

PUTNAM COUNTY SCHOOLS ADOLESCENT LEVEL PLANNER

In high school, students are expected to develop organizational skills such as planning, time management and decision making. Furthermore, students are expected to become independent and self directed.

To help you, the school system has purchased this student planner. Planners are used in the business and professional world by most employees. It is important that you develop the habit of using the planner. **YOU ARE EXPECTED TO KEEP THIS PLANNER WITH YOU EVERY DAY IN SCHOOL.** Use the various sections for arranging and planning your time. If you lose the planner, a new one may be purchased in the office for \$3.50. Detention hall or other consequences may result for students who do not use their planner.

Please use your planner for:

- ✓ **Setting goals**
- ✓ **Keeping homework assignments**
- ✓ **Recording daily grades**
- ✓ **Remembering appointments and obligations**
- ✓ **Referencing school rules**

2000 - 2001 SCHOOL CALENDAR

August 24	First day for teachers
August 28	First day for students
June 8	Last day for pupils
June 12	Last day for teachers

NO SCHOOL ON THE FOLLOWING DAYS:

September 4	Labor Day
October 12-13	Continuing Education
November 7	Election Day
November 10	Veteran's Day
November 22	Faculty Senate/C.E.
November 22 - 24	Thanksgiving
Dec. 21 - Jan. 1	Christmas Holidays/ New Year's Day
January 15	Martin Luther King Jr. Day
January 24	Continuing Education
February 19	Out of School Environment
April 16 - 20	Spring Break
May 9	Election
May 28	Memorial Day

REPORT CARDS DISTRIBUTED:

November 17, 2000; February 7, 2001,
April 12, 2001; June 12, 2001

3 HOUR EARLY DISMISSAL:

Sept. 15, October 11, November 21, and
Dec. 20, 2000 and Jan. 23, Feb. 16, March 16,
April 13, May 11, and June 8, 2001.

EXPECTATIONS OF HIGH SCHOOL STUDENTS

Listed below are the goals established for high school students. After each goal, in bold type, are directions for things YOU CAN DO to accomplish these goals.

1. Each student will demonstrate mastery of the selected course of study related to career and educational choices.

STUDENT BEHAVIOR: Focus your school schedule on classes that will prepare you for a future career and further education. By the end of 10th grade, you will be asked to select 6 courses in a career major to better prepare you for post-secondary education.

2. Each student will develop his/her unique talents, interests and abilities.

STUDENT BEHAVIOR: Get involved in clubs, sports and other extra curricular activities that will develop your talents and abilities.

3. Each student will maintain a positive attitude about school and be an independent learner.

STUDENT BEHAVIOR: Take responsibility for coming to class prepared. Bring homework, textbook and materials. Focus on making the most of high school.

4. Each student will demonstrate a strong sense of self worth and acceptance of others.

STUDENT BEHAVIOR: Remember that you are special and unique. Be willing to accept the differences of others.

WORK HABITS AND ATTITUDES

All high school students are expected to practice appropriate work habits and attitudes. If students develop these habits, they will be successful in high school and in their future career. Important work habits and attitudes are:

1. **Dependability** - Be reliable and keep your word. "Stick to it and do it"
2. **Accountability** - Take responsibility for your actions. "Blame or fame - all the same"
3. **Self-controlled** - Think before you act or speak. "Act right; be polite"
4. **Self-starting** - Be self directed and motivated. "Don't hesitate; initiate"
5. **Flexible** - Be willing to change and adapt. "Bend with the wind"

GOOD ATTENDANCE

Regular attendance and punctuality are required in the work place and are directly related to good grades in high school. Therefore, every student is expected to come to school every day. **Any student who misses more than six (6) sessions of a class (excused or unexcused) will be expected to make up time in Saturday School.** Failure to make up time in Saturday School will result in loss of credit. Furthermore, students who have 15 unexcused absences per year will be subject to loss of driver's license. Students must submit an excuse for all absences. Without an excuse, the student is considered truant and may not be granted credit for make-up work. Accumulation of unexcused absences may result in a family contact by a truancy diversion worker.

MANNERS

Good manners and appropriate behavior determine the quality of your relations with others. In high school, you are expected

to be polite and respectful to staff and fellow students. In the workplace, you will be expected to observe common rules of courtesy including use of "please," "thank-you," and "excuse me." In all public places, overt displays of affection are in poor taste. Any demonstration of affection involving body contact other than holding hands is in violation of expected behavior.. Use of offensive language or gestures is unacceptable in school.

ZERO TOLERANCE FOR INAPPROPRIATE BEHAVIORS

Under the Safe Schools Act of 1995, Putnam County Schools will have zero tolerance for inappropriate student behavior. Under no circumstances should a student:

- Threaten or intimidate a teacher or student
- Abuse a student or teacher through physical or verbal means.
- Disobey a school employee.
- Interfere with the educational process.
- Use profane language with a teacher, other school employee, or fellow students.
- Be involved in criminal conduct or possess an illegal drug.

All teachers have the right to immediately remove students from the classroom if students exhibit these behaviors. The school has the right to suspend students for up to 10 days or petition the Board of Education for expulsion for one year.

When students threaten the welfare of others, they lose their right to attend Putnam County Schools.

Thus, students will be expelled for one full year for:

- Possession of a deadly weapon.
- Assaulting a teacher or school employee.
- Selling drugs.
- Chronic disruptive misbehavior.

<p>IF YOU HAVE INFORMATION THAT A STUDENT IS A DANGER TO SELF OR OTHERS, YOU HAVE AN OBLIGATION TO REPORT THIS TO THE ADMINISTRATION.</p>
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DRESSING AND GROOMING

You are expected to come to school appropriately dressed. If school administrators determine that student attire is inappropriate, they have the right to require a change of clothing and may send the student home. General guidelines for dress are as follows:

1. The midriff is not bare, front or back. See-through or open-sided tops shall be worn with a shirt underneath.
2. Shirts, tops and dresses must have one inch width straps.
3. Footwear with soles must be worn.
4. Shorts/skirts/dresses are to be no shorter than mid-thigh.
5. Hats may NOT be worn in the building (male or female).
6. Offensive language or symbols are not permitted. Clothing may not advertise or promote drugs, alcohol, or tobacco.
7. Chains or other items that could be potential weapons are unacceptable.
9. Grooming and "primping" are to be done on personal time, not in classrooms on instructional time.

CLOSED CAMPUS

Students are required to remain at school after arrival on campus. This applies even if classes have not started for the day. Once students arrive on the property, they may NOT leave without administrative permission.

HARASSMENT

Harassment of students or staff is against the law. Name calling, gestures or other degrading actions related to gender, racial, physical or ethnic characteristics will not be tolerated. Such actions may result in the filing of a formal civil rights complaint and suspension or expulsion from school. Any form of hazing or inappropriate "initiation" will be considered harassment. Harassment should be reported immediately to the administration. The administration is responsible for conducting an investigation and reporting such actions to the county civil rights officer.

ALCOHOL AND TOBACCO

Putnam County Schools has a no tolerance policy regarding possession and use of alcohol, tobacco and other mind altering substances. Violation of this policy will result in consequences, including substance assessment, suspension and/or expulsion from school. This policy applies to extra curricular activities held off premises and school property such as school buses. With probable cause, the school has the right to conduct searches.

LUNCH ROOM BEHAVIOR

The commons area at each high school is the school lunch room. It is important to keep it clean and neat. Students are responsible for cleaning tables, depositing items in waste containers and returning trays. Lunches are to be eaten in the commons or other designated areas. Free and reduced lunches are available to students based on family income.

ILLEGAL ENTRY UPON SCHOOL PROPERTY

No student are allowed in school buildings after regular school hours unless they have prior approval and are supervised by school personnel. Students that illegally enter school buildings or commit a criminal act on school property will be subject to legal prosecution, restitution for damages, and loss of privileges.

ALTERNATIVE EDUCATION PROGRAM

Students who are chronic behavior problems or a returning adjudicated youth will be recommended to the Alternative Program. The Alternative Program meets Monday through Thursday from 4:30 until 8:30 p.m. at Hurricane High School.

**MEETING THE ACADEMIC
REQUIREMENTS OF HIGH SCHOOL**

All students in Putnam County high schools must meet specific requirements in order to graduate. New requirements are being phased in so required credits vary according to year of graduation. Listed below are the requirements for the class of 2000 and 2001.

TOTAL CREDITS/G.P.A.: 28 Credits (17 required and 11 Electives) and a "C" average (2.0)

BASIC REQUIRED COURSES:

Language Arts	4 Credits
Social Studies	3 Credits
Science	3 Credits
Math	3 Credits
Physical Education	1 Credit
Health	1 Credit
Fine or Performing Arts	1 Credit
Introduction to Majors	1 Credit

**Additional Required Career Related
Courses:**

Core Courses in Major	4 Credits
Elective Courses in Major	2 Credits
Portfolio	
Work Based Experience	

NOTE: Customized Majors may be arranged through the Director of Adolescent Education and the school counselor. Students may substitute courses in their major with more rigorous courses if prior approval is granted by the counselor and Director of Adolescent Education.

GRADING POLICY

The following grading system is used for levels 9 through 12:

A = 93-100%	D = 70-76%
B = 85-92%	F = 0-69%
C = 77-84%	

To graduate from high school, a student must have a 2.0 cumulative grade point average (G.P.A.). The cumulative grade point average is based upon grades received in all high school classes (including high school courses taken in grade 8). To determine the cumulative grade point average, the following scale is used:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0

The Advanced Placement (AP) Program and dual credit courses give students the opportunity to pursue college level studies while still in high school. Courses designated as "AP" or dual credit are weighted in determining class ranking. In order to keep students and parents informed, an interim report between grading periods will be issued. Students in academic difficulty should arrange to attend noon/tutorial. Please note: To raise the G.P.A., students may retake classes for which they have received a "D" or "F". Only the higher grade will count in the G.P.A.

ALGEBRA EXIT TESTING

All students must pass an Algebra Exit Examination in order to receive an Algebra credit. At the beginning of class, all students will get a copy of the course objectives and a sample test. Three times during the course, a section of the exam will be administered. At the end of the course, the cumulative test will be administered to all students in Algebra I and Applied Math I and II. A student must receive 30 out of 40 points on the exam. Three chances will be given to pass the exam. Only concepts missed on an exam must be retaken.

ATHLETIC ELIGIBILITY

Each student will be responsible for understanding the Secondary School Activities Commission rules concerning eligibility for participating extra curricular activities. In order to participate in extra curricular activities, a student must maintain a 2.0 ("C") average. All subjects taken by the student for which a final grade is recorded are to be considered in the grade point average. Classes with a pass/fail grade will be included in computing the GPA only if the student fails the class. Eligibility will be determined each term by the GPA the previous term. Students must be enrolled in at least two high school classes to participate in athletics. In order to participate in any extra curricular school activities, a student must be in attendance all day the school day on which the activity occurs. If a student quits a sport, he/she may not participate in another sport during the same session.

NIGHT SCHOOL/SUMMER SCHOOL

Night school or summer school is provided for students who fail courses. All failed English courses must be taken in sequence and must be made up in night school or summer school. Registration for night school and summer school are conducted by the counselors.

NOON TUTORIAL

Each school offers assistance to students who are having academic difficulty. Students are responsible for monitoring grades and keeping a record of the grades in their planner. If a student begins having difficulty, teachers will provide daily tutorial help.

MISCELLANEOUS INFORMATION

COMPUTER USE

Each student must sign an agreement with the school prior to the use of on-line computers. Students may access only approved Internet sites. The school reserves the right to refuse computer use to any student who abuses equipment or its intended use. Students may be charged replacement costs for equipment destruction.

STUDENT VEHICLE DRIVING AND PARKING

Driving to school is a privilege; the school has the right to determine which students may drive. The rules for driving are as follows:

1. No speeding, squealing tires or reckless driving will be tolerated.
2. Park only in designated parking areas.
3. Register the vehicle and obtain a parking permit after emergency and health cards have been returned to the homeroom teacher.
4. Display the parking permit on the back of the rear view mirror (failure to display parking permit may result in the car being towed).
5. Be on time for the start of school. Three tardies for class due to late arrival will result in suspension of the driving privilege.
6. Unless administrative permission has been obtained, a student may not go to the parking area until time to leave school.

ELECTRONIC EQUIPMENT

Electronic equipment such as beepers, phones or CD players are allowed on campus **ONLY** with administrative permission.



FIRE DRILLS

Regular fire drills are required by law. When the signal is given, it is essential that students obey promptly and clear the building by the prescribed route. Students must remain outside the building until the return signal is given.

INJURIES

Student injuries must be reported to the office. The employee in charge has the responsibility to complete the accident report. Parents will be notified immediately.

INSURANCE

Parents may buy inexpensive student accident insurance. Policy information and rates will be given on the first day of school. Athletic insurance is no longer provided by the school.

LOCKERS

A locker is assigned to each student at the beginning of each school year. The lockers are the property of the school and are subject to inspection by authorized school personnel. **The school will not be responsible for items that may be stolen from lockers.** Books and other items of value left in unsecured lockers are done so at the student's own risk. Students are responsible for the condition of their assigned lockers and will be charged for damages and/or painting or cleaning due to stickers or graffiti. Broken lockers are to be reported in writing to the assistant principal.

MEDICATION

If at all possible students should receive medication at home. Consult with your doctor regarding a reasonable time schedule for the medication. If it is necessary for the medication to be administered at school, the following is required:

1. All medication must be registered with the school. Students should not have medication in their possession unless registered. Unauthorized possession of medication will be a violation of the substance abuse policy.
2. Medications must have a HS-18 form on file.
3. Medication to be administered for more than 15 days must have a signed doctor's order. See HS-18.
4. Medication must be in the original container, pharmacy bottle or unit dose administration system. Medications must be labeled with the student name, drug name, dosage, and time of administration. Parents will be called to the school to administer medication if the above information is not provided.
5. No more than a 20 day supply of drug should be sent to the school.
6. Students given permission to self administer medication may carry one day's supply of medication

OFF LIMITS AREAS

Each high school has an off limits area. The school has the authority to assign students to Saturday School, detention or other penalties for being found in off limit areas.

TELEPHONE CALLS

Students may use pay phones during lunch or class change time. Students will be called to the office phone only in emergency situations.

Putnam County Schools provides equal services and benefits to everyone without regard to race, color, sex, age, religion, national origin, political affiliation or handicap.

**Putnam County
High Schools
and
Technical Center Planner**

STUDENT HANDBOOK 2000 - 2001

For

Buffalo High School

Hurricane High School

Poca High School

Winfield High School

Putnam Career and Technical Center

This agenda belongs to:

Name: _____

Address: _____

City/Town: _____ **State:** _____

Zip Code: _____ **Phone:** _____

Student No. _____

