

Allentown Elementary School Parent/Student Handbook



Allentown Elementary School

**10330 Howells Ferry Road
Semmes, Alabama 36575
(251) 221-1000**

**Ashtiny C. Roberts
Principal**

TABLE OF CONTENTS

INTRODUCTION	
History and Introduction	2
Mission Statement, Beliefs, Motto, Mascot, Colors	3
Mandatory Uniform Dress Policy	4
POLICIES AND PROCEDURES	
School Hours	5
Arrival Procedures	5
Dismissal Procedures	6
Bus Transportation	7
Enrollment and Attendance Policies	8
First Aid	11
Payment Procedures	11
Electronic Devices	11
CHILD NUTRITION PROGRAM	
Breakfast and Lunch	12
Dining with Students	12
Snacks	12
PARENTAL INVOLVEMENT	
Parent Teacher Organization	13
Fund Raising	13
Classroom Parties/Special Occasions	14
School Pictures	14
Yearbook	14
Contact with Teachers	14
School Visitors	15
ASSESSMENTS	
Types of Assessments	16
Grading Procedures	16
Homework	17
Awards and Recognition	18
Promotion and Retention Policy	19
Discipline Policy	20
PROGRAM ENHANCEMENTS	
Media Center	20
House System	21
Counseling	21
Running Club	21
Computer Lab and Bring Your Own Device (BYOD)	21
Music Education	22
Choir	22
Archery	22
Student Council	22
Intervention	22
PST	23

ALLENTOWN ELEMENTARY SCHOOL

History and Introduction

The original Allentown School was built in 1880. Concerned with the education of the children in the community, Mr. Perry W. Allen and neighbors established the one room schoolhouse. It remained open until the early 1900's.

Allentown Elementary opened as a new school in the Semmes community for the 1997 - 1998 school year. A media center, two computer labs, and gymnasium are areas of distinction in the school's design. The 70,000 sq. ft. facility has 43 classrooms, providing for a capacity of 700 students.

Current enrollment is 825 students in kindergarten through fifth grade. Student population is 87% white and 13% African American, Native American, Hispanic, and/or Asian/Pacific.

Allentown's faculty and staff is comprised of 40 regular classroom teachers, 5 special education teachers, counselor, media specialist, 2 physical education specialists, music teacher, part time art teacher, 2 physical education aides, 3 special education paraprofessionals, an assistant principal, and a principal. Additionally, the Extended Day Program funds 4 part time aides serving the media center, and the office. Our school's instructional program is enhanced by a positive, nurturing, disciplined environment where students respect themselves, others, and the educational process. Education at Allentown Elementary is the collaborative responsibility of students, parents, faculty, staff, and community.



Mission Statement

The Allentown Elementary School community is dedicated to providing a safe and nurturing environment that promotes lifelong learning and enables students to become productive citizens.

Beliefs

- All children can learn.
- High expectations lead to high achievement.
- Education is a collaborative responsibility of students, faculty, staff, parents, and community.
- Learning is enhanced by a positive, nurturing, disciplined environment where students respect themselves, others, and the educational process.
- Each student has the potential to be a self-sufficient, lifelong learner with a sense of purpose, responsibility, and appreciation for cultural diversity.
- Each student can master basic skills and apply critical and creative thinking to solve problems.
- Each student is respected for his/her uniqueness and is taught accordingly.
- Each student will demonstrate personal integrity through morally motivated behavior.
- Technology is essential in preparing students for the future.

Motto

Creating a Brighter Tomorrow for Children of Today



Mascot

Alligator

Get along with others.
Attend school regularly.
Try our best.
Obey school rules.
Read every day.
Study hard.

School Colors

Kelly Green and Navy Blue

**Allentown Elementary School
2020-2021 Uniform Policy**

UNIFORM

- *True uniform khaki (sand) from waist down and white or navy blue from waist up.
- No visible logos, other than Allentown, may be worn on any clothing.
- Identification badges are required daily.

Boys

- Khaki pants or knee length shorts (no jeans or cargo style pants/shorts).
- White oxford shirt, white or navy blue golf style shirts with collar, white or navy blue turtleneck shirt. Shirts must be worn tucked inside.
- Undershirts, if desired, must be solid white.
- Any color athletic shoes with non-scuff soles (no lights, stacked soles, high heels, in-line skates, high tops, open toe or open heel) **or** tan or brown shoes with laces or Velcro.
- Solid white socks.
- Plain brown or black belt if style requires (no belt required for elastic waist pants).
- Jewelry worn to school must be limited and cannot cause a distraction.
- Hairstyle must be neat, not touching the shoulder or extreme. No Mohawks or spikes.
- No caps may be worn.

Girls

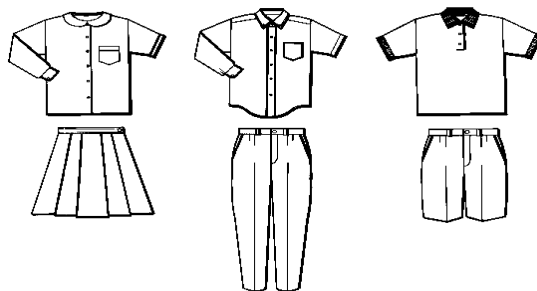
- Khaki pants, knee length shorts, skirts, skorts or jumpers (no khaki jeans or cargo style pants).
- White oxford shirt, white blouse with collar, white or navy golf style shirt with collar, white or navy-blue turtleneck shirt. Shirts must be worn tucked inside.
- Undershirts, if desired, must be solid white.
- Any color athletic shoes with non-scuff soles (no lights, stacked soles, high heels, in-line skates, high tops, open toe or open heel) **or** tan or brown shoes with laces or Velcro.
- Solid white socks. During winter weather, solid navy or white footed-tights may be worn under skirts and jumpers.
- Plain brown or black belt if style requires (no belt required for elastic waist pants).
- Jewelry worn to school must be limited and cannot cause a distraction.
- No make-up may be worn.
- Hairstyle must be neat and not extreme.
- Headbands and hair ribbons must be school colors only (no scarves, bandanas, or caps may be worn).

Outer Wear (including sweatshirts, fleece, jackets, and sweaters)

- Outer wear must be navy blue or white, with no visible logos, other than Allentown, if it is to be worn indoors. (Personal monograms are limited to 4 inches in height.)
- Heavy coats or raincoats may be worn but must be removed once indoors.

No Rolling Book bags.

Uniform Styles



POLICIES AND PROCEDURES

School Hours

7:45 a.m.	Breakfast Served
8:05 a.m.	First Bell
8:20 a.m.	Tardy Bell
3:05 p.m.	Afternoon Announcements
3:05 p.m.	Dismissal Begins
3:35 p.m.	Teachers Off Duty



Arrival Procedures

- Kindergarten and 1st Grade students will enter the building through the main middle doors.
- 2nd Grade and 3rd Grade Students will enter the building through the east doors (closest to the gymnasium).
- 4th Grade and 5th Grade students will enter the building through the west doors (closest to the cafeteria)

As the students enter the building, they are to report directly to their classroom. Students will not be permitted in the classroom before 7:45 a.m. Breakfast will be served in the classroom between 7:45 a.m. and 8:05 a.m.

A student arriving after 8:20 a.m. should not report directly to the classroom. The child must report to the office, to obtain a tardy pass. It is important that a student arriving late is registered as present for that day.

Morning Carpool

- Do not park vehicles to walk children into the building.
- Vehicles should make one lane of traffic at the curve in front of the school.
- When children are safely on the sidewalk, cars may pull away.
- Parents must remain in their vehicle in the “unloading zone”.
- Do not pass any vehicle in the “unloading zone”.
- Students may not be dropped off in the east parking lot. This is for buses and daycare vans only.

Dismissal Procedures

Early dismissals will not be given after 1:45 p.m. Please make every effort to make doctor and dental appointments after school. Students miss valuable instructional time when picked-up early. Students who leave school before 11:50 a.m. will be counted absent for the day.

Carpool students are dismissed following afternoon announcements. Day care vans and buses are called as they arrive on campus. **The east parking lot is for vans and buses only. Parents in vehicles are not to use this area.**

Students should know before school each day how they are going to go home. If there is a change in the normal procedure, the parent must send a note. **We will not make any changes in dismissal procedures without a note from the parent (no phone changes).**

Afternoon Carpool

- All parents must pick up children in the carpool line. **Parking and entering the building is not permitted.**
- Vehicles must not enter through posted exits nor remove chains blocking exits. If leaving school from parking lot after carpool has begun; vehicles must merge with carpool lines to exit. Vehicles may not drive over curbs nor exit against traffic through posted entrances.
- Smoking is not permitted while in carpool.
- Children will be in front of the school by grade level.
- Siblings and those riding in the same vehicle must stay together.
- Vehicles should make one lane of traffic at the curve in front of the school.
- Closer to the loading area, four lanes will be utilized.
- Your vehicle will be loaded when you are in the "loading zone". Students must wait until instructed to load. Please do not beckon children to cross before instructed to do so.
- Watch for traffic signal and drive slowly and cautiously.
- Students not picked up by 3:35 p.m. will be given a written notice.
- During inclement weather, students may be dismissed from the building for safety.

Walkers

Students walking home will be dismissed with carpool students. Parents will receive a colored card and must have the card to pick up their student to escort them across the street.

Bus and Day Care Van Students

- Students remain in their classrooms until their bus arrives.
- Bus numbers will be called via intercom when they are in the loading area.
- As bus numbers are called students are to line-up in the hallway in front of the main entrance.
- Students walk to their bus and load in an orderly manner.

It is imperative for the safety of all that only bus and van students are picked-up in the east parking lot. Students and parents trying to cross between buses could be injured.

Going Home With Friends

If a child is to go home with a friend, a note should be sent to the teacher stating whom the child is to ride with, as well as the bus number or driver. **The principal must give permission for students to ride another bus.** Please be aware that only those students who are legally transported will be allowed to ride the bus before and after school.

Day Care Buses and Vans

Please notify the teacher **in writing** if students will be attending a day care center and using the center's transportation to and/or from school each day.



Bus Transportation

Bus transportation service is provided for qualifying students to and from school each day. Students are expected to maintain acceptable behavior while riding the bus to and from the school. The following are **rules** for bus students at Allentown Elementary:

1. Students are to remain seated at all times.
2. Students are to use quiet voices when talking on the bus.
3. Students are to keep their hands and feet to themselves, respecting others and their property.
4. Students are expected to obey the bus driver at all times.
5. No food or drinks are allowed on the bus.
6. Students are to wait at the appointed bus stop in a safe and orderly manner.

The following are **consequences for infractions of bus rules**:

- **First Offense:** Student will receive a letter of warning to be signed by parent and returned the following day.
- **Second Offense:** Student will receive a second warning, and parent will be contacted by phone or letter to alert them to the consequences of further infractions.
- **Third Offense:** Student will be removed from the bus for 3 days and/or a conference will be held with the child, parent, and principal.

Bus Schedules

Parents of bus students should secure a bus schedule from the office. Should scheduling problems arise, notify the Mobile County Public Schools Transportation Department at (221-5260). Please understand that the principal can not change a bus schedule or create a new bus stop.

*****PLEASE NOTE: For reasons of safety, please notify teachers in writing if there are to be any changes in a student's regular method of transportation to and/or from the school. For the safety of our children, changes will not be accepted over the telephone. To ensure equality to all, there will be no exceptions.**

Enrollment and Attendance Policies

Enrollment Requirements

The following are expectations for enrollment and are requested at registration. A certified immunization card must be obtained from the Health Department or your family doctor. Birth certificates are requested to verify that students fall within a minimum and maximum age requirement. However, students will not be denied enrollment because they have a foreign birth certificate or present no birth certificate at all. In those instances, the district will allow alternative documentation such as a religious hospital or physician's certificate, adoption records, or previous school records. Social Security numbers are requested for the limited purpose of properly identifying students for record keeping and transcripts. Disclosure of these numbers is voluntary, and they are kept confidential. Students who enroll without a Social Security number will be assigned an alternate identification number by the district.

Immunization

A Certificate of Immunization is required on all students. It may be obtained from your child's private physician or the Mobile County Health Department on Bayou Street. Immunizations are required for diphtheria, tetanus, polio, rubella, measles, and mumps. Second dose of measles is required for all students as of 1996. Beginning August 2001, students entering kindergarten and first grade must have an immunization for chicken pox or doctor's verification of the disease. If your child's immunizations were obtained other than in the state of Alabama, you may take your records to the Health Department and they will assist you. **Only Alabama Certificates are valid.**

Attendance

Regular attendance and punctuality are crucial to the success of our students. Information presented during absences may be difficult to make up, and cannot be easily replaced. A strong emphasis on regular attendance demonstrates to students the importance of school. The attendance policy for Mobile County Public Schools, as outlined in the *Student Code of Conduct*, is as follows:

Responsibility of Parent – Grades K-8

- A. Students are required to be on time for school. It is the responsibility of parents or guardians to make sure that their children arrive on time each day.
- B. Any time that a student is absent, the parent or guardian must send a written note to school satisfactorily explaining the absence. A satisfactory note from parent or guardian meets the following State guidelines: Illness; death in the immediate family; inclement weather (as determined by the principal) which would be dangerous to the life and health of the child; legal quarantine; emergency conditions as determined by the principal; and prior permission of the principal and consent of the parent or guardian. The note or doctor's excuse must be sent to the school **within three (3) days** of the student's return to school to be counted as an excused absence.

- C. A written note from parents or guardians, as described above, will excuse absences for up to but not exceeding **eight (8)** absences.
- D. Parents or guardians of a student who is absent nine (9) or more times must present a clinic or doctor's excuse to the school in order for the absence to be excused.
- E. Parents or guardians of any student having a chronic ailment that may cause the child to miss school during the year are required to provide the school with a doctor's statement verifying the child's condition. This must be done as soon as the problem occurs and repeated at the beginning of each school year and second semester.
- F. Excused absences for family vacations are strongly discouraged and will be permitted only if there are unusual circumstances that, within the principal's discretion, merit an excused absence. Further, an excused absence will not be granted unless the parent obtains **prior** written permission from the principal.
- G. Students must be in attendance fifty-one percent of the instructional day to be counted present. **Tardies and early dismissals are strongly discouraged.**
 - Students who are tardy must report to the office to receive a pass to enter the classroom.
- H. In the case of medical quarantines, we will follow the MCPSS Board Policy.

*****PLEASE NOTE: Any student who is tardy to school eight or more times will be referred to the Early Warning Truancy Program or Juvenile Court, depending on the circumstances. A student who is consistently absent will also participate in the Early Warning Truancy Program.**

- No student will be permitted to leave the campus during school hours without verification from parent or guardian by the office staff.

Headlice: Students are allowed three (3) excused absences for each occurrence of headlice.

Early Dismissal

Early dismissals will be permitted only when a parent or the person identified **in writing** by the parent, officially signs out the student for the day. Any person picking up a student must present photo identification and be at least 18 years of age. Early dismissals made before 11:50 a.m. will result in an absence for the student. Parents are asked to schedule all medical and dental appointments **after** school hours in order for students to receive maximum instructional time each day. **Early dismissals are not permitted after 2:30 p.m.** This time is very important in that many final instructions are being given to students as they prepare to dismiss.

*****PLEASE NOTE: Students receiving an excessive number of early dismissals may be referred to the Attendance Officer.**

Emergency School Closings

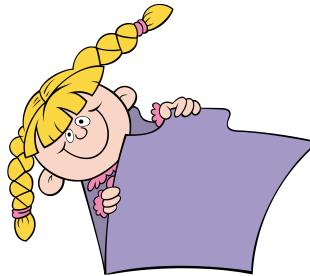
In the event of an emergency closing, an official decision will be made for all Mobile County Schools. That decision will be broadcast on local radio and television stations no later than 7:00 a.m. If conditions become hazardous during the school day resulting in a decision for an early dismissal, such an announcement will be made on local radio and television stations. Parents should discuss the possibility of such instances with their child, in order to be sure the child is clear on what he/she is to do in case of an emergency closing of school.

******PLEASE NOTE: Parents are asked to refrain from calling the school during such times, in order that phone lines can remain open for further information to ensure each child's safety.***



Withdrawal and Transfer of Records

Parents are requested to please notify the school office one week in advance of withdrawing a student from Allentown Elementary School. If possible, please send the office the name and address of the new school your child will be transferring to, in order that records may be sent promptly. All books and materials must be returned to the school before the student's departure.



Uniforms

Students are required to be in full uniform each day. Spirit shirts and GATOR Kid shirts may be worn on Fridays. Other exceptions are outlined on pages 16 and 24. Identification badges and a lanyard are provided during the opening of school. Students are required to have them daily. A \$5.00 replacement fee will be charged if lost. Infractions will be handled according to the guidelines in the Student Handbook and Mobile County Public School System Code of Conduct. Parents will be contacted and corrections will be expected within a reasonable time.

Payment Procedures

Allentown is a member of the Envision Payment Solutions check security system. Your check is welcome with: your full name, street address (**NO P. O. Box**), home and work phone numbers with area code, and driver's license number with state. If any of the above information is missing, your check will be returned to you for corrections. Checks over \$100.00 will not be accepted.

If a check is returned, we reserve the right to require cash and/or money orders.

Payments for all activities and purchases are due by 9:00 a.m. on the due date. No exceptions.

Electronic Devices

School Board Policy prohibits the use of electronic devices at school except during BYOD approved activities. Use of an electronic communication device outside of BYOD is considered a Group B offense as outlined by the Code of Conduct. All such devices if confiscated will be held in the office for parents to pick up. Pick-up of electronic devices will be limited to Tuesdays of each week.

First Aid

Medications

The school does not supply aspirin nor administer non-prescribed medication. If your child needs medication either periodically or on a regular schedule, the school must receive written permission from the parent stating the dosage and times medication is to be administered along with a form completed by the physician. All medications must be in a container labeled by the pharmacy giving the name of the drug, dosage, name of the doctor, and time interval between dosages. A medication permission form should be secured from First Aid, completed and returned to First Aid, by appointment only, before we can issue your child medication.

Sickness and Accidents

If your child should become sick at school, every effort will be made to contact you. In case of an accident, first aid will be administered. **Please make sure your home, business, and emergency phone numbers are current so that we can reach you.**



CHILD NUTRITION PROGRAM

Breakfast and Lunch

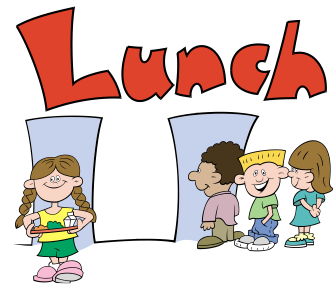
Mobile County Public Schools provide students with nutritious, well-balanced meals for breakfast and lunch on a daily basis. The Child Nutrition Program (CNP) will provide breakfast and lunch meals to all students at no charge through the USDA Community Eligibility Provision (CEP). The cost of meals is as follows:

Breakfast:

Free for all students
8oz. milk (a la Carte) - \$.50

Lunch:

Free for all students
8oz. milk (a la Carte) - \$.50



*****PLEASE NOTE: Visitors will not be allowed to eat lunch with students.**

Menus are published monthly and sent to parents, however, they are subject to change due to food shipments. All meals are served with milk.

Questions relating to the Child Nutrition Program should be directed to the cafeteria at 221-1004.

Dining with Students

Due to new regulations, visitors are not allowed to eat with students.



Snacks

Students at Allentown Elementary School may purchase a snack each day for the cost of \$.50. A variety of chip choices are available. Students may also bring a snack from home. Please limit snacks to those that are nutritious and require minimal clean-up. **No juice or soft drinks.** Students will need to bring a bottle of water daily. Water can also be purchased for \$.50. Students will not be allowed to refill water bottles at school.

PARENTAL INVOLVEMENT

Parent Teacher Organization

The goal of the Parent Teacher Organization (PTO) is to serve as a support to the educational program of Allentown Elementary School. The monies that are generated by the PTO are used to enhance the school's programs.

Parent involvement is welcomed and valued. We want your help and encourage you to join our PTO. PTO dues are \$10.00 for a family membership.

PTO officers are elected on an annual basis. Positions include:

President	Corresponding Secretary
1 st Vice President	Recording Secretary
2 nd Vice President	Treasurer

Fund Raising

The students of Allentown Elementary School will be given the opportunity to participate in some fund raising activities during the year, which will benefit our school program. The Board of School Commissioners for the Public Schools of Mobile County has outlined some rules and regulations for fund raising. They are as follows:

- Students must have permission from parents/legal guardians to participate in fund raising activities.
- An adult must accompany students when soliciting funds.
- Parents are responsible for turning in all funds collected for sale of items.
- All funds should be turned in at the specified deadline.
- Teachers are only responsible for funds collected when a receipt has been issued.



******PLEASE NOTE: If an individual or business would prefer to make a cash donation to our school in lieu of purchasing items from a fund raising activity, that would be acceptable and greatly appreciated. Checks may be made payable to Children's First PTO.***

Classroom Parties/Special Occasions

The students of Allentown Elementary School will participate in two planned parties per year, which are the Winter Holiday party and the End-of-the-Year party. Guidelines and restrictions will be made at that time for the type of parties that will be permitted.

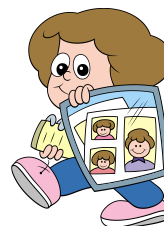
Special snacks may not be sent to school for special seasons or occasions, such as Valentine's Day or a student's birthday.

Invitations of any type that are distributed at school must include the whole class or all students of the same gender.

Delivery of balloons and flowers, for any occasion, WILL NOT be accepted.

School Pictures

Students of Allentown Elementary School are given the opportunity to have their picture taken during the fall, winter, and spring of the year. During the fall, individual and class pictures are made, in uniform, to be used for the yearbook. Parents will receive a proof with the option to purchase picture packages. Only students that pay for a group picture **at the time it is taken** will receive one. Holiday pictures are made during the winter. Students may **bring** a special outfit for this picture, **but must change back into uniform after the picture is taken.** Students will be given another opportunity to have pictures taken in the spring. An out-of-uniform shirt may be brought for the picture, but again, **students must change back to the uniform shirt after pictures have been taken.**



Yearbooks

Students at Allentown Elementary School are given the opportunity to purchase high quality yearbooks that highlight the events of each year. Students must prepay for the yearbook in order to receive one.

Contact with Teachers

Parents will receive a monthly parent bulletin containing dates and information on upcoming events of Allentown Elementary School. Teachers may also send class newsletters as needed throughout the school year. Our PTO also sends a parent newsletter pertaining to events and activities sponsored by our organization.

Teachers can be contacted by sending a note to the teacher or by calling the school office at 221-1000. During class time, phone messages are taken in the office and placed in the teacher's mailbox. A web conference can also be set up at any time by sending a note or calling the school office. The faculty is on duty from 7:45 a.m. - 3:35 p.m. Teachers can host web conferences with parents before school, after school, or during their planning period, depending on their schedule. We do not release staff members' telephone numbers. However, we will take your number and have the teacher contact you.

Please remember that a teacher's first duty is to teach. Other than during the teacher's planning period, teachers cannot meet virtually with parents for a conference during the regular classroom hours. We encourage you to communicate with your child's teacher throughout the school year and keep the lines of communication open. Sharing your child's strengths, areas of concern, health information, and special interests will benefit both your child and the teacher.

Tips for Parent - Teacher Conferences

- Think about what you want to learn in the conference. Prepare some questions. For example:
 - ~How is my child doing in class?
 - ~Does my child use time well?
 - ~Does he/she have good work habits?
 - ~Does my child usually turn in homework?
 - ~Does he/she have missed assignments?
 - ~Does my child have friends?
 - ~How well does he/she get along with others?
 - ~What can I do at home to support what you are doing?
- Talk with your child. Ask what he/she thinks the teacher will say. Ask if he/she has any concerns. Talk about likes, dislikes, problems, and successes.
- Ask the teacher to explain anything you don't understand.
- Be prepared to talk and listen. Tell the teacher what you see at home. Talk about your child's interests. Tactfully talk about any concerns. Be sure to let the teacher know about anything that might affect your child's learning.
- Follow up. Stay in touch with the teacher. If you think of a question you did not ask, write a note.

School Visitors

The Mobile County Public School System has implemented a No Visitor Policy. The primary purpose for these regulations is to ensure the safety of all students and staff.

Parents are not allowed to bring lunch boxes, jackets, computers, etc. during the day.

We appreciate your cooperation in implementing these safety guidelines.



ASSESSMENTS

Types of Assessments Given in Mobile County Public Schools

The **DIBELS NEXT Assessment** for kindergarten, first, and second grades is administered several times a year. The purpose of this assessment is to identify strengths and needs as a means of planning for instruction.

The **Alabama Comprehensive Assessment System** is administered in grades 2-5. These on-line assessments determine a student's overall achievement in Math and Language Arts (reading, grammar, and writing) with fourth graders taking the Science assessment.

Other Assessments Used in Mobile County Public Schools

The Mobile County Public School System has management systems in reading and mathematics which are individualized, diagnostic programs. Throughout the year, teachers use tests published by book companies in conjunction with the textbooks used in the classrooms. Tests designed by teachers are also used to measure how well students have learned specific subject matter.

Students who demonstrate special needs are sometimes tested by school personnel in order to determine how best to meet their needs. When a student is identified for individual, specialized testing, parental permission is obtained.



Grading Procedures

The school year is divided into four quarters of nine weeks each. Grades are averaged and reported to parents at the end of each quarter. A year-end average is calculated at the completion of the fourth quarter. The following grade scales will be observed:

Kindergarten:

- A = Excellent: Consistently exceeds grade level requirements
- B = Above Average: Consistently produces high quality grade level work
- C = Average: Satisfactorily meets minimal grade level requirements

- S = Satisfactory: Usually adheres to the criteria (80% - 100%)
- N = Needs to Improve: Seldom adheres to the criteria (50% - 79%)
- U = Unsatisfactory: Fails to adhere to the criteria (0% - 49%)

First - Fifth Grade:

- A = Excellent: Consistently exceeds grade level requirements

B = Above Average: Consistently produces high quality grade level work
C = Average: Satisfactorily meets minimal grade level requirements
D = Below Average: Has difficulty meeting minimal grade level requirements
E = Failing: Fails to meet minimal grade level requirements

S = Satisfactory: Usually adheres to the criteria (80% - 100%)
N = Needs to Improve: Seldom adheres to the criteria (50% - 79%)
U = Unsatisfactory: Fails to adhere to the criteria (0% - 49%)

P. E. Parameters:

S = Satisfactory: Usually adheres to the criteria (3 or less marks)
N = Needs to Improve: Seldom adheres to the criteria (4-5 marks)
U = Unsatisfactory: Fails to adhere to the criteria (more than 5 marks)

Guidelines for grading late assignments/projects:

Work submitted on first day after student returns to school = full credit
Work submitted one day late= -10 points
Work submitted two days late= -15 points
Work submitted three days late= -20 points
Work submitted four days late= -40 points



Homework

The following criteria are used to assist teachers in effectively evaluating homework:

Recommended criteria:

- ~ Completes work neatly
- ~ Returns work on time

Recommended guidelines for homework are as follows:

K - 2	30 minutes maximum
3 - 5	60 minutes maximum



Make up Work

Students have 2 days after returning to school from an absence to complete any make up work.

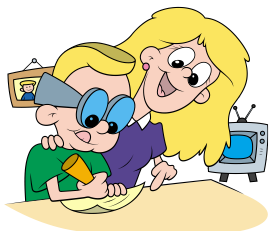
Types of Homework

Independent Practice - Independent practice provides for the practice of skills thoroughly taught in the classroom. Students should be successful in completing these assignments without parental assistance or reteaching.

Extension or Enrichment - This assignment furthers student learning of topics currently under study. A minimal amount of parental assistance may be necessary.

Student Interest - This assignment is one selected by the student, based on personal interest or preferences.

Study - Study involves concentrated thought in an effort to learn. A written assignment may not be necessary. This assignment can be used to preview material, as well as, prepare for assessment.



Awards and Recognitions

Each quarter, special recognition is given to those students making A-Honor Roll, A/B Honor Roll, Perfect Attendance, and Outstanding Citizenship. Certificates will be mailed fourth quarter. An Honors Celebration will be held for all honor roll students on the first Friday following report card distribution. The criteria for participating in the Honors Celebration are:

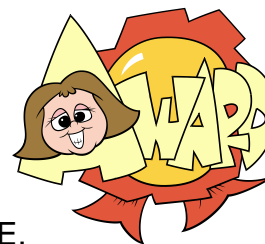
Honor Roll

A Honor Roll
Grades K - 5

All A's and S's (including P.E., PACE, and Work Study)

A/B Honor Roll
Grades K - 5

All A's and/or B's and S's (including P.E., PACE, and Work Study)



Perfect Attendance

Quarterly Perfect Attendance - No absences and no more than 1 tardy **OR** 1 early dismissal per quarter.

Yearly Perfect Attendance - No absences and no more than 1 tardy **OR** 1 early dismissal per quarter (**A total of 4** tardies or early dismissals for the year.)

Monthly Perfect Attendance – No absences and tardies for the month.

Outstanding Citizenship

This is an award to honor outstanding citizenship. It is not a conduct award. No areas should be checked on the report card that relate to behavior, including P.E.

Behavior, as well as the following is considered:

- ~ Sets a good example for others
- ~ Responds properly in class (attitude and behavior)
- ~ Follows the school rules
- ~ Takes care of school property (i.e. facilities, texts, library books, computers, P.E. equipment, etc.)
- ~ Is responsible in handling parent letters, notes, and other correspondences

National Elementary Honor Society

All fourth grade students are eligible to apply. Students' responses to each area of Scholarship, Leadership, Membership, Service Activities, Citizenship, Attendance and At Home or With Family activities are examined. Applications are then scored according to the Student Selection Rubric by the NEHS committee and teacher recommendations. Members will participate in community service projects throughout the year. A ceremony is held to induct new members.



Promotion and Retention Policy

Guidelines for promotion and retention for students in grades K - 5:

1. Retention will be limited.
2. Academic requirements for promotion will be limited to reading and mathematics.
3. Retention in kindergarten will be strongly discouraged.
4. A passing grade for Reading and Mathematics will be a D or above.

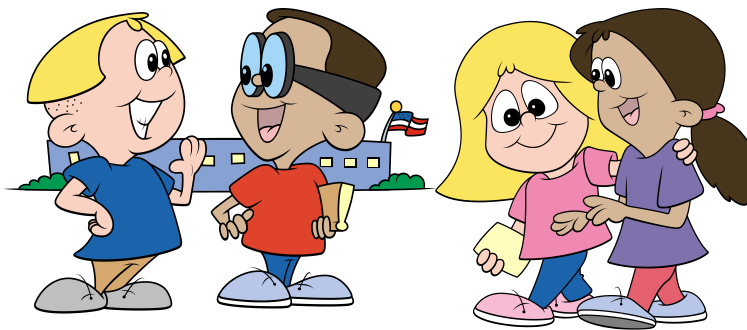
Students who do not meet the requirements for entrance to the next grade and who have been previously retained must attend and successfully complete the Summer School Program. Students who attend the Summer School Program will be administered a Pre- and Post-test to document their progress. At the end of the Summer School Program one of the following recommendations will be made:

1. Promotion to the next level of schooling.
2. Retained at the current grade level.

Discipline Policy

Each teacher is responsible for establishing and teaching classroom rules which promote self-control and respect for others. It is the duty of the classroom teacher to communicate with parents to solve problems which may arise throughout the school year. In the event of a serious infraction, the administration follows The Mobile County School System Code of Conduct policies. The list below contains actions which **may** be taken to address unacceptable behaviors. Selection is made based on the severity of the behavior as indicated on the Disciplinary Referral Form. (Group A Offenses are handled by the classroom teacher and Group B Offenses are those referred to the office.)

- 1st Infraction—Student/Teacher Conference
- 2nd Infraction—Parent/Teacher Conference
- 3rd Infraction—Referral to the Office (Parent/Administrator conference)
- 4th Infraction—Administrative Conference with Parent/Student (possible suspension)



PROGRAM ENHANCEMENTS



Media Center

The Media Center of Allentown Elementary School is an integral part of our school's educational program. The media center houses a variety of children's literature, reference materials, maps, computers, and professional resources for teachers. An organized story time lesson is planned weekly for lower grades. Students in upper grades enjoy the freedom of coming into the media center to check out books or engage in research as needed with teacher permission. The Allentown Elementary Media Center strives to provide an exciting, inviting, accessible, and stimulating environment for meeting the information needs of its students. Students are required to return library books on time and in good condition before checking out another book. Lost or damaged book fees and overdue fines must be paid by the student in order to clear records and receive report cards at the end of the year.



House System

Our school operates a House System. Each student is in a cross-grade level and gender group. Together they encourage comradery among themselves. Each team collects points (for good grades, good attendance, good conduct, etc...) to determine which group leads the school with the best record. House shirts may be worn on Wednesdays. There are six house colors:

- Yellow - Secundum House of Respect
- Red – Sollicitus House of Caring
- Blue - Fidelis House of Trustworthiness
- Purple – Civitate House of Citizenship
- Green – Officium House of Responsibility
- Orange – Aequum House of Fairness



Counseling

Allentown Elementary School has a full time guidance counselor on staff. Students participate in lessons on a regular basis covering a variety of topics such as character education, drug awareness, gun safety, and self-esteem. Individual and group counseling are available as needed.

Monthly, one student from each class is selected by the classroom teacher as the student of the month (GATOR Kid). Students are selected based on their ability to display “good character”. A student may be selected as GATOR Kid once per school term. GATOR Kids will be recognized with a GATOR Kid t-shirt which may be worn each Friday of the school year.



Running Club

The Allentown Running Club is an after school program designed to give upper-grade students the opportunity to run and be active one day a week. Our goal is to give children the opportunity to create a passion for running so that they may grow to be healthy adults that live an active lifestyle. The club meets every Tuesday after school to run. In addition to the weekly meetings, club members run in several local races.



Computer Lab and Bring Your Own Device (BYOD)

Two computer labs have been established through the combined efforts of the Allentown PTO and local school funds. Students will participate in computer instruction on a daily basis.

With our BYOD program, students have the opportunity through the use of technology, to enhance learning. Students must bring a laptop daily in a protective casing. **Any unapproved devices that come to school will not be allowed in class. NO GAMING DEVICES, CELL PHONES, OR IPODS WILL BE ALLOWED.**

Music Education

All students attend music class every other week. Kindergarten through third grades receive 30 minutes and fourth and fifth grades receive 45 minutes of instruction. Students learn the basics of singing, sight reading, creating, and performing to a varied repertoire of music.



Choir

The Allentown Choir is a group of singers who perform for special occasions at our school and local events in the community. The choir is open to all fourth and fifth grade students through an audition selection process. Choir auditions are held in the fall of each school year.



Archery

The National Archery in the Schools Program (NASP®) is an in-school and after-school archery program for students in grades 4-5. Tryouts will take place once a year in the fall. This is a sport for both girls and boys. This program offers opportunities for students to improve their archery skills and learn shooting safety and etiquette. Students are taught to show professionalism with a positive team attitude while maintaining good grades and satisfactory behavior in the classroom.



Student Council

Members include fourth grade students who serve as representatives and fifth grade students who serve as officers. These students must be nominated and elected by their peers, maintain good attendance and good academic standing. The student council participates in community and school projects geared toward building social awareness and responsibility.



Intervention

Allentown teachers provide daily intervention within the classroom for those students performing below proficiency in the areas of Math and Reading.

Problem Solving Team (PST)

The Problem Solving Team has been developed in an effort to assist struggling students. Students may be referred to the PST for academic, attendance or behavioral issues. A team comprised of teachers and administrators meet to discuss the needs of the student and to determine the best method to meet those needs. Teachers make accommodations in the classroom and monitor the student's progress over a period of time. The team then reconvenes to determine a final service option which would be most appropriate for the student.

Non-Discrimination Statement

The Mobile County Public School System does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status, and disability. This district complies with all federal and state laws and regulations regarding discrimination. Inquiries regarding compliance and/or grievance procedures may be directed to the Assistant Superintendent of Student Services, P.O. Box 1800069, Mobile Alabama 36618 or call (251) 221-4245.