

ALVA MIDDLE SCHOOL 2010-2011 STUDENT HANDBOOK



Alva Goldbugs A Symbol of Excellence

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Legal Reference:

Cross Reference:
District #001, Woods County, Oklahoma

Mandatory Tutoring

Alva Middle School Administration and Teachers know how important it is that all of our students be successful in their education. With this in mind we want to be there to help each of our students with any problems they are having in their classes. Therefore we are providing 15 minutes of tutoring (which is MANDATORY) for students who have a grade that falls below a C. This time is also open to any student who wants to meet with a teacher to get extra help with a lesson in order to try to improve their grade.

Tutoring will begin at 8:05 and will end at 8:20. All students who have a grade below a C will meet with the teacher in that subject during this time. This is Mandatory for a week; if the grade is above a C at the end of the week then the student no longer has to attend the tutoring. Grades will be checked at the end of the day on Thursdays.

Students who fail to attend tutoring session will be placed in ISS for one day for each offense.

Students who maintain their grades at C and above will not have to be in their first hour class until 8:23. Once again this is a reward to those students who do their home work and maintain good grades. More so it is a great opportunity for students to receive one on one help from our teachers here at Alva Middle School.

Students who ride the bus in but do not have to attend a tutoring session will be required to stay at school in designated areas until their first hour class begins.

Students who fail to do this will be placed in ISS for one day for each offense.

Breakfast will be served from 7:45 until 8:15 each day.

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**ADMINISTRATION AND STAFF
SCHOOL BOARD**

Dr. Mark E. Rathgeber..... President
Mr. Jason M. BryantVice-President
Mr. Steven E. Ellis.....Clerk
Mr. Brian S. Gaddy.....Deputy Clerk
Mr. Kenneth L. Byrd.....Member

ADMINISTRATION

Mr. Don Ford.....Superintendent
Mr. Terry Conder.....Principal, Alva Middle School
Mrs. Tracie Leeper.....Principal, Washington Early Childhood Center
Mr. Greg Lyon Principal, Lincoln Elementary School
Mr. Steve Shiever.....Principal, Longfellow Elementary School
Mr. Steve Parkhurst Principal, Alva High School

**ALVA MIDDLE SCHOOL FACULTY AND STAFF
2010-2011**

Mr. Lucian Bliss	7 th Grade Geo/7 th Boys Athl/Coach
Mr. Brandon Bookout	8 th Grade S. S. /7 th & 8 th Boys Ath./Coach
Mr. Mike Conner	Band
Mrs. Ramona Cummings	Vocal/STUCO
Mr. Owen Dickson	6 th grade PE/ 7 th & 8 th Girls Athletics/Coach
Mrs. Heather Gottsch	Family & Consumer Science
Mrs. Mary Hamilton	Comp/6 th Comp Exploratory
Mr. Jerrod Hada	7 th Science/7 th & 8 th Boys Ath/Coach
Mrs. Kadie Lancaster	6 th Social Stud. Science/Rem. SS.
Mr. Jeff Levezow	6 th Science/8 th Science/Athletics
Mr. Greg McClure	Art
Mrs. Charita McOsker	Counselor
Mrs. Karen Mead	6 th & 7 th Reading/6 th Lang/6 th Scien/Rem Lang
Mrs. Tanya Phillips	6 th Reading/8 th Language/7 th Reading
Mrs. Jessica Shanbacher	Tech Ed/Coach/TSA Sponsor
Mr. Brian Smithey	Math/Academic Team Sponsor
Mrs. Krista Starbuck	Special Ed/7/8 Math/6 th Reading
Mrs. Rose Mary Stout	Foreign Language
Mr. Jerry Warden	6 th /7 th Language/Athletics
Mrs. Karleen White	Library/6 th Exploratory Art/STUCO
Mrs. Marisa Whitely	Special Education
Mrs. Keli Woods	6 th /7 th Math
Mr. Terry Conder	Principal
Mrs. Angie Flynt	Half-day Secretary
Mrs. Cynthia Olbert	Secretary
Mrs. Patricia Gluth	Custodian
Mr. Steve Magee	Custodian
Mrs. Verleta Eckels	Food Service Director
Mr. Tony Ishmael	Computer Services
Mr. Mason Lindquist	Computer Services Asst.

STUDENT HANDBOOK **Alva Middle School**

MISSION OF THE ALVA INDEPENDENT SCHOOL DISTRICT #001

The mission of the Alva Independent School District #001 is to provide the best educational opportunities for all students in a safe and orderly environment by offering the highest quality programs and services with maximum efficiency in the use of available resources acquired from district, state and federal sources.

NONDISCRIMINATION

It is the policy of the Alva Independent School District #001 to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran status.

STUDENT CONDUCT

The Alva Board of Education and the superintendent of schools may establish written policies, rules and regulations of general application governing student conduct in all buildings. In addition, each principal, within his/her building, may establish certain written rules and regulations consistent with those established by the Board of Education and the Superintendent.

The administration of Alva Independent School District is appreciative of the cooperative attitude of their students. It is important that our school learning atmosphere includes maintenance of order which permits cooperative students to pursue their education free from disruptions or distraction. The maintenance of order necessitates regulations relating to school discipline.

PARENT RESPONSIBILITY

The ultimate responsibility for student behavior rests with the parents. The following are among their specific responsibilities:

- (1) Support the school in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on their part. Send students to school after giving proper attention to health, personal cleanliness, and neatness of dress.
- (2) Maintain an active interest in the student's work. Make it possible for them to complete assigned homework, particularly by providing a quiet place and conditions for study.
- (3) Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
- (4) Cooperate with the school in attending conferences set up for planning for its continuous maintenance and improvements.

STUDENT HANDBOOK

Alva Middle School

PRINCIPAL'S MESSAGE

Our purpose is to ensure that Alva Middle School will assist the student and provide a variety of educational experiences, which will prepare each student to meet with a successful future. Each student is entitled to his/her fullest development in all areas of learning and experiences. But in each instance, we recognize the possibilities and limitations of individuals, expecting much of some, and less of others. The development of the student is the center of our thinking and all of our endeavors; the student's welfare is our central purpose for "building a foundation for success.

At AMS we believe that safety is a prerequisite for learning. As soon as students arrive at school, they report to a supervised area. There is also thorough supervision of hallways and outside grounds before and after school.

The policies and information contained in this student handbook are an effort on the behalf of the administration and the faculty to provide middle school students with the guidelines relating to school life. This information has been carefully prepared and presented in order to clarify rules as they apply to middle school students so that it will be of great value in helping each student adjust and become an intricate part of our school. The ultimate purpose of education is to help the student become an effective citizen in a democracy. The development and acceptance of responsibility and obligations of good citizenship will help each student participate successfully in the world of tomorrow. We hope that our students will participate in a variety of activities and thus find those things within our school, which will prepare them to live a better life, and finally take their place in this complex society.

Remember, each student's success in school will be directly proportional to their efforts. (YOGOWYPI-- You only get out what you put in.)

MIDDLE SCHOOL PHILOSOPHY

THE MIDDLE SCHOOL is an educational institution which functions as a bridge to connect the elementary school with the upper secondary; consequently, the focus and structure are uniquely its own. An effective middle school provides for the developmental needs of the ten to fourteen-year age group with a program that stresses both the development of the basic academic skills and provides an environment that assists students in their exploration of personal interests. The basic functions of middle level education are integration, exploration, guidance, differentiation, socialization, and articulation. These functions should be incorporated into a flexible program, which stresses personal development and academic achievement. The middle school focuses on the diverse social, intellectual, emotional, and physical needs by providing opportunities for competence and achievement; self-exploration and definition; social interaction with peers and adults; physical activity; meaningful participation in the school and the community; routines, limits, and structure; and diversity.

MISSION STATEMENT

The mission of Alva Middle School is to provide opportunities and encouragement for academic excellence, social interaction, emotional well being and physical development utilizing teaching strategies based on specific characteristics of the transitional needs of the middle school student.

CREED OF ALVA MIDDLE SCHOOL

I BELIEVE I am a capable and dependable student, full of possibilities and potential. There is no limit to what I can achieve.

I BELIEVE I must start today to prepare for my future by seizing every opportunity to learn. I will work hard, use my time wisely, AND practice the values of good citizenship. I pledge to accept the challenge to become a productive citizen and a lifelong learner.

I BELIEVE this is my time and my place. I will use each day to the fullest. I promise that each day will be gained, not lost, used, not thrown away.

I BELIEVE the choices I make today affect what I will have, what I will be, and what I will do in the tomorrows of my life.

GOALS OF THE MIDDLE SCHOOL

1. To provide for a transitional period between the self-contained classroom of the elementary school and the departmentalized specialized instruction found in the upper secondary.
2. To permit the organization of a program with emphasis upon a continuation and enrichment of the basic skills introduced in the elementary grades.
3. To provide an educational experience this will foster a favorable attitude toward school and learning.
4. To provide a wide range of personal choice activities in the academic and exploratory areas of the curriculum.
5. To provide for systematic development of interpersonal and small group interaction skills.
6. To develop skills of judgment based on sound moral and ethical principles.
7. To provide a program of guidance and personal services adapted to the needs of the ten to a fourteen-year age group.
8. To provide health and physical education activities unique to this period of rapid physical growth.
9. To provide an environment that will stimulate in each individual a desire to seek knowledge, to observe, to question, and to reach logical decisions.
10. To provide an atmosphere that in which instills a pride in self, school, and community?
11. To promote a sense of fair play in student attitudes and develop a respect for others, regardless of race, creed, religion, or national origin.

THREE DRIVING FORCES OF ALVA MIDDLE SCHOOL

School Spirit May Be Divided Into Three Categories:

1. RESPECT – Toward teachers, fellow students, and all others we come in contact with
2. PRIDE - In everything our school endeavors to accomplish and has accomplished
3. GREAT EXPECTATIONS-The quest for excellence in all things

SCHOOL COLORS

Gold and Black

SCHOOL EMBLEM

Goldbugs

WE'RE HERE TO HELP

From now until the time your child leaves Alva Middle School, we'll have student progress reports, parent-teacher conferences, grade checks, and monthly calendars-whatever is necessary to keep you informed about how your child is doing in school. If you have any questions or concerns, or if you need to discuss something in detail, feel free to call the school office or come in personally.

ATTENDANCE

State laws of Oklahoma require compulsory school attendance for anyone who has not reached the age of eighteen, graduated from high school, or furnishes satisfactory written evidence as to why the student should not attend school.

The curriculum offered in school is based on the assumption that the student will be present every day. No single factor will do more to aid a student's progress in school than regular attendance. If a student is absent, a parents must call the office between 8:00 A.M. and 9:00 A.M. each day the student is absent. A school representative will attempt to contact parents who do not call. If no contact is made, the absence will be recorded as unexcused. Students have 24 hours after the last day of their absence to get an absence excused. Students leaving during the day must be checked-out through the office by parents or guardian. **LEAVING SCHOOL WITHOUT CHECKING OUT WILL RESULT IN AN UNEXCUSED ABSENCE.** Someone from the office will call the student from class. Upon returning to school, the student must check into school at the attendance office. A student who is more than 15 minutes late is counted absent for the entire period. A student must be in class 90% of the time in order to participate in extra-curricular activities. (OSSAA regulation) Students may not be eligible to participate in an activity if they are absent from school the day of the activity except through special permission from the principal.

CALL ALVA MIDDLE SCHOOL ON THE DAY STUDENT IS ABSENT!

327-0608

SUPERINTENDENT'S OFFICE

327-4823

PERFECT ATTENDANCE

A student may not be ABSENT for any day or part of day or TARDY for any day or class for the school year to attain perfect attendance.

EXCUSED ABSENCES

An absence due to personal illness, death in the immediate family, family crisis situation, court, doctor or dental appointments, or religious holidays may be considered excused. The school reserves the right to request written documentation to verify any absence.

ADMITS AND ATTENDANCE

Each student who has been absent must have an admit reentering class. A student who fails to obtain an admit, must be sent to the office for an admit and will receive an unexcused tardy. Office personnel will determine whether the absence is excused or unexcused based on the attendance policy. Absence admits will be available in the office from 7:45 a.m. until 8:15 a.m., during the student's lunch period, and after school.

UNEXCUSED ABSENCES

Any absence not covered in the above criteria will be considered unexcused. This includes, but not limited to, absences such as truanancies, suspensions. Make-up work will not be allowed for credit for an unexcused absence.

DON'T COUNT ABSENT (DCA)

An official absence requested and sanctioned by the school, such as a school sponsored activity, may be allowed if the student has not used the maximum allowed days. The maximum number of absences for activities sponsored by the school or outside agencies, which removes the student from the classroom shall be ten (10) for any one class period each school year.

TARDY POLICY

All students who are late to class will be counted tardy. Teachers will report any students who are tardy on their attendance slip. The office will keep records of each tardy and issue discipline notes as needed.



* Detention time is after school 3:10-4:00 p.m.

* Students will bring home a letter stating detention time and date. Those notes are to be signed by the parent and turned in to the issuing teacher during that hour. Detentions will double for students who fail to return the detention letter.

- Step 1-- 1 tardy Student will be sent to the office for a tardy admit.
- Step 2-- 2 tardies Student will be assigned 1 detention.
- Step 3-- 3 tardies Student will be assigned 1 detention.
- Step 4-- 4 tardies Student will be assigned 2 detentions.
- Step 5-- 5 tardies Student will be assigned 2 detentions.
- Step 6-- 6 tardies Student will be assigned 1 ISS and conference with parents.

TRUANCY

A student who is absent without a valid excuse for four or more days or parts of days within a four-week period or is absent without valid excuse for ten or more days or parts of days within a semester will be reported to the student's parent/guardian and the Woods County District Attorney. The parent/legal guardians of the student may also incur legal liability regarding their failure to compel the student to attend school. (70 O.S. 10-106) At the close of each attendance period of the school term, the board of education of each school district shall notify in writing the Department of Human Services of the name of any child who has not been present for instruction at least eighty percent (80%) of the time without valid excuse as defined in Section 10-105 of Oklahoma School Law.

ABSENCES AND PARTICIPATION

Students must be in attendance at least one-half day before they are eligible to participate in any school-sponsored activity that same day. Any one-half day absence must be excused for participation.

PRE-ARRANGED ABSENCES

Parents who would like their student to be out of school for reasons other than those defined as excused absences must make arrangements with the principal in advance. Approval or disapproval will be based on such criteria as student grades, activities planned during the time of the requested absence, the number of absences the student has accrued, and/or the student's discipline record.

ACADEMIC HONESTY

It is our goal that each Alva Middle School student model academic honesty. *Academic honesty* reflects the ethical behavior of a student toward school curriculum, department institutions, and a student's responsibility to achieve without any unfair or dishonest advantage. *Academic honesty* is an attitude that values honesty above grades, friendship, social acceptance, and peer pressure. *Academic honesty* is doing the right thing, even when no one else is looking. *Academic dishonesty* is the attempt to obtain information, knowledge, or material from any other source and submit it as one's own work. This can be done either by giving or receiving information for homework, classroom assignments, or tests. *Academic dishonesty* in any form is not in keeping with the expected ethical values of the Alva Independent School District and our community.

Any student who violates or aids/assists in the violation of academic honesty on any assignment, test or project will receive the following consequences. In all cases, parents will be notified.

- 1st time-receive a "0" and after school detention
- 2nd time-receive a "0" and In School Suspension(ISS)
- 3RD time-receive a "0" and Saturday School
- 4th time-receive a "0" and Out of School Suspension (OSS)

ACCELERATED READER POINTS

The Accelerated Reader is a computerized reading management program. It combines great children's literature with a computer. It is an individualized reading program that motivates students to read more and better books.

Students at Alva Middle School are required to earn up to 25 AR points each nine weeks, based on their STAR reading tests scores, as part of their reading and language curriculum. Points earned, as well as averages on AR tests, count toward the students' nine weeks grade.

ACTIVITIES

ATHLETICS AND PHYSICAL EDUCATION

Physical Education is offered to 6th grade students. Competitive athletics and physical education are offered to 7th and 8th grade students. Physicals are required for competitive athletics and these must be on file before the child can participate and before the first day of practice.

CHEERLEADING

Cheerleaders are selected each year. They should exemplify school spirit and pride at all times. Cheerleaders are selected at the end of each year. A cheerleader is expected to be a role model and follow all designated rules. Cheerleaders must follow OSSAA guidelines for eligibility. Physicals are required for cheerleading.

STUDENT COUNCIL

Student Council is a governing body consisting of members from all three grades. Their objectives are to provide activities, which help build school spirit and pride. Members of the Council must maintain a grade average of no lower than a C. The student body chooses officers and representatives in the fall.

ORGANIZATIONS AT AMS

Student Council

Technology Student Association

Builder's Club

Academic Team

We are proud of each organization at Alva Middle School. We encourage each student to be involved.

ANNOUNCEMENTS

Announcements will be made each morning in homeroom during Bug Break. All announcements must be turned in before 8:00 a.m. each day and approved by the office.

ASSIGNMENTS FOR STUDENTS WHO ARE ABSENT

Teachers will make assignment sheets for each student who is absent. The office will pick up student's work if requested by the parent. Otherwise, the student will pick up work from the teachers when they return to school. DCA students will pick up assignments **BEFORE** they leave on an approved school activity.

BUG BREAK

Bug Break will be held each day between second and third class periods. Activities will include saluting the American and Oklahoma flags, recitation of the school creed, presentation of a thought for the day, and DEAR time. Announcements will be made at this time.

CLOSED CAMPUS

Alva Middle School is a closed campus. Students may bring lunches to school or eat in the school cafeteria. Students will be allowed to leave with their parents, guardians or other adults after parent/guardian has followed check out procedures at the school office. Students will not be allowed to be checked out to or leave with high school age students. Students are not allowed to order lunch from outside vendors to be delivered to the school.

After Lunch Procedures:

Plan 1 - Outside: Food and drinks are not allowed on the playground. All outside recreation is geared toward student safety. Students are required to stay in the assigned areas and away from the street.

Sixth grade student recess will be held on the east side of the building. Seventh and eighth grade student recess will be on the west side of the building.

Students are allowed to play the following games during the noon break:

- 1) Football- Students may play flag football. No tackling will be permitted. Flag football will be played on the northwest corner of the 7th & 8th grade playground and on the south end of the 6th grade playground.
- 2) Wall Ball- Students may play wall ball on the north side of the gym on the 7th and 8th grade playground and on the south side of the band room on the 6th grade playground.
- 3) Catch- Students who want to play catch with footballs may line up on the north edge of the 7th and 8th grade playground with lines running east and west.

Plan 2 - Gym: Students will go to the gym at noon if the weather is bad. Students will stay in the lunch area until they are directed by a duty teacher to relocate to the gym.

D.E.A.R. (Drop Everything and Read)

D.E.A.R. time will be held each day immediately following Bug Break. Students are to bring a library book to class for this activity. Students who are near the end of a book should bring ample reading material to allow them to read for the entire D.E.A.R. time. Students are not allowed to use this time to go to the library or take AR tests. At the end of D.E.A.R. time students will record in their reading logs.

DISCIPLINE

At Alva Middle School believing in ourselves is the first step toward success in other fields of endeavor. The staff believes that where students see themselves succeeding, they will strive for higher levels of expertise each day. Our goal is to teach our students self-management skills that are based on success. We believe in encouraging consistent behavior by rewarding positive student behaviors. To this end, the faculty and staff of AMS pledge to make every opportunity available for students to be successful each day and to develop behaviors that are good for them and others.

The following are general rules of conduct for all students at Alva Middle School.

- * Conduct yourself properly at all times
- * Respect the authority of all school personnel
- * Use the school grounds and school equipment properly
- * Respect school property and the property of others
- * Remain in areas designated by school personnel

This set of rules for students governs behavior in common areas, halls, assemblies, lunchroom, recreation areas, and all places where students and teachers from many classrooms must live and work together. Each teacher will have classroom rules that will be given to students.

The policies and rules for the responsibilities of students have been established and clarified to assist students in conducting themselves in a responsible manner while participating in educational activities. Every child has the right to an appropriate education. Any student choosing to interfere with that right by verbal or physical means will be disciplined. The discipline administered to any student is intended to improve the behavior of the student and to protect the rights of others.

The office of the principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. However, every teacher is responsible for discipline at all times and in all parts of the building and on the grounds. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary.

In cases where a student has been unable to adjust to his/her school environment and where his/her behavior has become so objectionable that the problem cannot be resolved otherwise, he/she will be referred to the principal. Every effort will be made to assist the student in overcoming his/her difficulty. Parents may be called in when it is felt that they can help the student become an acceptable member of the group. If all these efforts fail to obtain the desired result, the principal will make a final disposition of the case in line with the interest of the individual student and the school as a whole.

Discipline procedures will consist of the following as described in the written plan distributed to all students upon current enrollment:

- * Warn Students

- * Remove from class or group temporarily or permanently
 - * Parental Conference - by phone or in person
 - * Detention
 - * In School Suspension
 - * Corporal Punishment
 - * Financial Restitution
 - * Involve Law Enforcement
 - * Noon Detention
 - * Saturday School
 - * Refer to Other Social Agencies
 - * Suspension or Expulsion
 - * Out of School Suspension
- Any other disciplinary action deemed appropriate under the circumstance.

DISCIPLINE POLICY

CONDUCT AT SCHOOL SPONSORED EVENTS

Students shall follow the same rules at school-sponsored activities as they follow at school. Inappropriate behavior will be dealt with, and students may not be allowed to attend other outside school functions as determined by the administrator. School functions are an extension of learning.

FORMS OF DISCIPLINE

CORPORAL PUNISHMENT

Corporal punishment may only be given to a student who has a “Parental Consent to Administer Corporal Punishment” form signed by the student’s parent/guardian on file in the principal’s office. “Swats”, defined as using a wooden paddle to administer with reasonable force to the buttocks of students, will be given and witnessed by certified personnel in a school office, room or other place out of the presence of other persons.

IN-SCHOOL SUSPENSION (ISS)

ISS is an alternative form of discipline for breach of more serious issues. The student is removed from the regular educational environment yet continues to attend school and receive instruction. ISS is during the regular school day in the ISS room. A student must serve ISS on consecutive school days. A student in ISS may lose his eligibility to participate in extra-curricular activities at the discretion of the building principal.

The administration will notify the parent/guardian by telephone or written letter when a student has been placed in ISS. The classroom teachers will prepare assignments for each student and will grade these assignments upon his/her return. Each student will receive credit for work completed during this time.

OUT OF SCHOOL SUSPENSION (OSS)

Suspension is the temporary denial by the school administration of the right to attend class, school, or school sponsored or authorized functions. The principal has authority to suspend a student for a period of up to, and including, ten (10) days. The student has the right to appeal the suspension decision to a suspension appeal committee designated by the building principal. A student will be suspended from school for serious offenses and/or for multiple infractions of lesser offenses. No student suspended from school shall participate in nor attend extra-curricular activities on school property or their sites where school activities occur during the period of suspension. A student shall serve the assigned suspension period on consecutive school days. Be advised that the presence of a suspended pupil on any public school campus is prohibited.

Parents will be notified of out of school suspension. A student shall receive an educational plan of the core curriculum for days suspended beyond five (5) days. The parents shall bear the responsibility for monitoring the student's progress until the student is readmitted into school. Credit will be granted for academic work completed beyond the five (5) days at the discretion of the administrator. For OSS over ten (10) days, the student has the right to appeal the suspension decision to the board of education. The decision of the board of education is final.

SATURDAY SCHOOL RULES

This discipline program will be implemented in addition to corporal punishment. Saturday School can be held at anytime at the principal's discretion.

The following rules will be used for all Saturday School:

1. When a student is assigned to Saturday School the student will receive, from the principal, a "Saturday School Enrollment Sheet" and a "Saturday School Assignment Sheet." The student, parent/guardian, and the principal will sign these sheets prior to attending Saturday School.
2. The Student Enrollment Sheet will inform the student of the following:
 - a. The student will receive 100% credit for work assigned and completed.
 - b. Saturday School hours are 8:00 a.m.-2:00 p.m. in the assigned classroom.
 - c. Breaks are 9:15 – 9:20 a.m. and 12:20 – 12:25 p.m. d. Lunch is 12:00 – 12:20 p.m. (Student must bring a sack lunch.)

Rules: If any of the following rules are broken, no credit will be given for Saturday School attendance and further action will be taken. This might include out of school suspension.

1. The student must be in classroom ready to go to work at 8:00 a.m. sharp. (If late, the teacher will not admit the student.) The student will report to the principal at 8:00 a.m. the following Monday morning for further action.
2. The student must come with all materials needed. (Please bring books, paper, pencils, etc.)
3. Bathroom and drinks are limited to break times.
4. The student must bring lunch; permission will not be granted to leave the classroom.
5. No talking without permission.
6. No leaving seat for any reason without permission.
7. The student will raise his/her hand if wishing to speak.

8. All school dress codes will be observed.

If any of the rules are violated or student becomes a discipline problem for the supervising teacher, the student will be asked to leave immediately and will report to the principal the following Monday morning for further disciplinary action.

STUDENTS SUSPENDED BY ANOTHER SCHOOL Section A.

Alva Independent School District will prohibit any student who is under suspension from another school (public or private) from enrolling in the Alva School District. (hereafter the "Prohibition Term"). This prohibition includes students who establish or attempt to establish a bona fide residency within the Alva Independent School District either before or during their suspension from another school. Any student subject to a Prohibition Term pursuant to this policy may appeal that decision to the Superintendent or his/her designee by requesting such an appeal within five (5) working days (excluding weekends) of the student's notice of the decision. Any student dissatisfied with the decision of the Superintendent or his/her designee may appeal that decision to the Board of Education by requesting such an appeal within five (5) working days (excluding weekends) of the student's notice of the decision. Student appeal requests to the Superintendent and to the Board must be made in writing to the Superintendent. Failure to appeal in a timely manner waives all rights to further challenge such decision. On appeal, both the Superintendent or his/her designee and the Board of Education will consider the following issues:

1. whether the student is under suspension from another school
2. the reason for the suspension.

If the student was suspended from another school for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or the students, and then the Prohibition Term will be upheld. The

student will be eligible to enroll following the expiration of the Prohibition Term except as otherwise provided in Section C. of this Policy. If the student was suspended from another school for other than a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students, then the Superintendent or his/her designee will also consider (3) whether the length of the suspension and any conditions imposed pursuant to the suspension are consistent with the Alva School District's suspension policy for the same or similar offenses. If the answer to three (3) is in the affirmative, the Prohibition Term will be upheld. The student will be eligible to enroll following the expiration of the Prohibition Term. If the suspension imposed upon the student is found to be inconsistent with the Alva Independent School District's student suspension policy or practices for similar offenses, then the Superintendent or his/her designee may consider modifications to the Prohibition Term and/or the conditions associated with that Prohibition Term to make the Prohibition Term consistent with the Alva Independent School District's suspension policy or practices. Any student dissatisfied with the decision of the Superintendent or his/her designee may appeal that decision to the Board of Education by requesting in writing such an appeal within five (5) working days (excluding weekends) of the student's notice of the decision. The student will be eligible to enroll following the expiration of the Prohibition Term, as modified.

Student Seeking a Transfer Section B.

The Alva Independent School District will not approve a transfer of any student who is under suspension from another public or private school district at the time of the student's proposed transfer.

Students Removed from School by Administrative or Judicial Process Section C.

The Alva Independent School District will not provide education services in the regular school setting to any student who has been adjudicated as a delinquent for a violent offense or convicted as an adult or a violent offense or who has been removed from a school (public or private) by administrative or judicial process for a violent act or an act showing deliberate or reckless disregard for the healthy or safety of faculty or other students until the Alva Independent School District determines that the student no longer poses a threat to himself, other students or faculty. Any student excluded from the regular school setting pursuant to this policy may appeal that decision to the Superintendent or his/her designee by requesting an appeal within five (5) working days (excluding weekends) of the student's notice or the decision. Any student dissatisfied with the decision of the Superintendent or his/her designee may appeal that decision to the Board of Education by requesting such an appeal within five (5) of the student's notice of the decision. Such appeal requests to the Superintendent and to the Board must be made in writing to the Superintendent. Failure to appeal in a timely manner waives all rights to further challenge such decision. Upon appeal, both the Superintendent or his/her designee and the Board of Education will consider the following issues: (1) whether the student has been removed from school by administrative or judicial process; (2) whether the reason for removal was a violent act or an act showing deliberate or reckless

DRESS CODE

Students at Alva Independent Schools are expected to dress appropriately, be neatly groomed and shoes must be worn for the school setting. Clothing, accessories, or hairstyles that in the judgment of the principal create a foreseeable disruption to the educational environment or create a risk of health or safety to any person are prohibited at school or any school related activity. Disallowed clothing, jewelry, and accessories include, but are not limited to:

1. Clothing that reveals the midriff or inappropriately exposes other areas of the body (including legs) or undergarments.
2. "Cut-off" shorts
3. Sleeveless tops must cover to the point of the shoulder.
4. Tops with spaghetti straps, halter type tops, backless or see through clothing.
5. Low neck-lines, front or back.
6. Skirts and shorts must reach below a students finger tips with their arms held to the side.
7. Caps/hats(indoors)
8. Skin illustrations or hair styles that promote directly or indirectly alcohol, chemical abuse, tobacco, and criminal behavior
9. Clothing and/or athletic uniforms worn in a manner which is revealing, disruptive, or inappropriate for school setting
10. Gang colors or symbols including but not limited to:

- a. “Sagging” or baggy pants, sunglasses and wallet chains
 - b. Inappropriate moral conduct; nudity (partial or whole)
Obscenity; profanity; any form of violence, weapons, lettering or numerical figures that are profane or repulsive.
11. Pajama bottoms (PJ) or slippers.

Students wearing athletic shoes with pop-down rollers to school will check them in at the office immediately upon their arrival to school. Elementary students are **not** to bring them to school. A student may be sent home to change before returning to school. A student who chooses not to comply will be subject to further disciplinary action from school officials. All final decisions about dress will be made by the principal.

DRILLS

A fire drill or alarm will be a series of short blasts. A tornado drill or alarm will be a long bell. A map of escape exits is posted in each room. Teachers will review this with all students. Fire and tornado drills will be held throughout the year and should be treated in a serious manner.

FIRE PLAN

1. Alarm is series of short blasts and will sound.
2. Stay quiet at all times.
3. Line up single file at the door.
4. Move to the assigned areas. If there is smoke in halls stay close to the floor.
5. Teachers will walk all students to a safe area as directed by their teacher and remain there until an all clear alarm is sounded or other instructions have been given by the building principal or other designated person.
6. Stay with the teacher and listen for roll check.

WEATHER PLAN

1. Alarm is a long continuous bell.
2. Stay quiet at all times.
3. Line up single file at the door.
4. Move to areas directed by their teacher.

ELIGIBILITY NOTIFICATION

- a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b. Students must be passing in all subjects they are enrolled in during a semester; any student not passing all subjects enrolled in at the end of a week will be placed on probation for the next one week. A student still failing one or more classes at the end of the probation one-week period will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- c. Students must begin the school year as an eligible participant. If not, they are ineligible for a six weeks period. During this six-week period, the student must be passing all classes on a weekly basis.
- d. Notification will be sent home each Monday informing parents of a student's ineligibility. Parents must sign and return these notices the next day. Students who do not return the notification will be assigned one detention.

FIELD TRIPS

Students will be expected to follow school rules for field trips.

GUIDANCE

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of scores, careers education, study helps, help with home, school and/or social concerns, as well as individual and group counseling. Parents and students wishing to visit a counselor should contact the counselor in the guidance office to arrange an appointment.

The testing program is one method of determining the academic level, interests and abilities of students. This information enables the school to assist all students in achieving success in school. Test information is available through the counselor to the student, parent, and teachers. A cumulative record is kept for each student that contains a comprehensive record of the student throughout his/her school years.

GUIDELINES FOR DETENTION HALL AND IN SCHOOL SUSPENSION (ISS)

1. Detention will begin promptly at 3:10 PM and end at 4:00 PM
2. ISS will begin at 8:15 AM and end at 3:15 PM
3. Students must be on time. There will be no opportunity to start late.
4. All detentions will be given for a period of time no less than 40 minutes.
5. Students will not be allowed to come and go during the detention period.
6. No food or drinks will be allowed.
7. No talking is allowed. If a student is disruptive, he will be asked to leave and his time will be doubled. He will not be allowed to count the time completed before his removal from the room.

8. If a student fails to serve the discipline assigned due to circumstances genuinely beyond the student's control, the student must make up the discipline. Otherwise, if the student does not serve the discipline, it will be doubled.
9. If a student fails to report for a second time he will be assigned ISS.
10. Students will write school rules during the detention period if student fails to bring assignments to detention.
11. Students in ISS will do all of their schoolwork they would normally do.
12. Students in ISS will eat lunch in the ISS room. They may eat a school lunch or bring a sack lunch.
13. Students will make arrangements for transportation home after detention or ISS.
14. Students in ISS will be allowed one morning break and one afternoon break with permission from the supervising teacher.

MEDIA CENTER

The media center exists to serve the needs of our students and teachers. The new technology will widen opportunities for research and individual curiosity and exploration. It provides materials, which support the curriculum as well as providing materials, which are used, for pleasure reading. Books are checked out for a period of two weeks. If a student is not finished reading the book in two weeks, he/she may recheck the book. There is a fine of five cents per day on any book that is kept past the check in time. If a student has an overdue book, he/she will be notified by the librarian. Media center privileges may be revoked or students who fail to pay fines or return books. Magazines may be checked out overnight. Encyclopedias cannot be checked out. They are to be used in the media center. If a student has special needs, be sure to check with the librarian. Each year the AMS Media Center participates in the Sequoyah Book Award Program. Students will want to pay particular attention during the year as the librarian tells students about the Sequoyah books. The media center also operates the Accelerated Reader Program. Students will be required to earn a specified number of points by the classroom teacher. Points are earned by reading and passing a test on an AR book. Students may take tests for points in the media center at his/her convenience as long as arrangements are made with the librarian. A teacher or the librarian must be present when students begin testing. Students who earn points above those required may earn prizes and special privileges.

MESSAGES

Messages to students and teachers will be delivered the last ten minutes of each class period. Emergency messages will be delivered immediately.

PSYCHOMETRIST

Alva Independent School has a **psychometrist** on staff as well as a **psychometrist** provided by the Regional Education Service Center in Alva. Testing and test evaluation services are provided.

SCHOOL HOURS

1ST Bell—8:20

Tardy Bell—8:23

Tutoring Begins—8:05

1st Period Begins--8:23

End of Last Period--3:05

Arriving at School: Parents are requested to drop students off on the east side of the building each morning. Traffic and safety problems are created when students are dropped off on Flynn Street. Students who live in town should not arrive at school earlier than 7:50 AM.

Alva Middle School students will go directly to the cafeteria each morning and be seated until the first bell rings. Students will sit at the designated seating areas. Students may enter the middle doors by the front office to conduct school business before school. The Media Center will not be open before school. No students will be allowed in the halls before school. If prior arrangements have been made, students may meet with teachers for conferencing, make up tests, or additional help on Monday, Wednesday, or Friday mornings.

SPECIAL EDUCATION SERVICES

Special education services are provided for students who qualify. They include but are not limited to: Speech, hearing, developmental needs, language needs and gifted and talented education.

STUDENTS FAILING CORE SUBJECTS

Students who fail core subjects at Alva Middle School will take a remedial class the next year if personnel, resources (or money) are available. This class will count as an elective class and will not substitute for the core class.

This remedial class will be designed to re-teach important PASS objectives that a student is lacking. Students will take this remedial class at the same time they take a required core subject, i.e., English, math, social studies and science.

STUDENT PROMOTION POLICY

Students must be passing in three or more of the five-core curriculum areas (reading, language, science, math and social studies). Students who are enrolled in only four core curriculum areas must be passing in two or more of those classes (Math, Science, Language, and Social Studies). Students failing to meet these criteria will be considered for retention. Parents will be notified throughout the year of the student's progress. The decision to retain will be made by a school team including the teacher(s), counselor, and principal.

CHANGE OF ADDRESS

All serious accidents or illnesses are reported to parents. Please keep an updated phone number, address and person to contact for emergencies on file in the school office.

CHILD NUTRITION PROGRAM

BREAKFAST PROGRAM

The breakfast program is operated at Washington Early Childhood Center/Alva Middle School beginning at 7:45 each morning. NO EARLY ARRIVALS WILL BE ALLOWED TO ENTER THE BUILDING. The breakfast program is for all Alva Independent School students.

LUNCH/MILK PROGRAM

Due to excess charging of lunches and extra milk (morning break), the policy concerning the Alva School Lunch Program is as follows:

- (1) Students from the Middle School will be allowed to charge for five (5) days. Staff will be allowed to charge for (5) days.
No charges will be allowed the last ten (10) days of school.
- (2) No extra milk will be charged. All extra milk MUST be paid in advance.
- (3) Sack or cold lunches may be brought from home. Be sure to identify your student’s box or sack. Milk or juice in a thermos or unbreakable container may be brought from home.
- (4) Applications for FREE or REDUCED lunches are available at the school offices.

Prices of lunches are as follows:

1 day	\$1.75	2 weeks	\$17.50
1 week	\$8.75	Extra milk	\$.40
Guests	\$4.00	School Employees	\$ 2.75

Price of breakfast

1 day	\$ 1.25
1 week	\$ 6.75
2 weeks	\$ 13.50

FOOD AND DRINKS IN SCHOOL VEHICLES

Any food or drinks in the school vehicles will be at the discretion of the activity sponsor or bus driver. The bus transportation director is responsible for providing clean vehicles. All school personnel using school transportation will be responsible for returning the vehicle(s) clean.

SPECIAL EDUCATION

Special education services are provided for students who qualify. They include but are not limited to: Speech, hearing, developmental needs, language needs and gifted and talented education. Note: In changing the placement of students identified as “disabled” under the Individuals with Disabilities Education Act or the Rehabilitation Act of 1973, the Alva Independent School district will follow state and federal laws and regulations.

DISCIPLINE INFRACTIONS

ALCOHOL/CHEMICAL ABUSE

Attending class alert and ready to learn is a prime responsibility of students at Alva Independent Schools. The inability to function in class may occur because of illness, injury, or drug use, prescribed or illegal. A student may be referred to the principal's office after demonstrating one or more of the following behaviors: sleeping in class, drowsiness or listlessness, slurred speech, poor general health (red eyes, flushed skin, etc.), odor of smoke, abnormal or erratic behavior, inability to concentrate, wearing jewelry or clothing which promotes drugs, alcohol or tobacco use, fighting, possession of illegal drugs, alcohol, or tobacco. A trained employee of Alva Independent Schools may check the neurological function of the student by means of simple examination of the papillary reflexes and muscle functions of the eye (Rapid Eye Test). This procedure is frequently used in Alva Independent School athletic programs to determine if the brain functions have been impaired by injury, illness, or disease. If neurological dysfunction is suspected, regardless of the cause, the parent/guardian will be contacted immediately. In most cases, civil authorities will also be contacted. The above behaviors, as well as the neurological examination, may be sufficient probable cause to search the student (clothes, locker, vehicle, book bag, etc.) for illegal drugs, drug paraphernalia, weapons, or other contraband.

See Drug-Free Schools and Campuses Policy for Discipline. Appendix 1

ASSAULT AND BATTERY (DEFINITION)

Assault –INTENTIONAL creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. This includes verbal threats. Battery-is defined as: OFFENSIVE, UNCONSENTED TOUCHING OF ANOTHER'S PERSON, and THIS INCLUDES FIGHTING AND THROWING OBJECTS. Appropriate initial action as determined by site administrator shall be taken and/or suspension.

ASSAULT ON SCHOOL EMPLOYEE

A school employee shall mean any duly appointed person employed by or the employee(s) of a firm contracting with the Alva Independent School system for any purpose including such personnel not directly related to the teaching process and board members during board meetings. Every person who without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 70 O.S.Section 9-113.

CHEATING/PLAGIARISM

See Academic Honesty Policy under Grades.

COURTESY

Courtesy to teachers, school employees, other students and visitors is a tradition of Alva Independent Schools. Each student should strive to be considerate of others despite racial, religious or economic background. Students should respect and obey teachers. Students should treat all other adult employees of the school with courtesy and follow any request or directive given by them. Office personnel, custodians and Cafeteria workers should be treated with courtesy and follow any request or directive given by them. Rudeness will result in disciplinary action.

DISRESPECT

Obscene language or defiance of school personnel is not permitted nor shall any student use insulting or abusive language to other students. A pupil will be removed from a classroom and supervised elsewhere when, in the judgment of the teacher, the student is interfering with the teaching/learning situation. At the time of removal, the teacher may request a conference to be held between the teacher, the parent, and the Principal.

DISRUPTIVE BEHAVIOR

Disrupting behavior is failing to follow classroom rules and/or disrupting the educational environment. Disruptive behavior will result in disciplinary action.

ELECTRONIC DEVICES/NUISANCE ITEMS

Electronic devices such as tape players, **CD players**, radios, **cell phones**, lasers, paging devices, **MP3 players**, video games, water guns and cards may not be used during the scheduled class time. Students may only use their phones and other devices before or after school. Students will be allowed to keep their electronic devices with them. **AS LONG** as these items are not **SEEN, HEARD** or **OBSERVED BEING USED IN ANYWAY** (such as texting inside a hoodie). A cell phone compliance form must be filled out and signed by the student and parent and on file at the office. Students who chose to keep these items with them take the risk of lost, damaged or stolen items. The school will not be responsible for these items. Students will be allowed to turn in their electronic devices at the office where we will store them until the end of the day.

EXTORTION

Extortion is the taking of money/property by anyone who uses threats, or other illegal use of fear or coercion in order to obtain money/property, and conduct that falls short of the threat to personal safety required for robbery. Students found guilty of extortion shall be subject to further disciplinary action from school officials and/or legal authorities notified.

FAILURE OR REFUSAL TO SERVE ASSIGNED DISCIPLINE

If a student fails to serve the discipline assigned due to circumstances genuinely beyond the student's control, the student must make up the discipline; otherwise, if a student fails to serve the detention, it will be doubled. If a student refuses to serve the discipline, the student will receive out-of-school suspension. Upon returning from the suspension, the student must serve the original discipline.

FIGHTING

Any fighting during the school day may result in an in-school suspension or an out-of-school suspension. Other occurrences may mean a suspension of up to one semester. If, in the administrator's judgment, the student may pose a threat to himself or others, he/she will be immediately removed from school.

GANG ACTIVITIES AND SECRET SOCIETIES

Gangs, satanic cults, and other secret societies are prohibited. Any behavior that promotes gang activity is strictly prohibited. Definition: For the purposes of this policy, a "gang" is any group of two (2) or more persons whose purposes include the encouragement, support, or commission of illegal acts or acts in violation of disciplinary rules of the Alva Independent Schools.

GRIEVANCE PROCEDURE FOR STUDENTS AND PARENTS

- (1) If the issue involves a teacher, the student or parent will address the issue with the teacher.
If the issue is not resolved, the issue will be brought before the principal.
- (2) If the issue involves another student or other school personnel, the parties will address the issue with the principal.
- (3) If the issue is not resolved, the parties will bring the issue before the superintendent.
- (4) If the issue is not resolved, the parties may file for a hearing with the board of education through the office of the superintendent at least seven (7) days prior to the next scheduled board meeting. The decision of the board is final.

BULLYING

Bullying includes but is not limited to...

- * Bullying is aggressive behavior or intentional harm-doing
- * Bullying can be physical, verbal, emotional, or sexual

- * Bullying is carried out repeatedly over time
- * Bullying occurs within an interpersonal relationship characterized by an imbalance of power.

HARASSMENT

Harassment includes, but is not limited to: OFFENSIVE teasing, uncontested communications with another student, taunting, slanderous remarks regarding another student, (O.S.21-1990) and is prohibited and will be subject to disciplinary action, including suspension.

HAZING

Hazing, in any form, such as harassment, bullying, and/or intimidation are prohibited by the school and school sponsored activities, (Including as a part of admission to a club or organization) (O.S. 21-1190) is prohibited and will be subject to disciplinary action, including suspension.

INSUBORDINATION

A student found to be disobedient to the authority of school personnel, and/or failing to follow the directive of the personnel without just cause determined by the principal shall be disciplined.

INTERROGATIONS OF STUDENTS

In the event it is necessary for properly identified officials of agencies who have a right of access to students to interrogate or interview students at school during school hours, the school shall cooperate on the following basis:

1. Interrogation: (Law Enforcement Officials)
It is the responsibility of the law enforcement officer to notify the parent or legal custodian prior to an interrogation. Whether or not the interrogation by the law enforcement officer. The principal or designee shall be present during the interrogation. A tape recording of the interrogation may be made by the principal.
2. Interview: (Law Enforcement Officials, Department of Human Services Personnel and Court Related Community Service Officials) The agency official may notify the parent/legal custodian prior to an interview; however, it should be recognized that sometimes circumstances preclude notification prior to the interview or would impede the investigation. The principal or designee shall be present during the interrogation. The principal may make a tape recording of the interview.

LANGUAGE OTHER THAN ENGLISH

Each student's cultural heritage will be respected, and in appreciation for diverse backgrounds, will be encouraged in the school setting. Classroom instructions will be given in English, and the student's response is expected in English with the obvious exception of foreign language classes. If a student is having difficulty with the spoken English language and needs concept clarification in his/her native language, the effort will be made to find help within the school or among parent volunteers. Conversational use of the student's native language will be accepted outside the classroom as long as it is within the bounds of good taste that English-speaking students are expected to follow. Profanity or personal insults in any language will not be tolerated.

LIBEL

Libel is a written, false and unprivileged statement about a specific individual which tends to harm an individual's reputation. Libelous actions will result in disciplinary action.

LITTERING

Students are expected to show pride in Alva Independent Schools and be good neighbors around our campuses. Students are expected to place their trash in the appropriate containers both inside and outside the building. Students who litter will be subject to disciplinary action.

MISINFORMATION

Misinformation is willfully giving misinformation by commission (lying) or omission (misinforming by remaining silent) and will result in disciplinary action.

OBSCENITY/PROFANITY

Obscene material including, but not limited to: illustrations (drawings, paintings, photographs), oral or written materials (books, letters, poems, notes, tapes, CDs, videos), which are commercially or student produced are prohibited. Students may not use obscene or profane language or gestures including but not limited to: symbols (verbal or written), while at school or at all school sponsored activities. Students who use obscene language in their everyday conversation may be assigned to ISS and/or swats for the first offense. Other infractions may result in OSS. Students who use inappropriate language or gestures directly toward a teacher will be suspended out-of-school up to ten (10) days or possibly the remainder of the semester.

PRINTED MATERIAL

All printed or written materials, signs or posters, not posted by the Alva Independent Schools, must have approval of the superintendent. Failure to obtain proper clearance may result in disciplinary action.

PUBLIC DISPLAY OF AFFECTION (PDA)

In appropriate physical contact including, but not limited to, intimate touching, kissing at school or school-sponsored activities is prohibited. Students in violation of this policy will be disciplined.

SEARCH OF SCHOOL PROPERTY

All school property such as locker, desks, books, that are assigned to students is the property of Alva Independent Schools. The student will be given a temporary right to use property, and this right may be revoked at any time. School property will not be used to store materials or objects that are in violation of school rules. The school principal or designee may authorize the search of school property temporarily assigned to a specific student without the permission of the student or the presence of the student. Students have no expectation of privacy as to lockers, desks, or other school property temporarily assigned for their personal use. School personnel may remove from lockers desks any articles that are prohibited at school or could be used to interfere with or disrupt the educational process.

SEARCH OF STUDENT'S PERSON

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property (including personal vehicles) in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for contraband, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, electronic paging devices or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during activities. The search of a person shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex

if practicable. No student shall be strip-searched. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing.

SEXUAL HARASSMENT

Sexual harassment is behavior shown toward another person without coerced consent that is personally OFFENSIVE to that person. It debilitates morale and therefore interferes with the working or learning effectiveness of its victims and their peers. Sexual harassment includes, but is not limited to: gestures, jokes, touching in a sexual way (grabbing, pinching, and “brushing up against” another person), symbolic, verbal and written communications with sexual innuendoes, and the dissemination of information (gossip), true or false, about a person. Sexual harassment in any form will not be tolerated and complaints will be investigated.

STEALING, DESTROYING OR DEFACING SCHOOL PROPERTY OR PERSONAL PROPERTY AT SCHOOL

No person may steal, deface, or destroy another person’s property or public property during school or going to or from school, school-sponsored, or authorized activities, functions or events. This behavior shall not be tolerated and will be subject to, but not limited to, ISS, OSS, and/or restitution. Every effort will be made to work with parents to have those responsible make restitution to the school or person either in cash payment to the district treasurer or person or by work arrangements with the site principal. (OK 23 ss 10) (Section 1037 School Laws of Oklahoma)

TOBACCO AND TOBACCO PRODUCTS

Students shall be prohibited from smoking, from the use of snuff, chewing tobacco or any other form of tobacco product in the buildings and on the grounds of the Alva Independent School facilities. State Law 63 O.S.

DANGEROUS WEAPONS POLICY

The policy of Alva Independent School District I-001 toward dangerous weapons is a “zero tolerance” posture which absolutely prohibits the use and/or possession of dangerous weapons on school premises or at school functions. This policy on dangerous weapons is applicable to all students without regard to age or grade. For the definition/consequences of dangerous weapons, refer to the following list.

* Guns or Devices capable of discharging or throwing projectiles –

The term as defined in this policy shall include but not be limited to (1) rifles, pistols, or shotguns of any caliber and /or; (2) BB guns or air pistols and/or; (3) potato throwers, paint ball guns, dart guns or blow guns and/or; (4) any other device the purpose of which is to throw, discharge and/or fire objects, bullets or shells.

The use, display or possession of any kind of gun, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, on the campus, parking lots, premises or property of Alva Schools or during school sponsored activities, functions or events shall result in the immediate expulsion of all students involved for a period of time which shall be not less than one calendar year. However, the superintendent or designee may modify the expulsion requirement on a case-by-case basis for clearly extenuating circumstances.

Any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy, shall also be subject to expulsion for not less than one calendar year.

* Facsimile of gun – Any student who has a facsimile of a gun including a cap, toy, or

water gun or any other item resembling a gun in his/her possession at school or any school-sponsored event will be disciplined as follows: (1) Parent/guardian will be notified; (2) The student may be suspended; (3) If harm or threat should occur, the student will be dealt with the same as having a gun.

* Knives, Weapons, or Other Dangerous Devices – The term “knife, weapon or device” shall include but not be limited to (1) knives of all sizes and types; (2) brass knuckles, chains, clubs, and sharp instruments; (3) explosives, bombs, combustible fluids or materials, firecrackers, poisons, chemicals or spray paint and/or; (4) knives, weapons, or devices, the use, threat or purpose of which is to cause personal injury or property damage.

1. The use, display or possession of ANY kind of knife, weapon or device capable of stabbing, cutting, injuring, maiming or disfiguring other persons OR damaging property, on the campus, parking lots, premises or property of Alva Schools or during school sponsored activities, functions or events may result in the following disciplinary action against all students involved. AND

2. Any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a knife, weapon or device capable of causing personal injury or property damage in violation of this policy, shall also be subject to the same disciplinary action as the student who actually uses, displays, possess or threaten to use such knife, weapons or device.

3. For students identified under (1) and (2) above, the following disciplinary actions are to result for all students involved:

* Warning: A warning will be given when the knife, weapon or device – (a) has not been displayed or used in a threatening manner and; (b) has not caused any harm, injury, destruction or damage and; (c) is a knife or device commonly used or carried by persons for use other than as a weapon and (d) no verbal threats to use such knife, weapon or device in an inappropriate manner have preceded the possession and (e) the student has no prior school disciplinary record of physical violence, aggression, injury, damage or threats.

* In School Suspension: In School Suspension for ten (5) school days shall occur under any of the following conditions – (a) if the student has previously been warned not to bring such knife, weapon or device on school property or to the school events; or (b) when the knife, weapon or device is one not commonly carried and is used, intended or designed for the purpose of causing physical injury or property damage; or (c) when the particular circumstances surrounding the use or possession posed a danger to persons or property.

* Expulsion: Expulsion for not less than one semester shall occur under any of the following conditions – (a) when the knife, weapon or device was used or displayed in a threatening manner; or (b) when the knife, weapon or device has caused harm, injury, destruction or damage to persons or property; or; (c) when the student involved has threatened any other person with harm or physical injury with a knife, weapon or device; or (d) the student has a prior school disciplinary record of violence, aggression, injury, damage or threats.

Any custodial parent or guardian of a child under eighteen (18) years of age whose child commits the crime of possession of a firearm on school property may be fined not exceeding Two Hundred Dollars (\$200.00, or ordered to perform community service not exceeding forty (40) hours or both such fine and community service. To satisfy any community service requirement, the court may give preference to work which benefits the school said child attends. Said penalty shall be an administrative penalty and shall not be recorded on the custodial parent's or guardian's criminal record. The fine shall be payable to the court clerk to be deposited in the court fund. Nothing in this section shall prohibit the filing or prosecution of any criminal charge. (21-858) Sec. 488.2 Oklahoma School Law

GENERAL INFORMATION

ENROLLMENT REQUIREMENTS

To gain admission to Alva Independent Schools, a student must be a legal resident of the district or a legal transfer. The student must be residing with the student's parent(s) or legal guardian and be willing to abide by the rules and guidelines of the school as maintained by the Alva Board of Education. A birth certificate and record of immunization is required for each student entering school. The minimum chronological age for children starting the four-year-old program is four years of age on or before September first of that year and students starting kindergarten must be five years of age on or before September first of that year.

FUND RAISING EVENTS

The board of education is charged by law to approve all fund raising efforts by school groups.

GUIDANCE

Services include personal, academic, career counseling, scholarship, and financial aid information. Counselors work with students, parents, and teachers to help solve school-related problems. The staff includes three full-time counselors, one at the high school, one at the middle school and one for the three Elementary schools. Parent-teacher conferences may be set up through a student's counselor. The goal of the guidance staff is to best meet the student's needs. For assistance, call 327-4823.

HEALTH SERVICES

Students' health problems will be handled through the students' teacher and the office. Each student must have an emergency number on file in the office. Parents should counsel with school officials about individual problems.

IMMUNIZATIONS

Overview of Immunization Requirements:

You may contact the Woods County Health Department or personal health provider for the immunizations required. The vaccinations are given at the health department free of charge. (see Woods County Health Dept. immunization days and times on Immunizations attachment) The Oklahoma State Department of Education Certificate of Exemption must be completed for exemptions due to medical, religious or personal reasons your child cannot take the required vaccinations. If your child has already received the vaccine, please send a copy of his/her immunization record to the school office. (70 O.S. 1-116.2)

INSURANCE

Alva Independent School system does not furnish insurance to cover accidents students might incur while attending school, school functions, and during practice or athletic competition. Insuring the students is the Parents' responsibility. Insurance forms are available in the school office at the beginning of school.

LOCKERS/DESKS

Lockers/desks will be assigned at the beginning of school. Students will be expected to use the lockers/desks assigned to them and to keep them neat and clean at all times. **DO NOT STORE** food, drink or gym clothes in hall lockers.

The uses of tape and/or stickers are not allowed on lockers/desks. At AMS personal locks may be brought from home to secure assigned lockers. A second key or combination must be made available in the school office prior to securing a school locker. Students leave articles of value in lockers/desks at their own risk. Students are responsible for anything found in or stolen from their lockers/desks.

Lockers and desks are the property of the school and are assigned to the students for use. Students hold no expectation of privacy in their lockers/desks or any other school property. School officials have the authority to search all school property (including lockers) at any time without notice and to seize any property by law or school policy.

MEDIA CENTER

Library procedures and policy are under the direction of the librarian/assistant. Fees or fines will be assessed for damaged, lost, and overdue books and materials. Students may be liable for destroying or failure to return library materials. (21 O.S. 1739)

MEDICATION

Parents must sign a release form for school officials to dispense medication to students. All medications (prescription and non-prescription) will be kept in the school office. (70 O.S.1-116.2) Prescription medications must be in a pharmacy container and properly labeled by a pharmacist with the following information provided:

- (1) Name of student
- (2) Current date
- (3) Name of drug
- (4) Dosage
- (5) Time to be administered
- (6) Physician's name
- (7) Pharmacy name and telephone number
- (8) Whether the child has asthma or other disabilities which may require immediate dispensation of medicine.

A student who is permitted to self-administer asthma medication pursuant to the policy for Self-Administration of Asthma Medication, shall be permitted to possess and use a prescribed inhaler at all times. Non-prescription medication must be presented to the office in the original container with proper company label and contain the name of the drug and directions for administering. **ALL MEDICATIONS MUST BE REGISTERED.**

MINUTE OF SILENCE LAW SENATE BILL 815

This law requires all school sites within the district to observe approximately one minute of silence each day.

The Alva BOE requires that the staff in charge of daily school announcements read "As we begin (or end)

another day, let us pause for a moment of silence to reflect, meditate, pray or engage in other silent activity.”

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be held at the middle of the first and third nine-week periods. Parents are encouraged to contact the school at any time if they have any questions or concerns.

SAFE CALL

Safe call is a toll-free anonymous hotline number. The call is free and one’s name is never asked. 1-877-Safe Call ext. ok1 (877-723-3225 ext. 651)

SPECIAL EDUCATION

Students with disabilities who are residents of Oklahoma have available to them a free appropriate public education as mandated by the Individuals with Disabilities Education Act (IDEA), P.L. 101-475. Schools have a comprehensive child identification district plan to identify, locate and evaluate those children with disabilities, birth through 21 years of age, who are in need of special education and related services.

STUDENT RECORDS-FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

Parents and students over eighteen (18) have the following rights under FERPA:

- (1) The right to exercise a limited control over other people’s access to the student’s educational record.
- (2) The right to seek to correct the student’s record, in a hearing, if necessary.
- (3) The right to report violations of the FERPA to the U.S. Department of Education.
- (4) The right to be informed about FERPA rights and procedures.
- (5) The district will arrange to provide translations of this notice to non-English

speaking parents/legal guardians or students over eighteen (18) at a cost per page.

The district will arrange to provide translations of this notice to non-English speaking parents/legal guardians or students over eighteen (18) at a cost per page.

Parents may be denied copies of a student’s record:

- (1) After the student reaches eighteen (18) years of age
- (2) When the student is attending an institution of post-secondary education
- (3) If the parent fails to follow proper procedures and pay copying charge

Any school official may release the following student directory information without violating the FERPA or

the Oklahoma Open Records Act (51 O.S. 24A.16):

- (1) Name of student
- (2) Address
- (3) Telephone number(s)
- (4) Parents’ name
- (5) Major field of study
- (6) Participation in officially recognized activities and sports
- (7) Height and weight of members of athletic teams
- (8) Hair and eye color
- (9) Class designation, (i.e., first grade tenth grade, etc.)
- (10) Dates of attendance (“from and to” dates of enrollment)
- (11) Degrees and awards received
- (12) Most recent previous school attended
- (13) Date of birth

- (14) Photograph
- (15) Videotape not used in a disciplinary matter
- (16) Student work for display at the discretion of the teacher (no grade displayed)
- (17) Directory information posted on website/internet.

Within the first three weeks of each school year, the Alva Independent School district will publish in the Alva Review Courier the above list, or a revised list, or the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they will have ten (10) school days to advise the school district in writing (a letter to the school superintendent's office) or by completing the FERPA Form for this purpose, whether to release all or no information about that student.

At the end of the ten day period, each student's records will be appropriately marked by the record custodian to release all or no directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student. Non-directory educational records are private or confidential records maintained by the school regarding a current or former student.

TELEPHONE USE AT SCHOOL

Students may only use the telephone with the permission of the principal or designee for necessary, school related business. Phone messages will be delivered to students at the appropriate time.

TEXTBOOKS

Textbooks are furnished by the state or school district. All students are responsible for damage or loss of books. Students will be expected to pay for the damage that is done to books outside of normal wear and tear.

VISITORS

All visitors are asked to report to the office upon arrival at school. Visitors will sign the visitors' log and be given a visitors' badge to wear as identification. If, in the judgment of the school principal, the visitation is inappropriate, the visitor(s) will be asked to leave. Student visitors or younger relatives will not be permitted at any time. One-day advance notice will be required for parents wishing to eat lunch at school. Visitors are not to loiter on school grounds. Visitors may be denied permission to visit school property for specific reasons as determined by the principal.

WITHDRAWAL (moving) FROM SCHOOL

In order to insure proper handling of school records and to facilitate entrance into another school, a student wishing to withdraw from school shall:

1. Have parent call or come to office.
2. Obtain a withdrawal notice from the principal's office as early as possible on the day he/she intend to check out of school.
3. Have the withdrawal notice properly endorsed by teachers for all class periods, the librarian, the secretary, counselor, and the principal.
4. Secure grades from teachers.
5. Bring the completed checkout sheet to office by 3 p.m.

The student should have in his/her possession the following items before leaving school: report cards, P.E. equipment and other personal belongings, health record, and the signed withdrawal notice from principal's office.

Upon receiving a request from the receiving district all records will be transferred.

**INTERNET
USE OF THE WIDE AREA NETWORK
AND OTHER TECHNOLOGICAL RESOURCES**

The Board of Education provides the wide area network, local area networks, internet access, and other technological resources for the purpose of supporting and enhancing learning and teaching. The board recognizes that guidelines must be established to assume that these technologies are used to provide activities that are appropriate to the learning environment. Some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. The board cannot guarantee that a student will not encounter questionable material on the Internet.

Acceptable uses of the network and Internet are activities resulting from specific tasks and assignments which support learning and teaching and promote the district's mission and goals.

Prohibited uses are those which violate the right to privacy or access to materials, information or files of another individual or organization without permission; violate the copyright laws; spread computer viruses; deliberately attempt to vandalize, damage, disable, or disrupt the property of the district, another individual, organization or network; or any effort to locate, receive, transmit, store or print files or messages that are profane, obscene, sexually explicit or use language that is offensive or degrading to others. Use for commercial activities, product advertisement or political lobbying is also prohibited.

The district is responsible for protecting its networks in a reasonable manner against unauthorized access and/or abuse while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and punitive measures for violating them.

Before a student may access the Internet, written parental permission will be required. In those cases involving adult student training, business and industry training, or eighteen (18) year-old students, a signed statement declaring the participant's intent to comply with district policy and guidelines will be required.

The superintendent or designee shall be responsible for developing guidelines to govern the use of these technologies in the district.

To remain eligible as users, students use must be in support of and consistent with the educational objectives of the district. Access requires responsibility. Students and all other users of the district's networks and other technological resources are responsible for respecting and adhering to local, state, federal and international laws guidelines governing use of information and the available technologies. Any attempt to violate the guidelines, terms and conditions for use of technology, the network or the Internet may result in revocation of user privileges, other disciplinary actions consistent with board of education policy and existing practice regarding inappropriate language or behavior including suspension from school, and/or appropriate legal action.

The district makes no warranties of any kind, either express or implied, for the Internet access it is providing. The district will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service; for the accuracy, nature or quality of information stored on district diskettes, hard drives or servers; nor for the accuracy, nature or quality of information gathered through district-provided Internet access.

The district will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet. Internet Terms and Conditions see appendix 3.

CONSEQUENCES OF MISCONDUCT

1. First time offending students will be issued a grade of 0 (zero) in the class.
2. Second time offending students will be issued a grade of 0 (zero) in the class and 3 days of In School Suspension. Students participating in any school sanctioned activity (both competitive and noncompetitive) will be ineligible during the In School Suspension days.
3. Third time offending students will be issued a grade of 0 (zero) in the class and 1 day Suspension from school. Students participating in any school sanctioned activity (both competitive and noncompetitive) will be ineligible the day of Suspension.
4. Any subsequent violation will result in the loss of the right to participate in any activity or sports for the remainder of the semester. Students will give up any honors, elective office, or recognition of excellence.
5. Any subsequent violation will result in the loss of the right to participate in any activities or sports for the remainder of school calendar year and will forfeit the right to locally generated scholarships or academic awards.

IT IS THE STUDENTS RIGHT TO APPEAR BEFORE THE COMMITTEE ON ACADEMIC CONDUCT IF YOU FEEL YOU HAVE BEEN WRONGLY ACCUSED.

ELIGIBILITY

A student must maintain academic eligibility to participate in any authorized school activity. For academic eligibility purposes authorized school activities include, but are not limited to, competitive events against other schools, field trips, student activities outside the normal school day, and non-classroom activities. A student who is ineligible will not suit up or travel with the team group or organization. Students participating in school activities must be in attendance 90% of the time. All students will be required to have passed five (5) classes at the end of the previous semester and maintain a passing grade on a weekly basis in all subjects before participating with an athletic team, competitive activity class, etc. (OSSAA Rule).

GRADES

Progress reports will be issued at the mid-term of the semester. Report cards are issued at the end of each semester. Only semester grades are recorded on the permanent record (transcript). The following grading scale is used at Alva Middle School:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 0-59

All grades will be rounded to the nearest whole unit. Students must be in class 80% of the time to receive credit for the class (exception-DCA's and special permission from the principal's office). No credit (N/C) or "F" will be given if the student fails to meet the attendance requirement.

GRADING OF CLASS ASSIGNMENTS

The following guidelines will apply:

6th Grade

- Day 1 full grade (day assignment is due)
- Day 2 15% off of grade made on assignment
- Day 3 30% off of grade made on assignment
- Day 4 a zero is given for the assignment

7th Grade

- Day 1 full grade (day assignment is due)
- Day 2 30% off of grade made on assignment
- Day 3 a zero is given for the assignment

8th Grade

- Day 1 full grade (day assignment is due)
- Day 2 50% off of grade made on assignment
- Day 3 a zero is given for the assignment

HOMEWORK

Student homework assignments may be given per the teacher’s classroom policy. Students will be allowed a minimum of a “**day-for-a day**” to turn in homework when the student has been absent from school with permission. (i.e. A student who is absent on Monday due to an excused absence and comes back to school on Tuesday must turn in assignments on Wednesday for the classes missed.) Students absent without permission or approved documentation will receive a grade of zero for missed assignments including homework.

No extra credit will be allowed except for academic work.

HOME SCHOOLED AND NON-ACCREDITED SCHOOL ENTRY POLICY

Pupils entering Alva Independent Schools from a secondary school not accredited by the State Department of Education or home schooled may be administered a comprehensive evaluation in the core subject areas and shall be placed according to their level of mastery by the State Department of Education’s Priority Academic Student Skills. All assessments shall be administered by the Alva Independent School District, and the results shall be kept on file for one year.

1. In order to enroll in courses that have a prerequisite, a student must pass proficiency examination.
2. Proficiency must be demonstrated by comprehensive evaluation on courses required.
3. Comprehensive evaluation will only be given for core curriculum courses.
4. Comprehensive evaluation results will be posted on individual students’ records.

INCOMPLETE GRADES

Incomplete class work must be completed within **five** days of the end of the semester. Incomplete work will be given a zero and figured into the final grade.

PROFICIENCY-BASED PROMOTION

Proficiency-Based Promotion is based on demonstrated knowledge and ability in the absence of instruction. Students in grades 1-12 are allowed to test in the following areas: Language Arts/English, Reading, Science, Math, Social Studies, and Foreign Language.

Students will advance to the next course/grade level of difficulty upon demonstrating with 90% proficiency on both content tests and performance assessments. Students, parents, or guardians must apply in writing for proficiency-based promotion to the building administrator in charge of their current school by August 15 and December 15. Forms are available at each school site.

PROMOTION AND RETENTION OF STUDENTS

Whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

TRANSPORTATION

SCHOOL BUSES

Riding the school bus or any school vehicle is a privilege and an extension of the classroom. (O.S. Article IX 9-101) Students shall observe the same conduct on a school bus or any school vehicle as is expected in the classroom. A student may be removed by the principal/designee from riding the bus for behavioral reasons including, but not limited to, the following:

- (1) Disrespect to the bus driver
- (2) Putting any part of the body out of the bus windows
- (3) Loud talking or unnecessary confusion
- (4) Throwing objects in or off the bus
- (5) Destruction of school property
- (6) Offensive/vulgar language or gestures
- (7) Unlocking emergency door except at direction of bus driver
- (8) Leaving seat while bus is in motion
- (9) Indecent behavior
- (10) Drinking, eating or using tobacco
- (11) Fighting
- (12) Spitting in the bus
- (13) Littering
- (14) Feet and hands in the aisles and not properly facing the front
- (15) Failure to follow all drug, alcohol, tobacco, and weapons policies

Parents should contact the school site with concerns or problems that may arise with students riding the bus.

ACTIVITY BUS

Any student who rides to an event of a school will also return home on the bus unless the sponsor has a written or personal permission from the parents for the student to return home by some other means.

BICYCLES

Bicycles must be parked in the racks provided immediately upon students' arrival at school. Students will not be permitted to ride them at any time during the school day.

SKATEBOARDS/ROLLERBLADES/SCOOTERS

Middle school students who ride skateboards, roller blades, scooters or wear athletic shoes with pop-down rollers to school will check them in at the office immediately upon their arrival to school. Elementary students are *not* to bring them to school. Middle School student are NOT to skate on their skateboards on school campus.

Sexual Harassment

The policy of this school district forbids discrimination against an employee or applicant for employment on the basis of sex. Alva Board of Education will not tolerate sexual harassment by any of its employees. It is the intent of the Alva Board of Education to maintain a learning and working environment that promotes treating people with dignity and respect. Sexual harassment undermines that effort and is legally classified as sexual discrimination. Therefore, Alva Public Schools will not tolerate or condone any form of sexual harassment by employees, students, or third parties of the district.

Sexual harassment violates Title VII of the 1964 Civil Rights Act, and amended by the Civil Rights Act of 1991. Any employee or student who is subjected to such harassment, including a hostile environment, or who has knowledge of such harassment, should report it to an administrator who is responsible for complaint investigation. The administrator will take steps for further action.

Alva Board of Education will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the school district.

A Hostile Work Environment

A hostile work environment is defined as an environment that limits or precludes a reasonable employee or student from working to his/her maximum potential. The existence of a hostile work environment shall be decided only after a full review of all relevant circumstances; provided, it shall be a hostile work environment if any employee complains about behavior in writing and such behavior continues or is allowed to continue.

Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually oriented “kidding,” “teasing,” double meanings, and jokes.
2. When the allegedly harassed employee has indicated, by his or her conduct, that it

is unwelcome verbal or physical conduct of a sexual nature, the conduct may constitute sexual harassment.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when either of the following situations exist:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, education, or participation in an educational program or activity
 - a. Submission to the conduct or communication that is made either an explicit or implicit condition of employment or education
 - b. Submission to or rejection of the conduct or communication that is used as a basis for an employment decision or student evaluation.
 - c. Conduct or communication that substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.
2. Submission to or rejection of such conduct is used as the basis for evaluation, particularly in making employment, academic, or activity decisions affecting the individual

It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's education or activity, work performance, or creating an intimidating, hostile or offensive education or employment environment.

This policy applies to all students; all district employees, and third parties of the district. (Third parties are defined as any individual who enters the school premises other than students or employees, i.e. parents, contractors, and vendors). Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

References: Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e. et seq.

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681-1688

Regulation

Definitions, Reporting and Investigation of
Sexual Harassment

Sexual harassment can occur staff-to-student, student-to-student, staff-to-staff, and student-to-staff (male-to-male, female-to-female, female-to-male, and male-to-female). Sexually harassing behaviors may include, but are not limited to,

1. Verbal harassment or abuse: derogatory comments, slurs, jokes, epithets, sexually suggestive slang.
2. Pressure for sexual activity: continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
3. Unwelcome touching or sexually offensive pranks: bra-snapping, skirt “flip-ups”, pulling down someone’s pants/skirt, and pinching.
4. Unwelcome nonverbal activities: leers, stares, gestures, blocking movement, display of sexually suggestive objects, pictures, or cartoons.
5. Suggesting or demanding sexual involvement as a means to control, influence, or effect the career, salary and/or work environment of another employee or to affect the educational opportunities, grades, honors, programs or activities available to students at or through the school.

An employee or student who has initially welcomed verbal or physical conduct or communication of a sexual nature by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

Reporting Sexual Harassment

Any person who believes he/she has been the victim of sexual harassment by a student or an employee of the school district, or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate school district official as designated in this policy. The district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the superintendent’s office.

Students who feel that they have been subjected to sexual harassment are encouraged to report the incident(s) to an appropriate teacher or administrator. If the student’s immediate teacher or administrator is the alleged offender, the report should be made to the next level of administration or to any responsible adult.

School district employees who feel they have been subjected to sexual harassment should report the incident(s) to the site administrator, or to the superintendent if the site administrator is the harasser. Sexual Harassment Report Form (Regulation 2) must be completed as part of the documentation necessary to resolve the claim.

School employees and third parties are responsible for reporting alleged violations of the school district’s policy.

Investigating Sexual Harassment

In determining whether conduct constitutes sexual harassment, the circumstances, the

nature of the conduct and the context in which the alleged conduct occurred will be investigated. Relationships between the parties involved and the context in which the alleged incident occurred will be part of the investigation. The superintendent is delegated the authority and the responsibility of investigating and resolving complaints of sexual harassment. The superintendent may designate others to assist in the investigative process. If a third party is designated to investigate an alleged incident, a written report of the status of the investigation shall be submitted within ten working days to the superintendent.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

The district may take immediate steps, at its own discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.

Consequences of Sexual Harassment

Any employee found to have engaged in sexual harassment of students shall be subject to sanctions including, but not limited to, verbal warning, written reprimand, mandatory harassment training, transfer, suspension, or termination of employment subject to applicable procedural and due process requirements.

Any student found to have engaged in sexual harassment while involved in a school activity shall be subject to disciplinary action which may include, but not be limited to, verbal and/or written warning or reprimand, counseling, mandatory harassment training, community service or suspension, consistent with the student discipline code.

Any school district action taken pursuant to this policy will be consistent with other district policies. The board of education will take such disciplinary action it deems necessary and appropriate, including warning, suspension, or immediate discharge to end sexual harassment and prevent its recurrence.

Application

This policy applies to all students, employees (including administrators, teachers, and support staff) and third parties of this school district. Third parties are any individual who enters the school premises who is not a student or an employee. This includes visitors, parents, contractors, consultants and vendors.

It applies to students and employees in connection with all academic, educational, extracurricular, athletic, and other programs of the school, whether they take place in the facilities of the school, on a school bus, at a class or training program sponsored by the school.

Prohibition of Retaliation

The district will discipline any covered individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who assists in an investigation or proceeding relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Non-Harassment

The board recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties, and the bringing of such a false accusation is, and will be treated as a disciplinary offense.

References: Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e. et esq.

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681-1688

Regulation

Alleged Sexual Harassment Form

Alva Public Schools Sexual Harassment Report Form

References: Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e. et esq.

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681-1688

Regulation

Alleged Sexual Harassment Form

Alva Public Schools

Sexual Harassment Report Form

General Statement

Alva Public Schools maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual advances or other forms of personal harassment by any person, male or female, that creates a hostile or offensive environment will not be tolerated under any circumstances.

Report

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Name of person you believe sexually harassed you _____

Where did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as what force, if any, was used; any verbal statements (threats, requests, demands, etc.); what, if any physical

contact was involved; what did you do to avoid the situation. Attach additional pages if necessary.

This complaint is filed based on my honest belief that _____
_____ has sexually harassed me.

I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Printed Name of Complainant

Signature of Complainant Date

Printed Name of Person who Receives Complaint

Received by (Signature) Date

Harassment and Hazing

It is the policy of Alva School District that no student or district employee shall participate in or be members of any secret organization on school property or at any school-related event.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanctions of the school district. Harassment is the deliberate taunting of a student by means of language or physical contact in an attempt to degrade or humiliate. Harassment exists when an individual student or an unorganized group of individuals who use(s) rough practical jokes or cause(s) a student to perform meaningless, difficult or humiliating tasks.

No student in this district will be subject to hazing, harassment or any other form of persecution by any student or employee at school or on school-sponsored activities.

District employees shall take necessary and appropriate disciplinary action toward any student or employee who violates this policy. Disciplinary action may include expulsion for students and employment termination for employees if in compliance with state law.

This policy will be included in the student handbook that is distributed to each student each year.

References: 21 O.S. 1190 (Section 826, School Laws of Oklahoma)
Amended by SB 129, 1995 Legislative Session

Note: State law requires that a copy of any hazing policy be given to each student enrolled in the school.

Grievance Procedures for Filing, Processing, and
Resolving Alleged Discrimination Complaints
Students, Employees and Patrons
Nondiscrimination Policy:

The Board of Education is committed to a policy of nondiscrimination in relation to race, religion, sex/gender, national origin, qualified handicap, and other human differences. This policy will prevail in all matters concerning staff, students, the public, education programs and services, and individuals with whom the board does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes, and in their discipline; in location and use of facilities; in educational offerings and materials.

The board encourages its staff to improve human relations within the schools, and to establish channels through which citizens can communicate their human relations concerns to the administration and board.

Definitions:

Discrimination Complaint:

A written complaint alleging any policy, procedure, or practice which discriminates on the basis of race, color, national origin, sex/gender, or qualified handicap. Every effort should be made to have the complainant provide the following information:

1. Name, address and telephone number or other means of contacting the complainant.
2. The specific location and name of the entity delivering the program service or benefit.
3. The nature of the incident(s) or action(s) that led the complaint to feel discrimination was a factor.
4. The basis on which the complainant feels discrimination exists (race, color, national origin, sex/gender, or disability).
5. The names, titles and addresses of persons who may have knowledge of the

- discriminatory actions(s).
6. The dates(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

Student Grievant:

A student of the school district who submits a complaint alleging discrimination on the basis of race, color, national origin, sex/gender or qualified handicap.

Employee Grievant:

An employee of the school district who submits a complaint alleging discrimination on the basis of race, color, national origin, sex/gender or qualified handicap.

Patron Grievant:

A patron of the school district who submits a complaint alleging discrimination on the basis of race, color, national origin, sex/gender or qualified handicap.

Title IX, Section 504, and ADA Coordinator:

The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the American Disabilities Act and Federal Laws addressing equal educational opportunity. The Title IX/504/ADA Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.

Respondent:

The person alleged to be responsible for the violation alleged in the complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Day:

Day means a working day; the calculation of days in complaint procedures shall exclude Saturdays, Sundays, and holidays.

Pre-Filing Procedures:

Prior to the filing of a written complaint, the student, employee, or patron is encouraged to visit with the Superintendent and a responsible effort should be made to resolve the problem or complaint.

Filing and Processing Discrimination Complaints:

- A. Grievant: Submits written complaints to Title IX/504/ADA Coordinator, stating name, nature and date of alleged violation; names of person responsible (where known); and request action. Complaint must be submitted within 30 days of the alleged violation.
- B. Title IX/504/ADA Coordinator: Notifies the respondent within 10 days and asks

respondent to:

1. Confirm or deny facts
 2. Indicate acceptance of or rejection of student's, patrons or employee's requested action; or
 3. Outline alternatives.
- C. Respondent: Submits answer within 10 days to Title IX/504/ADA coordinator.
- D. Title IX/504/ADA Coordinator: Within 10 days after receiving respondent's answer to the principal or other designee. The Title IX/504/ADA Coordinator also schedules a hearing with the grievant, the respondent, and the principal or other designee.
- E. Principal, Grievant, Respondent, and Title IX/504/ADA Coordinator: Hearing is conducted.
- F. Principal: Issues within 10 days after the hearing, a written decision to the student, patron, or employee, respondent and Title IX/504/ADA Coordinator.
- G. Grievant or Respondent: If the Grievant or Respondent is not satisfied with the decision, they must notify the Title IX/504/ADA Coordinator within 10 days and request a hearing with the Superintendent of Schools.
- H. Title IX/504/ADA Coordinator: Schedules, within 10 days of request, a hearing with the Grievant, Respondent, and Superintendent.
- I. Superintendent, Grievant, Respondent and Title IX/504/ADA Coordinator: Hearing is conducted.
- J. Superintendent: Issues a decision within 10 days following the hearing.
- K. Grievant: If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504/ADA Coordinator within 10 days and request a hearing with the governing board.
- L. Title IX/504/ADA Coordinator: Notifies governing board within 10 days after receiving request. Title IX/504/ADA Coordinator schedules hearing with the board. Hearing is to be conducted within 30 days from the date of notification of the governing board.
- M. Governing Board or Hearing Panel established by the board, Grievant and Title IX/504/ADA Coordinator: Hearing is conducted.
- N. Governing Board: Issues a final decision within 10 days after the hearing regarding the validity of the grievance and any action taken.

General Provisions:

Extension of Time:

Any time limits set by those procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.

Access to Regulations:

This school district shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, national origin, religion, sex/gender, age, qualified handicap, or veteran, upon request.

Confidentiality of Records:

Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.

Communicable Diseases

Numerous communicable diseases may affect a school-age population and/or school staff. Some of these have a high degree of communicability. Some are life threatening in nature. Some are both.

Recommended Exclusion and Return to School

<u>Disease</u>	<u>Exclude from Yes - No</u>	<u>To Return to Classroom</u>
AIDS		Individual case consideration mandatory
Chicken Pox	X	Seven days after onset of rash or when all lesions are crusted over
Hepatitis	X	Parents or staff member requested to provide release statement from M.D.
Impetigo	X	If under proper treatment and monitored by a qualified medical person
Meningitis	X	Parents or staff member requested to provide release from M.D.
Mononucleosis,	X	If under proper treatment and monitored by Infectious qualified medical person
Mumps	X	Parents or staff member requested to provide

		release statement from M.D.
Pediculosis	X	Certificate from health professional and (Head Lice) Monitoring of proper treatment. No student will be admitted until they are nit free
Roseola	X	When fever subsides and no evidence of Rash
Tuberculosis	X	Doctor release statement and monitoring of proper treatment as verified by a qualified medical person

Confidentiality

Information relating to students with communicable diseases will be confidential. The number of personnel needing to be aware of the child's condition must be kept to a minimum.

Team Evaluation

The team for evaluating conditions of life-threatening communicable disease will include:

- Medical doctor
- Student's or staff member's physician
- Public health official
- School principal
- Central office administrator
- School attorney, when appropriate

Adopted: January 11, 1988

Revised: June 29, 2010

Legal Reference:

Cross Reference: