

ALLEN BOWDEN SCHOOL

STUDENT HANDBOOK

2024-2025



Allen Bowden Public School
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Assistant Principal - Christy Moody

BOARD OF EDUCATION:

President- William Klenke

Vice-President- Monica Slavens

Clerk- David Harrelson

THIS AGENDA BELONGS TO:

Name _____

Grade _____

Teacher _____

Phone Number _____

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SCHOOL HOURS

Arrival and Dismissal Times:

- Arrival: Students should not be on school campus before 7:30 a.m.
- First Class: Begins at 8:00 a.m.
- Dismissal: Afternoon dismissal is at 3:00 p.m.

Supervision:

- No supervision is provided before 7:30 a.m. or after 3:15 p.m.
- The only exception to this rule is during school-sponsored activities.

Safety Policy:

- Students are considered unsupervised after 3:15 p.m. each school day.
- To ensure student safety, a meeting with a parent/guardian will be scheduled for any student who:
 - Arrives on campus before 7:30 a.m.
 - Remains on campus after 3:15 p.m.

This policy is enforced by the Allen Bowden Board of Education to protect the well-being of all students at Allen Bowden School.

Attendance Policy

The Allen Bowden Board of Education emphasizes the importance of consistent class attendance for students to maximize their educational opportunities. Recognizing that some absences are unavoidable, the board has established a policy that students must not miss more than eight (8) days per semester to earn credit for their courses.

Absence Limitations

- Maximum Allowable Absences: Students may not miss more than eight (8) days per semester to receive course credit.
- Exceeding Absences: If a student misses more than ten (10) periods or the equivalent in any class during a semester for reasons other than school-sponsored activities, they will not receive credit for that class unless they can demonstrate extenuating circumstances.

Extenuating Circumstances

- Acceptable Reasons: Extenuating circumstances include medical reasons or family emergencies.
- Documentation: Parents or guardians must provide written documentation of the extenuating circumstances to the principal as soon as possible, and no later than the end of the semester.

Appeals Process

- Site-Based Committee Review: A committee comprising classroom teachers, the principal, and the school counselor will review appeals from students who have exceeded the absence limit.
- Decision Making: The committee will determine whether the student will receive credit for the class based on the submitted documentation and circumstances.

This policy is designed to encourage regular attendance while accommodating unavoidable absences due to significant reasons.

3. ABSENCES

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

3.1 Verified Absence

Any reason the student is out of school other than the reasons listed under unexcused absences. The parent/guardian must call the office by noon the day of the absence in order for it to be verified. The office telephone number is 224-4440, Ext 108. Two or more consecutive days of medical (illness) absences will require a doctor's (Physician/Dentist) note to be verified. Verified absences count toward the maximum. They are VERIFIED, rather than truant, but NOT EXCUSED.

3.2 Excused Absence

- Legal Matters
- Military Honors Funeral
- Religious observance of holidays

It is the responsibility of the parent/guardian to notify the school by 12:00 noon if a child is absent for one of the above reasons. These are the only absences that do not count against the 8 days.

3.3 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 given 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 are defined as extra-curricular activities, whether sponsored by the school or an outside agency, that remove the student from class for more than half of a class period. These events are not recorded as absences.

The total number of student activity absences allowed from any one class without permission from the Internal Review Committee shall be eight (8). Once a student has had eight (8) 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

An absence will be classified as unexcused if it meets any of the following criteria:

- The parent/guardian did not call by 9:30 AM to verify the student's absence.
- The student leaves school without being signed out in the office by a parent/guardian.
- The student is not in the assigned area established by the schedule or other directives.
- The absence is not excused by the principal.

4 Tardy Policy

The Allen Bowden Board of Education emphasizes the importance of punctuality, considering it a crucial responsibility for students. Class disruptions due to tardiness are discouraged, and the board believes learning punctuality is essential for students' future success. Consequently, student tardiness to any class is not permitted, and the following procedures will be followed:

Excused and Unexcused Tardies

Students arriving at school after 8:00 AM must report to the office for an excused or unexcused tardy. The school will make the final decision regarding the classification of the tardy.

4.2 Consequences of Excessive Tardiness

- First Tardy: The teacher marks it in the attendance register and notifies the student.
- Second Tardy: Same as the first.
- Third Tardy: The teacher notifies the student, assigns detention, writes a discipline referral with the dates of the three tardies, and calls the parent.

Assignment Requests & Making Up Assignments Policy

Assignment Requests

1. Eligibility for Requesting Assignments:
 - Students must be absent for at least two (2) consecutive days.
 - Absence must be verified (e.g., due to illness).
2. Request Process:
 - Parents can request assignments by calling the elementary office.
 - Requests must be made before 10:00 A.M.
 - Assignments requested before 10:00 A.M. can be picked up at 2:00 P.M. the same day.
 - Requests made after 10:00 A.M. will be available for pick-up the following day at 2:00 P.M.

Making Up Assignments

1. Make-Up Time Frame:
 - Students have one day to make up work for each day missed.
 - This applies only to verified absences.
2. Student Responsibilities:
 - Upon returning, students must promptly arrange to see what work needs to be made up.
 - Make-up work must be completed and submitted within the allocated time frame to receive credit.
3. Deadlines and Penalties:
 - Make-up work not submitted on time will be recorded as a zero.
 - All make-up work must be submitted by the end of the grading period.
4. Exceptions:
 - In cases of prolonged illness or extreme circumstances, more than one week may be allowed for make-up work.
 - Additional time must be approved by the principal.
5. Pre-Assigned Work:
 - Assignments or projects given before the absence are due on the previously designated date or upon the student's return, whichever is earlier.

Early Dismissal Policy

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 from 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 from said parent/guardian.

Visitors Policy

Allen Bowden School encourages all parents to be involved in their child's education. This includes visiting their children at school. Please make arrangements with the teacher to ensure that students are in a class or activity that is convenient for a visit.

Visitor Guidelines:

1. Sign-In Requirement:
 - All visitors, including parents and other family members, must sign in at the office and pick up a visitor's sticker immediately upon arrival at school.
2. Security Protocol:
 - Any strangers in the hallways during school hours (7:45 a.m. – 3:15 p.m.) not wearing a visitor's sticker will be escorted to the office.
3. Student Visitors:
 - Students are not allowed to bring visitors to school unless approved by the principal.

BUS INFORMATION

- Pickup Times: 7:20 a.m. to 7:50 a.m.
- Drop-off Times: 3:10 p.m. to 4:00 p.m.
- Arrival: Be at the bus stop 5-10 minutes early to accommodate any schedule changes.

BUS CONDUCT, DISCIPLINE, AND RULES

To ensure a safe and comfortable journey for all, students must adhere to the following regulations. Misbehavior that distracts the driver or affects the comfort and safety of others will result in the student being removed from the bus. Parents will then be responsible for transporting the student.

Disciplinary Process:

1. **1st Write-up: Verbal warning, visit to principal (warned that next write-up results in 3 days suspension from the bus).**
2. **2nd Write-up: 3 days suspension from the bus.**
3. **3rd Write-up: 10 days suspension from the bus.**
4. **4th Write-up: Suspension from the bus for the remainder of the school year.**
 - Administration may impose suspension on the first offense if deemed appropriate.

Bus Rules:

1. Approach the bus only after it has stopped and the door is open.
2. Enter the bus without pushing or shoving; walk quietly to your assigned seat and sit down.
3. School behavior rules apply at bus stops and on the bus.
4. Speak in normal tones; avoid creating disturbances.
5. Be considerate of other riders and the driver.
6. Remain absolutely quiet when approaching a railroad crossing.
7. Keep possessions out of the aisle.
8. In an emergency, stay quiet and in the bus until the driver gives instructions.
9. When disembarking and crossing the highway, move to a point at least 10 feet in front of the bus and wait for the driver's signal to cross.
10. Stay seated while the bus is in motion.

Consequences for Rule Violation:

- Warning with a report on file.
- Removal from the bus for a number of days.
- Removal from the bus for the rest of the school year.

Additional Information:

- Ice Routes: Used during inclement weather. Check with the driver for alternate pickup points.

BUS RIDER REQUESTS

To ride a different bus or get off at a different stop, present a parent/guardian note to the office, signed by the Principal, before 2:30 p.m. If the bus is at capacity or other conditions exist, the request may be denied. Students cannot use office telephones to arrange bus changes during school hours.

11 ANNOUNCEMENTS

Announcements for each day will be made at the beginning of 1st hour, and the end of 7th hour or on your classroom TV's by using RiseVision. 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 should 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.

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!** Students will be expected to pay for books not returned to the teacher by the end of the school year, or for books damaged due to marks or damaged covers or pages. 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 is offered at a reasonable price set by the state. Breakfast is provided free for all students.

A student may bring lunch from home and eat in the cafeteria. Teacher supervision is provided. Free or reduced lunch 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 (1st) day of school and may be picked up in any office during the school year. Application forms may be requested at any time 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. Lunch costs \$2.55 per day. Breakfast is free for all students. Additional milk can be purchased at \$0.60 each. 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 \$2.10 and lunch for \$4.85.*
2. **ONLY CHARGES up to \$15 WILL BE ALLOWED, per state regulation.** Students who exceed the \$15 limit will be given a sandwich, fruit 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. Proper manners should be exhibited at all times.
9. 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.
10. **No Soda will be allowed in the cafeteria.**
11. **The noise level should be kept to a minimum.**
12. **Parents are welcome to eat lunch with their student(s). We have a family section available. When bringing lunch from outside, sodas are not allowed for students, per state regulation.**

16 ASBESTOS FREE SCHOOL

Allen Bowden School, all building sites have 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 who 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. Contract for building/buying
4. 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 document 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.

Students are not allowed on campus before 7:30 A.M. since there is no supervision before that time. They are not allowed to loiter in the parking lot. Do not drop off students and leave them. **Car riders (3rd grade and above) can be dropped off in front of the Administration building starting at 7:30 and they will report to the gymnasium.** Elementary students are to be delivered to the main elementary entrance and wait in the car until teachers approach cars to greet students. For safety, do not drop students in the parking lot outside of the car line. Students will go directly to their homeroom upon arrival. All students should leave campus by 3:30 p.m. unless under staff supervision. Pick up for K-3rd grade is in the car line in front of the main elementary. Pick up for 4th-8th grades is in the car line in front of the administration building on the north end of campus. Those 4th-8th grade students who are riding with K-3rd grade students will be taken to the benches by the elementary building to wait for their ride.

22 COUNSELING SERVICES

Counseling services are available to help students and parents with academic and social concerns. Parents may call the office to set up an appointment with the 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. Outside counselors contracted with the school can only speak to a student in one session without a parent release form. The outside counselors are not employed by the School, and are paid through the student's insurance. Coverage varies by insurance policy.

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. 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 Scholastic Eligibility For 5th - 8th Grades

1. Grade Checks:

- Performed weekly, starting at the end of the third week of each semester.
- Students must be passing all enrolled subjects with a minimum of 70%.

2. Probation and Ineligibility:

- If failing one or more classes at the end of a week, the student is placed on a one-week probation.
- If still failing after the probation week, the student becomes ineligible for the next one-week period (Monday to Sunday).
- Ineligibility includes both school-day and after-school activities unless the student was at a school-sponsored event.

3. Reinstatement of Eligibility:

- The student must be passing all subjects with at least 70% after the probation week to regain eligibility.

4. Cumulative Grades:

- Grades considered are cumulative for the semester up to the time of the grade check.

Participation and Conduct

1. Behavior Expectations:
 - Students must exhibit exemplary behavior when representing the school in extracurricular activities.
2. Attendance Requirements:
 - Students must attend at least half a school day to participate in activities.
 - Full-day absentees cannot participate in activities unless absent due to a school-sponsored event.
3. Ineligible Students:
 - Ineligible students cannot miss school or participate in any school activities.
 - Alternative assignments may be provided for missed performance-based class activities.
 - Students in the Reset Room are also barred from participating in extracurricular activities.

Activities Covered

The policy applies to all student participants in all school activities, including but not limited to:

- Athletics: Basketball, Football, Archery, Track
- Performing Arts: Band, Choir, Music Concerts
- Academic and Other Programs: Cheerleading, Academic Team, Robotics

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

It should be understood by all students participating in extracurricular 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 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 extracurricular activities.

Participation in 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/contests, 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 (Reset Room).

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. State Law prohibits selling food during the school day that can be immediately consumed by the student. This includes, but is not limited to, candy and jerky.

26 HALL PASSES

Fourth through eighth grade students must have a hall pass with them to be out of class. 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.

27 HALLWAYS

During the three-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. All students will report directly to their homeroom upon arrival to school.

29 SAFETY (SAFE SCHOOL) and HEALTHY / FIT SCHOOL ADVISORY COMMITTEES

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 and Healthy / Fit School Advisory Committees may include the School Counselor, one teacher from each grade level, parents, an Administrator, Board of Education member, students, and Cafeteria Manager. The purpose of these committees 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, provide the essential liaison between the health and educational needs of pupils with chronic illness or handicaps, provide the direction for pupils who become ill or injured at school, assist 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 – 8th. 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 minor 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 administration will determine whether to call the local ambulance with trained paramedics. Payment for transportation to a medical facility is the responsibility of the parents.

Health education is a continuous process to teach the aspects of good health and fitness. The school secretary and school administration, 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 counselor 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. 1st and 2nd days are excused, 3rd 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 108. Students are not to carry any medication on their person, including, but not limited to, cough suppressants, pain relievers, or other over-the-counter or prescription medication without a letter from a doctor justifying it, such as an inhaler.

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 current school year are defined as follows:

Guide to Immunization Requirements in Oklahoma for 2015-2016 School Year

VACCINES	Pre-School/Pre-K Total Doses	KG-6 th Total Doses	7 th -11 th	12 th
DTaP (diphtheria, tetanus, pertussis)	4 DTaP	5 DTP/DTaP ☆	1 Tdap booster	No additional doses are required
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV	4 IPV/OPV △	○ See note below	
MMR (measles, mumps, rubella)	1 MMR	2 MMR		
HepB (hepatitis B)	3 HepB	3 HepB □		
HepA (hepatitis A)	2 HepA			
Varicella (chickenpox)	1 Varicella			

- If the 4th dose of DTP/DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTP/DTaP is not required.
- If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, then the 4th dose of IPV/OPV is not required.
- Students 11 through 15 years of age who have not received HepB vaccine may receive a 2 dose series of Merk Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.
- No additional doses are required once a child has completed the required number of doses. If a child or student has not completed all of the required doses by the time they enter pre-school, kindergarten or any grade above kindergarten, the doses must be completed on schedule.

For more information call the Immunization Service at (405) 271-4073 or visit the Oklahoma State Department of Health website at <http://imm.health.ok.gov>.

34. LOCKERS

Students in 4th-8th 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 to be worn at school without prior authorization.

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 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. These may be opened and examined by school officials at any time for reasonable suspicion.

The lockers, which are school property, may be inspected by school officials at any time without notice to students. Backpacks and other personal items may be subject to search for reasonable cause.

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 into 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 8:00 a.m. until 3:00 p.m. on all school days, except when the librarian is conducting a class. 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. 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 - CATS

1. **COOPERATE** – I cooperate with my friends and teachers.
2. **ACT SAFELY** - I act in a way that keeps everyone safe.
3. **TAKE RESPONSIBILITY** -I take responsibility for my behavior.
4. **SHOW RESPECT** - I show respect to myself and others.

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 violating any of the following acts while in attendance at school or under school supervision will be subject to appropriate disciplinary action. Each of these can be applied to one or more of the CATS character traits listed above.

- 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 toward school personnel or others will not be tolerated
- Hallways should remain quiet at all times. Always walk on 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.**
- 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 3rd grade only will play on the playground on the top of the hill. 4th grade through 8th grade will play in the grassy areas north of 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 their current step.

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 following these behaviors that support the CATS model:

- 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

The Allen-Bowden Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning the children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent. All students will be treated with dignity and respect.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

41 DISCIPLINE STEPS

The Board of Education believes that the school's primary goal is to educate, not discipline. However, when the behavior of an individual student interferes with the rights of others, corrective action may be necessary for the benefit of the individual as well as the school. A student who has

been suspended for a violent offense directed towards a teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Oklahoma Law, Title 70, Section 6-114, provides teachers with the same rights as parents to control and discipline school children in accordance with local school policies. The following schedule of infractions is provided as an aid to teachers in exercising control and discipline of students. The schedule is not intended to include all possible infractions. Therefore, behavior that is not included in the following schedule may warrant appropriate disciplinary measures. The following schedule shall not be used in determining discipline for any child on an IEP or Section 504 plan until such time as the student's IEP team has determined that the infraction is in no way a manifestation of that student's disability.

Infractions Action	Minimum Action <	> Maximum
1. Unexcused tardiness	---- Refer to Attendance Policy ----	
2. Disruption of class or assembly	School Conference	Parent Conference Suspension
3. Lunchroom misconduct	School Conference	Parent Conference Suspension
4. Bus/playground misconduct	---- Refer to Bus Conduct Policy ----	
5. Negligence in completing class work	School Conference	Parent Conference Suspension
6. Cutting class	---- Refer to Attendance Policy ----	
7. Leaving school without permission (Campus) Policy ----	---- Refer to Leaving School Grounds (Closed	
8. Truancy	---- Refer to Attendance Policy ----	
9. Tobacco on school grounds	School Conference	Parent Conference Suspension ¹
10. Drugs or Alcohol possession		Parent Conference Suspension ^{1,2}
11. Gambling	School Conference	Parent Conference Suspension
12. Theft	Parent Conference	Suspension ^{1,2}
13. Assault-physical or verbal	Parent Conference	Suspension ^{1,2}
14. Fighting	Parent Conference	Suspension
15. Destruction of property, vandalism	Parent Conference	Suspension ^{1,2}
16. Threats/Harassment	School Conference	Parent Conference Suspension ²
17. Extortion	School Conference	Suspension ^{1,2}
18. Refusal to obey school officials	School Conference	Parent Conference Suspension
19. Possession of weapons or other items with the potential to cause harm		Suspension

¹ **May require counseling and rehabilitative efforts before reinstated in school programs**

² **May require notification of legal authorities**

***** All misbehavior of a sexual nature will result in a report to local law enforcement, DHS and school discipline. 70 O.S. §1210.163**

***** All threats to commit an act of violence or threatening behavior will be reported to local law enforcement. 70 O.S. §24-100.8 (OSCN 2019)**

A. As used in this section, "threatening behavior" means any verbal threat or threatening behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel or school property.

B. An officer or employee of a school district or member of a board of education shall notify law enforcement of any verbal threat or act of threatening behavior which reasonably may have the potential to endanger students, school personnel or school property.

C. Officers or employees of a school district or members of a board of education shall be immune from employment discipline and any civil liability for communicating information pursuant to subsection B of this section in good faith if they reasonably believe a person is making verbal threats or is exhibiting threatening behavior.

D. Nothing in this section shall be construed to impose a specific liability on any school district.

Other possible corrective actions include warning students that continued infraction may result in more severe consequences, removing students from class, lunch detention, after school detention, Reset Room, alternative placements, financial restitution, if necessary, and referral to social agencies, if appropriate. **The administration may impose punishment that would prevent a student from participation in and attendance at extracurricular activities. In addition, student discipline consequences may include an inability to participate in the graduation ceremony, prom, prom activities, school dances, and/or a class trip.**

Suspension alternatives may include time in the Reset Room or out-of-school suspension. Refer to the Suspension Policy (see policy FOD) for requirements for short-term suspensions (1-10 days) and long term suspensions (11 or more days).

CODE NUMBERS

1. Warn students (written)
2. Advise parents
3. Remove from class or group (temporary or permanent)
4. Parental conference
5. In-school detention (noon-elementary)
6. After-school detention
7. In-school suspension
8. Review committee composed of administration and teachers who know the student will review the record and render a written recommendation
9. Financial restitution
10. Involve law enforcement
11. Refer to other social agencies
12. Probationary period
13. Suspension
14. Any other disciplinary action deemed appropriate under the circumstances

INFRACTIONS- Some Basic Examples

LEVEL I:

1. Unexcused tardiness
2. Disruption of class or assembly
3. Lunchroom misconduct
4. Dress Code violations

5. Gum Chewing
6. Violation of bus rules
7. Public Display of Affection

LEVEL II:

1. Cutting class
2. Leaving school without permission
3. Truancy

LEVEL III:

1. Theft
2. Assault, physical or verbal; willful disobedience; profanity or vulgarity
3. Fighting or violent acts
4. Destruction of property
5. Other offenses: possession of deadly weapons, fireworks, drugs, alcohol, tobacco, or vulgar material, etc.
6. Open or persistent defiance of authority

The following are some specific examples of unacceptable behavior which are subject to disciplinary action, including detention or suspension from school.

- a. open or persistent defiance of authority
- b. assault upon student or school personnel
- c. creating or attempting to create a disturbance
- d. unauthorized absence from classes
- e. excessive tardies
- f. willful disobedience, profanity or vulgarity
- g. showing disrespect for school property or causing damage to school property
- h. possession, or use of, any dangerous or annoying instrument including, but not limited to, firearms, explosives, fireworks, knives, or other weapons used for assault
- i. the distribution, possession or use of illegal drugs, alcohol or any intoxicating substance will be sufficient cause for permanent suspension
- j. stealing or extortion
- k. inappropriate or distracting dress
- l. any violation of state or local law or ordinance occurring on school property
- m. intentional blocking of corridors or hallways
- n. individual or group violence
- o. circulation and/or distribution of matter or literature on school property which has not been approved by the school superintendent
- p. gum chewing, without approval of teachers
- q. After any student has served 10 days detention, it is apparent this type of discipline has not achieved the desired behavior. At this point the student will receive a one (1) day suspension for the 11th detention, two (2) days for the 12th detention, three (3) days for the 13th detention, and so forth.

42 DETENTION PROGRAM

A one hour after school detention will be assigned for minor student misbehavior (i.e. tardies, insubordination, refusal to attempt academic achievement, classroom disruption, dress code, cheating, current step, etc.) These detentions will be assigned on Tuesday and 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-108.

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

Guidelines:

1st Time work is late in a class = 20% reduction in points

All other late papers may be a zero

After one (1) week zeros or missing assignments can be made up, but might not earn points.

The only exception will be the standard one-day for every day missed to receive credit without penalty for missed assignments due to verified/excused 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 zeros 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 making the assignment.

45 IN SCHOOL SUSPENSION (Reset Room)

The school recognizes the need to provide proactive 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 the Reset Room 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 to the Reset Room will receive full credit for work completed as assigned.

This program is designed for students who have chronic and/or serious behavior problems. The length of stay in the Reset Room is dependent upon the days assigned and attitude, behavior, and completed homework. A student will be expected to do their regular assignments as assigned by his/her teachers and assignments given by the Reset Room teacher. Parents will be notified by the Administrator if a student in the Reset Room becomes disruptive, then he/she will be sent home for the day or suspended. If placement in the Reset Room does not improve the behavior, the student

will be subject to suspension. **Note: Students placed in the Reset Room will not be 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 accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:
 - Violations of policy or regulations
 - Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2) (See policy FNCE)
 - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
 - Possession of a dangerous weapon or a controlled dangerous substance while or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
 - Possession of a firearm may result in out-of-school suspension of not less than one year (See policy FNCGA)
 - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property.
 - Students in grades six through eight found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy FNCGA.)
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.

2. In-school placement. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal, and the student will be placed in a supervised, structured environment. This placement will not be considered suspension, and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the suspension appeals committee.

3. Out-of-school suspension.

A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.

B. If a student is suspended out-of-school for five (5) days or less, the district **may** provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration **shall** provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

Appellate Procedures

Suspension Appeals Committee

A suspension appeals committee is hereby established which will consist of 2 administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension, or the notice of the intent to suspend, of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.

E. Decisions of the suspension appeals committee may not be appealed to the board of education. The decision of the suspension appeals committee shall be final.

2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension, or the notice of the intent to suspend, of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal at the next regularly scheduled board meeting or a specially called board meeting. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall

be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

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 term “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

Allen Bowden Public School has implemented a policy regarding the use of wireless telecommunication devices on campus.

1. **Wireless telecommunication devices, such as cell phones and smartwatches, are allowed on campus.**
2. **During regular school hours, all devices must be powered off, except during lunchtime when they can be used.**
3. **After lunch, all devices must be returned to the students' backpacks until the end of the school day.**
4. **Wireless devices are not permitted to be used in the building throughout the day or in common areas like the playground.**

5. Telecommunication devices are also prohibited in restrooms and other private areas during school hours. Teachers may request students to leave their devices on their desks when using the restroom.
6. If a student is observed with their wireless telecommunication device during the day, it will be confiscated and kept in the office. The parent will be notified, and the device can be retrieved at the end of the day.
7. Repeat offenses may require a parent or guardian to pick up the device from the front office.
8. In case of emergencies, parents can contact the school at 918-224-4440 and leave a message. The office will ensure that the information is shared with the child. If it is an emergency, the parent can call, and the student will be allowed to come to the office to receive the call.
9. Allen Bowden Public School is not responsible for any lost, stolen, or damaged telecommunication devices.

It's important for students and parents to familiarize themselves with these guidelines to ensure compliance and avoid any inconveniences or issues related to device usage on campus.

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 person by 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. All

misbehaviors of a sexual nature shall be reported to Local Law Enforcement and The Dept. Of Human Services.

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 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 recognize their own individuality and have 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 the educational process, safety 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. 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
 - Crop tops
 - Tube tops
 - Tank tops (including shirts with cut out sleeves)

- Mesh shirts (unless a suitable undershirt is worn)
 - Halter-tops
 - Tops with thin straps (less than 3 inches wide)
 - Muscle shirts (including shirts with cut out sleeves)
 - 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, hoods, caps, and sunglasses.
 5. Underwear (such as boxers) for outerwear.
 6. Pajama style pants.
 7. Wallet chains or external chains.
 8. sagging jeans.
 9. blankets from home.
 10. Any combination of the above.
 11. trench coats of any kind.
 12. holes in jeans at the knees or above.

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 the hem of the garment must reach **mid-thigh**. When tights or leggings are worn as bottoms, the top, dress, skirt or shorts worn over them must follow this standard. **No excessive hair colors will be allowed.**

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. **Students will not be allowed to wear flip-flops or high heels.** Students need at least one pair of athletic shoes for PE and recess. No street shoes or bare feet will be allowed for PE.

Lower Garments

Shorts, dresses and skirts shall not be conspicuous or indecent while sitting or standing. Length of garment must reach mid-thigh and appropriately cover when seated. When leggings or tights are worn under shorts, the shorts must abide by this same standard. Undergarments shall not be visible. The administration has the authority to discontinue the shorts privilege at any time if its enforcement becomes a problem.

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).**

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, Safety, Earthquake 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 7:00 a.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. Parents should make prior arrangements for children should it become necessary to dismiss school before 3:00 p.m. due to inclement weather. Emergency school closure is for the safety of school personnel as well as students. **We will use TeacherEase to contact patrons, so please ensure that phone numbers and email addresses are updated.**

56 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.

57 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.

58 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.

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.

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.

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.

Educational Screening

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

59 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.

Each year, the school district will use local publications to notify parents and eligible students of 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 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.

60 GRADING SCALE

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

61 HONOR ROLL - GPA

The Allen Bowden School Honor Roll has two divisions:

“A” Superintendent Honor Roll: 4.0 (all A’s)

“A-B” Principal 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.

62 HONOR SOCIETY – 7th & 8th 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.

63 STUDENT COUNCIL

The School Student Council is open to any 5th, 6th, 7th, and 8th grade student who are 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.

64 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 three minutes between classes while students are passing to their next class at 8:00 a.m. or immediately after 3:00 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.

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.

65 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 Principal's office.

66 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. Progress report at five weeks into the third nine weeks.
 - e. Parent conference at third nine weeks report card.
 - f. 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 recommendation and grades.
 - b. Students who have failed two (2) of the four (4) core subjects in a semester will be retained in the same grade.
 - c. Students who have 7 days or more absences per semester may 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.

67 ACCEPTABLE INTERNET USAGE POLICY

The Allen Bowden Public School District 35 is pleased to make available to students and staff access to the internet. We believe the internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Allen Bowden School by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Information and news
2. Public domain and shareware of all types
3. Access to study help
4. Access to supplemental software
5. Support research

In order for the school district to ensure the continued accessibility of its computer network and the internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy the user agrees not only to follow the rules of this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy and having the effect of harming another or his or her property.

Term of the Permitted Use

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the current school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

1. Acceptable Uses. The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the teacher to help decide if a use is appropriate.

2. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer the sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.

B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful forms of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

3. Netiquette. All users must abide by rules of network etiquette, which include the following:

A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

C. Do not assume that a sender of email is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her email address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.

D. Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

E. Illegal activities are strictly forbidden.

4. **Cyber Bullying.** Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:
- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
 - Spreading rumors about others through email, IM, or text messages.
 - Creating any other social-networking account that targets another student or other person(s).
 - Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
 - Stealing another person's login and password to send mean or embarrassing messages from his or her account.
 - The school has the ability to discipline students involved in cyber bullying outside of school hours when it affects the school and/or safety of students involved.

It shall be the policy of Allen Bowden Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law. The School reserves the right to intervene in cyberbullying events that occur off campus when students of our school are affected.

Internet Safety

1. **General Warning: Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee or administrator.
2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out

private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors; and to prevent intrusions from viruses and other corruption of the network.

Privacy

Networking and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The school district makes no warranties of any kind, whether express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provided the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charge incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agrees to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

REFERENCE: 21 O.S. §1040.75, §1040.76

Children’s Internet Protection Act of 2000 (HR 4577, P.L. 106-554)

Communications Act of 1934, as amended (47 U.S.C. 254 [h], [I])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

68 MENINGOCOCCAL DISEASE INFORMATION - Required by the OSDE

What is meningitis?

Meningitis is an infection of the tissue lining and fluid that surround the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause:

- Brain damage
- Amputation of arms or legs
- Death
- Hearing loss
- Learning disabilities

What types of bacteria cause meningitis?

There are several types of bacteria that may cause meningitis, including:

- Neisseria meningitidis
- Group B streptococcal disease, and
- Streptococcus pneumoniae,
- Haemophilus influenzae type B (Hib).

This information sheet will focus on the disease caused by Neisseria meningitis (Nay-sear-e-a men-in-git-itis), which is rare but especially risky for people of certain ages. Disease caused by Neisseria meningitis is usually referred to as “meningococcal disease” (men-INjo-kok-ul disease). Many persons are exposed to Neisseria meningitis and carry the bacteria in their nose and throat for weeks or months and spread the bacteria to others, but do not become sick themselves. If the meningococcal bacteria invade the body, they may cause a rapidly spreading infection of the blood, lung infection, or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

Who is at risk from meningococcal disease?

Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available for babies. The risk of meningococcal disease increases for teenagers and young adults 15 through 21 years of age, because of behaviors that spread the disease. On average, two or three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine. College students, military personnel, and other people living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system problems, those without a spleen, or international travelers going to countries where the disease is more common.

How is the disease spread?

The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth.

Why is meningococcal disease dangerous?

Meningococcal disease is relatively uncommon with about 2,500 people affected every year in the United States. However, the infection can spread very quickly and 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

For this reason, it is best to prevent the disease from occurring. Signs and symptoms of meningococcal disease may be confused with other infectious diseases. If your child has symptoms of meningococcal disease, contact your healthcare provider immediately.

Signs and Symptoms of Meningitis

- Headache
- Chills
- Extreme tiredness
- Sensitivity to light
- Confusion
- Fever
- Stiff neck
- Vomiting
- Rash of purplish black-red dots or splotches
- Seizures

How can meningococcal disease be prevented?

Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria.

MCV4 stands for meningococcal conjugate vaccine and MPSV4 stands for meningococcal polysaccharide vaccine.

Two doses of, MCV4 are recommended for:

- All adolescents 11-18 years of age, and
- Other people at high risk are 2 through 55 years of age.

MCV4 should be given to all adolescents at age 11 or 12 years, unless they have received it before. A booster dose is due at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a one time booster dose should be given at age 16 through 18 years.

Children 2 years of age and older and adults who are at high risk for meningococcal disease should receive 2 doses spaced 2 months apart. People at high risk include individuals who:

- Do not have a spleen,
- Have terminal complement deficiencies,
- HIV infection, or
- Will be traveling to countries with high rates of meningococcal disease.

Teens and young adults age 16 through 21 years who receive(d) their first dose of MCV at 16 years of age or older do not need a booster dose.

MPSV4 protects against the same types of meningococcal bacteria as MCV4 and is indicated for use in adults over 55 years of age who are at risk for meningococcal disease.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Is this vaccine required to attend school in Oklahoma?

Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma, even though it is recommended for all adolescents 11 years and older.

Is the meningococcal vaccine safe?

Yes, both types of vaccine are safe; however, there are small risks associated with any vaccine. About half of the people who receive a meningococcal vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome (GBS), a serious nervous system disorder, have been reported among people who received MCV4. However, GBS is such a rare disease that it is not possible right now to tell if the vaccine is a part of the cause or simply due to chance alone because a number of cases of GBS will occur every year even without the use of MCV4 vaccine.

Does the meningococcal vaccine work?

Yes. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No, it cannot provide protection against other causes of bacterial meningitis or type B meningococcal disease. Scientists have not been able to make a vaccine that will protect against type B.

Where can I get the vaccine for my son or daughter?

If your child has health insurance, you can obtain the meningococcal vaccine from your regular healthcare provider. All county health departments in Oklahoma have the vaccine available at no charge for children 11 through 18 years of age who:

- Have no health insurance,
- Are Medicaid eligible,
- Are Native American, or
- Have health insurance that does not pay for vaccines or does not pay for meningococcal vaccine; and for children 2 through 18 years of age who are at high risk from meningococcal disease.

Where can I find more information?

For more information, contact your healthcare provider or local county health department or visit these websites:

National Meningitis Association at www.nmaus.org

Centers for Disease Control and Prevention at

<http://www.cdc.gov/meningitis/index.htm>

This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention, and the Children's Hospital of Philadelphia. (Revised 3-11)

Oklahoma State Department of Education

ADDITIONAL INFORMATION AND AN ANY UPDATES
AVAILABLE AT ALLENBOWDEN.ORG

