

Alva High School

Student Handbook

Alva Goldbugs

*A
Symbol
of
Excellence*



2018-2019

Alva High School
501 14th Street
Alva, OK 73717
Phone: 580.327.3682
Email:
ahs@alvaschools.net

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. If you feel this policy was not met, please contact the Alva Independent School District Compliance Officer at 580-327-3682.

Adopted: August 04, 2008

Revised: August 05, 2002 July 25, 2006
August 04, 2003 July 5, 2009
August 02, 2004 August 7, 2013
August 01, 2005 June 25, 2015
August 01, 2016 June 29, 2017
July 9, 2018

Legal Reference:

Cross Reference:
District #001, Woods County, Oklahoma

ADMINISTRATION AND STAFF	1
ALVA HIGH SCHOOL FACULTY AND STAFF	2
AISD CALENDAR	3
AHS BELL SCHEDULE	4
MISSION STATEMENT	5
NONDISCRIMINATION	5
STUDENT CONDUCT	5
PARENT RESPONSIBILITY	5
ATTENDANCE	6
Excused Absences	6
Unexcused Absences	6
Don't Count Absent (DCA)	6
Tardy	6
Truancy	7
Change of Address	7
CHILD NUTRITION PROGRAM	7
Breakfast Program	7
Lunch/Milk Program	7
Food and Drinks in School Vehicles	7
DISCIPLINE POLICY	8
Conduct at School Sponsored Events	8
FORMS OF DISCIPLINE	8
Corporal Punishment	8
In-School Detention (ISD)	8
Out of School Suspension (OSS)	8
Students Suspended By Another School Section A	8-9
Student Seeking a Transfer Section B	9
Students Removed From School by Administrative or Judicial Process Section C	9
Special Education	9
DISCIPLINE INFRACTIONS	10
Alcohol/Chemical Abuse	10
Assault and Battery	10
Assault on School Employee	10
Bullying	10
Cheating/Plagiarism	10
Courtesy	10
Disrespect	11
Disruptive Behavior	11
Dress Code	11
Electronic Devices/Nuisance Items	11
Extortion	11
Failure or Refusal to Serve Assigned Discipline	12
Fighting	12
Gang Activities and Secret Societies	12
Grievance Procedure for Students and Parents	12
Harassment	12
Hazing	12
Insubordination	12
Interrogations of Students	12-13
Language Other Than English	13
Libel	13
Littering	13
Misinformation	13
Obscenity/Profanity	13
Printed Material	13

TABLE OF CONTENTS

DISCIPLINE INFRACTIONS- continued

Public Display of Affection (PDA)	13
Racial Discrimination and Harassment	14-15
School Resource Officer (SRO)	15
Search of School Property	15
Search of Student's Person	15
Sexual Harassment	16
Stealing, Destroying or Defacing School Property or Personal Property at School	16
Threats	16
Tobacco, Tobacco Products and ECigs	16
Dangerous Weapons Policy	16-17

GENERAL INFORMATION

Activity/Sports Letter Awards	18
Activity Tickets	18
Asbestos Policy	18
Bloodborne Pathogens	18
Career Technology	18
Child Abuse or Neglect	18
Class Withdrawal Policy	18
Closing School (Bad Weather Days)	18
Communication from Staff to Student	18
Concurrent Enrollment	19
Custodial Parents/Non Custodial Parents	19
Driver's Education	19
Emergency Drills	19
Enrollment Requirements	20
Fund Raising Events	20
Guidance	20
Health Services	20
Homecoming	20
Immunizations	20
Insurance	20
Locker/Desks	20-21
Media Center	21
Medication	21-22
Minute of Silence Law Senate Bill 815	22
Parent/Teacher Conferences	22
Special Education	22
Student Records/Family Education Rights and Privacy Act (FERPA)	22-23
Telephone Use at School	23
Textbooks	23
Visitors	23
Withdrawal from School (moving)	24

INTERNET USE AND OTHER TECHNOLOGICAL RESOURCES

INTERNET USE AND OTHER TECHNOLOGICAL RESOURCES	24-25
--	-------

GRADES/GRADUATION

Academic Honesty Policy	25
Consequences of Misconduct	25-26
Eligibility	26
Grades	26
Homework	26
Home Schooled and Non-Accredited School Entry Policy	26-27
Incomplete Grades	27
Proficiency-Based Promotion	27
Promotion and Retention of Students	27
Semester & Benchmark Tests	27
Graduation Requirements	27-28
Early Exit Graduates	28
Honors & Awards	28-29

TRANSPORTATION	29
School Buses	29
Activity Bus	30
Bicycles.....	30
Driving Regulations	30
Skateboards/Rollerblades/Scooters	30
CLASS SPONSORS/CLUB ORGANIZATIONS	31
Student Information Login	32
Sexual Harassment	33-39
Harassment and Hazing.....	39
Grievance Procedures	40-42
Communicable Diseases.....	43-44
Immunizations (Woods County Health Department)	45-47
Drug Free Schools Policy	48-49
Lettering Policy	50-55
Career Plan and Graduation Requirements.....	56-57
ATTACHMENTS	58
Concurrent Enrolment Information	58
Oklahoma's Promise.....	59
ACT Test Dates	60-61
NCAA Eligibility.....	62-63
Alva Independent School Board Policies and Forms	64-86
Signature Page	88

ADMINISTRATION

SCHOOL BOARD

Mrs. Jane McDermott..... President
Mrs. Tiffany Slater Vice-President
Mrs. Karen Koehn Clerk
Mr. Larry Parker..... Deputy Clerk
Mr. Shane HensonMember

ADMINISTRATION

Mr. Tim ArgoSuperintendent
Mr. Les Potter.....Principal, Alva High School
Mrs. Stephanie Marteney Principal, Alva Middle School
Mrs. Madison Williams.....Principal, Lincoln Elementary School
Mrs. Alysson Tucker Principal, Longfellow Elementary School
Mr. Shane FeelyPrincipal, Washington Elementary School

ALVA HIGH SCHOOL FACULTY AND STAFF 2018-2019

Mr. Les Potter	ldpotter@alvaschools.net	Principal
Mrs. Terry Smithey	tlsmithey@alvaschools.net	Secretary
Mrs. Lisa Vermillion	lmvermillion@alvaschools.net	Secretary
Ms. Almgren	kaalmgren@alvaschools.net	Yearbook
Mr. Scott Baugh	sabaugh@alvaschools.net	Social Studies, Asst. AD & Baseball Coach
Mrs. Misty Beiswanger	mlbeiswanger@alvaschools.net	Counselor
Mrs. Amber Bosch	adbosch@alvaschools.net	Paraprofessional
Ms. Ashley Bownds	arbownds@alvaschools.net	Paraprofessional
Mrs. Cara Bradt	crbradt@alvaschools.net	Band
Mr. Nicholas Bradt	njbradt@alvaschools.net	Speech & Drama
Mr. Ryan Brandt	rtbrandt@alvaschools.net	History
Mr. Dalton Beeler	djbeeler@alvaschools.net	Special Education & Asst. Football Coach
Mrs. Alisha Beleele	asbeleele@alvaschools.net	Vocal Music
Mr. Bruce Dollar	bbdollar@alvaschools.net	Social Studies
Mr. Christopher Eckhardt	cceckhardt@alvaschools.net	Language Arts
Mr. Steve Gale	sbgale@alvaschools.net	Alternative Ed. & Drivers Ed
Mrs. Mary Green	magreen@alvaschools.net	Librarian
Mrs. Janelle Hammer	jahammer@alvaschools.net	Family & Consumer Science
Mr. Dustin Horn	dghorn@alvaschools.net	Math, AD, Girls' Basketball & Golf Coach
Mrs. Beki Houston	blhouston@alvaschools.net	Speech Pathologist
Mrs. Lalonie Kern	lskern@alvaschools.net	Paraprofessional
Mrs. Cynthia Leiter	clleiter@alvaschools.net	ESL
Dr. Steve Maier	sjmaier@alvaschools.net	Science
Mrs. Dana Manning	dlmanning@alvaschools.net	Science
Mr. Marcus Mead	mwmead@alvaschools.net	Special Education & Asst. Football & Asst. Baseball Coach
Mr. Greg McClure	gdmccclure@alvaschools.net	Art
Mrs. Dixie Meyer	djmeyer@alvaschools.net	Science
Mrs. Crystal Murrow	clmurrow@alvaschools.net	Language Arts
Mr. Randy Nation	rlnation@alvaschools.net	Vo-Ag
Mrs. Linda Pfeider	ldpfeider@alvaschools.net	Business Education
Mrs. Vickie Schlarb	vmschlarb@alvaschools.net	Paraprofessional
Mr. Mike Shklar	kmshklar@alvaschools.net	Athletics & Football & Track Coach
Mrs. Halah Simon	hrsimon@alvaschools.net	Language Arts
Mrs. Rose Mary Stout	rmstout@alvaschools.net	Foreign Language
Mrs. Mary Tyree	mltyree@alvaschools.net	Science
Mr. Ron Vasquez	rvasquez@alvaschools.net	School Resource Officer
Ms. Katlyn Weathers	krweathers@alvaschools.net	Vo-Ag
Mrs. Mendi White	mlwhite@alvaschools.net	Math
Mr. Clint Harzman	clharzman@alvaschools.net	Custodian
Mrs. Maria Samaniego		Custodian
Mrs. Pat Countryman	pecountryman@alvaschools.net	Cafeteria
Mrs. Leisa Telinde	lrtelinde@alvaschools.net	Cafeteria
Mr. Shane Feely	tsfeely@alvaschools.net	Boys' Basketball

2018-2019 Alva Independent Schools

This calendar can also be viewed at www.alvaschools.com

August 2018							January 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4		1-2	1	2	3	4	5	
5	6	7	8	9	10	11	6	7	8	9	10	11	12
12	13	14	15	16	17	18	13	14	15	16	17	18	19
19	20	21	22	23	24	25	20	21	22	23	24	25	26
26	27	28	29	30	31		27	28	29	30	31		

August							January						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
6-8							1-2						
7							3-4						
9							7						

August							January						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
6-8							1-2						
7							3-4						
9							7						

September 2018							February 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5	6						
8	9	10	11	12	13	14	13						
15	16	17	18	19	20	21	20						
22	23	24	25	26	27	28	26						
29	30	31					27						

September							February						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
3							6						
12							18						

September							February						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
3							6						
12							18						

October 2018							March 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5	8						
7	8	9	10	11	12	13	11						
14	15	16	17	18	19	20	15						
21	22	23	24	25	26	27	18-22						
28	29	30	31										

October							March						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
11							8						
15							11						

October							March						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
11							8						
15							11						

November 2018							April 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5	3						
7	8	9	10	11	12	13	19						
14	15	16	17	18	19	20	22						
21	22	23	24	25	26	27							
28	29	30	31										

November							April						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
7							3						
19-23							19						

November							April						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
7							3						
19-23							19						

December 2018							May 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5	16						
7	8	9	10	11	12	13	17						
14	15	16	17	18	19	20	20-21						
21	22	23	24	25	26	27							
28	29	30	31										

December							May						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
19							16						
20-31							17						

December							May						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
19							16						
20-31							17						

August 2018							January 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5	1-2						
7	8	9	10	11	12	13	3-4						
14	15	16	17	18	19	20	7						
21	22	23	24	25	26	27	21						
28	29	30	31										

August							January						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
6-8							1-2						
7							3-4						
9							7						

August							January						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
6-8							1-2						
7							3-4						
9							7						

**Alva High School
2018-2019 Class Bell Schedule**

First Bell for First Period	8:15
First Period (Tardy Bell 8:20)	8:20-9:10
Passing (between classes)	9:10-9:15
Second Period	9:15-10:05
Passing (between classes)	10:05-10:10
Third Period	10:10-11:00
Passing (between classes)	11:00-11:05
Fourth Period	11:05-11:55
Lunch Period	11:55-12:35
First Bell for Fifth Period	12:35
Fifth Period (Tardy Bell 12:40)	12:40-1:25
Passing (between classes)	1:25-1:30
Sixth Period	1:30-2:15
Passing (between classes)	2:15-2:20
Seventh Period	2:20-3:05

MISSION OF THE ALVA INDEPENDENT SCHOOL DISTRICT #001

Alva Goldbugs strive for excellence.

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. See Alva Independent School Board policies and forms pages 71-93

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. **LEAVING SCHOOL WITHOUT CHECKING OUT WILL RESULT IN AN UNEXCUSED ABSENCE.** Someone from the office will call the student from class. Upon returning to school, the student must check into school at the attendance office.

A student who is more than 15 minutes late is counted absent for the entire period.

A student must be in class 90% of the time in order to participate in extra-curricular activities. (OSSAA regulation) **Students must be in class 90% of the time. That means that students will only be allowed 9 absences each semester (exception-DCA's and special permission from the principal's office. Doctor's notes, court appearances, and family funerals are usually acceptable with proper documentation.) No credit (N/C) or "F" may be given if the student fails to meet the attendance requirement. A written appeal to the Attendance Appeals Committee with dates and documentation may be required if a student exceeds 9 absences in a semester and wishes to receive credit for classes.**

A student whose name appears on the DO NOT ADMIT LIST must come to the office for an admit slip.

Students may not be eligible to participate in an activity if they are absent from school the day of the activity except through special permission from the principal.

CALL YOUR SCHOOL ON THE DAY STUDENT IS ABSENT! 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 trancies, suspensions. Make-up work may not be allowed for credit for an unexcused absence. Students will have one day to reconcile unexcused absences. The office will give students an admit to have teachers sign. The student will be responsible for returning it to office by the end of the first day after said absence.

DON'T COUNT ABSENT (DCA)

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

TARDY POLICY

A student is considered tardy when not in an assigned seat when the bell rings. All teachers will report tardies to the office via computer attendance reporting. Students held after class will need a written excuse from that teacher.. Tardy students going to class after teachers have already posted attendance will need a slip from the office to get into class. The office will keep a record of all tardies.

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/school resource officer 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 ninety percent (90) 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.

CHILD NUTRITION PROGRAM

BREAKFAST PROGRAM

The breakfast program is operated at Alva Middle School, Lincoln Elementary, Longfellow Elementary, and 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 the High School will be allowed to charge for five (5) days. Staff will be allowed to charge for (5) days.
No charges will be allowed the last ten (10) days of school.
- (2) No extra milk will be charged. All extra milk MUST be paid in advance.
- (3) Sack or cold lunches may be brought from home. Be sure to identify your student’s box or sack. Milk or juice in a thermos or unbreakable container may be brought from home.
- (4) Applications for FREE or REDUCED lunches are available at the school offices.
Reduced breakfast’s are \$.30 and reduced lunch’s are \$.40.

Prices of lunches are as follows:		Prices of breakfast are as follows:	
Student Lunch	\$2.40	Student Breakfast	\$1.75
Guests	\$4.35	Guest	\$2.05
School Employees	\$3.00	School Employee	\$2.00
Extra milk	\$.40		

FREE AND REDUCED SCHOOL MEALS APPLICATION FORMS ARE AVAILABLE AT ALL SCHOOL OFFICES AND ON LINE. FAMILIES MAY APPLY (OR REAPPLY) FOR FREE AND REDUCED PRICE SCHOOL MEALS ANYTIME DURING THE SCHOOL YEAR.

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.

IN-SCHOOL DETENTION (ISD)

ISD 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. ISD is during the regular school day in the ISD room. A student must serve ISD on consecutive school days. A student in ISD 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 ISD. 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 student has ten (10) days to file the appeal. 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 health 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 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) 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 (Rapid Eye Test). This procedure is frequently used in Alva Independent School athletic programs to determine if the brain functions have been impaired by injury, illness, or disease. If neurological dysfunction is suspected, regardless of the cause, the parent/guardian will be contacted immediately. In most cases, civil authorities will also be contacted. The above behaviors, as well as the neurological examination, may be sufficient probable cause to search the student (clothes, locker, vehicle, book bag, etc.) for illegal drugs, drug paraphernalia, weapons, or other contraband.

See Drug-Free Schools and Campuses Policy for Discipline on page 54 and 55.

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.

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

CHEATING/PLAGIARISM

See Academic Honesty Policy under Grades/Graduation.

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
 - a. Blouses or shirts should not be low cut or revealing
 - b. Shorts should be approximately fingertip length when standing
2. "Cut-off" shorts and tank tops (width of shoulder strap is irrelevant)
3. Caps/hats (indoors)
4. Skin illustrations, hair styles, or clothing that promote directly or indirectly alcohol, chemical abuse, tobacco, vaping, e-sigs etc. 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 musical/game devices, cell phones, lasers, paging devices, video games, water guns and cards may not be used during the scheduled class time. Students may only use their phones and other devices before or after school or at lunch only in designated areas. First time offending students will be given a warning and reminder of the rules. Repeat offenders may be prohibited from bringing the device to school. Teachers may allow students to use phones during class for educational purposes.

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. All fights will be reported to police department or resource officer.

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.

HARASSMENT

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

HAZING

Hazing, in any form, such as harassment, bullying, and/or intimidation by verbal, written, or electronically 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 is 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. After notification of harassment, hazing, or sexual harassment incident the principal shall call all parties involved and investigate alleged incident.

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 ISD 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.

RACIAL DISCRIMINATION AND HARASSMENT PROHIBITION POLICY ACA

It is the policy of the Alva Public Schools that racial discrimination and harassment constitute unethical and unacceptable conduct that will not be tolerated at any level. All students and employees are strictly prohibited from engaging in any form of racial discrimination or harassment directed towards an employee, student, vendor, or applicant for employment, and anyone in such conduct is subject to disciplinary action in accordance with District policy. All staff members and students of the District are to respect this policy, abide by this policy and are expected to enforce this policy by seeking to eliminate any and all types of racial harassment. All District employees have an obligation to respond to complaints of student-on-student harassment, including but not limited to complaints about harassment by non-District students. Staff members will report suspected violations of this policy and incidents of racial discrimination or harassment to the Site Principal and/or the Superintendent and assist in the elimination of racial harassment in any and all of the District's schools. Racial discrimination and harassment includes but is not limited to verbal or physical contact, epithets, slurs, gestures, or graffiti, even in jest, that are targeted toward an individual because of their race. Individuals bring different levels of sensitivity to interaction. What may seem harmless, trivial, or "all in good fun" to one person may be extremely offensive to the person to whom the comments or actions are directed. Any person believing that he or she has been the subject of racial discrimination or harassment (whether by a student, District employee, non-District student or other individual) should immediately report the incident in writing to a teacher, site principal, or the Superintendent. Any individual who reports racial discrimination or harassment will not be retaliated against for making such report. Complaints will be handled as quickly, confidentially and fairly as possible. The person receiving the written report shall immediately report the incident to the Superintendent. The Superintendent shall designate a principal to conduct an initial investigation, provided that the Superintendent may conduct the investigation in the event he or she determines that to be appropriate. Within ten (10) days of the completion of the investigation, the Superintendent shall advise the complainant in writing of his or her findings and the disposition of the complaint. Any person having questions regarding (1) racial discrimination or harassment, or (2) the District's process for reporting or addressing racial discrimination or harassment should contact the Superintendent either by phone or mail at:

Superintendent, Alva Public Schools, 418 Flynn Street, Alva, OK 73717; (580)327-4823.

Adopted: December 03, 2007

District #001, Woods County, Oklahoma

District Investigation of the Discrimination Complaint

1. FOLLOW YOUR POLICY
2. Investigate all complaints or reported occurrences, even if not reported in accordance with your complaint procedure.
3. Make sure the purported victim is interviewed in a calm, non-threatening manner. Let the victim know that he/she did the right thing to report, and the District does not tolerate discrimination. If it is a student, make sure to have a parent/guardian permission prior to talking to the student in detail.
4. Interview all possible witnesses, and obtain written statements if possible.
5. Inform the alleged perpetrator that an allegation has been made, remind him/her that no intimidation or retaliation will be tolerated, and get his/her full side of the story. Ask him/her of any additional witnesses that might be important, and interview them.
6. It is often best to have two persons conducting the investigation-one of each sex if possible-so that those being interviewed are as comfortable as possible.
7. Ensure that the investigation is complete, and as prompt as possible.
8. Make sure that the investigators make a written report, with findings and conclusions.
9. If necessary, may consider separating the complainant and the alleged perpetrator(s) until the investigation is complete. Ensure that with such separation the complainant is not in any manner

retaliated against or appears to be the subject of punishment. Remove the alleged perpetrators from the complainant, not vice versa.

10. When the investigation confirms the allegations, appropriate corrective action will be taken. Inform the victim of the results of the investigation and the nature of corrective action to be taken. Make sure the victim is reminded to inform if anyone engages in any form of attempted retaliation.

These discipline actions will be taken for all students involved in harassment/bullying.

1. A warning will be given when the harassment/bullying incident does not display immediate harm, injury, or immediate danger to victim.
2. Second offense will result in three (3) days In School Suspension and suspension of any activity while serving the ISD.
3. Third offense will result in three (3) days Out of School Suspension and suspension of any activity while serving the OSS.
4. Fourth offense will result in ten (10) days Out of School Suspension and suspension of any activity while serving the OSS.
5. Fifth offense will result in Out of School Suspension for the remainder of the school year.

See Alva Independent School Board policies and forms pages 71-93.

SCHOOL RESOURCE OFFICER

The School Resource Officer (SRO)/Alva Police Department Partnership exists to provide a safe learning environment in district schools by reducing school violence; by improving school/law enforcement collaboration; and by improving perception and relations between students, parents, staff and law enforcement.

The school resource officer (SRO) may frequently speak with students in a voluntary situation about a crime, possible crime or for student concerns. If, as a result of a conversation or conversations with a student, the SRO becomes aware of personal concerns the student may have, the officer will work with school administrators to ensure that the student's issues are being addressed.

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, written, or electronic 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, ISD, 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)

THREATS

Any student making threats, whether electronic, verbal or written, directed at a student or school personnel, will be punished accordingly and investigated by the school resource officer for possible criminal charges.

TOBACCO AND TOBACCO PRODUCTS

Students shall be prohibited from smoking, from using electronic cigarette or vaping, from the use of snuff, chewing tobacco or any other form of tobacco product, or use of any nicotine/chemical transferring product in the buildings and, on the grounds of the Alva Independent School facilities and at any school function. State Law 63 O.S. Contraband will be confiscated. The student may be warned, given detention, given suspension, or turned over to law enforcement depending on circumstances.

DANGEROUS WEAPONS POLICY

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

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

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

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

- * Facsimile of gun – Any student who has a facsimile of a gun including a cap, toy, or water gun or any other item resembling a gun in his/her possession at school or any

school-sponsored event will be disciplined as follows: (1) Parent/guardian will be notified; (2) The student may be suspended; (3) If harm or threat should occur, the student will be dealt with the same as having a gun.

- * Knives, Weapons, or Other Dangerous Devices – The term “knife, weapon or device” shall include but not be limited to (1) knives of all sizes and types; (2) brass knuckles, chains, clubs, and sharp instruments; (3) explosives, bombs, combustible fluids or materials, firecrackers, poisons, chemicals or spray paint and/or; (4) knives, weapons, or devices, the use, threat or purpose of which is to cause personal injury or property damage.
 1. The use, display or possession of ANY kind of knife, weapon or device capable of stabbing, cutting, injuring, maiming or disfiguring other persons OR damaging property, on the campus, parking lots, premises or property of Alva Schools or during school sponsored activities, functions or events may result in the following disciplinary action against all students involved. AND
 2. Any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a knife, weapon or device capable of causing personal injury or property damage in violation of this policy, shall also be subject to the same disciplinary action as the student who actually uses, displays, 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.
 - * In School Suspension: In School 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 semester shall occur under any of the following conditions – (a) when the knife, weapon or device was used or displayed in a threatening manner; or (b) when the knife, weapon or device has caused harm, injury, destruction or damage to persons or property; or; (c) when the student involved has threatened any other person with harm or physical injury with a knife, weapon or device; or (d) the student has a prior school disciplinary record of violence, aggression, injury, damage or threats.

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

ACTIVITY/SPORTS LETTER AWARDS

Alva High School will order letter jackets two times throughout the year. Quotes will be taken from representatives that can meet the requirements for the Alva High School letter jacket. Students may order a letter jacket if they have lettered in an approved activity/sport the previous year. A student, who has participated for two years in an activity/sport and does not letter, may order a letter jacket the start of their junior year. Students may only put on the letter "A" the official activity insert given to said student by the activity sponsor or coach.

Lettering Criteria see pages 56-60.

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: home varsity football games, and/or home varsity basketball games.

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.)

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.

CAREER TECHNOLOGY

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

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).

CLASS WITHDRAWAL POLICY

A student must make a class change request prior to the 5th day of the semester. A student must have written consent or phone permission from a parent or guardian if the student chooses to drop a class. A student may receive an F on their transcript for any class dropped after three weeks of class time. These classes include concurrent, career tech, and online courses. IEP students may drop or change classes after three weeks with the IEP team making the decision.

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.

COMMUNICATION FROM STAFF TO STUDENT

Periodically, it may be necessary for staff members to communicate with students via texts, social media, apps or telephone. The principal's office has a STUDENT WIRELESS COMMUNICATIONS OPT-OUT FORM for any parents wishing to opt their student of this type of communication.

CONCURRENT ENROLLMENT

High school seniors who meet the eligibility requirements are entitled to receive tuition waivers for up to six hours per semester.

- Seniors - NWOSU - Score a 20 ACT or 940 SAT **or** have a 3.0 GPA and rank in the top 50 percent of your class.
- Juniors – NWOSU - Score a 23 ACT or 1050 SAT **or** have a 3.5 GPA.

Enrolling in college classes:

- Students must meet the eligibility requirements of the college to take classes. AHS students will need to apply to the college and pay the required fees to take classes.
- Students must be enrolled 1st and 2nd semester in 6 rigorous classes, combining AHS classes and college classes. **A copy of the college class schedule must be turned in to the high school counselor each semester.**

Dropping college classes:

- State law requires that all concurrent college courses are included on the high school transcript. Any class that is dropped after the 3 week period from the start of the AHS semester may be transcribed as an F grade. Please notify the school counselor of any changes immediately.

Grading policy for college classes:

- State law requires that all concurrent college classes be included on the high school transcript.
- Any college class required for graduation credit or honors graduation will be figured into the student's GPA; any college class above and beyond high school requirements may not be figured into the high school GPA.

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.

DRIVER EDUCATION

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

EMERGENCY DRILLS

High School, Middle School and Elementary

Fire Signal: intermittent signal. Storm signal: Announcement over the intercom

Intruder Alert: Announcement over the intercom

Lock-Down Drill

Pursuant to SB 103 passed by the Oklahoma Legislature during the 2007 session and as amended by SB 1941 during the 2008 session, it shall be the policy of Alva Independent Schools #001 to conduct a minimum of two (2) lock-down drills at each school site within the district each school year.

No lockdown drill shall be conducted at the same time of day as a previous lockdown drill conducted in the same school year, and no more than two lockdown drills shall be conducted in one semester. Additional drills may be conducted at the discretion of the district. Lockdown drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school. All students and employees shall participate in the drills, with the extent of student involvement to be determined by the district.

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.

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.

HOMECOMING CANDIDATES

In order to be eligible to be chosen as a Homecoming Candidate, a student must have been a four year member of the particular team being honored during said homecoming. The four year requirement applies to four consecutive years at the high school level. High school years of membership to a team may be accumulated at any high school educational establishment. Three year team members may be selected as candidates, if there are no four year seniors on the team.

In regards to football:

An equal number of female candidates, in accordance to male candidates, will be selected from the senior class.

IMMUNIZATIONS

Overview of Immunization Requirements:

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

INSURANCE

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

LOCKERS/DESKS

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

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

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.

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.**

Self-Administration of Asthma Medication or Anaphylaxis Medication

In accordance with SB 343 of the 2003 legislative session and HB 2239 of the 2008 legislative session, is shall be the policy of Alva Independent School District I-001 that under certain conditions a student may be allowed to possess and self-administer asthma medication or anaphylaxis medication (including but not limited to Epinephrine Injectors prescribed by a physician and having an individual label). The policy shall require:

1. The parent or guardian of the student to authorize in writing the student's self-administration of medication;
2. The parent or guardian of the student to provide to the school a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication;
3. The parent or guardian of the student to provide to the school an emergency supply of the student's medication to be administered pursuant to the provisions of Section 1-116.2 of Title 70 of the Oklahoma Statutes;
4. The school district to inform the parent or guardian of the student, in writing, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student; and

5. The parent or guardian of the student to sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

As used in this section:

1. "Medication" means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label; and
2. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician.

The permission for self-administration of asthma medication or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements of this section.

A student who is permitted to self-administer asthma medication pursuant to this policy shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication, including but not limited to an Epinephrine injector, at all times.

MINUTE OF SILENCE LAW SENATE BILL 815

This law requires all school sites within the district to observe approximately one minute of silence each day. The Alva BOE requires that the staff in charge of daily school announcements read "As we begin (or end) another day, let us pause for a moment of silence to reflect, meditate, pray or engage in other silent activity."

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be held at the middle of the first and third nine-weeks periods. Parents are encouraged to contact the school at any time if they have any questions or concerns. Teachers will visit with each parent during the semester beginning at the middle of each semester. Teachers will notify the parents of the progress of their child verifying notification by documenting phone calls, mailings, and personnel visits.

SPECIAL EDUCATION

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

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

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

- (1) The right to exercise a limited control over other people's access to the student's educational record.
- (2) The right to seek to correct the student's record, in a hearing, if necessary.
- (3) The right to report violations of the FERPA to the U.S. Department of Education.
- (4) The right to be informed about FERPA rights and procedures.
- (5) The district will arrange to provide translations of this notice to non-English speaking parents/legal guardians or students over eighteen (18) at a cost per page.

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

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

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

Any school official may release the following student directory information without violating the FERPA or the Oklahoma Open Records Act (51 O.S. 24A.16):

- (1) Name of student
- (2) Address
- (3) Telephone number(s)
- (4) Parents' name
- (5) Major field of study
- (6) Participation in officially recognized activities and sports
- (7) Height and weight of members of athletic teams
- (8) Hair and eye color
- (9) Class designation, (i.e., first grade tenth grade, etc.)
- (10) Dates of attendance ("from and to" dates of enrollment)
- (11) Degrees and awards received
- (12) Most recent previous school attended
- (13) Date of birth
- (14) Photograph
- (15) Videotape not used in a disciplinary matter
- (16) Student work for display at the discretion of the teacher (no grade displayed)
- (17) Directory information posted on website/internet.

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

After the list has been published or parents of new enrollees have been notified, the district will allow the parents 10 school days to submit to the School Principal of their student's school, a **DENIAL OF PERMISSION TO RELEASE CERTAIN DIRECTORY INFORMATION WITHOUT PRIOR WRITTEN CONSENT FORM** **9NEPN Code:JRB-E** designating the release of **all or none** of the items listed above.

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

TELEPHONE USE AT SCHOOL

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

TEXTBOOKS

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

VISITORS

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

WITHDRAWAL (moving) FROM SCHOOL

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

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

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

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

INTERNET USE OF THE WIDE AREA NETWORK AND OTHER TECHNOLOGICAL RESOURCES

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

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

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

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

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

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

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

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

The district will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet.

See Laptop and Internet Agreement handed out separately.

GRADES/GRADUATION

ACADEMIC HONESTY

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

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

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

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

CONSEQUENCES OF MISCONDUCT

1. First time offending students will be issued a grade of 0 (zero) in the class.
2. Second time offending students will be issued a grade of 0 (zero) in the class and 3 days of In School Detention. Students participating in any school sanctioned activity (both competitive and noncompetitive) will be ineligible during the In School Detention days.

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

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

ELIGIBILITY

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

GRADES

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

AHS Scale	A	90-100
	B	80-89
	C	70-79
	D	60-69
	F	0-59
	P	Work Study Classes

All grades will be rounded to the nearest whole unit. Semester tests will not count more than 10 percent of a student’s grade. Students should be in class 90% of the time to receive credit for the class (exception-DCA's and special permission from the principal's office). No credit (N/C) or “F” may be given if the student fails to meet the attendance requirement. Teachers will give a minimum of two (2) grades per week when possible.

HOMEWORK

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

No extra credit will be allowed except for academic work.

HOME SCHOOLED AND NON-ACCREDITED SCHOOL ENTRY POLICY

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

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

INCOMPLETE GRADES

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

PROFICIENCY-BASED PROMOTION

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

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

PROMOTION AND RETENTION OF STUDENTS

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

TESTS

Semester tests will not count more than 10 percent of a student's grade

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

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

Absences Allowed **and/or** Tardies is

Example: 1st hour - 6 absences
 2nd hour - 5 absences
 3rd hour - 5 absences
 4th hour - 5 absences and 1 tardy
 5th hour - 6 tardies
 6th hour - 5 absences
 7th hour - 5 absences

This student would take semester tests in 1st hour, 4th hour and 5th hour.

3. Any student who is truant or has an unexcused absence at any time during the semester will not be eligible for exemptions.
4. Students required to take the semester test, and who do not report for the test(s) will have one week to complete the test or the test will go down as an "0".
 The principal will determine the testing schedule.

GRADUATION REQUIREMENTS

Incoming freshman will be required to take financial literacy before graduation.

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

Requirements as of class of 2019. See pages 56-57.

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

1. At least two units of the last three units completed for graduation will be completed in attendance at Alva High School
2. **Beginning with the Class of 2009, student will be considered a freshman with 0-3 units; a sophomore with 4-9 units; a junior with 10-15 units; a senior with 16-23 or above.**

A student's classification will change only at the beginning of a new year with the exception of graduating juniors whose classification will change to senior at the beginning of the second and final semester of the junior year. Students may appeal at semester.

EARLY-EXIT GRADUATES

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

HONORS AND AWARDS

National Honor Society

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

Oklahoma Honor Society

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

SCHOLARSHIPS

AHS scholarship information is available in the counselors office and on the counselors website. www.alvacounselor.wordpress.com

In addition, students will be given information concerning websites where they can complete scholarship searches.

Computers are available in the library for students to use.

SENIOR ACADEMIC ACHIEVEMENT FOR CLASS OF 2017-2018

Very Highest Achievement: 3.8 - 4.0 GPA

4 English

4 Math (must include Trig/Math Analysis or College Algebra or above)

4 Science (must include Anatomy and Physiology, AP Biology, Chemistry, Human Physiology or Physics)

4 Social Studies (may include Psychology/Sociology)

2 Foreign Language or Computer Technology approved for college admission

Highest Achievement: 3.6 – 3.79 GPA

- 4 English
- 4 Math (must include, Trig/Math Analysis or College Algebra or above)
- 4 Science (must include Anatomy and Physiology, AP Biology, Chemistry, Human Physiology, or Physics)
- 4 Social Studies (may include Psychology/Sociology)
- 2 Foreign Language or Computer Technology approved for college admission

High Achievement: 3.3 – 3.59 GPA

- 4 English
- 4 Math (must include, Trig/Math Analysis or College Algebra or above)
- 4 Science (must include Anatomy and Physiology, AP Biology, Chemistry, Human Physiology or Physics)
- 4 Social Studies (may include Psychology/Sociology)
- 2 Foreign Language or Computer Technology approved for college admission

Beginning with the class of 2018 Ecommerce-Webb Design will no longer count as a fourth history.

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

** GPA will be cumulative

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

All seniors with a GPA of 3.3 and above and graduating with honors will be honored at the Academic Banquet.

Valedictorian and Salutatorian

Those students who are ranked number one and number two and who have completed the Senior Academic Achievement criteria will be recognized as Valedictorian and Salutatorian. This will be based on the first seven semesters of the senior's high school transcript. The last three semesters of this transcript must be completed at Alva High School. Exceptions to the three semester rule will be considered on a case by case basis.

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

Online courses may not meet requirements for this policy.

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

All automobiles driven to school must be registered with the principal's office and must be parked on school property. Students must present a valid driver's license and insurance verification at the time of vehicle registration. Vehicles will be parked in assigned parking areas only. Numbered identification stickers will be issued and placed in the lower left corner of the rear window. Parking permits will be issued to legal licensed drivers. 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. The speed limit for school zones should be observed while in the vicinity of any school. The speed limit in the high school parking lot is 5 mph. Rapid acceleration or "peeling out" will constitute reckless driving and may result in the loss of driving privileges. Any student who is not driving properly, or has an accident in the parking lot and is found at fault by the police officer who worked the accident, may lose driving privileges. Additional violations may result in the student losing all driving privileges from Alva High School for the remainder of the school year. **No student should be in the parking lot except those students who have permission to leave campus.** Loitering in the parking lot will not be permitted. Leave your car immediately upon arrival before school and at lunch. Students are required to get permission from his/her principal or teacher to return to the parking lot for books or supplies. Parking on campus is a privilege that can be revoked. The school assumes no responsibility for theft, or vandalism, or damage to vehicles/property 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.

2018-2019 CLASS SPONSORS

<u>SENIOR CLASS (2019)</u> Mrs. Simon (H) Mr. Bradt Mr. Gale Mr. Horn Mr. Mead	<u>JUNIOR CLASS (2020)</u> Mrs. Murrow (H) Mr. Beeler Mr. Brandt Mrs. Buckhaults Mrs. Manning
<u>SOPHOMORE CLASS (2021)</u> Mrs. Meyer (H) Mr. Baugh Mr. Eckhardt Mrs. Pfeider Mrs. White	<u>FRESHMAN CLASS (2022)</u> Mrs. Tyree (H) Mr. Dollar Mrs. Green Mrs. Hammer Mrs. Leiter

2018-2019 CLUBS AND ORGANIZATIONS SPONSOR

Alternative Ed Director	Mr. Steve Gale
Art Club	Mr. Greg McClure
Athletic Director	Mr. Dusty Horn
Assistant Athletic Director	Mr. Scott Baugh
Cheerleaders	Mrs. Brandi Brown
FCA	Mrs. Misty Beiswanger
FCCLA	Mrs. Janelle Hammer
FFA	Mr. Randy Nation
Key Club	Mrs. Halah Simon
National Honor Society	Mrs. Misty Beiswanger
Student Council	Mrs. Dana Manning & Mr. Nick Bradt
Science Club	Mrs. Dana Manning
NFL & Drama	Mr. Nick Bradt & Mr. Chris Eckhardt
Building Sponsor	Mrs. Halah Simon
Le Club	Mrs. Rose Stout
Director of Activities	Mr. Les Potter

New Teachers

Mentor Teachers

Mr. Dalton Beeler	Mrs. Misty Beiswanger
Mr. Ryan Brandt	Mrs. Halah Simon
Mr. Marcus Mead	Mr. Chris Eckhardt
Mrs. Mendi White	Mr. Dusty Horn
AG	Mr. Randy Nation
Band	Mrs. Cara Bradt
Vocal	Mr. Kiley Feely

Parent/Guardian, Student Portal

We have a new student information system this year. Parents, Guardians and students can log into the student information system home portal to see information such as attendance, discipline and grades for each student. You can go to <http://www.alvaschools.com/> and click on **Parent Resources** to find the **Student Information Login**. You can find this link on the District page or any school site page. Contact your student's school if you need help to get started.



The image shows a login portal for Municipal Accounting Systems Inc. At the top left is a blue logo consisting of three vertical bars of varying heights. To the right of the logo, the text "MUNICIPAL" is written in a large, bold, brown serif font, with "ACCOUNTING SYSTEMS INC." in a smaller, blue, sans-serif font below it. Below the logo and text is a large, empty rectangular box labeled "Authentication Message". Underneath this box is a section titled "Login" in a small, grey font. This section contains two input fields: "User Name" and "Password", each with a corresponding text box. Below the input fields is a "Login" button. At the bottom of the page, there are two links: "[Privacy Policy and Terms of Service](#)" and "Having trouble logging in? [Forgot Password](#)".

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, verbal or electronic communication 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, electronic communication, 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

Oklahoma law prohibits any child afflicted with a contagious disease from attending a public, private, or parochial school until such time as the child is free from such contagious disease. Children may be excluded from school when it is believed necessary to promote the safety and well-being of all students and staff acquiring and/or transmitting a contagious disease which may or may not be life threatening.

Current Centers for Disease Control (CDC) guidelines dictate that children with fever should be kept home for 24 hours AFTER the fever has subsided without the aid of fever reducing medication.

Recommended Exclusion and Return to School

<u>Disease</u>	<u>Exclude from Class</u>		<u>To Return to Classroom</u>
	<u>Yes</u> -----	<u>No</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.

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:



Guide to Immunization Requirements in Oklahoma: 2017-18 School Year

All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend childcare or school in Oklahoma. Please read the bullets below for essential information.

VACCINES	CHILDCARE Up-to-date for age	PRE-SCHOOL PRE-KG	KG-6th	7th - 12th
	Total doses	Total doses	Total doses	
DTaP (diphtheria, tetanus, pertussis)	4 DTaP	5 DTaP	5 DTaP	One-time Tdap booster
PCV (pneumococcal conjugate vaccine)	1-4 PCV	PCV is required for children in child care only.		
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV	4 IPV/OPV	4 IPV/OPV	No additional doses are required once a child has completed the required number of doses. If a child or student has not completed all of the required doses by the time they enter pre-school, kindergarten, or any grade above kindergarten, the doses must be completed on schedule.
MMR (measles, mumps, rubella)	1 MMR	1 MMR	2 MMR	
Hib (<i>Haemophilus influenzae</i> type b)	1-4 Hib	Hib is required for children in child care only.		
HepB (hepatitis B)	3 HepB	3 HepB	3 HepB	
HepA (hepatitis A)		2 HepA		
Varicella (chickenpox)	1 Varicella	2 HepA	2 HepA	
		1 Varicella (2 nd dose recommended at KG entry)		

- ★ If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose DTaP is not required.
- ◆ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose was given.
- ◀ If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday and at least six months from the previous dose, then the 4th dose of IPV/OPV is not required.
- Children may be complete with 3 or 4 doses of Hib vaccine depending on the brand of vaccine used.
- Students 11 through 15 years of age who have not received HepB vaccine may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.
- The table above lists the vaccines that are required for children to attend childcare, preschool, and kindergarten through twelfth grade in Oklahoma. Additional vaccines may be recommended, but are not required. For example, a 2nd dose of varicella vaccine is recommended before entering kindergarten, but not required by Oklahoma law.
- **Children attending licensed childcare facilities must be up-to-date for their age for the vaccines listed in the "Childcare" column.** Refer to this web page for information on when doses are due for children attending childcare: http://www.ok.gov/health/Disease_Prevention_Preparedness/immunizations/Vaccines_for_Childcare/index.html.
- **Hib and PCV vaccines are not required for students in pre-school, pre-kindergarten, or kindergarten programs operated by schools unless the facility is a licensed child care facility. Hib and PCV vaccines are required for children attending licensed child care facilities.**
- Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses.
- The first doses of measles, mumps and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday) or they must be repeated.
- For doses given on or after Jan. 1, 2003, the 5th dose of DTaP must be given on or after the 4th birthday (or within 4 days before the 4th birthday). This rule does not apply to doses given before 2003.
- If a parent reports that their child had chickenpox disease, the child is not required to receive varicella vaccine. Record that the child had the disease.
- **It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due. Longer than recommended intervals between doses do not affect final immunity.**
- **Children may be allowed to attend childcare and school if they have received at least one dose of all the required vaccines due for their age or grade and the next doses are not yet due, but they must complete the remaining doses of vaccine on schedule. These children are "in the process" of receiving immunizations.**

Vaccine-Preventable Diseases and the Vaccines that Prevent Them

Diphtheria (Can be prevented by DTap & Tdap vaccines)

Diphtheria is a very contagious bacterial disease that affects the respiratory system, including the lungs. Diphtheria bacteria can be passed from person to person by direct contact with droplets when an infected person coughs or sneezes. When people are infected, the diphtheria bacteria produce a toxin (poison) in the body that can cause weakness, sore throat, low-grade fever, and swollen glands in the neck. Effects from this toxin can also lead to swelling of the heart muscle and, in some cases, heart failure. In severe cases, diphtheria can cause coma, paralysis, and even death.

Hepatitis A (Can be prevented by HepA vaccine)

Hepatitis A is an infection of the liver caused by hepatitis A virus. The virus is usually spread person-to-person through the fecal-oral route. In other words, the virus is taken in by mouth from contact with objects, food, or drinks contaminated by the feces (stool) of an infected person. Symptoms include fever, tiredness, loss of appetite, nausea, abdominal discomfort, dark urine, and jaundice (yellowing of the skin and eyes). An infected person may have no symptoms, may have mild illness for a week or two, or may have severe illness for several months that requires hospitalization. In the U.S. about 100 people a year die from hepatitis A.

Hepatitis B (Can be prevented by HepB vaccine)

Hepatitis B is an infection of the liver caused by hepatitis B virus. The virus spreads through exposure to blood or other body fluids, for example, from sharing personal items, such as razors or during sex. Hepatitis B causes a flu-like illness with loss of appetite, nausea, vomiting, rashes, joint pain, and jaundice. The virus stays in the liver of some people for the rest of their lives and can result in severe liver diseases, including fatal cancer.

Human Papillomavirus (Can be prevented by HPV vaccine)

Human Papillomavirus also known as HPV, is a very common virus that is spread by skin-to-skin contact during any type of sexual activity with another person. About 79 million Americans, most in their late teens and early 20s, are infected with HPV. HPV is so common that nearly all sexually active men and women get it at some point in their lives. It is a major cause of cervical cancer in women and genital warts in women and men. Every year in the U.S. about 4,000 women die from cervical cancer caused by HPV and about 8,000 men get cancers caused by HPV.

Measles (Can be prevented by MMR vaccine)

Measles is one of the most contagious viral diseases. Measles virus is spread by direct contact with the airborne respiratory droplets of an infected person. Measles is so contagious that just being in the same room after a person who has measles has already left can result in infection. Symptoms usually include a rash, fever, cough, and red, watery eyes. Fever and rash can last for up to a week, and the coughing lasts about 10 days. Measles can lead to pneumonia, seizures, brain damage, and death.

Meningococcal Disease (Can be prevented by MCV vaccine)

Meningococcal disease is caused by bacteria and is a leading cause of bacterial meningitis (infection around the brain and spinal cord) in children, teens and young adults. The bacteria are spread by droplets from the nose and throat through coughing, sneezing or kissing. Symptoms include nausea, vomiting, sensitivity to light, confusion and sleepiness. Meningococcal disease also causes blood infections. About one of every ten people who get the disease dies from it. Survivors of meningococcal disease may lose their arms or legs, become deaf, have problems with their nervous systems, become developmentally disabled, or suffer seizures or strokes.

Mumps (Can be prevented by MMR vaccine)

Mumps is an infectious disease caused by the mumps virus, which is spread in the air by a cough or sneeze from an infected person. A child can also get infected with mumps by coming in contact with a contaminated object, like a toy. The mumps virus causes fever, headaches, painful swelling of the salivary glands under the jaw, muscle aches, tiredness, and loss of appetite. Severe complications for children who get mumps are not common, but can include meningitis (infection of the covering of the brain and spinal cord), encephalitis (inflammation of the brain), permanent hearing loss, or swelling of the testes, which can lead to sterility in men, although this is rare.

Pertussis (Whooping Cough) (Can be prevented by DTap & Tdap vaccines)

Pertussis is caused by bacteria spread through direct contact with respiratory droplets when an infected person coughs or sneezes. In the beginning, symptoms of pertussis are similar to the common cold, including runny nose, sneezing, and cough. After 1-2 weeks, pertussis can cause spells of violent coughing and choking, making it hard to breathe, drink, or eat. This cough can last for weeks. Pertussis is most serious

for babies, who can get pneumonia, have seizures, become brain damaged, or even die. About two-thirds of children under 1 year of age who get pertussis must be hospitalized.

Polio (Can be prevented by IPV vaccine)

Polio is caused by a virus that lives in an infected person's throat and intestines. It spreads through contact with the feces (stool) of an infected person and through droplets from a sneeze or cough. Symptoms typically include sudden fever, sore throat, headache, muscle weakness, and pain. In about 1% of cases, polio can cause paralysis. Among those who are paralyzed, up to 5% of children die because they become unable to breathe.

Rubella (German Measles) (Can be prevented by MMR vaccine)

Rubella is caused by a virus that is spread through coughing and sneezing. In children rubella usually causes a mild illness with fever, swollen glands, and a rash that lasts about 3 days. Rubella rarely causes serious illness or complications in children, but can be very serious to a baby in the womb. If a pregnant woman is infected, the result to the baby can be devastating, including miscarriage, serious heart defects, mental retardation, and loss of hearing and eye sight.

Tetanus (Lockjaw) (Can be prevented by Tdap vaccine)

Tetanus is caused by bacteria found in soil. The bacteria enter the body through a wound, such as a deep cut. When people are infected, the bacteria produce a toxin (poison) in the body that causes serious, painful spasms and stiffness of all muscles in the body. This can lead to "locking" of the jaw so a person cannot open his or her mouth, swallow, or breathe. Complete recovery from tetanus can take months. Three of ten people who get tetanus die from the disease.

Varicella (Chickenpox) (Can be prevented by varicella vaccine)

Chickenpox is caused by the varicella zoster virus. Chickenpox is very contagious and spreads very easily from infected people. The virus can spread from either a cough or a sneeze. It can also spread from the blisters on the skin, either by touching them or by breathing in the viral particles. Typical symptoms of chickenpox include an itchy rash with blisters, tiredness, headache and fever. Chickenpox is usually mild, but it can lead to severe skin infections, pneumonia, encephalitis (brain swelling), and even death.

Woods County Health Department

511 Barnes Ave.

Alva, OK 73717

Telephone: 580-327-3192

Fax: 580-327-2703

Immunizations

Immunizations will be given free of charge to children under 19 years of age on the following days each week.

Monday 8 a.m. to 11 a.m. & 1 p.m. to 4 p.m.

Tuesday 8 a.m. to 11 a.m. & 1 p.m. to 4 p.m.

Wednesday 8 a.m. to 11 a.m. & 1 p.m. to 4 p.m.

Thursday NO IMMUNIZATIONS GIVEN THIS DAY

Friday 8 a.m. to 11 a.m. NO SERVICES (INCLUDING IMMUNIZATIONS) IN P.M.

If the student has never been to Woods County Health Department for immunizations or if the student has received immunizations from a private physician, the student/parent will need to bring the student's immunization record with him/her.

If you live somewhere other than Alva, please call before driving to the Woods County Health Department to verify adequate nursing staff is present and not attending a training the day you want to come.

**NO APPOINTMENT IS NECESSARY
IMMUNIZATIONS ARE GIVEN AS "WALK-IN" ONLY**

DRUG-FREE SCHOOLS

Realizing that student safety is of great concern to the Alva Independent School District #001, the Board of Education adopts the position that the unlawful manufacture, use, possession, sale, distribution or being under the influence of drugs, low-point beer or alcohol by students on school property or using drugs as part of any school activity is strictly prohibited.

Annually, students will be given a copy of the "Drug-Free School and Campuses Program" in the Alva School District and notified that compliance is mandatory as a condition of enrollment. This program to be implemented annually includes:

- * Code of conduct which prohibits drug, low-point beer and alcohol use
- * Description of health risks associated with the use of illicit drugs, low-point beer and alcohol
- * Description of available drug, low-point beer and alcohol counseling, treatment and rehabilitation programs
- * Statement of disciplinary sanctions that will be imposed on students for the use of illicit drugs, low-point beer and alcohol
- * Drug education and prevention programs will be held throughout the school year as part of a continuing education program

Parents will be given a copy of the "Drug-Free School and Campuses Program" in the Alva School District and notified that compliance by the student is mandatory. The parents will also be notified that as a condition of enrollment, the student must agree, in writing, to abide by the terms of this policy.

The school administration will conduct a biennial review of the "Drug-Free School and Campuses Program" to determine its effectiveness, implement needed changes and ensure that disciplinary sanctions are consistently enforced.

The Alva School District will certify to the secretary of the U.S. Department of Education that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs, low-point beer and alcohol by students and employees.

Any student who violates the code of conduct will be subject to disciplinary action which may include suspension, expulsion and referral to law enforcement agencies for prosecution.

Possession, distribution, or being under the influence of alcohol or drugs as mentioned in the opening paragraph, on school property or at a school function will result in the following discipline actions:

- First offense will be 5 days in-school suspension plus the student will attend two counseling sessions which shall be performed after school hours and the school must receive documentation of attendance. The student will not participate in any school activities or functions for two weeks. Failure to attend scheduled counseling will initiate other discipline actions.
- Second offense the student will be placed in in-school suspension for two weeks and it will be recommended that drug or alcohol assessment be performed and the student will not be allowed to participate in any activities for 90 days.
- Third offense the student will be suspended from school for five days without the opportunity to make up grades during this period and will not be eligible for school activities for 175 school days.

DRUG-FREE SCHOOLS (Cont.)

All parties deemed involved in or associated with an incident will fall under the same discipline action. Any student removing himself/herself from the incident and reporting it will be exempt from the discipline.

Any student deemed guilty of this policy and who has a contract with OHLAP will forgo his/her OHLAP eligibility.

The Alva School District hereby commits itself to a continuing good faith effort to maintain a drug-free school. Throughout the school year, students will be required to attend drug awareness programs which will educate students about the dangers of drug abuse; available drug counseling, rehabilitation and re-entry programs and in-depth discussion of the schools "Drug Free Program."

Students should refer to discipline policy in the Student Handbook for more information.

REFERENCE: Public Law 101-226
70 O.S. §1210.221, et seq.

Please sign and return Drug Free form found in the Student Forms Book.

LETTERING INFORMATION FOR ALL ACTIVITIES/SPORTS ALVA HIGH SCHOOL

Alva High School will order letter jackets the second full week of the start of each school year. Quotes will be taken from representatives that can meet the requirements for the Alva High School letter jacket. Students may order a letter jacket if they have lettered in an approved activity/sport the previous year. A student, who has participated for two years in activity/sport and does not letter, may order a letter jacket the start of their junior year. Students may only put on the letter "A" the official activity insert given to said student by the activity sponsor or coach.

Involvement in Alva High School Athletics and Activities is an honor and a privilege. While representing an athletic/activity program, your behavior on campus, in the community, and at other schools reflects on not only yourself, but your program and the school as well. To maintain this privilege, students are expected to respect people and property, be in regular school attendance, and follow all team and school rules. Failure to follow these guidelines could result in a suspension from the athletic/activity program and/or forfeiture of the Alva High School letter. The head coach/sponsor in conjunction with the athletic director, activities director and high school principal will determine such consequences.

BAND OF GOLD REQUIREMENTS FOR LETTERING

To be eligible to earn a letter at Alva High School, each candidate must meet the following criteria:

1. Be a member of the band and student body in good standing.
2. Maintain eligibility 80% of the athletic season and maintain eligibility during OSSAA district/state events.
3. Play in 80% of the scheduled performances.
4. Participating in band all four years of your high school career would earn you a letter for your senior year.
5. All absences must be cleared with band director prior to the scheduled event in a timely fashion.
6. Band Director maintains the privilege to award letters at his/her discretion and approval of high school principal.

BASEBALL/SOFTBALL LETTERING CRITERIA

To be eligible to earn a letter at Alva High School, each candidate must meet the following criteria:

1. Be a member of the team and student body in good standing.
2. Maintain eligibility 80% of the athletic season and maintain eligibility during OSSAA district/state events.
3. Play in 20% of the varsity innings.
4. Participating in baseball/softball all four years of your high school career would earn you a letter for your senior year.
5. If a player suffers a season ending injury, the innings will be counted up to the point of injury.
6. Coaches maintain the privilege to award letters at their discretion with approval of athletic director and high school principal.

BASKETBALL LETTERING CRITERIA

To be eligible to earn a letter at Alva High School, each candidate must meet the following criteria:

1. Be a member of the team and student body in good standing.
2. Maintain eligibility 80% of the athletic season and maintain eligibility during OSSAA district/state events.
3. Play in 20 varsity quarters.
4. Participating in basketball all four years of your high school career would earn you a letter for your senior year.
5. If a player suffers a season ending injury, the quarters will be counted up to the point of injury.
6. Coaches maintain the privilege to award letters at their discretion with approval of athletic director and high school principal

FOOTBALL LETTERING CRITERIA

To be eligible to earn a letter at Alva High School, each candidate must meet the following criteria:

1. Be a member of the team and student body in good standing.
2. Maintain eligibility 80% of the athletic season and maintain eligibility during OSSAA district/state events.
3. Play in 10 varsity quarters.
4. Participating in football all four years of your high school career would earn you a letter for your senior year.
5. If a player suffers a season ending injury, the quarters will be counted up to the point of injury.
6. Coaches maintain the privilege to award letters at their discretion with approval of athletic director and high school principal.

GOLF LETTERING CRITERIA

To be eligible to earn a letter at Alva High School, each candidate must meet the following criteria:

1. Be a member of the team and student body in good standing.
2. Maintain eligibility 80% of the athletic season and maintain eligibility during OSSAA district/state events.
3. Play in 80% of the golf matches/tournaments.
4. Participating in golf all four years of your high school career would earn you a letter for your senior year.
5. If a player suffers a season ending injury, the playing time will be counted up to the point of injury.
6. Coaches maintain the privilege to award letters at their discretion with approval of athletic director and high school principal

SPEECH LETTERING CRITERIA

To be eligible to earn a letter in Speech and Debate at Alva High School, Each candidate must meet the following criteria:

1. Be a member of the Speech and Debate team and a student body in good standing.
2. When competing, a member must always present themselves in a manner that is representative of excellence for the school and community.
3. Maintain eligibility 90% of the speech and debate season scheduled by O.S.S.A.A.
4. Participate in a minimum of 3 qualifying tournaments and qualify and compete at regionals.
5. Coaches maintain the privilege to award letters at their discretion with approval of high school principal.

SPECIAL OLYMPICS CRITERIA

To be eligible to earn a letter at Alva High School, each candidate must meet the following criteria:

1. Be a member of special olympics and student body in good standing.
2. Maintain eligibility 80% of the athletic season and maintain eligibility during OSSAA district/state events.
3. Participate in local, regional or state competitions.
4. Participating in Special Olympics for at least two years of your high school career would earn you a letter for your senior year.
5. All absences must be cleared with Special Olympics Director prior to the scheduled event in a timely fashion.
6. Special Olympics Director maintains the privilege to award letters at his/her discretion and approval of high school principal.

SOCCER CRITERIA

To be eligible to earn a letter at Alva High School, each candidate must meet the following criteria:

1. Be a member of the team and student body in good standing.
2. Maintain eligibility 80% of the athletic season and maintain eligibility during OSSAA district/state events.
3. Play in 80% of the soccer games/tournaments.
4. Participating in soccer all four years of your high school career would earn you a letter for your senior year.
5. If a player suffers a season ending injury, the playing time will be counted up to the point of injury.
6. Coaches maintain the privilege to award letters at their discretion with approval of athletic director and high school principal

TRACK LETTERING CRITERIA

To be eligible to earn a letter at Alva High School, each candidate must meet the following criteria:

1. Be a member of the team and student body in good standing.
2. Maintain eligibility 80% of the athletic season and maintain eligibility during OSSAA district/state events.
3. Participate in 80% of meets.
4. Participating in track all four years of your high school career would earn you a letter for your senior year.
5. If a player suffers a season ending injury, participation will be counted up to the point of injury.
6. Coaches maintain the privilege to award letters at their discretion with approval of athletic director and high school principal

VOCAL MUSIC CRITERIA FOR LETTERING

To be eligible to earn a letter in Vocal Music and the bars for each year thereafter, an Alva High School student must meet the following criteria:

1. Be a member of the High School Choir and a student body in good standing.
2. Be passing all subjects he/she is enrolled in during the school year.
3. Attend and participate in all concerts and contests unless excused by the director.
4. Participating in all functions, special performances, and events unless excused by the director
5. Attend school 90% of each nine weeks.
6. Must be enrolled in High School Vocal Music for two (2) consecutive years.

The student would be able to order a letter jacket during their sophomore

College Preparatory/Work Ready Curriculum

Grad Year Curriculum Requirements	2017	2018	2019	2020
Language Arts	4	4	4	4
Mathematics	3 (Algebra 1 or above taken 9-12)	3 (Algebra 1 or above taken 9-12)	3 (Algebra 1 or above taken 9-12)	3 (Algebra 1 or above taken 9-12)
Laboratory Science	3	3	3 (1 Life Science, 1 Physical Science, 1 with rigor above Bio I or Physical Science)	3 (1 Life Science, 1 Physical Science, 1 with rigor above Bio I or Physical Science)
History & Citizenship Skills	3	3	3	3
World Languages	2 of same or 2 CT	2 of same or 2 CT	2 of same or 2 CT	2 of same or 2 CT
Computer Technology	2 or 2 of same WL	2 or 2 of same WL	2 or 2 of same WL	2 or 2 of same WL
Additional Unit	1 (from above)	1 (from above)	1 (from above OR CTE, concurrent enrollment, AP, IB approved for college entrance)	1 (from above OR CTE, concurrent enrollment, AP, IB approved for college entrance)
Fine Arts/Speech	1	1	1	1
Electives	6	6	6	6
Total Number of Units Required	23	23	23	23

Core Curriculum

Grad Year Curriculum Requirements	2017	2018	2019	2020
Language Arts	4	4	4	4
Mathematics	3	3	3	3
Science Can include qualified Agriculture Classes	3	3	3	3
History & Citizenship Skills	3	3	3	3
Computer Technology	NA	NA	1	1
Fine Arts/Speech	2	2	1	1
Electives	8	8	8	8
Total Number of Units Required	23	23	23	23

Oklahoma State Regents for Higher Education
 655 Research Parkway, Suite 200, Oklahoma City, Oklahoma 73104
 Phone: 405-225-9100; E-mail: studentinfo@osrhe.edu
 Web Site: www.okhighered.org

Admission Standards 2015-2016
CONCURRENT ENROLLMENT OF HIGH SCHOOL STUDENTS

Minimum High School Performance Standards

	Option 1 Minimum ACT/SAT	Option 2 Minimum GPA and Class Rank
HIGH SCHOOL SENIORS		
University of Oklahoma	24/1090 AND 3.0 GPA or top 50%	3.0 AND top 30%
Oklahoma State University	24/1090	3.0 AND top 33%
University of Science and Arts of Oklahoma	24/1090	3.0 AND top 25%
Regional Universities	20/940	3.0 AND top 50%
Community Colleges	19/900	3.0
HIGH SCHOOL JUNIORS		
University of Oklahoma	25/1130	3.5
Oklahoma State University	25/1130	3.5
University of Science and Arts of Oklahoma	24/1090	3.5
Regional Universities	23/1050	3.5
Community Colleges	21/980	3.5

All concurrent students must have a signed statement from the high school principal stating that they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, and must also provide a letter of recommendation from the school counselor and written permission from a parent or legal guardian. A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work.

Concurrent students who are receiving instruction at home or from an unaccredited high school must be 17 years of age and meet the requirements for high school seniors above or be 16 years of age and meet the requirements for high school juniors above.

Minimum ACT Subject Scores for Concurrent Enrollment in Courses in Subject Area

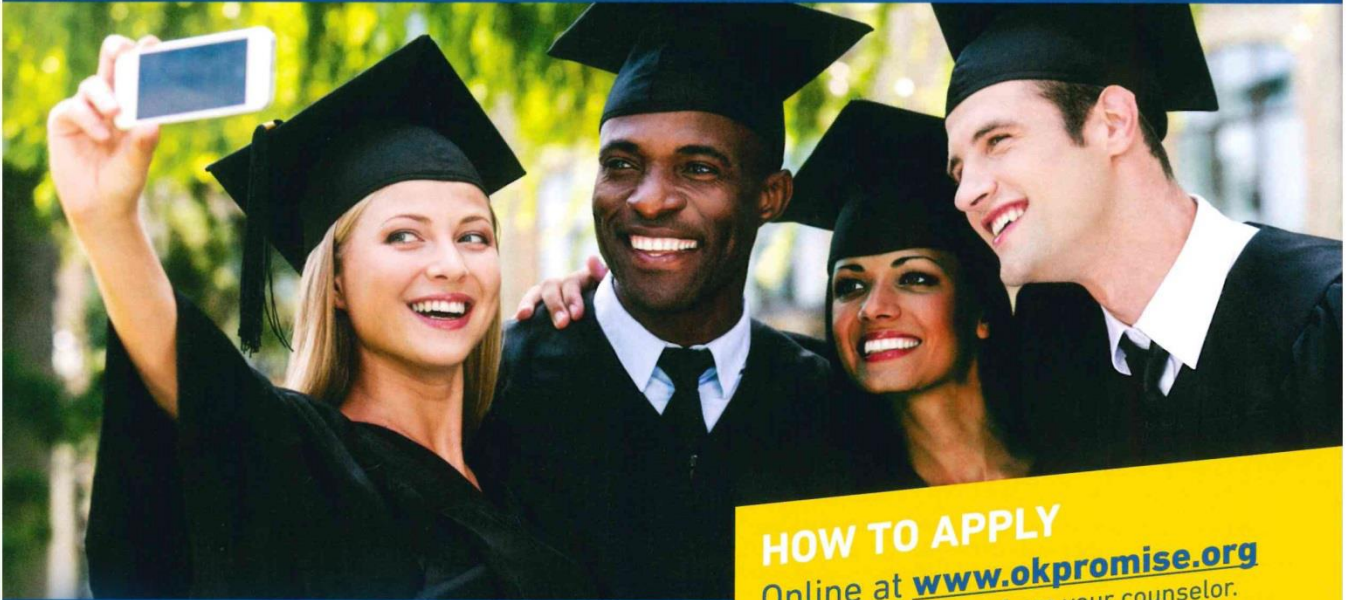
Concurrent students may only enroll in curricular areas where they have met the ACT assessment requirements for college placement as indicated below:

English	Reading	Mathematics	Science Reasoning
19	19	19	19

An ACT subject score of 19 in Reading is required for enrollment in any subject area other than English, Mathematics and Science Reasoning; institutional secondary testing may not be used for placement. Additionally, concurrent students may not enroll in remedial (zero-level) coursework offered by colleges and universities designed to remove high school deficiencies.

MAKE THE GRADES.
STAY OUT OF TROUBLE.
EARN COLLEGE TUITION.

IT'S OKLAHOMA'S
PROMISE



HOW TO APPLY
Online at www.okpromise.org
or get an application from your counselor.

WHAT IS OKLAHOMA'S PROMISE?

Oklahoma's Promise allows eighth-, ninth- or 10th-grade students from families with an income that falls within guidelines to earn a college tuition scholarship. Students must also meet academic and conduct requirements in high school.

Created in 1992 by the Legislature to help more Oklahoma families send their children to college, Oklahoma's Promise was originally designated as the Oklahoma Higher Learning Access Program. The program is administered by the Oklahoma State Regents for Higher Education.

You may get updated guidelines from the website or from the high school counselor.



A program created by the Oklahoma Legislature and administered
by the Oklahoma State Regents for Higher Education



GET MORE INFO

www.okpromise.org
okpromise@osrhe.edu
(800) 858-1840 or (405) 225-9152
Ask your counselor
Scan here with your smartphone



Find us on:
facebook®

2018-19 ACT Test Dates & Registration Deadlines

Test Date	Registration Deadline	Late Registration Deadline	Complete Score Release**
September 8, 2018	August 10, 2018	August 11-26, 2018	September 18 - November 2, 2018
October 27, 2018	September 28, 2018	September 29 - October 14, 2018	November 13, 2018 - January 1, 2019
December 8, 2018	November 2, 2018	November 3-19, 2018	December 18, 2018 - February 1, 2019
February 9, 2019*	January 11, 2019	January 12-18, 2019	February 20 - April 5, 2019
April 13, 2019	March 8, 2019	March 9-25, 2019	April 23 - June 7, 2019
June 8, 2019	May 3, 2019	May 4-20, 2019	June 18 - August 2, 2019
July 13, 2019*	June 14, 2019	June 15-24, 2019	July 23 - August 26, 2019

Alva High School Code 370-115

*The test is not available in New York on the February and July dates. The test is not available in California on the July date.
 **ACT scores begin to be released.

Sign up today at www.actstudent.org



www.actstudent.org

* No test centers are scheduled in New York for the February test date.
 ** All materials sent by mail must be RECEIVED by the last date of the late period, regardless of when they are postmarked.
 If you miss the late registration for a test date, you can still try to test standby.

What you need to know to take the ACT® test

Create your ACT account

Go to www.actstudent.org and sign up or log in to your ACT account

- Select your test date and test option (ACT or ACT with writing).
- Check the list of colleges that require or recommend the optional ACT writing test.
- Select your test center.
- Upload your photo.
- Request accommodations—check the ACT website before you register.

Choose your college reports

- Send up to four score reports for free when you register. (Note: Additional score reports can be ordered later.)
- ACT scores are accepted by all four-year US colleges and universities.

Change your registration

- Use your account to change test date, test option, or test center and to send more score reports to colleges.

Take advantage of helpful resources

- The ACT test is based on what you learn in high school.
- Give yourself a boost with free and low-cost test prep options at www.actstudent.org.

Prepare for test day

- Review the ACT calculator policy to make sure your calculator is approved.
- Check the website for what you need to bring to the test center.

TEST FEES*

ACT **\$42.50**

ACT with writing **\$58.50**

* If you cannot afford the test fee, ask your counselor about requesting a fee waiver.

Receive your scores

- Get your scores through your ACT account. Scores are normally reported 2–8 weeks after you test (5–8 weeks for ACT with writing).
- Your scores may not come in time for you to decide if you want to register for the next test date.

Understand your complete score report

- You are “more than just a score” and your ACT score report confirms that. The report has information about your needs, interests, and possible career options that you can share with colleges.

Join the more than three million students who take the ACT every year—the leading college admissions test in the United States.

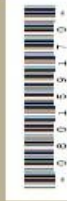
Connect with us
act.org/social



The **ACT**®

You. Empowered.

www.actstudent.org



Rev 1

NCAA ELIGIBILITY CENTER QUICK REFERENCE GUIDE



Divisions I and II Initial-Eligibility Requirements

Core Courses

- **NCAA Divisions I and II require 16 core courses.** See the charts below.
- **NCAA Division I will require 10 core courses** to be completed **prior to the seventh semester** (seven of the 10 must be a combination of English, math or natural or physical science that meet the distribution requirements below). These 10 courses become "locked in" at the start of the seventh semester and cannot be retaken for grade improvement.
 - *Beginning August 1, 2016, it will be possible for a Division I college-bound student-athlete to still receive athletics aid and the ability to practice with the team if he or she fails to meet the 10 course requirement, but would not be able to compete.*

Test Scores

- **Division I** uses a sliding scale to match test scores and core grade-point averages (GPA). The sliding scale for those requirements is shown on Page No. 2 of this sheet.
- **Division II** requires a minimum SAT score of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the following four sections: English, mathematics, reading and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

Grade-Point Average

- **Be sure** to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org). Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- **Division I** students enrolling full time **before August 1, 2016**, should use Sliding Scale A to determine eligibility to receive athletics aid, practice and competition during the first year.
- **Division I** GPA required to receive **athletics aid and practice on or after August 1, 2016**, is 2.000-2.299 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- **Division I** GPA required to be eligible for **competition on or after August 1, 2016**, is 2.300 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- **The Division II** core GPA requirement is a minimum of 2.000.
- Remember, the NCAA GPA is calculated using NCAA core courses only.

DIVISION I 16 Core Courses	
4	years of English.
3	years of mathematics (Algebra I or higher).
2	years of natural/physical science (1 year of lab if offered by high school).
1	year of additional English, mathematics or natural/physical science.
2	years of social science.
4	years of additional courses (from any area above, foreign language or comparative religion/philosophy).

DIVISION II 16 Core Courses	
3	years of English.
2	years of mathematics (Algebra I or higher).
2	years of natural/physical science (1 year of lab if offered by high school).
3	years of additional English, mathematics or natural/physical science.
2	years of social science.
4	years of additional courses (from any area above, foreign language or comparative religion/philosophy).

Sliding Scale A		
Use for Division I prior to August 1, 2016		
NCAA DIVISION I SLIDING SCALE		
Core GPA	SAT <small>(Verbal + Math/2)</small>	ACT Sum
3.550 & above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	59
2.700	730	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1000	85
2.000	1010	86

Sliding Scale B		
Use for Division I beginning August 1, 2016		
NCAA DIVISION I SLIDING SCALE		
Core GPA	SAT <small>(Verbal + Math/2)</small>	ACT Sum
3.550	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	60
2.700	740	61
2.675	750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840	70
2.425	850	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.299	910	76
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	81
2.125	970	82
2.100	980	83
2.075	990	84
2.050	1000	85
2.025	1010	86
2.000	1020	86

For more information, visit the NCAA Eligibility Center website at www.eligibilitycenter.org.

NONDISCRIMINATION

The Alva Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, disability, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

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 the Board.

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to insure that all local, state, and federal laws, regulations, and guidelines are followed.

Alva Public Schools do not discriminate on the basis of race, color, national origin, sex, age, disability, or veteran status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794: "No otherwise qualified handicapped individual shall, solely by reason of their handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title IV of the Civil Rights Act of 1964, 45 U.S.C. 2000d through 2000d-4: "No person in the U.S. shall, on the basis of race, color, or national origin be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under an educational program or activity receiving federal financial assistance."

Title IX of the Educational Amendments of 1972, 20 U.S.C 1681-1683: "No person in the U.S. shall, on the basis of sex, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

Under P.O. 101-392, students who are economically disadvantaged, handicapped, and/or of limited English proficiency (LEP) must be provided with the following information prior to their eligibility for enrollment and in no event later than the beginning of the ninth grade:

- a) the opportunities available in vocational education
- b) specific programs that are available
- c) special services that are available
- d) employment opportunities
- e) placement services and outcomes for specific programs that are available

The book containing all facts, locations, conditions and other information is on file in the Superintendent's office and may be inspected by any member of the public upon request.

NONDISCRIMINATION (Cont.)

Adoption Date: February 4, 2013

Revision Date(s):

Page 1 of 2

The following statement will be posted in the District’s administration building and at each school site, included on first page of the District’s website, at the beginning of each student, parent and staff handbook entitled “Notice of Non-Discrimination” with a reference in the index or table of contents, in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs, student codes of conduct:

The Alva Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Coordinator for Section 504/Title II (for questions or concerns involving students, patrons, employees and other adults) - Superintendent, Alva Public Schools, 418 Flynn Street, Alva, OK 73717; (580) 327-4823 | email: schools@alvaschools.net.

Coordinator for Title VI (for questions or complaints based on race, color and national origin), **Title IX** (for questions or complaints based on sex), and **Age Act** (for questions or complaints based on age) - Superintendent, Alva Public Schools, 418 Flynn Street, Alva, OK 73717; (580) 327-4823 | email: schools@alvaschools.net.

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

REFERENCE: Oklahoma Constitution, Article 1, Section 6
Title 6, Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by Executive Order 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Rehabilitation Act of 1973, §504
Education for All Handicapped Children Act of 1975
Immigration Reform and Control Act of 1986
Americans With Disabilities Act of 1990, 42 U.S.C. §12101
Individuals With Disabilities Education Act, 20 USC §1400, et seq.

RACIAL HARASSMENT

It is the policy of the Alva Public Schools that racial discrimination and harassment constitute unethical and unacceptable conduct that will not be tolerated at any level. All students and employees are strictly prohibited from engaging in any form of racial discrimination or harassment directed towards an employee, student, vendor, or applicant for employment, and anyone in such conduct is subject to disciplinary action in accordance with District policy. All staff members and students of the District are to respect this policy, abide by this policy and are expected to enforce this policy by seeking to eliminate any and all types of racial harassment. All District employees have an obligation to respond to complaints of student-on-student harassment, including but not limited to complaints about harassment by non-District students. Staff members will report suspected violations of this policy and incidents of racial discrimination or harassment to the Site Principal and/or the Superintendent and assist in the elimination of racial harassment in any and all of the District's schools.

Racial discrimination and harassment includes but is not limited to verbal or physical contact, epithets, slurs, gestures, or graffiti, even in jest, that are targeted toward an individual because of their race. Individuals bring different levels of sensitivity to interaction. What may seem harmless, trivial, or "all in good fun" to one person may be extremely offensive to the person to whom the comments or actions are directed.

Any person believing that he or she has been the subject of racial discrimination or harassment (whether by a student, District employee, non-District student or other individual) should immediately report the incident in writing to a teacher, site principal, or the Superintendent. Any individual who reports racial discrimination or harassment will not be retaliated against for making such report. Complaints will be handled as quickly, confidentially and fairly as possible.

The person receiving the written report shall immediately report the incident to the Superintendent. The Superintendent shall designate a principal to conduct an initial investigation; provided that the Superintendent may conduct the investigation in the event he or she determines that to be appropriate. Within ten (10) days of the completion of the investigation, the Superintendent shall advise the complainant in writing of his or her findings and the disposition of the complaint.

Any person having questions regarding (1) racial discrimination or harassment, or (2) the District's process for reporting or addressing racial discrimination or harassment should contact Superintendent, Alva Public Schools, 418 Flynn Street, Alva, OK 73717; (580) 327-4823 | email: schools@alvaschools.net.

Discipline Policy

Any faculty or staff member found to be guilty of verbal acts, such as racial slurs, disparaging comments, or epithets; or physical acts, such as harassment or intimidation, may be subject to any or all of the following disciplinary actions, according to the severity of the action:

- First: An administrative reprimand will be placed in the offending party's personnel file.
- Second: An official board of education reprimand, along with compulsory participation in an equity assurance workshop.
- Final: A required appearance before the board of education for the specific purpose of imposing sanctions, up to and including suspension without pay or complete dismissal from service.

RACIAL HARASSMENT (Cont.)

Any student found to be out of compliance with this policy through verbal acts, such as racial slurs, disparaging comments or epithets; or physical acts, such as harassment or intimidation, will be subject to discipline under the following guidelines:

- First Offense: Discussion with principal or in-school suspension.
- Second Offense: In-school suspension or out of school suspension for less than five (5) days.
- Third Offense: Out of school suspension for five (5) days or more.
- Final Offense: Recommendation of long-term suspension to board of education pursuant to the guidelines set forth by the laws of the state of Oklahoma. (See also policy FOD.)

Counseling Services

Any person found to be either a victim or offender in an incident of a discriminatory nature shall be made aware of counseling services that are available through the counseling services of the school district or the guidance services with Woods County, Oklahoma.

Any student who is a victim of discrimination or is found to be guilty of discriminatory behavior will have available counseling services through the counseling services of the school district.

DIRECT THREAT

“Direct threat” means a significant risk to the health or safety of other that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids and services. In determining whether an individual poses a direct threat to the health or safety of others, the district will make individualized assessments, based on reasonable judgment that relies on current medial knowledge or on the best available evidence, to ascertain:

- (1) The nature, duration, and severity of the risk,
- (2) The probability that the potential injury will actually occur, and
- (3) Whether reasonable modifications of the District’s policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

When the district intends to impose adverse action on a student with a disability based on a direct threat, written notice of the district direct threat inquiry will be provided to the parent of the student who is the subject of the direct threat inquiry. This written notice, subject to paragraph 6 below, will include:

1. An invitation to provide documents and other information related to the direct threat inquiry and notice that if a response is not received, the direct threat inquiry will proceed with the documents and other information the district has available;
2. The name and contact information of the district employee conducting the inquiry;
3. Identification of the appropriate district personnel responsible for making the determination of whether the student poses a direct threat to the health or safety of others;
4. Notice that the student will not be subject to disciplinary action on the basis of unfounded fear, prejudice, and stereotypes;
5. The district’s determination that a student poses a direct threat to the health or safety of others will be an individualized assessment based upon reasonable judgment that relies on current medical knowledge or on the best available evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices or procedures or the provision of auxiliary aids or services will mitigate the risk
6. Notice that in exceptional circumstances, such as situations where safety is of immediate concern, the district may take interim steps pending a final decision regarding adverse action against the student so long as minimal due process is provided in the interim and due process is offered later;
7. Notice of the student’s applicable appeal rights in the event of discipline or other adverse action; and
8. A copy of this policy.

CHILD FIND

In accordance with the requirements of the Individuals with Disabilities Education Act, the State Department of Education, Section 504 of the Rehabilitation Act, and Title II of the Americans with Disabilities Act, this policy addresses the district's Child Find system responsibility to identify, locate, and evaluate students suspected of having a disability, ages 3 through 21, who may need special education and related services, regardless of the severity of the disability or whether the student is advancing from grade to grade. As part of its child find duties, the district will be responsible for coordinating with the SoonerStart Early Intervention Program regarding the Child Find system for children ages birth to 3 years of age. The district's Child Find system includes the district coordinating with other agencies and promoting public awareness.

The district's Child Find system includes all children within the district's geographical boundaries including students who are:

- ✦ Enrolled in public school;
- ✦ Enrolled in charter schools, virtual charter schools, and alternative schools;
- ✦ Enrolled in home school;
- ✦ Enrolled in private elementary and secondary schools (including religious schools) located in the LEA; including out-of-state parentally-placed private school students with disabilities even if the students are not legal residents of the LEA;
- ✦ Enrolled in educational programs in correctional facilities located in the LEA;
- ✦ Enrolled in Head Start;
- ✦ Enrolled in state institutions;
- ✦ Enrolled in other child care or treatment facilities;
- ✦ Not enrolled in elementary or secondary school, including children ages 3 through 5;
- ✦ Highly mobile students, such as migrant and homeless as defined by the McKinney Vento Homeless Assistance Act; and
- ✦ Wards of the state.

The district will take appropriate and necessary steps to ensure that its staff and the general public are informed of:

- ✦ The availability of special education services;
- ✦ A student's rights to a free and appropriate public education;
- ✦ Confidentiality protections; and
- ✦ The special education referral process.

The district may accomplish this by a variety of methods, including but not limited to distributing brochures or flyers throughout the community, including information in school or district publications, disseminating articles and announcements to newspapers, arranging for radio and television messages and appearances, speaking at faculty meetings or district professional developments, and making presentations, as well as electronic forms of communication.

In the identification process, the district may use screening or coordinated early intervention services. The district's general education interventions will not delay the initial evaluation for special education services of a student suspected of having a disability. The procedural rights under the Individuals with Disabilities Education Act and Section 504/Title II are afforded when the student is referred for a special education evaluation by the parent or the district.

If, through Child Find activities, a child is identified as possibly having a disability and needing special education services, the district may seek parent consent to evaluate the child. Special education referrals may be made for a variety of reasons, including but not limited to academic and/or behavioral concerns. All necessary evaluations will be conducted in compliance with federal and state laws and regulations.

ALVA PUBLIC SCHOOLS

SECTION 504 OF THE REHABILITATION ACT OF 1973/ TITLE II OF THE AMERICANS WITH DISABILITIES ACT INFORMATION AND PROCEDURAL SAFEGUARDS

Section 504 of the Rehabilitation Act of 1973 requires that “*No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. . .*” Title II of the Americans with Disabilities Act has a similar anti-discrimination requirement.

Section 504 applies to preschool, elementary, secondary, and adult education programs and activities that receive or benefit from Federal financial assistance for the operation of such programs or activities. Each recipient that operates a federally assisted public elementary or secondary education program must provide a free and appropriate public education to each qualified person in its jurisdiction, regardless of the nature or severity of the person’s disability. Recipients that operate a public elementary or secondary education program must also annually attempt to identify and locate unserved children with disabilities.

Section 504 regulations at 34 C.F.R. § 104.3 (j-1) define a person with a disability as any person who: has a physical or mental impairment which substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.

For purposes of public educational services, a qualified person with a disability is: of an age that persons with disabilities are provided such services; of any age that it is mandatory under state law to provide such services to persons with disabilities; or a person for whom a state is required to provide a free appropriate public education under the Individuals with Disabilities Education Act (IDEA).

Provision of an appropriate education means the provision of regular or special education and related services such that:

- Educational services are designed to meet individual educational needs of children with disabilities as adequately as the needs of non disabled persons are met;
- Each child with a disability is educated with nondisabled children, to the maximum extent appropriate to the needs of the child with a disability; and
- Nondiscriminatory evaluation and placement procedures are established to guard against misclassification or misplacement of students, and a periodic reevaluation is conducted of students who have been provided special education or related services.

Procedural safeguards shall be established and implemented so that parents and guardians are notified of their rights, as follows:

- Receive notice with respect to actions regarding the identification, evaluation, or educational placement of children who, because of a disability, need or are believed to need special instruction or related services;
- Have the interpretation of evaluation data and placement decisions made by a group of persons knowledgeable about the child, the meaning of the evaluation data, and the placement options (504 team);
- The 504 team shall draw upon information from a variety of sources, including aptitude and achievement test, teacher recommendations, physical condition, social or cultural background, and adaptive behavior, and ensure that this information is documented and carefully considered;
- Have the opportunity to review relevant records;
- If parents or guardians disagree with the school district’s decision, may challenge the identification, evaluation and placement decisions made with respect to their children in an impartial hearing, with an opportunity for their participation and for representation by counsel, by contacting the Section 504/Title II Coordinator in writing to request the hearing;

- If parents or guardians disagree with the impartial hearing decision, may challenge that decision by requesting an impartial review of the decision by contacting the Section 504/Title II Coordinator in writing to request the review within 30 days of receipt of the hearing decision; and
- If parents or guardians disagree with the impartial review decision, may challenge that decision by filing an action in state or federal court.

Provision of a free public education requires recipients that operate a public elementary or secondary education program to provide services without cost to the person with a disability or to the child's parents or guardians, except for those fees imposed on nondisabled persons, parents or guardians. It also means that, if a school district is unable to provide a child with a disability with an appropriate education and places or refers that child to a program it does not operate, the district is still responsible for the costs of the program including tuition, room and board, transportation, and non-medical care.

An appropriate education could consist of education in regular classes, education in regular classes with the use of supplementary services, or special education and related services. Special education may include specially designed instruction in classrooms, at home, or in private or public institutions, and may be accompanied by such related services and developmental, corrective, and other supportive services, including psychological counseling and medical diagnostic services.

Children with disabilities must also be afforded an equal opportunity to participate in nonacademic and extracurricular services and activities such as counseling, physical education, recreational athletics, transportation, health services, recipient-sponsored clubs, recipient employment and assistance in obtaining employment. These services must be provided by the recipient in such manner as is necessary to afford students with disabilities an equal opportunity for participation.

Elementary and secondary school recipients operating preschool and adult education programs may not exclude qualified persons with disabilities and must take into account their needs in determining the aid, benefits, or services to be provided under these programs or activities.

The district prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the district's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The district will take steps to prevent the alleged perpetrator or anyone else at the district from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the district will take strong responsive action.

The Office for Civil Rights of the United States Department of Education enforces the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. The address of the Regional Office which includes Oklahoma is: Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320
Kansas City, MO 64106.

Persons with questions or concerns about this Information and Procedural Safeguards form or about the implementation of Section 504 or Title II of the Americans with Disabilities Act in the Alva Public Schools should contact Superintendent, Section 504/Title II Compliance Coordinator, Alva Public Schools, 418 Flynn Street, Alva, OK 73717; (580) 327-4823 | email: schools@alvaschools.net.

EDUCATIONAL SERVICES FOR STUDENTS UNDER SECTION 504 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT

The district recognizes its responsibilities to children who are or may be qualified persons with disabilities under Section 504 of the Rehabilitation Act of 1973 ("Section 504") and Title II of the Americans with Disabilities Act ("Title II"). In an effort to ensure that district employees understand and implement the requirements of Section 504 and Title II, the board of education adopts the following policy.

Qualified Individual with a Disability

All qualified persons with disabilities within the jurisdiction of the district are entitled to a free appropriate public education ("FAPE"), regardless of the nature or severity of the person's disability. Section 504 and Title II define a person with a disability as any person who (a) has a physical or mental impairment that substantially limits one or more major life activities, (b) has a record of such an impairment or (c) is regarded as having such an impairment. The definition of disability shall be construed in favor of broad coverage of individuals, to the maximum extent permitted by Section 504 and Title II.

The term "physical or mental impairment" means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The phrase "physical or mental impairment" includes, but is not limited to, such contagious and noncontagious diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. The following are excluded from the term "physical or mental impairment:" (a) an individual who currently engages in the illegal use of drugs; (b) homosexuality and bisexuality; (c) transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments, or other sexual behavior disorders; (d) compulsive gambling, kleptomania, or pyromania; and (e) psychoactive substance use disorders resulting from current illegal use of drugs.

The term "major life activities" includes, but is not limited to, functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A "major life activity" also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions. An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. Also, an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

Mitigating Measures

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as:

1. medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies;
2. use of assistive technology;
3. reasonable accommodations or auxiliary aids or services; or
4. learned behavioral or adaptive neurological modifications.

The ameliorative effects of the mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity.

For purposes of this policy, a "qualified person with a disability" is a person with a disability who is (a) of an age during which it is mandatory under Oklahoma law to provide such services to persons with disabilities; (b) of an age during which persons without disabilities are provided such services; or (c) a person for whom a state is required to provide a FAPE under the Individuals with Disabilities Education Act.

Appropriate Education

An appropriate education may comprise education in regular classes, education in regular classes with the use of related aids and services, or special education and related services in separate classrooms for all or portions of the school day. Special education may include specially designed instruction in classrooms, at home, or in private or public institutions and may be accompanied by related services such as speech therapy, occupational and physical therapy, psychological counseling and medical diagnostic services necessary to the child's education.

An appropriate education in the district will include:

- Regular or special education and related aids and services designed to meet the individual education needs of students with disabilities as adequately as the needs of nondisabled students are met;
- The education of each student with a disability with nondisabled students, to the maximum extent appropriate to the needs of the student with a disability;
- Evaluation and placement procedures established to guard against misclassification or inappropriate placement of students, and a periodic reevaluation of students who have been provided special education or related services; and
- Establishment of due process procedures that enable parents and guardians to receive required notices, review their child's records and challenge identification, evaluation and placement decisions, and that provide for an impartial hearing with the opportunity for participation by parents and representation by counsel, and a review procedure.

The district will design education programs for student with disabilities to meet their individual needs to the same extent that the needs of nondisabled students are met. The district will provide the quality of education services to students with disabilities that equals the quality of services provided to nondisabled students. The district will provide teachers for students with disabilities who are trained in the instruction of individuals with disabilities. The district will provide comparable facilities for students with disabilities and make appropriate materials and equipment available. The district will not exclude students with disabilities from participating in nonacademic services and extracurricular activities on the basis of disability. The district will provide persons with disabilities an opportunity to participate in nonacademic services that is equal to that provided to persons without disabilities. These services may include physical education and recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the district, and referrals to agencies that provide assistance to persons with disabilities and employment of students.

Educational Setting

The district will place students with and without disabilities in the same setting, to the maximum extent appropriate to the educational needs of the students with disabilities. The district shall place students in the regular education environment unless the district demonstrates that the education of the student in the regular education environment with the use of supplementary aids and services cannot be achieved satisfactorily. Students with disabilities will participate with nondisabled students in both academic and nonacademic services, including meals, recess and physical education, to the maximum extent appropriate to their individual needs.

As necessary, the district will provide specific supplementary aids and services for students with disabilities to ensure an appropriate education setting. Supplementary aids may include, but are not limited to, interpreters for students who are deaf, readers for students who are blind, and equipment to make physical accommodations for students with mobility impairments.

If the district places an individual with disabilities in another school, the district will take into account the proximity of the other school to the student's home.

Evaluation and Placement

The district shall annually undertake to identify and locate every qualified child with a disability residing in the district's jurisdiction who is not receiving a public education and take appropriate steps to notify children with disabilities and their parents or guardians of the district's duties under Section 504 and Title II.

Examples of situations in which school personnel may reasonably conclude that a student needs or is believed to need special education or related aids and services includes (a) when a teacher, based on observation of or work with the student, expresses a view that an evaluation is needed, or (2) when the parent of a student has requested an evaluation.

The district will make evaluation and placement decisions in accordance with appropriate procedures required by law. The district will conduct an individual evaluation of any student who, because of a disability, needs or is believed to need, special education or related services before any action is taken with respect to the initial placement of the student in regular or special education or before any significant subsequent change in that placement. The district will use tests and other evaluation materials that have been validated for the specific purpose for which they are used. The tests and other evaluation materials will include those tailored to assess the student's specific areas of educational need, not merely those designed to provide a single general intelligence quotient (IQ) score. Trained personnel will administer the tests and other evaluation materials in conformance with the instructions provided by their producer. The district will select and administer tests so as best to ensure that, when a test is administered to a student with impaired sensory, manual or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual or speaking skills, unless those skills are the factors the test purports to measure. In interpreting evaluation data and making placement decisions, the district will draw upon information from a variety of sources, including but not limited to aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background and adaptive behavior. Grades alone are an insufficient basis upon which to determine whether a student has a disability and may not be the determinative factor in deciding whether a student with a disability needs special education or related aids and services. Grades are just one consideration and do not provide information on how much effort or how many outside resources are required for the student to achieve those grades. A multidisciplinary group, including persons knowledgeable about the child, the meaning of the evaluation data and the placement options, will document and consider carefully information obtained from all such sources in making eligibility and placement decisions. A parent is a required participant if he or she is a person knowledgeable about the student. The district will ensure that the placement decision is made in a timely manner, and in the least restrictive environment in accordance with Section 504 and Title II.

The multidisciplinary group will consider reevaluation at least every three years for each student for whom the district is providing a FAPE or more frequently if conditions warrant or if the child's parent or teacher requests a reevaluation. While reevaluation does not require prior parental consent, parental notification prior to reevaluation is required. Reevaluation shall occur using the same evaluation criteria for an initial evaluation. The district shall reevaluate a student with a disability in the following circumstances, including, but not limited to, a reevaluation (1) in any area where a disability is suspected, (2) if the student's behaviors or needs have changed warranting a reevaluation, and (3) before any significant change in placement (including, for example, termination or significant reduction of educational or related services). Reevaluations will be completed within a reasonable period of time.

Section 504/Title II Plan

When the multidisciplinary group determines that a student is eligible for educational services under Section 504 and Title II, it will prepare a plan documenting how the district will provide FAPE for that student. The plan will identify the educational services, related services and supplementary aids and services needed to meet the student's individual educational needs in the least restrictive environment, the person(s) responsible for implementing each component of the plan, the starting and ending dates for each component and a date, no less than annually, on which to review the plan.

The district will provide appropriate education and related aids and services free of charge to students with disabilities and their parents or guardians, except for fees equally imposed on nondisabled persons or their parents or guardians.

If the district is unable to provide a FAPE itself, it may place a person with a disability in, or refer the person to, a program other than the one it operates. However, the district will remain responsible for ensuring that the education offered to the student is appropriate, as defined by law, and for coverage of financial obligations associated with the placement. The district will ensure that adequate transportation is provided to and from any program in which it places the student that is not operated by the district, at no greater personal or family cost than would be incurred if the student were placed in the district's program.

Procedural Safeguards

The district will employ procedural safeguards regarding the identification, evaluation or educational placement of persons who, because of disability, need or are believed to need special instruction or related services. District personnel will notify parents or guardians of any evaluation or placement actions and parents or guardians will be allowed to examine the student's records. The district will provide parents or guardians with a copy of its *Section 504 of the Rehabilitation Act of 1973/Title II of the Americans with Disabilities Act Information and Procedural Safeguards form* annually at the student's Section 504 plan meeting and when the district (a) seeks parent or guardian consent for Section 504 evaluation or reevaluation, (b) receives a complaint from the parent or guardian alleging failure to comply with Section 504 or Title II requirements, (c) receives a request from the parent or guardian for a copy of the *Procedural Safeguards form*, and (d) takes any action with respect to the identification, evaluation, or educational placement of the student.

The district will provide an impartial hearing by an objective, neutral hearing officer that will allow parents or guardians to challenge identification, evaluation and placement procedures and decisions. If parents or guardians disagree with the district's decisions, they will be afforded an impartial hearing, with an opportunity for their participation and for representation by counsel. The district will make available an impartial administrative review procedure by an objective, neutral review officer to parents or guardians who want to challenge the hearing decision. If the parent or guardian wants to challenge the administrative review decision, he or she may file an action in state or federal court.

Retaliation

The district also prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the district's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The district will take steps to prevent the alleged perpetrator or anyone else at the district from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the district will take strong responsive action.

Persons with complaints or concerns about the application of this policy should contact the district's 504/Title II Coordinator:

Superintendent,
Alva Public Schools
418 Flynn Street, Alva, OK 73717
(580) 327-4823 | email: schools@alvaschools.net.

DISCIPLINARY REMOVAL OF CHILDREN WITH DISABILITIES

Definitions

For purposes of this policy, the following definitions apply:

“Child with a disability” includes students who have been identified as having a disability or for whom an initial evaluation has been sought under the Individuals with Disabilities Act, Section 504 of the Rehabilitation Act, or Title II of the Americans with Disabilities Act.

"Controlled substance" means a drug or other substance identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

"Illegal drug" means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

“School day” means any day, including a partial day that children are in attendance at school for instructional purposes.

“Serious bodily injury” means bodily injury that involves –

1. a substantial risk of death;
2. extreme physical pain;
3. protracted and obvious disfigurement; or
4. protracted loss or impairment of the function of a bodily member, organ or mental faculty.

"Weapon" means a dangerous weapon as defined by 18 U.S.C. § 930(g)(2), specifically, a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length.

Case-By-Case Determination

District personnel must consider any unique circumstances on a case-by-case basis when determining whether a change of placement is appropriate for a child with a disability who violates the district’s code of student conduct.

Short-Term Disciplinary Removal

District personnel may remove a child with a disability who violates the district’s code of student conduct from the child’s current placement to an appropriate interim alternative educational setting, another setting or suspension, for not more than ten (10) consecutive school days (to the extent those alternatives are applied to children without disabilities)_and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those additional removals do not constitute a change of placement.

A change of placement occurs if --

1. the removal is for more than ten (10) consecutive school days; or
2. the child has been subjected to a series of removals that are ten (10) days or less during the same school year that constitute a pattern. School personnel determine whether a pattern exists by considering the following factors on a case-by-case basis:
 - a. the series of removals total more than ten (10) school days in a school year;
 - b. the child's behavior is substantially similar to the child's behavior in previous incidents that resulted in the series of removals; and
 - c. such additional factors as the length of each removal, the total amount of time the child has been removed and the proximity of the removals to one another.

In school alternative placements for more than ten (10) consecutive school days, or those which may constitute a pattern of exclusion, may be a change of placement if the student does not receive education services required under the student's IEP or Section 504/Title II Plan.

In-school suspensions for more than ten consecutive school days or that constitute a pattern of exclusion may be a significant change of placement if the student does not receive educational services required under Section 504 and Title II.”

Educational Services During a Short-Term Disciplinary Removal

The district will provide a child with a disability the same level of services it provides children without disabilities during removals for ten (10) school days or less during the school year.

After a child with a disability has been removed from his or her current placement for ten (10) school days in the same school year, if a subsequent removal is imposed for not more than ten (10) consecutive school days and is not a change of placement, district personnel, in consultation with the child's special education teacher, will determine the extent to which services are needed, so as to enable the child to continue to appropriately progress in the general curriculum, although in another setting, and to appropriately advance toward meeting the goals set out in the child's IEP or Section 504/Title II Plan.

Notification

On the date on which the decision is made to make a disciplinary removal that constitutes a change of placement of a child with a disability because of a violation of the district's code of student conduct, district personnel will notify the child's parents of the decision and provide the parents of children who are eligible for special education and related services under the IDEA with a copy of the district's *Parents Rights in Special Education: Notice of Procedural Safeguards* form. District personnel will provide the parents of children who are eligible for special education and related services only under Section 504/Title II with a copy of the district's *Section 504 Information and Procedural Safeguards* form.

Special Circumstances

District personnel may also remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child:

1. carries or possesses a weapon at school, on school premises, or to or at a school function;
2. knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance at school, on school premises or at a school function; or
3. has inflicted serious bodily injury upon another person while at school, on school premises or at a school function.

Making a Manifestation Determination

Except for removals that will be for not more than ten (10) consecutive school days and will not constitute a change of placement, within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of the district's code of student conduct, the child's IEP or Section 504/Title II team will meet to review all relevant information in the student's file, including the child's IEP or Section 504/Title II Plan, any teacher observations, psychological evaluation data related to the student's current behavior, and any relevant information provided by the parents to determine:

1. if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
2. if the conduct in question was the direct result of an inappropriate placement or the district's failure to implement the IEP or Section 504/Title II Plan.

The conduct will be determined to be a manifestation of the child's disability if the child's IEP or Section 504/Title II team determines that a condition in either (1) or (2) of this paragraph was met.

If the child's IEP or Section 504/Title II team determines that the conduct in question was the direct result of the district's failure to implement the IEP or 504 Plan, the district will take immediate steps to remedy those deficiencies.

Determination that Behavior Is a Manifestation of the Child's Disability

If the IEP team determines that the conduct was a manifestation of the child's disability, the team will either:

1. conduct a functional behavior assessment, unless the district had conducted a functional behavior assessment before the behavior that resulted in the change of placement occurred and further functional behavior assessment is deemed unnecessary, and implement a behavior intervention plan for the child; or
2. if a behavior intervention plan already has been developed, review the behavior intervention plan and modify it, as necessary, to address the behavior.

If the Section 504/Title II team determines that the conduct was a manifestation of the child's disability, the team will determine what, if any, modifications to the student's educational placement are necessary, including conducting a functional behavior assessment and developing or revising a behavior intervention plan (if appropriate).

Except as provided in this policy, the IEP or Section 504/Title II team will return the child to the placement from which the child was removed, unless the parent and the district agree to a change of placement as part of the modification of the behavior intervention plan. The student may not be disciplined if the student's conduct is a manifestation of the student's disability.

Determination that Behavior Is Not a Manifestation of the Child's Disability

If the behavior that gave rise to the violation of the district's code of student conduct is determined not to be a manifestation of the child's disability, then district personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities.

A parent or guardian who disagrees with the manifestation determination may file a complaint requesting an impartial due process hearing.

Educational Services During a Long-Term Disciplinary Change of Placement

During a long-term disciplinary change of placement that exceeds 10 consecutive school days for behavior that is determined not to be a manifestation of the child's disability, a child eligible for special education and related services under the IDEA and Section 504/Title II will:

1. continue to receive educational services so as to enable the child to continue to appropriately progress in the general education curriculum, although in another setting, and to appropriately advance toward achieving the goals set out in the child's IEP or Section 504/Title II plan; and
2. receive, as appropriate, a functional behavior assessment and behavior intervention services and modifications that are designed to address the behavior violation so that it does not recur.

At a minimum, a FBA must result in a summary statement that offers an operational definition of the problem behavior, describes the antecedents and maintaining consequences related to the problem behavior, and state the contexts where the behavior is more or less likely to occur. When problem behaviors are limited to no more than two school routines and the problem behaviors are not physically threatening to the student or adults, the IEP or Section 504/Title II team should be able to complete FBAs. In other circumstances, the team should consider consulting with a qualified professional trained in addressing behavior to complete the student's FBA.

Upon completion of the FBA, a BIP will be developed for the student by qualified professionals and team members, including parents, who are knowledgeable about the student and his or her behaviors. The IEP or Section 504/Title II team shall coordinate the implementation of the BIP, and the team will set behavior progress review meetings at appropriate and periodic intervals depending on the needs and behaviors of the student. The BIP should be written to provide a proactive approach to the student's behavioral issues, and the team will ensure the BIP is revised in a timely manner, if necessary, based on information obtained during the progress review meetings.

Appeal to Hearing Officer Under the IDEA

The parent of a child eligible for special education and related services under the IDEA who disagrees with any decision regarding placement or the manifestation determination under this policy, or the district, if district personnel believe that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may appeal the decision by filing a due process hearing complaint seeking an expedited hearing.

In making the determination, the hearing officer may:

1. return the child with a disability to the placement from which the child was removed if the hearing officer determines that the removal was a violation of the applicable provisions of the IDEA or that the child's behavior was a manifestation of the child's disability; or
2. order a change of placement of the child to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

These procedures may be repeated, if the district believes that returning the child to the original placement is substantially likely to result in injury to the child or to others.

When an appeal has been requested by either the parent or the district, the child will remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period set for the placement, whichever occurs first, unless the parent and the district agree otherwise.

The district may also seek a court order to remove a child with a disability from school or change the child's current educational placement if district personnel believe that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

Providing Records to Disciplinary Decisionmaker

If the district initiates disciplinary procedures that would constitute a change of placement for a child with a disability, district personnel will ensure that the child's special education and disciplinary records are provided for consideration to the school personnel making the final determination regarding the disciplinary action.

**GRIEVANCE PROCEDURE FOR FILING, PROCESSING
AND RESOLVING COMPLAINTS ALLEGING DISCRIMINATION**

DEFINITIONS

Discrimination Complaint: A written or verbal complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, national origin, sex, religion, age or disability (including harassment and retaliation).

Grievant: Any person enrolled in or employed by the district or a parent, guardian, or member of the public who submits a complaint alleging discrimination based on sex, race, color, national origin, religion, age or disability (including harassment or retaliation). For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.

Title VI, Title IX, 504/Title II, and Age Act Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.

Section 504/Title II Coordinator (for questions or complaints based on disability concerning students) and Section 504/Title II Coordinator - Superintendent (for questions or complaints based on disability concerning employees, patrons and other adults) – Superintendent, Alva Public Schools, 418 Flynn Street, Alva, OK 73717; (580) 327-4823 | email: schools@alvaschools.net.

Title VI (for questions or complaints based on race, color and national origin), Title IX (for questions or complaints based on sex), and Age Act (for questions or complaints based on age) Coordinator – Superintendent, Alva Public Schools, 418 Flynn Street, Alva, OK 73717; (580) 327-4823 | email: schools@alvaschools.net.

Respondent: The person alleged to be responsible for the alleged discrimination contained in a 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 when the district's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

PRE-FILING PROCEDURES

Prior to the filing of a written complaint, the student, parent or guardian, employee or patron is encouraged, but not required, to visit with the building principal or the Coordinator, as applicable, and reasonable effort should be made by the district at this level to resolve the problem or complaint.

FILING, INVESTIGATION, HEARING AND REVIEW PROCEDURES

The Grievant submits a written complaint to the Coordinator, as applicable, stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the High School Principal for assignment. Complaint forms are available from the offices of the district's Coordinators and online at the district's website at www.alvaschools.com.

The Coordinator conducts a prompt, reliable, complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The district will provide an opportunity for both parties to present witnesses and provide evidence. The Coordinator will ask the Respondent to ○ confirm or deny facts; ○ indicate acceptance or rejection of the Grievant's requested action; and ○ outline alternatives.

As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the district's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

Within 5 days after completing the investigation, the applicable coordinator will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the Coordinator, in writing, within 5 days and request an appeal to the Board of Education. The written appeal shall contain a specific statement explaining the basis for the appeal.

The Coordinator will notify the Board of Education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.

The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the Board may ask for oral or written evidence from the parties and any other

individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved. The district will ensure that if discrimination, including harassment or retaliation, has occurred, prompt and appropriate corrective and remedial actions will be taken.

GENERAL PROVISIONS

Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the Board of Education issues a final decision shall be no more than 120 days.

Access to Regulations: Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age or disability.

Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the district. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

Retaliation: The district prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the district's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The district will take steps to prevent the alleged perpetrator or anyone else at the district from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the district will take strong responsive action.

Basis of Decision: At each step in the grievance procedure, the decisionmaker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

Section 504 Due Process Procedures: For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

Section 504/Title II Coordinator: Superintendent, Alva Public Schools, 418 Flynn Street, Alva, OK 73717; (580) 327-4823 | email: schools@alvaschools.net.

Notice: The district will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each school site to which employees or students are assigned.

The Alva Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Coordinator for Section 504/Title II (for questions or concerns involving students, patrons, employees and other adults) - Superintendent, Alva Public Schools, 418 Flynn Street, Alva, OK 73717; (580) 327-4823 | email: schools@alvaschools.net.

Coordinator for Title VI (for questions or complaints based on race, color and national origin), **Title IX** (for questions or complaints based on sex), and **Age Act** (for questions or complaints based on age) - Superintendent, Alva Public Schools, 418 Flynn Street, Alva, OK 73717; (580) 327-4823 | email: schools@alvaschools.net.

For further information on notice of non-discrimination, visit <<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

DISCRIMINATION GRIEVANCE COMPLAINT FORM

Name and Address of Charging Party (Grievant):

Date: _____

Phone numbers where Grievant may be reached:

Home: _____ Office: _____

Cell: _____ Other: _____

Statement of grievance (please provide as detailed a statement as is possible and attach additional pages so that we may have a complete understanding of your concerns):

Please identify any documents or other materials that support your grievance. If documents or materials are in your possession, please attach copies to this grievance. If documents or materials are not in your possession, please indicate where they are located.

Please identify what action or relief you are seeking as a result of this grievance.

Signature of Grievant

Coordinator for Section 504/Title II (for questions or concerns involving students, patrons, employees and other adults): Superintendent, Alva Public Schools, 418 Flynn Street, Alva, OK 73717; (580) 327-4823 | email: schools@alvaschools.net.

Coordinator for Title VI (for questions or complaints based on race, color and national origin), **Title IX** (for questions or complaints based on sex), and **Age Act** (for questions or complaints based on age): Superintendent, Alva Public Schools, 418 Flynn Street, Alva, OK 73717; (580) 327-4823 | email: schools@alvaschools.net.

If, as a result of a disability, you need assistance in completing this form, please contact the District's Section 504/Title II Coordinator, Superintendent, for assistance or accommodation.

The Alva Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Coordinator for Section 504/Title II (for questions or concerns involving students, patrons, employees and other adults) - Superintendent, Alva Public Schools, 418 Flynn Street, Alva, OK 73717; (580) 327-4823 | email: schools@alvaschools.net.

Coordinator for Title VI (for questions or complaints based on race, color and national origin), **Title IX** (for questions or complaints based on sex), and **Age Act** (for questions or complaints based on age) - Superintendent, Alva Public Schools, 418 Flynn Street, Alva, OK 73717; (580) 327-4823 | email: schools@alvaschools.net.

For further information on notice of non-discrimination, visit <<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

This page intentionally left blank.

A SPECIAL NOTE TO PARENTS

This handbook was written so you can 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 in school.

Please read the handbook, sign the bottom of this page, and have your child return this page to the Principal's office. Please keep the handbook on file for further reference. We will keep the signature as a record that you are aware of what the handbook says. If you have concerns, please visit with your building principal. We look forward to working with you and your student.

Student's Signature

Date

I have reviewed this handbook with my child. **Parent's Signature**

Date