



Blue through and through!

### Principal's Message

Welcome to the 2011-2012 school year at Anderson Elementary! The faculty, staff and administration are excited about the coming year.

Anderson Elementary is an excellent school for your child to attend. AES is a "High-Performing" school, a rank to be proud of in our state. We are proud of our school's accomplishments and will continue to strive for excellence in the future.

As we prepare for the coming school year, this handbook has been developed to inform students and parents of the policies and procedures of Anderson Elementary. Parents should read this handbook with your child and become familiar with the rules and regulations of the school.

We look forward to serving you and preparing your child for educational excellence.

Sincerely,

Beverly Hill  
Principal

Blue through and through!

## Table of Contents

<b>Topic</b>	<b>Page #</b>
Official School Calendar	3
AES Faculty & Staff	4 & 5
School Rules	6
Residency Requirements	7
Tuition	7
Attendance	8
Steps to follow when absent	9
Early Arrivals	9
Tardiness	9
Perfect Attendance	10
Checking out of school	10
Academics	10 & 11
AES Policies	12, 13 & 14
Services	15
Dress Code	16
Discipline	17, 18, 19 & 20
Bus Regulations	21 & 22
Illness Related	22, 23 & 24
School Board Policies	25, 26, 27 & 28
Title IX	29
Asbestos	29

BOONEVILLE SCHOOL DISTRICT  
2011-2012  
OFFICIAL SCHOOL CALENDAR

August 4	Thursday	Staff Development
August 5	Friday	Staff Development (TA Attend)
August 8	Monday	First Day of School
September 5	Monday	Labor Day Holiday
September 16	Friday	End 1 <sup>st</sup> 6 Weeks (K-4)
September 30	Friday	1 <sup>st</sup> Month Attendance (39 Days)
October 7	Friday	End 1 <sup>st</sup> Nine Weeks (5-12)
October 10	Monday	Columbus Day Holiday
October 28	Friday	End 2 <sup>nd</sup> 6 Weeks (K-4)
October 31	Monday	2 <sup>nd</sup> Month Attendance (20 Days)
November 21-25	Mon-Fri	Thanksgiving Holidays
November 30	Wednesday	3 <sup>rd</sup> Month Attendance (17 Days)
December 21	Wednesday	End 1 <sup>st</sup> Semester
		End 3 <sup>rd</sup> 6 Weeks (K-4)
		End 2 <sup>nd</sup> 9 Weeks (5-12)
		4 <sup>th</sup> Month Attendance (15 Days)
		Christmas Holidays Begin
January 5	Thursday	Staff Development (TA Attend)
January 6	Friday	Staff Development (TA Attend)
January 9	Monday	Students Resume School
January 16	Monday	Martin Luther King Holiday
January 31	Tuesday	5 <sup>th</sup> Month Attendance (16 Days)
February 17	Friday	End 4 <sup>th</sup> 6 Weeks (K-4)
February 20	Monday	President's Day Holiday
February 29	Wednesday	6 <sup>th</sup> Month Attendance (20 Days)
March 9	Friday	End 3 <sup>rd</sup> 9 Weeks (5-12)
March 12-16	Mon-Fri	Spring Break Holidays
March 30	Friday	7 <sup>th</sup> Month Attendance (17 Days)
April 5	Thursday	End 5 <sup>th</sup> 6 Weeks (K-4)
April 6	Friday	Good Friday Holiday
April 30	Monday	8 <sup>th</sup> Month Attendance (20 Days)
May 18	Friday	Graduation
May 23	Wednesday	Last Student Day
		End 6 <sup>th</sup> 6 Weeks (K-4)
		End 4 <sup>th</sup> 9 Weeks (5-12)
		9 <sup>th</sup> Month Attendance (17 Days)
May 25	Friday	Last Teacher Day

<u>Student Days</u>	
First Semester	91
Second Semester	<u>90</u>
Total	181

<u>Teacher Days</u>	
First Semester	93
Second Semester	<u>94</u>
Total	187

## AES Faculty & Staff

Beverly Hill  
 Laquita McDonald  
 Cathy DeVaughn  
 Penny Darst

Principal  
 Asst. Principal  
 Counselor  
 Secretary

### Faculty Members

### Grade

### Assistants

Kim Eubank  
 Becky Harris  
 Teresa Mask  
 April Murphy  
 Courtney Wilson

K  
 K  
 K  
 K  
 K

Kim Bates  
 Leslie Franklin  
 Michelle McCoy  
 Amy Stites  
 Kristal Branch

Michelle English  
 Ashlee Martin  
 Tammy McKee  
 Emily Morgan  
 Lynne Murphy  
 Laura Wesson

1  
 1  
 1  
 1  
 1  
 1

Peggy Howell

Jennifer Murphy  
 Donna Pitner  
 Cristy Tankersley  
 Elisha Windham  
 Bettye Yearber

2  
 2  
 2  
 2  
 2

Jennifer Dickerson

Lynn Ashmore  
 Lisa Johnson  
 Sherion Jones  
 Ginger Murphy  
 Leah Patterson  
 Wanda Simpson

3  
 3  
 3  
 3  
 3  
 3

Hope Smart

Dorothy Coggins  
 Alicia McVey  
 Amy Michael  
 Connie Stanford  
 Jennifer Stephenson

4  
 4  
 4  
 4  
 4

Helen Miller

Cindy Deaton

Reading

Suzanne Flurry  
 Martha Sheffield

Speech  
 Speech

Marla Hare  
Maria Foster  
Christi Lindsey  
Renee Westmoreland

Special Education  
Special Education  
Special Education  
Special Education

Michelle Rich  
Jennifer Horn  
Cindy Loden  
Donna Metcalfe

Danielle Jones  
Tommy Frasier  
Cindy Ford  
Tammy Mauney  
Cherry Eaton  
Diane Murphy

Librarian  
Physical Education  
GEMS  
GEMS  
Art  
Computer Lab

Kim Bates

Permanent Sub/Assistant

David Brown  
Betty Jo Jumper  
Sammy Tolar

Custodian  
Custodian  
Custodian

Liz Chambers  
Melissa Cummings  
Missy Hamlin  
Linda Markum  
Angela Moore  
Tammy Nichols  
Debbie Wright

Cafeteria  
Cafeteria  
Cafeteria  
Cafeteria  
Cafeteria  
Cafeteria  
Cafeteria Manager

Deana Mears  
Ann Neuhouse  
Mary Dean Stone

Timber Hills Counselor  
Timber Hills Case Worker  
Timber Hills Nurse

# School Rules

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

1. Respect all adults and do what they say.
2. Keep hands and feet to yourself. Do not touch, hit or kick others.
3. Be sure that whatever you say is something that is very nice and will make someone happy.
4. Walk in the hallways, bathrooms and cafeteria.
5. Use quiet voices in the hallway, bathrooms and cafeteria.
6. Respect and take care of our bathrooms.
7. Stop and listen when announcements are being made.
8. All paper should be put in trashcans.
9. Hats should be worn only when outside.
10. Be kind to your classmates.
11. 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. **No post office box address will be acceptable.** These items must reflect the residence street or road address:
  - A. Filed homestead exemption application form
  - B. Mortgage documents or property deeds
  - C. Apartment or home lease
  - D. Utility bills
  - E. Drivers license
  - F. Voter precinct identification
  - G. Automobile registration
  - H. 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**

Each student living outside of the Booneville School District must pay one hundred forty dollars (\$140.00) tuition per year. **One-half of this is due on or before orientation which is before school starts, and the last day to pay the balance of tuition is January 31, 2012.** Student's whose tuition has not been paid by the deadline will not be allowed to attend school.

## 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. 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 check outs or tardies. **If your child must be absent from school, send a doctor/dentist excuse or note explaining why they were absent within 3 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 three (3) 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.

### Excuses

Two types of excuses for absences will be issued, excused (work can be made up) and unexcused (missed work cannot be made up- a grade of 0 will be issued.)

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 isolation is ordered by the county health officer or the state board of health.
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.**

## STEPS TO FOLLOW WHEN ABSENT

1. Upon return to school, a written note/doctor/dentist statement shall be sent to the office so the absence can be excused or unexcused. Students will have three (3) days to bring a note in order for the absence to be excused. **After three (3) 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, call the office and request the students work for that day then come by after 2:00 p.m. to pick up the work.
3. All make-up work will be completed within (3) three 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

## 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.

## TARDINESS

Students are expected to be in class on time for homeroom. 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 should be at school not before 7:25 a.m. and no later than 7:55 a.m. Students who arrive at school after the 8:00 a.m. bell rings are considered tardy. Tardy students that arrive at school with a doctor/dentist excuse will be given an excused tardy-all others will be unexcused. The parent/person bringing the student must accompany the student to the school office.** The student will be entered into the computer as tardy and the person bringing them will 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, with the person bringing the student and the office will keep a copy. When a student collects five (5) unexcused tardys, the county truant officer will be contacted.

## CHECKING OUT OF SCHOOL

Students leaving school before 3:00 p.m. must be checked out through the office by the principal or secretary. 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. Do not go to the classroom. Please limit early check-outs.**

## Academics

### Grading Policy

Grades K-4:

Instructional plans which are built around the state framework competencies and objectives will be taught and tested each six weeks. The students six week grade will be composed of the following: Six week exam counts 25% ( $\frac{1}{4}$ ), Daily grades 25 % ( $\frac{1}{4}$ ) and Test grades 50% ( $\frac{1}{2}$ ).

Grading code:

**Kindergarten:** Kindergarten evaluation will be based on mastery of objectives. A plus (+) will be given for objectives that are mastered and a minus (-) for objectives not mastered.

**Grades 1-4:**

A - 95-100

F - 69-below

B - 85-94

I-Incomplete

C - 75-84

D - 70-74

## **PROMOTION/NON-PROMOTION**

### Kindergarten:

Promotion of students will be based on mastery of essential skills at the kindergarten level as identified by the state department of education. Decisions to retain will be arrived at jointly between administration, teachers, and parents/guardians.

### Grades 1-4:

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.

## **HONOR ROLL**

Students who obtain the following averages will be included on the honor roll.

### Superintendent’s list:

An academic average of 95 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 “All A’s” or “All A’s & B’s” average in all subjects all year will be recognized at the AES Award’s Day.

## **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. Students are unable to achieve to the best of their ability unless a quiet study time for work at home is provided. This helps to develop good study habits and assures that students keep up with assigned work. The amount of time spent on homework varies with the individual student.

# 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. Relatives or friends may not visit the students during the school day. Please remember that interrupting instruction is detrimental to the learning process. Student visitors from other schools or pre-school age children are not allowed unless invited under the auspices of the school district.

## 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. **A book cover shall be kept on the book at all times**. The Mississippi state law requires schools to collect for damage to a book and for the loss of books. Students will be charged for damaged/lost books. Books that are new or nearly new and unusable due to the damage, will be charged at the rate it will cost the school to purchase a book to replace the damaged/unusable book.

## 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, CANDYGRAMS

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

## **PARTIES**

Students may have four (4) parties a year (Halloween, Christmas, Valentine's, 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 bags (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.

## **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 and talk with the secretary or principal and a time will be arranged. School office number- 728-5465.

## **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.

## **REPORT CARDS**

Report cards will be sent home at the end of each grading period. Parents will receive two (2) copies of the report card each six weeks. Please sign one copy and send it to the teacher the next day, the other copy is for the parents record.

## **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.

## **“NO SCHOOL” ANNOUNCEMENTS**

In the event of bad weather or a school emergency such as a power failure, heating problems, gas leak, or any other reason, please do the following:

1. listen to WBVV (WBIP) AM 1400 FM 99.3
2. tune in to Channel 9 (Tupelo)
3. the schools automated phone system will contact you
4. School Website...boonevilleschools.org

## **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 paying and 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 on any day. Student prices for meals are: Breakfast- \$1.00 (full price) and 30 cents (reduced). Lunch- \$2.00 (full price) and \$.40 (reduced). Adult meals are \$1.70 for breakfast and \$3.00 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 can not 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 of file.

Students may bring their lunch from home. **No glass bottles.**

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)- this will be much easier for all.**

## 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 is available in the school office whenever you need her. The district offers counseling services to assist parents, teachers, and school administrators in providing resources to the elementary student.

## TIMBER HILLS 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-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 appropriateness of clothing and cleanliness.**

**GIRLS ACCEPTABLE CLOTHING:** dresses, skirts, long pants, sun dresses with straps, jogging suits, shorts of the appropriate length, t-shirts

**GIRLS UNACCEPTABLE CLOTHING:** shirts that show the stomach, tube tops, un-hemmed cut-off pants/shorts, tank tops cut low under the arms, sagging pants (pants not worn at the waist), shorts that are too short (teacher/principal discretion), pants/shorts with writing across the buttocks

**BOYS ACCEPTABLE CLOTHING:** long pants, shorts of appropriate length, jogging suits, t-shirts, dress shirts

**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 APPLY TO ALL STUDENTS:**

1. Caps, hats, head dress 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

Rules for classroom and school behavior: 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. Running in hallways
13. Possession of radios, tape players, electronic games, beepers, and cell phones
14. Gambling or possession of cards or dice
15. Refusing to follow directions of school personnel
16. Disruption of the educational process
17. Fireworks of any type
18. Selling/buying merchandise that is not supported by a group/organization (church, girl scouts, boy scouts, etc)

**WE WILL NOT TOLERATE MISBEHAVIOR AT AES**

## **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 or Expulsion 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 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 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.

## **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.

## **Sexual Harrassment (37-11-55)**

Sexual harassment is a serious offense. Any student that considers themselves to be sexually harassed should report this to a teacher, counselor or principal immediately so that an investigation can be conducted at once.

## **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 and razor blades (except solely for personal shaving), and any other 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.

The term “disruptive behavior” means 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.

## DISCIPLINE PLAN

1. A parent, guardian or custodian of a compulsory school-age child enrolled in the school district shall be responsible financially for his or her minor child’s destructive acts against school property or persons.
2. A parent, guardian or custodian of a compulsory school-age child enrolled in the school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph 1 of this subsection, or for any other discipline conference regarding the acts of the child.
3. Any parent, guardian or custodian of a compulsory school-age child enrolled in a school district that refuses or willfully fails to attend such discipline conference specified in paragraph 1 of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference.
4. A parent, guardian or custodian of a compulsory school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

## **BUS REGULATIONS**

Students who live one or more miles from Anderson Elementary are entitled to transportation at public expense. Students who ride buses are responsible to the driver while they are on the bus. Should a student misbehave, they will be reported to the principal for disciplinary action.

A student will not ride the bus to school and then leave campus. Students who are going home with someone and will be either walking or riding a different bus, must have a note from their parents. Students who are going to be walking home from school must have a notice from their parents.

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

1. Be at your assigned loading zone on time.
2. Exercise extreme caution in getting to and from your assigned stop.
3. Look in 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. Do not shout.
6. Keep head, hands, and other articles inside of the bus.
7. Do not bring unauthorized items on the bus.
8. Follow the driver's instructions.
9. Treat the driver with respect and courtesy.
10. Remain seated on the bus.
11. No eating or drinking on bus

The driver is empowered to enforce the regulations by reporting all violations to the principal. If violations occur, the bus driver will present to the principal a transportation referral form. The following will be used as a procedure for handling violations of bus rules and conduct.

1. 1<sup>st</sup> offense- A written notice will be given or mailed to the parents.
2. 2<sup>nd</sup> offense- The child will be removed from the bus for five days.
3. 3<sup>rd</sup> offense- The child will be removed from the bus for ten days.
4. 4<sup>th</sup> offense- On the fourth offense, a recommendation will be made to the school board to permanently remove the student from riding all buses.

Students who fight on the bus are subject to suspension from school and up to 10 days suspension from the bus.

**NOTE: RIDING THE BUS IS A PRIVILEGE THAT CAN BE TAKEN AWAY FROM STUDENTS BY SUSPENSION FROM RIDING THE BUS IF THE STUDENT'S CONDUCT BECOMES A PROBLEM.**

## **Interference with the operation of a school bus**

It shall be unlawful for any individual, other than the student scheduled to be a passenger upon that particular bus, a member of the public school administration or faculty, or a law enforcement official, to directly or indirectly interfere in any way with passenger ingress and egress or the operation, including unauthorized boarding thereof, of a bus used in public school student transportation unless permission has been obtained as prescribed by pertinent rules and regulations promulgated by the state board of education or the local school authorities.

## **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 2010-2011 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 its 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. Spearman.

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/PO Box 358  
Booneville, MS 38829  
662-728-2171

## **Asbestos**

Based on a certified inspection it has been determined a small amount of asbestos 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.

Student Handbook Agreement  
2011-2012 School Year

I have received an AES Student Handbook for the 2011-12 school year. As a parent of an AES student, I will read this handbook with my child and together we will follow its' rules and regulations.

Student's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_