

Anderson Elementary School



T.E.A.M. - Together Everyone Achieves More

Student/Parent Handbook 2016-2017

111 Anderson Elementary
Booneville, MS 38829
662-728-5465



Principal's Message

Welcome to the 2016-2017 school year at Anderson Elementary! I look forward to an exciting and successful school year. Our dedicated faculty and staff are committed to providing every child with a high-quality education. Thank you for allowing us to be a part of your child's educational journey.

This handbook informs students and parents of the policies and procedures of Anderson Elementary. Read this handbook with your child in order to become familiar with the rules and regulations of our school. If you have any questions, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program.

Sincerely,
Laquita McDonald
Principal, Anderson Elementary School

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Booneville School District 2016-2017 School Calendar

1st Semester

<u>Date</u>	<u>Event</u>	
August 1, 2016	Student Orientation	Teachers/Assistants
August 1, 2016	Professional Development	Teachers/Assistants
August 2, 2016	Professional Development	Teachers/Assistants
August 3, 2016	Professional Development	Teachers/Assistants
August 4, 2016	Students First Day	
September 5, 2016	Labor Day	No School
October 7, 2016	End of 1st 9 Weeks	No School
October 10, 2016	Columbus Day	
November 21-25, 2016	Thanksgiving Holidays	No School
December 16, 2016	End of 1st Semester 60 % Day-Dismiss at 12:30	
December 19, 2016 – January 2, 2017	Christmas Holidays	No School

2nd Semester

January 3, 2017	Professional Development	Teachers Only
January 4, 2017	Students Resume School	
January 16, 2017	Martin Luther King, Jr. Day	No School
February 20, 2017	Presidents' Day	No School
March 10, 2017	End of 3rd 9 Weeks	
March 13-17, 2017	Spring Break	No School
April 14, 2017	Good Friday Holiday	No School
May 18, 2017	Graduation	
May 22, 2017	Last Student Day End of 2 nd Semester 60% Day-Dismiss at 12:30	
May 23, 2017	Professional Development	Teachers & Assistants
May 24, 2017	Professional Development	Teachers & Assistants
May 25, 2017	Professional Development	Teachers Only

9-WEEK EXAM SCHEDULE

October 6, 2016 – Language Arts
October 7, 2016 – Math

December 15, 2016 – Language Arts
December 16, 2016 – Math

March 9, 2017 – Language Arts
March 10, 2017 – Math

May 19, 2017 – Language Arts
May 22, 2017 – Math

Progress Report/Report Card Schedule

August 29, 2016	Progress Report
September 19, 2016	Progress Report
October 11, 2016	Report Cards Sent Home
October 31, 2016	Progress Report
November 28, 2016	Progress Report
January 4, 2017	Report Cards Sent Home
January 30, 2017	Progress Report
February 21, 2017	Progress Report
March 20, 2017	Report Cards Sent Home
April 10, 2017	Progress Report
May 1, 2017	Progress Report
May 30, 2017	Report Cards Mailed

Bell Schedule

7:25 a.m.	Bell rings for students to go to breakfast and classrooms
7:55 a.m.	End of breakfast Students report to classroom
8:00 a.m.	Announcements Class begins
2:55 p.m.	Dismiss car riders
3:00 p.m.	First buses are dismissed to loading area (Bus 18, 21, 22, 23)
3:07 p.m.	Dismiss all other students to the gym Students sit according to bus number (Bus 19, 20, 24, 25, 26, 27)
3:15 p.m.	Late car riders go to the office
3:30 p.m.	Teachers dismissed

AES Faculty & Staff

Laquita McDonald
 Charles Pollard
 Cathy DeVaughn
 Penny Darst

Principal
 Asst. Principal
 Counselor
 Secretary

Faculty Members

Grade

Kim Eubank	K
Amber Hare	K
Emily Hueckel	K
Teresa Mask	K
Courtney Wilson	K
Whitney Kelly	1
Tammy McKee	1
Alicia McVey	1
Lynne Murphy	1
Laura Wesson	1
Nealy DeShazo	2
Ashlee Martin	2
Jennifer Murphy	2
Kayla Robbins	2
Cristy Tankersley	2
Hope Hatfield	3
Amber Langley	3
April Murphy	3
Jennifer Stephenson	3
Michelle English	4
Laura Beth Jackson	4
Wanda Simpson	4
Connie Stanford	4
Amanda Vandiver	4
Kineta Booth	Teacher Assistant
Reketa Brandon	Teacher Assistant
Jennifer Dickerson	Teacher Assistant
Jennifer Horn	Teacher Assistant
Michelle McCoy	Teacher Assistant
Donna Metcalfe	Teacher Assistant
Helen Miller	Teacher Assistant
Diane Murphy	Teacher Assistant
Michelle Rich	Teacher Assistant
Lisa Whitehead	Teacher Assistant

Suzanne Geno	Speech
Bekka Rich	Speech
Maria Foster	Special Education
Christi Lindsey	Special Education
Kathy Volking	Special Education
Easton Cartwright	Interventionist
Cindy Deaton	Reading Interventionist
Tammie Bullard	Librarian
Molly Lambert	Health/Physical Education
Micah Moment	Physical Education
Leah Patterson	Art
Tammy Mauney	GEMS
David Brown	Custodian
Dianne McGee	Custodian
Leslie Cummings	Cafeteria
Melissa Cummings	Cafeteria
Amanda Kennedy	Cafeteria
Angela Moore	Cafeteria
Diana Saylor	Cafeteria
Leslie Watson	Cafeteria
Debbie Wright	Cafeteria Manager
Leigh Ann Stewart	Timber Hills Counselor

School Rules

The rules listed below are to be followed at all times when on campus or at a school sponsored event.

1. Always be respectful to others.
2. Keep hands, feet, and objects to yourself. DO NOT touch, hit, kick, or throw objects at others.
3. Be kind to each other in what you say and do.
4. Walk calmly and quietly in the hallways, bathrooms, and cafeteria.
5. Take pride in your school by keeping it neat and clean.
6. Accept responsibility for your own actions.
7. Be your best at all times.

RESIDENCY REQUIREMENTS OF THE STATE OF MISSISSIPPI AND THE BOONEVILLE SCHOOL DISTRICT

1. A copy of **two** of the following items of verification of residence is required to attend the Booneville School District. **No post office box address will be acceptable.** These items must reflect the residence street or road address and must be in the name of the legal guardian:
 - A. Filed homestead exemption application form
 - B. Mortgage documents or property deeds
 - C. Apartment or home lease
 - D. Utility bills
 - E. Automobile registration
 - F. Affidavit of residency or personal visit by school official
2. If you are the legal guardian of the student, you must also provide a copy of the court order appointing you as guardian.
3. Students living with adults other than the parents must provide:
 - A. Two of the items listed above and:
 - B. A sworn affidavit stating the relationship of the adult to the student and that the student is living in the home full time.
4. If your child fails to provide the necessary documentation, they will not be allowed to attend the Booneville School District.

Tuition

In order for a student living outside the Booneville School District to attend, the student must have a release from his/her home school district. Students living outside the Booneville School District must pay \$140.00 per year tuition. One-half of this amount is due upon registration, and the remainder of the balance is due by 4:00 p.m. on January 6, 2016.

Attendance

Good attendance with a minimum of tardiness and absenteeism is essential if students are to gain maximum benefit from the instructional program and attain high academic achievement. A student must be in attendance 63% of the day to be counted present for the full day (**this does not replace the perfect attendance policy**). **If your child must be absent from school, send a doctor/dentist excuse or note explaining why they were absent within 2 days in order for this absence to be excused.** In lieu of providing satisfactory documentation that the absence is a lawful absence, a maximum of eight (8) days per year will be accepted as an excused absence with a parent note. All additional absences require satisfactory documentation or satisfactory evidence that the absence is a lawful absence. **After two (2) days, the absence will be recorded as unexcused.** When a child collects five (5) unexcused absences, they will be turned in to the county truant officer.

Definition of an excused absence:

Ms Code 37-13-91

1. Attendance at an authorized school activity with prior approval from the superintendent or his designee (principal).
2. Illness or injury that prevents the student from being physically unable to attend school.
3. When the county health officer or the state board of health orders isolation.
4. Death or serious illness of a member of the immediate family, which included children, spouse, grandparents, brothers, sisters, stepbrother, and stepsisters.
5. A medical or dental appointment with prior approval from the school authorities.
6. Attendance at the proceedings of a court.
7. Observance of a religious event with prior approval from school authorities.
8. Other conditions sufficient to warrant non-attendance, with **prior** approval of school authorities.

No absence shall be excused when it is due to suspension, expulsion or other disciplinary action.

Perfect Attendance

Any student having perfect attendance at school on all legal days will receive a perfect attendance award from the district. **A student must attend 100% of the school day to be eligible for perfect attendance with NO checkouts or tardies.**

Steps to Follow When Absent

1. A written note/doctor/dentist statement shall be sent to the office. Students will have two (2) days to bring a note in order for the absence to be excused. **After two (2) days, the absence will be recorded as unexcused.** Remember, only eight (8) absences per year will be excused with a parent note-after those eight (8) days have been used, only doctor/dentist notes will be accepted as an excused absence. When a student collects five (5) unexcused absences, the students name will be turned in to the county truant officer.
2. It is the responsibility of the student/parent to schedule any make-up work with the teacher. When the student is absent, you may call the office and request the student's work for that day. The work can be picked up at the office after 2:00 p.m.
3. All make-up work must be completed within (2) two days.
4. Make-up work/tests can be made up at these times.
 - A. Before school - 7:30-8:00 a.m.
 - B. During PE/Recess/Art/Library/Computer
 - C. At a time convenient for the teacher

Early Arrivals

Students shall not arrive at school before 7:25 a.m. Faculty and staff are just arriving to work at this time, and there is no one to monitor the students. Please make other arrangements if you need your child taken care of before 7:25 a.m.

Student Tardiness

Students are expected to be in class on time. It is very disruptive to instruction for students to come into class after instruction has started. Please help us to provide quality instruction by having your child to school on time. **Students arriving at school after the 8:00 a.m. bell rings are considered tardy. The parent/person bringing the student must accompany the student to the school office to complete a tardy form.** The signature of the person bringing the student will be required. A copy will be sent with the student to give to the teacher, a copy will be given to the person bringing the student, and the office will keep a copy.

Early Check Out

Students leaving school before 3:00 p.m. must be checked out through the office. The school office should be notified in advance, by letter or phone, of the early check out except in an emergency situation (death, illness in the family). The student will remain in the classroom until the parent/guardian comes. Only individuals listed on the registration form are allowed to sign out the student. **Parents must come to the office to pick-up the student. Please limit early checkouts.**

Academics

Grading Policy and Code

Grades K-4: Instructional plans, which are built around the common core standards, will be taught and tested each nine weeks.

Kindergarten: Kindergarten evaluation will be based on mastery of objectives. An S (Satisfactory) will be given for objectives that are mastered, and a U (Unsatisfactory) will be given for objectives not mastered.

Grades 1-4: The following formula will be used to determine a student's nine weeks average:

- 50% Chapter/Unit Tests
- 25% Daily Grades
- 25% Nine Weeks Test

Grading Scale

Grades 1-4:

- A -- 93-100
- B -- 85-92
- C -- 75-84
- D -- 70-74
- F -- 69 and below

Promotion/Non-Promotion

Kindergarten:

Kindergarten will be given an S (Satisfactory) or a U (Unsatisfactory) for standards that are expected to be mastered. A grade of 100 will be recorded for each "S". A grade of 0 will be recorded for each "U". All of the grades shall be averaged together to determine a total percentage of mastered standards. At the end of the year, a student must master 70% of the standards in order to be promoted to the first grade.

Grades 1-4:

A student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.

Students shall make a "D" (70% mastery level) or above in reading, language arts, and math on the yearly average in order to be promoted.

Report Cards

Report cards will be sent home with the students at the end of the first, second, and third nine weeks grading periods. Report cards for the fourth nine weeks will be mailed home. One copy must be signed by the parent and returned to the school on the next school day. Progress reports will be sent home every three weeks. One copy of the progress report must also be signed by the parent and returned to school the next day.

Active Parent is an Internet based programs that allows parents instant access to their student's grades and attendance. Any parent who wishes to get an Active Parent account should contact the school counselor or administration.

Honor Roll

At the end of each nine weeks period, students who obtain the following averages will be included on the honor roll and recognized in our local newspaper.

Superintendent's list:

An academic average of 93 or higher in all subjects

Principal's list:

An academic average of 90 or higher in all subjects

Honor Roll:

An academic average of 85 or higher in all subjects

Any student who has maintained an **85 or above average** in all subjects all year, will be recognized at the AES Award's Program at the end of the school year.

Homework

Homework is a very important part of each student's school experience. The work assigned will provide practice in skills taught at school and will give parent/guardians an opportunity to observe the student's work habits. Homework promotes habits of responsibility and will require a period of home study.

AES Policies

Visitors

All campus visitors (patrons, parents, grandparents, relatives, etc.) shall report to the office upon their arrival on campus. Visitation to the classroom will be allowed only if a parent/teacher conference has been scheduled. Otherwise, anything that needs to be given to the student should be left in the office. Extended visitation to classes will require administrative approval.

Textbooks

Textbooks are very expensive (\$60.00 per book) to provide to the students. The condition of the book issued to a student is checked at the time it is issued and at the close of the school year. Each student is responsible for the book while it is in his/her possession. The Mississippi state law requires schools to collect for damage to a book and for the loss of books.

Student Phone/Cell Phone Use

Students will be allowed to use the phone only if the student is sick and the principal, secretary, or teacher deems it necessary. Students may not use phone without permission. Students **are not** allowed to have cell phones at school. Cell phones that are found at school will be taken up and returned to the parent. If the cell phone comes back to school, it will be kept until the end of the school year.

Flowers, Balloons, Candy grams

The school will not accept any delivery of a gift, flowers, balloons, candy, etc., for Valentine's Day. Birthday deliveries are accepted.

Parties

Students may have four (4) parties a year (Halloween, Christmas, Valentine's, and Easter). Students **do not** exchange Christmas gifts with each other at school. Students may exchange Valentine cards under the teacher's supervision.

Lost and Found

Print names on **all** school materials and removable clothing such as lunch boxes, coats, sweaters, raincoats, caps, mittens, scarves, book bags, etc. Use *permanent ink markers*. Lost articles are kept in the gym. Parents may check for lost articles any time during the school year. At the end of the school year, all articles are taken to the Salvation Army.

Pledge of Allegiance to the U.S. Flag

MS Code 37-13-7

The Board of Trustees of the Public School of this state shall require the teachers under their control to have all pupils repeat the oath of allegiance to the flag of the United States of America daily.

Library

Students may visit the library with their teacher/class. Any book checked out to a student is the responsibility of that student. Lost or damaged books are subject to a fine/cost of the book.

Parent Conferences

Parents are welcome and encouraged to set up parent/teacher conferences to discuss their child's educational progress. To do so, call the school office (728-5465) and talk with the secretary or principal to arrange a time.

Field Trips

Students must ride the bus to the field trip. Students may ride back with their parent. Notes/phone calls will not be accepted as methods for students to ride with someone other than their parents. Students will be allowed to ride with their parent only. All other students will ride the bus back to the school.

Photograph Statement

There are times that pictures/videos will be made and put in the local newspapers/television or used for public relations reasons. There are also times pictures will be used on the school's website (world wide web-internet). **If you do not want your child's picture taken or used please come to the office and fill out the appropriate paperwork.**

Appearance of Building and Campus

The appearance of the school building and campus reflects the spirit and reputation of the school. Students and parents are expected to help keep the building and campus attractive and free from litter. Parents/guardians are responsible for the payment of and/or the replacement of school property that their child vandalizes.

Physical Education

Physical education is a required subject. All students are expected to participate unless the principal has a statement from the parent/guardian/doctor saying that the student is physically unable and stating if possible, the length of non-participation.

Services

School Lunch and Breakfast

The Booneville School District subscribes to Public Law 94-105, requiring students to be offered five food items for a lunch plate. Students must choose a minimum of three of the five items for the lunch to be eligible for reimbursement and three of the four for a breakfast plate to be reimbursable.

In order to eat breakfast, a student must be at school no later than 7: 35 a.m. Students must be finished and in their classroom by 7:55 a.m.

We encourage parents to deposit money into their child's meal account for the week or month. What they don't use will stay in their account and can be used later. Student prices for meals are: Breakfast- \$1.00 (full price) and \$.30 (reduced). Lunch- \$2.25 (full price) and \$.40 (reduced). Adult meals are \$1.70 for breakfast and \$3.25 for lunch. **Please put money in an envelope with the child's name, teacher, amount enclosed, and list days student will be eating. (Example- John Doe- Mrs. Smith's room- \$5.25 for Monday, Wed., and Fri.) Meals cannot be charged.**

Applications for free and reduced meals will be sent home on the first day of school with the students. These forms are to be completed, signed by the parent and sent back to school ASAP. Any child who does not have an application on file from the previous year will have to pay until they have one on file.

Students may bring their lunch from home. **No glass bottles.** Students bringing their lunch are allowed to purchase mild products from the cafeteria.

Parents will be contacted if student does not have lunch money. **Please remember to pay for your child's lunch in advance (by the week or month).**

Counselor Services

The elementary guidance program provides students with a sense of belonging, self-respect, and emotional security. It helps to provide a school environment in which effective learning and appropriate behavior exist. **The counselor is a helping friend** and an essential part of the educational program that is available to students, parents, and teachers on a continuing basis. Students are encouraged to see their counselor at any time a need arises.

Timber Hill Services

Timber Hills offers their services to students that are Medicaid recipients. Services include doctor's visits, medication refill help, and counseling. If you are interested in these services, contact the school office at 728-5465.

Dress Code

Student Dress Code

There is a definite relationship between good dress habits, good work habits, proper school behavior, and student self-esteem. Cleanliness, neatness, and appropriateness are the standards that should be observed by all students in their personal dress and grooming. Appropriate school dress helps to promote the best learning situation for all students. Clothing and jewelry that could cause a disturbance or interfere with the instructional process will not be allowed. In addition, clothing and jewelry that could cause a safety or health hazard will not be allowed. **School officials will determine the appropriateness of clothing and cleanliness.**

GIRLS UNACCEPTABLE CLOTHING: shirts that show the stomach, tube tops, un-hemmed cut-off pants/shorts, tank tops, halter-tops, backless or low-cut tops and dresses, sagging pants (pants not worn at the waist), shorts, skirts, and dresses that are too short (teacher/principal discretion), pants/shorts with writing across the buttocks, see through clothing

BOYS UNACCEPTABLE CLOTHING: undershirts (worn as an outside garment), shirts that show the stomach, un-hemmed cut-off pants/shorts, see-through jerseys, sagging pants (pants not worn at the waist), shorts that are too short (teacher/principal discretion)

THE FOLLOWING APPLIES TO ALL STUDENTS:

1. Caps, hats, headdress, and bandanas **shall not** be worn during the school day.
2. No sagging pants-pants must be worn at the waist
3. Belts must be fastened
4. Clothing that advertises alcohol, drugs, or tobacco shall not be worn
5. Any type or color of clothing that indicates gang activity shall not be worn

Discipline

The following are forbidden on campus or during any school-related activity, or on school property.

1. Vandalism
2. Theft (more than \$100.00)
3. Fighting
4. Hazing/initiation
5. Sexual harassment
6. Verbal, written, or physical threats against students, teachers, or administration

The six acts listed above are considered serious disciplinary problems. After school, officials conduct an investigation, which may include requiring the student to display items at his access or in his possession; disciplinary action will result in suspension from school. This suspension may be in effect until appropriate school board action is taken. Local law enforcement officials will be notified if the need arises.

The following acts will result in appropriate disciplinary action:

1. Theft (less than \$100.00)
2. Minor damage to school property
3. Cheating
4. Profanity
5. Lying
6. Violation of dress code
7. Aggression (either verbal or physical)
8. Roughhousing, scuffling (graduating)
9. Inappropriate touching
10. Loud talking or noises
11. Possession or use of tobacco
12. Possession of radios, tape players, electronic games, beepers, and cell phones
13. Gambling or possession of cards or dice
14. Refusing to follow directions of school personnel
15. Disruption of the educational process

Consequences for Disobeying Rules

Research shows that the most effective schools are those with a well-ordered environment and high academic expectations.

To achieve an effective educational environment, we prefer using positive reinforcement to maintain good behavior. Positive reinforcement is preferred as it builds and rewards a child's self-discipline. Oral and written praise from the teacher; assisting the teacher with classroom duties (handing out materials, operating the audio visual equipment, class runner, etc.); study time enrichment activities (educational games, free time, computer skills and activities, etc.); and appointment as an office runner are just a few of the ways we use positive reinforcement to develop self-discipline in our students. However, we will use other forms of discipline to ensure good conduct. These other forms of discipline will include, but are not limited to, corporal punishment, suspension, removal from the classroom, sitting out of recess/PE/break, parent contact, teacher-student conference, student-counselor conference, and any other appropriate disciplinary actions determined by the administration.

Suspension, Expulsion or Alternative Placement of Students

The school superintendent, principal and school board shall have the authority to suspend or to expel a pupil or to change the placement of a pupil to the school district's alternative school for misconduct in the school or on school property, as defined in Section 37-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school related activity or even when such conduct by a pupil in the determination of the superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teachers of such class as a whole, or for any reason for which such pupil might be suspended dismissed or expelled by the school board. If the parent, guardian or other person having custody of any child shall feel aggrieved by the suspension or dismissal of that child, then such parent, guardian or other person shall have the right to a due process hearing. The parent or guardian of the child shall be advised of this right to a hearing and shall be provided the proper form for requesting such a hearing.

Sections 37-7-301, 37-9-71, and 37-13-92 amended in 2000.

Short-term placement (20 school days or less) at the alternative school can be assigned if deemed appropriate by the principal when all other forms of discipline have been exhausted.

Fighting at school or school events

Fighting at school or school related events will not be tolerated. Anyone fighting will be paddled or suspended from school for a minimum of three (3) days. A second fight may result in a ten-day suspension from school. A third fight may lead to expulsion and placement at alternative school. A student may be placed at alternative school on the first offense if the fight is considered violent enough or if the student refuses to stop fighting when the teacher(s) try to break it up.

Sexual Harassment (37-11-55)

Sexual harassment is a serious offense. Any student that considers him or herself to be sexually harassed should report this to a teacher, counselor or principal immediately.

Sexual Misconduct

The Booneville School District supports each student's right to be free from inappropriate sexual acts from staff or students at school or school functions. Inappropriate sexual acts include, but are not limited to those acts specifically defined as a crime pursuant to the Mississippi Code of 1972, as amended and federal law. Other sexual acts may also be inappropriate sexual acts, if they are of such nature that would reasonably offend the recipient of such act, considering the context of the act, the age of the students, the degree the recipient engaged in similar conduct, and other relevant factors in each case. A student engaging in inappropriate sexual acts may be suspended, expelled, or placed in the alternative school program or otherwise disciplined consistent with due process. All allegations of physical abuse and sexual harassment will be reported by the student to their immediate teacher, or counselor. All allegations of physical abuse and sexual harassment between all other members of the district shall be reported to the principal. Provided, further however, all allegations of physical abuse and sexual harassment perpetrated by the principal shall be reported to the Superintendent of Education.

School Violence Prevention Act

Effective July 2, 1994, Section 97-37-17, Mississippi Code of 1972, was amended to make it a felony for any person to possess or carry any gun, rifle, pistol, or other firearm of any kind, or any dynamite, cartridge, bomb, grenade, mine or powerful explosives on educational property; and to make it a misdemeanor for any person to possess or carry any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, sling shot, leaded cane, switch blade knife, black jack, metallic knuckles, razors, razor blades, or any sharp, pointed or edged instrument, except instructional supplies, on educational property.

MISSISSIPPI SCHOOL SAFETY ACT OF 2001

The school safety act of 2001 is cumulative and in addition to the school district's existing authority regarding discipline of students. Pursuant to the teacher as the authority in classroom matters regarding the school district's written discipline code of conduct.

In the event the teacher removes a student who, in the professional judgment of the teacher, is disrupting the learning environment, and the removal is approved by the principal or assistant principal, the student may not be returned to the classroom until a conference has been held with the student's parent, guardian or custodian. During the conference, the disruptive behavior will be discussed and agreements reached that no further disruption will be tolerated. The conference may be in person, by telephone, by e-mail or by other school policies and procedures.

Disruptive behavior is defined as the conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with the student's ability to learn, or with the operation of a school or school-related activity and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant, or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.

The term "habitually disruptive" refers to such actions of a student which cause disruption in a classroom, on school property or vehicles, or at a school-related activity on more than two occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption.

After the second instance of behavior that is determined by the principal or designated administrator to have seriously interfered with the school environment, the parents/guardians will be contacted to help develop a behavior modification plan for the student.

School Bus Regulations and Policy

Students who ride buses must adhere to and abide by any rules or instructions given by the driver while traveling on the bus. Student misbehavior will be reported to the principal for disciplinary action. A student shall not ride the bus to school and then leave campus without permission from a school administrator. It is unlawful for any individual, other than a student scheduled to be a passenger upon a particular bus, a member of the public school administration or faculty, or a law enforcement official to directly or indirectly interface in any way with a passenger boarding or alighting a bus used for public school student transportation, unless permission has been obtained as prescribed by the pertinent rules and regulations approved by the State Board of Education or the local school authorities.

The following general instructions are given to students who ride buses:

1. Be at your assigned loading zone on time.
2. Exercise extreme caution traversing to and from your assigned stop.
3. Look both directions before crossing any roadway.
4. Always cross in front of the bus and wait on your signal from the driver.
5. Talk to your friends in a normal tone. Shouting will not be permitted.
6. Keep your head, hands, and other members or articles inside the bus.
7. Do not bring unauthorized articles on the bus.
8. Follow the driver's instructions.
9. Treat the driver with respect and courtesy.

The driver is empowered to enforce the rules and regulations by reporting all violations to the principal. If violations occur, the bus driver shall present to the principal a transportation referral form. The violations include, but are not limited to:

Section I: Safety Rules

1. Improper boarding or alighting procedures
2. Bringing contraband or articles of an injurious nature onto the bus
3. Failure to remain seated
4. Refusal to obey the driver
5. Eating or drinking on the bus
6. Littering
7. Pushing, shoving or otherwise assaulting another student
8. Failing to keep one's head, hands, and other members or articles inside the bus
9. Profanity
10. Discourteous or rude behavior
11. Throwing objects in or out of the bus

When a principal receives a violation form from the bus driver, the parents will be notified and the following disciplinary action can be taken:

- First offense: 1 day suspension from the school bus
- Second offense: 5 days suspension from the school bus
- Third offense: 10 days suspension from the school bus
- **OR** Corporal Punishment administered **OR** In-School Suspension **OR** Break Detention

Section II

1. Fighting
2. Smoking
3. Striking Match/Lighter
4. Damaging Property
5. Violent Acts

When a principal receives a violation form from the bus driver, the parents will be notified and the following disciplinary action can be taken:

- First offense: 3 days suspension from the school bus
- Second offense: No less than 10 days suspension from the school bus, but up to the remainder of the school year at the discretion of bus driver and administration
- Third offense: Suspended from the bus for the remainder of the year

Illness Related

Communicable Diseases

As required by law, all children with communicable diseases are not permitted to attend school. A student who is absent from school on account of illness due to a communicable disease may return to school after obtaining permission from the attending physician or the health department.

MUMPS- 9 DAYS

MEASLES- after rash disappears

SCABIES- until treatment is initiated

RINGWORM- until treatment is initiated

CHICKEN POX- one (1) week or until bumps are scabbed over and not running

IMPETIGO- until clear

FIFTH DISEASE- if no fever is present, student will be allowed in school.

HEADLICE- treat with lice treatment. Be sure to use the comb and remove all bugs and nits.

When treatment has occurred and student is nit and bug free, the parent must bring student to the office to be checked before the child re-enters the classroom.

Administering Medicines to Students

The school principal, or their designee, may administer prescription medicines to students in their charge only under the following conditions:

- A. Parents must request in writing that such service be provided and read and sign a copy of this policy, which will be kept on file by the principal.
- B. Medicines must be brought to the principal or designee (secretary or counselor) **by the parents** in the original label attached containing the name of the prescribing physician, name of the medicine, dosage and instructions for administration. The instructions should be specific, such as “before meals” or “with food” and etc.
- C. All medication will be kept in a secure designated location. Access to all stored medication will be limited to the principal or designee (secretary or counselor) who will witness the administration of the medication.
- D. No more than a forty-five (45) school day supply of medication will be stored at the school. The school principal should return to the parent or destroy with permission of the parent, any unused, discontinued or obsolete medication, medicine which is not repossessed by the parent within a seven (7) day period of notification by school authorities will be destroyed by the principal in the presence of a witness.
- E. The school district does not provide nonprescription medications for students and will not be responsible for storage or the administration of such medications.
- F. Emergency medical information form should be completed for every student. Parents not providing this information will be contacted by the principal or designee (secretary or counselor).
- G. The following procedures will be followed in case of a medical emergency as may be deemed appropriate:

- Dial 911
- Notify the school nurse
- Notify parent/guardian
- Notify private physician

I have read the above information on administering medicines to students.

Signed _____ Date _____

Anderson Elementary faculty and staff have permission to administer any medications I send for the 2015-2016 school year.

Signed _____ Date _____

School Board Policies

STUDENT CONDUCT

EXPULSION, SUSPENSION OR ALTERNATIVE PLACEMENT OF PUPILS

A. Automatic expulsion: As provided by 37-11-8, Mississippi code of 1972 as amended, possession of a weapon or controlled substance shall result in automatic expulsion.

Possession of controlled substances and possession of guns and weapons on school property or at school activities.

Any student in any school in the Booneville School District who possesses on any school property any controlled substance in violation of the uniform control substance law, a knife, a handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on school property shall be subject to automatic expulsion for a period of one calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent shall be authorized to modify the period of time for such expulsion on a case by case basis, subject to approval by the board of trustees. Such expulsion shall take effect immediately subject to constitutional rights of due process, which shall include the student's right to appeal such expulsion to the school board of trustees.

School property shall mean school buildings, buses, school campus, grounds, recreational areas, athletic fields and any other property owned or used by the Booneville School District for the administration of public activities or during a school related or sponsored activity whether or not said activity is on or off school property. Knife, handgun, other firearms or any other instrument considered to be dangerous and capable of causing bodily harm shall include the following: any gun, shot gun, rifle, pistol or other firearm of any kind or any dynamite, cartridge, bomb, grenade, mine or powerful explosive, any bb gun, air rifle, air pistol, bowie knife, dirk, dagger, sling shot, leaded cane, switch blade knife, black jack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any other sharp, pointed or edged instrument, except instructional supplies.

B. Suspension or Expulsion for other misconduct;

The superintendent and the principal shall have the power to suspend any pupil for good cause, including misconduct at school or on school property as defined by 37-11-29, Mississippi Code of 1972 as amended, on the road to and from school, or any school activity or event, or conduct occurring on property other than school property or other than at a school related activity or event when such conduct by a pupil in the determination of the superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teachers of such class as a whole, or for any reason for which such pupil might be suspended, dismissed or expelled by the school board. If the parent, guardian or other person having custody of any child shall feel aggrieved by the suspension or dismissal of that child, then such parent, guardian or other person shall have the right to a due process hearing. The parent or guardian of the child shall be advised of this right to a hearing and shall be provided the proper form for requesting such a hearing.

Misconduct on school property as defined in 37-11-29 of the Mississippi code of 1972 as amended as follows:

1. Possession or use of a deadly weapon as defined in Mississippi code 97-31-1;
2. Possession, sale or use of any controlled substance
3. Aggravated assault as defined in Mississippi code of 1972 as amended 97-3-7;
4. Simple assault upon any school employee, as defined in Mississippi code of 1972 as amended 93-3-7;
5. Rape as defined under Mississippi law;
6. Sexual battery as defined under Mississippi law;
7. Murder as defined under Mississippi law;
8. Kidnapping as defined under Mississippi law;
9. Touching, fondling, handling, etc. A child for lustful purposes as defined in 97-5-23 of Mississippi code of 1972 as amended.
10. If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property, such pupil shall be liable for suspension or expulsion and such pupil's parents or guardians or person who has custody shall be liable for all damages caused by such students.
11. If any pupil shall report to another by any means that a bomb or other explosive device has been, or is to be, placed or secreted in any place, knowing that such report is false, such pupil shall be subject to suspension or expulsion.

In the event that the misconduct listed herein results in charges being brought against the pupil in youth court, justice court, county court or circuit court or any other court for a felony or an offense which would be a felony if committed by an adult the suspension will continue until the charges are dismissed by an adjudication of not guilty or a dismissal by the appropriate officials and in the event of a conviction or adjudication of guilty may result in expulsion of the pupil.

In the case of offenses which amount to a misdemeanor and any misconduct, including disruptive behavior, the pupil may be suspended or assigned to the alternative school for such period of time as in the judgment of the principal or superintendent, is appropriate for the misconduct, subject to the right of the pupil to a due process hearing before the school board as herein set out.

Booneville School District Bullying Policy

The Booneville School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct, in the determination of the school superintendent or principal, is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The Booneville School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official or website.

The Booneville School District also recognizes the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. The Booneville School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

The Booneville School District further recognizes the potential for false reports of bullying or harassing behavior. False allegations or reports of such behavior will not be tolerated by the District. If the Superintendent or Principal determines a student has made, or caused to be made, a false allegation or claim of bullying or harassing behavior, said student shall be subject to discipline by school employees and/or administrators.

Ref: SB 2015; Miss. Code Ann. 5 37-7-301(e)

**BOONEVILLE SCHOOL DISTRICT
POLICY REGARDING ELIGIBILITY OF STUDENTS TO
PARTICIPATE IN EXTRACURRICULAR ACTIVITIES**

COMMISSION OF OFFENSES ON OR OFF OF SCHOOL PROPERTY

Any student who participates in any athletic or extracurricular activities who is charged with a felony or an offense in youth court which would be a felony if the student were an adult, any misdemeanor offense involving the possession or use of alcoholic beverages, the use or possession of any substance, which is in violation of the uniform controlled substances act, any offense involving physical violence, public disturbance, disorderly conduct, shoplifting, petit larceny, embezzlement or any other charge which involving an act of dishonesty will be suspended from participation in athletic or extracurricular activities until the charges are dismissed or the student is adjudged not guilty by the court in which the charges are brought. At such time as the student is adjudged not guilty by the court in which the charges were pending or the charges are dismissed, the student will be eligible to resume participation in athletic or extracurricular activities. The retiring to the files will not be considered to be an adjudication of not guilty or dismissal of charges.

In any case in which a student is charged with a felony offense or an offense in youth court which would amount to a felony if committed by an adult and the student so charged is adjudged guilty by any court of any such offense, or is adjudged to be delinquent by the youth court or on a plea of guilty or Nolo Contendere, the student will be ineligible to participate in any athletic or extracurricular activities at any time in the future while a student in the Booneville school district and in cases in which the student is charged with a misdemeanor as above described, on an adjudication of guilty, a plea of guilty or Nolo Contendere, the student will be ineligible to participate in such athletic or extracurricular activities for a period of time to be determined by the principal and superintendent.

**POLICY OF THE BOONEVILLE SCHOOL DISTRICT FOR SELF-ADMINISTRATION
OF ASTHMA MEDICATIONS BY A STUDENT OF THE BOONEVILLE SCHOOL
DISTRICT**

SECTION 1.

1. The Booneville School District will permit self- administration of asthma medications by a student if the student's parent or guardian:

A. Provides written authorization for self-administration to the school; and

B. Provides a written statement from the student's physician or health care practitioner that the student has asthma and has been instructed in self-administration of asthma medications. The statement shall also contain the following information:

1. The name and purpose of the medication;
2. The prescribed dosage
3. The time(s) the medications are to be administered and under what additional circumstances the medications are to be administered; and the length of time for which the medications are prescribed.
4. The length of time for which the medications are prescribed.

2. The statements required in subsection (1) of this section shall be kept on file in the office of the school principal.

3. The school district shall incur no liability as a result of any injuries sustained by the students from the self-administration of asthma medications and the parent or guardian, requesting the self-administration of such medication shall be notified and shall sign a statement acknowledging that the school district shall incur no liability and that the parent or guardian shall indemnify and hold harmless the school and it's employees against any claim relating to the self-administration of asthma medications.

4. The permission for self-administration of medications shall be effective for the school year in which it is granted and shall be renewed each following year upon fulfilling any requirements of subsection 1 through 3 of this section.

5. Upon the fulfilling of the requirements of this section, a student with asthma may possess and use asthma medication when at school, at a school sponsored activity, under the supervision of school personnel or before and after normal school activities while on school properties including school sponsored after school programs.

TITLE IX

Title IX of the education amendments of 1972 prohibits gender discrimination in educational programs and activities that receive federal funds. To facilitate compliance within the Booneville School District Martha Spearman has been designated to monitor allegations of gender discrimination under Title IX.

Any Title IX complaints should be forwarded to Mrs. Lisa Kilgore.

504 PLANS

The Booneville School District does not discriminate on the basis of sex, race, religion, age, handicap, national origin, or veteran status. The Booneville School District's section 504 coordinator can be reached at the following:

504 Coordinator- Lisa Kilgore
201 N. First St.
Booneville, MS 38829
662-728-2171

Gifted Education Program

The Gifted Education Program is designed to meet the individual needs of gifted students and is in addition to and different from the regular program of instruction. "Intellectually gifted students" (grades 2-4) are those who are found to have an exceptionally high degree of intelligence as documented through the identification process. The referral process timeline is May 1 through September 1 of each year.

All students in first grade participate in an Ability Test Screener to determine the initial phase of the referral process. This screener is given in a large-group setting and scores are ranked to determine which students will continue in the process. For those students who score in the highest percentile on the screener, an Intelligence Test is given. If a student scores at or above the 90th percentile on the IQ test and meets other eligibility criteria in Leadership and Creativity checklists, then that student is eligible to participate in the Gifted Education Program.

Students in grades 2-4 may be referred by a teacher, parent, counselor, or administrator. Once the initial referral criteria are met, then the student will be given an individualized achievement test and, if warranted, an Intelligence Test. The student's teacher will complete checklists for Leadership and Creativity criteria. If the student scores at or above the 90th percentile in all four measures, then he/she is eligible to participate in the Gifted Education Program.

Asbestos Notification Policy

Based on a certified inspection it has been determined a small amount of asbestos is in the floor tile at Anderson Elementary (this floor tile has been covered with the new floor tile).

This asbestos is non-friable (stable, non-airborne) and does not pose a health risk. A detailed management plan has been approved by the Mississippi Department of Education. A copy of this plan may be reviewed in the principal's office or the central office.

Anderson Elementary School Absence Excuse

Date: _____

Student Name: _____

Date(s) Missed: _____

Reason for Absence:

Parent Signature: _____

Office Use Only: Excuse Code _____

Date Received: _____

Anderson Elementary School Absence Excuse

Date: _____

Student Name: _____

Date(s) Missed: _____

Reason for Absence:

Parent Signature: _____

Office Use Only: Excuse Code _____

Date Received: _____

Anderson Elementary School Absence Excuse

Date: _____

Student Name: _____

Date(s) Missed: _____

Reason for Absence:

Parent Signature: _____

Office Use Only: Excuse Code _____

Date Received: _____

Anderson Elementary School Absence Excuse

Date: _____

Student Name: _____

Date(s) Missed: _____

Reason for Absence:

Parent Signature: _____

Office Use Only: Excuse Code _____

Date Received: _____

Anderson Elementary School Absence Excuse

Date: _____

Student Name: _____

Date(s) Missed: _____

Reason for Absence:

Parent Signature: _____

Office Use Only: Excuse Code _____

Date Received: _____

Anderson Elementary School Absence Excuse

Date: _____

Student Name: _____

Date(s) Missed: _____

Reason for Absence:

Parent Signature: _____

Office Use Only: Excuse Code _____

Date Received: _____

Student Handbook Agreement
2016-2017 School Year

I have received an AES Student Handbook for the 2016-2017 school year. As a parent of an AES student, I will read this handbook with my child. We will follow the rules and regulations of Anderson Elementary.

Student's Name: _____

Parent's Signature: _____

Anderson Elementary faculty and staff have permission to administer any medications I send for the 2016-2017 school year.

Parent's Signature _____ Date _____