

Advisor Agenda – 9th Grade Monday, September 15th

Hello 9th Grade Advisors – Monday is your day to attend the Class Meetings in the auditorium.

Students will need their handbooks. Please hand them out as you take attendance. Denny Bain had a great idea of labeling each handbook with an advisee name, handing them out, and then taking attendance that way. Do whatever works for you, but please be sure they have a handbook. All handbooks will be sorted and labeled and left on the back counter by the mailboxes by the end of the day Friday.

Photo packets were placed in your mailboxes on Friday. Please hand out photo packets to your advisees as well.

Also placed in your mailboxes on Friday were your Advisee folders. These folders remain with you...somewhere in your room...for the next four years. It will be the collection point for Advisor activities and high school planning as well as Career Related Learning and Service Learning records.

Please collect your advisees and hurry them down to the auditorium for their class meeting. Cherie, Julie, and I will lead the presentation with a conversation about policies and procedures at CVHS that we deem most important.

Advisor Agenda – 10th, 11th, and 12th Grades Monday, September 15th

Please remember to keep your students until 11:15. Please don't release your students earlier than 11:15.

1. Read Daily Bulletin

2. Special Information Items

- All Grades – Photo packets were placed in your mailboxes on Friday. Please hand out photo packets to your advisees.
- All Grades – Picture Retakes are scheduled for September 29th from 7:15-2pm in D-45. Students may come to D-45 (the room next to the Max) before school, or during their study period on Monday, Sept. 29th to get their retakes done. Students must bring their unwanted photo packets with them in order to complete retakes.
- 12th Grade Only – Please hand out the Senior All Night Party fliers that were placed in your mailbox on Friday. The fliers detail information regarding the wrapping paper fundraiser for the party.

3. Today's Activity – Student Handbooks

Please pass out student handbooks to all of your advisees. Please take them on a "tour" of the handbook. Note the following sections for student use – have them follow along with you and you discuss these "points of interest."

- Page 1 – write your name and contact information in case your planner is lost
- Page 2 – note the schedules are listed here for your use
- Page 3 – table of contents outlines main topics in the handbook
- Page 4 – important locations and phone numbers that students and parents will find helpful
- Pages 5 – 27 – policies and procedures which will be covered in Advisor over the next two weeks
- Pages 28 – 29 – information on clubs and student council
- Pages 30 – 31 – information on athletics and spectator behavior
- Pages 33 – 34 – Emergency Procedures (a review of what we did on Monday 9/8)
- Pages 36 – 37 – Schedule forms to complete (we know...kind of late for 1st semester...)
- Page 39 – pages of the monthly calendar and schedule for the year. Notice the "O" "E" or "A" indicator in each school day which gives students a clue as to what kind of day it is...odd, even, or all. Dances are listed as are holidays. Check out Feb. 11 and May 20 – we will have a three hour early release on those days for teacher meetings.
- The remaining pages are a daily planner for students to use to track assignments, homework, and set goals for the week.

Today's handbook conversation centers on the following topics:

- Attendance and Tardy Policy – pages 15 and 16
- Academic and Credit Policies – pages 8 and 9

Please do whatever makes sense for your group on how to discuss these topics. You may choose to simply read out loud, ask for volunteers, quiz them and provide answers...the method is unimportant as long as the information is touched upon.

Please focus special attention on the following:

- Attendance – Pre-arranged absences require a pre-arranged absence form. Keep this in mind as you and your family plan for trips that will take you out of school during the school year.
- Attendance – Absences must be cleared within 48 hours with a call to the attendance office.
- Attendance – Leaving campus – 10th graders will be receiving their parent permission form during their assembly on Thursday 9/18.
- Attendance – Tardies – teachers set the policy and behavior staff support the consequences.
- Academic/Credit Policies – Credit Denial
 - Check course syllabi for specific details of credit denial policies
 - Students will be warned by their teacher if they are in danger of being credit denied.
 - Students must take appropriate action to prevent this from happening
 - Students will be informed by a counselor or administrator if credit denial is being used as a consequence for their poor attendance and performance in a class
- Academic/Credit Policies – Pass/No Pass – arrangements for pass/no pass must be made with the teacher within the first nine weeks of the class.