division of Special Education at (573) 751-0699 or [webrephyspeco@dese.mo.gov](mailto:webrephyspeco@dese.mo.gov). January 1, 2010*

### **As a parent of a child with a disability, you have the right to:**

1. Attend individualized education program (IEP) meetings and represent your child's interests.
2. Have an advocate or expert present at individualized education program (IEP) meetings.
3. Receive a copy of your child's evaluation, disagree with it, and request one independent educational evaluation at public expense.
4. Provide a written report from outside sources as part of the evaluation process.
5. Examine all education records pertaining to your child and be provided with a copy of the individualized education program.
6. Disagree with the decision of the individualized education program (IEP) team and pursue complaint procedures, including: filing a child complaint with the Department of Elementary and Secondary Education, state paid mediation, have an impartial due process hearing, and appeal the due process decision to the court.
7. Participate in reviews of the individualized education programs (IEPs) and in any decision to change any aspects of the IEP, as well as receive a written notice of action before a change in your child's educational placement or the provision of a free and appropriate public education.
8. Have your child placed in the least restrictive environment and in a general education classroom to the greatest extent appropriate.
9. Request an accommodation to provide effective communications if you have limited English language proficiency.
10. A free appropriate public education for your child with an individualized education program designed to meet your child's unique needs, which may include, but not be limited to, special education and related services, such as assistive

technology devices and services; transportation; speech pathology services; audiology services; interpreting services; psychological services, including behavioral interventions; physical therapy; occupational therapy; recreation, including therapeutic recreation; counseling services, including rehabilitation counseling; orientation and mobility services; school health services; school nurse services; social work services; parent counseling and training; and, medical services for diagnostic or evaluation purposes.

## **PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT**

Please Keep This Explanation for Future Reference (Section 504 of the Rehabilitation Act of 1973)

The following is a description of the rights granted by federal law to students with disabilities\*.

The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided nondisabled students;
6. Have your child receive special education and related services if s/he is found to be eligible under the Individuals with Disabilities Education Act (PL 94-142) or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. Request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you;
15. Ask for payment of reasonable attorney fees if you are successful on your claim; and,
16. File a local grievance.

The person in this district who is responsible for assuring that the district complies with Section 504 is the Process Coordinator

Telephone number 417-246-5330

\*(Section 504 of the Rehabilitation Act statute and regulations: 29 U.S.C. 706(7), Section 794; 34 C.F.R. Part 104, the Individuals with Disabilities Education Act statute and regulations: 20 U.S.C. Section 1232g; 34 C.F.R. Part 99)

## **Parent Right to Know**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent--

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## **PERSONAL PROPERTY**

The school district is not responsible for items brought from home by students, whether by loss or by being stolen or destroyed. You may want your child to leave valuable or personal items at home.

**PROGRESS REPORTS** Progress reports will be sent to all parents at mid-quarter of the grading periods. These notices are to advise parents of the student's progress at the end of fourth week. Parents are encouraged to call the teacher to set up a conference if a student is failing or in danger of failing a subject, if a student's grade drops significantly from previous grades or if a student's work is considerably below the grade normally made by student.

# PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT

(See Board Policy AC)

The Avilla R-XIII School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age or any other characteristic protected by law in its programs, activities or in employment.

The district will identify, evaluate and provide a free appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a student may have a disability—regardless of whether the student is currently enrolled in the Avilla R-XIII School District—is encouraged to contact the district’s compliance officer listed below.

All persons with disabilities requiring accommodations to participate in district programs, activities or employment are encouraged to contact the compliance officer listed below.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district’s nondiscrimination policies:

Superintendent of Schools  
400 Sarcoxie Street, Avilla, MO  
417-246-5330

In the event the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Principal  
400 Sarcoxie Street, Avilla, MO  
417-246-5330

Inquiries may also be made to the U.S. Department of Education’s Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, or the U.S. Department of Justice if applicable.

Office for Civil Rights  
U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
City, MO 64114-3302  
1-816-268-0550 TDD:1-877-521-2172  
E-Mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Gateway Tower II  
4<sup>th</sup> & State Ave., 9<sup>th</sup> Floor  
Kansas City, KS 66101  
1-800-669-4000 TTY:1-800-669-6820

Missouri Commission on Human Rights  
P.O. Box 1129  
Suite 903 Jefferson City, MO 65102-1129  
[mchr@dolir.mo.gov](mailto:mchr@dolir.mo.gov)

Equal Employment Opportunity Commission  
Robert A. Young Federal Building  
1222 Spruce St., Rm 8.100 Kansas  
St. Louis, MO 63103

US. Department of Justice  
Civil Rights Division  
950 Pennsylvania Avenue, NW  
Disability Rights Section--NYAV  
Washington, DC 20530  
1-800-514-0301 TTY:1-800-514-0383

Missouri Commission on Human Rights  
111 N. 7<sup>th</sup> Street,  
St. Louis, Mo 63101  
[mchr@dolir.mo.gov](mailto:mchr@dolir.mo.gov)



## **Promotion or Retention**

The welfare of each individual child will be the primary consideration for promotion or retention. Age, achievement, social, physical and mental development will all be taken into consideration. If a child is to benefit by retention, it is usually best for the child to be retained at the earliest stage of his school development when the problem is recognized.

The teacher recommends promotion or retention, but the final responsibility rests with the principal.

As soon as the teacher recognizes the fact that a child is in danger of retention, the parents will be notified and a conference requested.

## **PTO INFORMATION**

The Avilla PTO works closely with the school to help provide an environment that is conducive to learning. They provide special programs, help find volunteers, help procure room mothers, purchase equipment and materials for the school and do numerous other neat things. In order to continue the worthwhile programs initiated by the PTO, your attendance and support is needed at the PTO meetings. PTO information is available at the school and also at the regular PTO meetings during the school year. We welcome you to help support our students, teachers and school.

## **PUBLIC NOTICE: Child Find**

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

The Avilla R-XIII School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Avilla R-XIII School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Special Education Director's Office.

This notice will be provided in native languages as appropriate.



## School Breakfast and Lunch

To stay in federal compliance, the school breakfast and lunch prices must be amended annually. This year's meal prices are as follows:

Type	Meal	Price
Reduced	Breakfast	TBA
Reduced	Lunch	
Adult	Lunch	
Adult	Breakfast	
Elementary	Lunch	
Elementary	Breakfast	

- Breakfast will be served from 8:00-8:20

## School In Need of Improvement Under Title I

The district will notify parents at the beginning of each year through a newsletter as the district and school status under No Child Left Behind and Title I.

## SEXUAL HARASSMENT

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

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

The Avilla R-XIII School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

*Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the Districts' Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.*

## **SNACKS AND TREATS (Elementary)**

Due to health concerns, we encourage you to not send homemade food items for birthdays or parties. Snacks and treats are encouraged to be purchased from a store or bakery.

Use healthy items, rather than soda pop, candy, ice cream, cake, etc. for rewards and /or snacks during classroom parties, celebrations and recognition events.

There will only be three parties/celebrations during the school year that students will receive sweet treats. The three celebration/parties are Fall Parties, Christmas Parties and Valentine Parties. There must be healthy snacks provided for students for other parties or celebration during the school year. **Invitations:** To eliminate hurt feelings please do not send party invitations to school.

## **STUDENT RECORDS**

Parents of students or eligible students may inspect and review the student's educational records upon request. A parent may be denied access to their child's record if a court order or divorce decree removes that parent's right to have knowledge about and/or participate in the child's education. Parents or eligible students should submit to the principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect. The principal will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request.

\*Disclosure of information from a student's education records will be made only with the written consent of the parent of eligible student, subject to the following exceptions: the district may disclose student record information without consent when disclosure is to school officials who have a legitimate educational interest in the records, officials of another school, upon request, in which a student seeks or intends to enroll, to comply with a judicial order or lawfully issued subpoena, to individuals requesting directory information so designated by the district, in connection with a student's request for or receipt of financial aid to determine the eligibility amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid, and to appropriate parties in a health or safety emergency.

\*the district may disclose student record information if the parent and eligible student has been notified and provided at least 3 working days within which to view such records when the disclosure is to organizations conducting certain studies for or on behalf of the district, to accrediting organizations to carry out their functions, and to parents of an eligible student if the student is a dependent for income tax purposes.

\*the district may disclose student record information to governmental entities if the school district has obtained within the current school year and has on file prior permission of the parent or eligible student has been notified and provided at least three working days within which to view such records.

\*Pursuant to the Family Educational Rights and Privacy Act, the district may disclose student record information to certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with audit or evaluation of certain state and federally supported education programs as allowed by law. The district may consult with legal counsel prior to releasing student information to such officials.

\*a fee per copy of official records may be assessed to all graduates or other students who have terminated their education. The fee represents copying charges and postage only.

## **Telephone Messages**

The school telephone is for business and emergency calls. To protect the teachers and pupils from interruptions and to make sure the best use of telephone service in our school, good judgment suggests some reasonable restrictions in the use of the school telephone. Necessary messages will be taken in the office and related to pupils or teachers. Requests from parents for a teacher to call are given to the teacher so that a return call can be made when the teacher is free from class assignment. Please make any special arrangements for the afternoon with your child before he/she leaves home in the morning. Pupils and teachers are called directly to the phone only in cases of emergency. Messages to student, unless an emergency will be delivered by 3:00 PM.

## **Transportation to School Sponsored Activities**

Students shall go and return in the same manner of transportation. No exception shall be made unless previously arranged with the activity's sponsor. Students will only be released to a parent or guardian. Students who refuse to abide by the rules shall be dropped from the respective activity.

## **Visitors**

All visitors must register in the office upon entering the building (exception: if going directly to the Superintendent's office). Parents are welcome to visit their child's classroom for observation. We believe it is beneficial for parents to have a good understanding of what their children are doing in school. Parents who want to observe their child's classroom and/or have a conference with teacher should arrange an appointment through the school office.

## **Weapons in School**

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school busses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. §921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in §571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. §930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities.

## **Student Discipline**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. 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, any aggravated circumstance of any offense, or any 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 Board of Education.

This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, 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 JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian, or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

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

**Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. 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.

**Academic Dishonesty**—Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person’s work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment. Detention, in-school suspension, 1-180 days out-of-school suspension
Subsequent Offense:	No credit for work, grade reduction, course failure, or removal from extracurricular activities.

**Arson**—Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

**Assault**

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension or expulsion.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense:	Expulsion.
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**Bullying or Cyberbullying (see Board policy JFCF)**—Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

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

**Bus or Transportation Misconduct (see Board policy JFCC)**—Any offense committed by a student on transportation provided by or through the district shall be punished 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.

**Dishonesty**—Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

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

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

2. 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(c) of the Controlled Substances Act.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any 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, II, IV or V in Section 202(c) of the Controlled Substances Act.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
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**Extortion**—Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension or expulsion.

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences—**

Violating the conditions of suspension, expulsion or other disciplinary consequences including, but not limited to, participating

in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, “Conditions of Suspension, Expulsion and Other Disciplinary Consequences.”

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, 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 is disruptive to the educational process or undermines the effectiveness of the district’s discipline policy.

First Offense:	Verbal warning, detention, In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	Verbal warning, detention, In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms (see also “Threats or Verbal Assault”)**—Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Harassment, including Sexual Harassment (see Board policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension, or expulsion.
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2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

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

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

**Incendiary Devices or Fireworks**—Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense:	Confiscation. Warning, principal/student conference, detention, in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Nuisance Items**—Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

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

First Offense:	Principal/student conference, detention, in-school suspension.
Subsequent Offense:	Detention, in-school suspension, or 1-10 days out-of-school suspension.

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material**—Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/student conference, detention, in-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

First Offense:	Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension, or expulsion.

**Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)**

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto our using district.
2. displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

First Offense:	Confiscation. Principal/student conference, detention, in-school suspension.
Subsequent Offense:	Confiscation. Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations of Board policy EHB and procedure EHB-AP other than those listed in (1) or (2) above.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.



4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. Principal/student conference, detention, in-school suspension.
Subsequent Offense:	Confiscation. Principal/student conference, detention, in-school suspension, 1-10 days out-of-school suspension.

**Theft**—Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension, or expulsion.

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

First Offense:	Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Tobacco**

1. Possession of any tobacco products on district property, district transportation or at any district activity.

First Offense:	Confiscation of tobacco product. Principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation of tobacco product. Detention, in-school suspension, 1-10 days out-of-school suspension.

2. Use of any tobacco products on district property, district transportation or at any district activity.

First Offense:	Confiscation of tobacco product. Principal/student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

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

First Offense:	Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension.

**Vandalism (see Board policy ECA)**—Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

**Weapons (see Board policy JFCJ)**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. §921, 18 U.S.C. §930(g)(2) or §571.010, RSMo.

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

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 instrument or device defined as a dangerous weapon in 18 U.S.C. §930(g)(2).

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

3. Possession or use of ammunition or a component of a weapon.

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

# **Computer and Internet Use Agreement—Sign and Return Last Page**

## **Avilla R-XIII School District Student Acceptable Use Policy**

The Avilla R-XIII School District provides access for students, teachers, and staff to state-of-the-art computer technology and access to the Internet. The use of this technology must be in support of education and consistent with the educational objectives of the Avilla R-XIII School District.

The District computer systems may be stand-alone or attached to instructional computer networks. All users must share the responsibility for seeing that the District computer facilities are used in an effective, efficient, ethical and lawful manner.

A student will be issued a network user account and password at Avilla R-XIII School. After this Acceptable Use Policy has been signed by the user and the user's legal guardian, it must be returned to the school office, at which point the user's account will be activated by District Technology Staff. Avilla primary students will not be issued user accounts, but will be permitted to access the network with direct adult supervision.

It is a privilege to use the equipment and to have access to the Internet. This privilege carries with it a number of responsibilities. Therefore, all users must agree to comply with these policies. These include, but are not limited to, the following:

### **Section I: General Computing Policy**

- User will keep his user account and password private and protected. Sharing your user account and/or password with any other person is prohibited. In the event you do share your user account and/or password with another person, you will be solely responsible for the actions of the other person.
- User will not access social networking sites or utilize instant messaging systems for any purpose.
- User will use only school-appropriate language, pictures, text and other data on the District computer system or Internet.
- User will not purposely obtain, create, view, download or otherwise gain access to objectionable materials (i.e. obscene, pornographic, gambling, non-educational games, or otherwise inappropriate for educational use).
- User will not delete, examine, copy, or modify files and/or data belonging to other users.
- User accepts level of access provided and understands that attempts to increase the level of access to which the user is not authorized shall be regarded as a malicious act.
- User will not use school resources to engage in hacking or attempts to otherwise compromise system security.
- User will not engage in any illegal activities while using District technology equipment.
- User will not use USB memory sticks for transferring data to or from District equipment.
- User will refrain from using the facilities and/or services for commercial purposes.
- User will not violate software copyright laws by 1) downloading or using copyrighted information without permission from the copyright holder and 2) copying software from the District network for personal use that has been licensed to the Avilla R-XIII School District.
- User realizes that the District reserves the right to view any materials stored in files on the network and will edit or remove any material which the staff believes may be objectionable.
- User will agree that the computer systems are set up by the District Technology Department and are not to

be altered in any way by any user.

## **Avilla R-XIII\_School District, Student Acceptable Use Policy, Page 2**

- District staff will monitor students' use of the Internet, through either direct supervision or by monitoring Internet usage to ensure enforcement of the policy.
- Rules and regulations of system usage will be reviewed periodically by the Technology Department and users of the network are subject to these rules and regulations.
- User will not attempt to bypass the Internet Content Filter. Content is filtered in compliance with federal regulations (CIPA).
- User will not be permitted to change configurations (screensaver, wallpaper, shortcuts, etc.).

### **Section II: Electronic Mail**

In 2006, the U.S. Supreme Court's amendments to the Federal Rules of Civil Procedure (FRCP) created a category for electronic records that, for the first time, explicitly named emails and instant message chats as likely records to be archived and produced when relevant. When you send electronic mail, your name and user account are included in each message. You are responsible for all electronic mail originating from your user account. Therefore:

- Forgery of e-mail messages is prohibited and subject to penalty under law.
- Attempts to read, delete, copy, or modify e-mail of other users are prohibited.
- User should not reveal personal information on the Internet or through e-mail.
- User will not send harassing, obscene and/or threatening messages.
- The District e-mail system is not to be used for idle talk for the purpose of sending information contrary to the District's mission statement, vision, and goals or statements which might damage one's character.
- MOREnet, following the guidelines provided by FRCP, will store e-mail for 3 years.

### **Section III: Summary of Consequences for Violations**

Violating any of the guidelines or prohibitions listed above can result in:

- Restricted network access
- Loss of network user account
- School disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws
- All damages incurred by the District due to a user's intentional or negligent misuse of the District's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to District technology.

## **Avilla R-XIII\_School District Student Acceptable Use Policy**

Sign and return the last page of the handbook to the school office. Once returned, District Technology Staff will activate user account. Summarily, the Acceptable Use Policy states:

- User will keep their user account and password private and protected. Sharing your user account and/or password with any other person is prohibited. In the event you do share your user account and/or password with another person, you will be solely responsible for the actions of the other person.
- User will not access social networking sites or utilize instant messaging systems for any purpose.
- User will use only school-appropriate language, pictures, text and other data on the District computer system or Internet.
- User will not purposely obtain, create, view, download or otherwise gain access to objectionable materials (i.e. obscene, pornographic, gambling, non-educational games, or otherwise inappropriate for educational use).
- User will not delete, examine, copy, or modify files and/or data belonging to other users.
- User accepts level of access provided and understands that attempts to increase the level of access to which the user is not authorized shall be regarded as a malicious act.
- User will not use school resources to engage in hacking or attempts to otherwise compromise system security.
- User will not engage in any illegal activities while using District technology equipment.
- User will not use USB memory sticks for transferring data to or from District equipment.
- User will refrain from using the facilities and/or services for commercial purposes.
- User will not violate software copyright laws by 1) downloading or using copyrighted information without permission from the copyright holder and 2) copying software from the District network for personal use that has been licensed to the Avilla R-XIII School District.
- User realizes that the District reserves the right to view any materials stored in files on the network and will edit or remove any material which the staff believes may be objectionable.
- User will agree that the computer systems are set up by the District Technology Department and are not to be altered in any way by any user.
- District staff will monitor students' use of the Internet, through either direct supervision or by monitoring Internet usage to ensure enforcement of the policy.
- Rules and regulations of system usage will be reviewed periodically by the Technology Department and users of the network are subject to these rules and regulations.
- User will not attempt to bypass the Internet Content Filter. Content is filtered in compliance with federal regulations (CIPA).
- User will not be permitted to change configurations (screensaver, wallpaper, shortcuts, etc.).
- Forgery of e-mail messages is prohibited and subject to penalty under law.
- Attempts to read, delete, copy, or modify e-mail of other users are prohibited.
- User should not reveal personal information on the Internet or through e-mail.
- User will not send harassing, obscene and/or threatening messages.
- The District e-mail system is not to be used for idle talk for the purpose of sending information contrary to the District's mission statement, vision, and goals or statements which might damage one's character.

# LEA Parent Involvement Policy

In support of strengthening student academic achievement, each local educational agency (LEA) that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy. This policy establishes the Avilla R-XIII School District's expectations for parental involvement and describes how the district will implement a number of specific parental involvement activities. Parental involvement shall include participation of parents in ongoing and meaningful communication about student academic learning and other school activities ensuring that parents/guardians:

- play an integral role in assisting their child's learning
- become actively involved in their child's education
- become full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child
- are notified of the Adequate Yearly Progress (AYP) status of their child's school building

The Avilla R-XIII School District will build parents' capacity by meeting the following six requirements:

1. Involve parents in the joint development of the CSIP and in the process of school improvement.  
**Description/Activities:**
  - Perform regular evaluations of parent/family involvement at each school and at the district level.
  - Invite parents to attend the CSIP planning committee and provide input in the planning process.
2. Provide coordination, technical assistance, and other support to assist schools in planning and implementing effective parental involvement activities to improve student achievement.  
**Description/Activities**
  - Each building in the district that receives Title 1 funding will work with parents to develop a Schoolwide Building plan to implement effective parental involvement activities.
  - The district will implement strategies to involve parents/families in the educational process, including:
    - o Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.
    - o Providing access to educational resources for parents/families to use together with their children.
    - o Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Build the schools' and parents' capacity for strong parental involvement by assisting parents in understanding such topics as the State's academic content and achievement standards, academic assessments, how to monitor a child's progress, and how to work with educators, by providing materials and training to help parents work with their children (including literacy and technology training) and by educating teacher, pupil personnel, principals, and other staff in the value and utility of the contributions of parents and how to work with parents.  
**Description/Activities**
  - The district will provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
  - The district will provide access, upon request, to any instructional material used as part of the educational curriculum.
  - The district will hold annual parent/teacher conferences to discuss with parents their child's academic progress and how parents can monitor the progress.
  - The district will provide an Open House at the beginning of each year so that Title 1 information can be distributed to parents.
4. Coordinate parental involvement strategies with those under other programs, such as Head Start, Parents as Teachers, State-run programs and Title III language instructional programs.  
**Description/Activities**
  - The district will provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
5. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy and Title 1 programs.  
**Description/Activities**
  - The district will provide surveys to parents to evaluate the effectiveness of the parent involvement policy, activities and Title 1 programs.
  - The district will conduct an annual meeting, involving school personnel, community members, administrators and parents to review the parental surveys and evaluate the Title 1 programs overall effectiveness.
6. Involve parents in the activities of the Title 1-served schools.  
**Description/Activities**
  - The district will enable families to participate in the education of their children through a variety of roles. For example, parents/family member should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.

## Avilla Title I Compact

The faculty, staff, administration and the students of Avilla R-XIII School are dedicated to providing each student with the opportunities and challenges necessary to achieve their highest potential. To accomplish this task, parents, teachers and students need to work together. We are asking each party to make this commitment by signing the section of the compact that applies to him/her.

As a student, I promise to...	As a parent/caring adult, I promise to...	As a school, we promise to...
<p>Attend school regularly and arrive on time.</p> <p>Show respect for myself, my school, and other people.</p> <p>Turn in classroom and homework assignments.</p> <p>Come to school prepared to learn.</p> <p>Obey and respect the rules in the classrooms and throughout the school.</p>	<p>Encourage my child to complete his/her class work and insist that all homework assignments be done on time</p> <p>Make sure my child gets adequate sleep, has a healthy diet, and attends to his/her personal hygiene</p> <p>Be available and maintain positive ongoing communication by attending parent meetings and reading notes/newsletters sent home</p> <p>Provide a home environment with a quiet time and place to study that will encourage my child to learn.</p> <p>Remind my child of the necessity of discipline in the classroom, especially self-discipline.</p> <p>Ensure my child attends school regularly and arrives on time</p> <p>Encourage my child to accept responsibility for his/her choices.</p> <p>Volunteer in my child's classroom as needed.</p> <p>Show respect and support for my child, teachers, staff and school rules</p>	<p>Provide high-quality curriculum and instruction in a supportive and effective learning environment.</p> <p>Provide quarterly grade cards on your child's progress.</p> <p>Hold annual parent/teacher conferences to discuss your child's progress.</p> <p>Be accessible to parents through phone calls, emails, and scheduled meetings.</p> <p>Maintain positive communication with students and families to support students' learning.</p> <p>Observe and respond to the needs of your child.</p>

# Avilla Title 1 Parent Involvement Policy

Parental involvement is important for the academic, social, and emotional growth of each student in the Avilla R-XIII School District. As educators and professionals, it is our duty to sustain and encourage the participation of parents within our community. When students have parents who have a vested interest in our school, they too will participate and become stronger students overall.

Avilla R-XIII will build parents' capacity by meeting the following requirements:

## 1. Strategies for Involvement

- a. At the annual Open House meeting, parents will be informed of their school's participation in Title 1, Title 1 requirements, and their right to be involved.
- b. Meetings will be offered at various times during the school year which will include, but not be limited to:
  - Family Math and Reading Nights
  - Title 1 Committee Meetings
  - Parent Education Programs
  - MAP Family Night
- c. Parents will be invited and encouraged to participate in the Title 1 Meeting held during the school year. They will be involved with: planning, reviewing, and improving the programs under Title 1, including the school *Parental Involvement Policy* and the development of the *School-Wide Plan*.
- d. The Avilla Title 1 Program will provide parents with:
  - timely information about Title 1 Programs and activities
  - an interpretation of the school's annual performance report and their child's individual assessment results
  - a description and explanation of the curriculum in use at the school
  - the forms of assessment used to measure student progress and the proficiency levels students are expected to meet
- e. Parents will be invited to meetings and activities held throughout the year so they may:
  - formulate suggestions for the program
  - share experiences with other parents
  - participate, when appropriate, in decisions relating to the education of their child
- f. Parent suggestions will be taken into consideration and have timely responses.
- g. Complaints from parents of participating children who find any aspect of the school wide plan unsatisfactory when it is submitted to the LEA will be kept on file.

## 2. Shared Responsibilities for High Student Academic Achievement

The Avilla R-XIII School District has developed a school-parent compact for each building. This compact developed by teachers, school administration, parents and other committee members, will outline how parents, the entire teaching staff, and students will share the responsibility for improving student achievement. The compact describes the following roles and responsibilities:

- School/Teachers will:
  - provide high-quality curriculum and instruction
  - observe and respond to the needs of the child
  - provide a safe, healthy and positive learning environment
  - build a partnership with parents to help children achieve success
  - provide opportunities for parents to visit with staff and teachers through, at a minimum:
    - parent-teacher conferences, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement
    - frequent reports to parents on their child's progress
    - reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities
- Parents will be responsible for supporting their child's learning by:
  - Encouraging their child to complete his/her class work and insist that all homework assignments be done on time
  - Making sure their child gets adequate sleep, has a healthy diet, and attends to his/her personal hygiene
  - Being available for ongoing communication by attending parent meetings, reading notes/newsletters sent home
  - Providing a home environment with a quiet time and place to study that will encourage their child to learn.
  - Reminding their child of the necessity of discipline in the classroom, especially self-discipline.
  - Ensuring their child attends school regularly and arrives on time
  - Reminding their child to accept responsibility for his/her choices
- Students will:
  - commit to their own education
  - be a part of the educational process so they can be informed and dedicated to school and the importance of the institution
  - support and respect academics and school rules

## 3. Expanding Opportunities for Involvement

To ensure effective involvement of parents and to support a partnership with the school, parents, and the community, Avilla R-XIII will:

- Provide assistance to participating parents with such topics as: understanding state standards, the MAP test and local assessments, understanding how to monitor a child's progress and knowing how to work with teachers to improve the performance of their child.

### Activities/Strategies

- MAP Family Night
- Open House



## HANDBOOK ACKNOWLEDGEMENT PAGE—Sign and Return

After reviewing the contents of the Avilla R-XIII Student Handbook with your child, please sign and return this acknowledgement page to your child's homeroom teacher.

Your cooperation with all of the policies of Avilla R-XIII is appreciated.

\*\*\*\*\*

I have received an Avilla R-XIII Parent-Student Handbook and understand that all students will be held accountable for their behavior and for following all of the procedures and policies of Avilla R-XIII.

I have read the Title I compact and agree to the expectations outlined in it.

\_\_\_\_\_ I have read the Avilla R-XIII School District Acceptable Use Policy, understand and accept my responsibilities as a user of District computer equipment, and I am aware of the consequences that will result for not adhering to the policy.

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Name of Student (Please Print)

Grade Level/Homeroom Teacher

Signature of Student

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Signature of Parent/ Guardian

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Date



