

ALVA HIGH SCHOOL HANDBOOK

2006-2007

MISSION STATEMENT

Alva High School students will become life-long learners--cooperative and productive citizens--representative of the Goldbug, a symbol of excellence.

SCHEDULE FOR CLASS PERIODS

8:10- 9:00	<i>FIRST HOUR</i>
9:05- 9:55	<i>SECOND HOUR</i>
10:00-10:50	<i>THIRD HOUR</i>
10:55-11:45	<i>FOURTH HOUR</i>
11:45-12:20	<i>LUNCH</i>
12:25- 1:15	<i>FIFTH HOUR</i>
1:20- 2:10	<i>SIXTH HOUR</i>
2:15- 3:05	<i>SEVENTH HOUR</i>

ACT SCHOOL TEST CODE

370-115

ACT TEST DATES

September 16, 2006
October 28, 2006
December 9, 2006
February 10, 2007
April 14, 2007
June 9, 2007

REGISTRATION DEADLINES

August 18, 2006
September 22, 2006
November 3, 2006
January 5, 2007
March 9, 2007
May 4, 2007

NMSQT/PSAT (Juniors) October 18, 2006, 8:10 a.m.
SAT test dates--see counselor or www.collegeboard.com

ALVA INDEPENDENT SCHOOL DISTRICT
SCHOOL CALENDAR
2006 - 2007

First Period

August 14, 2006 - October 18, 2006

August 14,15 Teacher Inservice
 August 16..... Student's First Day
 September 04 Labor Day
 September 15 Inservice
 September 19 **5-8 p.m.** Parent-Teacher Conference
 September 21 **5-8 p.m.** Parent-Teacher Conference
 September 22 No School
 October 18..... Last Day of First Period
 October 19,20..... Fall Break

Second Period

October 23, 2006 -December 21, 2006

October 23..... First Day of Second Period
 November 22, 23, & 24..... Thanksgiving Vacation
 December 21, 2006 Last Day of Second Period
 December 22-January 2, 2007..... Christmas Vacation

Third Period

January 3, 2007 - March 2, 2007

January 3, 2007..... Teacher Inservice
 January 4..... First Day of Third Period
 February 6..... **5-8 p.m.** Parent-Teacher Conference
 February 8..... **5-8 p.m.** Parent-Teacher Conference
 February 16..... Teacher Inservice
 March 2..... Last Day of Third Period

Fourth Period

March 5, 2007 - May 18, 2007

March 5..... First Day of Fourth Period
 March 9..... No School
 March 19-23..... Spring Break
 April 6..... Vacation Day
 May 18..... Last Day of Fourth Period
 May 19..... Commencement

Bad Weather Days: April 6, May 21-24

ALVA HIGH SCHOOL STUDENT HANDBOOK
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ALVA HIGH SCHOOL FACULTY AND STAFF
2006-07

Ms. Darla Bockock	Social Studies, Coach
Mr. Nicholas Bradt	Speech & Drama
Mr. Dustin Canaan	Math, Coach
Mr. Mike Conner	Band
Mrs. Ramona Cummings	Vocal Music
Mr. Steve Gale	Driver Ed. , Coach
Mrs. Marideth George	Language Arts
Mr. Britt Gregory	Math
Mrs. Mary Green	Librarian
Mr. Cache Hill	Social Studies, Coach
Mrs. Sammie Kinsey	Math
Mr. Greg McClure	Art
Mrs. Duania Major	Counselor
Mrs. Dana Manning	Science
Mr. Randy Nation	Vo-Ag
Mrs. Mary Ellen Nutter	Special Education
Mr. Gene Olbert	Social Studies
Mrs. Linda Pfleider	Business Education; Alt. Ed.
Mrs. Lindsay Rhodes	Special Education
Mrs. Sharon Ross	Math
Mr. Steve Shiever	Alternative Ed., Coach
Mrs. Ann Shirley	Family & Consumer Science
Mrs. Judi Shirley	Language Arts
Mr. Tom Shirley	Science
Mrs. Halah Simon	Language Arts
Mr. Eric Smith	Science, Coach
Mr. Jack Staats	Vo-Ag
Mrs. Rose Mary Stout	Foreign Language
Mr. Steve Parkhurst	Principal
Mrs. Terry Smithey	Secretary
Mrs. Cynthia Olbert	Secretary
Mr. Jerry Cox	Custodian (H)
Mr. Clint Harzman	Custodian
Mr. Harold Hada	Custodian

ABSENCE POLICY

1. If a student finds it necessary to leave school during the day, he/she **MUST** sign out at the office. In order for a student to check out, the office must contact or have notification from the parent before the student LEAVES THE BUILDING. Leaving school without checking out will result in an unexcused absence.
2. A student is considered tardy when not in an assigned seat when the bell rings. The classroom teacher will lock the door if students are not in their seats when the bell rings.
3. ***A student who is more than 15 minutes late is counted absent for the whole period. Students must attend each class 80% of the time in order to receive course credit. (i.e., 90 days @ 80% equals 72 days of classroom attendance per class). Students who do not attend 80% will receive a NC on their report card and transcript. Appeals will be made to the principal in writing. The principal will review the appeal. The Board of Education will hear the final appeal if necessary. DCA's are an exception.***
4. A student must be in class 90% of the time in order to participate in extra-curricular activities. (OSSAA regulation)
5. A student whose name appears on the DO NOT ADMIT LIST must come to the office for an admit slip.
6. 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's office.
7. Seniors will have 2 DCA's for college visits.

TARDY POLICY

A student is considered tardy when not in an assigned seat when the bell rings. Three tardies will count as one absence. Any student with nine tardies may not apply for a semester test exemption. (See semester tests)

All teachers will report tardies to the office via computer attendance reporting. Students held after class will need a written excuse from that teacher. Tardy students will need a slip from the office to get into class. The office will keep a record of all tardies.

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 intends 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 report cards from teachers, if applicable.
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.

LOCKERS

Students will be assigned lockers. Lockers may be locked at the students discretion. Students bringing their own locks must leave the combination or a key at the office. If anything is stolen, the school will not be responsible. **Students are discouraged from leaving anything of value in lockers.** DO NOT STORE food, drink, or gym clothes in hall lockers. Outside doors of the lockers are not to be decorated. NO SCOTCH TAPE IS TO BE USED ON LOCKER DOORS! **DO NOT SWITCH LOCKERS.**

DRIVER EDUCATION

Student must be 15 years of age the first day of class, a secondary school student, and passing all core curriculum classes. Oldest students will be served first whenever possible. Students must have proof of 8th grade reading proficiency and school enrollment to get a driver's permit. A reading test will be given by arrangement if a student does not have a satisfactory score on file. Please request this form at least 24 hours before needed.

GRADING SYSTEM

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 High School:

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

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.

All grades will be rounded to the nearest whole unit. Semester tests will not count more than 10 percent of a student's grade.

No extra credit will be allowed except for academic work..

Academic Honesty Policy--see page 7 of District Handbook-Cheating/Plagiarism

SEMESTER TESTS

All students will take semester test based on the following criteria:

1. The student will take a semester test in any subject in which he/she has a "D".
2. Any student whose absences or tardies exceed allowed number. Activity absences (DCA) will not count as an absence nor those absences approved by law.

Absences Allowed	Tardies
5	5

3. Any student who is truant at any time during the semester will not be eligible for exemptions.
4. Students required to take the semester test, and who do not report for the test(s) will have one week to complete the test or the test will go down as an “F” for not completing the course/class.

The principal will determine the testing schedule.

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.

CLASS WITHDRAWAL POLICY

A student must make a class change request prior to the **5th** day of the semester.

EOI (End of Instruction) Tests

High school students **must** take the following End of Instruction Tests and scores from these tests **must** be on their transcripts before they can graduate: Algebra I, English II, U.S. History, and Biology I. These tests are given in the spring during the student’s second semester of instruction even if the student has received a failing grade. Standards have been set for students in Oklahoma based on this amount of instructional time. Students may not be excused from testing during the testing window. Arrangements for a make-up test will be made for students missing a test/s for district, regional and state events, emergencies, and illness. Parents are strongly encouraged not to make appointments for students during the testing window.

Students are highly encouraged to do their individual best on these tests; however, an opportunity is given to take the test again. The higher score will be placed on the transcript. These scores are recorded as **limited knowledge, unsatisfactory, satisfactory** or **advanced**.

It is the parent/student’s responsibility to contact the school by October 15 for Winter Testing or January 10 for Spring Testing. If Winter Testing is not conducted, those registering in October will automatically be registered for the Spring Testing. Secondary test scores are expected in August. Those scores will be mailed to the parent address listed on the enrollment form either separately or at the nine weeks with grade reports.

GRADUATION REQUIREMENTS

All students must be enrolled in a minimum of six class periods. Students will be required to have 23 units of credit for a standard diploma. The 23 units required will include the following:

Graduation before 2010

- A. 4 units--English I, II, III, and IV
- B. 3 units--Laboratory Science(Biology I and two higher sciences)
- C. 3 units--Math(Algebra I and two higher maths)
- D. 2 units--Social Studies (includes Am. History, Okla. History/Government)
- E. 1 unit --World History

- F. 2 units--The Arts or two sets of competencies (band, vocal, art)
 - G. 8 units--Elective courses
- Total 23 units of credit

Class of 2010 requirements. See appendix 1.

Students who need more than one unit of credit for graduation will not be permitted to participate in graduation exercises.

1. No more than one unit of credit may be earned by a student attending summer school. Students attending summer school and wanting to earn more than one unit of credit must have the approval of the counselor and the principal.
2. At least two units of the last three units completed for graduation will be completed in attendance at Alva High School
3. Beginning with the Class of 2009, student will be considered a freshman with 0-3 units; a sophomore with 4-9 units; a junior with 10-15 units; a senior with 16-23 or above. Students classification will change only at the beginning of a new year with the exception of graduating juniors whose classification will change to senior at the beginning of the second and final semester of the junior year.

EARLY-EXIT GRADUATES

All current juniors and seniors in good standing are allowed to attend the junior-senior banquet, prom, and graduation exercises. Early-exit graduates will have the same privileges, restrictions, and responsibilities as the traditional junior or senior. Students may participate in the prom for only two years.

ACTIVITY LETTER AWARDS

Letter awards for each activity will be determined by the activity sponsor or coach. The sponsor/coach will submit a list to the office prior to students ordering letter jackets. Students may participate in any of the following activities: band, vocal music, football, basketball, golf, softball, baseball, tennis, track, cross country, speech, drama, Thespian Society, and/or academic bowl.

****HONORS AND AWARDS****

National Honor Society

To be eligible, one must have and maintain a cumulative 3.6 GPA and be in 10th, 11th, and 12th grade. Membership is based on service, leadership, character, and scholarship through a process of invitation, application, and faculty advisory committee decision. Members have only a one semester probation if the cumulative GPA falls under 3.6. Members are expected to adhere to the school's honesty policy. Any member who is disciplined for any noncompliance will receive one semester's probation. A second disciplinary action will result in termination of membership for the remainder of high school attendance.

Oklahoma Honor Society

Membership will be based upon work completed during the first semester of the current year and the second semester of the preceding year. The standing of students enrolled in the first year of high school will be based on work done during the first semester of the current year. Ten percent of the high school enrollment will be eligible for membership.

SCHOLARSHIPS

In addition, students will be given information concerning websites where they can complete scholarship searches. Computers are available in the counselor's office and the library for students to use. AHS scholarship information is also available at www.alvaschools.com\staff\dmajor.

SENIOR ACADEMIC ACHIEVEMENT FOR CLASS OF 2006-2007

Senior students will be recognized for academic achievement and citizenship ***.

1. Students must be in compliance with the AHS Honesty and AHS Drug and Alcohol Policies.
2. Students must have at least four units of English, science, and math and three units of social studies. All grade point averages will be cumulative for grades 9, 10, 11 and 12 and will include the final semester.

Seniors with a 3.85-4.0 and core specific classes will graduate with Very Highest Achievement.

- 4 English
- 4 Math (must include Trig/Math Analysis)
- 4 Science (must include Chemistry II, Human Physiology, Anatomy and Physiology, AP Biology, or Physics)
- 3 Social Studies

Seniors with a 3.7-3.84 and core specific classes will graduate with Highest Achievement.

- 4 English
- 4 Math (must include Trig/Math Analysis or E- Commerce-Webb Design with two national competency certifications, or Algebra III)
- 4 Science (must include Chemistry II, Human Physiology, Anatomy and Physiology, AP Biology, or Physics)
- 3 Social Studies

Seniors with a 3.0-3.69 and core specific classes will graduate with High Achievement.

- 4 English
- 4 math (must include Trig/Math Analysis or E- Commerce-Webb Design with two national competency certifications, or Algebra III)
- 4 science (must include Chemistry I, Human Physiology, Anatomy and Physiology, AP Biology, or Physics)
- 3 social studies

Seniors with a 3.0 and above will graduate with Achievement.

- 4 English 4 Science
- 4 Math 3 Social Studies

* Concurrent enrollment courses substituted for core curriculum.

** GPA will be cumulative

*** Any student who is or has been suspended for 10 days or more from school or an extra-curricular activity will not be eligible to graduate with honors or attend the Academic Banquet.

Senior 2009

Very Highest Achievement: 3.8 - 4.0 GPA

- 4 English
- 4 Math (must include Trig/Math Analysis or college math above College Algebra)
- 4 Science (must include Anatomy and Physiology, AP Biology, Chemistry II, Human Physiology, or Physics)
- 4 Social Studies (may include psychology/sociology)
- 1 Foreign Language

Highest Achievement: 3.6 – 3.79 GPA

- 4 English
- 4 Math (must include Algebra III, Trig/Math Analysis or college math above College Algebra)
- 4 Science (must include Anatomy and Physiology, AP Biology, Chemistry II, Human Physiology, or Physics)
- 4 Social Studies (may include Psychology/Sociology or Ecommerce-Web Design with two national competency certifications)
- 1 Foreign Language

High Achievement: 3.3 – 3.59 GPA

- 4 English
- 4 Math (must include Algebra III, Trig/Math Analysis or college math above College Algebra)
- 4 Science (must include Anatomy and Physiology, AP Biology, Chemistry I, Human Physiology, or Physics)
- 4 Social Studies (may include Psychology/Sociology or Ecommerce-Webb Design with two national competency certifications)
- 1 Foreign Language

* Concurrent enrollment courses substituted for core curriculum must be at least a 3-hour course.

** GPA will be cumulative

*** Any student who is or has been suspended for 5 days or more from school or suspended from an extra-curricular activity will not be eligible to graduate with honors or attend the Academic Banquet.

All seniors with a GPA of 3.0 and above will be honored at the Academic Banquet.

Students who qualify for academic achievement at the end of seven semesters will be recognized at commencement exercises.

Any student who is or has been suspended for 10 days (5 days beginning with class of 2009) or more from school or an extra-curricular activity will not be eligible to graduate with honors or attend the Academic Banquet.

CERTIFICATE OF DISTINCTION

The Alva Independent School System will issue a Certificate of Distinction that is to be awarded to students who have met or exceeded the following criteria by the end of their senior year in high school with at least a 3.25 grade point average on a 4.0 scale:

1. Earned four units each in English, mathematics, social studies, and science;
2. Earned two additional units in the area of technology, the humanities, or the arts;
3. **Earned two units in a foreign language;** and

4. Achieved a satisfactory score, or its equivalent, on all end-of-instruction tests as required pursuant to Section 1210.508 of Title 70 of the Oklahoma Statutes, as those tests are implemented.

Applicable vocational-technical classes offered by comprehensive high school vocational-technical programs will qualify for technology, science, and mathematics units. In addition, advanced placement classes in the subject areas listed may be substituted on a course-by-course basis to satisfy the academic units required for a certificate of distinction. This is also true of correspondence courses completed in independent study from the University of Oklahoma or Oklahoma State University.

For purposes of this section, *unit* means a Carnegie Unit as defined by the North Central Association's Commission on Schools.

ACADEMIC HONESTY

IF YOU ARE CAUGHT VIOLATING THE RULES OF ACADEMIC HONESTY, YOU WILL FACE APPROPRIATE CONSEQUENCES.

Students at Alva High School are expected to maintain the highest standards of academic conduct and integrity. Academic dishonesty violates the very purpose of scholarship. Cheating harms our school in a number of ways. Honest students are frustrated by the unfairness of cheating that goes undetected and unpunished. Cheating students skew the curve, resulting in lower grades for hardworking students who do their own work. Cheaters also cheat themselves of a real education. They not only rob themselves of general knowledge, but also of the experience of "learning to learn" that makes them invaluable to employers. Most all professions have codes of ethics and standards to which employees are expected to adhere.

YOU ARE GUILTY OF CHEATING WHENEVER YOU PRESENT AS YOUR OWN WORK SOMETHING THAT YOU DID NOT DO. YOU ARE ALSO GUILTY OF CHEATING IF YOU HELP SOMEONE ELSE TO CHEAT! These may include (but not be limited to) the following:

1. Using another writer's words without proper citation (i.e. term papers)
2. Using an author's exact words without quotation marks (i.e. term papers)
3. Borrowing all or part of another student's paper or using someone else's outline to write your own paper.
4. Using a paper writing "service" or having a person write a paper for you
5. Borrowing computer codes (passwords) from another student and representing it as your own
6. The information guidelines that define plagiarism also apply to internet websites
7. Submitting a single paper for credit in two different classes
8. Copying from someone else's paper, using notes (unless expressly allowed by the instructor), altering the exam for re-grading, getting advance copies of the test or allowing another to test for you
9. Group projects require careful division of responsibility and careful coordination. An instructor may deem a student "cheating" when he/she refuses to comply with group direction and offer an equal part.
10. Any unauthorized electronic device used to gain an advantage in the classroom is cheating.
11. Using any device to share or exchange information in an unauthorized manner is cheating

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.

LUNCH INFORMATION

The lunch break will be from 11:55 to 12:30. The high school cafeteria will operate on a CASH ONLY BASIS. Students may prepay lunches. No more than five charges will be allowed. If charges are not payed in a timely manner, charging privileges will be revoked. No lunches can be charged the last ten days of school.

Prices of lunches are as follows:

1 day	\$1.75	2 week	\$17.50
1 week	\$8.75	Extra milk	\$.25
Guests	\$3.50	School Employees	\$ 2.50
Breakfast	\$1.30		

2006-2007 CLASS SPONSORS

SENIOR CLASS (2007)

Mr. Gale
Mrs. George
Ms. Boccock
Mr. Gregory (H)
Mr. Staats
Mrs. Cummings

SOPHOMORE CLASS (2009)

Mrs. Judi Shirley (H)
Mr. Shiever
Mr. Smith
Mr. Nation
Mrs. Sammi Kinsey
Mrs. Stout

JUNIOR CLASS (2008)

Mr. Olbert (H)
Mrs. Ann Shirley
Mr. Bradt
Mrs. Green
Mrs. Manning
Mr. Hill

FRESHMAN CLASS (2006)

Mrs. Simon
Mrs. Pfleider
Mr. McClure
Mr. Tom Shirley(H)
Mr. Dustin Canaan

CLUBS AND ORGANIZATIONS

ART CLUB
CHEERLEADER
FCA
FCCLA
FFA

KEY CLUB
NATIONAL HONOR SOCIETY
STUDENT COUNCIL

SCIENCE CLUB
NFL & THESPIANS
RODEO CLUB
BUILDING SPONSOR
LE CLUB
DIRECTOR OF ACTIVITIES

SPONSORS

Mr. McClure
Mrs. Olbert
Mr. Parker
Mrs. A. Shirley
Mr. Staats
Mr. Nation
Mr. Gregory
Mrs. Major
Mrs. Nutter
Mrs. Rhodes
Mrs. Manning
Mr. Bradt
Mrs. Pfleider
Mr. Gale
Mrs. Stout
Mr. Steve Parkhurst

*ALVA HIGH SCHOOL TEACHER HANDBOOK SECTION
2006-2007*

Steve Parkhurst, Principal

Addendum: AHS Student Handbook and District Handbook

ATTENDANCE AND TARDY RESPONSIBILITIES OF TEACHERS

ABSENTEE RECORDS

A record of absentees and tardies must be reported at the very beginning of each hour in every class including P.E., band, athletics and yearbook. When internet is down use white absentee slips are available for classes where a computer is not being used. **This record is to be recorded accurately on the computer at the beginning of each hour.** Student absences and tardies will also be recorded in teacher grade book as required by state law.

TEACHERS - Call your own roll and take care of all attendance reports to the office.
(STUDENTS ARE NOT TO TAKE ROLL!)

A student on the "DO NOT ADMIT LIST" is not to be admitted to class if he/she does not have an admit from the office.

Do not keep students late, thereby making them absent or tardy to their next class. If a teacher needs a student to help him/her, it must be cleared ahead of time with that student's next teacher or teachers, so that the student will not be counted absent or tardy.

DO NOT ADMIT LIST

A "Do Not Admit List" will be prepared daily listing the names of all students whose absence is unexcused.

Admittance slips, which are obtained at the office, will be required by ALL students whose names appear on the DNA List.

The names of those students who have excused absences will not appear on the DNA List so no admit for class is required.

A parent or guardian must call in the day of the absence or the following morning. After 24 hours the absence becomes an unexcused absence.

TARDIES

All teachers will report tardies to the office. A student is tardy when not in his/her seat when the bell sounds to begin the period. Three tardies will count as one absence. Any student with nine tardies cannot apply for semester test exemption. A student who is more than 15 minutes late is counted absent for the period.

All tardies will be reported to the office via computer or the white attendance slip for those classes not utilizing the computer. The office will record each student's tardy for disciplinary purposes.

CHECKING OUT WHEN LEAVING SCHOOL DURING SCHOOL DAY

A student will not be allowed to leave the school without a parent's or guardian's authorization received by the office. This rule is for the protection of the student and the school. Students absent from school must report to the office upon their return to school.

Teachers are not to send students on errands without clearing it through office. A student of majority age must checkout at the office and have special permission from the principal or the principal's designee (no exceptions).

LEAVING GROUNDS

No student may leave grounds during school hours without written permission from office of the principal.

ACTIVITY INFORMATION

ACTIVITIES

Teachers wishing to schedule a school activity of any kind must clear it with the principal. All activities are to be listed on the calendar as soon as one is aware of them, even if it is several months in advance. The calendar will be in the principal's office, and all activities must be listed. **Teachers/Sponsors:** do not schedule over another event unless you have discussed this with the principal and the other teacher involved.

PARTICIPATION IN CONTESTS, ESSAYS, ETC.

The school will participate in contests, essays, etc., only if the teacher or sponsor makes all arrangements and accompanies the participants to the event. These must be approved by the principal and placed on the calendar. **Teachers/Sponsors:** please don't plan an activity with the students and then come to the office for approval.

Two days preceding the event Teachers who are involved in activities such as field trips, athletic events, plays, banquets, assemblies, contests, livestock shows, etc., will turn into the office the names of all students participating. Students whose names appear on the eligibility list are not allowed to participate in competitive events or field trips that week.

DISCIPLINE

The art of discipline is the direction, guidance and control of behavior. Without discipline, the teacher or substitute cannot provide a learning environment for your students. How one directs, guides, and controls the classroom and school-time behavior of students will depend upon the interaction between the teacher's personality and the varying personalities of students in a classroom.

In addition: A teacher/substitute must have discipline or one cannot succeed in any form of group dynamics--and that's what teaching really is.

Teachers/Substitutes: Keep discipline records in the computer and a hard copy in the student's individual file in your classroom on every disciplinary problem.

1. Tell the student you are filling out a discipline form.
2. Show the student what you are writing.

3. Both the faculty member and the student are to sign the form.
4. Send the form to the office for the principal's signature.

Schools are required by law to keep a record of ALL students referred for disciplinary action. The record is used for documentation when discussing the problems with parents for any further action. Without accurate documentation, the school cannot support some measures that may need to be taken. These may include referrals for further disciplinary action or referrals to other outside agencies.

MAINTAINING DISCIPLINE

ALWAYS BE FAIR AND CONSISTENT. Any time a teacher sees a student breaking a school rule or policy and does not correct the student, the teacher is not doing justice to the student or the teaching profession.

Supervision of students is the responsibility of EVERY TEACHER. Students are responsible for their own behavior. A learning environment must be established FROM THE BEGINNING of the year and reinforced regularly throughout the year.

1. Classroom rules and consequences are to be posted and discussed at the beginning of the year.
2. Students are to respect people, property and to use appropriate at all times.
3. Be equitable. Enforce the same rule, the same way, with all students.
4. Set a good example.

REFERRAL GUIDELINES

A teacher should exhaust several options before referring a student to the principal's office. These options should include the following:

1. Counsel the student /students. This should be a private discussion. Refer to the standards of performance and conduct for teachers, principle.
2. Teachers are to communicate with parents. Contact the parents early to enlist their help. Document any or all discussion with parents.
3. If the problem is unresolved refer the student/students to the administrator.

THE PRINCIPAL RETAINS THE RIGHT AND PRIVILEGE TO ISSUE PENALTIES FOR ACTS OF DISCIPLINE NOT SPECIFICALLY STATED HEREIN AND TO ALTER PENALTIES AS HE/SHE CONSIDERS NECESSARY. EACH DISCIPLINARY PROBLEM WILL BE TREATED ON ITS MERITS, AND THE PRINCIPAL RETAINS THE RIGHT TO EXERCISE FAST AND IMMEDIATE ACTION WHEN THE SEVERITY OF THE PROBLEM COULD CAUSE HARM TO FACULTY AND STAFF, STUDENTS, OR OTHER PERSON WHO ARE GUESTS OR WHO ARE REPRESENTING THE SCHOOL AS TEMPORARY STAFF MEMBERS.

When determining disciplinary action the principal may choose from the following options:

1. Detention before and after school
2. ISS(In-school Suspension)
3. Alternative School
4. Expulsion from school (10 days or more)
5. Corporal punishment

If corporal punishment is used, the principal must have a signed parental permission form from the parent on file before this option is exercised.

6. Out of school suspension

CORPORAL PUNISHMENT

Corporal punishment, in the form of spanking or paddling, is a disciplinary action authorized to be used as long as it is administered in accordance with the guidelines established in writing by the principal and approved by the board of education.

Corporal punishment should be used only when other means have failed, or another method of punishment does not seem appropriate in light of the student's offense.

All corporal punishment procedures should insure:

1. That the principal has on file a signed completed permission form from the parent
2. That corporal punishment is administrated at the discretion of the principal
3. That corporal punishment is administered in the presence of a certified employee; never in the presence of other students
4. That a teacher is to have the principal as witness if administering corporal punishment
5. That the student was made aware of what type of offenses would result in corporal punishment
6. That the student is made aware of what specific behavior has resulted in the corporal punishment
7. That corporal punishment is not the first line of punishment

GRADING

All teachers are to record numerical numbers in their grading program. Any extra credit will be of an academic nature only.

* See Grading System and Semester Test & Semester Test Exemption in the Student Handbook section.*

PROGRESS REPORTS

Progress reports are issued following the end of the nine-week period. The semester grade is recorded on the permanent record

DO NOT FAIL STUDENTS UNLESS PARENTS HAVE BEEN NOTIFIED. EXCEPTIONS MAY OCCUR WHEN MAJOR TESTS ARE GIVEN.

Grade penalties for misbehavior in class may NOT be assessed against a student's academic record. This will be recorded on the Citizenship grade only.

DEFICIENCY NOTICE

Deficiency notices will be given to students at the end of 4½ weeks or at any point that a teacher becomes aware that a student is failing. Teachers are responsible for preparing the deficiency form. Forms are to be given to the office for mailing.

FAILING GRADES

Teachers will notify students when their grade falls below a 60.

EACH WEEK TEACHERS WILL NOTIFY, BY TELEPHONE OR IN WRITING, THE PARENTS OF THOSE STUDENTS WHO ARE ON THE WEEKLY ELIGIBILITY LIST. HAND IN YOUR FAILING LIST TO THE OFFICE BY **8 A.M. ON THURSDAY**. ELIGIBILITY WILL BE ON A WEEKLY BASIS FROM MONDAY TO MONDAY.

TEMPORARY GRADE SHEET

Use the temporary grade sheets (Gold) with the computer grade book for the first three weeks.

GENERAL INFORMATION

ANNOUNCEMENTS

Announcements will be made at the beginning of 3rd hour and 6th hour. A mandated moment of silence, required by law, will be observed after the third hour announcements.

ASSEMBLIES

ALL TEACHERS ARE TO ATTEND ASSEMBLY PROGRAMS AND SIT WITH THE CLASS YOU SPONSOR.

CLASS DISMISSAL

NO TEACHER will dismiss a class prior to any bell. This is especially true at the lunch hour and the last period of the day.

FACULTY MEETING

A weekly faculty meeting will be held every Friday unless canceled by the principal. A faculty meeting will be held on the first Wednesday following the monthly Board of Education meeting. All meetings will be held in the library. The time will be announced at a later date.

HALL PASS

Students are to have a hall pass when leaving a classroom. Teachers must complete a hall pass or maintain a log. This slip must have the time of departure and return, destination, teacher's signature and any other pertinent information. Generic hall passes are not acceptable.

LUNCH DUTY

A copy of lunch duty rosters will be given to each teacher and a copy placed on the office bulletin board. It is the responsibility of each teacher to attend to the duties assigned. This is an important part of your job. **BE VISIBLE!!!**

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

See exhibit GBC

TEACHER DRESS CODE

A dress code has been established for students in grades 9-12. **Dress professionally.**

****It is the teachers responsibility to notify students who do not adhere to the dress code. The principal should be notified of your action--report to the principal the names of students who do not adhere to the code as outlined in the Student Handbook.****

TEACHER'S ABSENCE

A teacher unable to attend class is to do the following:

1. Notify the principal/secretary as early as possible concerning absence. Call no later than 7 a.m.
2. The office will retrieve lesson plans from the computer.
3. Complete the information on the Substitute Teacher Folder and keep your class roster in this folder so it is readily accessible and available for the substitute.

TEACHER'S DAILY ACTIVITIES

1. Teachers are expected to report at 8 a.m. daily. Notify the principal's office if you cannot be on time. Teachers will be released at 3:30.
2. **As soon as the tardy bell rings, check your class roll carefully and record attendance on the computer. This is not a request from the principal. This is your responsibility in accounting for the students assigned to you each hour of the day.**
3. **Be in your classroom by the time the tardy bell rings.**
4. Follow the lunch supervision schedule. It is the responsibility of the lunch duty supervisors to help maintain discipline including littering, vandalism and keeping a safe environment.

TEACHER RESPONSIBILITIES

Be in the halls during class changes.

Do not leave your class unsupervised.

If leaving the building during the school day, please checkout at the principal's office.

Be on lunch duty according to your schedule. If for any reason you cannot take that duty, you are responsible for finding a replacement.

Be at weekly teachers' meeting promptly at 8 a.m.

Sit with the class you sponsor during all assemblies.

Hall Passes must be written before a student leaves your room. Or you must maintain a log

Failing lists and grade, verifications sheets are to be turned in when requested.

Give your semester tests at the time indicated by the principal.

Teachers are to complete and return any and all paperwork requested by the office by the due date.

Teachers will have lesson plans one week in advance in their computer.

SPECIFIC RULES

1. English teachers are to direct all seniors to prepare and turn in a resume to the counselor before the beginning of the second nine-weeks period.
2. Food and drink will be allowed in the classroom with permission from the principal. (Students)
3. **Come to me with the problem. Don't go over my head.**
4. **If you have a problem come to my office and talk. Don't broadcast to others what is going on or how we do things. BE PROFESSIONAL!!**
5. Tell students the first three days of class what your rules are and *post* them. (Examples: hats, gum, etc.)(State Law)
6. No school activity will be scheduled on test days unless an OSSAA sanctioned tournament or with the principal's approval.
7. . Don't send students to the Media Center without a note and a specific assignment. Give students a Hall Pass requesting the librarian's help. The student must return the note signed by the librarian.
8. There will be no fund-raising unless approved by the Board of Education.
9. Under NO circumstances will a student at Alva High School be "strip-searched" by any school employee. If another type search is indicated by the circumstances, contact the principal before any action is taken. Any type of search will be conducted by the administrator or administrator appointee.
10. NO purchases may be made unless prior approval has been given. A signed purchase order MUST BE IN HAND when purchase is made.(State Law) Payment for purchases made without a requisition will become the purchaser's (teacher's) responsibility.
11. All tests are to be filed for each student. Tests should be given back to students for studying nine weeks and semester tests.
12. **DO NOT AT ANY TIME GIVE STUDENTS KEYS TO CLASSROOM OR BUILDING**