

Avon School District 4-1

2017 – 2018

School Handbook

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Board of Education

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Please read information thoroughly and file for future reference.

All Parents/Guardians must complete and sign page 44.

RETURN to the school by August 25, 2017.

If any questions, please feel free to contact the school.

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MISSION

The mission of Avon School District is to ensure that all students successfully reach their potential.

VISION

The Avon School District will provide a clean, well-kept and functional facility that supports the needs of the curriculum and is available for appropriate community use. The Avon School District will encourage and foster a safe, caring atmosphere which values mutual respect between students and staff.

The Avon School District will provide a challenging and relevant curriculum, with high expectations to prepare students to succeed in a global society. Students will be unlimited by their selected post-high past, including military, workforce, technical or university options. The school district will cultivate an environment where technology is a part of the academic culture and empowering students to meet state academic standards in all content areas using traditional and innovative technologies. The School District will establish community partnerships for work-based student learning opportunities.

The Avon School District is committed to developing independent life-long thinkers and learners who can communicate effectively, work collaboratively, and resolve problems efficiently. Students have the right to an education of the highest quality where their learning styles are appreciated and their diversity is valued. Students will be encouraged to appreciate and value education as well as recognize their responsibility for learning. Learning is the shared responsibility of the student, family, and school district.

The Avon School District will ensure students are provided with highly qualified teachers. The School District will provide appropriate professional development through administrative policy and available educational agencies. The School District will provide opportunities for staff to communicate and collaborate for the benefit of the students and instruction.

GRADING SYSTEM

Teachers will inform students of Avon School's mandatory grading scale which will be used for all classes in all grades 1-12 and will be included in the plans of study. Semester tests (grades 9-12) will count as 1/5 of the final grade. The grading scale is as follows:

	<u>Percentage</u>		<u>GPA Points</u>
A+	100	Superior	4.00
A	95 - 99	Superior	4.00
A-	93 - 94	Superior	3.67
B+	91 - 92	Above Average	3.33
B	88 - 90	Above Average	3.00
B-	86 - 87	Above Average	2.67
C+	83 - 85	Average	2.33
C	78 - 82	Average	2.00
C-	75 - 77	Average	1.67
D+	72 - 74	Passing, Below Average	1.33
D	63 - 71	Passing, Below Average	1.00
D-	60 - 62	Passing, Below Average	.67
F	59 & Below	Failing	0.00

Honor Rolls are calculated based upon the following criteria:

- a. 7th/8th grades all classes are averaged
- b. 9-12 grades all classes are averaged; if a student is in band the band grade is included in the average because band has the same seat time requirement as a regular class
- c. Plus and minus marks on grades are used in averaging.
- d. Merit Honor Roll is straight A's--4.00 GPA
- e. A Honor Roll is a GPA of 3.50-3.99
- f. B Honor Roll is a GPA of 3.00-3.49

Cumulative GPA (Grade Point Average) and Class Rank are calculated after each semester grading period for Juniors and Seniors and at the end of each school year for grades 9-12. The following is the criteria used:

- a. GPA does not include Driver's Ed or Chorus grades.
- b. Band is included if the student is in band.
- c. Plus and minus marks are used in calculating GPA.
- d. Grade marks are assigned the following values:
A=4.0, B=3.0, C=2.0, D=1.0, F=0.0

GRADUATION HONORS Adopted July 2015

A new "Cum Laude with Honors" recognition program now replaces the concept of designating a valedictorian and salutatorian at graduation. The rationale for this change is to adopt a form of recognition that will provide recognition to more of the outstanding seniors than the valedictorian/salutatorian concept allows. Additionally, more colleges and universities use this recognition to acknowledge their most successful students at graduation. The senior class will vote on two representatives to speak during the commencement celebration.

Based on the Avon High School 4.0 point grading scale:

Cum Laude "with honors"	Bronze GPA 3.50 - 3.69
Magna Cum Laude "with great honors"	Silver GPA 3.70 - 3.89
Summa Cum Laude "with highest honors"	Gold GPA 3.90 - 4.00

* Medals will be given to honor students. All students with a GPA of 3.5 or higher will also be given a gold chord for recognition.

ELEMENTARY RETENTION

A conference with the parents will be arranged when there is a possibility that a child should be retained in the present grade. After the conference, the parents, teacher(s), and the administration, will make a decision concerning the retention or promotion of the child. In all cases the welfare of the child should be the main consideration.

REPORT CARDS AND PARENT/TEACHER CONFERENCES

Report cards will be handed out at the end of the first, second, third and fourth quarters.

Mid-quarter grades will be given to each student at the middle of each quarter. For any student who has a "D" or a failing mark at mid-term, a report of all marks will be mailed to the parents.

INSURANCE

Health insurance may be offered and may be decided on a year-to-year basis. Also, a dental insurance program may be offered.

STUDENT ACTIVITY FEE

Students, grades 1-12, may purchase an activity ticket at the cost of \$20.00. Family activity tickets are available for \$80.00, as are adult activity tickets for \$30.00. This entitles students to attend all of the home football and basketball games, volleyball matches (except tournaments or special doubleheaders) and assembly programs sponsored by the school. A student must purchase an activity ticket or pay admission to athletic events.

The cost of the yearbook, the Pirate Log, will be decided from year to year.

ATTENDANCE REGULATIONS IN HIGH SCHOOL AND JUNIOR HIGH SCHOOL

Students are expected to be in school every day except for reasons of illness, death in the family, or parental consent. If a student is going to be absent, parents should call the school between 8:00 a.m. and 9:30 a.m. If no call is received by 9:30 a.m. the school may call the home to verify the absence.

Students are not permitted to leave the school grounds during school hours unless there is a written request or a telephone call from the parents.

All absences for school sponsored activities are considered excused and the student not counted absent.

For State sponsored rodeo activities, 1 day of excused attendance is allowed for the 4H State Fair final rodeo.

Students may not miss more than 7 (seven) periods in any one subject (exclusive of school sponsored activities) during a semester. A student who misses more than 7 periods in any one subject during a semester will not receive credit for that course taken during that semester. The School Board has the right to waive the loss of credit if the Board feels the absences were of worthwhile educational value or a hardship case.

Students who exceed the 7 period absence limit will have the opportunity to make-up the absences by attending voluntary Saturday school to get back to 7 period absences. A student will be required to attend 6 hours of Saturday school to make up for one day's absence. Attending Saturday school to make up for absences will **not** change a student's status for semester tests.

Junior High students will be allowed only 7 period absences per semester. Students who exceed the 7 period absence limit will have the opportunity to make-up the absences by attending voluntary Saturday school to get back to 7 period absences.

Students leaving classes **without** written permission will receive an automatic Saturday detention.

Makeup work will be required for all absences. The amount and nature of makeup work will be determined by the teacher. The amount of time given to complete makeup work will be without exception one school day for each day missed.

It is the student/parent responsibility to supply excuses of absences. It is the student's responsibility to pick up his or her makeup slip on the day he or she returns to school.

ATTENDANCE REGULATIONS FOR ELEMENTARY SCHOOL

In grades K-6 after 5 absences during a semester, parents will be sent a letter by the principal stressing the importance of regular attendance for their child's academic performance. When a student reaches 8 absences during a semester, a letter will be sent to the parents informing them of the number of absences and requiring a meeting with the principal. The student will be reported to the County Sheriff's Office as truant when the student reaches 12 absences during a semester. The administration will take into account extenuating circumstances or documented medical conditions before reporting a student truant.

In grades K-6, if a student is late for the first ten minutes in the morning, the student will be considered tardy. If the student accumulates seven tardies during a semester, the seven tardies will be counted as one full day of absence from school. The school's regulations on absences will then apply, and a student will be reported to the County Sheriff's office as truant when the student reaches twelve absences during a semester.

USE OF TELEPHONE

Students should not ask to use the telephone during school hours except in case of extreme emergency. Parents, please do not call unless absolutely necessary. Students will not be called out of class to answer the phone. A message will be taken and students may return the call after school or during lunch break. Students must get permission from their teacher to use phones in the school house and gym at any time.

CLASSROOM AND STUDY HALL BEHAVIOR

Students are expected to conduct themselves as ladies and gentlemen at all times. Without discipline and order no profitable class work can be carried on. Students are to walk at all times when going through the halls and classroom areas.

There is to be no loud talking, whistling, loitering, and scuffling in the halls. Horseplay often becomes a fight and fighting is not permitted. Each junior/senior high

student will have a locker assigned. When students are in the school building, students will be expected to be in a study hall seat or desk in the classroom.

The library study area exists to serve the students and faculty. It is the resource center for curriculum enrichment. This is not possible without the cooperation of students and staff. The library is a place of study and seeking information. It is important that it be a quiet place for students to prepare lessons. Your behavior must reflect this atmosphere.

The library and study hall area supervisor will be completely in charge and will announce special rules as needed.

STUDY HALL RULES

1. Every student assigned to study hall should be accounted for.
2. Everyone should be quiet and seated before the bell rings.
3. There should be no calling or talking out loud at any time.
4. Each student is to bring at least one book and enough work to last during the period.
5. Magazines and newspapers should be read at your desk and returned to the library before the end of the period.
6. The room should be picked up and arranged at the end of each period.
7. Sign outs to bathrooms and lockers only. ONLY 2 students signed out at any one time.
8. Students must have a pass to be anywhere other than study hall including library (for extended research or work). Passes may only be obtained BEFORE study hall begins. Students will not be excused from the area to obtain a pass.
9. Students may study or do homework in groups of 3 or less by special permission from the supervising teacher. (Groups will be moved to the front of the room for close supervision.)
10. The library and study hall supervisor will assign desks.
11. If a student is on the deficiency list, said student will lose open noon privileges and study hall checkout privileges until the next grading period. The student's privileges will be reinstated once they are off the deficiency list.
12. The student will be allowed to leave study hall only to get help from a teacher if the teachers is available, and if the student has secured a pass from the teacher before they arrive to study hall.

In summary, the library and study hall area should have an orderly and quiet learning environment at all times.

DETENTION RULES

Students may receive up to 3 after-school detentions every 9 weeks. On the 4th detention in any given 9 week period, the student will serve a 1-hour Saturday detention. On the 5th detention in any 9 week period, the student will serve a 2-hour Saturday detention. On the 6th and consecutive detentions in a 9 week period, the student will serve a 3-hour Saturday detention. The administration may adjust scheduled detention times.

Saturday detentions will be served on the nearest Saturday to the violation unless changed by the administration. If a student fails to show up for their detention or does not follow the detention rules, the student's time will double. If the student again fails to show up or does not follow the rules, the student will receive a 3-day suspension and will not be allowed to return to school until the parents meet with the school administration.

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#### SATURDAY DETENTION RULES

1. No gum, candy, pop, etc.
2. Students must have school work or a book to read.
3. No sleeping.
4. Students will not be allowed to leave detention room desks or speak at any time.

Students who are assigned a Saturday detention must be on time. If Saturday detention is scheduled to start at 8:00 a.m., students are expected to be on time. If a student shows up late, the student will be sent home, and one hour will be added to their time, which



will be made up the following Saturday. A student that knows he or she is late, should still check in with the supervisor to make sure they are not counted as skipping the detention.

#### MISCELLANEOUS REGULATIONS

Care of the building. The school buildings are the home of approximately 300 persons from six to eight hours per day. Treat them as your own home or even more carefully. School property belongs to all of us. Let's take pride in our school so visitors as well as students and teachers can be proud of its appearance. Let's keep our school as neat as possible. Please use trash receptacles which are placed inside and outside of school buildings. Every effort helps!

At dismissal time see that your desk is free from books and other materials and that all paper is off the floor. Clean your lockers out once every nine weeks.

Care of the grounds. Please do not throw papers and sacks on the floor, lawn, playground areas, or parking lot. Use the sidewalks.

Bicycles. Students who ride bikes to school MUST place them in the bike rack located on the northwest side of the main gym. Bikes must be in the rack and not on the sidewalk.

Caution to the student. Students are urged not to leave money, jewelry, or anything of value in their coat or jacket pockets. Nor is it advisable to leave valuables in your locker or desks at any time. If you do so, you do it at your own risk and the school cannot be responsible if such things disappear.

Lunchroom. Good behavior, proper eating habits and good manners will be maintained in our lunchroom. Our cooks and kitchen help take pride in the meals they prepare and in turn our respect and consideration is a must.

Students are expected to walk to and enter the lunch line in an orderly fashion. At lunch time, all students who eat at school will eat in the lunch room even if they bring their own lunch. No eating in study hall, class rooms, or gym. NO FOOD WILL LEAVE THE LUNCHROOM. Failure to follow lunchroom rules will result in the student not being allowed to eat in the lunchroom.

Lunch Accounts: All lunch accounts must be prepaid. Notices will be mailed home when the account balance runs low. As of July 2012, the board has set a limit of \$-150.00 (negative) on delinquent lunch accounts. Students will be denied meals when the balance due equals or exceeds this amount (\$-150.00). Please keep accounts up-to-date.

No School Announcements. The cancellation of school for any reason (i.e. bad weather, broken water main, etc.) will be announced over the school's messenger delivery system, local news and radio stations.

Dress. Students should dress as neatly as possible. Students need not dress lavishly, but clothes should be clean and appropriate at all times. Clothing with obscene or questionable material, alcohol, or tobacco advertisements, or dress that is disruptive or a distraction to the classroom will not be permitted. Students will be sent home if they do not abide by this rule. Shoes must be worn at all times.

Elementary students, as well as secondary students, should be prepared for wet and cold weather. All elementary students are expected to attend recess outdoors daily and overshoes or boots and caps, mittens, scarves, etc., are to be worn at these times. During the wet seasons, it may be helpful to send extra socks and trousers with students.

No possession or eating of sunflower seeds at any time in either building.

Candy and gum chewing is allowed if it is done in a proper manner. HOWEVER, individual teachers may ask students not to eat candy or chew gum in their classrooms or study hall. There will be NO POP OR FOOD allowed in classrooms without prior approval from the administration.

Gambling and profanity will not be permitted.

Snowball throwing is not permitted at any time because of the dangers involved.

Stay out of the teachers' or students' desks, lockers, and teacher's lounge. Stealing is stealing, whether you "take" a pencil from someone's desk, cheat on a test, or copy someone's paper.

Cameras: Students will not be allowed to have cameras in class unless they are approved by the teacher for class projects or special occasions.

Cell Phones. Students can use devices during lunch and in between class times. All phones must be kept in lockers and not on the person. If caught with phone it will be kept in the secondary principal's office for 7 days.

First Offense: the student will be required to bring their cell phone to the principal's office before the first class and will be able to pickup their phone after the last class of the day has concluded. This will be done for 7 consecutive school days.

Second Offense: The above will be followed for 14 consecutive days.

Third Offense: A meeting will be held with the student, parents and the principal.

Ipods and MP3 Players: These electronic devices will not be allowed in the classrooms. If students are caught with one of these devices in the classroom, it will be confiscated and the student may pick it up at the end of the day. On the second offense, the parent will have to come in and pickup the device. The classroom teachers may allow the use of these devices on special occasions or during special circumstances.

Bags. Bags (back packs, book bags, etc.) Are not allowed in 7-12 classrooms. They are to remain in student lockers. Only bring what is needed to class.

Study Guides. To maintain good grades, study halls are a must. A few practical suggestions are listed below:

1. When a teacher makes an assignment, write it down.
2. Work on a new assignment as soon as possible after it is made.  
Allow time for a quick review before class.
3. Be energetic and active in your study attitude.
4. Develop self-reliance.
5. Do your best. Be thorough. Do more than the teacher asks.
6. Proofread all work to be handed in.
7. Study at home while you are rested.
8. Give particular attention to review lessons.
9. Don't get behind in your work.
10. Develop the habit of being well-organized. Good organization is the key to success.

**Avon Elementary School Discipline Grid**-used in conjunction with Avon Pirate Think Sheets.

**Avon Elementary School Reserves the Right to Evaluate Incidents on a Case-by-Case Basis and Modify Consequences as Needed**

| <b><u>K-6</u></b>                                                     | <b><u>Consequences</u></b> | <b><u>Consequences</u></b>       | <b><u>Consequences</u></b>                            | <b><u>Consequences</u></b>                              |
|-----------------------------------------------------------------------|----------------------------|----------------------------------|-------------------------------------------------------|---------------------------------------------------------|
| <b><u>Class 1 (Per Quarter)</u></b>                                   | <b><u>1st Offense</u></b>  | <b><u>2nd Offense</u></b>        | <b><u>3rd Offense</u></b>                             | <b><u>Habitual Offender</u></b>                         |
| Disruptive or Poor Behavior,<br>Insubordination, Improper<br>Language | Think Time                 | Think Time,<br>Restricted Recess | Think Time,<br>Recess<br>Detention,<br>Parent Contact | Recess Detention, Parent Contact,<br>Saturday Detention |

| <b>Class 2 (Per Year)</b>                                                         | <b>1st Offense</b>                                 | <b>2nd Offense</b>                                                        | <b>3rd Offense</b>                                                    | <b>Habitual Offender</b>                                        |
|-----------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------|
| Violence, Physical contact (Pushing, shoving, biting, spitting, throwing objects) | Office Referral, Parent Contact, Restricted Recess | Office Referral, Parent Contact, Recess Detention, After School Detention | Office Referral, Parent Contact, Recess Detention, Saturday Detention | Office Referral, Parent Contact, Recess Detention, OSS 2-4 Days |

| <b>Class 3 (Per Year)</b>                                                                     | <b>1st Offense</b>                                                    | <b>2nd Offense/Habitual</b>                                      |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------|
| Bullying, Harassment, Vandalism, Theft, Inappropriate physical contact (physically fighting ) | Office Referral, Parent Contact, Recess Detention, Saturday Detention | Office Referral, Parent Contact, Recess Detention, OSS 2-10 Days |

**Pirate Think Sheet:** Pirate Think sheet will be filled out, and go home to parents.

**Restricted Recess:** Students will go out for recess, and walk laps on the designated walking line.

**Recess Detention:** Students will either stay in from recess or can go outside and stand by the auxiliary gym wall/fence area

**Office Referral:** Paper filled out by the reporting staff member, student and administration for parent communication and tracking.

**OSS (Out of School Suspension)**

**Avon High School/Junior High Student Discipline Grid**

| <b>Offenses</b>                                                                                                                                            | <b>1st Offense</b>                                                       | <b>2nd Offense</b>                                                                | <b>3rd Offense</b>                                                                                | <b>4th Offense</b>                    | <b>Habitual Offender</b>              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------|
| <b>Class 1</b><br>Tardies                                                                                                                                  | Verbal Warning                                                           | After School Detention                                                            | After School Detention<br>Parent Contact                                                          | Saturday Detention*<br>Parent Contact | Saturday Detention*<br>Parent Meeting |
| <b>Class 2</b><br>Insubordination, Poor behavior, Disruptive behavior                                                                                      | After School Detention                                                   | Saturday Detention*<br>Parent Contact                                             | ISS- 1 Day<br>Parent Contact                                                                      | OSS- 3 Days<br>Parent Contact         | OSS- 6 Days<br>Parent Meeting         |
| <b>Class 3</b><br>Unexcused Absence, Inappropriate language, Skipping class, Leaving without permission, Matches/lighter                                   | Saturday Detention*<br>Parent Contact                                    | ISS- 1 Day<br>Parent Contact                                                      | OSS- 2 Days<br>Parent Meeting                                                                     | OSS- 4 Days<br>Parent Meeting         | OSS-6 Days<br>Parent Meeting          |
| <b>Class 4</b><br>Academic dishonesty                                                                                                                      | ISS- 1 Day/Parent Contact<br>Saturday Detention*<br>Mandatory Sem. Tests | ISS-2 Days Parent Contact<br>3 Hrs. Saturday Det.<br>Not eligible for honor roll  | OSS- 3 days<br>Parent Meeting<br>Loss of Class Credit                                             |                                       |                                       |
| <b>Class 5</b><br>Stealing                                                                                                                                 | Under \$50<br>Saturday Detention*<br>With Restitution***                 | With Restitution***<br>OSS--- 4 Days                                              | With Restitution***<br>OSS--- 6 Days                                                              | With Restitution***<br>OSS--- 8 Days  | With Restitution***<br>OSS--- 10 Days |
| \$50                                                                                                                                                       | Over<br>With Restitution***<br>OSS--- 5 Days                             | With Restitution***<br>OSS--- 10 Days                                             | OSS--- 10 Days, with restitution***, referral for long term suspension or expulsion.              |                                       |                                       |
| <b>Class 6</b><br>Violence, Fighting, Intimidation, Destruction of property, Bullying, Harassment, Blatant disrespect for staff, Tobacco use or possession | OSS- 2-4 Days<br>Parent Meeting<br>With Restitution***                   | OSS- 10 Days<br>Counselor Referral<br>Parent Meeting<br>With Restitution***       | OSS 10 Days, Parent Meeting, With Restitution***, Referral for long term suspension or expulsion- |                                       |                                       |
| An Attack                                                                                                                                                  | OSS- 10 Days<br>Parent Meeting                                           | OSS- 10 Days, parent meeting, referral for long term suspension or expulsion----- |                                                                                                   |                                       |                                       |



#### LUNCHROOM REGULATIONS

1. Students must take at least three food groups. Required components are fruit and/or vegetable, and milk.
2. Students must eat the food they take from these three groups.
3. Students may go back to the salad bar when they have eaten what is on their tray.
4. Trading of food is not allowed.
5. Students must drink all of their milk unless the teacher excuses them from drinking it.
6. It is the responsibility of the lunchroom supervisor to enforce these rules while students are eating.
7. No pop, sport drinks, or fruit drinks are allowed in the lunchroom. ONLY milk, water, or **100% fruit/vegetable juice is allowed.**
8. No food is to be taken out of the lunchroom.

#### ELEMENTARY PLAYGROUND RULES

1. The swings are to be used only in a north/south direction. One person on one swing. No standing on swings. No running under swings when someone is swinging. Do not wrap swings around the top pole.
2. Students are not to play on the north or south sides of the school buildings.
3. The parking lots are not part of the school playground. Keep out.
4. Tackle football is not allowed. Only touch or flag.
5. NO wrestling, pushing, shoving, kicking or tripping.
6. NO snowballs and keep off the ice!
7. The use of baseballs is not allowed.
8. During inclement weather when students are to remain in the main gym, students are to sit quietly on the sidelines and play with games provided. No running and no balls.
9. Do not walk up the slide. No pushing or shoving going up the steps of the slide.
10. NO obstructions in front of the fire exit doors (i.e. rocks, sticks, etc.).
11. Leave any janitor equipment where it is. Do not move it onto the playground.
12. DO not beat on the down spouts with sticks or rocks or kick the down spouts to remove ice.
13. STAY OFF fire exits and handicap ramp.
14. Do not bounce balls on the sides of the gym or school building.
15. STAY OFF the tennis net on the court when it is up. Do not hang or sit on it.
16. Each grade is allotted their own balls and misc. equipment. Each grade should use their own.
17. Students should wear overshoes and boots in cold and wet weather.  
If not worn on the playground, students will be required to stay on the sidewalk.
18. Walk on the sidewalks. Not on the lawn or mud.
19. Bicycles are to be parked in the bike rack when brought to school and left there until taken home.
20. Students are to remain on the playground at all times during recess. Students should ask permission from the supervising teacher if the need arises to leave the playground. Emergency trips to the bathroom during recess and noon are permitted, but if at all possible, notify the supervising teacher that you are leaving the playground.
21. Cell phones are not allowed on the playground during elementary recess. Please note the school's cell phone policy located on page 4 which applies to all students.
22. When returning to the school after recess, students will use the South main school entrance.

#### REPORTING INJURIES

Any injuries/accidents occurring during school time should be reported to the superintendent's office the same day the accident occurred. The classroom teacher should complete an accident report kept on file at the superintendent's office. A copy will be sent home with the student at the end of the day. Any type of incident, minor or major, should be recorded.

#### SCHOOL DISMISSAL

Elementary students will be dismissed 4 minutes (3:25) earlier than the high school students to alleviate traffic and confusion.

All students should leave the school building immediately following dismissal. If weather is bad, students may wait in the south foyer for their ride.

### SECONDARY INFORMATION

To graduate from Avon High School, students must have 24 units. A unit is the successful completion of a subject for one full school year. If classes are held only for a semester, one-half unit of credit is earned. The 24 unit requirement may be adjusted by the Board of Education under special circumstances.

Extra credit may also be earned in extra-class activities such as music, speech, and athletics.

Seniors should check their schedules to be sure that they fulfill the requirements for graduation. Check with the principal if in doubt.

Required courses are as follows:

|                                  |          |
|----------------------------------|----------|
| English I, II, III, IV . . . . . | 4 units  |
| Algebra I . . . . .              | 1 unit   |
| Algebra II . . . . .             | 1 unit   |
| Geometry . . . . .               | 1 unit   |
| World Geography . . . . .        | ½ unit   |
| World History . . . . .          | ½ unit   |
| American Government . . . . .    | 1 unit   |
| Computer . . . . .               | 1 unit   |
| Accounting I . . . . .           | 1 unit   |
| Physical Science . . . . .       | 1 unit   |
| Conceptual Chemistry . . . . .   | 1 unit   |
| Biology . . . . .                | 1 unit   |
| American History . . . . .       | 1 unit   |
| Fine Arts . . . . .              | 1 unit   |
| PE . . . . .                     | ½ unit   |
| Health . . . . .                 | ½ unit   |
| TOTAL . . . . .                  | 17 units |

Students are required to carry at least six regular courses while in school. Chorus may not be counted as one of the six (band can be included as one of the six). Any student wanting more courses must have permission from the principal.

It is required that students planning to attend a state college or university must take the following courses: 4 units of English, 3 units of social science, ½ unit computer science, 3 mathematic units, and 3 science units.

### GRADUATION CEREMONY

All Seniors and 8<sup>th</sup> Graders participating in the graduation ceremony must be dressed in appropriate dress clothes and the unaltered graduation cap and gown. Each year the administration will inform the graduates and their parents as to what is acceptable attire. Only school adornments/accessories will be worn outside or on the cap and gown.

### ELECTIVE COURSES

Courses not required are called electives. Each student should try to select courses by considering the field in which he or she wants preparation and the area in which his or her greatest interest lies.

### COURSE OFFERINGS

| <u>COURSE</u> | <u>GRADE</u> | <u>CREDIT</u> | <u>ELECTIVE</u> |
|---------------|--------------|---------------|-----------------|
| *English I    | 9            | 1             |                 |
| *English II   | 10           | 1             |                 |
| *English III  | 11           | 1             |                 |
| *English IV   | 12           | 1             |                 |

| <u>COURSE</u>              | <u>GRADE</u> | <u>CREDIT</u> | <u>ELECTIVE</u>           |
|----------------------------|--------------|---------------|---------------------------|
| %MMC/College English       | 11-12        | 1             | X                         |
| *Physical Science          | 9            | 1             |                           |
| *Conceptual Chemistry      | 10           | 1             |                           |
| *Biology                   | 11           | 1             |                           |
| ~Physics                   | 11-12        | 1             | X                         |
| ~Chemistry                 | 11-12        | 1             | X                         |
| Physiology                 | 11-12        | 1             | X                         |
| Applied Biology            | 11-12        | 1             | X                         |
| *Algebra I                 | 9            | 1             |                           |
| *Geometry                  | 10           | 1             |                           |
| *Geometry/Trigonometry     | 10           | 1             |                           |
| *Algebra II                | 11-12        | 1             |                           |
| Advanced Math/Calculus     | 11-12        | 1             | X                         |
| %MMC/College Algebra       | 11-12        | 1             | X                         |
| *World History             | 9            | .50           |                           |
| *World Geography           | 9            | .50           |                           |
| *American History          | 11           | 1             |                           |
| *American Government       | 12           | 1             |                           |
| Psychology                 | 11-12        | .50           | X                         |
| Sociology                  | 11-12        | .50           | X                         |
| %MMC Psychology/Sociology  | 12           | 1             | X                         |
| %MMC History               | 12           | 1             | X                         |
| Spanish I (DDN)            | 10-12        | 1             | X                         |
| Spanish II (DDN)           | 11-12        | 1             | X                         |
| *Multi-Media Design        | 9            | 1             |                           |
| Creative English           | 11-12        | 1             | X                         |
| *Accounting I              | 10           | 1             |                           |
| Accounting II              | 11-12        | 1             | X                         |
| *Personal Finance          | 12           | 1             |                           |
| *Intro Architecture/Design | 9            | 1             |                           |
| Basic Welding Lab          | 10-12        | 1             | X                         |
| Advanced Welding           | 11-12        | 1             | X                         |
| Intro Drafting/Design      | 10-12        | 1             | X                         |
| Cabinet making             | 11-12        | 1             | X                         |
| Building Trades            | 11-12        | 1             | X                         |
| Art                        | 11-12        | 1             | X                         |
| Boys/Girls Chorus          | 9-12         | .15           | X                         |
| Concert Choir              | 9-12         | .30           | X                         |
| Band ***note               | 9-12         | 1             | X                         |
| *9 <sup>th</sup> PE        | 9            | .50           |                           |
| Adv Physical Ed            | 10-12        | 1             | X                         |
| #Drivers Education         | 9-12         | .25           | X                         |
| *Required course           | %LDL Course  | #Summer only  | ~Rotates every other year |

\*\*\*Note: Band students are required to perform at all concerts, athletic events, contests, and marching band events when assigned by the instructor and the administration. Cheerleaders and statisticians are required to perform with the band at scheduled events.

#### DISTANCE LEARNING CLASSES (LDL)

All distance learning classes require pre-registration in the spring, for the following school year. The school district must pay a fee for each student who takes a distance

learning class. If a student registers for a distance learning class, a spot is reserved for him or her and the class is scheduled over the distance learning system. If a student pre-registers for a distance learning class in the spring and then does not take the class in the fall, he or she will be required to pay the fee for the fall semester.

#### COLLEGE/DUAL-CREDIT CLASSES

Students are allowed to take college classes and receive high school credit. Students are responsible for the cost of the dual credit class. A student who takes a college class is responsible to present a copy of the transcript to the principal to receive credit. Also, it is the responsibility of the student and his or her parents to keep up on the work in the class and to check the progress of the student. A letter to each student's parents, enrolled in a college class (that the school is aware of), will be sent in the fall to explain these points.

#### DROPPING OR CHANGING SUBJECTS

A student should do a thoughtful job of registering at the time of registration. His or her courses should be selected carefully with the aid of parents and faculty advisor. Should a student decide to change courses, this must be done during the first week of school or semester. This change must be made in the principal's office with his or her consent/signature and the consent/signature of the teacher in charge of the course. Dropping a subject in the middle of a semester will count as a failure on the permanent record unless specific permission is obtained.

#### INCOMPLETE GRADES

Any student receiving an incomplete will have 1 week to make up the incomplete. The student must consult with the teacher to see what work he/she must do to complete the course. An incomplete that is not made up in the allowed time becomes a failure on the permanent record unless special arrangements are made with the principal.

#### FAILING CLASSES

The student has the option to take summer school at SD Virtual High School or to take an independent study class from an outside source, at the student's expense. In extenuating circumstances, the student may be allowed to make-up the class with the teacher, with the approval of the teacher and the administration.

#### THINGS TO DO WITH A MAKE UP SLIP

- (1) Present it to each teacher for re-admission to class.
- (2) Have teachers indicate make up work on the slip.

Any school activity which requires loss of school time, must be made up before the student leaves the school premises. The same procedure will be used as above.

**AT NO TIME SHOULD A STUDENT LEAVE THE SCHOOL PREMISES WITHOUT THE PERMISSION OF THE PRINCIPAL OR SUPERINTENDENT IN THE FORM OF WRITTEN PERMIT SLIP ISSUED BY ONE OF THESE PERSONS.**

TARDINESS IS A BAD HABIT. Students will be allowed one tardy per class per nine weeks. Any tardies after that, regardless of reason, will result in an after-school detention of 10 minutes. Tardies will be permitted for the first 10 minutes of a class; after 10 minutes, the student will be counted absent for that period. When a student arrives tardy they are to go directly to the classroom and the teacher will notify the detention supervisor and the principal. A student will receive one hour of Saturday detention for the fourth tardy. All Saturday detention rules will be followed for the fifth and sixth tardy. On the seventh and each successive tardy, a student will receive one day of out-of-school suspension and the parents and student must meet with the principal. **Additionally, if a student accumulates seven tardies during a semester, the seven tardies will be counted as one full day of absence from school.**

All absences and tardiness from school will be reported on the student's permanent record. Students ought to bear in mind that poor attendance records with reference to both absenteeism and tardiness will assuredly lessen their opportunity to obtain employment while in high school or after graduation.



#### COLLEGE AND JOB SHADOW DAYS

Students are allowed to take college and job shadow days, which will not count as an absence. Freshmen will receive one day, sophomores will receive two days, juniors will receive three days, and seniors will receive up to four days to use at administrative discretion. No college or job shadow days will be allowed during the last 2 weeks of each semester. College and job shadow days must be arranged through the guidance counselor's office. The request for one of these days must be made at least three school days prior to the requested day. If a student does not follow the proper procedure, the student may be counted absent on that day. Students must also turn in the appropriate paperwork for these days not to be counted as absences. The administration reserves the right to deny days due to absences, grades, tardies or other factors.

#### DRIVING CARS

Students who drive cars to school will not be permitted to use cars during the school day or lunch period unless they secure written permission from the principal or superintendent. This regulation will be strictly enforced and applies to both town and rural students. The purpose of this regulation is to promote safety and to protect both parents and students. Students should park in the lot north of the gym unless instructed to park elsewhere. There is absolutely no parking on either side of Pine Street in front of the school between the hours of 8:00 a.m. to 4:00 p.m. (only 5 minute parking is allowed) If students park there, they may be ticketed by the city due to a no parking ordinance. No sitting in cars during the lunch period or any time during the school day.

#### EXTRA-CLASS ACTIVITIES

We encourage each student to take advantage of the activities offered. We urge you to participate in at least one of the activities offered.

The student council is the executive body of the Avon School Student Association. Each high school student and faculty member is a member of this association. The council is headed by the student body president.

Student Association officers will be elected the first day of school. Officers and representatives of this body should be selected carefully, keeping in mind that these people should have outstanding qualifications in leadership, citizenship, service, and initiative.

Each of the classes will organize by the third day of school for the purpose of carrying on their functions and social activities. Each class will select a president, a vice president, a secretary-treasurer, and a student council representative. The administration will appoint faculty members to be advisors for each class. Class meetings may be called by the president with the permission of one or more of the advisors. Student council members from grades 7 and 8 will be non-voting members of the student council.

School activities (play practices, music practices, etc.) which are held after supper shall always be over by 10:00 p.m. The school assumes no responsibility for your conduct after the activity is over.

Church night. Church night will be on Wednesday evenings. The school will not schedule activities for that evening except when inner-scholastic activities are scheduled by conference, district, and state officials. All school practices are to be completed AND students out of the building by 6:00 p.m. on Wednesdays.

School parties. School parties and social functions are part of any good educational system. During the year, each class may sponsor one party or dance. Each party should be carefully planned and approved by the administration and class sponsors at least one week prior to the date of the party. These parties should be restricted to our students (7-8) (9-12) and students from other schools and our alumni, if invited. Proper conduct is expected at these events. Improper conduct will result in the student not being allowed to attend any future parties. Any out-of-town guests should be registered prior to any party.

Once students are admitted to a party or prom, they are expected to remain. No one is re-admitted once he or she leaves the party or prom. It is suggested that class parties or dances be planned following home athletic contests whenever possible, preferably on Friday night. Such parties will end not later than midnight on Friday. Other school parties during the week will end at 10:00 PM. The Junior/Senior Prom will run from 9:00-12:00. Prom is a formal event. Dress should be appropriate--no jeans/t-shirts are to be worn at the banquet or the dance.

Seniors and all other students should remember that Senior Privileges and Senior Trips are earned. Conduct yourselves so that these activities may continue. Any students skipping school or having habitual tardies will lose their privileges.

The senior class may request privileges at the start of the second semester. The decision to grant privileges early will be based on the behavior of the class and results of the Dakota STEP tests. Permission forms will be handed out, signed and returned by ALL students before privileges will be implemented. Each student will receive Senior Privileges based on their individual merits during the 3<sup>rd</sup> and 4<sup>th</sup> nine-weeks. Seniors earning these privileges must meet the following criteria:

1. Each Senior must have completed 21 graduation credits and must have passed all required courses by the end of the first semester of their senior year.
2. Each Senior must have at least a C- average in all of his/her classes. Falling below a C- average will cause the student to lose privileges for one week and grade will be checked. Any student who is below a C- average in a class during 4<sup>th</sup> quarter midterm will lose privileges for the remainder of the year.
3. Each student is allowed only three absences during the second semester. When a student reaches 4 absences he/she will lose privileges.
4. The administration may waive the four absence limit for privileges in cases of serious medical conditions, as long as there are not other absences involved. The student will need to provide documentation from their doctor in these circumstances.

Senior Trip. A senior who wishes to attend the annual Senior Trip must have completed 21 graduation credits and have passed all required courses at the end of the first semester of their senior year. To be eligible the student must have paid all of their class dues and worked their share of fund-raising activities.

Any fund-raising activities by any group (bake sales, car washes, etc.) must be approved by the administration.

Examinations. Comprehensive examinations, in addition to daily and weekly tests will be given at the end of each semester. Each student must take all examinations given during and at the end of each semester according to the schedule. However, students, grades 9-12, with an "A" in the class AND not more than 3 days absences (21 periods) in that class, may be excused from the examination. Also, 7th and 8th grade cumulative exams will not cover more than 9 weeks. Seniors will be excused from taking semester tests the second semester. Students that do not have an "A" average, but have less than 2 days absences (14 periods) or less, may choose not to take one of their semester tests. A student that has perfect attendance (no absences or tardies) may choose not to take two of their semester tests if they do not have an "A" average. **All students will be required to take at least two semester tests per semester. Students must choose semester tests in two of the following core academic areas: Math, Science, English, or Social Studies.**

Foreign Exchange students will not be considered a part of the senior class. They will be placed in the junior class or their age appropriate class. Foreign exchange students are not eligible to participate in the graduation ceremony unless they meet the requirements of the State of South Dakota or Avon School District.

Public displays of affection between individuals in the halls, classroom, parking lot, and other school property are not considered to be in good taste and will not be allowed. In particular, overt displays of affection will not be tolerated on the campus or at school sponsored activities.

Athletic practices. On days that school may be dismissed early due to inclement weather, there will be no practices of any kind. When school is not held due to inclement weather, there will be no practices of any kind. Sunday practices or open gyms will not be allowed for SDHSAA sponsored events during the regular season, but will be allowed during post-season events.

Lockers. Each student will have a locker assigned for his or her use. Each student is responsible for keeping his or her locker clean, both inside and out. Damages caused by misuse of tape, stickers, pens, etc., will be charged to the student. Avon Public School reserves the right to open and inspect school lockers at any time.

#### GRADES 7-12 LUNCHROOM REGULATIONS

1. All students will eat in the lunch room unless he or she goes home to eat. No eating in cars, the gym, or main building.
2. Order in lunch line: Srs, Jrs, Sophs, Fresh, 8th, 7th.
3. Lunches to be prepaid. Calendars, including lunch menu and school events will be sent home with each student at the end of each month.
4. If you misbehave in the lunchroom, you will be disciplined accordingly.
5. Students may not return to the main building until the warning bell rings before the next period. Students may remain in the lunch room if the weather is bad.
6. Clean up your table and take your garbage with you.
7. Scrape your plates and put silverware in the dish pan.
8. NO POP, sport drinks, or fruit drinks are allowed in the lunchroom. Only milk, water, or 100% fruit/vegetable juice.
9. No food is to be taken out of the lunchroom.

#### Junior High and High School Retention Policy

Junior high and high school students are required to meet guidelines to be promoted to the next grade level.

Junior High students will be required to achieve an average passing grade (D-) for the entire year in at least 3 of the 4 main core classes (Social Studies, Math, Science, and English). If a student does not meet this requirement, he or she will be considered for retention. The student's results from the Dakota STEP Test will also be taken into consideration. The administration, teachers, students, and parents will meet to discuss the possibility of retaining the student in the same grade for the next school year. A decision will be made as to what will be the best course of action for the student's future academic success.

High School students will be required to pass a minimum number of credits to move on to the next grade level. To be considered part of the following classes, a student must have passed the required number of credits:

**Sophomore: 4 credits; Junior: 11 credits; Senior 17 credits.**

If a student makes up credits during the summer and meets the minimum number of credits, he or she will be moved to the next grade level.

#### Extra-Curricular Eligibility Policy

All students in grades 6-12 will be required to maintain a 1.67 grade point average to be eligible to participate in junior high and high school extra-curricular activities. The following guidelines will be in place starting with the 2009-2010 school year.

1. At the start of the school year of the first day of enrollment, students will have until mid-term of the first nine weeks to establish their grade point average.
2. All classes that the student is enrolled in will count towards their grade point average.
3. Any student that has an F in any class will be automatically ineligible for 2 weeks.
4. During the 2 weeks the student is ineligible, the student must raise the grade to at least a D-.
5. If at the end of the 2 week period the student still has an F in a class or below a 1.67 average, he or she will be ineligible for 2 more weeks.

6. All eligibility will be figured at each mid-term and 9 week-grading period.
7. If a student is involved in only one sport, the students grade point average for the previous mid-term or 9 week period will be used to figure eligibility. Example: Fall sport eligibility will be figured from the previous spring quarter grades. A student that has an F in a class at the end of the 4<sup>th</sup> nine weeks can take classes in the summer to make-up the credit. The F received during the 4<sup>th</sup> nine weeks will still cause the student to be ineligible for the first two weeks of school when activities start.
8. Extra-curricular Activities: All 6-12 sports, Oral Interp, Cheerleading, School Plays, Rodeo, Music Activities, and Archery in which the students do not receive a grade.

#### Bomb Threats

The following procedure will be used in case of a bomb threat:

1. Anyone who answers the phone and receives a bomb threat for the school, should leave the phone off the hook until the Superintendent checks it out and tells you that the phone may be hung up.
2. Open all windows in each room.
3. Students are to remain outside the school on the athletic field until the gym has been searched. Then the students will go into the gym and seat themselves on the bleachers and remain quiet until the main building has been searched.
4. Teachers are to report anything unusual to the Superintendent.
5. Give a list of all missing students to the Superintendent.
6. In no instance will school be dismissed for the day.
7. Any school time lost due to a bomb threat will be made up at a later date.

#### Highly Qualified Teachers

To be highly qualified, teachers need to meet one category in each of the 3 components for each of their teaching assignments. The 3 components are: Bachelors Degree, Full State Certification, Competency. All teachers at Avon meet the criteria for highly qualified teachers. To meet the regulation of NCLB, all parents have the right to request information regarding the qualifications, degrees, endorsements and where the degrees were obtained, about each of their child's teachers. In order to receive this information, the parents must ask at the school office. Any parent wishing to review a teacher's certification may request it at the district office.

## Avon School District Staff Directory

| Name                                                                                | Title/Duties                                                | Voice Mail Ext |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------|
| Beeson, Amy<br><a href="mailto:amy.beeson@k12.sd.us">amy.beeson@k12.sd.us</a>       | Special Ed Paraprofessional<br>GBB/BBB Concessions          | 11             |
| Berndt, Karen<br><a href="mailto:karen.berndt@k12.sd.us">karen.berndt@k12.sd.us</a> | Title I Coordinator                                         | 23             |
| Blaha, Kathryn<br><a href="mailto:Kathy.blaha@k12.sd.us">Kathy.blaha@k12.sd.us</a>  | K-12 Principal<br>Art                                       | 10             |
| Brandt, Raja<br><a href="mailto:Raja.brandt@k12.sd.us">Raja.brandt@k12.sd.us</a>    | Preschool Instructor                                        | 25             |
| Cahoy, Kristine<br><a href="mailto:Kris.cahoy@k12.sd.us">Kris.cahoy@k12.sd.us</a>   | HS Language Arts/Speech<br>Declam Coach<br>Yearbook Advisor | 34             |

|                                                                                                       |                                                                                             |    |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|----|
| Cameron, Tina<br><a href="mailto:Tina.cameron@k12.sd.us">Tina.cameron@k12.sd.us</a>                   | Special Ed Coordinator<br>Head GVB Coach<br>Girls Track Coach                               | 32 |
| Carns, Tamara<br><a href="mailto:Tamara.carns@k12.sd.us">Tamara.carns@k12.sd.us</a>                   | Science<br>Assistant Science Fair                                                           | 48 |
| Christjans, Jim                                                                                       | Head Bus Driver                                                                             |    |
| Crisman, Miranda<br><a href="mailto:Miranda.crisman@k12.sd.us">Miranda.crisman@k12.sd.us</a>          | 5-12 Instrumental Music                                                                     | 42 |
| Culver, Thomas<br><a href="mailto:Tom.culver@k12.sd.us">Tom.culver@k12.sd.us</a>                      | Superintendent<br>Special Ed & Title I Director<br>Activities Director<br>Head FB Coach     | 12 |
| Fathke, Mel<br><a href="mailto:Mel.fathke@k12.sd.us">Mel.fathke@k12.sd.us</a>                         | Social Science<br>Asst FB Coach                                                             | 38 |
| Ferwerda, Angie                                                                                       | Food Service Assistant                                                                      | 41 |
| Gimbel, Amanda<br><a href="mailto:Amanda.gimbel@k12.sd.us">Amanda.gimbel@k12.sd.us</a>                | Special Ed Paraprofessional                                                                 | 22 |
| Gittings, Jody<br><a href="mailto:Jody.gittings@k12.sd.us">Jody.gittings@k12.sd.us</a>                | Industrial Tech<br>9 <sup>th</sup> PE<br>Asst GBB Coach<br>Archery Coach<br>Asst Golf Coach | 15 |
| Gretschmann, Connie<br><a href="mailto:Connie.gretschmann@k12.sd.us">Connie.gretschmann@k12.sd.us</a> | Mathematics<br>Asst GVB Coach<br>FB/Track Concessions<br>Banquet/Prom                       | 30 |
| Haenfler, Becky<br><a href="mailto:becky.haenfler@k12.sd.us">becky.haenfler@k12.sd.us</a>             | 5 <sup>th</sup> Grade<br>JH GVB Coach<br>JH GBB Coach<br>FB/BBB Cheerleading Coach          | 20 |
| Haenfler, Jeff<br><a href="mailto:Jeff.haenfler@k12.sd.us">Jeff.haenfler@k12.sd.us</a>                | Head BBB Coach<br>JH BBB<br>Head Golf Coach                                                 |    |
| Hajek, Lori                                                                                           | Speech Clinician<br>Early Childhood                                                         | 26 |
| Hento, Sara<br><a href="mailto:Sara.hento@k12.sd.us">Sara.hento@k12.sd.us</a>                         | Business Manager<br>Banquet/Prom                                                            | 13 |
| Knodel, Loretta<br><a href="mailto:Loretta.knodel@k12.sd.us">Loretta.knodel@k12.sd.us</a>             | 3 <sup>rd</sup> Grade<br>2 or 3 Act Play                                                    | 49 |
| Koch, Katelyn<br><a href="mailto:Katelyn.koch@k12.sd.us">Katelyn.koch@k12.sd.us</a>                   | 2 <sup>nd</sup> Grade<br>Head Cross Country Coach                                           | 29 |
| Kocmich, Dawn<br><a href="mailto:Dawn.kocmich@k12.sd.us">Dawn.kocmich@k12.sd.us</a>                   | Kindergarten<br>BBB Concessions                                                             | 19 |
| Krcil, Beth<br><a href="mailto:Beth.krcil@k12.sd.us">Beth.krcil@k12.sd.us</a>                         | 4 <sup>th</sup> Grade                                                                       | 17 |
| Kuhlman, Benita<br><a href="mailto:Benita.kuhlman@k12.sd.us">Benita.kuhlman@k12.sd.us</a>             | 1 <sup>st</sup> Grade<br>FB/Track Concessions                                               | 18 |
| Kuhlman, Paul<br><a href="mailto:Paul.kuhlman@k12.sd.us">Paul.kuhlman@k12.sd.us</a>                   | Science/Math<br>Head Science Fair                                                           | 27 |
| Leibel, Jennifer<br><a href="mailto:Jennifer.leibel@k12.sd.us">Jennifer.leibel@k12.sd.us</a>          | Special Ed Paraprofessional                                                                 | 22 |
| Lukkes, Justin                                                                                        | Head JH FB Coach                                                                            |    |
| Lukkes, Lennis                                                                                        | Assistant Bus Driver                                                                        |    |

|                                                                                                    |                                                                                           |    |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----|
| Lukkes, Mary<br><a href="mailto:Mary.lukkes@k12.sd.us">Mary.lukkes@k12.sd.us</a>                   | Special Ed Paraprofessional<br>GBB Concessions                                            | 23 |
| Meyer, Erma<br><a href="mailto:Erma.meyer@k12.sd.us">Erma.meyer@k12.sd.us</a>                      | Head Food Service                                                                         | 41 |
| Meyerink, Kami<br><a href="mailto:Kami.meyerink@k12.sd.us">Kami.meyerink@k12.sd.us</a>             | Special Ed Instructor                                                                     | 22 |
| Mudder, Julie<br><a href="mailto:Julie.mudder@k12.sd.us">Julie.mudder@k12.sd.us</a>                | Administrative Assistant                                                                  | 14 |
| Poppe, Brad<br><a href="mailto:Brad.poppe@k12.sd.us">Brad.poppe@k12.sd.us</a>                      | Computer/Business Ed<br>Technology Coordinator<br>Head GBB Coach<br>Boys Track Coach      | 33 |
| Poppe, Shelly<br><a href="mailto:Shelly.poppe@k12.sd.us">Shelly.poppe@k12.sd.us</a>                | 6 <sup>th</sup> Grade<br>JH Track Coach                                                   | 21 |
| Rezac, Brittney<br><a href="mailto:Brittney.rezac@k12.sd.us">Brittney.rezac@k12.sd.us</a>          | Special Ed Instructor                                                                     | 46 |
| Rezac, Shawna<br><a href="mailto:Shawna.rezac@k12.sd.us">Shawna.rezac@k12.sd.us</a>                | Student Teacher                                                                           |    |
| Schultz, Autumn<br><a href="mailto:Autumn.schultz@k12.sd.us">Autumn.schultz@k12.sd.us</a>          | K-12 Vocal Music                                                                          | 43 |
| Seitzinger, Travis<br><a href="mailto:travis.seitzinger@k12.sd.us">travis.seitzinger@k12.sd.us</a> | K-12 PE Instructor<br>JH Interventions<br>Asst BBB Coach<br>JH BBB Coach<br>5/6 GBB Coach | 45 |
| Steffen, Amanda                                                                                    | Special Ed Paraprofessional                                                               | 19 |
| Swier, Carol                                                                                       | Language Arts                                                                             | 37 |
| Swier, Ronald                                                                                      | Guidance Counselor/Health<br>5/6 BBB Coach                                                | 39 |
| Tjeerdsma, Shari<br><a href="mailto:Shari.tjeerdsma@k12.sd.us">Shari.tjeerdsma@k12.sd.us</a>       | Assistant Custodian<br>GVB/GBB/BBB Concessions                                            | 65 |
| Voigt, Christena<br><a href="mailto:Christena.voigt@k12.sd.us">Christena.voigt@k12.sd.us</a>       | Library Paraprofessional<br>Study Hall Monitor<br>Asst JH GVB Coach                       | 35 |
| Voigt, Gregg                                                                                       | Head Custodian<br>Asst JH FB Coach                                                        | 65 |

#### Avon School District 4-1 Security/Entrance Policy

The Southwest entrance on Pine Street is the MAIN ENTRANCE to Avon School. It will remain open from 7:30 am - 4:00 pm during regular school days. Students will remain in the foyer until 7:50 am and are not to be roaming in any part of the school building prior to 7:50 am. All other entrances will remain locked during regular school hours. Students who wait for a ride after school, may remain in the southwest foyer during inclement weather. Students are not to be roaming any part of the school building after school is dismissed.

All parents and visitors to the Avon School are REQUIRED to check in and out at the business office. Parents & visitors must sign in and obtain a badge prior to entering any area of the buildings. All parents and visitors must also sign out and leave the badge at the business office when exiting the building. These rules are for the safety of our students and staff as well as the person entering the building. Parents who come during the school day to pick up their child, must check in and remain in the business office. Office personnel will contact the classroom and the student will be sent to the office.

Parents who bring items to the school or need to leave a message for their child may leave the item or message at the business office. Students will be contacted by office personnel to stop and pick up the item or the message. Parents will only be allowed in the main school building during school-time hours by appointment only.

#### AVON SCHOOL DISTRICT 4-1 ACADEMIC LETTER POLICY

I. Academic letters will be awarded at one time per year during the 7-12 assembly the first day of school. Students must be enrolled in the Avon School one complete school year to be eligible for an academic letter. Only students, 7-12, are eligible.

II. Requirements for receiving an academic letter are as follows:

- A. Must have a 3.50 GPA from the previous school year. Current year GPA only--not accumulative.
- B. Seniors who receive an academic letter may pick up the award any time following graduation.
- C. Any student who has not previously received a chenille "A", will receive one when awarded an academic letter along with an academic lamp pin. The next time a student receives the academic letter, they will be awarded a bar pin.

#### AVON SCHOOL DISTRICT 4-1 CHEATING POLICY

- A. Definition of cheating: Soliciting, acquiring, supplying or use of answers on tests, quizzes, study guides or other assignments. Any type of plagiarism and/or copyright infringement on work turned-in is in violation of the cheating policy.
- B. Punishment:

1<sup>st</sup> Offense: Inform Parents: 1 day in-school suspension; Mandatory semester tests, 1 hour Saturday detention, "0" credit for the assignment.

2<sup>nd</sup> Offense: Inform Parents; 2 day in-school suspension; mandatory semester test throughout high school; 3 hour Saturday detention; "0" credit for assignment; Not eligible for the honor roll for the remainder of the year.

3<sup>rd</sup> Offense: Meeting with parents; 3 day of-of-school suspension; loss of credit for the class.

- C. The classroom teacher will bear the responsibility to verify any and all cheating.
- D. Only the classroom teacher and/or the secondary principal may impose the punishment.

#### AVON SCHOOL DISTRICT 4-1 POLICY FOR EARLY GRADUATION

Any students wishing to graduate early from the Avon School District 4-1 must make application to the high school Principal one full semester in advance of their desired graduation date.

The student must meet all existing graduation requirements of the Avon School. Currently, this includes 24 credits total and at least 6 - one-half credits per semester. If a student does not meet their self-imposed early graduation date, they must continue to meet the semester requirements of the District (6 - one-half credits per semester). Failure to meet these requirements will nullify the early graduation request and the student may continue school and graduate with their class as long as they meet all of the above mentioned requirements.

The student and his/her parents will meet with the principal and or the counselor to discuss the positive and negative effects of early graduation and they will also discuss the student's post-high school plans. The student and his/her parents may choose to participate in the graduation ceremony with their regular graduating class.

All early graduation requests must have final approval by the Avon Board of Education.





threat of violence relating to any school or its students, employees, or property, the school district will be informed by the law enforcement agency.

## Disciplinary Sanctions and Implementation Procedures

I. The following procedures will be used in dealing with possession, use, distribution, or being under the influence of alcohol, other drugs or inhalants or tobacco.

### A. First Offense

- 1) The administration will try to notify the parent/guardians to explain the incident and arrange a conference;
- 2) The administration may suspend the student for up to 10 (ten) days in compliance with student due process procedures;
- 3) The administration will notify the parents/guardians in writing of the suspension within thirty-six (36) hours; and,
- 4) The administration may notify available law enforcement authorities.

The School District strongly recommends that students with alcohol, other drug, and/or inhalants or tobacco abuse problems seek professional assessment from a trained chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be assessed will be commuted. The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

### B. Second and Subsequent Offenses

1. The administration will contact the parents/guardians to arrange for a conference.
2. The administration may notify available law enforcement authorities;
3. The administration may suspend for up to ten (10) days in compliance with student due process procedures;
4. Within thirty-six (36) hours, the administration will notify parents/guardians in writing of the suspension;
5. The administration will recommend to the school board that the student be expelled unless the following procedure is followed:
  - a. The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency;
  - b. Upon appropriate authorization, the agency or professional notifies the administration that the student has been assessed and does or does not require treatment, the recommendation for expulsion may be commuted. Fees for this assessment and/or treatment are the responsibility of the student and family.

II. Supplying/Distributing or Selling Alcohol, Other drugs, Tobacco, Material Represented to be a controlled Substance, or Inhalants.

- A. Within thirty-six (36) hours, the administration will notify parents/guardians in writing of the suspension;
- B. Supplying or selling the above named substances will result in a ten (10) day suspension;

- C. The administration will refer the case to available law enforcement authorities;
- D. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.

III. Students whose observed behavior indicates possible use of alcohol, other drugs, inhalants, or tobacco will be referred to the building administrator. The building administrator and/or "first-responder" medical personnel will determine whether to contact the parent for further instruction, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the medical emergency, this Policy Statement for Alcohol, Other Drugs, Tobacco, and Inhalant Abuse will be followed. Cessation resources are available upon request from the Guidance Counselor's office.

IV. A Biannual Review of the School District's Program will be Made by The Drug-Free School's Committee and Reported to the School Board.

- A. To determine the program's effectiveness and implement changes to the programs if they are needed; and,
- B. To insure that disciplinary sanctions are consistently enforced.

Legal Reference: Public law 101-226

**STUDENT TRANSPORTATION POLICY**

The school provides transportation to many school activities and students are expected to ride the bus. Students may ride home with their parents, only if the parent is at the activity and asks the activity supervisor for permission to do so AND gives written consent to the supervisor. If a student wants to ride to an activity with his or her parents, a signed permission slip should be presented to the Principal or the Superintendent. A student may also ride home with another participants parents, but a signed note from each parent must be presented to the activity supervisor *in advance*.

**GUARD YOUR ATHLETIC ELIGIBILITY**

(Rules for all Athletes)

YOU ARE NOT ELIGIBLE IF:

1. You have reached your 20th birthday.
2. You have attended more than four (4) first semesters and (4) second semesters of school (any total of 8) in grades 9-12. Enrollment in school for fifteen (15) school days or participation in an inter-school contest shall constitute a semester.
3. You are not passing twenty (20) hours of high school or institution of an equivalent rank.
4. You have not enrolled by the sixteenth (16<sup>th</sup>) school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
5. You have been absent from school more than ten (10) consecutive school days. (Illness of a student or death in the immediate family excepted.)
6. You have transferred from one high school to another without corresponding change in the residence of your parents.
7. You do not have on file in the principal's office a signed physical examination and parent's permit form.
8. You have ever participated in an athletic contest under an assumed name.
9. You have ever participated in athletics in any institution on learning Of higher rank than a standard secondary school.
10. You have violated your amateur standing.
11. During a high school sport season, you compete as an individual or a member of another team.

NOTE: You should also know that participating in an All-Star basketball or football game, during the school year, that is not sanctioned by the SDHSAA could cause you to be ineligible at NCAA colleges and universities your freshman year.

Consult the Constitution and By-Laws for additional information.

**ALTERNATIVE INSTRUCTION STUDENT PARTICIPATION** - Adopted July 2015

Students who participate in alternative instruction, i.e. who are home-schooled, shall have the opportunity to participate in district co-curricular and interscholastic activities if they meet the requirements of state law, the South Dakota High School Activities Association (SDHSAA), and the Avon School District.

The purpose of these regulations are two-fold; to allow home-schooled students to participate in district co-curricular and interscholastic activities, while offering such an opportunity while remaining fair and equitable to students who regularly attend school at the Avon School District.

Nothing in this policy confers any vested right in any student wishing to participate in any interscholastic activity to be selected for competition in such activity.

To be eligible to participate in interscholastic and/or co-curricular activities at Avon School, the 5-8 or 9-12 alternative education student must meet the following criteria:

1. Have completed a board-approved alternative instruction application to remain on file with the main office of the Avon School District.
2. Elementary students must enroll at the Avon School in at least two core academic courses for the entire school year; junior High and High School students must be enrolled at least half-time for the entire school year. Two classes must be core academic classes which are those within the areas of Science, Math, English, and Social Studies. In addition to the core academic classes, if a student wishes to audition for and participate in a Region Music Contest, All-State Chorus, All-State Orchestra/Band, or Oral Interpretation, the student must be enrolled in the appropriate class at the Avon School.
3. A student who is a member of a high school team may not participate in games, practice tryouts, etc., in that particular sport during the same season on an independent or non-high school team, or as a member of any "all-star" team, or completely unattached on an individual basis. This rule is identical to the rule that applies to all students attending a SDHSAA member school.
4. Be enrolled in the core academic classes for the entire school year that the student wishes to participate in school activities. Failure to do so will cause the student to become ineligible in any future interscholastic activities as an alternative instruction student.
5. Comply with all athletic, academic, attendance, and training rule policies as adopted by the Avon School District.
6. Attend both core classes on the day of a scheduled interscholastic event.
7. Comply with all of the physical examination requirements as set forth by the SDHSAA.

**ASBESTOS POLICY**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) of 1986, school facilities have been inspected in order to identify any asbestos-containing materials which may be present. Steps have or will be taken to assure that any asbestos-containing material does not cause a significant health hazard to those who work within the building or attend classes there. In addition, an Operation and Maintenance Plan is being formulated which provides for Periodic (semi-annual) surveillance and the use of procedures which will continue to assure a safe environment within the school for students and staff. A copy of the inspection and the Operations and Maintenance Plan is available for public view in the Superintendent's office. Any special questions or concerns should be directed to South Central Cooperative, Box 430, Tyndall, SD 57066, the office designated responsible for compliance with existing laws and regulations.

## **AVON SCHOOL DISTRICT 4-1 GRIEVANCE POLICY**

### **Definition:**

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: (1) that a school rule is unfair (2) that a school rule or regulation discriminates between students (3) that an unfair procedure has been used in arriving at a punishment.

Grievances are processed through 3 steps: (A) to the counselor (B) to the principal (3) to the superintendent, in that order. On all three levels an informal conference is to be held within five days of the date of the filing of the complaint so that no student's complaint shall consume more than 15 days time in all. The burden of proof is upon the student to show that the rule is unfair, is discriminating, or that an unfair procedure (lack of due process) has been perpetrated. The final resolution of the grievance is to be written at the principalship level and designed to provide the student with the basis for resolution of his/her problem as originally stated in his/her complaint. Please note if a guidance counselor is not employed by the District, the student should skip level 1 and proceed to level 2.

Student Procedure: If a student has a grievance, he/she should present it in writing to:

Level 1: The school counselor should be scheduled for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The counselor must hold a conference within five days time of the date of filing. If a guidance counselor is not employed by the District, student shall proceed to level two (2).

Level 2: If a student is not satisfied with the resolution made at level one, he/she may appeal to the principal for an informal conference and discussion of said grievance.

Level 3: If a student is not satisfied with the resolution made at level two, he/she may appeal to the superintendent for an informal conference and discussion of said grievance. The decision at this level is binding and cannot be appealed unless the superintendent so indicates.

Student grievance forms are available in the offices of the school counselor or superintendent.

## **FEDERAL PROGRAM POLICY PROHIBITING DISCRIMINATION AND GRIEVANCE PROCEDURE**

**POLICY:** The Avon school District will not discriminate in any of its policies and programs, on the basis of age, race, color, creed, national origin, ancestry, religion, sex, or disability and will not violate any of the provisions of applicable federal programs, statutes, or regulations, (e.g. Title IX, Title I Rehabilitation Act Section 504, Americans with Disabilities Act).

In Compliance with applicable federal laws and regulations, the Avon School District has appointed the Superintendent of Schools to coordinate District programs and compliance with federal mandated prohibiting discrimination. The superintendent can be reached at PO Box 407, Avon, South Dakota, 47315, or by calling 605-286-3291.

### **GRIEVANCE PROCEDURE:**

#### **Definitions**

- A. A grievance is a complaint by a student, parent, or other patron of the District, employee, employee representatives, or other concerned groups or advisory organization based upon or concerning all alleged violation, misinterpretation or inequitable application of any existing policy, rule, regulation or program or the school district, state or federal statutes/regulations, regarding discrimination or concerning violations relating to federal programs.
- B. An employee is considered to apply to all persons employed by the school district.
- C. A student is considered to apply to all persons enrolled in the school district.
- D. The aggrieved person is the individual making the claim.
- E. The board means the Board of Education of the Avon School District.

F. Days shall mean calendar days. Time frames may be extended upon written mutual agreement.

I. Informal Procedure

A. Any Person wishing to pursue the filing of a grievance should first utilize normal channels of communication involving the teacher, administrator, or board in an attempt to seek clarification of areas of concern and resolve the problem. It is of utmost importance that students and employees first discuss areas of concern with their immediate supervisor to whom they are directly responsible prior to filing a grievance.

II. Formal Procedure

A. Level I

1. A grievance must be filed in writing within 90 days after the grievant knew, or should have known, of the act or condition on which the grievance is based and the specific remedy requested. The grievance shall be complete and specific as it relates to the facts from which the grievance arises.

2. The grievant shall file the formal grievance in writing with the designated federal programs coordinator.

3. Such coordinator or his designee shall respond in writing to said grievance within 15 days. If the grievant is not satisfied with this disposition of the complaint at this level, grievant may proceed to Level II.

B. Level II

1. If the aggrieved is not satisfied with the disposition at Level I, he or she may appeal that decision by filing in writing with the business manager an appeal within 10 days or the receipt of the decision at Level I.

2. The notice of appeal shall include a copy of the level I decision and with specific statement(s) or reason(s) why the Level I decision is being appealed (i.e. how or why the Level I decision is wrong).

3. At its next regular meeting, the board or its designated agent shall consider the grievance and may (A) schedule a time for a hearing before the Board, or (B) may designate an individual or committee (1) to investigate the grievance and to report to the Board, (2) to hold a hearing on the grievance and recommend to the Board and for the Board's approval the appropriate disposition of the grievance.

4. At any hearing before the Board or the Board's designee, the complainant shall have the opportunity to present evidence, including an opportunity to question parties involved. The standard of the Due Process shall be adhered to and the Rules or Evidence shall be applicable to the degree necessary and appropriate for an orderly hearing and production of facts and evidence for the Board to make an informed decision.

5. The Board shall make a final decision thereon at the following regular or special board meeting, and the decision shall be in writing with a copy of the same provided to the complainant.

6. If the aggrieved is not satisfied with the disposition of the grievance by the Board, . He or she may appeal the decision of the Board as provided for in the law. First reading: April 10, 2007; Adoption: May 14, 2007

**COMPLIANCE WITH STATE AND FEDERAL LAW PROHIBITING DISCRIMINATION**

It is the policy of the Board of Education of Avon School District 4-1 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration or selection; therefore, whether full-time or part-time under any education program or activity operated by the district for which it receives federal financial assistance.

To effectuate the provisions of the policy the board of education directs the Superintendent of Schools to immediately take the following action steps:

1. Develop and implement a management system to comply with the provisions of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and SDCL 20-13, South Dakota Human Relations Act.

2. Evaluate on a continuous basis the District's operation in terms of the requirements of federal and state law prohibiting discrimination. This evaluation will include policies, practices, and procedures currently in effect.

3. Modify those aspects of the District's operation which do not conform to federal and state law prohibiting discrimination.
4. Take Remedial steps to eliminate the present effects of past discrimination.
5. Maintain data for three years following completion of the evaluation as recommended under paragraph two of this section and upon request, provide to the U.S. Education Department a description of any modification made pursuant to paragraph three above.
6. Assign responsibility for the implementation of provision of civil rights laws to the Title IX coordinator for the District, whose name is Tom Culver, Superintendent, phone number 286-3291.
7. Design and implement a training program to acquaint the District's staff with its civil rights responsibilities.
8. Establish and publish a grievance procedure for students and staff as required under provisions of Title IX.
9. Disseminate the District's non-discriminatory policy to clients, the general public, and vendors. See section 86.9 of Title IX regulations.

**SEXUAL HARASSMENT POLICY**

I.

It is policy of the Avon School District that sexual harassment is unacceptable and shall not be tolerated and that no member of the School District community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

II.

Sexual Harassment is herein defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature and constitutes sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- b. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive employment or educational environment.

III.

Sexual harassment is illegal under both South Dakota (Executive Order 81-08) and Federal (Title VII, Title IX) law. In some cases, it may also be liable to prosecution under criminal statutory law. The Board of Education of the Avon School District has established a non-retaliatory grievance procedure for handling sexual harassment complaints. All reported incidents of sexual harassment will be promptly and thoroughly investigated and all substantiated acts of sexual harassment will result in immediate and appropriate corrective action, including sanctions.

Confidentiality consistent with due process will be maintained.

IV.

The staff, administrators and students of the Avon School District are responsible for maintaining a working and learning environment free from sexual harassment. It is the obligation of each employee and student to become fully informed of the provisions of this policy and to assure individual compliance. To assure dissemination of this policy, copies will be distributed to all administrative units serving both employees and students. Copies will be posted at appropriate locations throughout the District and the policy will be announced in appropriate District publications. Any employee who feels that he or she has been subject, in the work place, to sexual harassment should report the incident immediately to his or her immediate supervisor. If

the immediate supervisor is involved in the activity, the violation should be reported to that supervisor's immediate supervisor. Students may report such incidents to their teacher, principal, superintendent or Board of Education, depending on involvement of the listed individuals. Resolution of complaints or problems may be pursued informally or formally at the option of the person who feels he or she has been subject to sexual harassment.

If any employee or student who files a written complaint is dissatisfied with the handling of that complaint, he or she may utilize the discrimination grievance procedure as described in the Avon School District's Policy Manual.

Adopted 09/12/91 by Avon Board of Education, Avon School District 4-1, Avon, SD 57315.

#### **ANTI-BULLYING POLICY/HARASSMENT OF STUDENTS Adopted Fall 2009**

Bullying and harassment of students is not tolerated by the Avon School District. The school district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Therefore, the school district prohibits harassment or bullying.

Bullying and harassment are repeated instances of intentional harmful behavior initiated by one or more students and directed toward another student or students which creates an objectively hostile school environment including, but not limited to the following:

Physical-Harmful action or threat of harmful action against another person;

Verbal, Written or Electronic-threatening, unkind, abusive or hurtful

Communication to a person or about a person;

Emotional-taunting or other conduct intended to upset, exclude, or embarrass a person;

Sexual-conduct or communication based on actual or perceived trait or characteristic of a person because of gender and/or initiation of unwarranted or unwelcome sexual advances;

Racial-rejection, exclusion, isolation, or embarrassment of a person because of ethnicity.

This policy applies while students are on school property; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities, or while using school equipment.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.

Retaliation against a person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated or filed a false complaint in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The building principal, dean of students, school counselor or principal's designee will be responsible for investigating all complaints by students alleging bullying or harassment. All documentation associated with a complaint shall be maintained by the building principal.

#### **Bullying/Harassment Investigation Procedures**

Students who feel that they have been bullies or harassed should:

- Communicate to the perpetrator that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating

with the perpetrator, the individual should ask a teacher, counselor, bus driver, dean of students, or principal to help.

• If the bullying or harassment does not stop, or the individual does not feel comfortable confronting the perpetrator, the individual should:

- tell a teacher, counselor, bus driver, or principal; and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor, or principal including:
  - what, when, and where it happened;
  - who was involved;
  - exactly what was said or what the perpetrator did;
  - witnesses to the bullying or harassment;
  - what the student said or did, either at the time or later;
  - how the student felt; and
  - how the perpetrator responded.

-teachers, counselors, bus drivers, or dean of students receiving a report, or who witness bullying or harassment, must report the incident to the building principal by the end of the school day in which the event occurred, but in no case later than the morning of the next school day.

### **Formal Complaint Procedure**

An individual who believes that he/she has been harassed or bullied will notify the principal or dean of students who is the designated investigator. The alternate investigator is the school counselor. The investigator may request that the individual complete the Harassment/Bullying Formal Complaint form (available at the superintendent's or principal's office) and turn over evidence of the incident, including, but not limited to, letters, tapes, or pictures. Information received during the investigation is kept confidential to the extent possible.

The principal, dean of students, or the alternate investigator, with permission from the principal, has the authority to initiate an investigation in the absence of a written complaint.

### **Investigation Procedure**

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The length of the investigation is governed by the facts and complexity of each individual case but should be completed within 30 days of the complaint. The superintendent may approve an extension in special circumstances. The investigator will interview the complainant and the alleged perpetrator. The alleged perpetrator may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of bullying or harassment and produce written findings and conclusions. An alternate investigator will provide a copy of the written finds of the investigation to the principal or dean of students.

### **Resolution of the Complaint**

Following the completion of the alternate investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

The principal or dean of students will file a written report documenting a disciplinary action taken or any other action taken in response to the complaint. The remedial actions taken by the principal or dean of students, including disciplinary action where appropriate, should be designed to prevent further bullying or harassment. The principal, or designee, will monitor the effectiveness of the remedial actions taken by contacting the complainant at least twice during the month following the investigation resolution. These contacts should be included in the documentation. If further remedial actions are necessary, the case shall remain open with ongoing monitoring and documentation. The complainant, the alleged perpetrator, and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a



log of all complaints, findings, and actions taken, and will maintain all documentation related to a complaint investigation for the duration of school years.

#### **Points to Remember in the Investigation**

- Evidence uncovered in the investigation is confidential.
  - Complaints must be taken seriously and promptly investigated.
  - No retaliation will be taken against complainant/individuals involved in the investigation process.
  - Retaliator will be disciplined up to and including suspension and expulsion.
- Bullying/Harassment Formal Complaint forms are available in the offices of the superintendent and principal.

#### **PEANUT/NUT FREE ALLERGY POLICY Adopted December 2013 ~~SUSPENDED AS OF JULY 2015~~**

~~As many of you know, nut allergies are on the rise in America and have been the subject of many articles and news reports. People who are highly allergic are at risk for anaphylactic shock which is a medical emergency. Some people are so sensitive that even second hand contact with someone who has eaten a peanut product can produce a reaction. A major health issue such as this must be taken very seriously, and it has always been the practice of this school to make the safety and well-being of our students our top priority. As these allergies can be life threatening, it is our moral responsibility to ensure a safe environment for these students to the best of our ability. School is a high-risk setting for accidental ingestion of a food allergen, due to such factors as the large number of students, increased exposure of the food allergic student to food allergens, as well as cross-contamination of tables, desks, and other surfaces.~~

~~At the Avon School, our school lunch program is not serving products that have peanuts or peanut butter in the ingredient listing. However, food manufacturers frequently change the process they use when manufacturing food products, and we have no effective way of monitoring products that may have come in contact with peanuts, nuts or peanut butter. Therefore, the Avon District cannot guarantee that the food service operation is a 100% peanut/nut free environment. **If you child has a severe peanut/nut allergy, she/he must continue to be vigilant about what he/she eats and from whom he/she accepts food.**~~

~~Peanut products such as peanut butter, nut granola bars, Reese's candies, and the like will no longer be allowed in school. This includes lunches, snacks, in-school birthday parties or food brought on field trips. For purposes of this procedure, "peanuts" will mean all nuts and peanut including products that use or contain nuts and peanuts. Some things to AVOID when you are bringing a treat to school are: candy with nut/peanut products listed in the ingredients, candy that has a peanut/nut warning on the label, nuts (almonds, walnuts, pecans, hazelnuts, pistachios, etc.), peanuts, peanut butter, peanut butter chips (peanut butter flavored chocolate chips), peanut oil, peanut flour, peanut butter frosting/icing. All classroom treats or snacks must have an ingredient label present.~~

~~This peanut/nut prohibition will be in effect 24 hours a day, seven days a week, and will apply to anyone present in the school building or on the school buses. **Talk with your children regarding the importance of this rule.** Non-school groups and gym rentals must inform all participants about the peanut free policy and follow all rules regarding clean-up when food is used.~~

~~As there is no way for the school district to guarantee a 100% peanut/nut-free environment; the school administration and parents will develop a health/emergency plan to accommodate the individual student's allergy and necessary steps to follow. For all students with peanut/nut allergies, an epi-pen **must** be kept in the school office at all times and will be administered in the event of an emergency. It is the parent's responsibility to notify the school of SEVERE allergies requiring any of the above actions. It is also the parent's responsibility to provide the emergency medications.~~

~~We apologize for any inconvenience. Nonetheless, I am sure that you agree that doing our best to prevent severe accidents justifies the added inconvenience. Parents should attempt to ensure that any residue from nuts/peanuts is cleansed from teeth, hands, toys, books, clothing, school bags, etc., before entering the building. Thank you for~~

~~supporting this procedure. All of our children are our priority and we hope to create a safe atmosphere for all.~~

## **AVON SCHOOL DISTRICT MEAL CHARGE POLICY** Adopted June 12, 2017

### **I. PURPOSE OF POLICY:**

The purpose of this policy is to establish consistent meal account procedures throughout the Avon School District (“The District”). Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts;
- To support positive situations with district staff, district business policies, students, and parents/guardians to the maximum extent possible;
- To establish policies that are age appropriate;
- To encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of the student; and
- To establish a consistent district policy regarding charges and collection of charges.

### **II. SCOPE OF RESPONSIBILITY:**

- The food service department, Business Manager, Administrative Assistant: Responsible for maintaining charge records and notifying the student’s parent/guardian.
- The Parent/Guardian: Immediate payment.

### **III. ADMINISTRATION:**

1. Families are encouraged to apply for free and reduced price meal benefit. Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduced price meal benefits.
2. Families are encouraged to pre-pay for meals, and money is accepted in the school office daily for payments on the day of service and also in the lunch room prior to service. Written notification of prepayment options occurs at the beginning of each school year, is given to each new transfer student, and is included in the student handbook.
3. Families will be notified of the District’s Unpaid Meal Charge Policy in writing before the school year begins and with each new transfer student. This policy will also be posted in the student handbook.
4. The District may limit the amount of funds that a student can use daily for a la carte purchases. Any family which would prefer their student(s) opt out of the ability to purchase a la carte items may contact the Administrative Assistant at any time. Students who receive free and reduced lunches may only purchase a la carte items upon prepayment into the students’ lunch accounts.
5. Elementary, Junior High, and High School Students:
  - a. Lunch accounts must be prepaid.
  - b. Delinquent lunch accounts may accrue up to a \$-150.00 balance.
  - c. Once a student’s lunch balance is below \$20.00, the parent/guardian will begin to receive a low balance email notice regarding the student’s lunch balance. If the parent/guardian does not have email access, letters will be mailed out weekly by the Administrative Assistant to the parent/guardian regarding the low balance. The same procedure applies once a student’s account has a negative balance.
  - d. If nonpayment continues and the parent/guardian does not contact the District regarding the balance, the Administrative Assistant will notify the parent/guardian via telephone regarding the balance.
  - e.
6. Denying Meals: The Avon School District retains the right to deny a student a meal if the student has a lunch balance that is greater than \$-150.00. Prior to lunch, the Administrative Assistant will contact the parent/guardian via telephone to inform the parent/guardian that the student will be denied a meal at the subsequent school lunch as a result of nonpayment.

- 7. Long-Term Payment Plans. Unpaid meal charges will be carried over at the end of the school year as delinquent debt. The District will work with families who have negative balances to establish a repayment plan. When local officials determine further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt."

**STATEMENT OF INTENT TO COMPLY WITH TITLE IX OF THE EDUCATION AMENDMENTS OF 1972**

The Avon School District 4-1 states its intent to comply with the spirit of the law and the regulations of the Title IX, which prohibits discrimination on the basis of sex in education programs or activities which receive federal funds, extending to employment in and admission to such programs and activities. The District further commits itself to take remedial action, if it is necessary, to eliminate the effects of any past discrimination. The compliance Officer for the Avon School District 4-1 is Tom Culver, Superintendent, whose office is located in the school building and whose telephone number is 286-3291. Questions concerning compliance with Title IX regulations should be referred to the superintendent.

~ ~ ~ ~ ~

WHEREAS: The Congress of the united States passed Title IX of the "Education Amendments of 1972" P.L. 92-318, and

WHEREAS: The Secretary of the U.S. Department of Health, Education, and Welfare has published a regulation dated June 4, 1975, under which the law will be administered. The effect date of this regulation was July 21, 1975, and

WHEREAS: Section 86.9 of such regulation directs that students and parents of elementary and secondary school students in this district, and employees of this school district be notified of the fact that this school district does not discriminate on the basis of sex in the matter of educational programs or employment of personnel, and

WHEREAS: such regulation required immediate action to start our examination an evaluation of current policies and practices of pertinent school operation and make such changes as are necessary in an orderly planned manner.

FURTHER: be it known that we intend to comply expeditiously with Title IX of the "Education Amendment of 1972" and the regulation implementing such law.

NOW THEREFORE: due to necessity of there being a uniform interpretation of the regulation in this school district, the school district superintendent whose address is Avon School District 4-1, telephone 286-3291, is designated as representing the board in the matter. The Compliance Officer(s) will report to the board progress made in that regard. The Compliance Officer or such personnel as the officer directs are to immediately start the necessary examination and evaluation as well as drafting plans for full compliance.

Planning should be to have all changes ready to be in operation by July 1, 1976.

FINALLY: It is directed that this resolution be disseminated to all parents, employers, pupils, and local news media as required by 86.9 of the regulation.

**POLICIES AND PROCEDURES FOR CO-CURRICULAR ACTIVITIES, AVON SCHOOL 4-1**

The co-curricular activities program in Avon School District 4-1 provides opportunities and experiences that make a contribution to the general growth and development of each individual student and assists students to create a healthy climate in the school system and its supporting community.

Participation in sound activity programs contributes to mental health and happiness, physical skill, emotional maturity, social competence, broader experience base, more knowledgeable appreciation for the activities, self-confidence, self-dependency, self-satisfaction, and moral values.

The interschool competition affords students the opportunity to work toward a high level of achievement and compete with their peers from other schools. Emphasis is placed upon teaching special skills and developing desirable habits and attitudes. It also gives those less-gifted students self-confidence and encouragement to excel to the best of their ability.

School activities are a potential, educative force of great power, whose effectiveness can be greatly enhanced through proper leadership.

Before the start of contests, during the fall and winter seasons, a parent meeting will be held with AD and coaches, parents/guardians, and students. At least 1 or both parents must be present for their student to be eligible for contests.

GOAL. The goal of the activities program is to involve as many students as possible in one or more co-curricular activities based on the available materials, equipment and monies.

#### ACTIVITY RULES

##### I. Philosophy and Purpose

A. Philosophy of the Avon School District relating to the use of mood-altering chemicals, i.e., alcohol, tobacco, drugs, and marijuana. Avon School District recognizes the use of mood-altering chemicals (any substances that alter the normal or natural behavior of a person) as a significant health problem for any adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. The use of mood-altering

Chemicals for some adolescents, affect extra-curricular participation and development of relating skills. Others are affected by the misuse and abuse by family, team members, or other significant persons in their lives.

The close contact in Avon School activities of advisors, directors and coaches provides them with unique opportunities to observe, confront, and assist young people. Avon School District supports education and awareness training in adolescent chemical abuse problems including the symptomatology of chemical dependency and special issues affecting the Avon School District activities for administrators, activity directors, coaches, advisors, participants and their families.

##### B. Statement of Purpose

1. To provide consistency with the Avon School District co-curricular activities program philosophy: That provides opportunities and experience that make a contribution to the general growth and development of each individual student and assists to create a healthy climate in the school system and its supporting community.

2. To emphasize the school's concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.

3. To promote equity and a sense of order and discipline among students.

4. To conform to and support existing state laws which restrict the use of such mood-altering chemicals.

5. To establish standards of conduct for those students who are leaders and standard-bearers among their peers.

6. To assist students who desire to resist peer pressure which directs them toward the use of mood-altering chemicals.

## II. The Activity Rules

A. During the school year and times of activity participation, regardless of quantity, a student shall not have in possession or use tobacco; or use or consume, have in possession, buy sell, or give away marijuana, alcohol, or any substance defined by law as an illicit drug. It is not a violation for students to be in possession of a legally defined drug specifically prescribed for the student's use by their doctor.

B. The policies set forth are for all co-curricular activities during the school year.

1. The school year for activities starts the first day of a school-sponsored activity in the fall until the last activity in the spring or the last day of the school year.
2. During the summer when school is not in session, students in violation of the above rules can expect their activity director or advisor to discuss the issue with them.

C. If a student is involved in activities in both section III and section IV, section II penalties will be used. The student will not be obligated to serve both penalties for a single offense. The punishment will be in the section III activity only.

III. Category I Activities: Those activities in which there is a regular schedule in interscholastic contests. (this includes stats and managers)

### ATHLETIC SPORTS CHEERLEADING

#### A. Penalties and Recommendations

1. First Violation  
After confirmation, by the administration, of the first violation, the student shall lose eligibility for the next seven days or the next two consecutive events in the activity, whichever is less. It is up to the discretion of the coach, whether the individual will practice during the suspension. The parents will be notified.
2. Second Violation  
After confirmation by the administration, of the second violation, the student shall lose eligibility for the next three weeks or for four events in each activity, whichever is the less. It is up to the discretion of the coach whether the individual would continue to practice during the suspension. The parents will be requested to attend a meeting where a referral will be made to a drug and substance abuse counselor outside the school.
3. Third Violation  
After confirmation, by the administration, of the third violation, the student shall lose eligibility of all activities for the remainder of the school year.

B. If a student is charged with an alcohol or drug related offense, the student will be suspended from the activity until the case is adjudicated or the suspension has been met. Exception: If the student admits to the offense, his/her suspension would start immediately, no matter when they go to court.

IV. Category II Activities: The following activities that do not fall under category I in section III.

A. Disciplinary Actions: (first offense)

1. The student will be required to contribute 5 hours of public service of out-of-school time to community or civic service. This must be completed within one week of meeting with the disciplinary committee unless an exception is allowed by the disciplinary committee.
2. The parent or guardian will be notified and invited to attend this meeting.

B. Disciplinary Actions: (second offense)

1. The student will be required to contribute 10 hours of public service of out-of-school time to community or civic service. This must be completed within 2 weeks of the meeting of the disciplinary committee unless an exception is allowed by the disciplinary committee.
2. The students will be referred to attend sessions with a drug counselor chosen by the committee and parent.
3. The parents or guardians will be required to attend this meeting

C. Disciplinary Actions: (third offense)

1. The student will be suspended from all activities for the remainder of the school year.
2. The student will be required to attend regular daily classes if they are receiving course credit of partial course credit but will not be allowed to participate in any public presentations.
3. The student will be requested to meet with a drug counselor.
4. The parents or guardian will be required to attend the disciplinary meeting.

V. Disciplinary Format

- A. The disciplinary committee will include an administrator, activity director, the four class-elected student body representatives.
- B. The disciplinary committee may be called to a meeting by any of the committee members, by request of the Board of Education, or at the request of a parent.
- C. A Behavioral Contract will be used in defining the specific details of the community service.
- D. The activity sponsor and the administration will be responsible for monitoring the completion of the Behavioral Contract.
- E. If a student is charged with an offense that violates any of the activity rules, the student will complete his/her contract obligations upon admissions or completion of court and legal involvement that incriminates the student.

VI. Miscellaneous Considerations

- A. The training rules will apply at all times, not just at school.
- B. Violations occurring while on or at a school or state sponsored activity will also include a two-day school suspension.

- C. The consumption of alcoholic beverage at a family ceremony as an anniversary or wedding ceremony is permissible with parental consent. This does not include dances. The Administration should be contacted in advance of the ceremony to clarify the policies.
- D. Violations will be accumulative for the present school year only.
- E. Guilt by association is not a violation, but if incidents are frequent, a conference with the student will be held.
- F. Public accusations by individuals against the activity participants must be presented to the activity director in the presence of the accused participant.
- G. Any appeals or complaints of student right violations will proceed through the grievance procedures outlined previously in the student handbook.

#### **AVON SCHOOL DISTRICT POLICY STATEMENT**

Adopted December 1992 by Avon Board of Education

#### **POLITICAL ACTIVITY POLICY**

No partisan political activity shall be permitted on the part of any Avon School employee at any time during regular school hours.

Furthermore, no federal funds shall be used for partisan political purposes of any kind by any person or organization involved in the administration of federally assisted programs.

#### **INTERNET ACCESS INFORMATION for Parents, Students and Faculty**

Please read the following terms and conditions for use of Internet carefully before signing the Parent & Student Acknowledgment Form(attachment). This document is intended to be binding upon those signing.

Internet access is available to students and teachers within the Avon School District. We are very pleased to bring this access to Avon and believe the Internet offers vast diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in Avon Public School by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to: 1. electronic mail communication with people all over the world; 2. information and news; 3. public domain and shareware of all types; 4. discussion groups on a vast range of topics; 5. access to many university catalogs. With access to computers and people all over the world also comes availability of material that may not be considered to be of educational value in the context of the school setting. Avon Public School has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If an Avon Public School user violates any of these provisions his or her access will be terminated and future access could possibly be denied. The signature(s) at the end of this document is(are) legally binding and indicates the party(ies) who signed has(have) read the terms and conditions carefully and understand(s) the significance.

**AVON SCHOOL DISTRICT INTERNET ACCEPTABLE USE POLICY (Terms and Conditions)**

1. **Acceptable User:** The purpose of NSFNET, which is the backbone to the Internet, is to support research and education in and among academic institutions in the U.S. by work. School use must be in support of education and research and consistent with educational objectives. Use of other organizations network and computing resources must comply with the rules appropriate for that network. Transmissions of any material in violation of an U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use of product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.
2. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with the Avon Public School faculty member pertaining to the proper use of the network. The system administrator and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access.
3. **Netiquette:** You are expected to abide by the general accepted rules or network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Your messages should not be abusive to others.
  - b. User appropriate language. Do not swear, use vulgarities, or any language deemed inappropriate.
  - c. Do not reveal your personal address or phone number. Do not reveal the personal addresses and/or phone numbers of fellow students or colleagues.
  - d. Illegal activities are strictly forbidden.
  - e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - f. Do not use the network in any way that you would disrupt network services for other users.
  - g. All communications and information accessible via the network should be assumed to be private property.
  - h. Plagiarism. Anyone caught plagiarizing for use in assignments or school-related use will be disciplined by the classroom teacher or principal.
4. **Software:** Software cannot be downloaded from the Internet without written permission from the network administrator.
5. **Non-Liability:** Avon Public School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Avon Public School will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via Avon Public School is at the user's own risk. Avon Public School is not responsible for the accuracy or quality of information obtained.
6. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify a system administrator. Do not use another individual's account without written permission from that individual. Attempts to login to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history or problems with other computer systems may be denied access to Internet.
7. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
8. **Exception of Terms and Conditions:** All terms and conditions as stated in this document are applicable to Avon Public School, in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral and written agreements and understandings of the parties.



**PARENT & STUDENT ACKNOWLEDGMENT FORM LOCATED ON THE LAST PAGE MUST BE SIGNED BY ALL STUDENTS AND PARENTS AND RETURNED TO THE SCHOOL BY FRIDAY, AUGUST 25, 2017.**

**PARENTAL INVOLVEMENT IN TITLE I**

The Avon School District feels that the role of parents in their child's education is most critical. The Avon School will encourage parents to communicate with teachers, share parenting information with them, keep them informed of not only how their child is performing in school, but also the performance of the school. Parental Involvement activities will include Parent/Teacher Conferences, CTA (Community-Teacher Association), and TIPS (Teachers Involved with Parents & Students).

The district shall provide to parents of students participating in Title I programs:

Notification by letter that their child is considered a Title I student since Avon Elementary School is a School wide Title I Program.

Notification at the beginning of the year of their right to know the professional qualifications of their child's teachers and paraprofessionals and if their child is taught more than four consecutive weeks by a teacher not meeting the definition of highly qualified.

A copy of the district and school parent involvement policies along with a copy of the school/parent compact.

Description of the services to be provided.

District staff shall ensure that information and reports provided to parents are in an understandable format and, to the extent practicable, in a language the parents can understand.

An annual meeting will be held to explain the Title I program and activities and to receive parent suggestions in the planning, development, and operation of the program. Parents shall be given the opportunity to participate in the evaluation of the program. In addition to the required annual meeting, additional parent meetings and/or parent teacher conferences may be held at various times of the day and evening as well as at different locations within the community. At these meetings, parents shall be provided:

Information about programs provided under Title I.

Description and explanation of the curriculum in use, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet.

Individual student reports detailing the performance of their child on the State assessment in math, reading, and science.

Opportunities to participate, as appropriate, in decisions relating to the education of their children.

Resources available through the South Dakota Parent Information and Resource Network website <http://www.sdpirc.org/content/default.htm>

Parents of Title I students will be asked annually to complete a survey on parental involvement and the planning, review, and improvements of programs under Title I, including the parent involvement policy and school parent compact. The district will, to the extent feasible and appropriate, coordinate and integrate Title I parent involvement programs and activities with Head Start, local preschools and 21st Century Programs

The district will build the schools' and parents' capacity for parent involvement by offering programs to strengthen the school/family partnership by providing materials and training to school staff and parents.

Provide staff development for teachers, families, administrators, staff, and others on how to increase the level and quality of family involvement.

Provide information and, if needed, assistance to schools and parents in understanding state academic content and performance standards; state and local assessments; requirements of Title I and how parents can assist in their child's education.

Identify barriers to greater participation by parents in parental involvement activities with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

Use findings of annual evaluations to design strategies for more effective parent involvement.

For further information, contact the Avon Elementary Principal.

### **Avon Elementary School Title One Parent Involvement Policy**

The Avon School Board recognizes the importance of parental involvement with the Title I program and operations of the public school. By working together, the quality of the educational programs will improve.

Avon Elementary School will:

Convene an annual meeting each fall at Avon Elementary School to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I and to explain the requirements of Title I, and the right of the parent to be involved.

Offer a flexible number of meetings, such as meetings in the morning or evening, and to the extent possible offer meetings in different locations.

Conduct a survey each spring to assess parent involvement and use that information to design strategies for school improvement and revise, if necessary, the parent involvement policy.

Respond to parental requests for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practically possible.

Provide each parent timely information about the Avon Elementary Title I School wide program. Convene an annual meeting each spring at Avon Elementary to provide parents the opportunity to submit comments and to evaluate and revise as necessary the goals, objectives, and instructional strategies of the school wide plan.

Provide parents a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

Report on the progress of each child to the parent at parent-teacher conferences, quarterly, or as needed or requested by the parent.

Consult with the classroom teacher regarding the skills to be reinforced in Title I.

Provide materials, training, and workshops to help parents work with their children to improve their children's academic achievement.

As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under this part a School Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

### **Avon Elementary School Parent Compact**

Avon Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

In order to increase the academic gains of all students in the Avon School, the work done in our classrooms will require a team effort. This team is made up of teachers, parents, and students, each of who has their own separate responsibilities.

### **Avon Elementary School will:**

1. Provide a high-quality curriculum and proven instructional strategies in a supportive and effective learning environment that enables Avon Elementary students to meet the State's student academic achievement standards.

2. Provide parents frequent reports on their child's progress through quarterly report cards, parent-teacher conferences each semester, and individual student results from the Dakota STEP. In addition, parents are notified either by note, phone, email, or face-to-

face meetings if their child is struggling in an academic subject. Parents are provided information on what they can do to help their child.

3. Provide parents reasonable access to staff. Staff will be available for consultation with parents during the regular school day and to the extent possible after school when arranged ahead of time with the staff member.
4. Encourage parents to volunteer and participate in their child's class, and to observe classroom activities.
5. Provide parents with information and resources available through the South Dakota Parent Information and Resource Network website at <http://www.sdpirc.org/content/default.htm>

#### ***Student's Agreement***

I will work to the best of my ability. Therefore, I will strive to do the following:

- Attend classes as scheduled according to the school calendar.
- Come to classes ready to learn.
- Conform to the rules of student behavior during the school day and at school activities.
- Participate in all classroom activities.
- Participate in all classroom take-home activities.
- Complete assignment notebooks. (If applicable)

#### ***Parent's/Guardian's Agreement***

As a parent or guardian, you are an important part of the Educational Team. Your responsibilities are to support and encourage the Avon School District by:

- Seeing that your child is punctual and attends school regularly.
- Supporting the school in its efforts to maintain proper discipline.
- Establishing a time for homework and reviewing it regularly.
- Providing a quiet, well lit place for study.
- Encouraging your child's efforts and being available for questions.
- Participating in educational activities at the school.
- Encouraging and helping your child to read and complete all academic work.
- Corresponding with classroom teachers via assignment notebooks (if applicable), parent portal, e-mails, and phone calls.

#### ***Teacher's Agreement***

As a teacher I am an important part of the Educational Team. I will support your child's academic gains by:

- Providing individual attention when needed.
- Providing opportunities to read, write, and problem solve.
- Encourage participation in take-home activities.
- Maintain an on-going communication practice with parents through letters, e-mails, and phone calls.
- Providing a safe, positive atmosphere where children can learn and be successful.
- Provide parents with quarterly progress reports - through parent teacher conferences and sent home reports.

#### ***Principal's Agreement***

As the Principal, I am an important part of the Educational Team and I am representing the Avon Elementary School. It is our belief that the educational programs adopted by the Avon School District are important in academic success. I will support and encourage the students, parents, and staff by:

- Following all adopted policies and procedures in the Student and Title I Handbooks.
- Continue to provide updated and high-quality educational resources for staff and students for an effective learning environment through in-services held at the school.
- Being available for parents', students', and staffs' concerns and needs.
- Providing parent-teacher conferences twice a year where the teachers can use the compact as a tool for guiding their conference.

Provide parents with opportunities to visit and volunteer in the classrooms.  
Provide at home activities for parents to become actively involved in their child's education.  
Inviting parents to join field trips with their child's class.

### **Activities**

School activities are publicized through our local newspaper; posters/informational sheets are placed throughout the school building and the community. Our parents are strongly encouraged to volunteer in our classrooms at any time.

The preschool and kindergarten teachers hold formal conferences twice a year to assist parents in understanding how their child is progressing in the kindergarten program. Parents are provided assistance in interpreting test results. Teachers provide parents information in knowing what they can do to support their child's learning and development. We have different hours available for parents to attend during the two-day conferences.

The school provides parenting handbooks, pamphlets, and materials to assist in student success. Some of these newsletters or information sheets include Reading Connection, Home & School Connection, Nutrition Nuggets, and Early Years. Parents have workshops on Cyber Safety, health topics, DDN Campus for grades, and other topics pertinent to parents. Surveys are gathered at the end of the school year to gather information about the perceptions of the preschool and kindergarten programs and the ability of our school to involve and communicate with parents.

The district offers a Kindergarten Round-up in April. The kindergarten staff discuss expectations, daily schedules, needed supplies, and activities to help prepare the children for school. Time is scheduled for questions. A classroom visit and tour of the school takes place at this time.

Parents are given leadership and input opportunities into various activities. Parenting education classes are provided as needed.

### **Monitoring/Evaluation**

The Avon School District Coordination/Transition plan will be annually evaluated and revised as necessary. All committee members listed at the beginning of this document will be involved in the evaluation process.

Every spring, all preschool and kindergarten parents are surveyed about the effectiveness of the early childhood programs in the Avon School District. This information is read and used to evaluate and update the current program. Also, information from the surveys is used to begin open dialogue at the spring Transitional Meeting with parents to answer any questions or concerns.

Teaching staff will use the Early Learning Guidelines along with the results from the kindergarten screening to determine if goals and objectives were met and if students are ready for kindergarten.

### **LIMITED ENGLISH (LEP) STUDENTS**

The Avon Public School 4-1 has established these guide lines to ensure that the teachers of Limited English proficient students are setting high expectations and challenging performance standards. (1) Limited English proficient students are held to the same high expectations of learning established for all students; (2) Limited English proficient students develop full receptive and productive proficiencies in English in the domains of listening, speaking, reading, and writing, consistent with expectations for all students; (3) Limited English proficient students are taught challenging content to enable them to meet performance standards in all content areas, including reading and language arts, mathematics, social studies, science, the fine arts, health and physical education, consistent with those for all students; (4) Limited English proficient students receive instruction that builds on their previous education and cognitive abilities and that reflects their language proficiency levels; (5) Limited English proficient students are evaluated with appropriate and valid assessments that are aligned with state and local standards and that take into account the language acquisition, state and cultural background of the students; (6) The academic success of limited English proficient students is a responsibility shared by all educators, the family, and the community.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Avon School District provides the following annual notification to be in compliance with the Family Educational Rights and Privacy Act:

The Family Educational Rights and privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records maintained by the Avon School District. These rights are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure with consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District will also disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,  
400 Maryland Avenue, S.W., Washington, DC 20202-4605

The *Family Education Rights and Privacy Act (FERPA)*, a Federal law, requires that the Avon School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Avon School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Avon School District to include this type of information from your child's education records in certain school publications.

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

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

If you do not want the Avon School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the following date, **August 30, of the current year**. The Avon School District has designated the following information as directory information:

- |                          |                                                               |
|--------------------------|---------------------------------------------------------------|
| -Student's Name          | -Dates of attendance                                          |
| -address                 | -grade level                                                  |
| -telephone listing       | -participation in officially recognized activities and sports |
| -electronic mail address | -weight and height of member of athletic teams                |
| -photograph              | -degrees, honors, and awards received                         |
| -date and place of birth | -The most recent educational agency or institution attended   |
| -major field of study    |                                                               |

For more information visit: <http://familypolicy.ed.gov/>

GEPA-General Education Provisions Act, Section 427

Requirement. Include a description of the steps the applicant proposes to take to ensure equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.

The Avon School District implements policies and procedures to ensure equitable access or participation of students, teachers, and others in the Title I, II, IV, and VI programs. These include nondiscrimination (District Codes (DC AC, AC\*1, ACA\*, ACB\*)), educational philosophy (DC AD, ADA\*), and school district goals and objectives (DC AE, AEA), as well as defined processes and procedures for compliance with Section 504 of the Rehabilitation Act of 1973 and the IDEA Amendments of 1997. For example, Braille materials are provided for the blind; interpreters for those who have limited English proficiency; accessible facilities for those who have physical handicaps, and individual education plans as required.

The Avon School District has policies set forth in the District handbook for Parent Involvement in Title I and Parent Compact for Title I.

**NOTIFICATION LETTER**

TO: PARENTS, TEACHERS, AND EMPLOYEES OF THE AVON SCHOOL DISTRICT 4-1  
RE: AHERA ASBESTOS MANAGEMENT PLAN

On 7/9/89 the Avon School District began implementation of its asbestos Management Plan. This plan details the steps which will be taken to deal with asbestos-containing building materials found in school facilities.

In the short-term, these steps include repair on any damaged materials and cleaning of any areas which may have been, in any way, contaminated. In the long-term, they include an Operations and Maintenance Plan detailing procedures which will be used to assure that all materials are maintained in a condition which minimizes any possible health threat to building occupants. In addition, the plan allows the eventual removal of the material when an opportunity to do so presents itself.

The plan also requires that every six months the situation in each building be reviewed to make sure the original assessment remains accurate and no new problems have arisen. Lastly, it is specified that every three years each building be given a complete re-inspection.

A copy of the plan will be kept on file in the superintendent's office and will be made available for review to any interested parties. In addition, at least annually, the school will provide updated information on the Management Plan to those concerned.

If there are any special questions or concerns, they should be directed to South Central Cooperative, Box 430, Tyndall, SD 57066, phone 605-589-3134





2017-2018 AVON SCHOOL DISTRICT  
Parent & Student Acknowledgment Form

**PLEASE RETURN THIS FORM TO THE SCHOOL *BY FRIDAY, AUGUST 25, 2017.***

*Parents please initial each item below.*

STUDENT HANDBOOK

\_\_\_\_\_ The student and parent/guardian have seen and read the Student Handbook.  
We understand and will abide by the rules and regulations contained in the handbook.

PARENT PERMISSION FOR FIELD TRIP SERVICES

\_\_\_\_\_ My child(ren) has my permission to leave the district to participate in a school-directed field trip under the direction of a staff member.

\_\_\_\_\_ My child(ren) does not have my permission to leave the district to participate in a school-directed field trip under the direction of a staff member.

PARENT PERMISSION FOR COUNSELING SERVICES

\_\_\_\_\_ My child(ren) has my permission to meet with the guidance counselor.

\_\_\_\_\_ My child(ren) does not have my permission to meet with the guidance counselor.

PRIVACY RIGHTS STATEMENT - FERPA (see page 41)

\_\_\_\_\_ I do not object to the release of Directory Information.

\_\_\_\_\_ I do object to the release of the following items:  
\_\_\_\_\_  
\_\_\_\_\_

INTERNET ACCESS AND USE POLICY (see page 35 & 36)

\_\_\_\_\_ The student and parent/guardian have read the computer agreement. We understand and will abide by the rules and regulations contained in the policy.

***This form should be signed once by each student enrolled in school and one parent/guardian and returned by 8/25/17.***

|                                       |
|---------------------------------------|
| ✗ Signature/Date of Student User:     |
| ✗ Signature/Date of Student User:     |
| ✗ Signature/Date of Student User:     |
| ✗ Signature/Date of Student User:     |
| ✗ Parent/Guardian Signature and date: |