

# Welcome to Alva Elementary Schools!

Washington- Preschool, Kindergarten, and First Grades, 327-3518

Longfellow- Second Grade and Third Grades, 327-3327

Lincoln- Fourth and Fifth Grades, 327-3008

Monthly calendars with menus printed on the back will be sent with students at the BEGINNING of each month. Lunch charge notices will be sent home after charge is made with a maximum of 10 lunches charged. Charge notices may be attached to planners. No morning or afternoon milk break milk may be charged. No lunches will be charged during the last 10 days of school. Lunches and milks may be purchased daily, weekly, or monthly (except for May. Because of the Alva Child Nutrition Refund Policy, May lunches and milks may be purchased daily or weekly only). Adults are welcome to eat school lunch with students. Requests should be made by 9:00 the day before, because of Alva's Central Kitchen. You are welcome to bring a lunch and join us on any day. Check the lunch schedule at each school.

Call the school office before 9:00a.m. if students will not be attending school. Do not request that a teacher have homework assignments ready before 3:30p.m.

**ENROLLMENT INFORMATION MUST REMAIN CURRENT; ANY CHANGE MUST BE REPORTED TO THE SCHOOL OFFICE**

Visitors must check in at the office. Do not go directly to a classroom. Students leaving during school hours must be checked out by a properly authorized person; at the school office.

Students requiring prescription/nonprescription medication must have a parent/guardian signed Medicine Release Form BEFORE medication can be administered by school personnel. These medications MUST be sent in the original container with the instructions. The release forms are available at the school offices.

Toys, skateboards, skates, scooters, electronic games, balls, etc., are NOT to be brought to school unless requested by the teacher. The Alva PTO, Summit for Youth Adopt-A-Class, and the schools provide equipment for recess and Physical Education.

## Alva Elementary Schools Teachers 2005-2006

Trisha Barnard	Media Asst.	Dawn Madrid	Kindergarten
JoDonna Barton	Second	Manuel Martinez	Physical Ed
Sherrie Benson	Third	Carla Mitchel	Music
Jan Davis	Special Ed	Linda Overton	Special Ed
Gena Denton	Fourth	Larry Parker	Speech Path.
Brenda Dixon	Counselor	Brenda Rackley	Fourth
Rhonda Fields	Second	Teresa Rader	First
Georgianna Gagnon	First	Eileen Reiman	First
Krista Gordon	Pre-K	Sally Schmidt	Title I Read
Mary Green	Media Spec.	Tracy Shiever	Kindergarten
Isla Hada	Fifth	Marsha Smith	Fifth
Gail Hadwiger	Physical Ed	Gail Swallow	Third
Paul Hamilton	Fifth	Shannon Vore	Pre-K
Karen Heaton	Title I Read	Drue Washburn	Kindergarten
Amelia Hillman	Second	Karleen White	Media Spec.
Debbie Justice	First	.	
Patsy Kephart	Fourth		
Kelli Killman	Special Ed		
Lianne Levetzow	Third		
Kim Lohmann	Third		
Lei Ann Lohmann	Kindergarten		
Melissa Maharry	Second		

Secretaries

Machelle Hooper.....Washington  
Misty Fisher..... Longfellow  
Rita McMurphy.....Lincoln

Custodians

Lenette Shelite, Ted Shafer.....Washington  
Angie Sharp, Debbie Harzman..... Longfellow  
Rita Miller, John Hillman..... Lincoln

Service Directors

Food Service Director.....Verleta Eckels  
Phone 327-6024  
Transportation Director.....Roger Miller  
Phone 327-6044  
Federal Programs Director.....Beverly Owen  
Phone 327-4823  
Special Education Director.....Pam Jones  
Phone 327-6023

## Elementary Mission Statement

In order that all students may contribute and succeed in the 21<sup>st</sup> century, the mission of Alva Independent Schools, while stressing the importance of rigorous academics and technology, recognizing the worth, dignity, and leadership capacity of every individual, and the need for moral values and character, is to provide a safe and secure environment where students enjoy learning. We accept this responsibility along with parents, community, and the State of Oklahoma.

### Elementary Academic Honesty Policies

**Washington Elementary**- Honesty has an important place in everyone's life. We learn about honesty early in life. Children need to realize being honest with themselves and others is an important tool for getting along in this world. We, at Washington School, will define honesty as: not lying, not cheating, not stealing, and not taking unfair advantage of others. We will help children begin to understand themselves better and develop the positive areas of honesty.

The consequences and/or punishment for each student and each incident will be handled on an individual basis. We will strive to handle punishment and consequences in such a way as to further the child's growth, and not to hinder his or her self-esteem.

**Longfellow Elementary**- Academic honesty is the positive action toward achievement. Academic dishonesty is the intentional misrepresentation of achievement. It is the policy of Longfellow Elementary School that each teacher will minimize the opportunity for dishonest behavior and address such occurrences individually. In doing so, teachers and administrators will strive to handle punishment and consequences in such a way as to further the child's growth and not hinder his/her self-esteem.

**Lincoln Elementary**- Academic honesty is the straight forwardness of conduct as it applies to the educational setting and judged on an individual basis. Dishonesty is deliberate actions to cause what is invalid to seem to be valid. Judged on a case to case basis, the consequences will depend on the severity of the incident. Punishment will be left to the discretion of the teacher and/or administrator.

### Early Arrivals

Students should not be on the school grounds before 8:00 a.m. unless busses arrive early. There will be no outside play before school. The students are to go directly into the building. Students who must arrive early need a valid reason cleared through the office of the principal. The breakfast program for all Alva Independent School students will be at the Washington Elementary School cafeteria beginning at 7:45 a.m. No early arrivals, please.

### Leaving School

Students are to go directly home after school unless other arrangements have been made. Please notify the school office if there will be any change in the student's after-school activities. NO student is permitted to leave the school grounds for any reason, unless a teacher has given permission. All students must check out at the office.

### Time Schedule

All classes begin at 8:30 a.m. Students will be counted tardy after 8:30 a.m. No "Perfect Attendance Awards" will be given if a student is absent or tardy. (Check individual sites for recess, lunch and bus dismissal times). Morning pre-school classes end at 11:00 a.m. The afternoon pre-school classes begin at 12:30 p.m. All elementary schools end the day at 3:10 p.m.

### Pets

No pets are to be brought to school without the permission of the student's teacher and the principal.

### Birthday Invitations

Please do not send Birthday invitations to be distributed at any of the elementary schools.

Label Students' names on outer clothing, lunch boxes, notebooks, backpacks, etc. Each year numerous items are left in each school's lost and found.

Information notes are sent home often. If you have questions or concerns, please call or come by the school office.

Alva Parent/ Teacher Organization

The purpose of the Alva PTO is to promote the welfare of students in the Alva Elementary School system. Membership in this organization is open to all parents, teachers, and interested community members. All PTO funds are used in the Alva Elementary Schools. Alva PTO meetings are scheduled on the second Monday of each month. Four dates are set each year for PTO parties. These include: Halloween, Christmas, Valentine’s Day, and Easter. Students may also have birthday treats. The parent should notify the teacher at least one day in advance. Please do NOT send red drinks.

PTO Officers

- Rachel Spellman.....President
- Amy Ryerson.....Vice-President
- Melanie Gaisford.....Vice-President
- Pam Coffman.....Secretary
- Michelle Mapes.....Treasurer

PTO Representatives----- To be determined at a later date.

A Special Note to Parents:

This handbook was written so you will know the rules that govern Alva Independent Schools. Parents and students should review the handbook together so there are no surprises when a problem arises at school.

Please read the handbook, sign the bottom of the page, and have your child return it to his/her homeroom teacher. We will keep these signatures as a record that you are aware of our policies and regulations. If you have concerns, please visit with your building principal. We look forward to working with you and your student.

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Student's Name \_\_\_\_\_

I have reviewed this handbook with my child.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date