

# **PALO VERDE SCHOOL COUNCIL POLICIES AND PROCEDURES**

## **Policies**

### **I. STUDENT AIDE POLICY**

[Requirements for becoming an aide at Palo Verde High Magnet School 2006-2007]

1. No D's, F's, or U's on previous semester grade reports.
2. Must be a junior or senior and may be an aide for only one period per day.
3. Teacher, parents, and counselor must provide signatures before enrolling.
4. Students may not opt out of a registered course to become a student aide.
5. A maximum of one aide per day for all certified staff.
6. Additional aide(s) could be allowed only through a petition process addressed to the Assistant Principal of Curriculum and Instruction.

(Adopted 2/9/06)

### **II. Add/Drop Policy**

- All "drops" are to be referred to as "Add/Drop"
- Must occur within the first 10 days of the semester to require only signatures
- On 11+ days, a "Reason for Leaving" conference with teacher, counselor, parent, and student may be required. If a class is dropped, the added course is also part of justification.
- A "no finish, no credit" policy remains in effect for transfers out of non-equivalent classes.
- Add/Drops at the discretion of Principal or Assistant Principal of Instruction.

- Teacher attaches an official current grade report (aka exit grade) to Add/Drop form.
- Form contains an optional teacher comment box.

(Adopted 4/20/06)

### **III. DEFINITION OF VALEDICTORIAN AND SALUTATORIAN**

[Starting with the Graduation Class of 2010]

The Valedictorian is the student or students in the graduating class for that year whose academic achievement and academic rigor is exemplary. The principal or his/her designee will supervise the selection of the Valedictorian in the following way:

- An ordered list of students by cumulative weighted grade point average shall be generated.
- The Valedictorian shall be the student with the highest cumulative weighted grade point average.
- However, if the student with the highest cumulative weighted grade point average and the next student in the ordered list both/all have straight A's and the same number of Advanced Placement® classes, then both/all students shall be declared Valedictorian.
- Furthermore, if the top students in rank order all have straight A's, then the Valedictorian shall be the student with the greatest number of Advanced Placement® classes regardless of cumulative weighted grade point average and the student with the second-most number of Advanced Placement® classes will be declared the Salutatorian.
- If more than one Valedictorian is declared, then there shall be no Salutatorian.

The Salutatorian is the student or students in the graduating class for that year whose academic achievement and academic rigor is second only to that of the Valedictorian. The principal or his/her designee will supervise the selection of the Salutatorian in the following way:

- An ordered list of students by cumulative weighted grade point average shall be generated.
- The Salutatorian shall be the student with the second highest cumulative weighted grade point average.

- However, if the student with the second highest cumulative weighted grade point average and the next student in the ordered list both/all have straight A's and the same number of Advanced Placement® classes, then both/all students shall be declared Salutatorian.

(May 10, 2007)

#### **IV. HIRING COMMITTEES**

[Composition of hiring committees for Palo Verde job openings]

Stakeholders:

- A) Community members
- B) Administrators
- C) Teachers
- D) Parents
- E) Students
- F) Staff members (defined by sub-group)

Possible job openings and recommended hiring committee make-up:

1. Principal: School Council plus District Requirements
2. Assistant Principal: A. B. C. D. E. F.
3. Non-Teaching Certified
  - a. Counselors: B. C. D. E. F.
  - b. Magnet Coordinator: A. B. C. D. F.
  - c. Instructional Coach: B. C. D. F.
4. Teachers: B. C. D. E.
5. Department Chairs: B. D. F.
6. Custodial Staff: B. C. F.
7. Groundskeepers: B. C (coaches) F.
8. Para-professionals, tech support, etc.: B. C. F.
9. Clerical Staff: B. F.
10. Other positions: as the principal sees fit

(Revised: 5/10/07)

## **Procedures**

- I. There will be another Call to Audience (of limited time) after the Discussion Items.

Adopted 11/13/03

- II. If the Principal is going to be absent, he/she will appoint another Palo Verde administrator to carry his/her proxy.

Adopted 4/20/05