

**TINA-AVALON R-II SCHOOL DISTRICT
BOARD OF EDUCATION**

President.....Michael Brockmeier
Vice-President.....Dwight Harper
Secretary.....Garni Churan
Treasurer.....Dustin Bowling

BOARD MEMBERS

Wyatt Davenport
Curt Grossman
Marty Rucker

**TINA-AVALON R-II SCHOOL DISTRICT
MISSION, RATIONALE AND GOALS**

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

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

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

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

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

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

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

GOALS OF THE SCHOOL

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

- **Tool Subjects:** To give each pupil, in as far as his/her ability permits, a mastery of the tools of learning and communication, such as reading, writing, arithmetic, science and the use of written and spoken language.
- **Character Growth:** To develop a moral and ethical sense in each pupil so that he/she will manifest to others fairness, justice, tolerance, courtesy, and kindness for himself/herself and appreciation of his/her personal worth.
- **Mental Growth:** To encourage and stimulate the continuous growth in the pupil of his/her ability to think clearly, logically, and independently, and to know and master his/her own powers and potentialities and to exercise those powers with due regard to others.

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

***FACULTY:**

Jana Holcer – Superintendent
William Dow – Principal, Athletic Director
Cindy O’Neal – Pre-School/Speech
Danielle Costner – Kindergarten
Lacy Bowling – First Grade
Jackie Wooden – Second Grade
Ashley Oertwig – Third Grade
Angie Hussey – Fourth Grade
Michelle Ray – Fifth Grade
Meagan Fletcher –Sixth Grade
Cindy Harper – Art
Susan Rucker – Business
Lauren Lee – English
Rene Trussell – Family and Consumer Science (FACS), Title I Reading
Jenni Scott – Guidance/Counselor
John Roberts – History
Ronda Rucker – Librarian
Charlotte Bigler – Math
Terry Kendrick – Math, Technology Coordinator
Kelly Warren - Music/Band
Kyle Thornton – Physical Education
Shelia Hesler – Science
Russell Burns – Special Education, Resource
Todd Jones – Vocational Agriculture

***SUPPORT STAFF:**

Rena Briddle – Superintendent Secretary, Bookkeeper
Christy Regan – Elementary & Secondary Secretary
Tammy Sykes – Paraprofessional, Computer Meal Coordinator
Rhonda Staton – Special Education Paraprofessional/ ECSE
Tim Dodson – Bus Driver
Howard Green – Bus Driver
Tim Hutchinson – Bus Driver
Todd Jones – Bus Driver
Brandi Dodson – Nutritionist/Head Cook
Barbie Tutt – Cook
Sherry Kissick – Cook, Custodian
Robert Crawford – Custodian, Maintenance
Stacy Maberry – Nurse
Diane Kerns – Parents as Teachers (PAT) Educator

***CLASS AND ORGANIZATION SPONSORS:**

Cindy Harper - 7th Grade Sponsor
Rene Trussell - 8th Grade Sponsor
Lauren Lee - 9th Grade Sponsor
Kelly Warren - 10th Grade Sponsor
Danielle Costner - 11th Grade Sponsor
Charlotte Bigler - 12th Grade Sponsor
Shelia Hesler - Jr. High & Sr. High Scholar Bowl Coach
William Dow - Athletic Director
John Roberts - High School Boys' Basketball Coach
Dana Hansen - High School Girls' Basketball Coach
Kyle Thornton - Jr. High School Boys' Basketball Coach
Kyle Thornton - Jr. High School Girls' Basketball Coach
Danielle Costner - High School Cheerleader Coach
Susan Rucker - FBLA
Rene Trussell - FCCLA
Todd Jones - FFA
Michelle Ray - Golf
Lauren Lee - National Honor Society
Kyle Thornton - Girls' Softball Coach
Kyle Thornton - Boys' Baseball Coach
John Roberts – Assistant Football Coach
Rene Trussell - Student Council
Jenni Scott - Jr. High & High School Boys' & Girls' Track Coach
Susan Rucker - Yearbook Advisor

Early Dismissal Dates – Dismiss at 12:38

Day	Date	Hours	Event
Fri.	09/01/17	1, 2, 3, 4, 5	Labor Day
Fri.	10/06/17	6, 7, 8, 4, 5	Teacher In-Service
Thurs.	12/12/17	1, 2, 3, 4, 5	Parent/Teacher Conferences
Fri.	11/10/17	6, 7, 8, 4, 5	Teacher In-Service
Fri.	12/01/17	1, 2, 3, 4, 5	Teacher In-Service
Thurs.	12/21/17	6, 7, 8, 4, 5	Christmas Break
Fri.	02/09/18	1, 2, 3, 4, 5	Teacher In-Service
Thurs.	03/08/18	6, 7, 8, 4, 5	Parent/Teacher Conferences
Fri.	05/11/18	1, 2, 3, 4, 5	Last Day of School

NO SCHOOL/Important Dates

Day	Date	Event
Tues.	09/14-17	BOE Meeting
Thurs.	08/17/17	First Day of School
Fri.	09/01/17	Picture Day (Early Dismiss Day)
Mon.	09/04/17	NO SCHOOL – Labor Day
Fri.	09/08/17	NO SCHOOL – Consortium
Wed.	09/13/17	1 st Quarter Mid-Term
Thurs.	09/14/17	BOE Meeting
Fri.	10/06/17	End of 1 st Quarter (Early Dismiss)
Thurs.	10/12/17	Parent/Teacher Conferences (1:00-7:00) & BOE Meeting
Fri.	10/13/17	NO SCHOOL
Wed.	11/08/17	2 nd Quarter Mid-Term
Mon.	11/13/17	BOE Meeting
Wed.	11/22-24/17	NO SCHOOL – Thanksgiving Break
Thurs.	12/14/17	BOE Meeting
Thurs.	12/21/17	End of 2 nd Quarter (Early Dismiss)
Fri.	12/22-01/02	NO SCHOOL – Christmas Break
Wed.	01/03/18	School Resumes
Wed.	01/10/18	BOE Meeting
Mon.	01/15/18	NO SCHOOL – Martin Luther King Jr. Day (<u>1st Make-Up Date</u>)
Wed.	01/31/18	3 rd Quarter Mid-Term
Wed.	02/14/18	BOE Meeting
Mon.	02/19/18	NO SCHOOL – President’s Day
Fri.	03/02/18	End of 3 rd Quarter
Thurs.	03/08/18	Parent/Teacher Conferences (1:00-7:00)
Fri.	03/09/18	NO SCHOOL
Mon.	03/12/18	BOE Meeting
Thurs.	03/29-04/02	NO SCHOOL – Spring Break (<u>2nd Make-Up Date – 3/29</u>)
Wed.	04/04/18	4 th Quarter Mid-Term
Thurs.	04/12/18	BOE Meeting
Thurs.	05/10/18	BOE Meeting
Tues.	05/15/18	Last Day of School (Early Dismiss)

*05/16, 17, 18, 21 – Snow Make-Up Dates

2017-2018 Jr. High/High School Class Schedule
(Revised 05/2017)

	1 st 8:07-8:54	2 nd 8:57-9:44	3 rd 9:47-10:34 P/K Lunch 10:30-10:55	4 th 10:37- 11:23 1-3 Lunch 10:58- 11:24	5 th 11:27-12:39 4-8 Lunch 11:26-11:51 9-12 Lunch 12:14-12:39	6 th 12:42-1:29	7 th 1:32-2:19	8 th 2:22-3:09
English Lauren Lee 9 th Grade	L.A. III 11	English 7		L.A. I 9	L.A. II 10	Applied Comm. 11-12	English 8	English IV 12
Math Charlotte Bigler 12 th Grade	Geometry 10	Algebra I 9-10		Math 7	Algebra II 11	Math 8	Inter. Algebra 9-10	Applied Math 11-12
Science Shelia Hesler	Applied Science 10	*College Chemistry 12	Biology 10	Science 8		Physical Science 9	Science 7	Pre- Chemistry 11
History John Roberts	Ancient/Curr ent Events 11-12	History 8	American History 9	World History 10		History 7	Government 11	Geography / Economics 11-12
Business Susan Rucker	Web Design 10-12		Business Comm. 11-12	Accounting 12	Multimedia 9-12	Business Managemen t 10-12	Business Technology 11-12	*Computer Application s 11-12
FACS/Title I Rene Trussell 8 th Grade	Exploratory FACS 8/7 Semester		Title I	Title I	Life Skills 7 – T /TH/F 8 – M/W/F	Child Dev./Foods 11-12	FACS 9-12	Personal Finance 10
VO-AG Todd Jones		AG Power 11-12	Exploratory AG 7/8 Semester	AG Science III 11-12	AG Construction 11-12	AG Science II 10	Farm Managemen t 11-12	AG Science I 9
Library Ronda Rucker	Pathways Reading K-4	Pathways Reading K-4	At Risk/Resourc e K-12		Tech/Keyboar ding 7 – M/W/F 8 – T/TH/F	Elementary Technology K-3	Elementary Technology 4-6	Elementary Library K-6
Music Kelly Warren 10 th Grade	Band 7-12	Music Appreciation 9-12	Exploratory Music 8/7 Semester		Choir 11-12	Elementary Music K-3	Elementary Music 4-6	Elementary Band 5-6
Physical Education Kyle Thornton	Physical Education 9	Lifetime Sports 10-12		Team Sports 11-12	Weight Training 11-12	Elementary P.E K-3	Elementary P.E. 4-6	Physical Education 7-8
Art Cindy Harper 7 th Grade	Exploratory Art 7/8 Semester	Art II 10-12	Drawing & Painting 10-12	Design 11-12		Elementary Art K-3	Elementary Art 4-6	Art I 9-12
Counseling Jenni Scott	Elementary Counseling 4-6	At Risk/ Resource K-12	Tutor & Cadets 9-12		Counseling 7-8	At Risk/Senior Seminar 9-12	Elementary Counseling K-3	Tutor & Cadets 9-12
ITV Location	*College English (CMU – 8:00) 12		*Psych/Soc (Hale) 11-12	Pre-Calc (T-A) 12	*College Algebra (T-A) 12		Physics (Norborne) 11-12	Anatomy (Norborne) 11-12

*Dual Credit

2018-2019 – Applied Communications will change to Appreciation of Literature; Personal Finance/Health instead of Personal Finance all year

Lower Elementary Special Classes

12:38-1:28

(Fridays will rotate every quarter)

	Monday	Tuesday	Wednesday	Thursday	Friday
Kindergarten	Music/PE	Art/Tech	Music/PE	Art/Tech	Music/PE
1 st Grade	PE/Music	Tech/Art	PE/Music	Tech/Art	PE/Music
2 nd Grade	Art/Tech	PE/Music	Art/Tech	PE/Music	Art/Tech
3 rd Grade	Tech/Art	Music/PE	Tech/Art	Music/PE	Tech/Art

Upper Elementary Special Classes

1:28-2:18

(Fridays will rotate every quarter)

	Monday	Tuesday	Wednesday	Thursday	Friday
4 th Grade	PE/Music	Tech	Music/PE	Art	PE/Music
5 th Grade	Music/PE	PE/Music	Art	Tech	Music/PE
6 th Grade	Art	PE/Music	Tech	PE/Music	Art

Lunch Shifts

Pre – K	10:30-10:55	9:30-9:50
1 st – 3 rd	10:58-11:23	11:25-11:45
4 th – 8 th	11:26-11:51	11:05-11:25 (4 th -6 th)

Recess

Counseling 8:05-8:30 1:30-2:00

Monday		K
Tuesday	4	1
Wednesday	5	2
Thursday	6	3
Friday		

Library 8:05-8:30 2:30-3:00

Monday		K
Tuesday	6	1
Wednesday	5	2
Thursday	4	3
Friday		

Tina-Avalon Sports Schedules

-Softball-

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Opponent</u>
Tues.	8/15	5:00	@ Grundy County Jamboree
Fri.	8/18	5:30	Braymer
Mon.	8/21	<u>5:00</u>	@ Linn County
Tues.	8/22	5:30	@ Southwest
Thurs.	8/24	5:30	@ Northwestern
Mon.	8/28	<u>5:00</u>	Meadville
Tues.	8/29	5:30	Tri-County
Thurs.	8/31	5:30	Hale w/ Bosworth
Wed.	9/6	5:30	Slater
Thurs.	9/7	5:30	@ Hardin-Central
Mon.	9/11-9/15	TBA	@ CLAA Tournament – Brunswick/Keytesville
Mon.	9/18	5:30	@ Bucklin w/ Macon County
Tues.	9/19	5:30	Winston
Thurs.	9/21	5:30	@ Norborne
Mon.	9/25	5:30	@ Brunswick
Tues.	9/26	5:30	Chillicothe JV
Thurs.	9/28	5:30	Polo
Wed.	10/4-10/7	TBA	Districts – TBA

-H.S. Football (w/ Southwest & Hale)-

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Opponent</u>
Fri.	8/18	7:00	Tarkio w/ Fairfax
Fri.	8/25	7:00	@ South Holt w/ Nodaway-Holt
Fri.	9/1	7:00	DeKalb
Fri.	9/8	7:00	@ Mound City w/ Craig
Fri.	9/15	7:00	Stewartsville w/ Osborn
Fri.	9/22	7:00	@ South Nodaway w/ Jefferson
Fri.	9/29	7:00	@ Rock Port
Fri.	10/6	7:00	North Nodaway w/ West Nodaway
Fri.	10/13	7:00	Norborne w/ Hardin-Central
Fri.	10/20	7:00	DISTRICTS – TBA

-J.H. Football (w/Southwest & Hale)-

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Opponent</u>
Thurs.	9/7	6:00	@ Orrick
Thurs.	9/14	6:00	@ Norborne
Thurs.	9/21	6:00	Chilhowee
Mon.	9/25	6:00	Northwest (Hughesville) w/ La Monte
Thurs.	9/28	6:00	Kansas City East
Mon.	10/2	<u>5:00</u>	Wellington-Napoleon

-J.H. Girls/Boys Basketball-

*Girls game will be played first, followed by boys

Day	Date	Time	Opponent
Mon.	10/9	6:00	@Southwest
Tues.	10/10	6:00	@ Hardin-Central
Wed.	10/11	6:00	Meadville
Mon.	10/16-10/21	TBA	CLAA Tournament – Hale
Mon.	10/23	6:00	Keytesville
Tues.	10/24	6:00	@ Hale
Thurs.	10/26	6:00	@ Norborne
Mon.	10/30	6:00	Northwestern
Thurs.	11/2	6:00	@ Breckenridge
Sat.	11/4-11/10	TBA	@ Norborne Tournament
Tues.	11/14	6:00	Brunswick
Wed.	11/15	6:00	@ Braymer

-H.S. Girls/Boys Basketball-

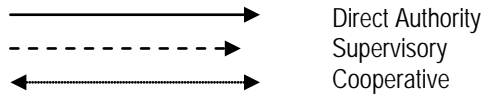
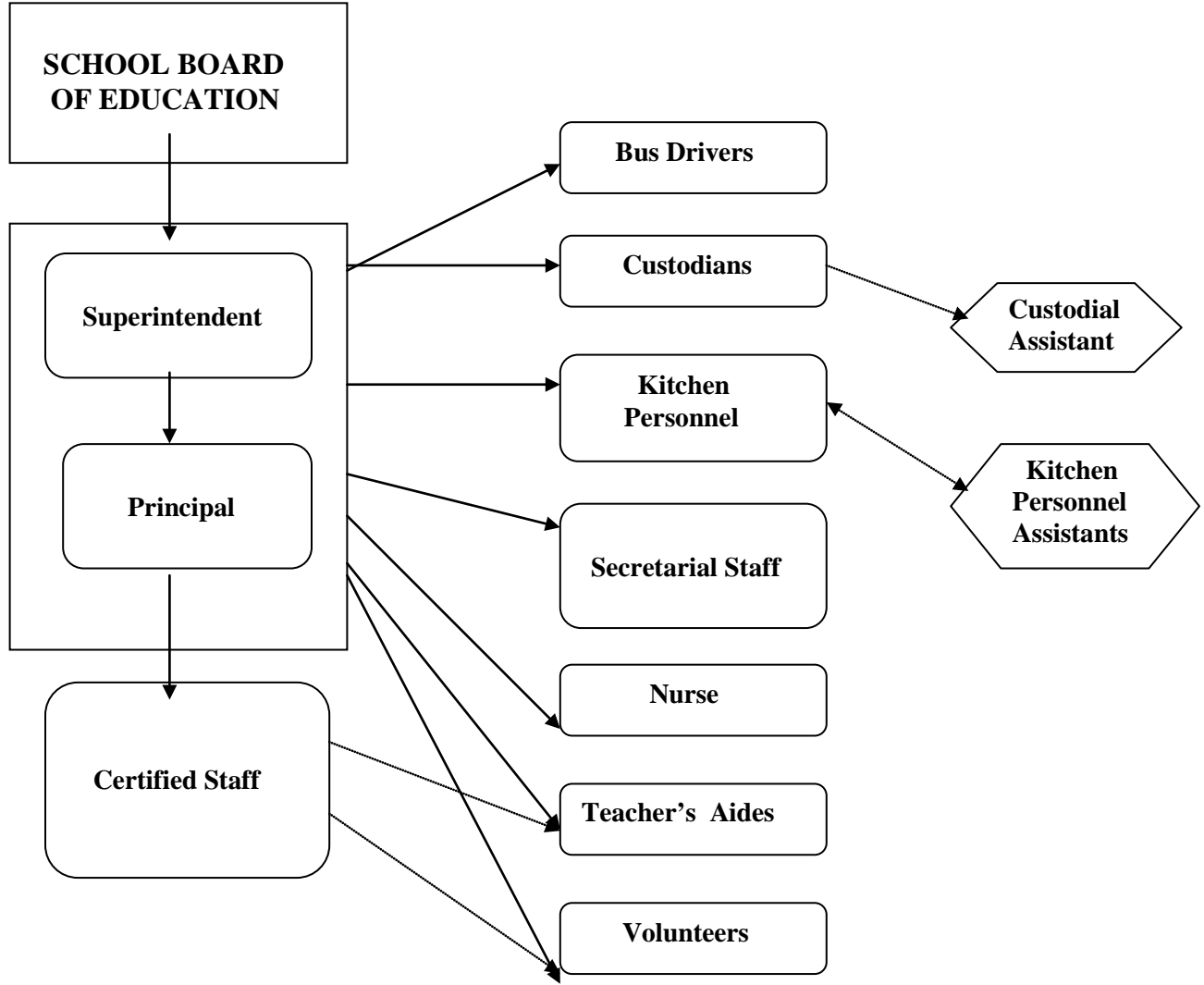
*Girls game will be played first, followed by boys

Day	Date	Time	Opponent
Mon.	11/20	6:00	@ Braymer
Tues.	11/28	6:00	Santa Fe
Thurs.	11/30	6:00	@ Carrollton
Fri.	12/8	6:00	@ Keytesville
Mon.	12/11	6:00	Meadville
Fri.	12/15	6:00	Brunswick
Mon.	12/18	6:00	Northwestern
Thurs.	1/4	6:00	@ Winston
Fri.	1/5	6:00	Hardin-Central
Tues.	1/9	6:00	@ Breckenridge
Thurs,	1/11	6:00	Norborne
Tues.	1/16	6:00	@ Grundy County
Thurs.	1/18	6:00	Southwest
Fri.	1/19	6:00	@ Orrick
Mon.	1/22-1/27	TBA	@ MEADVILLE TOURNAMENT
Tues.	1/30	6:00	@ Hale w/ Bosworth
Mon.	2/5-2/10	TBA	CLAA TOURNAMENT <i>(hosted by Tina-Avalon)</i>
Tues.	2/13	6:00	Polo
Thurs.	2/15	6:00	@ Linn County
Sat.	2/17-2/24	TBA	DISTRICTS <i>(hosted by Tina-Avalon)</i>

***Spring sports schedules will be decided at Fall Consortium Meeting.**

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

TINA-AVALON R-II SCHOOL DISTRICT
CHAIN-OF-COMMAND



Student Transportation Services

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

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

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

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

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

The transportation service will be subject to continual supervision and regular evaluation on the basis of the following Board policies.

1. The Board of Education shall adopt policies governing pupil transportation upon the recommendation of the superintendent, include adequate funds in the budget to cover the cost of the transportation contract, secure proper authorization for the provision of transportation, and secure approval of bus routes from the Missouri State Board of Education when necessary.
2. The superintendent shall assign administrative and operational duties regarding the transportation program and shall keep the Board of Education informed as to the operation and needs of the student transportation program. The superintendent shall recommend policies, funds and bus routes to the Board of Education for approval.
3. All violations of state and local requirements will be reported.
4. The superintendent and/or the director of transportation will make spot checks of buses throughout the year to review requirements.
5. All bus drivers, the superintendent and/or the director of transportation will meet at least once a year.

The superintendent will present a plan for student transportation services for the district, meeting the approval of the Missouri Department of Elementary and Secondary Education and complying with the adopted policies of the Board of Education, to the Board for approval no later than the regular August Board meeting of each school year.

Transportation

The Board of Education will enter into contracts with bus drivers or with contract carriers for specific routes not later than the regular meeting in April for contracts for the following school year. These routes will include the transportation of all students along the route who live at least one mile from the school and who attend school at Tina-Avalon. The bus driver will not be expected to wait an unreasonable time for the students to arrive. He/She shall not be expected to go on roads that are impassable to pick up or deliver any student. He/She shall make all reports as required by the superintendent and the Board of Education. Drivers of school owned buses will take all necessary precautions to assure the maintenance of the bus they are operating. Anything needing attention should be reported to the bus mechanic.

Supervision of buses, bus routes, and bus drivers shall be the duty of the Principal.

1. Bus drivers shall be responsible to the superintendent and the Board of Education.
2. Accidents shall be reported in writing to the superintendent.
3. Bus drivers shall not use the bus for any purpose other than specified by the superintendent or the School Board.
4. Bus drivers shall enforce order at all times.
5. Proper insurance shall be carried on all buses.
6. Bus drivers shall follow the rules and regulations of safe driving conditions as set forth by the Missouri State Department of Education.
7. Bus drivers must demonstrate a safe driving record, hold a valid Missouri CDL license/bus permit and age limit will be determined by State or Federal Law.
8. Bus drivers will sweep and clean bus interiors as needed.
9. Bus drivers are responsible for windows & emergency light cleaning daily.
10. Bus drivers are responsible for putting on chains for inclement weather.
11. Bus drivers are responsible for fueling the bus.
12. Bus drivers are responsible for washing the interior and exterior of the bus as needed.

Pay Rate for Bus Trips

The pay for bus trips, excluding Senior Trip, is as follows:

Ballgame - \$40.00 (this includes keeping the scorebook)

Other activity trips:

Driving time: minimum wage + \$3.00

Waiting time: Minimum wage

Weekend trips: Minimum of \$40

*\$25.00 Minimum for all other trips

Drive time will be determined through the mileage schedule.

Duty time starts when the bus leaves school and ends when the bus returns to the school.

Senior trips are included in the bus driver contract and rotated each year.

Other overnight trips will be negotiated on a trip by trip basis.

If a trip causes the driver to miss their regular route, the driver will still be reimbursed for their route.

Student Activity Bus Trips

The school has the responsibility for transporting students to and from extra-curricular activities.

There are two acceptable methods of transporting students to activities:

1. Student rides the bus.

2. Student rides with parent (student will not be eligible to participate in activity until parent/guardian has signed the "transportation to" portion of the list upon arrival at the activity).

There are two acceptable methods of transporting students from activities:

1. Student rides the bus.
2. Parent/guardian accepts responsibility. (While at the activity the parent/guardian signs the "transportation from" portion of the list. The parent accepts the responsibility of providing transportation for the student at their discretion).

Any student whose parent fails to sign the "transportation from" portion of the list will not be allowed to participate in the next contest.

Special Use of School Buses

All school buses and transportation equipment purchased by the school shall be used for school purposes only. This policy is in keeping with the definition of "school bus" as provided in Section 301.010 (25), RSMo. which states:

School Bus -- Any motor vehicle used solely to transport students to or from any place for educational purposes.

School buses shall not be used by or on behalf of private, commercial or religious organizations.

Student Transportation Records and Reports

The Board of Education shall provide for the proper accounting of student transportation records and reports. The superintendent or his/her designee shall be responsible for keeping student transportation records and submitting all necessary reports to the Missouri State Board of Education for the apportioning of state transportation aid and for statistical purposes.

An accurate count of students being transported shall be made on the second Wednesday of the month for each month, September through May. The count shall be taken for each route on the incoming (a.m.) run and the bus driver shall sign the record. If the district's schools are not in session a full day on the second Wednesday of the months specified, the count of the students being transported shall be taken within the next three days that the district is in session for a full day. If the school term is completed prior to the second Wednesday in May, the count shall be taken on the last Wednesday in May that the district's schools are in session a full day.

Bus Driver Examination and Training

The bus driver of a school bus is responsible for the safety of students riding the bus. Therefore, the students are under the authority and supervision of the bus driver while on the bus and each bus driver shall observe all state laws and regulations pertaining to the safe use of school buses.

The following qualifications for bus drivers have been established by law or by regulations of the Missouri Department of Elementary and Secondary Education or by policies of the Tina-Avalon R-II Board of Education.

- A bus driver shall be licensed as a chauffeur in accordance with Missouri Statutes and submit the license number to the office of the superintendent prior to the first day of school.
- A driver shall be in good physical and mental health, free from communicable disease, and have normal use of both arms, hands, legs, and feet. Vision shall be at least 20/20 in one eye with 20/40 vision in the other eye or 20/30 vision in both eyes, with correction if necessary. A driver

shall be able to distinguish the colors of red, green and yellow. Hearing shall be adequate to hear ordinary conversation. A driver shall undergo a physical examination annually by a licensed physician and present a signed physical examination certificate to the office of the superintendent prior to the first day of school.

- A driver shall be neat and clean; abstain from the use of tobacco in the bus; refrain from driving under the influence of intoxicants, narcotics, or drugs; and conduct himself/herself in a manner that will influence the students positively.

The qualifications for a substitute bus driver shall be the same as for a regularly employed driver.

State and Federal Programs Administration

The Tina-Avalon R-II School, with the approval of the Board, may operate various specially funded programs, which must be administered according to particular federal or state laws, regulations and other conditions for use of such funds. The Board of Education, through its approval of such programs and acceptance of funds, is ultimately responsible for them although many regulations governing the programs are established by other governmental agencies.

The superintendent shall be the designated district official responsible for coordinating funded projects, administering programs and ensuring that the various departments operating these programs do so within the guidelines of the particular program. The Board requests that the administration keep accurate and separate records, as called for by state and federal programs, to enable the district to verify program compliance and success, if the need arises.

Equal Opportunity Employment--(Affirmative Action Program)

Tina-Avalon R-II School District is an equal opportunity employer. It is the policy of the district to afford equal opportunity employment to qualified individuals despite their race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, handicaps or memberships in legally constituted organizations to the extent called for by all applicable laws. This policy of equal opportunity encompasses all aspects of the employment relationship to include recruitment, selection, placement, training, assignment, promotion, transfer, compensation, benefits and termination. Accordingly, through an affirmative action program, effort will be taken to correct or prevent any practice that may cause discrimination in employment and in other appropriate areas of personnel policy and practice.

The goals of the affirmative action program will be as follows:

- ✓ Provide job training and educational opportunities to help employees grow in their jobs and prepare for advancement, assuring protected groups every opportunity to participate.
- ✓ Aid employees in securing positions commensurate with their skills and knowledge, assuring equal access to promotion or advancement.
- ✓ Efficiently resolve concerns and grievances of all employees and prospective employees, which may arise about the affirmative action program.

To ensure implementation of this policy, the superintendent will complete the following:

- ✓ Annually recommend for Board appointment a non-discrimination compliance and grievance officer.
- ✓ Develop administrative practices about the above-enumerated goals and related activities.
- ✓ Report regularly to the Board on the progress toward these goals.

School Year/School Calendar

The school calendar shall provide for a minimum of 170 days or 1,134 hours of actual pupil attendance. Additional days for pupil attendance, various meetings, holidays, and other days may be scheduled as part of the school term at the discretion of the Board of Education.

The school calendar as developed by the superintendent and approved by the Board will begin before Labor Day because of the Ag. Exemption.

Upon approval of the calendar by the Board, the superintendent will distribute copies to the staff and the news media.

Emergency School Closings or Delayed Starting Time

Should it become necessary to close school by reason of weather or other emergencies, the superintendent may order the closing of the school. Notification of such closings will be given to the staff, students and public under the plan of notification developed by the superintendent and approved by the Board.

The superintendent encourages the staff, parents/guardians and students to sign-up for Dragon Textcaster and/or listen to the following radio and television stations for notification of school closings due to inclement weather:

Radio Stations:

KAOL 1430 AM	Carrollton	KCHI 98.5 FM	Chillicothe
KMZU 100.7 FM	Carrollton	KGOZ 101.7 FM	Gallatin
KCHI 1010 AM	Chillicothe	KMMO 102.9 FM	Marshall
		KTTN 92.3 FM	Trenton

Television Stations:

KQ 2 – St. Joseph	KCTV 5 – Kansas City
FOX 4 – Kansas City	KMBC TV 9 – Kansas City

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

If the district’s school is dismissed due to inclement weather after school has been in session for three or more hours, that day shall count as a full day including kindergarten. If school has been in session for two or more hours and less than three hours, that session shall be counted as one half day. When the total hours lost due to inclement weather exceeds 12 hours, the time must be made up in half or full day additions to the school term.

On days when school is not in session because of inclement weather, there will be no student-related activities in the school buildings.

School Day

The length of the school day will be recommended by the superintendent and approved by the Board. A minimum of six hours in which pupils are under the guidance and direction of a teacher in the teaching process is required by state law. The specific daily opening and closing time for individual schools may vary to facilitate the scheduling of the district's transportation program.

Free Admissions

Board members, all employees and their spouse and child(ren) shall be admitted to all Tina-Avalon R-II events free from charge. However, athletic tournaments or activities sponsored by the Missouri High

School Activities Association will require all persons to pay admission at the rate determined by the activities association.

Home Ball Game Admissions - Public

Softball	free
Basketball – Adults.....	\$3.00
Basketball – Students K-12	\$2.00
Basketball – preschool	free

Persons 62 years of age or older residing in the T-A School District shall be given free admission.

Passes can be obtained at the gate from the gatekeepers.

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

Student Pass.....	\$8.00
Adult Pass.....	\$16.00
Single-Parent Family Pass	\$24.00
Two-Parent Family Pass	\$35.00

CLAA BASKETBALL TOURNAMENT ADMISSIONS

Adults	\$3.00
Students K-12.....	\$2.00
Preschool.....	free
Senior Citizens- age 62 (Fall Meeting, 2008).....	free

Income from School Shop Sales and Services

Through certain vocational activities, students may provide goods and services at a charge to the public. These activities are designed for educational purposes and are not to make a profit or to be competitive with businesses in the community. Moneys generated from such services shall be deposited in the proper accounts.

The charges for work done and goods sold through these activities will be kept current with costs for the particular service or item offered for sale.

Purchasing Authority

The Board of Education annually adopts the budget for the Tina-Avalon R-II School. The adopted budget shall be the guide for the superintendent to follow in making school acquisitions. The superintendent shall have supervision of school purchasing and shall be authorized to issue purchase orders not to exceed budget limits. Bids may also be called on purchases where, in the opinion of the superintendent, the welfare of the schools will be served. A purchase order must be filled out and signed by the Superintendent before any purchases can be made. Any purchases made without prior approval could be subject to your cost.

Fundraising

All fundraising must be approved by administration before vendors are contacted.

Financial Accounting

All staff members will carefully supervise expenses, collection, accounting, and deposit of activity money under their direction. Each organization or class is expected to keep a careful record of purchases and receipts.

1. Purchasing
 - A. NO organization will make a purchase without first securing an approved purchase order from the superintendent.
 1. Certified personnel must submit a requisition form to the superintendent.
 2. Non-certified personnel must submit a requisition form to the superintendent.
 - B. The person making the acquisition will take the purchase order to the business where the purchase is to be made. The business will keep the purchase order and return it with the bill.
 - C. The person making the purchase must present the bill to the secretary.
 - D. Sales tickets must be signed by the person making the purchase and turned into the office.

2. Depositing
 - A. As soon after collection of money as possible, the persons in charge should turn the money into the office. Sponsors must be responsible for money raising activities.
 - B. Be sure to request change in advance. Be sure two people count receipts and sign slips furnished with change.
 - C. A receipt will be given for money turned into the office.
 - D. The receipts and records of purchase should be kept on hand by each organization.
 - E. No person has the authority to obligate the school for a cash acquisition. All purchases must be made through the regular channels. Requisition approved by the superintendent then a purchase order is issued and must be signed by the superintendent.

CAUTION: Never leave your purse or school money unattended. Turn all school money into the office by the end of the day. Never leave it in your room overnight.

Ordering Supplies

Supplies purchased by certified and non-certified personnel should be requisitioned through the superintendent's office. Submit your requisition to the appropriate authority and then the superintendent will issue a purchase order. The staff member will send the original purchase order to the vendor and provide a copy of the purchase order to be retained in the business office. No student is permitted to buy supplies and charge them to the school. Only sponsors have this authority and they must use requisitions.

Soliciting Funds

No agents, solicitors, peddlers, or other persons shall solicit, offer for sale or sell any subscription, policy service, article or thing whatsoever to any teacher or pupil in any public school of this state while the teacher or pupil is upon the premises of the school during the hours the public schools are in session and for one half hour after the school has been dismissed.

***Expense Reimbursements**

Board members, the administrative staff and all other employees who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved voucher and supporting receipts.

Expenses must be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for travel will be reimbursed when the travel has the advance authorization of superintendent. The superintendent may grant this authorization without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved and the Board will later ratify such approval.

*Mileage will be paid at \$.45 per mile for approved trips.

Persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between expenditures for business and those for personal convenience.

Staff Ethics

An effective educational program requires the services of individuals with integrity, high ideals, empathy and human understanding. To maintain and promote these essentials all employees of the school are expected to maintain high standards in their school relationships by adhering to the following standards:

1. Maintain just and courteous relationships with pupils, parents/guardians, staff members and others.
2. Maintain employee efficiency and knowledge of the development in the appropriate fields of work.
3. Transact all official business with the appropriate designated authorities of the school district.
4. Establish and maintain friendly and intelligent cooperation between the community and the school district.
5. Recognize that the welfare of children is the first concern of the school district; thus appointments to positions and promotion must be based solely on merit. Refrain from using pressure on school officials for appointment or promotion.
6. Refrain from using school contacts and privileges to promote partisan politics, sectarian religious views or self-serving propaganda of any kind.
7. Properly transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation and then to the superintendent, if necessary.
8. Properly use and protect all school properties, equipment and materials.

Staff Conflict of Interest

Employees of the Board will not engage in, or have direct financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the Tina-Avalon R-II staff by adhering to the following policies:

1. Employees will not participate for financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or their parents/guardians.
2. Employees who have patented or copyrighted any device, publication, or other item will not receive royalties for use of such item in the district schools.
3. Employees will not engage in any type of work where the source of information concerning customer, client, or employer originates from information obtained through the school district.
4. Employees shall not act as agents or accept commissions or other rewards for books or other materials, the selection or purchase of which they may influence. The school district will not purchase products distributed directly or indirectly by employees of the school.

Staff Conduct

All professional and support staff members of the school have the responsibility to become familiar with and abide by the federal and state statutes as these affect the performance of job duties, the policies of the Board, and the regulations designed to implement them.

Since the realization of district goals is dependent upon the behavior of professional and support staff, the following conduct will be required of all employees.

1. Remain faithful and prompt in attendance at work.

2. Support and enforce the policies of the Board of Education and the regulations of the school administration.
3. Diligently submit any required reports at the time specified.
4. Care for and protect school property.
5. Attend all regular and special meetings called or authorized by the principal or superintendent.
6. Maintain concern for and attention to the school district's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times. This includes staying with them until they have been picked up by a parent or a responsible adult identified by the parent.
7. Pay careful attention to all professional and support staff duties, including pupil transportation, food services, maintenance and custodial services, attendance keeping and record keeping, student discipline, reporting to parents/guardians, and supervision of pupils.

Staff Protection

The Board of Education of the Tina-Avalon R-II School will protect its employees against claims that may be entered against them as a result of performing their assigned responsibilities. This protection will be in the form of liability insurance and worker's compensation insurance. In addition, eligible school employees will be covered by unemployment compensation insurance and subject to the provisions thereof.

Workers' Compensation Insurance -- All school employees will be covered by workers' compensation insurance and are eligible for compensation for an injury incurred while in the performance of their job. Any accident resulting in injury, no matter how minor, must be reported to the immediate supervisor who in turn will notify the appropriate administrative office. Following treatment, proper forms must be completed and submitted to the appropriate administrative offices.

Unemployment Compensation Insurance -- All eligible school employees will be covered by unemployment compensation insurance and subject to the provisions thereof. Based on an analysis of district data, the Board will annually determine if the district shall pay on the basis of reimbursement or purchase unemployment compensation insurance.

Staff Participation in Community Activities

The board urges the professional and support staff to participate constructively in activities of the school community. In their relationships with community groups, a conscientious effort should be made by all employees to make school life a part of community life and to bring the community closer to the schools. Professional and support staff members should endeavor to know the community's influence on and opportunities for students as well as for themselves.

Professional and support staff members are reminded that the community as representatives of Tina-Avalon R-II may view them. Therefore, employees should be careful that any information they carry to the public is correct information, not rumor or part truth.

Staff/Student Relations

The relationships between staff members and students should be one of cooperation, understanding, and mutual respect. All staff members have the responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to capacity.

Each staff member will strive to secure effective individual and group discipline and should be treated with respect by the students. Staff members should extend students the same respect and courtesy, which they have a right to expect.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and staff/pupil biases must be avoided. Excessive informal and social involvement with individual students and "pal like" relationships give rise to charges of partiality and excessive personal involvement and could be a disadvantage to both the student and the staff person.

Differences and problems that arise between a staff member and student are best worked out by conferences between these two persons. Matters beyond the classroom or which are of a sufficiently serious nature may require additional administrative assistance.

All Staff Absences

Support staff members are expected to discuss any planned absences with the administrator or other administrative staff if the administrator is unavailable. In the event of an emergency absence, contact the principal before 6:30 a.m., if possible, so that a suitable substitute may be secured. Please fill out the required absent form and give to the principal.

Support Staff Personnel Sick Leave

Non-certified personnel who are less than full time employees will be granted pro-rated sick leave based on hours worked. Full-time non-certified personnel will be granted 7 days to use as sick or personal but not to exceed five (5) consecutive personal days.

Non-Certified personnel sick leave can be cumulative to a total of 36 days. If he/she starts the year with 36 days accumulated sick leave; he/she will be compensated at 7 times one half of minimum wage per day for each unused sick leave day, up to seven, at the end of the school year. (7 X ½ minimum wage) (seven represents the average workday hours of a classified substitute worker)

Smoking on School Premises by Staff Members

Smoking by staff members on school property or at school functions is allowed, only in designated areas. Smoking by any employee, board member, patron of the district or other individuals is not allowed in the school building.

Drug-Free Workplace

Students and employee safety is of paramount concern to the Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students and to other employees. Therefore, the Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances or alcoholic beverages on any school property or on any school approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business. Any employee who violates this policy will be subject to disciplinary action, which may include employment suspension, termination, and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs. Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the superintendent of any criminal drug stature conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. The employee must make such notification to the superintendent in writing no later than five calendar days after conviction. The superintendent will provide notice in writing of such violation to the United States Department of Education, or other appropriate federal agency within 10 calendar days after the superintendent receives such notification, if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education.

Personnel Records

The following information will be kept in an individual's personnel file located in the office of the superintendent of schools:

1. The name of the employee and the employee's identifying number if such is used.
2. Home address, including zip code.
3. Date of birth.
4. Sex and occupation in which employed.
5. Time of day and day of week in which the employee's workweek begins.
6. a. Regular hourly rate of pay for any week when overtime is worked and overtime compensation is due; and
b. The amount and nature of each payment which is excluded from the regular rate.
7. Hours worked each workday and total hours worked each work week.
8. Total daily or weekly straight time earnings or wages.
9. Total overtime compensation for the work week.
10. Total additions to or deductions from wages paid each period.
11. Total wages paid each pay period.
12. Date of the pay period.
13. Payroll records shall be kept for a minimum of three years on each employee.

Staff Complaints and Grievances

It is the intent of the Board of Education that, through this Staff Complaints and Grievances procedure, complaints will be identified and corrected at the earliest possible time and at the lowest level of supervision.

Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion.

Employees will not be discriminated against nor will reprisal be attempted against an employee because a complaint was filed.

I. Definition

Complaint -- An assertion by an employee that there has been a violation, misinterpretation or misapplication of district policies, regulations and procedures, employee contracts, existing laws or other actions that adversely and directly affect the employee in performing assigned job responsibilities.

II. Procedures

Complaints will be processed according to the step by step procedures outlined below.

A. Working Site Level (Step 1)

1. A complaint will be presented orally and informally to the immediate supervisor. If the complaint is not promptly resolved, it will be reduced to writing and submitted to the immediate supervisor.
2. Within five work days of receiving the written complaint, the immediate supervisor will render a decision in writing to the complainant and the person or persons originally involved in the complaint.

B. Site Level (Step 2) (This stage may be omitted if the principal serves as the immediate supervisor at Step 1)

1. Within five work days after receiving the decision at Step 1, the complainant may appeal the decision in writing to the principal.

2. The principal will, within 10 work days of receipt of the appeal, investigate and render a decision in writing to the complainant, the immediate supervisor and to the person or persons originally involved in the complaint.
- C. District Level (Step 3)
1. Within five work days after receiving the decision at Step 2, the complainant may appeal the decision in writing to the superintendent.
 2. The superintendent will, within 10 work days of receipt of the appeal, investigate and render a decision in writing to the complainant, the principal or immediate supervisor and to the person or persons originally involved in the complaint.
- D. Governing Board Level (Step 4)
1. Within five work days after receiving the decision at step 3, the complainant may appeal the decision to the Board of Education.
 2. The Board will schedule the matter for a hearing within 25 workdays following receipt of the appeal. The Board will render a decision within 15 work days after the hearing and record its decision shall be given to the complainant, the immediate supervisor and to the person or persons originally involved in the complaint. The decision of the Board of Education will be final.

***Food Services Management**

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

Program leadership, direction and supervision at all levels are the responsibilities of a trained staff. The superintendent, in cooperation with the director of food services, is charged with administering the total program, implementing Board policy as it pertains to school food services, and making recommendations pertaining to the program and food services personnel to the Board. Food services personnel in the schools will be directly responsible to the director of food services in the district and the building principal.

The principal shall administer the program and maintain discipline in the cafeteria or lunchroom. Where possible, the principal will provide for correlation of the program with areas of instruction.

The school food services program will be operated on a nonprofit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures, and service of foods. Schools will meet all state and federal requirements necessary for participation in state and federal meal programs. School food services receipts will be used only to pay regular food services operating costs.

Any sale of food and beverages to students during school hours will be under the supervision of the school food services department. The revenue from such sales will be deposited and accrued to the food services revenue budget.

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

When food services facilities are used by outside agencies, an adequate fee approved by the Board will be charged. If facilities are used for other than the regular program, the manager will ensure that no supplies provided for the regular program or USDA commodities are used.

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

The meal prices are:

	<u>Breakfast</u>	<u>Lunch</u>
Students, PK through 6 th grade	1.10	1.65
Students, 7 th through 12 th grade	1.10	1.90
Reduced Students, PK through 12 th grade	.30	.40
Adults, staff & guests	1.50	2.25
Guest child, 0 through 6 th grade	1.10	1.65
Guest child, 7 th – 12 th grade	1.10	1.90
Milk or Juice (without a school meal)	.25	.25
Extras		.05

Each meal includes two drinks (specifically, one milk and one juice). Employees are allowed two milks or two juices if preferred.

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

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

*A notice will be sent home every two weeks to the parents/guardians of those students who owe money for lunch and breakfast. Each student will be allowed to charge up to \$100.00. **After \$100.00 no charges will be accepted.** The student will be provided a sandwich and one carton of milk until payment has been received.

*Lunch prices are subject to change at any time.

Lunchroom Employees Regulations

1. The head cook and kitchen personnel assistants shall always be neat and clean in appearance and shall exercise all necessary sanitary precautions to insure complete safety in preparation of meals.
2. Employees shall take sufficient time prior to the beginning of school to see that the lunchroom is clean and sanitary. Likewise at the close of school it should be clean and orderly for summer vacation.
3. The head cook shall be responsible for the planning of meals, preparing daily menus meeting the requirement of the "type A lunch" provisions, purchasing supplies in compliance with Board policy, and shall keep such records and file such reports as may be required, all under the general supervision of the superintendent.
4. Assistants shall be subject to the supervision of the head cook.
5. Lunchroom employees shall be allowed six days sick leave annually, cumulative to 30 days. Two of the six days may be used for personal business per year.

Building and Grounds Maintenance

The Board recognizes the tremendous investment in the district's facilities, buildings, grounds, and equipment. It is further acknowledged that normal deterioration from natural elements and ordinary use will occur. However, with proper care and attention the rate of deterioration can be reduced and repair cost held within reasonable limits. Therefore, the Board believes that a proper program of preventive maintenance is a requirement for efficient and economic building operation.

The superintendent or his/her designee is directed to maintain a proper preventive maintenance program and include adequate funds to sustain this program in the budget recommendation. Provisions of this program should include the following:

- * The superintendent and principal will periodically inspect the buildings and grounds and report findings to the Board.
- * Improvements and additions to the buildings and grounds will be made as established by capital outlay line items approved in the budget by the Board.
- * An adequate custodial services program for all buildings will be maintained.
- * School grounds and fields will be maintained and improved when necessary to ensure a safe, functional and attractive environment.
- * District buildings and equipment will be repaired and district facilities periodically painted.
- * Obsolete equipment will be determined.

The principal shall give attention to the condition of the building as to cleanliness, heating, ventilation and general maintenance in order to safeguard the health and comfort of the students and employees.

Use of School Building and Facilities

The authority to rent the school facilities is delegated by the Board of Education to the superintendent, who shall determine whether or not the proposed rental date conflicts in any way with the established school schedule of events. All O.P.T.S. (Organization of Parents, Teachers & Students) meetings and programs are classed as school functions and no rental fee will be charged for use of school facilities.

A. Fees:

Lunchroom and one room	\$25.00
Gym	\$25.00

B. General regulations

1. Use of school facilities by private business or commercial interests, social or fraternal organizations, service clubs, town ball teams, etc. will be permitted providing rental fee is paid in advance and that proper and acceptable supervision is provided and arrangements made for custodial care through the superintendent.
2. Use of the school building for private parties, public or private dances, carnivals, or any other meeting, which is not deemed to be in the public interest, is prohibited.
3. The building is not to be opened at night for any reason unless someone having knowledge of lighting, heating, and other facilities is present and in charge.

PROFESSIONAL STAFF GENERAL INFORMATION

Supplies and Equipment

All teachers shall have the use of all equipment, supplies, teaching aids, etc. that the school owns. The materials are to be "checked out" with the appropriate person responsible for the equipment.

The school has a variety of equipment such as a fax machine, record player, recorder, copy machine, filmstrip machine, VCR, microscopes, computers, etc. Please ask the proper person, (teacher's aide, librarian, secretary, computer coordinator, science teacher, etc.), for help in operating this equipment.

Teachers are not to borrow or lend any equipment that has to leave the building without the permission of the superintendent.

A mailbox is provided in the teacher's lounge for each teacher. Please check your box daily. All teachers are asked to clear their mailboxes before and after school. Often mail comes in during the day, or messages from other teachers are put in your mailbox. Mail is also received/sent via e-mail.

Classroom Supplies

Secure classroom supplies before or after school. Do not release students to go for supplies. Do not permit students to drive their car without administrative permission. No exceptions, please.

Payroll Procedures

The superintendent will ascertain from each teacher the number of monthly payments into which the annual salary is to be divided. Salary is to be paid at the option of the teacher on a 12 or nine-month basis. This is to be agreed upon before signing and included in contract. Salary payments shall be made accordingly, with the first payment on the 15th of every month through direct deposit. All retirement contributions for the entire year's salary shall be deducted by June 30th of the year of employment for those desiring 12 equal payments. No monthly payment will be made in advance during the summer months, as the District will have the money invested.

Teaching Certificate

Up to date transcripts, valid teaching certificates and social security number must be on file in the superintendent's office not later than the end of the first week of school. Summer school hours should be turned in right away to record any change in a teacher's professional status.

Retirement

At retirement from Tina-Avalon R-II School all certified staff members shall receive one-half of cumulated sick leave at the current substitute teacher's salary.

***Insurance and Sick Leave**

- A. Insurance shall be provided for all certified staff in the school system by Midwest Public Risk or a comparable insurance agreed on by the majority of teachers or discretion of the Board of Education.
- B. School will provide liability insurance for all certified professional staff members by M.U.S.I.C. insurance group.
- C. Workman's Compensation - provided according to State Statute.
 1. Sick Leave - Certified staff members shall be allowed ten (10) days as sick or personal leave but not to exceed five (5) consecutive personal days. Any unused sick or personal leave will carry over as sick leave. Sick leave shall be cumulative to a total of 54 days. In addition, at the end of each school year those certified staff members having accumulated 54 days will be reimbursed for the remaining unused days of the ten allowed per year at the rate of half the current substitute teacher's pay.
 2. Sick leave shall be defined as personal illness or serious illness and/or death in the immediate family (mother, father, wife, husband, children, brother, sister, grandfather, grandmother, mother-in-law, father-in-law, daughter-in-law or son-in-law and grandchild) of a certified staff member. Within the intent of the definition of the "immediate family" it is recognized there may be rare or occasional situations where a substantial family obligation may exist, such leave benefit may be extended upon by consent, and/or approval by the superintendent.
 3. Personal leave - absence of an employee to conduct business and other personal reasons deemed unavoidable and represent reasonable need for a certified staff member to be absent from his/her responsibilities.

Explanation of absence shall be discussed with the administration.

Professional Staff Contracts and Compensation Plans

The Board recognizes that attractive compensation plans, which include adequate base salary, professional growth incentives and employee benefits, are necessary to attract and hold highly qualified men and women to administer its schools and provide for an effective instructional program. The Board shall have final authority in determining the salary schedule and benefits for all teachers in the district.

The contracts of qualified professional personnel shall be in writing and shall comply with the laws of the state of Missouri. In accordance with the law, individual contracts will be issued to all professional employees as follows:

1. Probationary Contract
All teachers new to the district will be employed on a probationary contract for one year and will continue on one-year probationary contract until qualified for and awarded tenure contract status.
2. Probationary to Tenure Contract
After successfully completing service as required by the Missouri Teacher Tenure Act, the certified staff member, if re-employed for a succeeding year, shall be offered a tenure contract.
3. Tenure Contract
The permanent certified staff member, as defined in Section 168.104 (4) RSMo. 1978 will receive an indefinite contract subject to the tenure laws of Missouri and/or a modification of the tenure contract. This modification would include:
 - a. Determination of the date of beginning and length of the next school year;
 - b. Fixing the amount of annual compensation for the following school year as provided by the salary schedule adopted by the Board of Education applicable to all certified staff members.
4. Administration Contract
All administrators, other than the superintendent, shall serve in his/her administrative positions under a limited contract. However, an administrator who has previously attained indefinite contract status as a certified staff member in the district retains the status as a certified staff member.

The following information shall serve as major guidelines for the issuance of professional staff contracts.

1. All contracts will be awarded by the Board of Education after receiving the superintendent's recommendation.
2. All probationary, probationary to tenure, and tenure and administrative contracts shall be properly signed and attested to by the Board president, Board secretary and employee.
3. Contracts shall specify the length of service and the amount of compensation for that service, as provided by law.
4. Each contract or contract modification shall be made in duplicate with the original copy to be held by the district and the copy is given to the employee.
5. Probationary, probationary to tenure and modifications of tenure contracts will be issued between April 1st and April 15th.
6. Any contract may be terminated at any time by mutual consent.
7. Any request for release from contract by a professional staff member other than the superintendent shall be submitted in writing and directed to the superintendent. A certified staff member will not be released from contract unless suitable replacement is available, and then only on conditions set forth in the Missouri Teacher Tenure Act. The Board may consider a release of contract for the following reasons:

- A. Health -- Any request for a release of contract based upon the health of the professional staff member shall require a certificate by a physician that continued employment will be detrimental to the person's health.
- B. Transfer of spouse -- If a teacher's spouse receives a transfer from the geographical area, the Board may grant a release but the release shall be conditional upon the employment of a duly qualified replacement.
- C. Other reasons -- Recognizing that the professional staff member's contract is a legal document which binds both the certified staff member and the Board; the Board's attitude shall generally be one of disapproval for request of contract for reasons other than health or transfer of spouse. The Board wills, at all times hold the welfare of the students paramount during the consideration and deliberation of requests for release.

2017-2018 Tina-Avalon Salary Schedule

	BS	BS+10	BS+20	MS	MS+10
Step 1	28,500.00	28,900.00	29,300.00	29,800.00	30,200.00
Step 2	28,900.00	29,300.00	29,700.00	30,200.00	30,600.00
Step 3	29,300.00	29,700.00	30,100.00	30,600.00	31,000.00
Step 4	29,700.00	30,100.00	30,500.00	31,000.00	31,400.00
Step 5	30,100.00	30,500.00	30,900.00	31,400.00	31,800.00
Step 6	30,500.00	30,900.00	31,300.00	31,800.00	32,200.00
Step 7	30,900.00	31,300.00	31,700.00	32,200.00	32,600.00
Step 8	31,300.00	31,700.00	32,100.00	32,600.00	33,000.00
Step 9	31,700.00	32,100.00	32,500.00	33,000.00	33,400.00
Step 10	32,100.00	32,500.00	32,900.00	35,250.00	35,650.00
Step 11	32,500.00	32,900.00	33,300.00	35,650.00	36,050.00
Step 12	32,900.00	33,300.00	33,700.00	36,050.00	36,450.00
Step 13	33,300.00	33,700.00	34,100.00	36,450.00	36,850.00
Step 14	33,700.00	34,100.00	34,500.00	36,850.00	37,250.00
Step 15	34,100.00	34,500.00	34,900.00	37,250.00	37,650.00
Step 16	34,500.00	34,900.00	35,300.00	37,650.00	38,050.00
Step 17	34,900.00	35,300.00	35,700.00	38,050.00	38,450.00
Step 18	35,300.00	35,700.00	36,100.00	38,450.00	38,850.00
Step 19	35,700.00	36,100.00	36,500.00	38,850.00	39,250.00
Step 20	36,100.00	36,500.00	36,900.00	39,250.00	39,650.00
Step 21	36,500.00	36,900.00	37,300.00	39,650.00	40,050.00
Step 22	36,900.00	37,300.00	37,700.00	40,050.00	40,450.00
Step 23	37,300.00	37,700.00	38,100.00	40,450.00	40,850.00
Step 24	37,700.00	38,100.00	38,500.00	40,850.00	41,250.00
Step 25	38,100.00	38,500.00	38,900.00	41,250.00	41,650.00
Step 26	38,500.00	38,900.00	39,300.00	41,650.00	42,050.00

2017-2018 Extra Duty Salary Schedule

Extra Duty	Annual Pay
Athletic Director	\$1,980.00
Buddy	\$150.00
FBLA Sponsor	\$1,200.00
FCCLA Sponsor	\$600.00
FFA Sponsor	\$3,600.00
Gate Keeper	\$20.00/game
Girls Golf Coach	\$480.00
Boys Golf Coach	\$480.00
HS Boys Basketball Coach	\$2,430.00
HS Boys Basketball Asst. Coach	\$600.00
HS Football Coach	\$1,080.00
HS Boys Baseball Coach	\$1,080.00
HS Boys Baseball Asst. Coach	\$420.00
HS Boys Track Coach	\$810.00
HS Cheerleader Coach	\$1,050.00
HS Girls Basketball Coach	\$2,430.00
HS Girls Basketball Asst. Coach	\$600.00
HS Girls Softball Coach	\$1,080.00
HS Girls Softball Asst. Coach	\$420.00
HS Girls Track Coach	\$810.00
HS Quiz Bowl	\$540.00
ITV Instructor	\$1,000.00
JH Boys Basketball Coach	\$990.00
JH Boys Basketball Asst. Coach	\$300.00
JH Boys Track Coach	\$510.00
JH Cheerleader Coach	\$576.00
JH Girls Basketball Coach	\$990.00
JH Girls Basketball Asst. Coach	\$300.00
JH Girls Track Coach	\$510.00
JH Quiz Bowl	\$360.00
Junior Concession Sponsor	\$540.00
Mentor	\$300.00
Vocal Contest	\$600.00
Instrumental Contest	\$600.00
National Honor Society (NHS) Sponsor	\$240.00
Score Keeper	\$20.00/game
Clock Keeper	\$20.00/game
Student Council Sponsor	\$840.00
Technology Coordinator	\$7,000.00
Vo-Ag 3 Month Contractor	\$4,021.88
Yearbook	\$420.00
Head Cook	\$500.00
Wrestling	\$500.00

Long Term Substitute Teacher Pay

The Tina-Avalon R-II School Board voted unanimously, at their regular board meeting on November 13, 2003, to allow a long term substitute teacher to receive the salary of \$80.00 a day. This goes into effect after the substitute teacher has substitute taught in the same teaching position for two weeks. Regular substitute pay is \$70.00 a day.

Certified Staff Member's Payroll Deduction

All full-time certified staff members are required to be members of the Public School Retirement System. Contributions are 14.5% of the monthly salary. New certified staff members should complete membership records. Certified staff members hired after 1986 pay 1.45% for Medicare. Substitute teachers also pay social security.

Each certified staff member must file a withholding exemption for both state and federal income tax. These forms are available in the office.

Non-Certified Staff Member's Payroll Deduction

All non-certified staff members are required to be members of PEERS (20 plus hours a week). Contributions are 6.86% of the monthly salary. New non-certified staff member should complete membership records. Non-certified staff members hired after 1986 pay 1.45% for Medicare and 6.2% for social security.

Professional Development Committee

Responsibilities:

The professional development committee shall work with beginning teachers and experienced teachers in identifying instructional concerns and remedies; assist beginning teachers with implementation of their professional development plan; serve as a confidential consultant upon a teacher's request; arrange training for mentors; assess faculty needs; develop in-service opportunities for school staff; and present the coordinator of professional development activities with faculty suggestions, ideas and recommendations pertaining to classroom instruction within the school district.

NOTE: Matters discussed by a teacher and the professional development committee will be held in confidence, but would not be considered "privileged information," if someone is called upon to testify in court.

Structure:

The committee shall have no more than seven members with membership on the committee spread across disciplines and attendance centers.

Committee members shall be certificated staff members with at least three years of teaching experience and at least two years in the Tina-Avalon R-II School District. Professional development committee members will be elected for three-year terms. Terms shall be staggered so that approximately one third of the committee will be new each year. New members shall be elected annually by April 1st. Orientation will be accomplished by May 31st. Service will begin after election and outgoing members will attend PDC meetings through May as advisors for new members and have voting privileges through May.

The classroom teachers, librarians and counselors of the district shall elect committee members. Administrators may be selected to serve on the committee but may not participate in the selection process.

Professional Development Programs

The Board of Education values professional development for its faculty and is committed to providing systematic professional development for beginning and practicing teachers. The board will support the professional development committee, will provide a professional development plan for beginning teachers and will provide in-service opportunities for all practicing teachers. Adequate time and funds will be included in the district's yearly calendar and budget to support the programs.

Assistance for New Teachers

In order to help beginning teachers polish their skills, improve their chances for success, and encourage them to stay in the profession the Tina-Avalon R-II School District will provide a professional development plan for each faculty member who has no teaching experience. The plan will address the teacher's first two years in the classroom and the goals identified in the plan will relate to the evaluation criteria used by the district. Copies of the initial plan and all subsequent revisions shall be filed and be readily available to the teacher and mentor for review and updating.

Beginning teachers will be assigned a mentor who will initiate preparation of the beginning teacher's professional development plan and will help the teacher tailor the plan to his or her needs as soon as appropriate.

Mentors must have five years of teaching experience and be willing to be trained as a mentor. The building principal will be responsible for selecting and placing mentors.

The superintendent or his/her designee will notify the appropriate college or universities when graduates of their universities are hired. A coordinated plan for seminars and visitations for first and second year teachers will be developed by the district and higher education representatives.

Assistance for Practicing Teachers

The district's professional development committee shall assess the in-service needs of practicing teachers annually. The committee shall select the assessment instrument. Once identified, faculty concerns and needs should be categorized by areas such as building, grade level or subject, and the committee should prepare a recommendation for addressing the identified needs and improving classroom instruction in the district.

The professional development committee shall regularly evaluate the success of the district's in-service programs.

Suspension of Professional Staff Members

The superintendent has the authority to suspend any teacher for serious violation of the policies and regulations of the Board or for violation of state law. Action shall be taken when, in the judgment of the superintendent, the best interest of the school will be served by immediate suspension. In such cases suspension shall be in force until the next regular meeting of the Board or until a special meeting can be called to consider the problem.

The superintendent is authorized to suspend from employment any professional who may have a contagious or infectious disease that is dangerous to children or to other employees in the schools. The professional may return to work only upon presentation of suitable evidence satisfactory to the superintendent that return to the service will not endanger children or fellow employees.

Dismissal Procedure for Instructional Personnel

Dismissal of instructional personnel shall be done in accordance with the provisions of the Teacher Tenure Act of Missouri.

1. An indefinite contract with a permanent certified staff member shall not be terminated by the Board of Education of the school district except for one or more of the following causes:
 - a. Physical or mental condition unfitting him/her to instruct or associate with children;
 - b. Immoral conduct;
 - c. Incompetency, inefficiency or insubordination in line of duty;
 - d. Willful or persistent violation of or failure to obey the school laws of the state or the published regulations of the Board of Education of the school district employing him/her;
 - e. Excessive or unreasonable absence from performance of duties; or
 - f. Conviction of a felony or crime involving moral turpitude.
2. In determining the professional competency of or efficiency of a permanent certified staff member, consideration should be given to regular and special evaluation reports prepared in accordance with the policy of the employing school district and to any written standards of performance which may have been adopted by the School Board.
3. The indefinite contract of a permanent certified staff member may not be terminated by the Board of Education until after service upon the certified staff member of written charges stating specifically the grounds alleged to exist for termination of such contract, notice of a hearing on charges and a hearing by the Board of Education on charges if requested by the certified staff member.
4. At least 30 days before service of notice of charges for incompetence, or insubordination in line of duty, the certified staff member shall be given by the Board of Education or the superintendent of schools warning in writing, stating specifically the causes which, if not removed, may result in charges. Thereafter, either the superintendent or his/her designated representative, and the teacher shall meet in an effort to resolve the matter.
5. Notice of a hearing upon charges, together with a copy of charges, shall be served on the permanent certified staff member at least 20 days prior to the date of the hearing. The notice and copy of the charges may be served upon the certified staff member by certified mail with personal delivery addressed to him/her at his/her last known address. If the certified staff member or his/her agent does not within 10 days after receipt of the notice request a hearing on the charges, the Board of Education may, by a majority vote, order the contract of the certified staff member terminated. If a hearing is requested by either the certified staff member or the Board of Education, it shall take place not less than 20 or more than 30 days after notice of hearing has been furnished the permanent certified staff member.
6. On the filing of charges in accordance with this section, the Board of Education may suspend the certified staff member from active performance of duty until a decision is rendered by the Board of Education but the certified staff member's salary shall be continued during such a suspension. If a decision to terminate a certified staff member's employment by the Board of Education is appealed, and the decision is reversed, the certified staff member shall be paid his/her salary lost during the pending of the appeal.
7. If in the opinion of the Board of Education, any probationary teacher has been doing unsatisfactory work, the Board of Education through its authorized administrative representative, shall provide the teacher with a written statement definitely setting forth his/her alleged incompetence and specifying its nature, in order to furnish the teacher an opportunity to correct the fault and overcome the incompetence. If opportunity to correct his/her fault and overcome his/her incompetence. If improvement satisfactory to the Board of Education has not been made within 90 days of the receipt of the notification, the Board of Education may terminate the employment of the probationary teacher immediately or at the end of the school year. Any motion to terminate the employment of a probationary teacher shall include only one person and must be approved by a majority of the members of the Board of Education. A tie vote therein constitutes termination. On or before the 15th day of April but

not before April 1st in each school year, the Board of Education shall notify a probationary teacher who will not be retained by the school district, of the termination of his/her employment.

8. Any probationary teacher who is not notified of the termination of his/her employment shall be deemed to have been appointed for the next school year, under the terms of the contract for the preceding year. A probationary teacher who is informed of reelection by written notice of tender of contract on or before the 15th day of April but not before April 1st, shall within 15 days thereafter present to the employing Board of Education a written acceptance or rejection of the employment tendered and failure of such teachers to present the acceptance within such time constitutes a rejection of the Board's offer. A contract between a probationary teacher and a Board of Education may be terminated or modified at any time by the mutual consent of the parties thereto.

Resignation of Professional Staff Members

The Board considers serious illness, transfer of spouse, military service or other possible situations as legitimate reasons for resignation of professional staff. However, the Board will consider each resignation on an individual basis.

In most cases, resignations become effective at the end of the school year in which they are submitted. Resignations to become effective earlier than at the end of the school year require a release by the Board and must be considered on an individual basis. A teacher will not be released from contract unless suitable replacement is available, and then only on conditions set forth in the Missouri Teacher Tenure Act.

Letters of resignation will be submitted to the superintendent of schools.

Liquidated Damages

The Tina-Avalon R-II School Board adopted the liquidated damages clause on June 28, 2004. If an employee under contract seeks to resign (1) before the end of the term of the contract and (2) other than in accord with any contract terms governing his or her resignation, the Board will engage in good-faith negotiations over a mutual termination of the contract and the consideration to be exchanged therefore. Such agreement, if reached, will be subject to the writing and all other formalities required for a school district contract. However, this is not an obligation to reach such an agreement, and if the interests of the district so require, the Board may stand upon its contract rights and should the employee breach, annul, or repudiate the contract, the Board may pursue any lawful remedies and exercise any lawful rights arising there from.

Professional Organization

- A. As professionals, certified staff members should belong to some of the representative organizations.
- B. It is highly recommended that he/she becomes affiliated with the state departmental organization (art, music, English, etc.) Departmental affiliation on the national level is entirely elective.

Faculty Meetings

In addition to the regular school hours of duty, attendance at all called and regularly scheduled meetings shall be considered a part of each certified staff member's professional contract. It is expected that such meetings shall close at a reasonable hour and, other than emergency meetings, shall be announced in sufficient time to allow teachers to plan for attendance.

Meetings will be held on the first and third Wednesday after school. Of course if the occasion arises, special meetings will be called at the request of the principal or superintendent. Please be aware that Wednesdays after school will be used as the primary scheduling time for meetings.

The purposes of our meeting may be summarized as follows:

1. To keep alive professional zeal and interest in personal professional improvement.
2. To keep before the staff the objectives of education, and of the particular subjects, and the immediate projects of the local school.
3. To provide opportunity for expression and mental exchange of opinion relative to the most desirable objectives and procedures.
4. To learn to act and think as a unit, not as individuals, in carrying out the aims and objectives of teaching at Tina-Avalon R-II.

At times definite topics will be set up to be discussed, and teachers will be assigned to be in charge of these meetings and topics. The extent of the success of the meetings will be determined by the preparation put into the planning of the meetings. It is suggested that the meetings do not last more than one hour so your material should be planned accordingly.

Public Relations

Each teacher has an important job to do in the field of public relations. We not only need to provide an outstanding school, but we also have the obligation to let our communities know about the good work which we are doing. We need to use all media available to let them know about the returns, which they are getting on their investment.

Good teaching provides the best public relations any school can have.

Students make reports at home each evening about their experiences for the day. These may be either favorable or unfavorable and, to a large extent, the report depends on each of us.

Each day the classroom teacher has many contacts with pupils, parents, fellow teachers, and lay citizens. He/She is being judged by them, just as he/she in return evaluated his/her students.

1. Be loyal to the profession, the school, and all colleagues.
2. Be interested in order to be interesting. *Listen* as well as waiting to speak. *Explain*, don't argue.
3. Point out the good points, rather than a few grievances.
4. Get your classroom to the communities.
5. Use the "home" in homework and make assignments with significance.
6. Each school month your department or room should submit a news article for publication in the school newspaper.

Teacher Evaluation

A written summative observation of all certified employees will be completed **at least** once a year for all teachers using the NEE model.

All employed personnel are expected to cooperate in the completion of such written evaluation procedures as may be required by the Board of Education or superintendent of schools.

Confidential Information

Information obtained by school officials concerning pupils in schools for educational purposes should be used only for the purposes of furthering their educational welfare.

There is a definite obligation and responsibility for those interested with such confidential information to maintain it in strict confidence and use it only for purposes for which it was obtained.

Under no circumstances will students have access to cumulative records or any other confidential information unless administration or counselor is present.

Cumulative Records

The office maintains the cumulative record of each student. A cumulative record will not be removed from the main office except in rare instances and then only with permission of the principal. Teachers are reminded of the state law concerning the records of the students.

Records and Reports

Grade books are the property of the school district and will be kept neat and accurately and submitted to the office at the close of the school year.

Plan books or detailed lesson plans are required. Lesson plans will be kept up to date and made available to substitute teachers.

Release of Student Information

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

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

Teacher Absences

Teachers are expected to discuss any planned absences with the principal or administrator. In the event of an emergency absence contact the principal, administrator or bookkeeper by 6:30 a.m. so that a suitable substitute may be secured. During the course of an absence, the principal is to be notified not later than 3:00 p.m. daily as to his/her availability for the following day.

What to Leave for the Substitute

1. Class list and seating chart
2. Classroom assistant/volunteer (if applicable)
3. School schedule
 - School begins
 - Recess/break times and duty schedule (if applicable)
 - Lunch times and duty schedule (if applicable)
 - Dismissed times and duty schedule (if applicable)
4. Daily schedule/special classes
5. Students who have special classes (Speech, Special Education, etc.)
 - Name
 - Day/time
 - Teacher

- Room number/location
- 6. Open procedures
 - Attendance
 - Lunch/milk count
 - Adult lunch procedures
- 7. Dismissal procedures
 - After school
 - During school (check out in office, etc.)
- 8. Bathroom break procedures
 - Students-procedures & location
 - Adult location
- 9. School/classroom rules
- 10. Children with health needs
 - Medications
 - Allergies, etc.
- 11. Where to find
 - Lesson Plans
 - Grade Book
 - Teacher's manuals
 - Necessary supplies
 - Teacher who can help
- 12. Map of building
- 13. Emergency procedures
 - Fire
 - Tornado

Addresses, Phone Numbers and Emergency Contact Information

It is important to have as much up-to-date information as possible to be able to contact someone on your behalf in case of an emergency. Employee emergency information is on file in the principal's office and is updated annually. If your home address, phone number or emergency contact information changes during the school year, please notify the office at the time of the change.

Telephones

Teachers may make personal calls/texts during plan time but not to interfere with instructional classroom time. If a known emergency arises please keep the administration informed.

Outside phone calls can be made directly from telephones located in the following offices: superintendent, principal, bookkeeper, secretary's desk and the nurse's office. The secretarial staff can also dial an outside number for you then transfer the call to your room.

FACULTY: The phone is to be used for school use only. Should it be necessary for you to place a long distance personal call, have the call billed to your home phone, or make a credit card call. Only in extreme cases will faculty members place or receive calls when they have an assigned class. Outside phone calls can be placed from your classroom phone provided you contact office personnel to dial the number for you and then they will transfer the call to your room.

STUDENTS: Classes will not be interrupted to call a student to the telephone unless there's an emergency. Students may be given a telephone message and/or asked to return a phone call at their earliest convenience.

Keys

Keys to your room, desk, and cabinet will be issued to you. Keys for entrance to the building will also be issued if circumstances warrant. Please make sure that these keys are returned when your position with the school is terminated. Never leave your keys exposed. Lost or misplaced keys could affect the security of the entire building.

Textbooks

It is the responsibility of the Board of Education to make provisions for the selection of up to date and appropriate textbooks for all pupils enrolled in the public schools. Free textbooks are provided in grades kindergarten through 12. The responsibility for the selection of textbooks and materials lies with the teachers and administrators. New textbook adoptions shall be done periodically as part of the regular evaluation of curriculum areas on a systematic school wide basis. Consideration shall be given to all available textbooks in the content area to provide opportunities for each child to realize the greatest potential through education.

Selection of Textbooks

Textbooks should be selected that provide material current in the field so the books may be used for at least five years. Selection will be made with the cooperation of the faculty and administration. Textbooks will be selected as follows.

1. A selection committee will be established composed of parents and teachers directly involved with the materials and an administrator of the school. Additional committee members may include parents, other faculty members, a curriculum director, and curriculum advisors provided by DESE (Department of Elementary and Secondary Education).
2. Specific needs for a course of study will be established in writing and the book selection will be the one that best meets the needs in the opinion of the selection committee.
3. All companies will be invited to submit examination copies of appropriate materials to the selection committee.
4. Sufficient time will be allowed to evaluate thoroughly all materials submitted by the vendors.
5. Written evaluation of recommended materials will be submitted to the Board for formal adoption.

Disposal of Obsolete Textbooks

Textbooks shall be disposed of in the following manner.

1. Attempt to sell the books.
2. Offer these books to teachers, students or patrons, to be picked up within a reasonably short period time, for personal use as a reference material, etc.
3. Offer the books for recycling.
4. Give the remaining books to the custodian for disposal.

Machines and Costs

The teacher's aide will run the copy machine and laminating machine for teachers. Teachers will be required to have material turned in 48 hours in advance. Teacher's aide will then place the material on a shelf in the copy room within 48 hours.

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

Personal service charges for faxes, copies & laminating are:

Copies	\$.25 per page
Faxes	\$.50 per page
Laminating	\$.50 per foot

Personal service charge log sheets are located near each copy, fax & laminating machine. Please complete log sheet when personal services is rendered.

Library Books

The librarian does ordering books for the library. The librarian makes most selections. Students and especially teachers are urged to request titles.

District owned books are cataloged according to the Dewey Decimal System. The District stamp is found in the inside front cover of each book.

Library Rules

The library will be open from 8:00 a.m. until 4:00 p.m. Monday through Thursday of each month, except for days when meetings are being held, and from 8:00 a.m. until 3:30 p.m. on Friday on all regular school days.

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

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

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

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

Reference books, magazines, etc., may also be checked out each hour and turned in at the end of the hour.

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

Library Guidelines for Teachers

All regular books, magazines, filmstrips, records, audiovisual equipment, computers, and catalogs are available for use by the teachers. All of these materials must be checked out through the library. Although no fines will be charged for any over due materials, the librarian asks for your cooperation in keeping the materials for the allotted time only.

Regular books may be checked out for a period of two weeks. If the book is needed for a longer period of time, please notify the librarian.

Reference books may be checked out for one period of a time during the day. If one of your students needs a reference book for your class, please give him a written note. The librarian will not allow students to check out reference material without a written request.

Supervision of Classes - Using the Library

1. Contact the librarian in advance to see if seating is available for your group.
2. Contact the librarian in advance as to the definite area in the library that your class is to be seated.
3. Teachers are responsible for their students in the library. Demand that they keep quiet and are busy with library material. Do not leave the library to go to the faculty lounge or to your room.
4. Advise the librarian in advance of the type of material needed by your class while in the library.
5. Insist that your students return magazines and reference books to their proper places. Insist that students place chairs properly at the table.
6. It is the teacher's job to dismiss students from the library. Students should remain in their chairs until the time of dismissal. (No moving of chairs just prior to dismissal, no lining up at the door.) Don't throw the job onto the librarian.

Entrance Age

A system of free public schools is established throughout the state for the gratuitous instruction of persons between the ages of five and 21 years. To be admitted to kindergarten, a child must be five years old before August 1 prior to the school year in which he plans to enroll.

Non-resident Pupils

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

Students residing outside the Tina-Avalon R-II School District boundaries will be allowed to attend Tina-Avalon R-II contingent upon meeting all eligibility requirements and upon payment of Kindergarten thru grade 6....\$1000 per year (\$500 for each additional child in the household) Grades 7 thru 12.....\$1500 per year (\$750 for each additional child in the household)

***Tuition not to exceed \$2000 per household

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

One fourth of the tuition due 15 August of each year, One fourth of the tuition due 15 November of each year,

One fourth of the tuition due 15 February of each year, One fourth of the tuition due 15 April of each year

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

Student Safety

The maintenance of healthful and safe conditions throughout the school physical plant is a responsibility shared by the Board, superintendent, administrators, teachers, custodial and maintenance personnel and all other support staff.

The safety of students shall be assured through close supervision of students by the professional staff and through special attention to the following:

- ✓ A safe school environment shall be maintained (maintenance personnel shall periodically inspect the physical condition of all buildings and grounds).
- ✓ Safe practices on the part of school personnel and students shall be observed, particularly in those areas of instruction or extracurricular activities which offer special hazards.
- ✓ Students shall be instructed in safety education as applicable to particular subjects, such as laboratory courses in science, industrial and vocational education and health and physical education.
- ✓ First aid care shall be provided for students in case of accident or sudden illness.

Medical Emergency

In the event of a medical emergency, every effort will be made to provide the most appropriate care to insure the well being of the individual. Spouses or parents will be notified as quickly as possible. Emergency information forms for each employee and student are on file in the principal's office.

Building - Custodial Requests

Job assignments, repairs, requests of a major nature and work to be completed during the summer months will be submitted to the superintendent.

Requests for minor tasks or repairs are to be made to the custodian and if necessary to the superintendent.

Technology Repair Requests

Requests for repairs or tasks may be made two ways:

1. If your computer can access the school website at <http://tinaavalon.k12.mo.us> select the technology icon and proceed with your request.
2. If unable to access the internet with your computer, submit your request on the required form which may be obtained from the teacher's workroom. Place your request in the tray inside the technology coordinator's office.

Staff & Teacher's Workroom

The faculty room is for the exclusive use and convenience of school personnel. This is not a room for students and it is requested that this fact be borne in mind. Please use your own rooms when counseling with students. If it is not available, please check with the office for rooms that are available.

Everything will be done to make the faculty room as convenient and comfortable as possible. Your cooperation will be greatly appreciated in taking care of it and seeing to it that it is used for the staff only.

You may use the faculty room before 8:00 a.m., during your planning period, and after school.

Coffee and tea is available in the faculty room. The vending machines are located a short distance from the teacher's lounge.

Other School Facilities

All teachers using school facilities for scheduled events or other activities must check in with the principal's office, stating a purpose, reason, etc., for use of facilities.

All equipment and material used for an event or activity must be removed from the building by the following day.

Property

All school property, especially desks, tables, audiovisual equipment and instructional equipment, should be inspected periodically.

Housekeeping

The teacher will determine if the blinds need lowering, drapes need adjusting, a window raised, etc., during the school day. All windows are to be closed and locked, blinds adjusted to the window space and the lights turned out at the close of the school day. The janitors shall lock classroom doors, however, it is the teacher's responsibility to be sure his/her door is shut and locked prior to leaving daily.

Bookcases in the classrooms should be kept in a manner that presents an attractive appearance at all times.

Inventory

An annual inventory, to account for all school owned property, of all textbooks, reference books, room furniture, equipment and supplies is to be made between May 1st and the end of the school term.

Ventilation

Proper classroom ventilation will be the responsibility of the teacher. Report unusual variation in room temperature to the principal's office. It should be noted that when the furnaces and air conditioners are in operation, all windows and doors should be closed.

Flag Displays

The United States flag shall be flown during school hours each school day. The flag shall be handled with proper respect at all times. Grade 6 is responsible for daily raising and lowering the flag. The American flag should be displayed, if possible, in all classrooms.

TEACHING AND INSTRUCTIONAL PROGRAM

Teachers - School Day General Instructions

Teachers are to report for duty at 7:45 a.m. and to remain until 3:10 p.m. to assist pupils, and to help clear the building.

Teachers are requested to dismiss personally each class after the end of the period. Do not let the bell signal dismiss your class. This personal dismissing of class gives you time to step to the door and stand just outside your room in the hall until classes have passed. This makes for excellent supervision of hallway.

No teacher will have the authority to excuse pupils to leave school. All such excuses must come from the administration.

No teacher will have the authority to excuse pupils from a classroom to practice music, plays, etc., or to do class work for another teacher. All exercises of this type must come from the administration and will only be granted in **extreme** cases.

Teachers are not to leave the school during the day hours unless it is an emergency, and then arrangements must be made through the administration.

Do not dismiss students to go to another classroom unless you can personally supervise them.

No teacher or other staff member will leave an assigned group unsupervised except to make arrangements to take care of an emergency.

Permission to use the building after school must be secured from the principal's office.

Planning Period

Each high school teacher has one period during the day with no class assignment. It is suggested that a part of this period be used to counsel with students or in doing other work that is necessary to do a better job of teaching. You should think of this time as a planning and counseling period rather than a "free" period. Do not leave the building without checking with the superintendent or principal.

First Day of School

A. A Good Start

Getting off to a good start is important to the teacher, administration, and student. Teachers are urged to make adequate preparations for this opening school day. Please observe the following suggestions for class procedure on the first day.

1. Plan to arrive before 7:45 a.m.
2. Check your mailbox for mail and any announcements.
3. See that you have these materials: pencils, paper, bulletin, schedule of classes, absentee/lunch count blanks, grade book, and plan book.

B. Breakfast Schedule

Breakfast is served from 7:55 a.m. until 8:15 a.m. on the first day of school and each school day thereafter. Cereal, milk, juice and another item will be served at a cost of \$1.00 for students Pre-K through 12th grade, \$1.25 for adults and \$0.30 for all reduced breakfasts. Milk or juice costs \$.20 when purchased without a school meal.

C. Grade School K-6

Grade school students will go directly to their classroom on the first day.

D. High School 7-12

Grades 7-12 will report to the gym for an assembly conducted by the principal. From there the students will report to their homeroom to receive class schedules and locker assignments. All eight class periods will meet the first day regardless of the length of the school day.

E. Class Procedure

In each class, proceed similar to the following: (High School)

1. Announce the name of your class.
2. Introduce yourself. Write your name on the chalkboard if necessary.
3. Obtain a roll. (Note: Do not fill student's names in your grade book at this time; some students will drop or add classes.)
4. Give a short introduction of the course to the students.
5. Make an assignment for the next day.

F. Lunch Schedule

1. During homeroom be sure to announce to your 4th hour class the lunch schedule. Remind students when seconds are offered. They must sign up for seconds when morning attendance and lunch count is taken and pay prior to purchase. Elementary students may give \$.50 for seconds to their teacher, 7th-12th graders may pay at the lunch room prior to eating lunch.
2. The cafeteria will be in operation the first day of school and each day thereafter.
3. The prices of lunches are \$1.25 for elementary students Pre-K through 6th grade, \$1.50 for high school students (7th-12th), \$2.00 for adults and \$0.40 for all reduced lunches. Meals include one carton of milk and one carton of juice. Drinks purchased without a school meal or extra milk and juice purchases costs \$0.20 per carton.
4. A closed lunch hour is in effect and students will be required to remain in the school building.

Hall Duty

As the bell sounds designating the end of the class period, the teacher should walk to the door, and then excuse the class. Teachers are responsible for student behavior adjacent to their classroom, and should make every effort to monitor hall activity as much as possible. Specific hall assignments will occasionally be made from the office.

Schedule Changes

No class changes should be made without prior authorization from the office. Schedule changes must be made by the end of the first full week of the semester. Please consult the principal or superintendent.

Last Day of School

The following is a **sample** list of items that must be completed and turned into the office at the close of school:

1. Grade books
2. Grade sheets
3. Keys (if applicable)
4. Bills: (should be turned in earlier)
 - a. students
 - b. personal
5. Pay bills:
 - a. phone calls
 - b. breakfast/lunches
6. Up to date inventory:
 - a. Textbooks
 - b. Reference books
 - c. Room furniture
 - d. Department equipment
 - e. Supplies
7. Orders:
 - a. Books
 - b. Equipment
 - c. Furniture
 - d. Supplies
8. Home address and telephone number

9. Summer address and telephone number
10. ROOM MUST BE IN ORDER

Field Trips and Excursions

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

To this end, teachers and principals will be expected to consider the following factors in the selection of field trips:

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

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

Overnight Trips - Rules

1. NO drinking of intoxicating liquor or use of drugs.
2. NO gambling at any time.
3. NO visiting rooms between boys and girls after hours.
4. NO smoking or chewing tobacco.
5. Boyfriends/girlfriends or spouses that are not in the organization are not permitted during anytime of the trip.
6. NO theft or destruction of property.

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

Sponsors

Each class will be limited to one social function. This will be in addition to all school functions. Do not schedule school activities on Wednesday night. This is reserved for church activities. Teachers are always welcome to attend school-sponsored activities.

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

Sponsors for all classes and organizations will be assigned on a yearly basis by the principal or superintendent.

Sponsors must not leave the school or activity (this includes practice) until all students have been picked up by a parent or a responsible adult the parent has suggested.

Contests

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

Rules Governing Activity Meetings

Rules governing activity meetings are as follows:

1. Approved by the sponsor of the group.
2. Approved by the principal or superintendent.
3. Must be attended by the sponsor and/or principal.

All trips must follow the same procedures as listed in the preceding pages. The superintendent is to clear all bus trips.

EMERGENCY EVACUATIONS

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

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

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

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

Example: Fire in furnace room

Grade School & Special Services:

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

High School:

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

Combination Classes for High School and Grade School:

1. **Library:** exit building through northeast hallway doors (across from ITV room).
2. **Computer Lab:** exit building through northeast hallway doors (across from ITV room) or through

east History door.

3. **Cafeteria:** exit building through gym area or the south hallway doors.
4. **Gym:** exit building through north hallway door at west end of hallway.
5. **Guidance:** exit building through north gym doors or through Vo-Ag north classroom door or south shop door.
6. **Secretaries, Principal, Superintendent and Nurse:** exit building through west hallway doors (by superintendent's office).

TORNADO DRILLS – (announcement will be made by intercom)

All students are to leave the classroom. Teachers will take roll books with them.

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

1. **PreK, K, 5th, and Special Services:** go to big boys' restroom.
2. **Gym:** go to boy's locker room
3. **English and Library:** go the little girls' restroom.
4. **6th, History, Science, PAT, Math, ITV, and Tech office:** go to girls' locker room.
5. **Vo-Ag:** go to the Ag restroom.
6. **Guidance, Music/Band, and Art:** go to custodial storage.
7. **Business, FACS, Computer Lab, Principal, Nurse, Superintendent and Secretary:** go to big girls' restroom.
8. **3rd and 4th:** go to little boys' restroom.
9. **1st, 2nd and lunchroom:** go to boys' locker room.

EARTHQUAKE DRILL- (announcement will be made over intercom)

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

Entertainment for Socials

The principal and the sponsor must make arrangements for entertainment. Parties and extracurricular activities are to last no later than 10:00 p.m. on weeknights and 11:00 p.m. on Friday and Saturday nights, unless approved by the administration.

Assemblies

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

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

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

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

Supervision in Assemblies

All teachers are to attend assembly programs and supervise students.

Assemblies are a part of our educational program and should be presented in a manner that brings respect from the students. The assemblies should be educational as well as entertaining. The students should gain training in audience courtesy as well as profit educationally from the assembly. In order to properly supervise the students, teachers should:

1. Spend some time in your classroom discussing proper audience courtesy. Help build a constructive attitude toward assemblies.
2. Be sure all of your students are sitting in the area assigned if such is the case.
3. Sit at the back of your class when feasible.
4. Remain with your class until it is dismissed.
5. Report any students not sitting with their assigned groups, and any who misbehave. Habitual offenders will be denied the privilege of attending assemblies.
6. Teachers and students should pay attention to the assembly, and not be grading papers or working assignments.

Discipline and Supervision

Possibly the greatest reason for teacher dismissal is weakness in discipline. Being able to control pupils in the classroom is the first essential to teaching success.

There is no magic formula by which one can obtain the ability to discipline. Each teacher must, through study, experience and consultation with others, work out his own methods of acquiring this quality. The preparation of the teacher for his work, understanding of student behavior, and a personality that will command confidence and respect from boys and girls are important concepts in discipline.

Teachers should remember that ordinary discipline problems that arise in the classroom are their responsibility.

Pupils should be sent to the office for few offenses. All cases of clear and unjustifiable insubordination should be referred to the principal. Certain tendencies and activities should always be considered serious offenses or behavioral problems. This list should include indecency, imprudence to teachers and passers-by, offensive language, marking, destroying or injuring property, smoking, gambling, rough treatment by bullies, cheating, stealing, falsifying, and hazing. There are other problems that will arise, but the teacher should consider the problem carefully before calling for help.

Often staff members get the idea that they are responsible only for discipline of pupils in their work area, or that someone else has greater authority over students than they. This is, of course, not true! Whenever they observe student misbehavior, **all staff members** are responsible for correcting it. Behavior in the halls, restrooms, on the school ground, in an assembly, at athletic games and other school activities, is the responsibility of **the entire staff** (administrators, certified personnel, custodians, support staff, etc.).

It is our sincere belief that if all staff members would do everything in their power to take care of their own discipline, and try to instill in the students proper ideals on behavior, most discipline problems would disappear.

We know that students who are busy and absorbed in their work will cause a minimum of trouble in discipline. However, merely increasing the quantity of work will not eliminate discipline problems. The students as a punishment quite justly interpret this; and schoolwork should never be made a punishment.

In order to do an effective job of teaching you must have control of the group at all times. It is up to each teacher to set forth the procedure to be followed in the classroom and to secure proper discipline. In doing so, here are a few suggestions:

1. Keep the students busy! Well-planned assignments and the demanding of high caliber work will go a long way in helping to solve your problems.
2. If discipline cases do arise, please try to handle your own problems. This does not, of course, include incorrigibles, but please do not send small discipline cases to the office, as this tends to weaken the position of the teacher.
3. The student, if sent from class, should be told to report to the office, and not just told to leave. Do not leave your classroom to accompany the student unless another teacher is available to take your class. There will be no action taken on disciplinary cases sent to the office until the teacher has made a complete report in writing or in person to the administration.
4. Food and drinks are not allowed in the classroom.

The Teacher and Disciplinary Procedure

1. Ordinary disciplinary problems that arise in the classroom are the responsibility of the teacher.
2. Use tact, judgment and diplomacy in handling problems. Do not create a problem.
3. Don't hesitate to ask the administration for help on major problems. Seek help before the problem gets out of hand. Sending students to the office for minor problems only weakens the position of both.
4. Should an occasion arise when a student has to be sent from a classroom, he/she should be sent to the office with a disciplinary form.
5. Follow through on all disciplinary cases sent to the office.
6. Explain fully and in detail what actually took place and what exactly was said. If foul language was used, repeat as you heard it.
7. Don't make statements to students or to the class that you, as a teacher, cannot back up. This only weakens your position.
8. Hold private conferences with students who indicate that they are becoming disciplinary problems.
9. A teacher must discipline himself/herself in order to discipline students.

We realize that perhaps you will not always agree with the measures taken - but we expect your outward support on any action that is carried out. Do not tell students that you are going to have the principal apply a particular type of punishment. Once you turn the problem over to the administration, let us do what we think best. However, we may often ask for your advice.

The following examples may assist you as to what action should be taken by the teacher.

Handling Problem Students

It is recognized that occasionally there are students who disrupt all classes to the extent that the educational opportunity of other students is impaired. For these pupils the usual disciplinary measure

as outlined will be tried. If these are not successful, corporal punishment MAY be administered. If corporal punishment does not seem feasible that student will be suspended.

Restrictions of Students Leaving Classroom

1. Going to the restroom (and then only occasionally) is about the only reason for allowing students to leave your room. Send the student with a hall pass.
2. Do not let them leave to use the phone. If they are to call home at a given time, the office will inform you and the student.
3. Do not let them leave to go see another student. (This disrupts two classes.)
4. Do not let them leave to see another teacher.
5. Do not let them leave to come to the office to pay fees, etc.
6. When sending them to the library use passes only and indicate time left. Librarians will also indicate the time when students left the library and are returning to class.
7. Do **NOT** allow students to go to the computer lab unsupervised. Go with them or make arrangements for another teacher to supervise them.

No teacher or other staff member will leave an assigned group unsupervised except to make arrangements to take care of an emergency.

Supervision Outside the Classroom

1. Teachers are employed to teach, and part of teaching is supervision in the halls, restrooms, gym, cafeteria, school grounds, etc.
2. Teachers are to supervise the halls between classes.
3. Teachers are to supervise specific areas assigned, as halls, restrooms, gym, and school grounds.
4. Teachers have the same authority outside the classroom as in the classroom.
5. If another teacher is having a problem in the hall with a student, assist if necessary.

Supervision in the Cafeteria

The cafeteria is a very important phase of our school program, especially since we have a closed noon hour. It is made available to both students and teachers. The success depends upon many factors, of which none is more important than the teacher. Not only is it important to encourage students to eat in our cafeteria, but to help keep it in an orderly manner.

1. Take your class to lunch, do not let them run.
2. If you do not have a class 4th hour, help supervise the lunchroom and surrounding area during your lunch shift.
3. If you see students in the lunchroom misbehaving, correct the situation immediately.
4. A cafeteria supervision schedule has been developed. Teachers are to be in the cafeteria for supervision during their scheduled time.

Supervision for Lunch Hour

As soon as students are finished with their lunch, they are asked to bus their dishes and to remain in the cafeteria or gym until it is time to return to their room.

Supervision of a School Organization

A teacher who is enthusiastic and has a sincere desire to guide and assist high school students will be a success. Below are listed several hints and aids that will assist the club sponsor in having a smoothly operating organization.

1. Meet only when scheduled unless a special meeting has the approval of the administration.

2. Caution should be used in the selection of officers. They must be sincerely interested and intend to stay with the club. Selection of officers, objectives, etc., should be made as soon as possible.
3. New clubs should get a constitution written and approved as soon as possible.
4. Always meet before or after school in the school building or at a time approved by the administration. Special events need administrative approval.
5. See that the secretary keeps minutes of meetings and the treasurer keeps detailed books.
6. Lead and guide your group without being dictatorial. When the students plan and carry through their projects the organization will grow to serve the school and its students.
7. Please remember to check all purchases, which involve the use of funds from your club. Purchase orders should be submitted at least one week in advance of need. No item may be purchased under any circumstances without a purchase order.

Student Behavior Policies

The administration may, at their discretion, use zero hours, 8th hours and/or Saturday detention in lieu of other disciplinary consequences. An 8th hour or Saturday detention may be assigned to students in lieu of swats or suspension.

- * Zero hour will consist of a one hour, supervised detention served before 8:15 a.m.
- * Eighth hour will consist of a one hour, supervised detention served at the end of the school day.
- * Saturday detention will consist of a four hour (8:00 a.m. - 12:00 noon), supervised detention served on a Saturday to be determined by the school administration.

Referrals

Teachers are urged to refer students for screening tests for speech, hearing, or vision if they feel they may have a problem necessitating such action.

Instruction

Teachers shall instruct the students assigned to them in accordance with the policies of the State Department of Education and the direction of the superintendent of schools.

Homework

In order to achieve the educational objectives of Tina-Avalon R-II School, the home and school need to work together in a close partnership. Assignments should be done in an amount and frequency determined on the basis of student needs. These needs may arise when:

1. Absence necessitates makeup work.
2. Pupils are not working up to expectations.
3. A particular difficulty is to be overcome.
4. Students are to be encouraged to broaden their understanding.
5. Specific abilities in individuals are to be developed.

Keep in mind that the students are taking other academic courses.

Students serving an in-school suspension or out-of-school suspension will be allowed to do assigned work/homework during the time they are suspended. Said work must be turned in during the first day following the period of suspension in order to be received for credit. Tests and quizzes should be made up in a timely fashion that works best for both teacher and student.

HOMEBOUND

Teachers will be compensated \$20 per home visit for homebound services for a student. This includes mileage.

GRADING SCALE

The following grading scale was approved in December 2002. The following weighted grading scale was approved in June 2009. Weighted classes are college courses that offer college credit and must follow the curriculum provided by the college. The grading scales for weighted and regular courses are as follows:

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

Valedictorian/Salutatorian

Valedictorian and Salutatorian will be determined by class rank utilizing the regular course and weighted course 4.0 grading scale.

- A. In the case where students fail the second and fourth quarter it becomes the prerogative of the teacher in conjunction with the principal to determine whether credit should be given for the particular course in question.
- B. For grades 7-12, one grade card will be issued for each subject. This report is a teacher's report and requires that the teacher keep an accurate record of student grades, attendance, citizenship, etc.
- C. The grade card for grades 2-3 and grades 4-6 are identical. Kindergarten and First grade cards assess the same qualities but are prepared on a teacher comment basis, not using a letter grade.
- D. Report cards will be given to the students following the nine-week grading period. Marks for the report shall be assigned in all subjects. When applicable, teachers should mark scholarship and citizenship factors. Specific comments may also be made when deemed necessary.

At the midterm of each quarter the teacher is to report to the office if a student has a progress report that is not average. Progress reports will be sent at mid quarter to the parents of any child who is failing or about to fail. These give the parent and school an opportunity to reassess their efforts to aid the child to success. The teacher must notify the parent before a student is given an F for the semester and provides time for parent conference.

- D. Senior grades should be figured and turned into the office about one week before the designated date of commencement.

***Valedictorian/Salutatorian**

Valedictorian and Salutatorian will be determined by class rank utilizing the regular course and weighted course 4.0 grading scale. In order to be eligible for the Valedictorian/Salutatorian a

student must attend Tina-Avalon for two semesters

7TH AND 8TH PROMOTION AND RETENTION

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

Pupil Progress File

It is recommended that the teacher for each individual pupil in every academic class or grade school room keep a file. This file should contain assignments handed in, tests and results, and any other information deemed necessary. A file of this nature enables a teacher to verify the pupil’s daily progress, quarter grades, and semester grade. The files are kept on a semester basis.

Honor Roll Criteria

A honor roll – all grades must be A or A-

B honor roll – all grades must be B- or higher

**weighted grades will be utilized when determining honor roll

Promotion and Retention of Students

Tina-Avalon R-II is committed to the continuous development of students enrolled in the district's schools. A student's achievement of the skills for the current grade assignment and readiness for work at the next grade level will be required before assignment to the higher grade.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation is given to each student's parents/guardians, but the final decision will rest with the school administration.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests, other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The principal will direct and aid teacher’s evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

The superintendent, in cooperation with the professional staff, shall develop administrative guidelines for the promotion and retention of students at the elementary, junior high and senior high levels.

Tina-Avalon R-II Graduation Requirements

The board will require four years attendance (eight semesters in grades 9 and above), but may authorize exceptions to the four-year attendance requirements under certain conditions specified by the local Board of Education.

Specific Graduation Requirements

Graduation requirements for Tina-Avalon shall be a minimum of 28 units of credit completed during grades nine and above unless the student attends vo-tech. If a student attends vo-tech then the credits will be as listed below. In addition to the program of study for graduation, a student must pass a course in American History and the Missouri and the United States Constitutions.

Vo-tech (one year)	Vo-tech (two years)	Current	State	Coll. Prep
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Communication Arts	4 units	4 units	4 units	4 units	4 units
Social Studies	3 units	3 units	3 units	3 units	3 units
Mathematics	3 units	3 units	3 units	3 units	3 units
Science	3 units	3 units	3 units	3 units	2 units
Fine Arts	1 unit	1 unit	1 unit	1 unit	1 unit
Practical Arts	2 units	2 units	2 units	1 unit	1 unit
Physical Education	1 unit	1 unit	1 unit	1 unit	1 unit
Personal Finance	.5 unit	.5 unit	.5 unit	.5 unit	1 unit
Health	.5 unit	.5 unit	.5 unit	.5 unit	.5 unit
Electives	9.0 units	8.0 units	10.0 units	7 units	9.5 units
Advanced Electives	0 units	0 units	0 units	0 units	3 units
Totals	27 units	26 units	28 units	24 units	29 units

Career Education

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

Therefore, the Board will provide career education for students at all levels of instruction. Career education in the elementary schools shall consist of career awareness and the exploration of career opportunities in various fields. At the secondary level, it will incorporate career exploration, career guidance, and vocational training opportunities, with the latter designed to equip students to enter post secondary training for occupational areas and/or enter specific occupations directly out of high school.

A+ Program (If funds are available)**

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

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

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

1. Be in attendance at a designated A+ School for three consecutive years prior to graduation.
2. Graduate from high school with a 2.5 G.P.A or better on a 4.0 scale.
3. Maintain an attendance record of no less than 95% for a four year period.
4. Perform fifty hours of unpaid tutoring or mentoring activities for younger students.
5. Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.
6. A student must score proficient or advanced on the Algebra I EOC
7. Student must fill out FAFSA by April 1

8. Enter into a participation agreement with the High School prior to graduation

ANTI-BULLYING

The Tina-Avalon School District is committed to maintaining a learning and working environment free of any form of bullying/cyber bullying or intimidation by students toward district personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying/Cyber bullying occurs when a student:

*Bullying and cyber bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

*Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or

*Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

***Interventions for Bullying/Cyber Bullying**

*A student who has been bullied or cyber bullied shall properly report such incidents to any staff member.

*Complaints of bullying or cyber bullying will be investigated promptly and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

*Students who are found to have violated this policy will be subject to the Tina-Avalon R-II School District Discipline Policy. The Superintendent may reduce the length of suspension for students based upon the facts in each case.

*The School District will annually inform students that bullying or cyber bullying of students will not be tolerated.

*All forms of bullying are unacceptable and to the extent that such actions are disruptive to the educational process of the School District, offenders shall be subject to appropriate staff interventions, which may result in administrative discipline.

Students who are found to have violated this policy will be subject to the Tina-Avalon R-II School District Discipline Policy. The Superintendent may reduce the length of suspension for students based upon the facts in each case.

District employees are required to report any instance of bullying of which the employee has firsthand knowledge.

Student Welfare-Seclusion and restraint

To promote safety and prevent harm to all students, school personnel, and visitors in the school district this policy is to treat all students with dignity and respect in the use of discipline and behavior

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

MEDICATIONS

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

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

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

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

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

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

VIDEO SURVALLIENCE

There are video cameras in the school to protect your student and their property. Cameras may be used for discipline purposes.

TEST SECURITY

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

Technology Usage
Employee Technology Agreement

The following agreement MUST BE signed on a yearly basis and will stay in effect until at least Tuesday, following Labor Day of the following school year OR until a new agreement is on file.

Last Name _____ First Name _____

Grade/Subject _____

I have read the Tina Avalon R-II School District's Technology Usage policy, administrative regulations, and netiquette guidelines and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and termination.

I understand that my technology usage is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, emails logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I understand I am responsible for any unauthorized costs arising from my misuse of district's technology resources. I understand that I am responsible for any damages I incur due to my misuse of the district's technology resources. I agree to instruct each of my students on the acceptable use of the district technology and proper network etiquette. I understand that it is my responsibility to teach and supervise any students using the network while in my class and/or classroom. If I fail to report a student abuse to the principal, I understand that it would be considered a violation of my technology privileges and may result in disciplinary action.

Signature of Employee

Date

As an employee of the Tina-Avalon R-II School District, I have read and understand the policies listed with this handbook. I agree that if there is any policy or provision of the handbook that I do not understand I will seek clarification from district administration. As an employee of the Tina-Avalon School District I accept that I am bound by all policies and regulations of the Tina-Avalon School District. I acknowledge that this handbook is not a contract, either expressed or implied. I understand that the policies and procedures and benefits described are periodically reviewed by the administration and the Board, and may be amended, modified, or deleted unilaterally by the Board at any time. I further acknowledge that the provisions in the handbook are for informational purposes only and to the extent that they differ from Board of Education policy, rules, regulation or plan documents, the Board of Education policy, rules, regulations, or plan documents are controlling.

I have received a copy of the 2015-16 Tina-Avalon R-II Staff Handbook.

Name (Please Print)

Signature of Employee

Date