

AVON SCHOOL DISTRICT 4-1



STAFF ORIENTATION GUIDEBOOK

2022-2023

Welcome to a new school year at the Avon School District and home of the **AVON PIRATES!!!** It is exciting to begin another year with an awesome crew! For years, this district has held the motto of “Expect Excellence.” Jimmy Casas explains this well in his book *Culturize*, “... every staff member must expect excellence of one another and, most importantly, of their students. It is my belief that all kids... should be held to the highest standard for learning when it comes to their academics and/or their behavior. By not holding all students to a high standard, we are saying we don’t believe you are able to learn or act appropriately, or we don’t care whether you do” (2017, p. 14-15).

As Jimmy Casas said, “Every child deserves the opportunity to be a part of something great (2017, p. 16). We believe that the Avon School District is something great and we are excited to have you join our educational team. This Guidebook is meant to provide answers to some of the common questions, but do not hesitate to ask anyone for assistance. Some staff that have fulfilled the role of resident expert include:

Tom Culver – Supt/AD Director - approve field trips, activities, and busing

Connie Gretschmann – Mathematics teacher – 3rd floor copy machine guru (she can help out in a “jam”, but please notify Julie of problems so service calls can be made)

Jordan Kortan – Business Manager – accounting, pay, withholdings, insurance, vehicle keys, phone codes

Julie Mudder – Administrative Assistant – DDN Campus username/password, general questions, copier/laminator guru and scheduling of copier repair, Requests for scheduling subs

Brad Poppe – Technology Coordinator - K12 email, DDN Campus grade book set up, computer/printer/network issues, network login information

NOTE: This is not an inclusive document. More information will be handed out on the first day of in-service. Additional information is also available in the District Handbook & the Certified Negotiation Agreement.

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Avon School District History/Overview

The Avon School District is located in southeastern South Dakota in western Bon Homme and eastern Charles Mix counties. The district contains 180 square miles, with an assessed valuation of approximately \$223 million. Two larger districts border the Avon district - Bon Homme school district to the east and the Wagner school district to the west. The town of Avon is the only community located within the borders of the district. The Avon School District has approximately 812 registered voters. Avon is located on Highway 50 and is 37 miles from Yankton and 55 miles from Mitchell.

The Avon district has three attendance sites: Avon Elementary Grades Preschool through 4th grade, which includes all day, every day Kindergarten, Avon Middle School Grades 5-8, and Avon High School Grades 9-12. All three attendance sites are housed in one building within the city limits of Avon. Thirty-two percent of students enrolled in the Avon School District are classified as economically disadvantaged based on free/reduced lunch eligibility. The district does not run bus routes to transport students to and from school but instead pays mileage to parents of K-8 students for transportation. The district does have three buses, which are used exclusively for transporting students to activities.

The 2021-2022 enrollment of the Avon School District was 233 in grades Pre-K through 12th grade. Included in that number are 38 open enrollment students K-12; 21 of these are enrolled in grades K-6 and 17 are enrolled in grades 7-12. The influx of the open enrollment students has allowed the district to maintain the various programs of the school in a time when many districts have been forced to make budget cuts or opt out of the tax freeze.

Class size in the Avon School District is relatively small, which allows for more one-on-one contact between students and teachers. With 20 certified teachers, the district-wide student to teacher ratio is 11:1, while the current student-teacher ratio is 12.2:1 in grades K-6 and 10.4:1 in grades 7-12. The district employs eight paraprofessionals to ensure that each student is getting the individualized attention they deserve to receive a quality education.

The Avon District is part of the South Central Educational Cooperative located in Tyndall, SD. The South Central Coop provides speech/language, occupational therapy, physical therapy, and early childhood special education services for the member schools. The Educational Service Agency: Region 3 includes 28 member schools of which Avon is a participating district.

Technology is a focus of the district. The district currently has 54 desktop computers and 240 laptop computers 29 ChromeBooks, and 42 iPads. Each has internet access and allows the students to print through the network printers. The district has two distance learning systems that our students and community members can access to take high school and college classes through. The district is also involved in Mass Customized Learning with the use of Blackboard Learn, Google Classroom, and other technology that allows our students to take classes specific to their interests while allowing flexibility in their schedule, including high school dual credit courses. At the elementary level, various things are utilized including SeeSaw, Classroom DoJo, and Respond. The district has developed a district-specific app to enhance communication with families and community members that will support the school website as well as various social media accounts. In addition, the district also has classroom Smart Boards, ActivPanels, and Interactive televisions. The use of technology has been stressed in the district to better prepare students for future educational experiences and the job market.

The main occupation of the patrons of the Avon district is agriculture. Avon is a rural farming community with many of the local businesses in town supporting the agriculture industry of the area. The remainder of the citizens within the district work in these agriculture-related businesses, or commute to jobs in other communities.

The community strongly supports the district. Over the past few years, the people of the district have either volunteered or donated money for various projects including the following:

- Addition of a new gym and music room (1994)
- New wood floor in the main gymnasium (1996)
- New playground equipment provided by the Community-Teacher Association (1999)
- Rubberizing of the track (2001)
- Addition of the press box on the football and track grandstand (2002)
- Memorial grill and eating area at the track/football field (2004)
- New Industrial Tech and Shop building (2007)
- New Football/Track Concessions Stand and bathrooms (2010)
- Remodeled main gym lobby and bathrooms (2012)
- New Lights for the track/football field (2012)
- Remodeled first floor bathrooms and hallway (2013)
- Remodeled third-floor bathrooms (2014)
- Security updates (2016)
- Re-surfacing of the track (2014)
- Updated second and third-floor hallways (2015)
- New lights in the gym (2015)
- Addition of a second Science lab (2015)
- Updated Auxiliary Gym floor (2017)
- Replaced light poles at the football field (2018)
- Replaced ramp, hallway and music room flooring (2018)
- Remodeled Teacher/Staff Lounge (2018)
- Repaired roof and tuck pointing of the main building (2019)
- Updated lockers for locker rooms (2019)
- Remodeled elementary special education classroom (2020)
- Lowered 2nd floor classroom ceilings and replaced lighting (2020)
- Refinished gym floor (2020)
- Installed intelligent fire alarm system on 1st and 2nd floor (2020)
- Remodeled 2nd floor elementary classrooms (2021)
- Remodeled Science Room (2022)

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 options, 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.

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 outside in the foyer until 7:50 am during appropriate weather 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. The staff assigned to morning door duty will open the locked door on the first floor to allow students access to the school building when the bell rings at 7:50 am. The assigned staff will stay at this location until 8:10. During this time, please greet students. Direct any parents and other visitors to the Main Office to check-in and get an ID badge prior to allowing them entry into the building. See the Handbook for additional information. See Lock Down Policy in cases of threat.

Students and staff will enter the building through the main doors on the southwest corner to walk past the thermal scan device each day.

Cafeteria/Lunch Procedures

Elementary students are escorted to the lunchroom by their classroom teachers. At the end of their lunch break, the classroom teacher is to return to the lunchroom to pick up their students. There will be a lunch duty schedule for lunchroom supervision of the students. Lunch payment is hands-free. Students need to stand by the Administrative Assistant's station until dismissed to go to the lunch table.

7th, 8th, and High School students line up in descending order by class. They should be standing single file by the lunch window and making their selections in a timely manner. When they are done eating, the 7th and 8th grade students sit on the northwest bleachers until the noon duty teacher takes them outside at 12:40. During that time, students walk out of the lunchroom through the south door and around to the front of the school where they can visit until the bell rings at 12:50 and the supervising teacher lets them into the building using the Northwest door. In case of inclement weather, then they can remain inside if the teacher chooses. High school students are to go outside during nice weather when they are done with their lunch or wait on the southwest bleachers during inclement weather. It is an open campus during lunch, so high school students can elect to leave the school grounds during their lunch period. At no time are any students allowed in the parking lot during lunch without permission from the administration.

Field trip dates will need to be provided to the Kitchen 3 weeks' notice for sack lunches to be provided. Also, if students are leaving for activities that impact the lunch schedule, the kitchen needs to be aware one week ahead of time.

Staff that wish to eat lunch at school must prepay. Please inquire at the business office. Teachers have their lunch period as an open period to leave the building if they so choose to – unless they are scheduled to cover a supervision duty. Such supervision is on a rotational schedule that is provided at the beginning of the school year.

Hot Lunch Schedule:

11:15 - 11:40 K-3
11:45 - 12:10 4-6
12:15 - 12:50 7-8
12:25 - 12:50 9-12

Cell Phones

Staff are asked to use cell phones responsibly. When supervising, instructing, or in the presence of students, you should not be using your phone. **Please limit cell phone use, including texting, to times when you are in your classroom without students or in the Teacher/Staff Lounge.** In cases such as medical or family emergency, please notify the administration so they are aware that you may need your phone at other times. Cell phones will not be on the playground as handheld radios will be provided for communication to the main office. This is to reduce the risk of liability and legal action.

Students are to leave their cell phones in their lockers. They are not to take their phones to class unless the classroom teacher is requesting the phones to be brought in for a class activity. Nor can students leave their phones in a teacher's classroom. Students can use their phones in between classes (but should not be released from class to check their phones) and during their lunch period. Students caught with cell phones in classrooms without permission are expected to surrender the phone to the staff member who will give it to the Principal. See the Handbook for more details.

Dress

Staff members should dress professionally. Staff need not dress lavishly, but clothes should be clean and appropriate at all times. Clothing with rips, obscene or questionable material, alcohol or tobacco advertisements, alcohol establishments, or manufacturers advertisements, or dress that is disruptive or a distraction to the classroom will not be permitted. Skirts, dresses, and shorts must reach mid-thigh. Spaghetti straps are not allowed. Staff members will be addressed if they do not abide by these rules. Shoes must be worn at all times.

Chain of Command

It is important to follow the chain of command to ensure things run smoothly and efficiently. If there are issues, teachers should approach the Principal first and then the Superintendent. If the problem or question is something finance or benefit-related, see the Business Manager. If the issue cannot be resolved, then the school board will get involved.

Class Advisor Duties

Elementary classroom teachers will be responsible for coming up with their slogan and design/decorations for the annual Homecoming Parade. Once the theme is selected, it will be announced to allow time to prepare and order any supplies needed. Elementary students walk as a group through the parade. Notify the Administrative Assistant of your slogan.

Secondary teachers (Grades 7-12) are assigned a class to serve as an advisor. On the first day of school, there will be a class meeting held where students will set their class dues and elect officers. When electing their officers, please remind students that this is not a popularity contest, but officer positions that carry responsibilities. Officers elected include: Class president, vice president, secretary/treasurer, and student body representative. Advisor teachers are also responsible for their class's homecoming float. In addition to determining the slogan and design, arrangements have to be made for a trailer to decorate as well as a vehicle and driver to pull it through the parade. The Friday morning of the parade is set aside for each class to work on their floats. Additionally, the sophomore class is in charge of the homecoming dance. The junior class is in charge of the prom and fundraising sales, including concessions.

Classroom teachers/advisors will give out handouts to students throughout the school year. There will be several documents at the beginning of the year – some of which will need to be returned to assigned teachers for collection and then given to the Administrative Assistant.

Confidentiality/FERPA

Confidentiality refers to the limitations or restrictions placed on certain types of information. In the educational setting, it is imperative that the student's and family's rights to privacy are maintained. It is not appropriate to discuss specific student matters with members of the general public. In many cases, specific student situations cannot even be discussed with grandparents without permission from parents/guardians. See Handbook for more information on FERPA.

Daily Announcements

Announcements should be emailed to the Administrative Assistant by 8:30 am. Announcements should be read to secondary students at the beginning of their 2nd-period class by the classroom teacher. Announcements should be posted in a prominent location on the 3rd floor as well.

Displaying Student Work

Elementary teachers are to hang their student work on the strips by their classrooms. If you need more, talk to the janitor. Elementary teachers are not to use the hallway bulletin boards to display student work.

The bulletin boards on the landing below the Counselor's Office are for counselor-related use.

Disposal of Outdated/Broken Equipment

When items listed on the classroom inventory list are no longer needed or useful, prior to throwing them out, follow the proper procedure. Such items need to be declared surplus at a Board meeting and then can be discarded. Make the list, including any ISBN or ID tags as well as a description or title, including quantity, and submit the list in hard copy or by email to the Business Manager. The Administrative Assistant has a copy of the inventory if you need one for your classroom.

DDN Infinite Campus Grade Book, Attendance & Lunch Count

Grades are officially kept on DDN Campus and it is expected that the classroom teacher maintains the gradebook in a manner that allows the grades to be current and up-to-date. Grades are posted for each mid-term and quarter as well as semester. Posting and verification dates are provided in the announcements. It is very important to check gradebook grades against the verification report sent from the office as sometimes grades do not post correctly. For assistance in setting your gradebook up, please see the Technology Coordinator.

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>Letter Grade</u>	<u>Percentage</u>	<u>Classification</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

Attendance is also kept in DDN Campus. Middle School and High School teachers are expected to record their period attendance within the first 10 minutes of their classes. Elementary (grades 1-4) teachers are expected to take attendance by morning and afternoon (1/2 and whole day). If attendance changes, such changes can be made. Remember, students not present within the first 10 minutes of class are marked absent. If a student comes in after the tardy bell but within those first ten minutes, they are marked tardy. Please note the time of arrival in the comment bar. If you know the excuse for an absence or tardy, include that in the comments box as well.

During the first period class, please take a lunch count. Record the number of students eating lunch in the appropriate box and in the “milk” box record the number of students requesting seconds of the main entree.

End of Day Activities

At the end of each school day, please make sure that the AC unit in your classroom is shut off unless directed otherwise. Turn off all fans and lights. Lock your classroom door. Make sure the coffee pots in the Teacher/Staff Lounge are off. Please have your materials ready for the next day’s classes.

End of Year Activities

At the end of the school year, all grades must be posted and checked against the verification report. All items need to be taken care of prior to bringing your checkout sheet to the main office. Any school/accreditation/state reports must be completed and signed off on, inventory must be updated with two typed copies provided to the main office, rooms cleaned/cleared and organized, and badge with keys are returned to the office if you are leaving the district.

First Aid Supplies and Procedures

First aid supplies are available in the 1st-floor janitor’s room, main office, and shop. A defibrillator and Stop the Bleed kit are located in the following areas: 1st floor – north end of the hallway, 3rd floor – by the Principal’s Office (the key to the cabinet is hanging on the bulletin board outside of the office), and Auxiliary Gym – northwest corner by the janitor’s closet. Ask the Administrative Assistant for a box of Band-aids for your classroom.

There is a refrigerator in the janitor’s room that has ice packs in it. Each elementary classroom has 2 magnets that are to be used when checking out an ice pack. Ice packs are also in the refrigerator in the Teacher/Staff Lounge for secondary students.

In the case of a student injury, injury report forms are located in the main office. These should be completed at the time of the injury and a copy is retained at school and one is sent home for the parents.

First Day of School

PK-4th grade students will go directly to their classrooms at the start of their day. There will be an elementary assembly later in the day – at a time that is determined at the beginning of the year in-service.

5-6th grade students will report to respective classrooms and will then be dismissed to the gym.

High School and 7th/8th grade students will go directly to the Auxiliary Gym/Cafeteria for their assembly and election of Student Body Officers. Following these events, they will go to their class meetings in the room determined during the beginning of the year in-service. At the class meetings, students will be asked to

determine their class dues and due date (usually the last school day of August), as well as officers for class president, vice-president, secretary/treasurer, and council rep. Remind students that the elected positions carry responsibilities: President collects work for students that are sick (if asked), runs meetings; Vice President fills in for the President; Secretary/treasurer takes notes, collects dues and delivers them to the Business Manager, Council Rep attends Student Council meetings.

The middle school and high school schedule will be shortened and run by the bell system so that all classes will have the opportunity to meet following the assembly and class organizational meeting.

Hours of Operation

Elementary start/dismissal 8:10 – 3:25.

Middle School/High School start/dismissal 8:10 – 3:29.

Certified staff hours 7:50 am – 3:50 pm.

Paraprofessional hours 8:00 am – 3:30 pm.

Business Office hours 8:00 am – 4:00 pm

ID Badge & Keys

Each staff member is provided with an ID badge and keys. These are to be on your person at all times when in the school building. If either of these items are lost or stolen, please notify the Office immediately. If you are not returning for the following school year, these items need to be returned to the office at final checkout.

Issuing Detentions/Student Discipline

It is the goal that the classroom teachers can handle their own discipline. Yet, it is understandable when issues arise that require the involvement of the Principal. Please keep the Principal notified of the circumstances so (s)he can proceed in an appropriate manner.

Teachers can issue after school detentions for student misbehavior. Saturday detentions are usually assigned by the Principal or in coordination with the Principal. In cases of swearing, it is a minimum of an after school detention. In cases of “f-bombs,” it is a minimum of 2 hours of Saturday detention. Please review the Handbook discipline grid for more information. A copy of the detention forms is available in the Appendix. Regular detention forms are submitted to the Library Aide. Saturday detention forms are submitted to the Principal.

Locking Up Following School Activities

Following after-hours school activities, supervising staff/coaches are responsible for checking doors to make sure they are secure, lights are off, and all people have left the building. Please note, there are many motion lights but not all of the lights have been switched to these.

Leave Procedures and Forms/Requesting a Sub/Sub Folder

****For planned absences, ALL staff should contact the Administrative Assistant. Please submit the *Substitute Teacher and Leave Form*. (page 20—copy as needed). Please provide plenty of notice for such absences so subs can be contacted in a timely manner. It is strongly recommended that personal appointments be made on days off – if at all possible. **Please limit sub requests for the first and last two weeks of the school year to emergencies as it is very difficult to find subs at these times.** Requests for personal leave must be applied for 48 hours in advance and require approval from the Superintendent. As per the negotiated agreement, all leave requests must state the reason of the absence.**

****For sick or emergency leave that impacts the following day or same day of school, all paras and teachers should contact the Principal in a timely manner so substitute arrangements can be made. If such notification could be requested prior to 6:30 am that would be beneficial. Call the Principal's cell phone or send a text message. If sending a text message, please note that the Principal will confirm receipt with a message back.**

In cases of any leave, lesson plans and all materials are expected to be readily available for the sub to access. Items expected to be available in a sub folder include: class rosters, classroom rules and procedures, lesson plans, all student work that is expected to be covered during this absence, current deficiency list (secondary), and Lockdown Procedure policy. All student absences must be reported.

See Appendix for policy as per Certified Negotiated Agreement and a copy of the leave form.

Lesson Plans

Weekly lesson plans are expected to be completed on planbook.com as each certified teacher is provided with an account. Lesson plans are expected to be ready by the start of the school week. If the principal is unable to electronically access your lesson plans through this program, you will be required to submit them directly to him/her. In cases of absence or other leave from school, lesson plans should be provided in the sub folder with all required materials for the hours gone.

Location of Supplies and Proper Use Procedures

Colored Paper on Rolls Such paper is located in the north wall of the Library on the 3rd floor.

Computer Lab Key Your personal key-fob will open the lab.

Copier A copier is located in the Title Room on the 1st floor . Please do not use this copier when there are children present as it creates a distraction. There is also a copier in the Supply room on the 1st floor, as well as the Teacher/Staff Room on 3rd floor. Your key fob is programmed to allow access to the copier on 3rd. Do not use the copier in the Business Office.

Janitorial Supplies Supplies are available on each floor. First floor is in the janitors' room. Second is in the closest on the east side of the hallway. Third is in the Teacher/Staff Lounge. Additionally, Kleenex and wall hanging tape are in the janitor's room. Use only blue tape to hang items on walls and do not put any tape on glass.

Laminator A laminator is located in the 3rd-floor Teacher/Staff Lounge and in the supply room. When you turn it on to heat up, please make sure that there is extra plastic coming out of the back and hanging down far enough to not get pulled back into the machine and around the roller. Contact Admin Assistant if rolls need replacing or if there is a problem.

Letter Cutter/Die Cut The letter cutter is available in the Supply Room. During Science Fair season, it will be moved to the Science department on the 2nd floor.

Mail Any outgoing school mail should be placed in the basket below the window tray in the Administrative Assistant's office by 10 am. No personal mail is to be placed in this location. Make sure the full proper mailing address is included on the envelope. Staff mailboxes are provided in the Staff lounge.

Phones There is a phone in each classroom to allow intercom features and call between classrooms. Additionally, they are equipped with voice mail that is activated during the school day. There is a phone in the Teacher/Staff Lounge that has access to call out. For school-related long distance calls, you will need a code that you can get from the Business Manager.

Supply Room # 18 This room is on the west side of the 1st-floor hallway near the girls' bathroom. There are several supplies in this room. Please do not let students gather supplies without supervision and put things away when you are done with them. This room is not a private storage area for overflow but is a centralized location for supplies.

Mini Fridges, Coffee Pots, Personal electrical items

No mini-fridges, personal coffee pots, scented plug-ins, or other personal electrical items can be in the classrooms as per Fire Marshall regulations. There are coffee pots and a Keurig, as well as a refrigerator and microwaves in the Teacher/Staff Room and the 1st-floor janitor's room.

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. Days of school that are canceled are made up following the Board approved schedule that is provided on the first day of school. Please leave the entire week following school open in case of snow days.

Non-Weather-related Secondary Schedules

First Day of School

Assembly in Auxiliary Gym 8:10-9:10
Class Meetings 9:10-9:45
1st Period 9:45-10:25
2nd Period..... 10:27-11:07
3rd Period..... 11:09-11:49
4th period..... 11:51-12:25
Lunch 12:15 dismiss grades 7-8
..... 12:25 dismiss grades 9-12
5th period..... 12:53-1:43
6th period..... 1:46-2:36
7th period..... 2:39-3:29
NOTE: There is NO homeroom or chorus on this first day.

Homecoming Week

1st period..... 8:10-8:45
2nd period..... 8:48-9:29
3rd period..... 9:32-10:12
4th period..... 10:15-10:55
5th period..... 10:58-11:39
Homeroom/Chorus..... 11:42-12:25
Lunch 12:25-12:50
6th period..... 12:53-1:33
7th period..... 1:36-2:26
Class Homecoming Activity 2:29-3:29
NOTE: 7th and 8th grade students have open campus for lunch on Friday, the day of float building.

1:30 Early Dismissal for In-service

1 st period.....	8:10-8:43
2 nd period.....	8:46-9:19
3 rd period.....	9:22-9:55
4 th period.....	9:58-10:30
5 th period.....	10:33-11:05
6 th period.....	11:08-11:40
Homeroom/Chorus.....	11:43-12:25
Lunch	12:25-12:50
7 th period.....	12:53-1:30

Semester Test Schedule

Period.....	8:10-9:40
Period.....	9:50-11:20
Period.....	12:20-1:50
Period.....	2:00-3:30

NOTE: The last day of the semester (second semester test day) is a 2:00 dismissal. During semester tests, middle school students do not have open campus. Order of the periods for testing is determined prior to the end of the semester. Lunch A does not meet during the semester test days.

Para-professional Duties/Expectations:

Paraprofessionals play a key role in the quality of educational services provided to the students in the district. When in classrooms assisting students, paraprofessionals are encouraged to check with their assigned student(s) regarding progress, questions, etc. They can help other students beyond those that they are assigned to assist during class work time. They are encouraged to take a copy of any handouts provided and refer to them as needed when helping their students. In some classrooms, it may be helpful to be added into Google Classroom.

Policies & Procedures Manual

There is a 3-ring binder that is to be kept in your classroom. Update it each year with the beginning of the year handouts provided to you. Also, include a copy of the classroom inventory for reference.

Report Cards and Parent-Teacher Conferences

Report cards are sent out at every grading period – midterm, quarter, and end of each semester. Except in cases of medical emergencies or other approved situations, all student work should be included and I's should not be recorded.

Parent-Teacher Conferences are held twice a year in the Auxiliary Gym – once in the fall semester and once in the spring semester. Elementary teachers typically meet and schedule their conferences with their families. Conferences run from 3:45-9:00. If a teacher is unable to attend due to a professional function, health situation, or family emergency, a note is expected to be sent out to the families with an invitation to schedule private meetings with families that request such.

Reporting Child Abuse/Neglect

If you suspect child abuse or neglect report your suspicions/concerns to the Principal or School Counselor and one of them will make the official report to authorities. Be prepared to share as many details/specifics as possible.

Reserving Computer Lab/Student Laptops

There are two labs on the 3rd floor – the front lab and the back lab. It is not uncommon for teachers to send an email to check for computer availability. The Front lab is used by many classes during the day so access is limited. The back lab is much more available. See the schedule.

Students in grades 4-12 will have access to a laptop or Chromebook specifically for them. It is highly encouraged for the supervising teacher to use LAN school to monitor student usage. See the Technology Coordinator for more information if necessary. The secondary students are expected to have their laptops charged at home and ready for the school day.

Requisition Procedure

In the spring of each year, the Administrative Assistant will put the paperwork for requisitions in the staff mailboxes. Within this packet of information will be instructions as well as the deadline to submit the forms. All requests for supplies should be made at this time as the school district does not have an open checkbook policy. All materials requested will go through an approval process through the Main Office and supplies ordered will be expected to be stored in the requesting teacher's classroom after check-in.

Secondary Student Hall/Office Passes

Each secondary classroom should have 2 lanyards with a generic pass for students to use to check out to get a drink, use the restroom, go to their locker, or check out a laptop. Students must sign out and wear the lanyard at all times while they are checked out. 1 student/lanyard. Students should have a Pink pass to go to another teacher. **If students are on the deficiency list, they lose check out privileges until the next grading period and must obtain a pink pass from any teacher that they need to see prior to the start of their study hall.** See the Principal for a supply of pink passes or replacement lanyards. For students going to the main office on the first floor, they are to use the classroom pass that has the key fob on it to allow access through the locked doors on the first floor.

Sick Leave Bank

A Sick Leave Bank has been established for the use by certified employees of the Avon School District. Participation in the Sick Leave Bank is completely voluntary. It is the intent of this Sick Leave Bank to provide access to additional paid leave for those employees who encounter serious and unforeseen health issues which require an extended absence from their employment with the district. More information and paperwork are provided at the start of the school year. See the Certified Negotiated Agreement for more information.

Signing out School Vehicles/Use of School Vehicles

If Staff members are traveling to a professional meeting, they can ask permission to use a school vehicle. The sign out sheet is located in the Main Office. Keys will be handed out by office staff, usually the Business Manager if available. When you are done using the school vehicle, you are expected to fill it up at Farmers Coop Fuel and return the keys promptly to the office. In cases where multiple staff may be gone on the same day, the staff going the farthest distance will be taking the car. Vans may be available for other staff to use.

No students or non-personnel are allowed to drive any school vehicles at any time.

Special Education Referral Procedure

For Special Education referrals, there is a form that the SPED department has that will need to be filled out by the referring teacher. There also needs to be documentation of what has been tried to help the student up to the point of the referral.

Staff Parking

Parking is available on the south side of the school building and in the small southeast parking lot. In the southeast parking lot, there are 3 reserved parking spots for administrators. No illegal U-turns when parking. During the school day, do not park in front of the school.

Student Makeup Slips

When secondary students are planning to be gone or return from a non-school related absence, they are expected to stop in the Principal's Office to get their makeup slip. On the slip, it will identify when the student is planning to be or was gone, the excuse, and the due date. When the student comes to your class, (s)he should ask you to list the missed work on the slip. Do not sign the slip until they have returned the completed work. The completed makeup slip is due to the Principal's Office on the marked due date. In some cases, extenuating circumstances may justify extensions, but these are negotiated with the classroom teacher, Principal, and student. If the makeup slip is not completed with all missing work submitted and/or the makeup slip is not turned in, the student will earn 1 hour of Saturday detention.

Students participating in a school-sponsored activity that requires them to be gone during the school day will complete the Activity Makeup slip (available outside of the Principal's office) and return the completed slip to their activity supervisor/coach prior to leaving. If there are difficulties with the students completing their makeup work in a timely manner, it can impact future participation in activities.

Student Sickness/Sending Students to the Offices

If a student gets sick during the school day, if needed send them to the bathroom and notify the Office to contact parents/guardians, but DO NOT send them to the Office.

When students come to the Main/District Office, they should have the classroom key fob so they can reenter the lower hallway easily. Remind students that the Office phone is for emergencies not scheduling play dates.

When students come to the Principal's Office, please provide the Principal with a heads-up of the situation so (s)he has an idea of what is coming and can react in a timely manner.

Supervision duties

Teachers are expected to share supervision duties including morning door duty, elementary lunch duty, recess duties, elementary after school dismissal duty, secondary after school detentions, Saturday detentions, and 8th period. The Principal will develop a schedule for morning door duty, elementary after school dismissal duty, Saturday detentions, and 8th period, and it will be handed out by the first day of in-service. The opportunity for elementary staff to set up their own recess and lunchroom duties will be offered. After school detentions are held in the Library under the supervision of the Library Aide. If needed, adjustments can be made as long as the Principal and/or Administrative Assistant are made aware of such changes. Students are not to remain in the computer lab or supply room unattended. They must be accompanied by an aide or teacher.

Saturday extra-curricular duties, including supervising Saturday detentions, is paid through a voucher completed and returned to the Business Office.

Taking tickets allows you and your spouse access into the student activities. If a conflict arises, you must find your own replacement. Cash boxes must be picked up by 3:30 pm the day of your scheduled event. At the end of your event, please give the cash box to either the Business Manager or one of the administrators at the event.

Tardies

Student tardies are permitted for the first ten minutes of a class period. After 10 minutes, students are counted absent. Students are allowed one tardy per class per nine weeks. Any tardies after that, for any reason, will result in an after school detention and move to Saturday detentions for habitual offenders. See the Tardy Policy in the Handbook.

As a staff, we are setting the example and serving as the role models for the students we serve. Please make sure that you are in your classroom by 7:50 am and are at your assigned duties as expected.

Teacher In-services

There is a fall and spring beginning of the semester in-service, as well as brief monthly in-services that are scheduled into the calendar. Some of these in-services are planned with specific activities and others may allow staff to get together to collaborate or work in their rooms.

Teacher/Staff Lounge

At no time are students allowed in the lounge. In cases where students are sent to pick up copies, they must ask the Principal or another staff member to pick them up as they are not to be in the lounge. In cases where students must put food or something in the fridge, they need to ask the teacher whose class the food is for to put it in the lounge as students are not to in this area for any reason.

Vouchers

Vouchers are the financial document used to request reimbursement from the Business Office. Vouchers are found in the Business Manager's office and should be completed promptly if claiming reimbursement for items such as travel expenditures, detention hours worked, or expenditure reimbursements. Vouchers must be signed and dated by the staff member requesting reimbursement.

Weather-related Late Starts/Early Dismissals

In cases of late starts/early dismissals due to weather, announcements will be made over the messenger system as well as radio and television stations. In cases of late starts, there will be no Preschool on that day and the makeup day will be that Friday of the same week. In addition, with a late start, there will be no morning recess for elementary students. The secondary schedules for late starts and early dismissals are found on the school website and are usually emailed out to staff on such days. These schedules may impact the elementary schedules regarding specials. The secondary schedules are also listed below.

1 hour Late Start

1st period.....9:10-9:45
2nd period.....9:48-10:23
3rd period.....10:26-11:01
4th period.....11:04-11:39
HR/Chorus....11:42-12:25
Lunch12:25-12:50
5th period.....12:53-1:43
6th period.....1:46-2:36
7th period.....2:39-3:29

2 hour Late Start

1st period ...10:10-10:42
2nd period...10:45-11:25
3rd period ...11:28-12:03
HR/Chorus.12:06-12:25
Lunch B....12:25-12:50
4th period...12:53-1:24
5th period...1:27-2:06
6th period...2:09-2:48
7th period...2:51-3:29

Web-based resources/Frequently Used Websites

District-Wide

DDN Infinite Campus	https://sis1.ddncampus.net/campus/avon.jsp
Avon School District	avon.k12.sd.us
Avon Live Ticket	http://avonpirates.liveticket.tv/
Thrillshare/Apptegy	website phone app (in the app store search Avon School District 4-1)
Planbook	https://www.planbook.com (online lesson plan book)
RSchool	(Athletic Scheduler/Online Calendar)
LanSchool, Stoneware, Inc.	(monitor student laptop site usage)

Digital Platforms

SeeSaw
Class Dojo
Google Classroom

Current Curriculum

McGraw-Hill	https://my.mheducation.com (Reveal Algebra I, Algebra II, Geometry)
Pearson Realize	https://www.pearsonrealize.com/ (Math Envision, Elevate Science and some of the secondary Science)
Houghton Mifflin Harcourt	https://www.hmhco.com/ (Gr 2-12 Social Studies, Gr K-5 Into Reading, Gr 6-8 Into Literature)
Health for Life, Human Kinetics	http://www.humankinetics.com (Gr. 8 Health)
Cengage, Century 21 Accounting Journal	(Gr 10 Accounting)
Interactive Keyboarding, Learning Without Tears	(Gr K & 1 Keyboarding)

Interventions/Other Educational Resources

Screencastify	(HS)
Championship Productions	(Athletics)
Moby Max	https://www.mobymax.com/signin (7 th and 8 th grade study skills)
IXL Learning	https://www.ixl.com (K – 6, Title, and SPED)
Aims Web	https://aimsweb.pearson.com/ (K-5 assessment tool)
BrainPop	(Gr K & 1 interactive boards)
Boom Cards	(Gr 1)
Fluency & Fitness	(Gr 1)
Heidi Songs	(Gr K)
Learning Alley	(SPED)

Pearson (Kaufman) (SPED)

Pro-Ed Transition planning inventory (SPED)

Reading A-Z (SPED)

Read Naturally (SPED)

State

SD DOE <http://doe.sd.gov/>

SD STARS <https://doestars.sd.gov>

K12 Data Center <https://www.k12.sd.us/>

SDHSAA <http://www.sdhsaa.com/>

Smarter Balanced Assessment Portal <http://sd.portal.airast.org/> (Gr 3-8 & 11 State-mandated testing)

APPENDIX Documents

LEAVE POLICIES

Per Certified Negotiated Agreement

- A. Sick Leave- Each employee shall be entitled to 10 days of sick leave per school term without loss of pay. Sick leave shall accumulate to a maximum of 55 days. Sick leave shall be interpreted to mean:

- a. illness or injury to the employee;
- b. illness or injury to the employee's immediate family;
- c. bereavement, due to death in the employee's immediate family;
- d. time to attend the funeral of a friend or relative;
- e. time for health-related appointments that cannot be scheduled on a non-school day; or
- f. adoption procedures.

A salary deduction of 1/175th of the employee's contract salary will be made for each day taken beyond the employee's accumulated sick leave. All sick leave requests shall be made at the earliest possible time to the appropriate principal.

Teachers shall be reimbursed at the rate of \$50.00 per day for unused sick leave after they have accumulated the maximum of 55 days. Payment for unused sick leave shall be included with the June payroll check; however, if the employee is retiring from the Avon School District, the employee may choose to have sick/personal leave buyback paid in the regular May Payroll.

Amend. (2014-15)

- B. Personal Leave - Each employee shall be entitled to two (2) days of personal leave per school term. This will be non-cumulative. Except in the cases of extreme emergency all personal leave requests, stating reasons for personal leave, shall be submitted on a form available in the Superintendent's office, 48 hours in advance of the requested leave. There shall be no salary deduction for the first two days of personal leave.

For each additional day, 1/175th of the employee's contract salary shall be deducted. Personal leave is subject to the approval of the Superintendent and/or the Board. The Superintendent and/or the Board shall notify the employee of personal leave approval or rejection 24 hours after submission of the appropriate form. Teachers shall be reimbursed at the rate of \$50.00 per day for unused personal leave. Amend. (2014-15).

- C. Professional Leave - Each employee shall be entitled to two (2) days of professional leave. This leave will be no cumulative. Such leave shall be granted to an employee to attend professional workshops, clinics, or meetings related to the employee's field whose primary purpose is improvement of instruction.

There shall be no salary deduction for the first two days of professional leave. For each additional day, 1/175th of the employee's contract salary shall be deducted. Requests for professional leave should be made 48 hours in advance to the Superintendent's office on forms available there. Professional leave requests are subject to the approval of the Superintendent and/or the Board. Approval or rejection of requests shall be made to the employee 24 hours after submission of the appropriate form.

Adopted 6/30/17

Avon School District Substitute Teacher & Leave Request Form

Please complete this form at least two school days prior to leave.

Submit this form to Administrative Assistant.

Employee Name: _____

Class(es) to Cover: _____

Date Form Submitted: _____

Date(s) Requested: _____

Full Day Leave: ☐

Half Day Leave: ☐ AM: ☐ PM: ☐

Select the Type of Leave Requested:

☐ Personal Illness (Sick Leave)

☐ Professional Leave

Event: _____

☐ Family Illness (Sick Leave)

☐ Personal Leave

Reason: _____

Name: _____

☐ Long Term Leave

Relationship: _____

Reason: _____

☐ Bereavement (Sick Leave)

☐ Vacation

Name: _____

Reason: _____

Relationship: _____

Employee's Signature

Date

Authorizing Administrator's Signature

Date

****Internal Use Only****

After obtaining a substitute, please give form to business office.

Substitute Contacted: ☐ YES ☐ NO

Substitute Covering Class(es): _____

Notes: _____

Date Absence Recorded in PR: _____

Days Used: _____

Days Remaining: _____

Check Out Sheet

[illegible]

Paid by check # _____

Address: _____

Street Number or P.O. Box	City	State	Zip Code
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Date	Itemized Description of Material and Supplies or Personal Service and Travel Information	Trust & Agency Check #	Total

Detention Supervisor Use Only: Date Served: _____ Quarter: 1 2 3 4 Detention #: _____	After School Detention Form <div style="display: flex; justify-content: space-between;"> <div>Date Earned: _____</div> <div>Date to Serve: _____ <small>(completed by detention supervisor)</small></div> </div>
Student's Name: _____ Issuing Teacher's Name: _____ Period: _____ Date: _____	Reason for detention:

Detention Supervisor Use Only: Date Served: _____ Quarter: 1 2 3 4 Detention #: _____	After School Detention Form <div style="display: flex; justify-content: space-between;"> <div>Date Earned: _____</div> <div>Date to Serve: _____ <small>(completed by detention supervisor)</small></div> </div>
Student's Name: _____ Issuing Teacher's Name: _____ Period: _____ Date: _____	Reason for detention:

Staff issuing after school detentions for student behaviors need to complete this form as follows and submit it to the Library Aide: lower left column, date earned, and reason for detention. The Principal will track and issue consequences for absences and tardies. Students have 2 days to serve their detention and must make arrangement directly with the Library Aide. Please notify students so there is no mistake that they have earned a detention.

Staff and District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure appropriate use of social media by staff. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

- 1.The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
- 2.The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
- 3.Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
- 4.Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

II.Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A.General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. Staff must maintain professional boundaries between staff and students at all times and in both physical and digital environments. Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers such as writing personal emails; "snapping" students; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet or in writing. The Avon School District strongly discourages employees from soliciting or accepting "Friend" Requests from enrolled Avon students on any personal Social Media Account (Facebook, Snapchat, VSCO, Instagram, etc.).

Staff must obtain the consent of their principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

B.Acceptable Use

- 1.Staff may use social media for instructional purposes.
- 2.Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.
- 3.Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.

C. Unacceptable Use

1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor or is during a staff member's prep time, lunch break, or time without students. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

Adopted on: December 9, 2019

Revised on: _____

Reviewed on: _____