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\* **Meningococcal Disease Information – Required by the State Department of Education**

\* **2012-2013 School Calendar**

## 1 SCHOOL HOURS

Students should not be on school campus before **7:55a.m.** or after **3:10p.m.**, as no supervision will be provided before or after school hours. The only exceptions will be school-sponsored activities. The first class begins at 8:20 a.m. Afternoon dismissal is 3:00 p.m.

**Students are unsupervised after 3:10 p.m. each school day. To protect the safety of our students at Allen Bowden School, it is the policy of the Allen Bowden Board of Education that any students arriving on campus before 7:55a.m., and left after 3:10p.m., must go to the Latch Key Program so they will be supervised. Charges incurred at the Latch Key Program will be the responsibility of the parent. Office staff will not be available to watch your child.**

## 2 ATTENDANCE POLICY

The Allen Bowden Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond their control, the board has adopted a policy requiring students to miss ***no more than ten (10) days each semester to receive credit for any course in which the student is enrolled.***

Students who for any reason other than school-sponsored activities, **miss more than ten periods or the equivalent thereof in a class in a semester, will not receive credit for classes missed** unless they can prove extenuating circumstances, such as for medical reasons or family emergencies. Documentation must be submitted in writing by the parent/guardian to the principal as quickly as possible before the close of each semester.

A site-based committee consisting of the classroom teachers, principal, and school counselor will review the student's appeal where absences were exceeded. A decision will be made as to whether the student will receive credit.

## 3 ABSENCES

There are five types of student absences. The school will make the final decision to determine excused or unexcused absences.

### 3.1 Excused Absence

Any reason the student is out of school other than the reasons listed under *unexcused absences*. The parent/guardian **must call the office the day of the absence in order for it to be excused.** The office telephone number is 224-4440, Ext 1. Two or more medical (illness) absences will require a doctor's (Physician/Dentist) note to be excused.

An excused absence or tardy will be granted for:

- Personal or family illness
- Medical
- Legal Matters
- Administrative Approval-Circumstances deemed necessary
- Religious observance of holidays

It is the responsibility of the parent/guardian to notify the school by 12:00 noon if a child is to be absent for one of the above reasons, or send a note the day the child returns.

**\*Administrative Override on Attendance:** If a student has missed days and they fall within the above listed reasons, they may be permitted more days if they are for medical circumstances.

### **3.2 Pre-Arranged Absence**

This absence is pre-arranged through the Principal, for absences considered necessary by the parent. A parent must call the Principal to arrange a pre-arranged absence. The final decision will be made by the Principal. If allowed, the student will be allowed **one day for each day he/she is absent to complete missed work.**

### **3.3 Non-Recorded**

Any reason the student is absent for school sanctioned activities such as field trips, contests, academic or athletic events is considered a non-recorded absence. The maximum number of non-recorded absences is ten each semester for any one-class period. The student is responsible for all work missed during this absence. The student will be allowed **one day for each day he/she is absent to complete missed work.**

### **3.4 Student School Activity Unrecorded Absences**

Student school activity/unrecorded absences shall be defined as; *extra-curricular activities, whether sponsored by the school or an outside agency, that remove the student from class more than half of a class period.*

The total number of student activity absences allowed from any one class without permission from the Internal Review Committee shall be ten (10).

Once a student has had ten (10) activity absences from any one-class period, the student must be reported to the Principal's office for consideration of any further absences.

The Internal Review Committee shall be appointed by the Allen Bowden School Board of Education or the Superintendent.

### **3.5 Unexcused Absence**

- Parent/guardian did not call to verify the student's absence.
- Leaving school without the student being signed out in the office by a parent/guardian.
- Student is not in assigned area established by the schedule or other directives.
- Absences that are unexcused by the principal.

## **4 TARDY POLICY**

The Allen Bowden Board of Education believes punctuality is important. The responsibility for punctuality rests with the student. Class disruptions due to tardiness are to be discouraged. The board also believes punctuality to assigned duties is among one of the most important responsibilities a student can learn and should be learned as early as possible. Good time management skills will serve students well regardless of their plans following graduation. **Student tardiness to any class is not permitted.**

Therefore, the following procedures will be followed:

#### 4.1 Excused and Unexcused Tardies

Students who are arriving at school for the first time during the day must report to the office for an excused or unexcused tardy. The school will make the final decision as to whether it is an excused or unexcused tardy.

#### 4.2 Consequences of Excessive Tardiness

First Tardy	Teacher marks it in attendance book and notifies student.
Second Tardy	Same as the first.
Third Tardy	Teacher notifies the student and writes a discipline referral with dates of the three tardies, and calls the parent.

### 5 ASSIGNMENT REQUESTS & MAKING UP ASSIGNMENTS

**Students need to be absent at least two (2) consecutive days before assignments can be requested.** When it is necessary because of an excused absence, such as illness, parents may request assignments. Please call the elementary office, **PRIOR TO 10:00 A.M.** Assignments may be picked up the same day at **2:00 P.M.** in the elementary office for all requests made prior to 10:00 a.m. **Assignment requests made after 10:00 a.m. can be picked up the following day at 2:00 p.m.**

The student may promptly make up work by the standard of **one day for every day missed to receive credit without penalty.** It is the responsibility of the student, on the day of return, to make arrangements to see what work needs to be made up. If the absence is excused, the student will have the same number of days to make up the work as the number of days absent. Make up work not turned in on time will be recorded as a zero. All make up work must be in by the end of the grading period. Only extreme cases, such as a prolonged illness, will more than one week be allowed for work to be made up unless permission is granted by the principal.

**Assignments or projects that have been assigned in advance are due on the previously designated date.**

### 6 EARLY DISMISSAL

When it is absolutely necessary for medical appointments to be made during school hours, students should bring a note from a parent to the office or call to notify the office of an early dismissal from school. **Under no circumstances** is any student to leave the school building without first reporting to the office. Students can be called from their classroom over the intercom in the office for early dismissal, but must be signed out in the office by the parent/guardian. Students returning to school on the same day must sign-in at the office and receive an admit to return to class. **STUDENTS WILL NOT BE ALLOWED TO LEAVE SCHOOL WITH SOMEONE OTHER THAN THEIR PARENT/GUARDIAN WITHOUT WRITTEN OR VERBAL PERMISSION OF SAID PARENT/GUARDIAN.**

### 7 VISITORS

Allen Bowden School encourages all parents to be involved in their child's education. This includes visiting their children at school. **HOWEVER, ALL VISITORS, PARENTS, OR OTHER FAMILY MEMBERS MUST SIGN IN AT THE OFFICE & PICK UP A VISITOR'S STICKER IMMEDIATELY UPON ARRIVAL AT SCHOOL.** The office staff will escort you to the appropriate area or use the intercom to call for your child or a teacher to come to the office. Any strangers in the hallways during school hours, 8:00 a.m. – 3:00 p.m., not wearing a visitor's sticker will be escorted to the office. Students will not be allowed to bring visitors to school unless approved by the principal.

## 8 BUS INFORMATION

Bus pickup times usually run between 7:20 a.m. and 7:50 a.m. Drop off times run between 3:15 p.m. and 3:40 pm. The correct time will be established the first week of school. Please be at your designated bus stop 5 – 10 minutes early to accommodate changes in schedules. See the Bus Rider Handbook for more information.

## 9 BUS CONDUCT, DISCIPLINE AND RULES

The following regulations have been established in order that each student may enjoy safe and comfortable transportation to and from school. If a student's behavior is of a nature that the driver's attention is diverted or that other students' comfort or safety is infringed upon, that student may be removed. It then becomes the parents' responsibility to transport the student to and from school. See Bus Rider Handbook for more details.

**Many verbal warnings are given by the bus driver before written disciplinary consequences are enacted.**

### Bus Discipline

- 1<sup>st</sup> Write up - Verbal warning, visit to principal (warned next write up 3 days suspension from the bus)
- 2<sup>nd</sup> Write up - 3 days suspension from the bus
- 3<sup>rd</sup> Write up - 10 days suspension from the bus
- 4<sup>th</sup> Write up – Suspended from the bus for the remainder of the entire current school year

### Bus Rules

1. Approach the bus at the bus stop only after the vehicle has stopped and the bus driver has opened the door.
2. Enter the bus without pushing or shoving and walk quietly to your assigned seat and be seated.
3. Speak to those students around you in normal tones without creating a disturbance.
4. Be considerate of other riders and the driver. Assist students in finding vacant seats.
5. Be absolutely quiet when approaching a railroad crossing.
6. Keep your possessions out of the aisles.
7. In case of a road emergency, remain quiet and in the bus until instructions are given by the driver.
8. At the discharge point, where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right of the highway and remain there until a signal is given by the driver to cross.
9. Students must remain seated while the bus is in motion.
10. Failure to follow the rules could result in the following:
  - a. Warning with a report on file
  - b. Removal from the bus for a number of days
  - c. Removal from the bus for the remainder of the school year
- 11. Ice Routes will be used in inclement weather. Check with your driver for alternate pickup**

## 10 BUS RIDERS REQUEST

In order to ride a bus home, other than your normal bus, or to get off at a different stop, you must present a note from a parent/guardian to the office. The note must be signed by the Principal. **ALL REQUESTS MUST BE GIVEN TO THE OFFICE BEFORE 2:30 P.M.** *If a bus is already at capacity, you will not be allowed to ride.* Students who forget their bus notes or decide during school hours to ask parent permission to ride a different bus ***will not be allowed to use the office telephones.***

## 11 ANNOUNCEMENTS

Announcements for each day will be made during 1<sup>st</sup> and 7<sup>th</sup> hour. Announcements will be made over the intercom as needed.

## 12 BOOK BAGS / BACKPACKS

Students are allowed to bring their book bags to school. Fifth through Eighth grade students must keep their book bags in their lockers. Students are not allowed to carry their book bags into the classroom, or leave them in the hallways. In the mornings, book bags will be taken into the cafeteria with students and not left in the gym. They will need to be placed under the table where they are eating.

## 13 BOOK COVERS

Students are not allowed to use book covers that leave behind a sticky residue, thus rendering the book useless. All textbooks must be protected with a book cover.

## 14 TEXTBOOK RESPONSIBILITY

Students will be responsible for their own textbooks. **DO NOT USE STICKY BOOK COVERS!** If books are marked on, covers damaged, left in another classroom, the gym, restrooms or hallways and not returned to the teacher at the end of the school year, the student will be expected to pay for these damages or lost books. This also includes books checked out from the media center.

## 15 CAFETERIA/LUNCH POLICY

The school cafeteria is maintained as a vital part of the health and education program of Allen Bowden School. To encourage good nutrition, a well-balanced lunch and breakfast are offered at a reasonable price.

A student may bring a lunch from home and eat in the cafeteria. Teacher supervision is provided. Free or reduced lunch/breakfast prices are available when a family income falls within the state income guidelines. Application forms, which include income guidelines, are furnished to all students on the first (1<sup>st</sup>) day of school and may be picked up in any office during the school year. Application forms may be requested from the family at anytime during the school year should a family's financial status change. All children may be listed on one application and turned in to the school cafeteria manager.

The cafeteria should be a place for students to socialize and enjoy lunch. However, the following guidelines must be observed during lunch:

1. Lunches are \$1.75 per day. Breakfast is free for all students. Milk can be purchased at \$.35 cents per day. Parents are encouraged to pay weekly or monthly. The lunch cashier will **notify students** when their account is running low. *Parents/visitors may eat breakfast at a cost of \$1.50 and lunch for \$3.00.*
2. **ONLY TWO (2) CHARGES WILL BE ALLOWED.** Student's who exceed the two charge limit will be given a peanut butter and jelly sandwich and milk until their account is cleared. **STUDENTS ARE NEVER TOLD THEY CANNOT EAT!**
3. All students have an identification number for their lunch account. **THEY MUST MEMORIZE THEIR NUMBER** and be ready to enter it on the computer pad located by the cashier. The system will not accept the same lunch number twice in one day.
4. Because of the large number of students being served, students must wait their turn in line. Cutting ahead of other students or saving places in line is not acceptable behavior.
5. When finished eating, all trash, utensils, and plates must be disposed of properly.
6. Combs and brushes should be kept in pockets for sanitary reasons.

7. Healthy eating habits must be observed.
8. No ala carte charges can be made.
9. Proper manners should be exhibited at all times.
10. All students must remain seated until it is time to dismiss for recess. The only exception is to raise your hand and talk to a duty teacher.
- 11. No pop will be allowed in the cafeteria.**
- 12. The noise level should be kept to a minimum.**

## **16 ASBESTOS FREE SCHOOL**

Allen Bowden School, all building sites, has been certified as asbestos free. The complete management for asbestos program is on file in the Superintendent's office in the administration building for review.

## **17 ASSEMBLIES**

Assemblies will be presented by various school groups for the education and entertainment of students. The details of each assembly are announced by special bulletin. The following rules are to be followed at all assembly programs.

1. Students are accompanied and supervised at all assembly programs by their teacher.
2. Students are to walk to and from the assembly program in an orderly fashion with a minimum amount of noise.
3. Audiences are to show their approval or commendation by applause. This means that there will be no whistling, booing, or excessive noises made during the assembly. Please extend courtesy at all times to the performers.
4. Students who demonstrate improper behavior at any time or who are ineligible will lose the privilege of attending assemblies. These students will be assigned to a specific room for special supervision.

## **18 RESIDENCY**

Allen Bowden School serves students in grades PK – 8 that live in the Allen Bowden School District. New residents must provide **two** proofs of residency:

1. Recent Electric Bill w/that address
2. Recent Gas Bill w/that address
3. Recent Water Bill w/that address
4. Contract for building/buying
5. Lease/Rental Agreement

If a child is moving in with a resident of this district but not with a "legal guardian" (parent or guardianship) they must have a legal custody or guardianship signed by a **judge before they can be enrolled**. The resident **must** accompany the guardian and bring **two** proofs of residency.

## **19 CHANGE OF ADDRESS OR TELEPHONE NUMBER**

Students are expected to advise homeroom teachers promptly of any change in address or telephone number. Each student must have on file the daytime telephone numbers of his/her parents/guardians. Any changes in home address or home/work telephone numbers should be reported to the office as soon as possible at (224 – 4440, ext. 108).



## 20 CLASS SUPPLIES

A school supply list for each grade will be available in August. On the first day of school, teachers may furnish a specific supply list for each class.

It is the student's responsibility to bring to class all materials that will be needed for that class. This will include textbooks, library books, homework assignments, paper, pencils, pens, folders and any materials the teacher requires. You should not ask the teacher to excuse you to go back for your supplies after the tardy bell rings. Any student having trouble locating specific school supplies should talk with their teacher, school counselor, office, or principal.

## 21 CLOSED CAMPUS

Allen Bowden School is a closed campus. This means students cannot leave school after they have arrived until 3:00 p.m. Parents may take students from school for appointments, illness, etc. only after checking them out from the office. When students arrive at school or school buildings in the mornings they must report to the Gym.

Students are not allowed on campus before 7:55 A.M. since there is no supervision before 7:55 A.M. They are not allowed to loiter in the parking lot. Students can eat breakfast in the cafeteria or sit in the bleachers. Students will be dismissed to classrooms at 8:10 A.M. All students should leave campus by 3:10 p.m. unless under staff supervision.

## 22 COUNSELING SERVICES

The counselor is available to help students and parents with academic and social concerns. Parents may call the office to set up an appointment with the principal, or counselor. Students needing to see the counselor should ask their teacher for a counselor referral. If the counselor is busy, the student will be called out of class as soon as possible.

## 23 SCHOOL ACTIVITIES

At various times throughout the school year, school-sponsored activities will be held during school hours and after school hours. School rules apply to dress, conduct, eligibility, and behavior. **(Students will not be permitted to attend if ineligible, so please do not send)**

Activities are sponsored by school personnel. Parents may call to volunteer to help. Once a student enters a school-sponsored activity then leaves the designated area, he/she **cannot return** to the activity. No students other than Allen Bowden students will be able to attend school activities. **In addition, no student currently in ISS or OSS will be allowed to attend school activities.**

## 24 ELIGIBILITY 3<sup>rd</sup> – 8<sup>TH</sup> GRADE STUDENTS

Participation in extra-curricular activities at Allen Bowden School is a **privilege**, not a right. Therefore, it is assumed that a student's behavior during the times they are representing Allen Bowden School in extra-curricular activities (out-of-class field trips, performances, games, contest, etc.) is to be above reproach. **Students must be present at least ½ a day to participate in any extracurricular activity.**

**No student who missed a full day of school will be allowed to attend extracurricular activities unless they were on a school sponsored school event that same day.**

**A student who is ineligible shall not be allowed to miss school or be approved to participate in any school activity, during the school day or after the school day. Academics come first, passing grades take priority. In the instance where the school activity is a part of a performance-based class where participation in the activity is required for a grade, an**

**alternative assignment may be used as a substitute for the missed school activity. In addition, no student currently in ISS or OSS will be allowed to attend any school sponsored extra-curricular activity.**

### **COMMON SCHOOL ACTIVITIES INCLUDED IN THE ELIGIBILITY RULES:**

It is noted that this list is not exhaustive. The eligibility rules apply to all student participants in all school activities.

All Athletes in All Athletic Programs	Cheerleading	Academic Team	Band
School Sponsored Evening Activities	Music Concerts	School Activities	Choir
Bonus Day Trips	AR Parties	Basketball Games	Assemblies
Class Field Trips	Music Concerts	Football Games	

The key word in the eligibility policy is “participant.” If you are an active participant in the school activity, or spectator the eligibility rules apply to you.

### **Student Eligibility**

Scholastic eligibility for students will be checked each week. A student must be passing with a 70% in all subjects that he/she is enrolled in during a semester. If a student is failing one or more classes at the end of a week, he/she will be placed on probation for the next week-long eligibility period. If a student is still failing one or more classes at the end of the probationary one-week period, he/she will be ineligible to participate during the next one-week eligibility period. The ineligibility period will begin on Monday and end on Sunday. A student who has lost eligibility under this provision must be passing all subjects with a 70% in order to regain eligibility.

A “Passing grade” means work of such character that credit would be entered on the record if the semester closed at that time. Grades will be the cumulative grade for the semester at the time of the grade check.

### **ALL STUDENTS PARTICIPATING IN ALL SCHOOL ACTIVITIES ARE SUBJECT TO THE ELIGIBILITY RULES**

It should be understood by all students participating in extra-curricular activities that their eligibility to participate is governed by the policy statement and all regular student discipline steps. It is therefore possible for two students found guilty of an inappropriate behavior to have different punishments. That is, the extra-curricular student may receive the same punishment the regular student does in addition to being declared ineligible to participate in extra-curricular activities.

Participation in third, fourth, fifth, sixth, seventh, and eighth grade extra-curricular activities shall be subject to the following minimum restrictions. In general, you are **not** eligible if:

1. You are sixteen (16) years of age before September 1.
2. You have not attended eighty (80%) of the current semester.
3. If you have a D (69%) or below in any subject(s).
4. If you have been disqualified from a game/contest because of unsportsmanlike conduct, a flagrant foul, or are under school discipline.
5. You have not filed with the coach’s office a statement signed by your physician certifying you are physically fit to participate in school athletic games/contest, and written consent of your parent/guardian to participate.
6. Other issues not specially addressed in this statement will be addressed by the building principal.

7. You are currently suspended from school or in school suspension (ISS).

A student whose conduct or character at school is under disciplinary action or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated by the principal.

## **25 FUNDRAISING**

Fundraising activities not associated with the Allen Bowden School System should not take place on school grounds. Students raising funds for school activities are responsible for the money they collect. Money that is collected should be immediately turned in to the activity sponsor or teacher upon arrival to school. **Under no circumstances should money be left in lockers to be turned in later in the day.** Money can be left in the office with the school secretary, if a student cannot meet with the activity sponsor before school.

## **26 HALL PASSES**

Fourth through eighth grade students must have their Agenda with them to serve as a hall pass with a teacher's signature. Students are not permitted in the halls during class periods unless they are accompanied by a teacher, authorized staff member, or have a signed agenda from their teacher. Pre-K – 3<sup>rd</sup> grade students will be required to have a pass from their teacher to be in the hallway.

## **27 HALLWAYS**

During the five-minute passing time between classes students should get the materials for their next class and use this time for a restroom break (Although no students will be allowed to linger in the restroom during this time). Students should keep on the right side of the hallways. Students should not stop to visit, but always keep moving to their next class to avoid being tardy.

## **28 HOMEROOM**

A homeroom class will be designated at the beginning of the year for each grade. All information to be taken home to parents will be distributed from the homeroom class.

## **29 SAFETY (SAFE SCHOOL) / HEALTHY & FIT SCHOOL ADVISORY COMMITTEE**

In accordance with the State Department of Education, all Oklahoma schools are required to organize a Safe School Healthy and Fit Committee. The Safe School Healthy & Fit School Advisory Committee is composed of the School Counselor, one teacher from each grade level, parents, an Administrator, Board of Education member, students, and Cafeteria Manager. The purpose of this committee is to study and make recommendations regarding unsafe conditions, possible strategies for students to avoid harm at school, student victimization, bullying, crime prevention, school violence, amount of junk food being consumed, opportunities for physical exercise, childhood obesity, healthy eating habits, parking lot safety and other issues which prohibit the maintenance of a safe and healthy school.

## **30 SCHOOL HEALTH**

School health services, as provided by the school secretary, supplement the efforts of parents and health care providers to maintain and promote the health of students. School health services do not replace the parent's responsibility for obtaining health care or the provider's responsibility for administering care.

The school secretary will provide assistance in evaluating present or potential health problems, provides the essential liaison between the health and educational needs of pupils with chronic illness

or handicaps, provides the direction for pupils who become ill or injured at school, assists school administrators to meet the health policies of the school district, and function as a school team member to assist each pupil toward optimal achievable health.

Health care in the school, as provided by the school secretary, includes identification of health problems, preventive health measures, health maintenance care, and necessary campus therapeutic intervention.

The school secretary is responsible for grades Pre-K – 8<sup>th</sup>. The school secretary is housed in the K-3rd elementary school building. Medical supplies for minor injuries are available in the elementary office. The telephone number is 224-4440, ext 108. For illnesses or more severe injuries, the school secretary or principal will ask to see the student. They will determine if it is necessary to notify parents by telephone.

In the case of an accident or illness, the school secretary will provide medical treatment. Treatment for emergency care is ultimately the responsibility of the parents and family physician. Payment for treatment for emergency care is the responsibility of the parents. If the injury requires immediate medical care or transportation to a medical facility, the school secretary or school nurse will determine whether to call the local ambulance with trained paramedics. Payment for transportation to a medical facility is the responsibility of the parents.

In addition to the school secretary, we also have a Registered Nurse (RN) on call during the school hours. She is not here to assist in providing first aid. This RN functions as an integral part of the school staff, attends professional development meetings, visits classrooms, and confers with students, the school counselor, teachers, administrators, parents, physicians, dentists, and others. She maintains a relationship between school and community health services, and referral services available for our students. She serves on a committee at the school for students with excessive absences. She serves as a resource person on school health. Her function is directly related to the educational process. She also teaches health related presentations to students throughout the year.

Health education is a continuous process to teach the aspects of good health and fitness. The school secretary and school nurse, in collaboration with other educators, utilizes the school health program to contribute to the attainment of the full health and educational potential of each student.

**Head lice - Periodic checks for head lice will be done by school personnel. If your child is suspected to have head lice, they will be checked by the school secretary, school nurse, school counselor, principal or their teacher. If lice or nits are found they will be sent home immediately. We have a nit free policy meaning they cannot return until all the nits are removed. When we find lice or nits on a student we check the entire class and grade level affected. 1<sup>st</sup> and 2<sup>nd</sup> days are excused, 3<sup>rd</sup> day is not.**

### **31 MEDICINE**

Each year during spring pre-enrollment, your child will be asked to complete Student Health Information and return this form along with your child's Pre-Enrollment Form to the office. Parental Authorization to Administer Medication Forms are available during student schedule pick up days in August or anytime from the school office. During the current school year no student will be allowed to take medication of any type (prescription or over-the-counter) unless this form is completed. Medications, both prescription and non-prescription, must be brought to school in **their original containers** with the proper labeling and your child's name on the container. All medications are kept locked in the central office. If your child takes medicine **daily**, please see the school secretary during student schedule pick up days in August or call 224-4440 ext 1.

### 32 MINOR EMERGENCY RELEASE FORMS

Parents are asked to sign Minor Emergency Release Forms to secure treatment for their child in case of an accident when the parent can't be reached.

### 33 IMMUNIZATIONS

Prior to enrollment all students must show proof they have received the immunizations required by the State of Oklahoma. Required immunizations for the 2009 –2010 school year are defined as follows:

Daycare	Pre-School	K – 4 <sup>th</sup>	5 <sup>th</sup> & 6 <sup>th</sup>	7 <sup>th</sup> – 12 <sup>th</sup>
4 DTP/DTaP/Td	4- DTP/DTaP/Td	4- DTP/DTaP/Td	5- DTP/DTaP/Td 1Tdap Booster	3 - DTP/Td
3 – Polio	3 – Polio	4 – Polio	4 – Polio	3 - Polio
1 – MMR	1 – MMR	2 – MMR	2 – MMR	2 - MMR
1 – 4 Hib				
3 – Hep B	3 – Hep B	3 – Hep B	3 – Hep B	3 – Hep B
2 – Hep A	2 – Hep A	2 – Hep A	2 – Hep A	2 – Hep A
Varicella	Varicella	Varicella	Varicella	Varicella

- Children in daycare must be up-to date for their age for the vaccines listed.
- All measles, mumps and rubella and varicella vaccine doses must have been administered on or after the child's 1<sup>st</sup> birthday.
- If the 4<sup>th</sup> dose of DTP/DTaP and/or 3<sup>rd</sup> dose of Polio are administered on or after the child's 4<sup>th</sup> birthday, then the 5<sup>th</sup> dose of DTP/DTaP and/or 4<sup>th</sup> dose of Polio are not required.
- Hepatitis A vaccine must be administered on or after the child's second birthday.
- A parental history of a child having varicella disease is acceptable in lieu of the varicella vaccine.
- Hib vaccine is not required for students in pre-kindergarten or kindergarten through grade twelve, but is required for children in daycare.

### 34 LOCKERS

Students in 5<sup>th</sup>-8<sup>th</sup> grade are provided a locker. All students will have a combination lock on their lockers, provided at no charge. Do not give your combination to other students. These locks should be locked and in place at all times. If the lock is lost or misplaced, the student will report the loss to the attendance office. Book bags may be brought to school and will be left in lockers all day. Hats and caps are not allowed at school.

**Students cannot change lockers after their locker assignment has been made unless the change is approved by the principal's office.** Students may need to take books and supplies for more than one hour if classes are far away from their locker. Do not write on or in lockers. Stickers, contact paper or posters that cannot be easily removed or leave a sticky substance behind cannot be put on or in lockers. **The school is not responsible for items left in lockers or hallways.** Under no circumstances will any opened beverages be allowed in student lockers.

Students shall have the no reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desks and all other areas of the school facilities that may be opened and examined by school officials at any time and no reason shall be necessary for such a search. Locker inspection may be required at any time.

**The lockers, which are school property, may be inspected by school officials at any time without notice to students.**

Students should not bring valuables and excessive amounts of money to school. Acts of theft or damage to school or personal property are violations of the law. Such behavior is cause for disciplinary action. **The school will not be responsible for replacing or recovering lost items.**

### **35 LOST AND FOUND**

Students who have lost school-owned articles such as textbooks and library books may check in the office before or after school. Textbooks turned in to the office are returned to the teacher. Library books turned in to the office are returned to the media center. Students who have lost personal articles may check the Lost and Found box in the respective buildings, or check with the office before or after school. Lost and found clothing will be donated to a local clothing room after a reasonable amount of time.

### **36 MEDIA CENTER**

Books are to be checked out for a two (2) week period. Some reference books may be checked out for an overnight period only. Others may be used only in the media center. Media center hours are from 8:10 a.m. until 2:50 p.m. on all school days. If a student fails to return the book on time, he/she will lose media center privileges until the book is returned or paid for and /or all late fees are paid.

### **37 TELEPHONE USE AND MESSAGES**

Students **are not permitted** to use the office telephone. Emergency calls will be made for the student by a secretary or administrator. Therefore all arrangements need to be made before school, as no student will be permitted to come to the office and use the school phone.

Under normal circumstances, telephone messages and notes of instruction from parents will be delivered to students at the end of the hour received, or if necessary on the afternoon announcements. Students will not be taken out of class to receive telephone calls unless it is an **extreme emergency**. Students should not get other students out of class to give them messages.

### **38 SCHOOL SPIRIT**

1. **Courtesy** – shown to all school personnel and fellow students.
2. **Pride** - in everything our school endeavors to accomplish and has accomplished.
3. **Sportsmanship** - the ability to win or lose gracefully.

School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep his/her scholastic and activity standards at the highest possible level.

### **39 GENERAL SCHOOL RULES / STUDENT RESPONSIBILITIES**

In order for school to function efficiently, certain rules must be established. Students guilty of any of the following acts while in attendance at school or under school supervision will be subject to appropriate disciplinary action.

- No running, hitting, kicking, or pushing will be allowed in the buildings or on the campus at any time, unless the running is in the Physical Education setting or on the playground.
- Speak with a respectful attitude to all staff members and students. Disrespect towards school personnel or others will not be tolerated
- Hallways should remain quiet at all times. Always walk down the right side of the hallway.
- Hats, bandanas, visors, hoods and other various types of headwear are not allowed on campus. Follow the School Dress Code at all times.
- Bullying of students both verbally and physically is prohibited.
- Keep your hands and feet to yourself at all times.
- No Public Display of Affection (PDA) will be allowed.
- Allen Bowden is a closed campus. Students are not to leave the school grounds at any time without permission.
- Students are to be in the assigned classroom when the bell rings.
- **No personal notes are to be written, read or passed in the classroom.**
- Each student must have his own pencil, notebook, writing paper, assignment notebook, and textbook in each class each day.
- **Students will follow all classroom procedures as stated by the teacher.**
- Hall passes should be for emergency only. Students must have staff-issued and signed passes or agendas to be out of class during their regularly assigned class periods.
- The use of vulgar, profane, or abusive language in school and/or at school activities is prohibited, and will be dealt with as a serious disciplinary offense. Profanity and improper language is unacceptable.
- Fighting will not be tolerated.
- No tobacco, drugs or alcohol products.
- We are a gun free/weapon free campus.
- Pre K through 2<sup>nd</sup> grade only will play on the new playground on the top of the hill. 3<sup>rd</sup> grade through 5<sup>th</sup> grade will play only on the old playground by the cafeteria.

The primary objective of a good Behavior Management Program is the maintenance of an environment where learning can take place, free of disruption by individual students. Further, it is hoped that this hierarchy of disciplinary consequences will aid the individual student in learning responsibility, self-control, cooperation, and respect for authority---traits which will enhance his/her own educational potential as well as that of his/her fellow students.

At Allen Bowden we have instituted a progressive discipline structure. Teachers have the initial responsibility for disciplining students. When a student is found to be in violation of a rule by the teacher, parents will be notified by phone, by the teacher that wrote the discipline slip. The student's penalty will be commensurate with the seriousness of the offense and what step they are on.

## **STUDENT RESPONSIBILITIES**

Each Allen Bowden Public School student is personally responsible as a citizen of the school community to maintain a safe and positive learning climate by:

- Being respectful to other students, school staff, and visitors.
- Doing one's best in lessons and extra-curricular activities.

- Using self-control at school and at all school activities.
- Respecting school property.
- Respecting the property of others.
- Using appropriate language.
- Being a good citizen at school and in the community.
- Following all school rules.

**Parents are expected to support the code of conduct by reading the school handbook and discussing their expectations with their child, by contacting the school when problems arise, and by working with school officials when disciplinary action is indicated.**

#### **40 SCHOOL DISCIPLINE STEPS**

\*School discipline steps will be taken only after students have exhausted the classroom teacher's classroom discipline plan. The principal, according to the seriousness of the offense can alter the steps at any time necessary.

#### **41 DISCIPLINE STEPS**

The Allen Bowden Board of Education has adopted new Discipline Steps Effective January 3, 2007. They are as follows:

- Step 1 – 1 Day of After School Detention
- Step 2 – 2 Days of After School Detention
- Step 3 – 3 Days of After School Detention
- Step 4 – 1 Day of ISS
- Step 5 – 3 Days of ISS
- Step 6 – 5 Days of ISS
- Step 7 – 1 Day of OSS
- Step 8 – 3 Days of OSS
- Step 9 – 5 Days of OSS
- Step 10 – Out for the School Year

#### **Fighting**

- 1<sup>st</sup> Fight – 3 Days Suspension
- 2<sup>nd</sup> Fight – 5 Days Suspension
- 3<sup>rd</sup> Fight – 10 Days Suspension
- 4<sup>th</sup> Fight – Suspension for the Remainder of the School Year

#### **Behavioral Standards**

The Board of Education also recognizes that students maintain rights of citizenship while in Allen Bowden School. Those who enjoy the rights and privileges of a free public education must also accept the responsibilities that inclusion in a school community demands. The presence of a safe and orderly school environment is closely linked in school research to the accomplishment of high academic achievement in students. The establishment of a safe and orderly school environment requires that a clear standard of behavior be established. This standard then permits adults to teach clear and unequivocal lessons to students regarding responsibility and self-control. It also gives students a clear expectation of their limits in the school and community setting. The behavioral standards listed below are the basis for the Allen Bowden Public School disciplinary code.

**The Board of Education encourages all adults and students to become familiar with the behavioral standards and to discuss the importance of such standards in school and community life.**



## Clear Behavioral Standards

- Be attentive to the best of your ability
- Be responsible for your participation
- Respect rights and property of others
- Respect yourself
- Demonstrate moderation in dress and appearance
- Use self-control at all times
- Strive for responsible ethical use of resources
- Conduct yourself with pride and moderation so that your behavior reflects favorably upon your parents, school and community
- Follow the rules, which is a life skill; rules are designed to promote a safe and orderly school environment

## 42 DETENTION PROGRAM

A one hour after school detention will be assigned for minor student misbehavior (i.e. tardies, failure to bring supplies to class, refusal to attempt academic achievement, classroom disruption, dress code, cheating, current step etc.) These detentions will be assigned on Tuesday thru Thursday from 3:05 p.m. – 4:05 p.m., with one day's notice to make arrangements for transportation. If a conflict arises on the detention date, the parent may reschedule it, by calling the school secretary in the central office 224-4440 x-1.

## 43 Extra Academic Help

Students wanting help from a certified teacher to bring their grade up may meet with their teacher and schedule a time for extra help before or after school. In the event the teacher drives a bus and is not available before or after school, that teacher will set up a time for a certified teacher to work with your child free of charge. This certified teacher will help your child with any zeros and missing assignments so they can be turned in for credit according to our School Wide Late Work Policy. We are dedicated to students who want to improve their grades.

## 44 LATE POLICY

The Allen Bowden Board of Education has adopted a new School Wide Late Work Policy effective January 3, 2007.

**1<sup>st</sup> Time work is late in a class = 5 points off**

**All other late papers will be a zero**

**After one (1) week zeros or missing assignments cannot be made up.**

The only exception will be the standard one-day for every day missed to receive credit without penalty for missed assignments due to absences(s) only.

Students will have **one week to meet with their teacher before or after school** concerning their zero assignment. The zero work will be completed within that week. The Completed assignment will have a maximum grade of 70 %. At the end of one week all zero are final.

In the event their teacher is not available to help them before or after school a certified teacher will be assigned to work with your child scheduled by the teacher the assignment is late in.

## 45 IN SCHOOL SUSPENSION (ISS)

The school recognizes the need to provide pro-active and comprehensive programs to address student choices that place them in jeopardy of interrupting their education in light of a consequence that must be

served. **Any student attending ISS will be ineligible to participate in any extracurricular activities as a spectator or as a participant for the date/s assigned.** Students who are assigned ISS will receive full credit for work completed as assigned. Exceptions will only be made by the principal.

This program is designed for students who have chronic and/or serious behavior problems. The length of stay in ISS is dependent upon the days assigned and attitude, behavior, and completed homework. Once enrolled in this program, a student will be expected to do their regular assignments as assigned by his/her teachers and assignments given by the ISS teacher. In all cases, parents will be notified by the teacher writing them up. If a student in ISS becomes disruptive, then he/she will be sent home for the day or suspended. If placement in ISS does not improve the behavior, the student will be subject to suspension. **Note: Students placed in the ISS program are not eligible to attend any school or athletic event until their placement is complete. Students who participate in school-sponsored activities will lose participation privileges until the placement is complete.**

#### **46 OUT-OF-SCHOOL SUSPENSION (OSS)**

In the case of an Out-of-School Suspension, the following will apply:

1. **100% credit for missed work will be given.**
2. Semester projects or term papers with previously announced due dates must be submitted on the due date unless other arrangements are made with teachers.
3. When semester tests are missed, the student is allowed to make up the test upon return to school for Full Credit.

It is the policy of the Allen Bowden Board of Education that the Principal/designee or the Superintendent may suspend a student for:

1. Any student attending ISS that participates in any extracurricular activities as a spectator or as a participant for the date/s assigned.
2. Acts of immorality
3. Violations of Policy and regulations.
4. Possession of an intoxicating beverage, or any kind of tobacco (cigarettes, dip).
5. Possession of a wireless electronics device. This will include CD players, MP3 players, cell phones, i-pods, pagers, cassette players, radios, televisions, lasers, electronic games, or any electronic device that will draw attention away from instruction.
6. Possession of a dangerous weapon or a controlled dangerous substance (drugs).
7. Possession of a firearm shall result in out-of-school suspension of not less than one calendar year.
8. Any act that disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, school personnel, or damages property (vandalism).
9. Adjudication as a delinquent for a violent or non-violent offense.
10. Fighting
11. Bullying Behavior
12. Any student who has advanced to the appropriate step on our school discipline plan.

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternate in-school placement options that are not to be considered suspension.

Examples would be in-school placement (ISS), reassignment to another classroom, or placement in an alternative school setting.

**Suspensions of up to ten (10) days may be appealed to a local site based committee composed of district administrator/s and teachers.**

**Suspensions of more than ten (10) days may be appealed to the Board of Education. If the parent/s does not agree with the decision of the committee, they may then appeal to the Board of Education. The decision of the Board of Education shall be final.**

An *exception* to the above applies in cases involving possession of a firearm while on any public school property, or while in any school bus or other vehicle used by a public school transportation employee that transports students and teachers. No out-of-school suspension shall extend beyond the current semester and succeeding semester.

Upon an out-of school suspension, the parent and guardian shall be responsible for providing a supervised, structured environment in which to place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The school administration shall provide the student with an educational plan designed for the eventual reintegration of the student into school.

#### **47 DANGEROUS WEAPONS OR CONTROLLED SUBSTANCES**

Any item that could be described as a dangerous weapon will not be permitted on campus. The items will be confiscated by the teacher, turned in to the principal, parents notified, and arrangements made for parents to pick items up in the school office.

It is the policy of the Allen Bowden School District that any student who is determined to have brought a weapon to a school under the jurisdiction of the School District shall be suspended from school for a period of not less than one year. **Law enforcement officials will be notified.**

Any suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administering officer of the School District.

For the purposes of this policy, the following definitions shall control:

1. The term "weapon," means a firearm as such term is defined in Section 921 of Title 18 of the United States Code. This policy also defines all types of knives as a weapon.
2. The terms "chief administering officer" means the superintendent of schools or the board of education of the District.
3. The term "determined to have brought a weapon to a school under the jurisdiction of the School District" means any student being in possession or control of a weapon on property owned, leased, or rented by the School District, including, but not limited to, school buildings, parking lots, school buses, motor vehicles and any student who is in possession or control of a weapon at any School District sponsored function regardless of whether such function is conducted on School District property.

#### **48 WIRELESS TELECOMMUNICATIONS DEVICES (CELL PHONES)**

It is the policy of the Allen Bowden Board of Education that no student shall possess a **wireless telecommunication device** while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school except that a student may possess a wireless telecommunications device upon prior written consent of the student's parent/guardian, and the building principal, superintendent or the superintendent's designee. Such consent will be granted only upon a showing of *medical necessity* or other compelling reason as determined by the above mentioned school personnel. Wireless telecommunications devices include, but are not limited to, beepers, pagers, and cellular phones.

Violation of any of these rules will be reason for disciplinary action. Wireless telecommunications devices will be confiscated if found to be in the possession of students who do not have current authorized permits. ***These devices will be released only to a parent/guardian.***

## **49 DRUGS, ALCOHOL, AND TOBACCO**

Any student, who intentionally sells, gives, uses, possesses or is under the influence of illicit drugs, tobacco, narcotics, or alcohol in or on school property, including buses, shall be:

1. Suspended from school.
2. Reported to the appropriate law enforcement agencies for possible legal action.

## **50 SEARCH AND SEIZURE**

This policy applies to dangerous weapons, controlled dangerous substances (as defined in the Uniform Controlled Dangerous Substances Act), intoxicating beverages, non-intoxicating beverages (as defined by Section 163.2 of Title 37 of the Oklahoma Statutes), or for missing or stolen property if said property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities. (70. Section 24-102)

The scope of authority to detain and search shall include any student or property in the possession of the student when said student is on any school premises, or while attending any function sponsored or authorized by the school.

## **51 SEXUAL HARASSMENT**

Allen Bowden School forbids discrimination against or harassment of any student by other students on the basis of sex. The school district will impose discipline, including suspension, for such behavior by students. Any student or teacher who is or has been subjected to sexual harassment **shall** report such incidents to the building principal, counselor, teacher, secretary, or any board member of the school district.

It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage all and complete reporting of such prohibited activities, any person may report such incidents anonymously by mailing such reports to the personal attention of any of the above designated persons. The report should state the name of the student involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full investigation of the matter. A complete copy of the Allen Bowden School Policy on sexual harassment may be obtained from the building principal, or counselor.

## **52 VANDALISM**

Students who destroy or damage school property will be required to pay for losses or damages and if necessary law enforcement officials will be notified. If students willfully destroy school and personal property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

## **53 DRESS CODE**

The Allen Bowden Board of Education believes the majority of students in public schools recognizes their own individuality and has no need to express themselves in extreme dress or grooming styles.

The Board of Education has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning; therefore, the following dress code standards, rules and regulations are adopted for all students.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. **Appearance that interrupts classes or draws undue attention will not be allowed.**

Revealing or sexually provocative clothing or clothing of extreme style may not be worn.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student make appropriate corrections. If the student declines, the principal shall notify the student's parents or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuses, the principal shall take appropriate disciplinary action.

Students who violate provisions of the dress code and refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected.

The following are specifically prohibited:

1. Unhemmed and cutoff style shorts, Spandex, biking shorts, tights or leggings worn as outerwear, and bathing/swimming wear.
2. Shirts or blouses that do not overlap the skirt or trousers, such as:
  - Half-length tops or ½ t-shirts
  - Midriff blouses
  - Midriff T-shirts (we do not want to see skin)
  - Crop tops
  - Tube tops
  - Tank tops
  - Mesh shirts (unless a suitable undershirt is worn)
  - Halter-tops
  - Tops with thin straps (less than 3 inches wide)
  - Muscle shirts
  - See through (transparent) tops
  - Tops with excessively low necklines.
3. **Clothing, jewelry, patches, belt buckles, tattoos, and brands advertising drugs, alcohol, or tobacco, or anything illegal or immoral, and those items with obscene, lewd, violent, dehumanizing, or suggestive slogans and/or graphics, or symbols, mottos, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang.**
4. Indoor wearing of hats, caps, and sunglasses, hoods.
5. Underwear (such as boxers) for outerwear.
6. Pajama style pants.
7. Wallet chains or external chains.
8. No sagging jeans.
9. No excessively ripped jeans.
10. Any combination of the above.
11. No trench coats of any kind.

### 53.1 Dress Code General Rules

Excessively large or baggy clothes are prohibited. Shorts, dresses and skirts must be of such length that when a student stands up a dollar bill can be placed at the top of the knee and touch the hem of the

garment. Permitted garments shall be clean, in good repair, and shall have no large holes worn through, slashes, or rips. **No excessive hair colors will be allowed.**

### **53.2 Footwear**

Proper footwear must be worn at all times. Shoes with cleats, roller-shoes, house shoes, and shoes that mark the floor are not acceptable. **Pre-K students will not be allowed to wear flip-flops.**

### **53.3 Accessories**

Visible pierced jewelry shall be limited to the ear.

Dog collars, tongue rings and studs, eyebrow or facial piercings, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others is prohibited.

### **53.4 Lower Garments**

Shorts, dresses and skirts shall not be conspicuous or indecent while sitting or standing. Length of garment must extend to the tip of the longest finger on the hand with the arm of the wearer fully extended and with shoulders in a relaxed position. Undergarments shall not be visible. The administration has the authority to discontinue the shorts privilege at any time if its enforcement becomes a problem.

### **53.5 Upper Garments**

The cut and design of any shirt, top, blouse, or sweater must not expose undergarments, bare midriff, or bare backs, or be otherwise immodest. All garments must be of appropriate length, cut and/or fit to meet these requirements **while sitting and/or bending (no skin showing).**

### **53.6 Activity Group Uniforms**

Members of school sponsored or school related performing activity groups might wear appropriate uniforms on a school day when an official school activity is scheduled in which the performing group is participating. Activity group uniforms may be worn during the school day when specific authorization is given by the building principal. Only uniforms that comply with the dress code regulation may be worn during the school day.

Provisions of the dress code are applicable to the school day and to school-related activities. The building principal for a specific school-related activity on a single-event basis may authorize exception or modification of a provision of the dress code.

## **54 DRILLS**

The school will periodically conduct safety procedure drills (Tornado, Fire, and Lockdown). These drills are practiced in light of environmental or social mandates and embrace collaborative efforts with local health, police, and fire agencies. Parents attempting to communicate with or pick up their child will experience a momentary delay until the safety drill has satisfied the desired objective/s.

## **55 EMERGENCY SCHOOL CLOSURE**

Should it become necessary to close school due to inclement weather, it will be announced by 7:00a.m. on AM Radio Stations 74 – KRMG, 1200 – KVOO, FM Radio Stations 96 – KRAV, 1050 – KGTO, and Television Stations KJRH – 9, KOTV – 6, and KTUL – 8, and you will be notified by our Honeywell Automated System.

Parents should make prior arrangements for children should it become necessary to dismiss school before 3:00 p.m. due to inclement weather.

## **56 SCHOOL REACH AUTOMATED PHONE SYSTEM**

This is our new automated phone system. Instant Alert for Schools is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, email, pager or PDA in any combination. The system can also be used to notify you of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations, schedule changes and ineligible students.

The system is Internet based, allowing each family to maintain a secure and password protected online profile. A letter will be sent to you at the beginning of the year with instructions on accessing the system and creating your profile. The following website will allow you to login to your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

## **57 FREE AND APPROPRIATE EDUCATION**

All children have the right to a free and appropriate education. This is mandated by Public Law 94 – 142. This federal law provides for all handicapped children from birth to the age of twenty-one who may be in need of special education services. This may include children who are; Mentally Handicapped, Learning Disabled, Hearing Impaired, Blind or Physically Disabled.

## **58 NONDISCRIMINATION STATEMENT**

The Allen Bowden School District hereby gives notice that they do not discriminate on the basis of sex, race, color, national origin, age or qualified handicap in the educational programs or activities they operate.

## **59 NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING AND EVALUATION**

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities.

### **59.1 Referral**

Preschool children ages 3 through 5 and students enrolled in K–12 who are suspected of having disabilities that may require special and related services may be referred for screening and evaluation through the local schools. Local school districts coordinate with the Sooner Start Early Intervention Program in referrals for identification services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area-wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

### **59.2 Screening**

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments.

### **59.3 Readiness Screening**

Personally identifiable information is collected on all Pre-K and Kindergarten students participating in school-wide readiness screenings to assess readiness for Kindergarten and First Grade entry.

## 59.4 Educational Screening

Students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

## 60 NOTIFICATION OF RIGHTS

The school district shall take appropriate steps to notify parents of the rights vested in them under this policy or administrative manuals of the school district, which are available for public inspection.

The school district will annually notify in local publications parents and eligible students their rights under FERPA. This shall include:

1. The right of a student's parents and eligible students to inspect and review the student's Education records.
2. The intent of the school district to limit the disclosure of information contained in a student's education record *except*: (a) by the prior written consent of the student's parents or the eligible student, (b) as directory information, or, (c) under no circumstances, as permitted by FERPA.
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence; the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
4. The right of any person to file a complaint with the U.S. Department of Education, if the school district violates FERPA.
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.
6. The district will arrange to provide translations of this notice to non-English speaking parents in their native language/mode of communication.

## 61 SCHEDULE CHANGES

Schedule Change Request Forms may be completed, signed by the parent, and submitted for approval during the first two full weeks of school. These requests will be approved or denied by the principal. The principal will review pertinent information concerning this request such as class sizes. The school will make the final decision concerning a schedule change. Ever-changing student enrollment may necessitate a change in your child's schedule when deemed appropriate by the school.

## 62 GRADING SCALE

100 – 90 = A
89 – 80 = B
79 – 70 = C
69 – 60 = D
59 – BELOW = F

## 63 HONOR ROLL

The Allen Bowden School Honor Roll has two divisions:

“A” Superintendents Honor Roll . . . . 4.0 (all A's)

“A-B” Principals Honor Roll. . 3.0 – 3.9 (A's and B's)

### Semester Honor Roll:

- Each A is worth four (4) points.
- Each B is worth three (3) points.
- Each C is worth two (2) points.
- Each D is worth one (1) point.



Each F is worth zero (0) points.

To find your grade point, add your points and divide by the number of grades you have. No student with a “D” or an “F” will be included on the Honor Roll.

#### **64 HONOR SOCIETY – 7<sup>th</sup> & 8<sup>th</sup> GRADE**

The purpose of this society shall be to promote higher standards of scholarship among the students of Oklahoma. Students with a grade point of 3.75 are eligible to be a part of the Honor Society.

#### **65 STUDENT COUNCIL**

The School Student Council is open to any 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade student who is interested in participating. Applications will be accepted the first few weeks of school.

The purpose of the Allen Bowden School Student Council is:

1. To teach and develop citizenship through democratic practices.
2. To unify the student body and promote student activities.
3. To cooperate in promoting the general welfare of the school.

#### **66 PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences may be made at *anytime* during the school year by calling the school office to set up a time. The Parent-Teacher Conference dates for the 2010 –2011 school year are:

Tuesday, October 25, 2011 and Thursday, October 27, 2011 (4:00 – 7:00 p.m.)

Tuesday, March 13, 2012 and Thursday, March 15, 2012 (4:00 – 7:00 p.m.)

#### **67 PROGRESS REPORTS**

Progress reports are sent out the fifth week of each grading period. This notice will advise the parent in what areas the student is having difficulty, progressing and/or excelling. When needed, arrangements will be made to schedule convenient times for a parent-teacher conference for all parties concerned. Parent-teacher conferences cannot be conducted in the five minutes between classes while students are passing to their next class or 8:00 a.m. or immediately after 2:55 p.m. because of teacher hallway duty and bus duty. Parents are encouraged to contact the school anytime regarding a request for a parent-teacher conference.

#### **Progress Reports will be sent home:**

Wednesday, September 25, 2013

Wednesday, November 20, 2013

Wednesday, February 05, 2014

Wednesday, April 16, 2014

#### **Report Cards will be sent home:**

Monday, October 28, 2013 (if not picked up @ Parent/Teacher Conference)

Monday, January 06, 2014

Monday, March 24, 2014 (if not picked up @ Parent/Teacher Conference)

Thursday, May 23, 2014 or the last day of school.

The outgrowth of a good conference should be an understanding on the part of all present as to:

1. What the child can do to help him/herself.
2. What his/her parents can do to help him/her achieve his/her goal.
3. What the school can do in the matter.

4. It takes all of us working together to make a difference.

**All progress reports must be signed and brought back to the teacher within a one (1) week period or parents will be contacted by telephone or mail, by the classroom teacher.**

## **68 PROFICIENCY – BASED PROMOTION**

Proficiency Based Promotion provides the opportunity for a student to move forward by subject, course, and/or grade level based upon mastery of an exam. A score of 90% or higher must be met to be considered for proficiency based promotion and/or credit.

A test for proficiency based promotion for grades 1 – 8 will be given once each semester at Allen Bowden School if a request is made by the parent/guardian. Application forms to take the exam and more information are available in the Counselor's office.

## **69 PROMOTION AND RETENTION**

**Promotion** of a student from one grade level to another should be based on several factors to include the following:

Scholastic Achievement:

1. Ability
2. Chronological Age
3. Number of Years Retained in the present Grade

**Retention** of a student will be based on the following criteria:

1. Notification to the parent of a student who is not progressing satisfactorily such as, but not limited to:
  - a. Progress report at five weeks into the first nine weeks.
  - b. Parent conference at first nine weeks report card.
  - c. Progress report at five weeks into the second nine weeks.
  - d. Parent conference at first semester report card.
  - e. Progress report at five weeks into the third nine weeks.
  - f. Parent conference at third nine weeks report card.
  - g. Final progress report at five weeks into the fourth nine weeks.
  - h. Report cards at the end of the second semester at the end of the school year.
2. Criteria for Retention:
  - a. Teacher-made test, standard achievement test, daily work, maturity level, parent request, teacher recommendations and grades.
  - b. Students have failed two (2) of the four (4) core subjects in a semester will be retained in the same grade.
  - c. Students who have 10 days or more absences per semester will be retained in their present grade.
  - d. The only exception will be if the parent or guardian signs a "Notice of Retention" form going against the educational advice of the Allen Bowden educational staff.

**Allen Bowden School  
7049 Frankoma Road  
Tulsa, OK 74131**

**Telephone (918) 224-4440  
Fax (918) 224-0617**

Dr. Penny Haynes, Superintendent – ext. 101  
Jimmy Reynolds, Principal – ext. 107  
Principal’s Secretary – ext. 108

**I have read and discussed the material in this 2011-2012 student handbook with my son/daughter, and will review the agenda with him/her daily. I understand if I loose or destroy this agenda a replacement will cost \$10.**

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

Date \_\_\_\_\_

**THIS AGENDA BELONGS TO:**

Name \_\_\_\_\_

Grade \_\_\_\_\_

Phone Number \_\_\_\_\_