

DISTRICT

HANDBOOK

2006-2007

(To be inserted in every student and teacher handbook)

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District #001, Woods County, Oklahoma

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ADMINISTRATION AND STAFF

SCHOOL BOARD

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

ADMINISTRATION

Mr. Don L. RaderSuperintendent
Mrs. Beverly Owen..... Administrative Assistant
Mr. Terry ConderPrincipal, Alva Middle School
Mrs. Tracie LeeperPrincipal, Washington Early Childhood Center
Mr. Greg Lyon Principal, Lincoln Elementary School
Mrs. Beverly Owen..... Principal, Longfellow Elementary School
Mr. Steve Parkhurst.....Principal, Alva High 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 the 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.

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, 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. Someone from the office will call the student from class. Upon returning to school, parents must check their student into school at the attendance office.

CALL YOUR SCHOOL ON THE DAY STUDENT IS ABSENT!

LINCOLN 327-3008

LONGFELLOW 327-3327

WASHINGTON 327-3518

MIDDLE SCHOOL 327-0608

HIGH SCHOOL 327-3682

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 the absence.

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.

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.

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.

MAKE-UP WORK

The teacher may allow work to be turned in after a due date for legitimate reasons as determined by the teacher and the principal. The late work may receive less credit. Students have one day for make-up for every day missed.

DROPPING A CLASS

A student must have written consent or phone permission from a parent or guardian if the student chooses to drop a class.

CHILD NUTRITION PROGRAM

BREAKFAST PROGRAM

The breakfast program is operated at Washington Early Childhood Center 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 Kindergarten through 5th grade will be allowed to charge for ten (10) days. Students from the Middle and High School will be allowed to charge for five (5) days. Staff will be allowed to charge for 5 days. No ala cart food can be charged.
No charges will be allowed the last ten (10) days of school.
- (2) No extra milk (morning break) 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.

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.

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.

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 Student 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. (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.

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.

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 and (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, 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 disregard for the health or safety of faculty or other students; and, (3) whether the student poses a threat to himself/herself, other students or faculty.

SUPERINTENDENT'S OFFICE 327-4823

SPECIAL 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 pupillary reflexes and muscle functions of the eye. 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.

ASSAULT AND BATTERY (DEFINITION)

Assault –**INTENTIONAL** creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Includes verbal threats.

Battery-**OFFENSIVE, UNCONSENTED TOUCHING OF ANOTHER'S PERSON, WHICH 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

The student and any student(s) who assisted the student to cheat will be given a grade of zero for all work resulting from the cheating/plagiarism.

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. These include custodians, cafeteria workers, and office personnel. 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.

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 and tank tops (width of shoulder strap is irrelevant)
3. Caps/hats (indoors)
4. Skin illustrations or hair styles that promote directly or indirectly alcohol, chemical abuse, tobacco, and criminal behavior
5. Clothing and/or athletic uniforms worn in a manner which is revealing, disruptive, or inappropriate for the school setting
6. 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)
 - c. Obscenity; profanity; any form of violence, weapons, lettering or numerical figures that are profane or repulsive.

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.

ELECTRONIC DEVICES/NUISANCE ITEMS

Electronic devices such as tape players, CD players, radio, cell phones/lasers, paging devices, video games, water guns and cards are prohibited at school or school activities (excluding vehicles) without prior approval by the principal or sponsor. This is a violation of State Law, Section, 488. A student may possess an electronic paging device upon the prior consent of both a parent/guardian and the

principal or superintendent upon showing medical necessity or other appropriate circumstances (70.O.S. 24-101.1)

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, unconsented 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, 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 uncoerced 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, "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 of 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, possesses or threatens 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.
 - * Suspension: Suspension for ten (10) 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 year 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

ASBESTOS POLICY

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document compliance. A copy of the plan for your child's school is available at the principal's office. Any asbestos related activities will

be announced through the local paper and/or written notification to all required individuals. (This complies with 763.93 (g)(4) and 763.93 (e) (10) of the AHERA standards.)

ACTIVITY TICKETS

Activity tickets are available for all students. They may be purchased at the high school office. Activity tickets are good for the following high school activities: two plays (not musicals), home varsity and JV football games, and home varsity and JV basketball games.

BLOODBORNE PATHOGENS

Alva Independent Schools adheres to all regulations concerning bloodborne pathogens. Extreme caution will be exercised in all areas where there is exposure to blood. There is written policy concerning the handling of this in the offices of all departments of the school. Faculty and staff have been trained and will be ready to meet the need of the students and staff, if and when, the need arises.

CHILD ABUSE OR NEGLECT

School officials must report incidents of child abuse or neglect to the proper legal authorities. (250.S.856 A (1) (c).

CLOSING SCHOOL (BAD WEATHER DAYS)

Announcements regarding school closings and delayed opening times due to inclement weather will be made on local radio and TV stations.

CUSTODIAL PARENTS/NON-CUSTODIAL PARENTS

The school has a legal obligation to provide custodial parents/non-custodial parents with student information. Judicial documents restraining one parent or another from removing a student from school or having access to student records must be on file in the school office. If a student does not live with a parent who has custodial rights, an affidavit must be on file that explains where the child lives and what to do in case of an emergency.

EMERGENCY DRILLS

High School and Elementary:	Fire signal: one (1) long bell.	Storm signal: Series of short bells.
Middle School:	Fire Signal: intermittent signal.	Storm signal: One (1) long signal.

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 are 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.

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.

The uses of tape and/or stickers are not allowed on lockers/desks. At AHS and 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)

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."

SAFE CALL

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

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.

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.

GRADES/GRADUATION

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).

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.

GRADES

Report cards are issued each 9-week period. The following grading scale is used in grades 2 –12.

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

All grades will be rounded up: Example: 89.50 = 90.00

Satisfactory (S), Unsatisfactory (U), and Needs Improvement (N) are used in grades K & 1

GRADUATION REQUIREMENTS

Students who will graduate from high school in the year 2002 – 2003 and thereafter must complete the following units or sets of competencies:

- 4 - English
- 3 - Mathematics
- 3 - Science
- 2 - Social Studies (Includes American History and Oklahoma History/Government)
- 1 - World History
- 2 - Arts (Includes Visual Art and General Music)
- 8 - Electives
- 23 -Total

Beginning with the Class of 2003, the high school graduation requirements will follow a “4x3x3x3 plus” plan.

CERTIFICATE OF DISTINCTION

- 4- English
- 4- Mathematics
- 4- Social Studies
- 4- Science
- 2- Foreign Language
- 2- Units of Technology, the Humanities, or the Arts

*Must have a minimum of 3.25 grade point average on a 4.0 scale

*Achieve a satisfactory (or advanced) score, or its equivalent, on all State end-of-instruction exams

Applicable career-tech classes offered by comprehensive high school career-tech programs

qualify for technology, science, and mathematics units if taught by a certified math/science teacher. Advanced placement classes in the subject areas may be substituted on a course-by-course basis to satisfy the academic units required for a diploma of distinction.

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 for two school days due to an excused absence has two school days to turn in assignments for the classes missed.) Students absent without permission or approved documentation will receive a grade of zero for missed assignments including homework.

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.

PARENT/TEACHER CONFERENCES

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

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.

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 or 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.

CAREER TECHNOLOGY

Career Technology is available for students in the 10th, 11th and 12th grades. Contact the high school principal for information.

WITHDRAWAL FROM SCHOOL

Students withdrawing from Alva Independent School to attend school in another district are requested to follow check-out procedures at their school site. Textbooks, library books, equipment and uniforms must be returned and all lunch fees and other fines paid upon check-out. Upon receiving a request from the receiving district all records will be transferred.

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 each Wednesday free of charge. 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)

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.**

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.

DRIVING REGULATIONS

Students driving motor vehicles to school must be of legal age to drive such vehicles and must have a valid driver's license. Vehicles will be parked in assigned parking areas, and students will vacate them *immediately* upon arrival at school. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, tobacco, stolen property, weapons, or other contraband might be present in these vehicles. Searches will be conducted in accordance with legally approved policies. Students parked in unauthorized areas may be towed at the student's expense and disciplinary action may result. Students will not go to cars or the parking lot between classes unless special permission is received from the principal. Parking on campus is a privilege that can be revoked.

The school assumes no responsibility for theft or vandalism in parking areas.

SKATEBOARDS/ROLLERBLADES/SCOOTERS

High school and 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.

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(s) 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, extra-curricular, 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

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, patron's 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, Infectious	X	If under proper treatment and monitored by a qualified medical person
Mumps	X	Parents or staff member requested to provide release statement from M.D.
Pediculosis (Head Lice)	X	Certificate from health professional and 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.

Communicable Diseases - continued

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, 2006

Legal Reference:

Cross Reference:

District #001, Woods County, Oklahoma