



Thea Bowman Leadership Academy

Mission

"Thea Bowman Leadership Academy shall become a world class model for high performance urban schools preparing all students for academic success and leadership roles in a global society."

**2017 -2018
Parent-Student
Handbook**

Thea Bowman Leadership Academy

THE DREXEL BOARD

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School Information

Thea Bowman Leadership Academy

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www.theabowmanacademy.org

Phalen Academies Information

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Parent/Guardian Letter

Dear Parent/Guardian:

Before admittance to the Thea Bowman Leadership Academy (TBLA), **all parents/guardians** are required to read the following statement, read the parent/student handbook outlining school procedures and policies, and sign the following Parent/Guardian Agreement form.

There are a number of key points to be made when discussing charter schools:

- Charter schools are funded by public taxpayer money. Thus, they are "public" schools, but fall into a special category. Charter schools are given freedom from certain rules, regulations and policies that other "regular" public schools must follow. This freedom is granted so that some new and innovative directions might be taken and diversity in delivering education to young people may be encouraged. There is a price to be paid for such flexibility however, and that price is strict accountability. It is our goal that Thea Bowman Leadership Academy charter school is successful in providing a quality education to student. We want to ensure that our students are not forced to go elsewhere; or employees lose their job due to the school closing for lack of success. Such an action does not happen in non-charter schools. It is because of these stringent requirements that our charter schools have policies that are strictly enforced.
- Charter schools are schools of "choice." **This is a crucial point.** There are no laws that require that students come to our schools. Parents/guardians and students **choose** our schools as opposed to some other public or private schools. Choosing our schools also means that parents/guardians and students **must understand and accept** the overall philosophy, mission, and vision as well as the academic program, rules, regulations and policies of the charter.
- Schools managed by Phalen Academy are organized on the premise that parents/guardians have the **major responsibility** to instill discipline, respect, and academic encouragement in their children. It is the joint responsibility of the parents/guardians, as well as the school, to encourage good character and good work habits in their children. Likewise, it is the joint responsibility of the school and parents/guardians to support and encourage academic achievement. Responsible parents/guardians are, after all, the first educators and the single most significant element in the mix of factors that result in high academic performance. Thus, parents/guardians who enroll their child(ren) in our schools **must** be prepared to accept this partnership role. Individuals unable to accept this joint partnership role and adhere to the rules, regulations and policies of Thea Bowman Leadership Academy (Phalen Academy) are encouraged to seek other school options and **should not** enroll their child(ren) in our schools.

We require that parents/guardians sign the form at the end of this handbook which signifies that the policies, rules, regulations and information has been read, and that both students and their parents/guardians agree to abide by them. If the form at the end of the handbook is not signed and returned, it will be assumed that you agree upon all policies and statements in this handbook. **STUDENTS WHO DO NOT COMPLY WITH THE POLICIES OF THE SCHOOLS WILL BE REPRIMANDED. CHRONIC VIOLATORS OF OUR POLICIES, RULES, AND REGULATIONS WILL BE EXPELLED.**

Respectfully,

Thea Bowman Leadership Academy Administration

Thea Bowman Leadership Academy

2017-2018

Academic Calendar



August 17						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
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October 17						
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November 17						
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December 17						
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31						

January 18						
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February 18						
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March 18						
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April 18						
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29	30					

May 18						
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June 18						
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24	25	26	27	28	29	30

School Day Schedule						
Elementary: 8:00 a.m. to 3:15 p.m.						
Middle/High: 8:30 a.m. to 3:30 p.m.						
Doors open at 7:25 a.m.						
Staff Work Days						
No School for Scholars						
10/6, 11/13, 12/15, 2/16, 3/19, 4/13, 6/8						

Grading Period Dates						
Q1: August 14 - October 18						
Q2: October 23 - January 12						
Q3: January 16 - March 23						
Q4: March 26 - June 8						
<i>This calendar is subject to change when student make-up days are needed to meet state requirements.</i>						

Assessment Dates						
STAR- BOY: August 28 - September 15						
STAR- MOY: January 16 - February 2						
ISTEP+ Part 1: February 26 - March 9						
IREAD 3: March 12 - 16; Retake June 14 - 15						
ISTEP+ Part 2: April 17 - May 4						
STAR- EOY: May 14 - June 1						
<i>Planned absences during state testing will not be approved</i>						

Important Dates

Aug. 7 - 9: Staff Orientation
Aug. 10: Student Orientation K-2nd
Aug. 11: Student Orientation 3rd-6th
Aug. 14: First Day of School
Sept. 4: Labor Day-No School
Sept. 14: Progress Reports
Oct. 18: End of 1st Grading Period
Oct. 19-20: Fall Break
Nov. 1: Parent/Teacher Conferences
Nov. 10: Veteran's Day-No School
Nov. 22-24: Thanksgiving Break
Nov. 30: Progress Reports
Dec. 25 - Jan. 5: Winter Break
Jan. 12: End of 2nd Grading Period
Jan. 15: M.L.King Day-No School
Jan. 24: Parent/Teacher Conferences
Feb. 15: Progress Reports
Feb. 19: Presidents' Day-No School
Mar. 23: End of 3rd Grading Period
Mar. 29-Apr. 6: Spring Break
Apr. 11: Parent/Teacher Conferences
May 3: Progress Reports
May 28: Memorial Day-No School
Jun. 7: Last Day for scholars
Jun. 8: Last Day for staff

Report Cards

End of Grading Period

No School

Assessments

Staff Work Days

First/Last Day of School

Orientations

Progress Reports

School Hours

Monday - Friday
Monday - Friday

8:00 am - 3:15 pm (Grades K-6)
8:30 am - 3:30 pm (Grades 7-12)

CLOSED at 4:00 pm
CLOSED at 4:00 pm

For students who are members, participants, or enrolled in an extra-curricular activity, the elementary school will close at 5:00 pm and the junior high/high school will close at 8:00 pm (ex. Cheerleading, basketball and/or sports practices, tutoring, competitions, etc.). Students must be in their designated area for after-school activities no later than 4:10 pm. **ALL students MUST be SUPERVISED at ALL TIMES.** **ALL sponsors are REQUIRED** to supervise their group/s.

ONLY students enrolled in an extra-curricular activities are permitted to be on the school property during practice times. At no point are students permitted to be in any area of the building without adult supervision.

A student who is found in the building or on the premises between the hours of 4:00 pm and 8:00 pm and who is not a participant as described above, shall be escorted to the Public Safety Building, 555 Polk Street, Gary, Indiana, 46402 for pick up by their parents or guardians.

School Closing

Parents may contact any of the following mediums to find out if the school is closed:

1. Go to www.emergencyclosing.com . If closed, our school will be listed
2. View television stations: Channels 2, 5, 7, WGN News, Fox 32, and CLTV
3. Call the school office at 219-944-3100 (7-12) or 219-883-4826 (K-6) after 7:00 am
4. Visit the school's website or Facebook page

Drop Off/Pick Up

Elementary

Arrival

- Students may arrive **NO EARLIER** than 7:25 am at the Polk Street entrance.
- Drop-off is prohibited in the gated Tyler Street parking lot.
- Parents will stay in their car and students will be let out by a member of the school safety team.
- For the safety of our students, parents are not permitted to enter the building unless they have an appointment with your child's teacher.
- Students who arrive before 7:45 am will proceed to the cafeteria. Students arriving after 7:45 am will report to the gym.

Dismissal

Safety is a top priority for our Thea Bowman students. In order to provide a more efficient and safe pick-up plan, every Thea Bowman student must be picked up by an adult 18 yrs. or older.

- All students will be dismissed from the gym.
- Designated pick-up adults will enter the south doors on the Polk Street side of the school building
- Doors will open at 3:00 pm.
- Designated pick-up adults will give their student's names to a member of the dismissal team at the south gym door and proceed to the north gym door to meet their children.
- The designated adult and child(ren) will then proceed to exit the north doors on Polk Street.
- Dismissal team members will service all daycares from the staff parking lot.

- All daycare drivers and passengers **MUST** remain in their vehicles while in line. Walk ups are not allowed at the Tyler Street doors.
- Adults **MAY NOT** enter the main school doors during dismissal.
- After 2:50 pm (M - F) there will be **NO** early dismissal.

Children who are not picked up by 3:40 pm are immediately sent to the front office to contact parent and a fee may be assessed. Students walking home must complete the walk home form giving permission for to walk.

Parents/guardians are required to maintain a proper level of respect and decorum when dropping off or picking up children from school. Rude and/or disrespectful behavior, including the use of profanity, threats, or physical aggression toward TBLA staff is unacceptable and will not be tolerated. Violators may be banned from school grounds and/or reported to proper authorities for prosecution or other legal action.

Junior/Senior High

Parents entering the parking lot must drop off and pick up students on the east side of the building near the cafeteria. Parents/Visitors are **NOT** allowed to stop or park in front of the building to drop off or pick up children. All school rules will be enforced. Students cannot enter the building before 7:20 am. Students may be let in early in cases of inclement weather. This will be at the discretion of the school administration.

Student Drivers

It is mandatory that all student drivers be licensed, insured, display parking permit, and have a parent liability waiver on file. All other cars will be towed at the owner's expense. This is a closed campus; students are not permitted to leave campus during instructional time, unless traveling to an agreed upon educational venue. Students who leave the campus without parental and administrative permission prior to the conclusion of the school day will revoke their driving privileges and be suspended.

All student drivers are to park on the back east portion of the lot nearest the fence. Student parking spaces are indicated.

School Visitor Procedures

Purpose

To assist Thea Bowman Leadership Academy in maintaining a safe and academically effective school environment for scholars, staff, and the public, TBLA has established uniform guidelines for granting and restricting access to school property and school events.

Scope

This policy applies to all visitors, including parents, maintenance workers, service providers, reporters, etc. Emergency service personnel and law enforcement personnel on premises for an emergency are exempt from this policy.

Guidelines-General

TBLA strives to create an atmosphere of camaraderie and cooperation between school personnel, parents and its community. This goal is balanced against TBLA's commitment to create an academic environment that does not hinder a scholar's educational opportunities. To this end, TBLA has implemented the following steps for all visitors to the school.

Step 1. All visitors must report to the administrative office. He or she must sign in and state the purpose of his or her visit. Permission will be granted to enter the school **unless** there is a legal prohibition against the visitor's presence at the school, the visitor does not have a legitimate purpose for being at the school, or the visitor causes a disruption to the academic process.

Step 2. The receptionist will give the visitor a visitor's badge, or pass, which the visitor must display on his/her clothing. The badge/pass must be visible at all times. A visitor without a badge will be asked to obtain a pass or to display their pass in a visible location. If the visitor refuses to obtain or display their pass, he or she will be asked to leave the school.

Step 3. The TBLA board has delegated its authority to grant or deny entry to the school to the Principal or his/her designee. The Principal of the school is responsible for ensuring that scholar and school safety are not compromised by the presence of a visitor in the school building or on its premises. Permission, once granted, may be rescinded if a visitor does not comply with the stated purpose of the visit or violates any school policy, administrative regulation, and law or disrupts the school environment.

Step 4. If the behavior of a visitor is disruptive to the school and/or undermines the learning environment, prevents the orderly operation of school activities, administration, or classes of the school, involves illegal activity, or poses a risk to the safety of students or staff, the Principal will instruct the visitor to refrain from the disruptive behavior. If the visitor refuses to leave after requested to do so, the school security will assist in the removal or staff will call the police to remove the visitor from the premises.

Step 5. The Principal must tell the visitor the reason for his or her decision to deny the visitor entry, or the reason for the visitor's removal from the school. The Principal's decision to deny or restrict entry of a visitor may be appealed to Drexel Board of Academic Excellence.

Guidelines-Classroom Observations

The presence of adult observers in the classroom can sometimes distract the scholars and disrupt the overall classroom program. To lessen this effect, TBLA has limited the observation time to one hour per week. If additional observation time is needed, the visitor may contact the Principal for approval. Any extensions must be for the benefit of the scholar, and must not undermine the academic environment of other scholars in the classroom.

Step 1. All visitors wishing to observe a classroom must contact the Principal in advance of the visit, to schedule a time. To minimize classroom disruptions, morning visits should be scheduled during the hours of 8:30 a.m. – 9:00 a.m.; 10:30 a.m. – 11:00 a.m. and afternoon visits should be scheduled during the hours of 1:00 p.m. – 3:00 p.m. The Principal may reschedule or deny the observation request due to school testing or assessments.

Step 2. Upon arrival for a classroom observation, the visitor must sign in at the front office. Visitors should arrive at the classroom at the start of their scheduled observation time.

Step 3. All visitors must take a seat in the rear of the classroom, or in an area out of the direct line of sight of the scholars. Visitors may not bring other children, relatives or friends with them for the classroom visit.

Step 4. Visitors may not engage in any behavior that detracts from the learning environment (e.g. talking on the cellular phone, playing games, eating, calling or engaging their child in other activities during class).

Guidelines-Administrative

- Any visitor who wishes to discuss his or her concerns stemming from a visit may schedule an appointment to meet with the principal or his/her designee to express his/her concern.
- Any visitor who wishes to talk with a teacher or make a suggestion to a teacher stemming from an observation should contact the Principal via email, phone call or make an appointment. This is distinct and separate from a communication between a parent and teacher to discuss a scholar's behavior or performance in class.
- Any Parent/Grandparent/Guardian who wishes to participate in the TBLA Parent Volunteer Program may contact the school Principal and or his/her designee by phone or email.

We are extremely delighted that you have chosen to become or remain a part of the Thea Bowman Leadership Academy Family.

Enrollment

Kindergarten Entrance Requirements

To enter kindergarten, a child must be 5 years of age on or before August 1 of the current school year.

All Other Entrance Requirements

Specific documentation is required for enrollment. This is outlined on the enrollment form for the school. All documentation must be submitted prior to enrollment. Incomplete files will not be enrolled.

Textbooks, Library Books, Audio/Visual Equipment & Other School Materials

It is the responsibility of TBLA students to return textbooks, library books, and any other school/school-related material(s) at the end of the school year in good condition. It is the responsibility of the parent/guardian to instill respect of property in their child (Ren). Thus, parents **MUST** assume responsibility for damage to or loss of any textbooks, library books, audio-visual equipment, or other school materials used by their child/children. Replacement costs and/or damage fines will be assessed for any lost or damaged materials. These fines must be paid in full, in cash, before a final report card will be issued, transfer of records sent, or registration accepted for the next school year. The School Administration, in conjunction with the teacher, will determine these fees.

Annual Student Orientation

All students. Current and new, **must** attend their respective orientation program. A parent or guardian is expected to accompany their student(s) to the orientation program. Orientation is **mandatory** for both students and parents. Dates will be announced. Those failing to attend orientation will be held to the same standards covered during the meetings, but are responsible for the material on their own.

School Identification Policy

A photo identification badge will be issued at the beginning of each academic year to all students in grades 7-12. Student identification badges **must** be displayed on a lanyard at all times while on school property and during all school events and/or activities. The ID must not be defaced in any way and must be from the current school year. The first badge will be issued at no charge, replacement badges will be \$5.00. Defacement or destruction of an ID badge in any way will result in the need to purchase a replacement. Any lost, stolen, or defaced identification badge must be replaced within 2 school days or disciplinary action may occur.

Services for Students with Disabilities

The school offers a complete special education program as required by state and federal laws. Students who receive special education services will have Individualized Educational Plans (IEP) written for them annually. This plan must be implemented in the least restrictive environment. Please contact the Special Education Teacher, Special Education Director, or the School Principal for further information.

Title I Services

The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education, and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. Students receive assistance based upon academic performance.

Health Service Information

Health Services

The classroom teacher refers students to the Health Office whenever symptoms indicate the possibility of illness, injury, and/or pain. Minor injuries can be treated at school. Each child is required to have an emergency card and health form on file. This form requires names and phone numbers of 3 responsible persons' being 18 years or older who can be contacted in case the parent/guardian cannot be reached.

Health Concerns

Parents/guardians **must potentially keep their child home** if the child has any of the following illnesses:

- Head lice
- Inflamed or red eyes with or without drainage
- Fever of 99.6 degrees or higher
- Listlessness, weakness, drowsiness and/or flushed skin
- Vomiting
- Headache
- Acute cold
- A rash or skin eruptions of unknown origin
- Sore throat
- Pink Eye
- Earache
- Swollen glands
- Severe cough

Children who become ill during the school day will be required to go home as soon as possible. It is the parent's/guardian's responsibility to either pick up their child or make arrangements for a person listed on their student's emergency list to pick up their child. This **MUST** be done in a timely manner.

If a child is sick at home or is sent home from school for an illness, he/she is NOT to return to school until he/she is free of symptoms for a FULL 24-hour period. If a child misses 3 consecutive days due to illness or injury, a doctor's note is required about return to school.

Parents/guardians are asked to contact the school regarding any problems concerning their child's health, medications, or communicable diseases. If activities are to be limited after a serious illness or accident, a statement from a licensed physician is required. The statement must indicate the length of time the limitation must be in place.

Medication

No medications will be given at school except for those which have been prescribed by a licensed physician and which are needed to maintain the child in school. Any medication that is taken at school **must** be brought to the nurse's office in a container appropriately labeled by the pharmacy. This label must include the child's name, the prescribing physician's name, the name of the medication with directions (route, dose and frequency), and the pharmacy phone number.

If the student needs to take medication at school, the parent/guardian needs to bring the medication to school and not send it with their child. The parent/guardian is also responsible for picking up their child's medication if it has been discontinued. Any medication not picked up by the last of day of the semester will be discarded.

Before medications can be given out at school, parents/guardians and the child's physician must complete the required forms. These forms can be obtained from the school nurse's office.

Students may not carry any type of medicines, pills, inhalers. Students will need a note from their physician to carry these item(s) during the school day. The prescription for the medicine(s) must be on file with the nurse's office. The prescription must state that the child needs to keep the medicine with him/her them during the school day.

Please indicate on the Heath Survey (that must be completed for every student at the beginning of the school year) if your child is taking any medications at home on a regular basis. It is the parent's responsibility to notify the nurse of any and all existing medical conditions that may affect his/her performance in school.

Medical Requirements

Any student who enrolls in school for the first time must present a physical examination report and record of his/her immunizations, regardless of the grade he/she is entering. **New students are required to have a physical examination and a record of immunizations on file no later than the first day of school.**

A cumulative health record is kept for every student. In case of a transfer, the child's health record is sent to the new school.

Food Allergy Policy and Plan

Communication with Parent/Guardian Prior to School Starting

The school nurse will arrange a meeting with the parent/guardian prior to school starting for all new entrants with **Any type of food allergy**. The nurse will invite the Principal, food service staff, and classroom teacher to

attend, if possible. The goal of the meeting will be to create an environment that minimizes the chance of an allergic reaction.

The nurse will contact all returning students by phone to discuss any changes, obtain medical orders, as well as medications. A meeting will be arranged if necessary.

Individual Health Care Plan

A written individual health care plan will be developed for each student with a food allergy.

The following must be addressed in the development of the plan

- History of allergy
- History of allergic reactions
- Symptoms of allergic reactions
- Medication
- School plan including field trips
- Physician written orders
- Release to talk to Physician

The nurse will provide an emergency action plan. The plan will be based on the severity of the student's allergy and needs.

Food Services/Custodians

There will be a peanut free table clearly labeled in the cafeteria. Signs will be posted near and on the table. There will be separate sponges and buckets used to clean the peanut free table.

Parents are asked to provide all food for the student from home. The best people to read labels and review foods are family members. Regardless of the vigilance from staff, there is always potential for error.

The nurse will have a meeting with food service personnel and custodians to educate on food allergies. The student's emergency plan will be in the kitchen and a plan to inform substitutes will be in place. The nurse will provide food services with a list and picture of all students in the building with peanut allergies.

School Wide Plan

Each classroom that has a student with a peanut allergy will be peanut-free. All students will wash their hands before class starts and when returning from lunch. All other students and staff will wash their hands before entering the classroom. It will be clearly explained about the importance of washing hands well with soap and water to ensure removal of any peanut oil.

The teacher will be aware of all food brought into the classroom and will try to ensure that no peanut products are introduced. Also, any project that may involve food needs to be closely monitored, for example, using birdseed, which may contain nuts.

The teacher will put the emergency plan for all students with a peanut allergy in the substitute teacher plans. The plan must be clearly labeled so it cannot be missed.

Peanut allergy education will be put in the newsletter. Letters will go home to all students and their families concerning the peanut-free classroom(s).

Special events with food and classroom parties will be carefully planned so that there is minimal chance of exposure.

Training and Education of all Staff

Prior to school starting, all staff will be informed about how to maintain a safe environment for students with peanut allergies. The nurse will demonstrate how to use an epi-pen. Whenever an epi-pen is used, 911 must be called and the student transported by ambulance to the hospital. The nurse will be responsible for making sure the student is given the appropriate treatment at school. Periodic updates, reminders, and training will happen throughout the year. Education and training will be mandatory for all parents who volunteer in the lunch room.

Field Trips

The nurse will ask that the parent/guardian of a child with a peanut allergy attend field trips if possible. If the parent/guardian cannot attend, the nurse will review how and when to use the epi-pen with the responsible adult attending the field trip. The responsible adult will take the epi-pen and emergency plan on the field trip. The nurse will investigate where the class is going and the exposure risk involved. The nurse will also determine what the emergency plan should be for the trip and provide it to the adult carrying the epi-pen. No eating will be allowed on the bus during field trips. The bus company will be notified that the seats will need to be cleaned before students can enter the bus.

Student-Nurse Communication

All new students with peanut allergies will meet with the nurse as soon as possible. The nurse will meet with returning students within the first week, unless there have been any changes to their health history. The nurse will

talk to the students about their understanding of their allergy, symptoms, and reactions. They will discuss how to avoid the allergen and what they should do **if** they thought they were having an allergic reaction. The nurse will periodically review this information with the students INVOLVED.

Medication

The nurse will obtain medical orders for the student with peanut allergies to have two epi-pens at school, if possible. One epi-pen will be kept in the nurse's office and one in the student's classroom. The epi-pen in the classroom must be out of reach from all other students. The teacher will clearly identify the location of the epi-pen in the substitute teacher plans. The epi-pens in the nurse's office will be locked. However, the nurse may choose to keep them unlocked when she is able to monitor them and ensure that they are not misplaced or taken. If the building is evacuated the nurse will bring epi-pens, if possible.

Peanut/Nut Free Snack List

IMPORTANT! Due to continual changes in manufacturer packaging, please read the ingredient label of all snacks, including those on this list, to ensure that it does not contain any of the following: peanuts/nuts, peanut/nut butter, peanut oil, peanut/nut flour, peanut/nut meal, or any variety of the statements, "Contains peanuts," "May contain traces of peanuts/nuts," or "Manufactured in a facility or on equipment that also processes peanuts (and/or other nuts)."
NO GENERICS PLEASE!!

Fruits:

Whole fruits: bags of apples, oranges, pears or bunches of bananas, grapes, etc....

Dried fruits: raisins, apricots, figs, dates, mangoes, cherries, blueberries, etc.... (Sun sweet, Morgen and Ocean Spray brands are nut free facilities).

Dole and Del Monte fruit bowls

Sun Maid Raisins (*not chocolate or yogurt covered*)

Applesauce cups

Stretch Island Fruit Company fruit strips

Vegetables:

All fresh vegetables

Carrots with ranch dip

Celery sticks with cream cheese or ranch dip

Hummus or bean dip (Guiltless Gourmet and Wild Garden are organic and nut free)

Salsa

Salty Snacks:

Roald Gold PretzelRuffles and Lays Potato Chips [*not Mike Sells*]

Sun Chips

Fritos

Doritos [*not crackers*]

Tostitos

Smart food popcorn

Stacy's Pita Chips

Pirate Booty-all flavors

Good Health brand veggie chips

Hain Celestial brand -Garden of Eaten

chips "Sensible Portions" brand potato

straws "Tree of Life" brand crackers

Immunization Records

2017 - 2018 School Year
Indiana State Department of Health (ISDH)
School Immunization Requirements

	3-5 Year Olds	K	1	2	3	4	5	6	7	8	9	10	11	12
Dap/DTP/DT/Td *	4	5	5	5	5	5	5	5	5	5	5	5	5	5
Polio**	3	4***	4	4	4	4	4	4	4	4	4	4	4	4
Measles	1	2	2	2	2	2	2	2	2	2	2	2	2	2
Mumps	1	2	2	2	2	2	2	2	2	2	2	2	2	2
Rubella	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Hepatitis B-	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Varicella	2	2	2	1	1	1	1	2	2	2	2	2	2	2
Tap	-	-	-	-	-	-	-	1	1	1	1	1	1	1
MCV4	-	-	-	-	-	-	-	1	1	1	1	1	1	1

Varicella Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool, kindergarten and 1st grade. A signed statement from the parent/guardian indicating history of disease, including month and year is required for children in grades 2-12. Two doses of varicella vaccine separated by at least 3 months are **recommended** for all elementary-aged students.

Attendance

The **Indiana Compulsory Attendance Law IC 20-33-2-27** states that it is unlawful for a parent to fail to ensure that his/her child attends school. This is considered **Educational Neglect**. This ruling requires schools to report to the Department of Child Protection Services, who will refer the case to Juvenile Courts. These agencies may be called as a LAST EFFORT to meet with parents to eliminate trancies and excessive absenteeism when the school's efforts are not successful.

The policies will be applied to students in grades K-12 exhibiting Habitual Truancy. A student is habitually truant when he/she is chronically absent, by having **unexcused** absences from school not exceeding more than 10 days in (1) school year, or falling below an attendance rate of 95%.

Student Absences

It is the responsibility of the parent/guardian to call the school before 9:00 am if their child will be absent that day, and send their child with a follow-up note the day the child returns to school. **An absence without reason is considered truant.**

If it is known that a child will be absent for an extended period of time, the parent/guardian should state this information at the time of their 1st call. The parent need not call again if the child is absent during the reported amount of time. If, however, the time is extended, the parent **MUST** again notify the school. It is the parent's (or student's) responsibility to notify the school of any extended absence and arrange times to pick up any homework for the child (ren).

ALL students **MUST** present a written excuse upon returning from any absence. The written excuse should state the student's name, date(s) of absence and reason for the absence. If a child is absent due to illness **more than three (3) days in a row.** A physician's note stating the illness, the recommendation to stay home, and the date the student is allowed to return to school should be submitted when the child returns to school. *Failure to follow these procedures could result in your child being sent home, which could incur an additional absence.*

After a student has accumulated four (4) full days of unexcused absence, he/she will be notified that on the sixth (6) full day of unexcused absence, a parent conference will be held. An attendance contract will be issued, to be signed by parent, student, and administrator, at the parent conference. On the eighth (8) full day of unexcused absence, a certified letter will be mailed home to notify the parent(s)/guardian(s) of the attendance problem and possible consequences. On the tenth (10) full day of unexcused absence, students up to the age of 18 will be referred to the juvenile and/or truancy court.

For high school students, in addition to being referred to the juvenile court, absences beyond this number may result in loss of credit for the course or courses in which he/she has been absent.

Excused absences are recorded for students who miss school because of the following reasons (Parents are asked to send a note to school with their child to confirm nature of absence):

- **Personal illness or quarantine** - A valid doctor's note must be presented after three (3) consecutive days absent. Note: Students will not be allowed to school on crutches or with slings, after having surgery, broken bones, hospitalization, accident, pregnancy, or serious illness unless the student has a release from the doctor and school nurse.
- **Medical/Dental appointments** that could not be scheduled outside the school day. *(A doctor's note must be provided upon the child's return). Please make every possible effort to schedule all medical/dental appointments after school hours.*
- **Bereavement** - *please provide documentation*
- **Serious family illness or emergency-** *at the discretion of the school nurse*

- **Required court appearances** - *please provide documentation from the court*
- **Observance of a major religious holiday** - *please provide documentation*
- **College Visitation** - *A signed statement on college letterhead with your student's name and date visited must be turned in to the office the next day.*
- **Other *exceptional* reasons may be considered by the Principal on a case by case basis.**

Full credit will be given for work assigned by the teacher and completed by the student within a reasonable amount of time (at the individual teacher's discretion) after returning to school. If the absence is for any other reason than those listed above, it is considered an unexcused absence, and teachers are not required to provide special assistance. Homework is still required to be completed.

Habitual Truancy and an Operator's License/Learner's Permit

Any high school student who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year. The student's principal or designee is required to report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant. The student, upon initial designation of being a habitual truant, is entitled to the same statutory procedures as a student who is being expelled. Procedures developed for the administration of this policy shall include provisions for periodic review of all students determined to be habitual truants and their reclassification, when warranted. These procedures will be developed by the Principal or his/her designee. Legal Reference: IC 20- 33-2-11

Tardiness

Tardiness is disruptive to the educational process and is inconsiderate to both teachers and other students; therefore, it is imperative that students are punctual. **A student is considered tardy when he/she arrives to school after 8:00 am or between the hours of 8:00 a.m. and 3:15 p.m. (elementary) 8:30 a.m. and 3:30 p.m. (middle/high school) without an excused pass from the main office or a staff member.** The following policy will be applicable to all students:

Elementary

Tardiness to class within one school calendar month

- 2nd- Teacher will contact parent
- 3rd- Warning letter sent home
- 4th- Overnight Suspension- *Student will be unable to return to school until a parent meeting has occurred*
- 5th- Suspension

Jr. High/ Sr. High

Tardiness to class within one school calendar month

- 2nd - All call will be made home
- 3rd. - Warning letter sent home, must be signed by the parent and returned to the Dean or the attendance clerk the next morning.
- 4th – Parent/Teacher Conference, arranged by the disciplinarian team
- 5th - Suspension

Hall sweeps may be used as a precautionary measure. Consequences will fall in line with the procedure indicated above.

Jr. High/ Sr. High

No passes will be issued during the first 15 minutes or the last 15 minutes of each class

Truancy

A student is considered truant if:

- He/she is absent from school without permission of his/her parent(s)/guardian(s)
- He/she leaves school during the school day without school or parental permission
- He/she continuously arrives to school after 2nd period (jr/sr high).
- He/she has three (3) or more consecutive unexcused absences
- He/she remains in the school restrooms due to illness without reporting to a teacher, nurse, or an administrator.
- He/she is in an unauthorized area of the building or in another teacher's classroom without permission

******Any student arriving to any class ten (10) or more minutes late without a pass will immediately be written up and suspended for truancy.******

Early Dismissal

No child is allowed to leave the building or playground during school time unless a parent, legal guardian, or an adult that accompanies him/her from the school. All-day attendance is important for every student, every school day. If it is known in advance that an early dismissal is absolutely necessary, **parents must send a written note to the classroom teacher or to the front office.** Students who leave early must be signed out in the school office by an individual over the age of 18 who has been authorized by the parent(s)/legal guardian(s). **Early dismissal will not be allowed for any student within the last 25 minutes of the school day (2:50 pm) at the elementary school or within the last period of the school day at the high school.**

Policy Enforcement

Consistent attendance and on-time arrival at school is an important part of any student's education. Because of its importance, the school Director has the authority to enforce the policy through a variety of methods. ***The school Director may, at his/her discretion, levy fines or other penalties to ensure compliance with the attendance and tardy policies.***

Destruction of School Property

Immediate suspension pending expulsion will be imposed for any individual defacing or destroying school property. Parents will be made responsible for repairs and replacement of defaced or destroyed property.

Assessment & Promotion

Report Cards

Students receive a report card once per quarter. It is the responsibility of the parent(s)/guardian(s) to pick up his/her child's report card. If a report card is not picked up by parents/guardians, it will be sent home with the student or sent in the mail (4th quarter only).

Promotion

Students in grades K - 8 of the Thea Bowman Leadership Academy **MUST** meet the following minimum requirements:

- A student must have passing grades in the core subjects of Mathematics, English/Language Arts, Science and Social Studies. End-of-the-year grades in each subject are determined by averaging each of the 4-quarter grades.
- Credits for each class are earned per semester (Quarter 1 and Quarter 2 are averaged for Semester 1, Quarter 3 and Quarter 4 are averaged for Semester 2)
- A student must not receive more than one (1) failing grade in any Allied Arts (foreign language, art, music, computer, etc.) classes.

Students who do *not* meet the requirements will receive one of two classifications:

- A student must pass summer school to be promoted to the next grade level. Summer school absences of more than 1 day will result in automatic retention. Tuition may be charged for summer school attendance. The student may not be allowed to participate in continuation exercises.
- A student must be retained in his/her present grade for the following year. Summer school is not an option; because it does not allow sufficient time to teach all of the material that a student has missed over the course of the school year.
- Student classification is the final decision of the school leader.

The curriculum of TBLA is rigorous. Any child who is not prepared to exit a grade level is not permitted to continue on to the next grade until s/he has attained adequate achievement in the present grade.

High School Graduation and Diploma Requirements

Graduation and Diploma requirements include the completion of the Core 40 or Core 40 with Honors.

Upon completion of the high school requirements, students will have to meet the minimum score requirements on the End of Course Assessments in English 10 and Algebra I (for current seniors) or the ISTEP 10+ in English/Language Arts, Mathematics, and Science (for incoming sophomores and current juniors). Only students who successfully meet the minimum score requirements on these tests will be issued a Core 40 Diploma.

The Core 40 with Honors Diploma will require students to take AP and/or dual credit courses, any necessary regular Core 40 courses, & successful completion of the End of Course Assessment/step 10 + With minimum score requirements.

TBLA Community Service Plan

Community Service at Thea Bowman combines service objectives with learning objectives with the intent that the activity changes both the recipient and the provider of the service. This goal is accomplished by combining service tasks with structured opportunities that link the task to self-reflection, self-discovery, and the acquisition and

comprehension of values, skills, and knowledge content. **High school students are required to complete 40 hours of community service.**

This plan includes activities that are appropriate for students in grades K-12.

The following is a list of activities that our students may participate in:

- Penny Wars - This money is collected for the Leukemia Foundation
- Jump Rope for Heart - This money goes to the American Heart Association
- Recycling Program (Paper)
- Make mini-books to be given to newborns in the area hospital
- Pajama Program for the homeless
- Donate books to children in homeless shelters
- Stop the Violence campaign
- Collecting for food pantries
- Collaboration with the Rotary Club - Programs to foster leadership

Community Service projects are coordinated by our Social Services Coordinator, School Counselors, and Staff.

Student Enrichment

Homework

Homework is an integral part of the child's educational process. All curricula used by TBLA requires student preparation outside of school and is enhanced by parental involvement with homework completion. Homework is 15% of each child's quarterly grade; therefore, all assignments must be turned in on time. Students are also responsible for homework assignments missed during an excused absence from school. It is the student's responsibility to retrieve any missing work incurred from absences. Timeframe for completion of make-up work is at teacher discretion. Continual failure to complete or to turn in homework assignments on time will result in appropriate consequences determined by the classroom teacher and/or Director of the school. These consequences may include:

- Detention
- Loss of recess (K-6)
- Partial credit
- Removal/Suspension from after school club
- Restriction from attending social events (including dances, spirit wear days, etc.)

For Parents

- Parents may be required to work with their child on special projects and provide materials that can be found in the home.
- Parent/student reading, particularly in the primary grades, is strongly recommended.
- Parents have the responsibility to discuss and check homework assignments on a daily basis with their child/ Ren.
- Parents have the responsibility to review and sign their child's Homework Folder sent home every Thursday in order to be informed about current units of study, their child's progress, etc. (K-6)

Cheating /Plagiarism

1. Any student who submits work (tests, homework, projects, etc.) that is not his/her own will receive no credit for that work and receive a letter grade of "F" or numerical grade of zero.
2. The teacher will verbally notify the parent of the dishonesty
3. Repeated acts of dishonesty will be referred to the instructional leader
4. Assisting in the submission of dishonest work will be treated in a similar manner.
Examples are: allowing others to use your work before, during, or after class, passing on test information, etc.

(All students are required to have an agenda book in which they can record homework and other assignments. The first one will be provided to the student free of charge. Any additional can be purchased through the school.)

Field Trips

Cultural and educational field trips are scheduled during each school year. Field trips are planned to enhance your child's educational process and must be relevant to what is being studied at the time the field trip is planned. Permission slips from parents/guardians must be signed and returned to the field trip sponsor before a student may participate in a field trip.

Chaperones

The ratio of chaperone to students is:

- Kindergarten - 4th grade: 1 chaperone for every 6 students
- 5th - High School: (*suggested*) 1 chaperone for every 10 students

Although each chaperone is directly responsible for his/her group of students, the class, as a whole, should stay together at all times during a field trip. Chaperones, alone or with their group, should not separate from the rest of the class at any time for any reason. Each group will follow the same set of rules. Assistant Principals will provide a brief outline of the guidelines to chaperones before the trip. Any questions regarding the rules and responsibilities should be directed to the Instructional Leaders. All parents that volunteer must have a **current background check** on file with the office prior to the trip.

Dress Attire

Students attending a field trip are required to wear their complete TBLA uniform, unless otherwise noted in the field trip/permission slip sent home to parents prior to the field trip.

Refunds

Students unable to attend a field trip due to illness and/or injury will receive a full refund. Students not attending a field trip due to disciplinary action **will not** receive a refund.

Athletic Program

It is our belief that a child's participation in athletics is important in the development of character, teamwork, self-discipline, healthy living, integrity, and respect for others. Inter-school athletic competition is offered for grade 5-12. Any inter-school competition for grades lower than 5th must be recommended by the School Principal.

Expectations

1. The student athlete must show respect for coaches, team members, opponents, and the officials of the sport. The athlete is also expected to demonstrate respect toward the spectators, **as well as** play by the rules of the game.
2. The athlete must be present and on time for all practices and games. It is the responsibility of the athlete to notify the coach if he/she is unable to attend a practice or a game.
3. The athlete is expected to return his/her uniform in good, clean, and reusable condition at the end of the season or when requested by the coach/Athletic Director.
 - *There will be a fee charged for failure to return any athletic uniform in good, clean, and reusable condition*
4. Athletes must be picked up no more than 30 minutes from the end of practice OR at the coach's discretion.

Blatant disrespect and disregard of the expectations mentioned above will result in limited or revoked playing time and the potential dismissal of the student from the athletic team and competition.

Responsibilities

- A student must have parental approval to participate on the team. A permission slip will be sent home to parents/guardians at the beginning of the athletic season.

- A student must have a physical exam and be in good physical health according to a licensed physician prior to joining the team. The physician's statement must be presented to the school Athletic Director.
- A student must be in good academic standing upon joining the team (those joining with less than a 2.3 cumulative GPA will be automatically placed on athletic probation) and maintain a 2.3 GPA for the duration of the athletic season. A grade of "F" in any class will automatically make the student ineligible; the student will be required to attend mandatory tutoring and will be subject to weekly academic monitoring. The student may not play in any games or participate in any practice until such a time as the failing grade (F) is brought up to a passing grade, minimum of D-.
- All students participating in the athletic program must present a grade verification form (provided by the coach of the team) at the end of each quarter, to each of their teachers for a signature.
- Any student who has incurred a category III discipline violation will not be able to participate on the team for upcoming contests. A student may request to be reinstated for the next contest. Approval must be given to a student by the school Principal.
- Multiple category II violations may result in suspension from any sports team.

Technology Acceptable Use Policy

Purpose of Use

Through technology TELA provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. This new capability, however, requires guidance for students and staff use.

The Opportunities and Risks of Technology Use

TELA believes that the value of information and the opportunity for interaction that technology offers outweighs the hazards of its misuse. Making network access available, however, carries with it the potential that some network users will encounter sources that could be considered controversial or inappropriate. Because information on networks is ever-changing and diverse, the school cannot completely predict or control what users may or may not locate when on-line. Technology provides a conduit to information; therefore, the users must be wary of the sources and content as well as be responsible in choosing information to be accessed. No technology is guaranteed to be error free, totally dependable, or safe when used irresponsibly. Among other matters, Thea Bowman Leadership Academy is not liable or responsible for:

1. Any information that may be lost, damaged, or unavailable due to technical, or other difficulties
2. The accuracy or suitability of any information that is retrieved through technology
3. Breaches of confidentiality
4. Defamatory material
5. The consequences that may come from failure to follow policy and procedures that govern the use of technology.

Privileges of User

Users may access technology for educational purposes only. Exercising this privilege requires that users accept the responsibility for all material viewed, downloaded, and/or produced. Users will need to evaluate the validity of materials accessed through technology and cite their sources when appropriate. The actions of users accessing networks through TELA reflect on our organization. Users must conduct themselves accordingly by exercising good judgment, and complying with this policy, or any other accompanying administrative regulations/guide lines.

Definition of Acceptable Use

Users will:

- Adhere to the rules of copyright and assume that any software that they did not create is copyrighted (unless it is labeled "freeware" or "public domain")
- Adhere to the licensing agreements governing the use of shareware; note that e-mail is not guaranteed to

be private

- Be responsible at all times for the proper use of their access privileges and for complying with all required system security identification codes, including not sharing such codes
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or computer viruses
- Respect the rights of others to use equipment and therefore use it only for school-related activities
- Treat all computers, printers, cameras, and other electronic hardware and software with great care
- Abide by the policies and procedures of networks and systems linked by technology;
- protect the privacy of other users and the integrity of the system by avoiding misuse of others' files, equipment, and programs

Users will not:

- Use offensive, obscene, inflammatory or defamatory language
- Harass other users
- Misrepresent themselves or others
- Violate the rights of others, including their privacy
- Access, download, and/or create pornographic or obscene material
- Use the network for personal business or financial gain
- Vandalize data, programs, and/or networks
- Degrade or disrupt systems and/or equipment
- Damage technology hardware and/or software
- Spread computer viruses
- Gain unauthorized access to resources or entities
- Violate copyright laws
- Damage computers, printers, cameras, or other hardware
- Use technology for illegal activities
- Reveal their name, personal address or phone number, or those of other users without parental permission.
- Upload material of any kind to school computers or those accessible to TBLA
- Print material for personal use

Right to Monitor

TBLA, as the provider of technology, email, and Internet access, has the right to monitor any and all use of the system(s). Any individual right of privacy is superseded by the school's need to maintain its system properly.

Penalties for Improper Use

If users of the technology choose not to follow the rules of Acceptable Use, their privileges may be taken away according to the following guidelines:

Level 1: Loss of use of computer privileges until the end of the current period.

Student does not follow the directions of supervisor regarding Internet, programs, or use of hardware.

Level 2: Loss of use of computer privileges for one month.

Student consistently does not follow directions of supervisor regarding Internet, programs, or use of hardware, OR
Student damages hardware (due to carelessness).

Level 3: Loss of computer privileges for 3 months to entire academic year.

Student destroys files, any form of another person's work, OR
Student views or prints a sexually explicit, offensive site OR
Student views or prints other inappropriate material, OR
Student destroys hardware intentionally, OR
Student destroys hardware beyond repair, OR
Student uploads materials of any kind to school computers or those accessible to TBLA.

Level 4: Incurs the cost of repair or replacement of computer.

Student breaks the computer intentionally or unintentionally.

General Information

Cell Phones and Other Electronic Devices

Cell phones that are brought to school **MUST** remain in the off position during school hours and must be placed into and remain in the student's personal locker until the end of the day. If a cell phone is seen by any school personnel, it may be confiscated and returned to a parent (elementary) or the student (Jr/Sir High) at the end of the school day. ***The school claims no liability for any lost, stolen, or damaged cell phones.*** All other electronic devices are not to be brought to school, including, but not limited to, "Nintendo DS", "iPod Touch", "iPad", etc. Parents are urged to help their children understand that these items are not to be brought to school and why. If any electronic devices are brought to school, they may be confiscated and returned to the parent at the end of the school day. If there is a 2ND violation of the cell phone policy, the incident will be treated as a Category II offense.

TBLA absolves any and all responsibility for any lost, damaged, or stolen cell phones.

Items such as Nooks, Kindles, and other electronic readers may be used at the discretion of the individual teacher. However, these items should only be used in an educational manner. The school claims no liability for any of these lost, stolen. Or damaged items.

ANY STUDENT UTILIZING ELECTRONIC DEVICES, INCLUDING CELL PHONES, TO VIDEO INCIDENTS, ENGAGE IN CYBER-BULLYING, OR POST VIDEOS THAT REPRESENT TBLA IN A NEGATIVE MANNER WILL BE SUBJECT TO EXPLUSION. TBLA has zero tolerance for this issue, and it will not be tolerated.

Search and Seizure

Desks, lockers, and storage spaces provided to students without charge are the property of the school. The Principal or designee may conduct general inspections on a periodic basis to open desks, lockers, and storage spaces (in the presence of a witness) to examine the contents, including personal belongings of students, if there are reasonable grounds to believe that they contain illegal drugs, contraband, weapons, stolen property. Inspections may also occur if there is reasonable belief that the student has violated, or is violating, state or federal law, city codes or Board of Directors' policies, and regulations provided the search is conducted primarily for enforcing order and discipline in the school and not for criminal prosecution. Reasonable efforts to locate the student may be made prior to seizure of the objects that the official believes the search may disclose. If the student is not present, he/she may be informed of the search. Stolen items and items that are specifically prohibited by law, Board of Directors' regulations, city codes or school regulations will be impounded. The student will be given a receipt for any items confiscated by school authorities, and parents shall be notified of the confiscated items.

Articles Not To Be Brought To School

Objects which may create a safety hazard or which may interfere with school procedure (educational/learning process) should not be brought to school. Undesirable objects may be confiscated if brought to school. *Any money sent to school with your child should be kept to a minimum. The school will not be responsible for any money sent to school with your child.*

Book Bags

Book bags are not allowed outside of student lockers in the Jr high/high school. Students in grades 3-6 can ONLY retrieve their supplies from their lockers one time in the morning and again in the afternoon. Book bags found outside of lockers in the 7-12 building will be confiscated and subject to search.

Zero Tolerance Policy

Zero tolerance means the student will be expelled immediately, pending a due process hearing, for permanent expulsion.

- The possession of drugs and/or alcohol on campus
- The possession of a deadly weapon, including firearms, knives, etc.
- Calling or using social media for bomb threats on the school
- Letter(s) or message(s) threatening to cause bodily harm to members of the staff or the student body

Locker Policy

All lockers assigned to pupils are the property of the school. At no time does the school relinquish its exclusive control of its lockers. The school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker that have not been purchased from the school.

The school assigns lockers to its students for the students' convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as footwear, grooming aids, lunches, or outer garments. Students shall not use lockers for any other purpose, unless specifically authorized by school board policy, the school principal or his/her designee prior to students' bringing the items to school. Students are solely responsible for the content of their lockers and should not share their lockers with other students or divulge locker combinations to other students unless authorized by the school principal or his/her designee.

Searches of school lockers and their contents deter violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for students and personnel. Accordingly, the Board authorizes the principal or his/her designee, upon reasonable cause under the circumstances, to search lockers and locker contents at any time without notice, and without parental/guardianship or pupil consent.

The principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or in violation of school policies and rules.

When conducting locker searches, the principal or his/her designee may seize any illegal or unauthorized items, items in violation of Board policy and/or school policies or rules, or any other items reasonably determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include but are not limited to the following: contraband, controlled substance analogues or other intoxicants, dangerous weapons, explosives, firearms, flammable materials, illegal controlled substances, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or items that schools are required to report to law enforcement agencies under the Statewide School Safety information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil or a pupil eighteen (18) years of age or older shall be notified by the principal or his/her designee of items removed from the locker.

Students are not to be selling ANY items out of their locker for any reason; including fundraisers that deal with live food. This action violates multiple state and local health code policies. Students caught engaging in this practice will have their items confiscated (the items will not be returned) and the student may be subject to disciplinary action.

Destruction of a locker shall result in a \$250.00 replacement fee.

Operational Guidelines for Use of Animals in the Classroom

1. Principal approval required. A clear educational purpose is needed to authorize animal(s) in the classroom.
2. If approved by the principal, the School must submit written notice/survey to staff and parents of plan to bring a specific animal(s) into the classroom and the educational purpose. Request parents and staff to respond with information regarding known allergies.
3. Animals kept in classrooms must be housed in appropriate containers and cared for in a safe and humane manner. Only the teacher or students designated by the teacher are to handle these animals. If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their adequate care.
4. The classroom teacher must assure that the animal is healthy and free of transmissible diseases or other problems that may endanger human health.
5. The classroom teacher must assume primary responsibility for the humane care and treatment of the resident animal. Animals must be properly housed, have adequate food and water, and their habitats must be kept clean and sanitary. All food and water dishes, aquariums and other items used by animals will be cleaned only in an area specified by the principal.
6. No dogs or cats. The only exception is when an outside group with insurance brings a dog that assists people with special needs to a school to demonstrate how the animal is able to assist.
7. There must not be a situation in which animals are sent to children's homes on a regular basis. Families may volunteer to take care of any animal during a Spring Break, Winter Break, etc. This method must be avoided as much as possible and only when the parent/guardian's expresses written consent-for a temporary situation.
8. Wild animals and animals that can spread disease, such as certain birds, must be avoided.
9. Animals must be properly supervised and protected to ensure they are handled in a manner that does not violate any laws, regulations or animal-rights standards.
10. In the event that a student or staff member appears to have an allergic reaction to an animal, that animal must be immediately removed from the classroom and arrangements must be made for the humane adoption of the animal by another person or entity, or the removal of the animal to a humane shelter.
11. The school must allow for regularly scheduled veterinary care.
12. Education with animals should be used to emphasize proper hygiene and handwashing recommendations. All students and staff must be instructed to wash their hands before and after contact with any animal.
13. Animals must not be allowed in the vicinity of serving lines, sinks, locations where children wash hands, in any area where food is stored or served, or areas used for the cleaning or storage of food utensils or dishes.
14. Anytime a resident animal bites or scratches a person, the classroom teacher must immediately notify the nurse, principal, and the parent(s)/guardian(s).
15. If the building principal becomes aware of potentially harmful health or safety concerns, adverse smells, or disruptive sounds regarding a resident animal, the principal must take immediate steps including the removal of the animal from the building if necessary.
16. Failure to comply with these guidelines could result in the removal of the resident animal.
17. School will provide each student with guidelines for appropriate behavior with animals in the classroom. These guidelines will also be posted in each classroom and must be followed--no exceptions.

Tobacco Policy

I. OBJECTIVE

It is the intent of the Board of School Directors of Thea Bowman Leadership Academy through its education programs and policies to eliminate possession and use of tobacco and tobacco products in any form among students.

WHEREAS, the use of tobacco products has been declared by the Surgeon General to be a significant contributor to multiple health problems, and

WHEREAS, students and adults have the right by law to clean air in public facilities and buildings, and

WHEREAS, the impact of educating children about the dangers of tobacco use is minimizing the problem, but not to the optimum,

NOW BE IT THEREFORE RESOLVED, the Board of Thea Bowman Leadership Academy hereby enacts, a Tobacco Discipline Policy, which stresses education, cessation programs, and progressive and more stringent disciplinary methods aimed at ridding the school environment of tobacco and its by-products for the benefit of all:

II. PROVISIONS

A. Responsibility of the Student

1. The student is expected to be knowledgeable of the existing tobacco policy
2. The student shall be aware of the availability of counseling and support systems provided by the school, directly or indirectly, for himself /herself or friends.

B. Responsibilities of the School

1. Education

- a. The school has developed a curriculum in the areas of health and living that provides students with affirmation of the value of healthy human relationships and specifically instructing students against the use of tobacco.
- b. Definition of Tobacco: A lighted or unlighted cigarette, cigar, pipe, or other Lighted smoking products, smokeless tobacco in any form, or look-alike tobacco products.

2. Discipline

Policy: Tobacco use or possession of tobacco on school property or property leased by or under the control of Thea Bowman Leadership Academy and on buses on the way to and from school and on school sponsored and approved field trips is prohibited.

Penalty: A violation of the Tobacco Policy shall be treated as a Category II offense as listed in the Student Handbook. All responsible parties will be subject to disciplinary action.

Uniform Dress Code

Students are to wear **NOTHING** that will or may interfere (obstruct, disrupt, dismantle) with the educational process

It is our belief that good dress and work habits reflect a proper school attitude. Students are required to be in **proper dress code during school hours** and on **field trips unless otherwise notified**. Students who do not comply with the dress code may face consequences set by our school discipline policy.

Grades K-8 Dress Code

Girls K-6:

- White or burgundy knit polo shirt
- Burgundy plaid jumper, burgundy plaid skirt/skort, or dark gray uniform pants
- Burgundy sweater /vest
- Solid Black shoes (No other colors or embellishments may be present on the shoes)
- White, burgundy or gray tights or socks
- Solid Black belt when wearing uniform pants (No large belt buckles, designs or wording)
**Pants must be loose fitting, skirts and shorts must be no shorter than 2 inches above the knee
- Headbands must be solid burgundy, gray, black, or white

Boys K-6:

- White or burgundy knit polo shirt
- Dark gray uniform pants
- Burgundy sweater/vest
- Solid Black shoes (No other colors or embellishments may be present on the shoes)
- Solid black/white/gray socks
- Solid Black belt (No large belt buckles, designs or wording)

Gym uniform may be worn on gym days only for Kindergarten-3rd. Students in Grades 4-6 will change into their gym uniforms at school on scheduled gym days.

Gym Uniform:

- Burgundy or gray sweats or shorts (sweat pant legs **MUST** be worn at ankle length)
- White t-shirt/TBLA t-shirt (no club shirts)
- Solid white gym shoes or solid black gym shoes (No other colors or embellishments may be present on the shoes)

Marking Clothing (Elementary)

Articles of clothing, boots, tennis shoes and lunch boxes should be marked with the child's name, grade, and room number so items may be retrieved if lost.

Boys 7-8:

- White monogrammed knit polo shirt
- Dark gray pants
- Solid black shoes (No exception)
- Solid black, gray, or white socks
- Monogrammed burgundy sweater/vest
- Solid Black belt (No large belt buckles)

Girls 7-8:

- White monogrammed knit polo shirt
- Burgundy plaid/ uniform skirt, burgundy plaid/ uniform skort, or dark gray uniform pants.
- Solid black, white, burgundy, gray tights, or socks
- Solid black shoes (no exception)
- Solid Black belt when wearing uniform pants (No large belt buckles)
- Monogrammed burgundy sweater/vest
- Headbands must be solid burgundy, gray, black or white in color

High School Dress Code**Boys:**

- Burgundy monogrammed polo shirt
 - Dark gray uniform pants
 - Solid black leather shoes (No exception)
 - Solid Black belt (No large belt buckles)
- NOTE: No orange/attention-getting colors that might interfere with the educational process.
- Solid black/white/gray socks
 - Monogrammed burgundy sweater/vest
 - Solid black, white, or gray socks

Girls:

- Burgundy monogrammed knit polo shirt
- Burgundy plaid/uniform skirt, skort, or dark gray uniform pants
- Solid white, burgundy, gray tights, socks
- Solid black leather shoes (No exception)
- Solid Black belt when wearing uniform pants (No large belt buckles)
- Monogrammed burgundy sweater/vest
- Headbands must be solid burgundy, gray, black, or white

Because gym is every day for freshmen, Semesters I and II, gym uniforms must be brought to school every day - Students will change into gym clothes during gym class, or at the instructions of the gym instructor.

Gym Uniform:

- Burgundy or gray sweats or shorts (sweat pant legs **MUST** be worn at ankle length)
- White t-shirt/TBLA t-shirt
- Solid gym shoes - permitted only on gym days
- Solid gym socks (no anklets)

THE FOLLOWING ITEMS ARE NOT ALLOWED TO BE WORN IN SCHOOL

Students are expected to be dressed and groomed in a manner which will not be disruptive to the educational process, to constitute a health or safety hazard, or to violate civil law. All shirts are to be worn inside the pants, skirts, or skorts at all times.

- No sunglasses
- No sandals (safety/health issue)
- No tank tops or tight fitting tops (health)
- No sleeveless shirts (health)
- No jeans (self-esteem)
- No hooded sweatshirts (safety)
- No visible body piercing including band-aids to cover covering piercings
- No rollers/curlers
- No sagging pants (health; appearance)
- No hanging belts (health; appearance)
- No jackets-uniforms only
- No hair glitter/body glitter (causes disruption)
- No hanging suspenders (appearance; dress code)
- No combs, picks, brushes, or sponge brushes
- No non-uniform shorts (non-uniform)
- No large hoop earrings (safety) No larger than a quarter! Stud earrings (in ears) are **acceptable for girls ONLY**
- **No** pants may be worn under skirts (for girls). *Pants may be worn under skirts in winter only, but must be removed once in school. [Must get into school uniform).*
- **No** boots - hiking, work boots, etc. may be worn during the school day. *If boots are worn to school during the winter months, they but must be removed once in school building, and replaced with solid black uniform-compliant shoes.*
- **No** hats, or other head coverings, including bandanas, sweatbands, or handkerchiefs are permitted in the building or in the classroom.
- Hair **cannot** be colored or highlighted any color including weave tracks and braids of any kind.
- **No designs of any kind will be permitted in the hair or eyebrows.** (eg. Sculpture, Mohawk- girls or boys twisties and/or braids for boys) ...one part for boys is acceptable
- Necklaces **must** be tucked inside shirts/blouses, and must be a reasonable size.
- False fingernails in the high school must be filed to rounded or flattened tip.
- No false fingernails for elementary -too much of a distraction and will obstruct the learning process of students.

****Any clothing or jewelry that is distractive to the learning process is not permitted.***

****Final determination of appropriateness of student dress and measures taken to enforce the policy will be made by the School Principal.****

Uniform clothing may also be purchased at the following stores (except for the girls' uniform jumper and skirt): Target, Wal-Mart, Sears, This Is It, Dennis Uniform, Co., 8345 Indianapolis Boulevard, Highland, IN 46322; phone/ : 219-838-7120; www.dennisuniform.com.

Dress Down Days

At the Jr High/High School, Dress Down Days will only occur on Fridays when announced by a school staff member. The cost to participate will range between \$2.00-\$3.00.

On Dress Down Days, the following dress code must be adhered to:

- Shorts and skirts must be no shorter than 2 inches above the knee
- No leggings/jeggings
- No spaghetti strap or camisole tops worn on their own
- No off the shoulder shirts/blouses
- No low cut tops
- No fitted joggers
- Jeans must not have holes, cuts, or tears
- Sleepwear is not acceptable
- Undergarments as outerwear is not acceptable
- No tops that show midriffs
- No off the shoulder shirts/blouses
- No Sandals without a strap around the ankle

**For students who fail to adhere to the dress down policy or dress down on day not specified, parents will be required to bring proper uniform/clothing OR students will be given an assigned consequence at administrative discretion.

Policy Enforcement

Policy Statement

Thea Bowman Leadership Academy, is responsible for establishing and carrying out the following discipline policy. It is in stating this policy that TBLA wishes to ensure that the school environment is safe for all students. Furthermore, TBLA expects all students to accept full responsibility and accountability for their actions and choices.

Discipline Policy

The Thea Bowman Leadership Academy expects all students to conduct themselves in a socially responsible manner. Disciplinary measures are used to maintain a safe and orderly school environment that promotes TBLA's philosophy of providing a college preparatory education for all students.

This discipline code applies to the actions of students during school hours, before and after school, while on school property, at all TBLA sponsored events and when the actions affect the mission of TBLA. Students may also be subject to discipline for serious acts of misconduct, which may occur either on campus, off-campus, or during non-school hours, when the misconduct disrupts the orderly educational process at TBLA.

Each discipline case will carry its own merit and will be adjudicated according to the facts accompanying the case. The Thea Bowman Leadership Academy's staff shall consider all mitigating circumstances prior to disciplinary action. Mitigating circumstances shall include, but are not limited to, the following:

- Age, health, maturity and academic placement of a student
- Prior conduct
- Attitude of a student
- Cooperation of parents
- Willingness to make restitution
- Seriousness of offense
- Willingness to enroll in a student assistance program

In some cases the school's administrative personnel may deem public service a necessary component of the disciplinary action. Public service may include, but is not limited to: repairing or cleaning property damaged as a result of the offense(s); participating in landscaping, gardening and/or other projects aimed at beautifying school property or the community; and/or providing services that improve the quality of life for community members.

Each category of offense listed below has a minimum and maximum disciplinary action associated with it. After considering the actual disciplinary violation and factors such as those listed above, TBLA staff shall determine the disciplinary action within the minimum/maximum range to which the student shall be subjected.

CATEGORY I

These acts of misconduct include, but are not limited to, the following:

- Running and/or making excessive noise in the hall, school building or premises
- Violating the dress code
- Persistent tardiness to school or class
- Eating/drinking outside the cafeteria

Students who commit any of these acts may be subject to a teacher-student conference as a result of a 1st offense and may, as a result of repeated violations and depending on the circumstances, be subject to the maximum 1 day suspension or Saturday School. As a supplement and/or alternative to suspension, school staff may require students to complete between 1 and 8 hours of public service as commensurate with the seriousness of offense(s).

CATEGORY II

These acts of misconduct include, but are not limited to, the following student behaviors that disrupt the educational process at TBLA:

- Excessive truancy (absence without just cause)
- Use of profane, vulgar or obscene words, gestures or other actions which disrupt the school environment or are disrespectful
- Insubordination (refusal to follow orders, directions or stated school rules)
- Participation in acts designed to disrupt classroom or school activities
- Repeated failure to follow school rules and procedures
- Smoking on school property
- Acts that obstruct or interrupt the instructional process in the classroom
- Repeated refusal to participate in classroom activities or complete academic assignments
- Visible carrying of cell phones, pagers or other electronic devices
- Leaving the classroom without permission
- Cheating
- Plagiarism
- Initiating or participating in any unacceptable minor physical actions against another student
- Disrespect of school staff members
- Unsanctioned fundraising (material will be confiscated and will NOT be returned)

Students who commit any of these acts may be subject to lunch detention, or in-school detention and a teacher-student conference as a result of a 1st offense and may, as a result of repeated violations and depending on the circumstances, be subject to the maximum penalty of a 5 day out-of-school suspension and teacher- parent conference. The degree of the suspension whether in-school or external. As well as length of suspension. Shall be determined by the school director. As a supplement and/or alternative to suspension, school staff may require students to complete between 3 and 12 hours of public service as commensurate with the seriousness of offense(s).

CATEGORY III

These acts of misconduct include those student behaviors that very seriously disrupt the orderly educational process in the classroom, in the school, and/or on the school grounds. These acts of misconduct include, but are not limited to, to following:

- Fighting or threatening any student or staff member
- Assault on a student or any school employee (assault is interpreted as an attempt to do bodily harm to a student or to any staff member)
- Persistent refusal to follow stated school rules and procedures
- Arson
- Destruction of property/graffiti
- Creating a false fire alarm
- Repeated Category I and Category II offenses
- Possession of weapons (toy weapons included)
- Any act that endangers the safety of the other students, teachers or any school employee
- Theft
- Trespassing
- Involvement in gang activity
- Sex violations/sexual harassment
- Use, possession, sale or delivery of alcohol, illegal drugs, narcotics, controlled substances, contraband, look alike contraband/drugs or intoxicants of any kind.
- Bullying of ANY kind, including verbal harassment, and/or cyber-bullying
- Video recording any incident on school property or at school-sponsored activities at any time.

Students who commit any of these acts are subject to a maximum 10-day, out-of-school suspension and teacher-parent conference and may, depending on the circumstances, be subject to the maximum penalty of expulsion. As a supplement and/or alternative to suspension or expulsion, school staff may require students to complete between 6 and 30 hours of public service as commensurate with the seriousness of offense(s).

SUSPENSION AND EXPULSION

When a student's misconduct results in the need to suspend or expel a student, the following procedures shall be followed:

- **Suspension Not Exceeding 10 School Days:** Students suspended for 10 days or less shall be afforded due process in the following manner:

The student shall be given oral or written notice of the charges against him/her, an explanation of the basis for the accusation, and a chance to present his/her version of the incident. The parent is contacted and notified of the results of the investigation and suspension.

- **Suspension In Excess of 10 Days and Expulsion:** Students suspended for more than 10 school days and/or expelled as a result of gross disobedience or misconduct shall be afforded due process in the following manner:

The Thea Bowman Leadership Academy will request that the student's parents or guardian appear before the TBLA Charter School Board, an appointed hearing officer, or a Board representative. Such requests will be made by registered or certified mail and state the time, place and purpose of the meeting. In addition to advanced written notice of the hearing, the student shall be afforded sufficient time to prepare for the hearing, the right to be represented by counsel, the right to present evidence and witnesses. The expulsion hearing need not take the form of a judicial or quasi-judicial hearing. In no event shall a hearing be considered public. Further, at the discretion of the hearing officer, the hearing may be closed to those individuals deemed advisable, except the student, the student's parents or guardians, the student's attorney, at least 1 school official, and Board's attorney at all times. Witnesses shall be admitted to a closed hearing to the extent necessary to testify.

PROCEDURAL DISCIPLINE GUIDE FOR STUDENTS WITH DISABILITIES

The school director may suspend students with disabilities for disciplinary reasons and cease educational services for up to 10 consecutive or 10 cumulative school days in 1 school year without providing special education procedural safeguards. When school staff anticipates a recommendation to an alternative school, a referral for expulsion, or anticipates that suspensions may exceed 10 cumulative school days, the following regulations apply.

1. Staff must provide written notice to the parent or guardian that a disciplinary action is being considered and the date of an Individualized Education Program (IEP) meeting, which must be held within 10 days of the date of misconduct.
2. The IEP team must:
 - Determine whether the misconduct is related to the student's disability by reviewing evaluation and diagnostic results, information from the parent / guardian, observations of the student, and the student's IEP and placement. The behavior is not a manifestation of a student's disability if:
 - The student was given appropriate special education supplementary aids and intervention strategies, and

- The disability does not impair the ability to control behavior.
- Review and revise, if necessary, the behavior intervention plan or, as necessary develop a functional behavior assessment and intervention plan to address the misconduct.
- Include in the IEP those services and modifications that will enable the student to continue to participate in the general curriculum and address the behavior so that it will not recur.
- Determine the appropriateness of an interim educational setting.

If the student's behavior **is not** a manifestation of the disability, school staff may apply the TBLA discipline code, taking into consideration the student's special education and disciplinary records. In no event, however, may the student be suspended for more than 10 consecutive or cumulative school days in a school year without providing appropriate educational services.

If the student's behavior **is** a manifestation of the disability, the student's placement may be changed to an appropriate interim educational setting for 45 days if the student carried a weapon to school or to a school function, knowingly possessed or used illegal drugs, sold or solicited the sale of a controlled substance while at school or at a school function, or is substantially likely to cause injury to himself /herself or others.

Students with disabilities, even if expelled, must be provided with an appropriate education in an alternative education setting.

New federal regulations offer some flexibility in suspending students with disabilities in excess of 10 school days in the school year in certain circumstances. In order to determine whether the circumstances permit a suspension in excess of 10 days per school year, consultation by TBLA staff with the Gary Public Schools Department of Due Process is necessary. Without such consultation and approval from the Department, the current procedures limiting suspensions from disabled students to 10 days in a school year will continue to apply.

Receipt of special education services does NOT exempt a child from disciplinary action.

Anti-Bullying/Harassment Policy

TBLA is committed to protecting its students and employees from bullying, harassment, or discrimination of any kind. TBLA believes that all students and employees are entitled to a safe, non-threatening and harassment-free school experience, and demonstration of appropriate behavior and respect, and refusing to tolerate bullying or harassment of any kind is expected of students, administrators, faculty, staff and volunteers at all times.

Bullying, harassment and discrimination will not be tolerated and shall be cause for immediate disciplinary, and possibly legal, action.

The AQS anti-bullying/harassment policy is designed to ensure that each of its schools has staff that has been trained to support its school's effort to provide awareness, intervention, training and instructional strategies on bullying prevention and to provide direct follow up when incidents are reported and/or occur.

- **Definitions:**

- **A. Bullying:** Is defined as systematically and chronically inflicting physical hurt and/or psychological distress on one or more persons. Bullying is a form of harassment and may be characterized by: unwanted, purposeful written, verbal, nonverbal or physical behavior that has the potential to create an intimidating, hostile or offensive educational environment, or cause long term damage, humiliation, discomfort, or to interfere with the individual's school performance or participation. Bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Physical violence
- Sexual, religious, ethnic or racial harassment
- Public humiliation
- Rumor or spreading of falsehoods

B. Harassment: Is threatening, insulting or dehumanizing gestures, use of technology, written, verbal or physical conduct against a student or employee that:

- Places that person in reasonable fear of harm to his/her person or damage to his/her property.
- Negatively affects that person's emotional or social well-being.
- Interferes with educational or work performance, opportunities or benefits
- Substantially disrupts the orderly operation of the school

- **Cyber-bullying:** Is willful and repeated harassment and intimidation of a person(s) in any of the above stated ways, through the use of digital technologies including, but not limited to, e-mail, blogs, texting, social websites, chat rooms, instant messaging or video voyeurism.

NOTE: Students who utilize social media of any kind to record, share, repost, etc. any unacceptable behaviors will be subject to expulsion

TBLA expects all students and staff to conduct themselves in a manner that stands within the guidelines of the six pillars of Character Counts! Which includes demonstrating proper regard for the rights and welfare of others at all times.

TBLA believes that the best discipline is self-imposed, and that it is the responsibility of the staff to use disciplinary interventions and PBIS as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Since bystander support of bullying can encourage these behaviors, TBLA prohibits both active AND passive support for acts of bullying and/or harassment. Staff should encourage and support students who walk away from these acts when they see them, and report them to the designated authority.

TBLA requires that all school administrators develop and implement procedures that ensure both the appropriate consequences AND remedial responses to a student or staff member who commits an act of bullying. The following factors, at a minimum, shall be given consideration by administrators when developing the procedures for determining appropriate consequences and remedial measures for each act of bullying:

Factors for Determining Consequences:

- Age, development, and maturity level of parties involved
- Degree of harm
- Nature and severity of the behavior(s)
- Incidences of past or continuing patterns of behavior(s)
- Context in which the alleged incident occurred.

Examples of Consequences:

- Admonishment
- Temporary removal from classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to Dean or Disciplinarian
- In-school suspension
- Out of school suspension
- Expulsion
- Legal action

TBLA requires the Dean at each school to be responsible for receiving alleged complaints regarding violation of this policy. All school employees are **required** to report alleged violations of this policy to the Director/ designee. All other members of the school community are encouraged to report alleged violations of this policy. Reports may be made anonymously, but formal disciplinary action MAY NOT be based solely on the basis of an anonymous report.

TBLA requires the Dean to be responsible for determining whether an act constitutes violation of this policy. That designated person shall conduct a prompt, thorough and complete investigation to be completed within three school days after a report or complaint is made.

TBLA prohibits retaliation against any person who reports an act of harassment or bullying as well as any person who falsely accuses another as a means of harassment or bullying. The consequences and appropriate remedial action for doing so shall be determined by the administrator.

TBLA requires all schools to annually disseminate this policy to all school staff, students, and parents along with a statement explaining that it applies to all applicable acts of bullying or harassment that occur on school property, at school-supervised events, on a school bus, or walking to and from school.

TBLA reserves the right to act as a witness and a complainant by filing a criminal charge against any person who willingly and intentionally violates this policy or aids and abets another in the violation of this policy.

In cases of cyber bullying, this policy applies to all students of AQS who partake in any kind of bullying or harassment by means of any type of digital technology regardless from where the technology emanates.

All information regarding this policy against bullying and harassment must be incorporated into each school employee training program and handbook.

Parent Complaint Procedure

This procedure will allow parents to file complaints and feel reassured that the complaints will be dealt with in a fair, open, and responsive way. The school recognizes that a willingness to listen to questions and criticism and to respond positively can lead to improvements in school practices. The following steps should be followed:

- A parent may raise a concern directly with school staff. When this occurs, it may be unclear whether the parent is making a complaint, seeking information, or has misunderstood a situation. Staff will try to resolve the concern at this point in a speedy and effective way. However, if the concern is not resolved, the Parent will contact the Dean. The Dean will discuss the issue with the parent with the aim of resolving the complaint as soon as possible. The parent will be informed of the outcome of the investigation and what action, if any, the school proposes to take. If no satisfactory solution has been found, the parent can move to Step 2.
- The parent will contact the school Instructional Coach. The complaint will be discussed with the parent and an investigation will follow. The parent will be informed of the outcome of the investigation and what action, if any, the school proposes to take. If no satisfactory solution has been found, the parent can move to Step 3.
- The parent will contact the School Leader. The complaint will be discussed with the parent and an investigation will follow. The parent will be informed of the outcome of the investigation and what action, if any, the school proposes to take. If no satisfactory solution has been found, the parent can move to Step 4.
- This step requires that a written complaint be sent to the President of the School Board. The President of the School Board will acknowledge the written complaint within ten (10) school days of receipt and provide an opportunity to discuss the complaint. After investigating the complaint. A written response will be made, the written response will include reasons for the conclusions reached by the School Board and what action, if any, the school proposes to take to resolve the matter. The decision of the School Board is FINAL.
- Should a parent/guardian require a conference with a teacher, the conference needs to be set as a meeting during a mutually agreed upon time between the parent/guardian and teacher. At no point should a parent/guardian plan to meet with a teacher without a scheduled appointment.

Elementary Campus

Jermaine Mead, Dean

219-883-0453

Marisa Simmons, Instructional coach

219-883-4831

Michael Collins, School Leader

219-883-4826

Jr./Sr. High Campus

Arthur Haggard, Dean

219-944-3110

Kenneth Stalling, Dean

219-944-3111

Leah Hogan, Instructional Coach

219-944-3116

Dr. Richard Glass, School Leader

219-944-3119

Notification of Rights under FERPA

For elementary and secondary schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

School Parental Involvement Policy

Thea Bowman Leadership Academy has established a strong partnership with parents, scholars, and the community. Our goal is to provide a quality education that ensures our scholars are prepared to excel in the academic requirements needed to pass state assessments and enroll in the college of their choice. Parents and teachers will unite in the effort to support our scholar's academic successes. The Thea Bowman Leadership Academy "School Parental Involvement Policy" will support this goal. Guidelines include:

- **Encourage parental involvement at the beginning of the school year by providing parents with a detailed description and explanation of the curriculum in use at the school.**
 - Prior to the start of school, parents and students (new and returning) will be invited to attend the Student Orientation meetings, per grade, held at both campuses. The annual Open House will be held in September for parents to view classrooms and speak briefly with their student's teacher(s). To accommodate parents with students at the Elementary and Jr. / Sr. High School, each event will be scheduled on different days.
 - Letters will be mailed home, flyers posted on our website, and a reminder to all parents using our call messaging system.
 - During each of these events, school leaders will provide information regarding the curriculum for the school year. Dates will be provided for STAR, ECA, IREAD3, and ISTEP+ Assessments. Parents will receive results of each assessment as soon as the school is informed. School rules and policies will be addressed. Parents will be given an opportunity to ask questions and provide feedback.
 - Surveys and sign-in sheets for each event will be maintained by the Title I Coordinator.
- **The annual Title I Parent Meeting, scheduled to take place in October, will be held to inform parents of the school's participation in Title I, Part A.**
 - Flyers will be mailed home two weeks prior to the meetings to inform parents of the various dates, times, and locations to accommodate parent schedules. Notification of the Title I Parent Meetings will be posted on our website followed by a reminder using our call messaging system.
 - During the Title I Parent Meeting, parents will receive detailed information on the curriculum at TBLA. Our curriculum in use at the Elementary school for Reading/Language Arts and Math is set up to provide students 90 minutes of instruction time and 30 minutes success time. The Reading/English textbook for grades K-6th is Journeys and the Math textbook is Saxon (Houghton Mifflin Harcourt).
 - Our curriculum in use at the Jr. High School for Math and English/LA is 60 minutes of instruction time. The textbook used for English is Collections and the Math textbook is Saxon (grades 7th – 8th).
 - Our curriculum in use at the High School for Math and English/LA is 60 minutes of instruction time. The textbook used for English is Collections and the Math textbook is Saxon (grades 9th – 12th).
 - Parents will receive information regarding various assessments used to measure students' achievement and the proficiency levels students are expected to meet.
 - Additional information regarding STAR, ECA – Algebra I and English 10, IREAD3, and ISTEP+ Assessments will be discussed during this meeting.

- Detailed information will be provided regarding Title I Programs designed to assist our students in passing state assessments. After-School tutoring programs for STAR, ECA, IREAD3, and ISTEP+ Intervention will be available for grades 2nd – 12th. Summer School programs will also be available for grades K – 12th.
 - Parents will be made aware of their rights to be involved in the success of Title I Programs.
 - **(SWP schools) If the Schoolwide program plan under section 1114(b)(2) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the LEA. Parents are to contact School Leaders if they have concerns about the Schoolwide program.**
 - Surveys will be available for parents to provide feedback on planning, reviewing, and improving Title I Programs.
- **The school will provide all parents with a copy of documents to keep them informed of their rights to know about parental involvement events/activities, and the expectations of parents, teachers, and students.**
 - In September, the school will mail home to 100% of our parents a copy of the following documents:
 - Parents' Right-To-Know Letter
 - School Parental Involvement Policy
 - School-Parent Compact
 - Residency Information Form **(for homeless students only)**
 - A Spanish copy of all documents will be mailed home to parents of limited English.
 - Copies of the above documents will be kept with the Title I Coordinator along with documentation that this was done in a timely manner.
- **Parents will be involved in the joint development of the School Parental Involvement Policy, School-Parent Compact, and the Schoolwide Plan.**
 - The PTCA (Parent/Teacher/Community Association) will be working with school leaders to involve parents in developing and reviewing the School Parental Involvement Policy, School-Parent Compact, and the Schoolwide Plan.
 - If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children will be provided. We will respond to any such suggestions as soon as practically possible.
 - All meeting agendas and parent sign-in sheets will be maintained and filed with the Title I Coordinator.
 - Surveys will be available for parents to provide feedback.
- **The school will conduct three Parent-Teacher Conferences (1st, 2nd and 3rd quarter) during the school year. At this time, teachers will discuss with parents the academic performance of their child. If applicable, teachers will discuss the results of state assessments and the student's progress levels. Students are welcome to attend as well. The focus is to strengthen the relationship between parent, teacher, and student.**
 - Parent-Teacher Conferences will be held at the time of Report Card pick-up. The dates of the conferences will be published on the school calendar which is also on the website.
 - A schedule of different times will be made available to parents.

- School Leaders will leave a voice mail message to remind parents of the scheduled dates and times of the Parent-Teacher Conferences.
- **Professional Development sessions will be scheduled during the school year on best practices to reach parents and establish a partnership between school, parents, and the community.**
 - Semi-annual Professional Development sessions will be held to educate our educators on the value of parents' participation "Parents Are Equal Partners."
 - These sessions will be centered on the best practices to reach parents and bridge gaps between the school and community.
 - School Leaders will schedule Professional Development Sessions and inform teachers/staff of dates and times.
 - A copy of the agenda and sign-in sheets will be maintained and filed with the Title I Coordinator.
- **Develop programs with a focus on parent involvement and instruction. To further assist in parental involvement, the School-Parent Compact will be used to communicate a common understanding of home and school responsibilities to assure that every student attains high academic standards leading to a quality education.**
 - Math Night, Literacy Night and Stemnasium Night are programs designed to involve our parents. The focus is on parents, teachers, and students coming together to play educational games and other fun activities related to Math, Literacy skills, and computer science (writing code, building robots, and creating apps).
 - Parents are asked to assist with the setup of games, giving instructions to students, keeping score, and "other reasonable support needed."
 - Parents will be asked to provide other reasonable support for parental involvement activities under section 1118.
 - Parents are asked to read the attached School-Parent Compact.
 - Sign-in sheets will be available to serve as records of parents' participation.
- **Provide training to increase parent participation in the academic progress of students.**
 - The Parent University is a Title I Program designed to provide parents a variety of information and hands-on training.
 - The Parent University training sessions will cover state's academic content standards, student academic achievement standards, and how to monitor a child's progress. Teachers will take the lead in providing parents with tools to help their child achieve.
 - During the training sessions, parents will receive material to help them to improve their child's academy performance.
 - Parent University training will be posted on the website and flyers will be send home.
 - Agendas, sign-in sheets, and surveys will be maintained by the Title I Coordinator.
- **Build a partnership between parents, school, and the community to bridge the gap.**
 - The Annual Title I Parent Summit "Bridging the Gap" will take place in April or May.
 - Flyers will be send home to parents, posted on our website, and distributed throughout the community.
 - The Board, school leaders, staff, parents, students, and community leaders will come together to unite in the effort to support future leaders.

- The opening speaker will address parental involvement and other topics of interest in “Bridging the Gap.”
 - Community leaders will conduct workshops.
 - Parents and businesses are welcome to display their products. Vendor registration is required and must be approved.
 - Students will display their talents.
 - Registration forms and surveys will be maintained by the Title I Coordinator.
- **Thea Bowman will hold its Annual Kindergarten Round-Up to inform parents of enrollment possibilities for kindergarten students.**
 - **Fliers will be send to local Day Cares, Pre-Schools, Boys and Girls Club and throughout the community in July and August.**
 - **Information regarding enrollment for kindergarten students will be on our website.**
 - **We will have games, prizes, and food for parents and students during our Kindergarten Round-Up events.**
 - **Parents will be asked to complete enrollment forms.**
 - **Sign-in sheets will be available for parents who attend.**

Bowman, in addition to the informal relationships established between staff and parents, has an established Parent Teacher Community Association. This organization serves as an integral part in the operation of this school. Parent volunteers have taken on the responsibility for many school functions and duties including:

- **Acting as classroom aides**
- **Assisting with clerical needs**
- **Organizing and supervising planned special assemblies and events**
- **Chaperoning field trips**
- **Providing financial and moral support for learning**

Parents are more than welcome to come and visit the school, however, visits to your child’s classroom must be scheduled with the school principal and classroom teacher. The visit should be at a time and of such a nature as to present no interruption of the teaching/learning process. This procedure is necessary to prevent the disruption of classroom learning. All parents that visit/volunteer must have a current background check on file with the office.

School-Parent Compact

Dear Parent/Guardian:

We value the partnership between our school, parents, and students as we work together for the academic success of our future leaders. The purpose of the School-Parent Compact is to communicate a common understanding of home and school responsibilities to assure that every student attains high academic standards leading to a quality education. The following information will serve as an outline of various ways you and the school staff can build and maintain a partnership of shared responsibility for your child's learning.

Thea Bowman Leadership Academy's Responsible:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet Local, State, and National student academic standards.
- Provide tutoring sessions (After-School and Summer School Intervention Programs) to assist all students in passing STAR, IREAD3, IStep+, ECA, and/or other assessments throughout the school year.
- Provide parents with tools (Parent University Program) to assist them in understanding academic achievement standards and assessments.
- Provide opportunities for ongoing communication between teachers and parents through:
 - Quarterly (1st, 2nd, and 3rd) parent/teacher conferences, during which the compact shall be discussed as it relates to the child's achievement.
 - Frequent reports regarding your child's progress, and
 - Opportunities to talk with members of the staff, volunteer in class, and observe classroom activities.
- Provide the staff with appropriate professional development activities.
- Maintain highly qualified teachers.
- Provide a safe and secure learning environment.

Parent's Responsibility:

- Ensure that my child attends school daily and arrives to school on time.
- Communicate the importance of education and learning to my child.
- Monitor and check my child's homework.
- Provide a quiet time and place for homework.
- As the parent, I must monitor the amount of screen activity of my child.
- Encourage my child to follow the rules and regulations of the school.
- Attend parent/teacher conferences and participate, when appropriate, in discussions relating to the education of my child.
- Volunteer in my child's school and classroom if time or schedule permits.
- Seek information regarding my child's progress by conferencing with teachers, principals, and other district personnel.

Student's Responsibility:

- Follow the 5Ps (Be Polite, Be Positive, Be Prepared, Be Productive, and Be Prompt).
- Ask questions when I am not sure about a lesson or an assignment.
- Complete and turn in all classroom and homework assignments on time.
- Make good choices like paying attention in class, staying on task, and doing my best.
- Be responsible for giving my parents/guardians all information sent home from school.
- Accept responsibility for my own actions.
- Show respect for myself, other people, and property.
- Resolve conflicts peacefully.

Teacher

Parent/Guardian

Student

Thea Bowman Leadership Academy

Photograph Release Form

****Please note:** Each child needs to have a form. If you have more than 1 child, fill out a separate form. Additional forms can be obtained from the school office.

Student's Name: _____ Date of Birth: _____

I, _____, the undersigned, hereby (grant/ do not grant) permission to have photographs or other images taken of my child. I authorize the use of these photographs for the general purposes as determined by the Thea Bowman Leadership Academy and The American Quality Schools (AQS) without time restriction of such pictures or any portion thereof. I further waive any claim for compensation, financial or otherwise, in connection with the aforementioned pictures.

Parent Name (Print): _____

Parent Signature: _____

**Thea Bowman Leadership Academy
Acknowledgement and Verification**

I acknowledge and verify that I have received and am aware of the information contained in the Thea Bowman Leadership Academy Student Handbook including but not limited to: Parent Expectation Guidelines, the School Discipline Plan, the School Parent Compact, the Homework Policy, Photo Release, and the Student Technology Rules Contract.

Student Signature

We, as parents or guardians of _____
Student Name Grade

Acknowledge and verify that we have received and are aware of the policies and regulations contained in the Thea Bowman Leadership Academy Student Handbook including but not limited to: the Parent Expectation Guidelines, the School Discipline Code, the School Parent Compact, the Homework Policy, Photo Release and the Student Technology Rules.

Parent Name (Print): _____

Parent/Guardian Signature

Date

Please have your child (ren) return this signed form to their 1st hour teacher.

Policy Committee:

Mr. David Allen, Jr.
Mr. Arthur Haggard
Mrs. Leah Hogan
Mr. Jermaine Mead
Mr. Michael Collins
Mrs. Marisa Simmons

Managed by:
Drexel Foundation for Educational Excellence, Inc.

