

# **CRYSTAL SPRINGS ELEMENTARY**

## **STUDENT HANDBOOK**



**Home of the Tiger Cubs**

**2016-2017**

CRYSTAL SPRINGS ELEMENTARY SCHOOL

213 Newton Street  
Crystal Springs, MS 39059

Principal: Dr. Demarrio Brown----- 892-4795

Assistant Principal: Mrs. Tracy Boone----- 892-4795

Counselor/Social Worker: Ms. Melanie Haire----- 892-4796

**BOARD OF EDUCATION**

Mrs. Dale Granger  
Mr. A. L. "Pokey" Evans, Jr.  
Ms. Debra Stamps  
Mrs. Helen Sandifer  
Mr. Terry Munn

**ADMINISTRATION**

Superintendent: Mr. Rickey Clopton	- 894-1341
Assistant Superintendent: Jimmy Buchanan	- 894-1341
Director of Personnel: Ms. Martha Traxler	- 894-1341
Director of Federal Programs: Mrs. Stephanie Bradshaw	- 894-5030
Director of Transportation: Mr. Gerome Leflore	- 892-4711
Director of Food Services: Mr. Jimmy Buchanan Jr.	- 894-9911
Director of Special Education: Tammy Carraway	- 894-5294

# "WE BELIEVE"

## **The COPIAH County School District Is an Equal Opportunity Organization.**

The COPIAH County School District adheres to a policy of non-discrimination in educational programs, activities and employment. The district strives affirmatively to provide equal opportunity for all as required by Title IX and by Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination against the handicapped. The Copiah County School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities, including career and technical education opportunities, without regard to race, color, national origin, sex, or handicap. Grievance procedures are available to interested persons by contacting the Title IX Coordinator or the Section 504 Coordinator at Copiah County School District, 254 West Gallatin St, Hazlehurst, MS 39083 at 601-894-1341.

## **MESSAGE TO PARENTS/GUARDIANS**

The purpose of this handbook is to give parents a better understanding of elementary school policies. This understanding between school and home offers the child a better opportunity to become a happier and more worthwhile citizen. This handbook attempts to be explicit with directions, which should be followed in order to improve communications between home and school. Please keep this handbook in a convenient place.

Thank you for giving us the opportunity to work with your child this year. Let us assure you that we want them to succeed in all their classes and be happy, secure, and healthy individuals. You can be a tremendous help by following these suggestions:

1. Help your child get to school on time each day.
2. Make certain no days are missed from school without an excusable reason.
3. Provide all necessary learning materials such as pencils, paper, notebooks, etc.
4. Encourage your child to develop and maintain good study habits daily at home and at school.
5. Children who attend resource classes should be encouraged to keep up with classroom and homework in the regular classroom.
6. Get to know as many of your child's teachers as possible and work closely with them.
7. Support your school by your attendance at all school events.
8. Be an active member of your PTO, Athletic and Band Booster organizations.
9. Get the facts on every issue or problem and help stop rumors.
10. Help ensure the safety of your child by emphasizing to him/her the importance of following these practices:
  - a. Never leave school without proper authority.
  - b. Never take drugs or medication that have not been prescribed by your doctor.
  - c. Never accept rides or gifts from strangers.
  - d. Come straight home after school.
  - e. Abide by all other school rules and regulations.
11. Help protect and beautify the school buildings and grounds. Report any littering or vandalism to the school authorities.
12. In case of any emergency you may contact your child by calling the school office at 892-4795. Classes will not be interrupted unless it is absolutely necessary.
13. Students are forbidden to have weapons of any kind, firecrackers, tobacco products or other disturbing or dangerous items on the school campus.
14. Students will not be permitted to bring children visitors to school.

15. We recommend that all outer garments, such as coats and sweaters, be marked for identification purposes.

16. Parents are responsible for seeing that children are not on school premises before 7:15 a.m. and after 3:15 p.m. unless they are enrolled in the afterschool program. Teachers are not on duty and the school cannot assume responsibility for your child.

17. Give your child the assurance of knowing how he/she is going home each afternoon. A child who worries all day about getting home will not be able to accomplish much during the day. They must know what to do at dismissal time in case of rain without having to make a phone call. The school office will not assume responsibility for delivering these messages.

18. A note regarding frequent bathroom problems should be sent to the classroom teacher because there are designated times for each class to visit the restroom and water fountain.

19. When waiting for your child to be dismissed or excused from class, please wait in the elementary office so that other students will not be distracted.

20. We feel that our Special Education Department offers excellent guidance for parents of those students who have special needs.

## **PARENT'S RESPONSIBILITIES**

You, as a parent, can be a tremendous help to the administration, the staff, and your child by working with us and by expecting your child to follow the rules of the school. We want and need your support and cooperation. Our goal as school officials and parents should be to do what is best for the student. In addition to general encouragement and support of the student, teachers, and school, each parent/guardian is encouraged to do the following:

1. Help your child get to school no later than 7:30 each day.
2. Make certain that no days are missed from school without an excusable reason.
3. Provide all necessary learning materials such as pencils, paper, and notebooks, etc.
4. Encourage your child daily.
5. Get to know your child's teachers and work closely with him/her.
6. Show support for your school by attending functions such as PTO, athletic, and band booster organization meetings.
7. Help insure the safety of your child by emphasizing these practices to your child:
  - Never leave school without permission
  - Never take drugs or medication that is not prescribed for them.
  - Never accept rides or gifts from strangers
  - Come straight home from school
  - Abide by all school rules and regulations.
8. Encourage your child to help protect school property, to help keep school buildings and grounds clean.
9. In case of emergency call the school and ask office personnel to deliver messages.
10. Do not allow your child to bring dangerous weapons, firecrackers, or other disturbing or dangerous items to school.
11. Do not allow your child to bring visitors to school.

12. Please mark all personal belongings of your child in some manner.
13. Please do not deliver your child to the school before 7:15 a.m. and no later than 7:45 a.m. Please pick your child up by 3:00 every day. Teachers are not on duty before or after these times. We will not be responsible for students left at school before 7:15 a.m. or after 3:30 p.m.
14. Give your child the assurance of knowing how they are going home each afternoon. Make the appropriate arrangements before the last minute, especially in case of bad weather.
15. A note regarding any medical problems your child has should be sent to the principal at the beginning of school or when the condition occurs.
16. Be aware of the dress code and insist that your child follows the dress code.
17. Drop your child off following the car rider procedure each day. Please help protect your child by not being in the halls and classrooms in the mornings and afternoons.
18. Do not go to a teacher's classroom without a pass from the office.
19. Come for a teacher-parent conference on request or schedule conferences when you have concerns.
20. Never say negative things about a teacher or administrator in your child's presence.
21. Get your child in bed at a reasonable hour, make sure they get plenty of rest, and make sure they get a good breakfast each day.
22. Do not check students out of school each day unless it is an absolute emergency. Students must be in school 63 percent of the day. Otherwise, they are counted absent.
23. When checking students out of school during the school day please report to the office and your child will be called to check out. There will be NO CHECKOUTS after 2:00.
24. Messages to students concerning parent pick up, etc. must be called in by 12:00 p.m.
25. Parents are responsible for the supervision of their children at all times during athletic or school events. Students are expected to be seated while attending any school event.

**NOTE:**

- *Students are not allowed to bring balls, bats, or other toys to athletic events.*
- *Students are not allowed to play behind the bleachers at the football stadium or run and play in the gym during games.*
- *Students are not allowed to play on the grassy hills at the high school stadium.*

**PHILOSOPHY AND OBJECTIVES**

WE, THE MEMBERS OF THE COPIAH COUNTY SCHOOL BOARD, BELIEVE THAT THE PRIMARY FUNCTION OF OUR SCHOOLS IS TO PROVIDE OUR STUDENTS WITH THE SKILLS THEY NEED TO BE PRODUCTIVE AND WELL-ADJUSTED CITIZENS IN AN EVERCHANGING SOCIETY. WE BELIEVE IN THE WORTH AND DIGNITY OF EACH INDIVIDUAL. OUR GOAL IS TO PROVIDE THE PHYSICAL FACILITIES, ADMINISTRATION AND TEACHING STAFF, MATERIALS AND EQUIPMENT AND GUIDANCE AND MOTIVATION THAT WILL ENABLE EACH STUDENT TO ACHIEVE AT THEIR MAXIMUM POTENTIAL.

The specific objectives of our school system are:

1. Provide learning experiences that will enable each student to master basic abilities especially those in the areas of reading, writing and mathematics.
2. Instill in each student those values and attitudes that would develop ethical character.
3. Train students to be good citizens of their community, state and nation.
4. Introduce students to the world of work making them aware of the many types of careers and the training needed to pursue them.
5. Prepare the non-college bound student to obtain gainful employment by teaching him/her vocational skills.
6. Give the college bound students the academic background needed to insure them a reasonable chance of success in their chosen field.
7. Contribute to the stability of the family and society in general by stressing the privileges and responsibilities of worthy home membership.
8. Develop in each student good personal health habits, an understanding of the cause and cure of diseases, and a feeling of responsibility for safeguarding the health of the community and nation.
9. Help each student to develop a positive self-image through understanding and accepting assets and liabilities, realizing personal worth, and pointing them toward goals that they are capable of achieving.
10. Emphasize the proper use of leisure time for relaxation, recreation, service to mankind, pursuit of fine arts and appreciation of beauty.

**DISTRICT MISSION STATEMENT**

The Copiah County School District has as its mission the providing of learning opportunities that will enable its students to become productive and well adjusted citizens in an ever-changing society. Recognizing that all students have worth and dignity and individual needs and talents, we should be broad enough to benefit all students regardless of academic potential. This would include not only the teaching of functional skills and minimum competencies to students with low and average ability but also activities that would challenge even the brightest and most creative students. The mission of our school district also includes instilling in each student those values and attitudes that would develop ethical character, love of country and worthy family membership. We also believe that we have a responsibility for fostering good personal and community health by providing clean, comfortable and attractive school plants, stressing the development and maintenance of good personal health habits, providing a nutritious and well-balanced food service, and safeguarding students and staff from natural or manmade hazards. Finally, we believe that our mission is to adequately prepare students for a successful future in the world of work or additional formal education upon their graduation from our schools.

To attain the above mentioned purposes, the district has established these goals:

1. To help each child master the basic skills and obtain the minimum competencies needed to function in today's and tomorrow's society.

This goal will be accomplished by:

a. Providing the necessary logistics such as time, adequate physical facilities, instructional equipment and materials, and qualified personnel.

b. Providing a sequential and comprehensive curriculum that sets forth objectives to be achieved in each grade and subject area.

c. Recognizing the individual needs and potential of each child and place him/her where they can learn most effectively.

d. Evaluating student mastery of specified learning objectives and using this evaluation to modify the instructional programs and/or placement of students.

e. Ensuring that academic achievement remains the primary focus and the maximum amount of school time is spent on meaningful learning activities.

f. Ensuring that teachers have the professional skills needed to recognize the growth, development and needs of each child and select the appropriate methods and materials that would help them master educational objectives.

2. To promote the good health and well-being of each student by:

a. Providing a safe, clean and orderly school environment.

b. Stressing good personal and community health practices.

c. Helping develop the body through proper exercise, good posture, and correct diet.

d. Helping the student develop a healthy self-image, emotional stability and respect and love for others.

e. Fostering good citizenship and ethical character through both curricular and extra-curricular activities.

3. To prepare each child for entry into college or the job market by:

a. Acquainting each child with many careers and helping them match their own interests and capabilities to them.

b. Providing sufficient courses in our secondary schools to not only meet college entrance requirements but to give each student an adequate academic background in the major they wish to pursue.

c. Teaching the non-college-bound student job skills that would be saleable and help them to be a happy and productive citizen.

d. Helping all students master the skills that would enable them to function properly in everyday society.

### **SCHOOL MISSION BELIEFS**

- The first priority is to offer a quality education to each student.
- Teachers, administrators, parents, and the community have an ongoing cooperative responsibility for participating in the advancement of our mission.
- Each student is a valued individual; therefore, special services and resources are provided to meet the needs of every child.
- A safe, comfortable learning environment promotes quality student performance.
- Instruction and assessment include a continuous variety of creative strategies to accommodate the various learning styles of our students.
- The school enhances self-esteem through shared mutual respect.
- Technology and character education develops productive and well-adjusted citizens in an ever-changing society.

### **SCHOOL MISSION STATEMENT**

The mission of Crystal Springs Elementary School is to provide a quality education for each student in a safe, positive learning environment through the cooperative efforts of the school, the home, and the community.

**COPIAH COUNTY SCHOOL DISTRICT  
2016- 2017 SCHOOL CALENDAR**

August 1, 2, 3, 2016	Teacher Workdays
August 4, 2016	First Day for Students
TBD	Kindergarten Pre-Test/Universal Screener
September 5, 2016	Labor Day Holiday – School Closed
September 8, 2016	Progress Reports (1 <sup>st</sup> 9 Weeks)
October 5, 6, 7, 2016	9 Week Tests
October 14, 2016	Report Card Day
October 17, 18, 2016	Fall Break
November 11, 2016	Progress Reports (2 <sup>nd</sup> 9 Weeks)
November 21 - 25, 2016	Thanksgiving Holidays
<b>December 16, 19, 20, 2016</b>	9 Week Tests
December 21, 2016 – January 3, 2017	Christmas Holidays
January 4, 2017	School Resumes (2 <sup>nd</sup> Semester)
January 16, 2017	Martin Luther King, Jr. Holiday
January 17, 2017	Teacher/Parent Conference Day / Student Holiday
February 3, 2017	Progress Reports (3 <sup>rd</sup> 9 Weeks)
March 8, 9, 10, 2017	9 Week Tests
TBD	ACT Statewide Assessment (11 <sup>th</sup> Grade Only)
March 13-17, 2017	Spring Break
March 20, 2017	School Resumes
March 24, 2017	Report Cards Go Out
April 14 & 17, 2017	Holiday / Weather Days
TBD	Kindergarten Post-Test
TBD	Third Grade Reading Test (Retest May 15-21)
TBD	CPAS2 Test (Any 2 consecutive days)
April 13, 2017	Progress Reports (Fourth 9 Weeks)
TBD	EOY (Questar 3-8, Eng. II, Alg. I)
TBD	MS Science Test for Grade 8 (online)
TBD	MS Science Test for Grade 5 (online)
TBD	SATP (Only U.S. History & Biology I)
May 19, 22, 23, 2017	9 Week Tests
May 19, 2017	Graduation
May 24, 25, 2017	Teacher Workdays

### OFFICE HOURS

For your convenience the school office will be open from 7:15 a.m. until 4:00 p.m. The office telephone number is 892-4795.

### SCHOOL-DAY HOURS

The school day begins at 7:15 a.m. and ends at 3:00 p.m. **No students are to arrive on campus before 7:15 a.m. unless they ride a school bus.** The school will not be responsible nor held accountable for any students arriving prior to 7:15 a.m.

### ATTENDANCE POLICY

Regular school attendance is necessary for students to obtain maximum benefits from the educational institution.

\* Absences

#### A. Excused Absences

1. Attendance at an authorized school activity approved by the Superintendent or Principal.
2. Illness or injury (Physician's statement may be required.)
3. Isolation of the child by the State Board of Health, County Health Department, or school official.
4. Death or serious illness of a member of the immediate family.
5. Medical/Dental appointment of the child by prior approval of a school administrator or in an emergency situation.
6. Required presence of the child in a court proceeding...
7. Religious observance with prior approval of an administrator.
8. Valid Educational Opportunity with prior approval by the school board.

There are occasionally times when circumstances demand that students miss classes for matters other than those listed above. Therefore, in an effort not to punish students for circumstances beyond their control, **written excuses from parents will be accepted for four (4) absences per semester** provided it is not an attempt to protect the child from disciplinary measures for truancy or other violations of policies or rules set forth by the school. All other absences will require formal documentation or other proof, as the principal may deem necessary. Excuses must be turned in no later than 2 days after the date of the absence. If excuses are not turned in, your child will receive an unexcused absence.

#### B. Unexcused Absences

1. Suspension from school
2. Absences not covered in section A above

### ATTENDANCE OF STUDENTS

Since there is such a close correlation between attendance and learning the Covich County Board of Education believes that parents and administrators should join together in a cooperative spirit to assure that students are in attendance at their school everyday they are physically able. Students are to bring a note from their parents or guardian to explain any absence. Students in grades K-3 are to take their notes to their teachers on the day they return to school. Students

are expected to present their parent note or excuse the day they return or no later than the second day they return. Failure to do so will result in the days missed being unexcused. (Below you will see an example of the note to send).

August 13, 2015

Dear \_\_\_\_\_,

Please excuse \_\_\_\_\_ absence from school on Wednesday, August 12, 2015 because of \_\_\_\_\_.

Signed \_\_\_\_\_

\* Please include a doctor's excuse when possible. This formal documentation is needed for future references in case there is a question about excused absences.

### ENROLLMENT PROCEDURES

#### 1. Enrollment of New Student(s)

A comprehensive student record form (white) is completed in the elementary office by the parent or guardian. The elementary principal will sign the form and forward it to the computer operator.

This data is then put into the computer for future reference along with other information. After entering the data, the computer operator will initial the form and file it.

The following is a list of additional forms we ask each parent/guardian to fill out or read:

1. Emergency Card
2. Book Card Form
3. Lunch Application
4. Residency Checklist
5. Handbook
6. Supply List
7. Discipline Policy Letter
8. Internet Policy Letter

In order to enroll at Crystal Springs Elementary, the following documents must be filled out and presented to the school office:

1. **Immunization Record** - This form can be obtained from the State Health Department.
2. **Residency Requirements** - Residency requires three proofs. One proof from each group is required.

Group One:

- Mortgage documents or property deed
- Apartment rental agreement or home lease
- Filed Homestead Exemption Form

Group Two:

- Utility bill within the last two months of utility deposit receipt

Group Three:

- Driver's License
- Voter's registration card
- Automobile registration
- Any documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district; and, in the case of a student living with a legal guardian who is a bona fide resident of the school district;
- Certified copy of filed petition for guardianship if pending, and final decree when granted



- Affidavit of residency for and/or personal visit by a designated school official

If the student has a legal guardian, a copy of the court order appointing the guardian must be provided to the district. If a petition for guardianship has been filed and the decree is pending, you must provide a certified copy of the filed petition for guardianship.

3. **Birth Certificate** - Each child enrolled must submit certified birth certificate or other approved birth document at the time of registration.

4. **Bus Transportation** - Contact the transportation director at 892-4711, to arrange for bus transportation.

5. **Social Security Card** - Each child must submit the original copy of his/her Social Security Card at the time of registration. A copy will be made and the original returned.

6. **Township and Range Information** - This can be obtained at the Covich County Courthouse in Hazlehurst.

## 2. Withdrawal of Student(s)

A withdrawal form (goldenrod) is completed by the elementary office. The elementary principal will sign the form and give it to the computer operator. The computer operator enters the data, dropping the student from records, membership, registration, and lunch, and initials the form. The original remains in the elementary office and a copy is given to the student.

After receiving a request from the school the student(s) have transferred to, their name(s) are then submitted on our School Leaver Control Form. The form is copied and sent to the Central Office at the end of the school year.

## 3. Schedule Changes

A schedule change request form (blue) is completed by the teacher. The form is signed by each teacher involved in the changes. It is then forwarded to the elementary principal to sign and give to the computer operator. The information is entered into the computer and the original form is filed for future reference.

## 4. Lunchroom Status

All students at Crystal Springs Elementary School must fill out a lunch application. Parents will be notified of the status (Full price, reduced, or free) of the lunch application.  
 Regular lunch: \$2.00      Reduced lunch: .40  
 Regular breakfast: 1.00      Reduced breakfast: .30

## 5. Testing Procedures for Students from Non-Accredited Schools

Students who enroll at C.S.E. from a non-accredited school will be given the Woodcock-Johnson Test of Achievement before final placement in a classroom is made.

## **WITHDRAWAL PROCEDURES**

To withdraw from school to go to another school a student should:

1. Advise the school secretary or principal of the intention to withdraw/transfer.
2. Secure a transfer slip signed by all the student's teachers and the librarian. (see secretary)
3. Turn in all textbooks to the homeroom teacher and secure the textbook card.

## **CHECK-OUT POLICY**

Parents wishing to check out students may do so by first going by the office. **We ask parents to never go to the room to check out students.** In order for us to be fully accountable for each student, it is necessary for us to know who is checking the student out and the time of check-out. We also ask that parents refrain from checking students out after 2:00 p.m. unless there is an emergency. Parents wishing to check out children, other than their own, must have a note with a telephone number where the child's parent(s) can be reached and signed by the parent granting the check-out.

## **CHANGE OF ADDRESS**

If at any time during the school year you have a change of address or telephone number, it is of extreme importance that you report this to your child's teacher, or call the secretary at 892-4795. Please give the secretary your child's name, grade, and the new information.

## **VISITORS**

All parents and other visitors must first get approval from the principal to visit the school or see a student or school employee.

A visitor's pass must be secured from the office, presented to the teacher and returned to the office upon completion of the visit. **There will be No admittance without a visitor's pass.**

Students from other schools are generally ineligible to visit the campus. Such students often are unexcused from the unit in which they are enrolled. We have no plan for authorizing any visit of this nature. Even students who may be out of school because of a difference in the schedule of holidays are not authorized to visit the school. Loafers and school drop-outs are not permitted to visit Crystal Springs Elementary.

## **TEXTBOOKS**

Pupils in grades 1-3 are issued textbooks at the beginning of each school year. Parents must sign a book card form before books are issued. Pupils are responsible for all textbooks issued. Students are responsible for the care of the textbooks and should protect the books with covers if possible. Textbooks should not be defaced, destroyed, or lost.

## **WORKBOOKS AND FEES**

Certain courses require extensive use of workbooks, materials, etc. to complete the required course work. These fees will be collected during the first two weeks of school by the classroom teacher.

## **TEXTBOOKS AND FINES**

If textbooks issued to students are lost or not properly cared for, the parent/guardian will be held liable for the damages or total cost of the book.

**SCHOOL NURSE**

A registered nurse is employed by the district to provide medical assistance and conduct vision, dental, and auditory screenings. The nurse is shared between the elementary and high school campuses.

**SUPPLIES**

A supply list is given to each student by the homeroom teacher at the beginning of the school year. This information is also published in the local newspaper at the beginning of the school term.

**STUDENT INSURANCE**

Insurance packages will be available at the beginning of the school year for any parent who wishes to purchase insurance for his/her child.

**SNACKS**

Students are given time each day to purchase a snack if they wish. Snacks may also be brought from home. Snack periods are privileges and should not be abused in any way. Students found abusing their snack periods may have this privilege forfeited by their supervising teacher. The prices of all snacks are set by the cafeteria.

**ANNOUNCEMENTS**

A notice concerning a change in the school calendar, a schedule, and other important events will be sent home in advance.

**REPORT CARDS/PROGRESS REPORTS**

Report cards are issued at nine-week intervals. Progress Reports are issued at four and one-half week intervals each nine weeks. These progress reports should be signed by the parent and returned to school. Please consult the school calendar in this handbook for the dates that reports cards and progress reports are issued.

**REPORT CARD GRADES**

Grades will be issued for the following subjects:

**Grades 1-2**

Reading  
Math  
Language Arts/Spelling

**Grades 3**

Reading  
Math  
Lang. Arts/Spelling  
Social Studies  
Science  
Handwriting

**Kindergarten**

Kindergarten students will be issued skills lists indicating each child's progress on the skills.

**PROMOTION-RETENTION POLICY**

In order to be promoted to the next grade, a child must demonstrate satisfactory performance at grade level on subjects required for promotion. Any exceptions to this rule must be due to specific learning situations, which have been

addressed by the teacher, principal, and parent. The principal has the authority to make the final decision on the exception.

**Kindergarten** - Students should master all readiness skills.

**Grades 1 & 2** - Students must pass Reading, Language Arts, (English and Spelling) and Math. English and Spelling will be combined for one grade in Language Arts.

**Grade 3** - Students must pass Reading, Language Arts (English and Spelling), Math, and Science or Social Studies. Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3<sup>rd</sup> grade will not be promoted to the 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion.

**Exceptions:** Academic grades will not be used in gifted or handwriting. The grades S (satisfactory), N (needs improvement), and U (unsatisfactory) will be used for these purposes.

**Grading system**

The average daily grade will be determined as follows:

<b>Daily Work</b>	<b>66 2/3% (blue ink)</b>
<b>Major Tests</b>	<b>33 1/3% (red ink)</b>
<b>Average Daily Grade</b>	<b>100%</b>

Daily work may consist of homework, class work, class participation, oral presentations, or other work as determined by the teacher. All daily work shall be recorded in blue ink in the grade book. A minimum of 12 grades will be recorded each 9 weeks for daily work.

The nine weeks average will be determined as follows:

<b>Average Daily Grades</b>	<b>66 2/3%</b>
<b>Nine Weeks Test's</b>	<b>33 1/3%</b>
<b>Nine Weeks Average</b>	<b>100%</b>

The average daily grade, nine weeks test, and nine weeks average will be recorded in the appropriate column in the grade books. Adding the two nine weeks averages and dividing by two (2) determine the semester average.

In all cases, a passing grade verification by the teacher indicates that the student has shown the required proficiency on all district core skills. All report cards will be recorded as number grades. Science

**The following conversion will apply:**

<b>A = 90-100</b>	<b>Superior</b>
<b>B = 80-89</b>	<b>Above Average</b>
<b>C = 70-79</b>	<b>Average</b>
<b>D = 65-69</b>	<b>Below Average</b>
<b>F = 64-Below</b>	<b>Unsatisfactory</b>

**Nine Weeks Tests**

**Nine weeks tests will not be given early.** If a test is missed, the student will be allowed to make the test up when he/she returns from the absence, provided the absence is excused according to district policy. Students who miss the fourth nine weeks exam must make arrangements with the principal to make the exam up after school is out for the summer.

### Exemptions

- Students in grades 1-12 may be exempted from their fourth nine weeks tests provided they have at least a 90 average in each subject and have no more than five absences for the year. Students eligible for exemption may take the nine weeks tests and their grades will be determined as usual.

### HONOR ROLL

Students doing outstanding work are listed on the honor roll as follows:

#### Grades 1-8

1. Honor Roll - All B's - All grades range from 80 to 89.
2. Principal's Honor Roll - All A's and B's - All grades range from 80 to 100.
3. Superintendent's Honor Roll - All A's - All grades range from 90 to 100.

**Note:** Special Education students are eligible for honor rolls.

### HOMEWORK/CLASSWORK POLICY

Teachers will adhere to the following policy for accepting late assignments:

a. For the student who was present but did not complete an assignment on time: the teacher may take 10 points off per day for being late. The teacher will notify the parent if an assignment is more than two (2) days late. Students will be expected to submit all assignments. Failure to submit an assignment could result in a child receiving an incomplete grade. **An incomplete grade could become a grade of "F" in that subject at the end of the nine-week term.**

- b. For the student who was absent:
1. One week grace period for lengthy (more than three days) illness.
  2. Three days for short illness (three days or less).
  3. Extended absence cases - teacher uses his/her discretion.
  4. Major tests missed because of illness will be administered at the discretion of the teacher.

### CHEATING

Using someone else's academic work is essentially the same as stealing other personal property. The person who cheats hurts himself more than anyone. Not only does he/she fail to learn important concepts, but damages their reputation and lowers the estimation of their own personal worth. Since cheating is so destructive it will not be tolerated at Crystal Springs Elementary School. In all instances if

cheating is evident, the teacher will use his/her discretion as to the punishment; either a zero for the activity or the student will be allowed to redo the work. The teacher will notify the parent of any cheating.

### PARENT TEACHER CONFERENCES

At various times during the school year teachers and parents should confer concerning students. Parents of students who are receiving Special Services have conferences periodically with their child's teacher. All conferences must be arranged in advance through the principal's office by calling 892-4795. Parents should not call the principal, teacher, secretary or other school personnel at home. All conferring must be done at school. We welcome and encourage parents to confer with their child's teacher as often as needed.

In an effort to communicate with parents we welcome conferences set up between the teacher and parents. Many times this is the only way for us to communicate. Below are some guidelines for parent/teacher conferences:

1. Please call and make an appointment through the Principal's office. Parents who come to the school requesting a conference that has not been scheduled will not be allowed a conference until one is scheduled with the teacher.
2. Please try not to miss a conference if at all possible.
3. Please remember that conferences are aimed at trying to improve student performance or behavior. We are looking for solutions or conveying information not trying to lay blame.
4. Parents or guardians are expected to attend conferences that are requested by the administration or other school personnel.

**\*\* Parents or guardians must attend all conferences. No substitutions, such as grandparents or family friends, will be allowed.**

### PENALTIES

Failure to attend school conferences and to cooperate in the implementation of the discipline policy constitutes educational neglect and may result in criminal charges, penalties, and/or referral to the Department of Human Services.

Parents may be liable for payments of damages resulting from destructive acts by a child against school property and/or person and for criminal fines for unlawful activity by a child on school property or at school related activities.

### CORRIDOR RULES

The hallways are very crowded thus creating a congested traffic problem. However, if your child will follow the simple rules dictated by courtesy and common sense, confusion will be kept to a minimum.

1. Make a habit of walking on the right side of the hall.
2. Linger at that bulletin board, if you wish, but do not monopolize it!
3. Do not link arms with friends and amble down the hallways.
4. Stopping to talk with friends blocks traffic.
5. Loud laughter, yelling, whistling, or any other unnecessary noise is not permitted.

6. If a teacher or visitor comes through the corridor when it is crowded, courteously move to one side. Proper respect for elders is desirable at all times.
7. At appropriate times, speak to those you meet in the corridor. It is correct to smile or speak to any person whom you meet in the school, even though you may not have been formally introduced.
8. Be considerate of classes that are being conducted.
9. Do not run in the halls.
10. Students shall remove all hats and other headgear upon entering the school building.

### CODE OF CONDUCT

*Students in the Copleah County School District should at all times conduct themselves in such a manner as to bring credit to the school and the community. It is the purpose of this school system to provide the best quality education for the students of the District. It is essential to this goal that an atmosphere conducive to learning is maintained in all of the schools of the School District at all times. It is essential that the policies and rules governing student conduct be understood and followed at all times without exception.*

#### *I. Rules of Conduct*

*A. Students of the Copleah County School District are expected to conduct themselves at all school activities in such a manner as to promote the development of the School District rather than inhibit it.*

*B. A teaching situation which is conducive to learning must be maintained at all times. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be sent directly to the principal's office.*

*The student will be given an opportunity to give his version of the situation. If the student is found guilty of the offense, the Principal shall determine if it is a minor or major infraction. The guidelines entitled "Penalties for Major/Minor Offenses" will be followed.*

*C. Any student who uses vulgar language toward a teacher, or threatens, intimidates, or assaults a teacher, administrator, or other staff member will be subject to expulsion.*

*D. Any student who starts a fight or other disturbance or who participates in one will be subject to disciplinary action as defined under "Penalties for Major Offenses." Obstructing the pathway of any employee or security officer (by gathering around a fight or in any other fashion) who is attempting to break up a disturbance will result in severe disciplinary action and the student will be subject to expulsion.*

*E. Section 37-11-18 of the Mississippi Code - Expulsion of student possessing controlled substance or weapon or committing a violent act on school property.*

*Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substance Law, a knife, 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 by the Superintendent or Principal from such school. Such expulsion shall take effect immediately (for a period of not less than one year) subject to the constitutional right of due process.*

*Violations shall be immediately reported to the appropriate law enforcement agency. The School District will cooperate to the fullest extent possible in the prosecution of such offense.*

*F. It is the policy of the Copleah County School District that the use of profanity, cheating, stealing, and gambling can never be tolerated as acceptable behavior. Such offenses shall result in disciplinary action as defined under "Penalties for Major Offenses."*

*G. Radios and/or sound producers and beepers or other communication devices are forbidden on all campuses of the School District unless specifically requested by the teacher in charge. No vehicles will be allowed to pass through campus or park on campus with loud, disruptive, sound producing equipment. Administrative staff will assign penalties as deemed necessary.*

*H. Possession or use of tobacco in any form by students is strictly prohibited on all school grounds at all times. Violation of this policy shall be considered a major offense.*

*I. Public display of affection between students is strictly prohibited at all times on school grounds. Any type of sexual activity is strictly prohibited and any violation thereof shall result in participants being subject to expulsion.*

*J. Proper dress, as determined by the Principal, shall be maintained at all times.*

*K. The possession or use of alcohol by any student of the Copleah County School District is strictly prohibited on any of the campuses of the School District. This shall apply to all students during all the period of time that they are under and subject to the jurisdiction of the School District and while participating in or going to or from any school activity. Any student violating the provisions of this policy shall be subject to disciplinary action no less than that described for major offenses and possible expulsion depending on the circumstances.*

*L. The above rules and regulations governing conduct shall also apply on buses of the Copleah County School District. Student cooperation is imperative to maintain order and discipline on school buses primarily from the standpoint of safety. Students who do not conduct themselves properly as set forth in such rules and regulations as may be formulated governing school buses will not be allowed to ride the bus. Violation of these rules and such other rules as may be formulated*

governing riding the bus may also result in some other disciplinary action. The bus driver is responsible to the School District to maintain order on the school bus and insure maximum safety at all times. He is authorized to instruct and otherwise control students as to proper conduct and safety while they are on the bus. The principal of each school or their designee will be responsible for disciplining students reported to him by the driver.

## II. Due Process:

When a student is subjected to disciplinary action by means of suspension, the student will be afforded the safeguards of Due Process as required by law. In all cases the student shall be given oral or written notice of the charges against him, and if the charges are denied, the student shall be given an explanation of the evidence the school officials have against the student, and the student will be given the opportunity to present his side of the case. The student shall be first told what his is accused of doing and what the basis of the accusation is. This should normally precede the disciplinary action. However, a student may be immediately removed from school if the student's conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers or school officials, or damages school property. In such instances, the necessary notice and hearing should follow as soon as practicable after the removal of the student from the school.

## III. Expulsion and Suspension

From time to time, it may be necessary to suspend or expel a student when other means of discipline do not seem to be effective or when the student poses a danger to other students. The following is a guide for the school administration to use during this process.

### A. Definition of Terms:

1. Suspension is defined as the denial of school attendance for any period of up to ten days during the school year.
2. Long-term Suspension is the denial of school attendance for any period in excess of ten days during the school year.
3. Expulsion is the denial of school attendance for a specific period of time beyond the beginning of the next school year or any permanent denial of school attendance.

B. Students under suspension or expulsion or assigned to Alternative School for disciplinary reasons, shall not trespass upon any school campus operated by the Copiah County School District or enter into any building owned or operated by the Copiah County School District except for a prearranged conference with a school administrator. In addition, students under suspension or expulsion or assigned to Alternative School for disciplinary

reasons shall not attend any extracurricular functions on any campus.

C. A student may be placed on suspension for committing any of the offenses set forth in the policy governing student conduct or for any other good cause as determined by the principal, assistant principal, Superintendent of Education or other appropriate school administrators. Students may be expelled for committing any of the offenses set forth in the policy governing student conduct and discipline or for any other good cause as may be determined by the Copiah County Board of Education.

D. Some examples of rule infractions which could result in suspension or expulsion are given in this policy and other policies related to discipline and also in the student handbook at each school. Suspension and expulsion are options that the administration may use when it is deemed to be in the best interest of all students.

E. In the event of a recommendation of expulsion, the Superintendent of Education shall arrange for a meeting of the Board of education of Copiah County, Mississippi, to hear the matter. The Superintendent shall, as soon as reasonably possible upon receipt of a recommendation for expulsion, give such student and his or her parent or guardian any notices due which are consistent with federal and state Due Process requirements at least five days prior to any such hearing. The Due Process hearing within ten days of the notice of expulsion or long term-suspension, where possible, when requested by the student, parent, or guardian. Such a hearing request must be made within five school days after receipt of notice of the expulsion or long-term suspension. Said student shall remain on suspension until such hearing is held if, in the opinion of the Superintendent of Education, the student's presence in school would be a disruptive influence to the educational process.

F. The principal or his designee may suspend students for a period not to exceed five school days. The principal, with the approval of the Superintendent of Education, may suspend students for a period not to exceed ten school days. A student facing suspension shall be given oral or written notice of the charges against him by the principal or his designee. If the student denies the charges he shall be given an explanation of the evidence that the principal or his designee has against him and shall be given an opportunity to present his side of the story. In all cases of suspension, the parent or guardian of the student shall be notified in writing within twenty-four hours of each suspension, giving the reasons therefore.

G. If a student is to be sent home during normal school hours, a parent or guardian shall be notified before the student is dismissed. No student shall be sent home during normal school hours unless a parent or guardian has been first notified.

H. Any suspension in excess of ten school days may be given only by action of the Board of Education, and then only after such student has

been afforded notice, opportunity of a hearing, and other procedural rights consistent with state and federal Due Process requirements.

I. Students suspended from school must return to school accompanied by a parent or guardian.

J. Principals shall make a written report of each suspension to the Superintendent of Education each week, including the name of the student, address, name of parent or guardian, and a statement of the reasons for the suspension including the date, time, and place.

K. Special Education students shall be controlled by applicable state and federal regulations. Before a special education student is placed in an alternative program, Written Prior Notice for IEP Revision is given to the parent and IEP committee will agree upon the services to be provided at this school. Before the disabled student is returned to his school, another IEP meeting is held.

If there is disagreement as to the appropriate placement of the disabled student, the student's parents will be notified in writing of their right to a SPED impartial due process hearing.

**The above regulations governing student conduct are given in the way of a guideline, and shall not be a limitation on the right of a principal, Superintendent of Education, or the board of Education to initiate suspension, expulsion, or other disciplinary proceedings based on other grounds.**

## STUDENT DISCIPLINE PLAN

In order to have the best possible learning environment, our teachers and administrators have developed the following rules for classroom conduct:

1. Follow Directions
2. Raise hand for permission to speak (unless waived by teacher during some discussions or special activities).
3. Do not leave seat without permission.
4. Keep your hands to yourself.
5. No eating or chewing gum.
6. Respect property of others and school property.
7. No profanity or ridicule of others.
8. Be in your seat and prepared for class when the tardy bell rings.

If a student chooses to break one or more of these rules, listed below are the consequences he/she will receive:

Level 1: First, his/her name will be recorded simply as a notification that he/she is breaking a rule.

Level 2: If a student continues breaking rules, he/she will receive a check mark after his name indicating that he/she should see the teacher after class. The teacher at that time will inform the student of the rule broken, allow him/her to respond and warn him/her of more severe consequences for repeated inappropriate behavior.

Level 3: If the student will continues to break a rule or breaks another one, a second check mark will be added to

his name. This means the student will receive 15 minutes detention during break or recess.

Level 4: If the student still continues to break the rules, a third check mark will be added to his name. This means the teacher will notify the parent of the child's inappropriate behavior the parent's cooperation will be requested to ensure future appropriate behavior and the child will receive 30 minutes detention during break or recess.

Level 5: Students reaching Level 5 on the first offense will be sent to an in-school suspension room for a minimum of thirty (30) minutes. Longer assignments may be approved by the principal.

Level 6: If the student continues to break a rule, the student will be sent to the principal's office. The student may be given either a verbal reprimand, corporal punishment (administered according to our school board policy), in-school suspension, a suspension from school-followed by a required conference with the parents, assignment to the alternative class or other action as deemed appropriate by the principal.

**Parent Notification:** A parent conference may be requested by the school at any level. Written notices are sent to parents when students receive corporal punishment, in-school suspension, suspension from school or alternative placement. Every attempt will be made to notify the parent by telephone if a student is suspended from school or placed in the alternative class.

If the conduct of a student poses a threat to herself/ himself or to others, or if he/she is using or in possession of tobacco, alcohol, drugs or a weapon, refuses to obey an explicit direction of a teacher, Level 6 consequences will automatically apply.

Note: Any student who receives eight (8) or more checks during the week will be sent to a principal for discipline.

Rules for conduct outside a classroom (hallways, cafeteria, auditorium, school ground, etc.) are divided into two categories--minor and major.

**Minor Rules Include:** No running, no loud noises or littering. Consequences for breaking these rules are verbal reprimands by the teacher. If the inappropriate behavior continues or the student refuses to follow specific direction of teachers, parents will be contacted and / or he / she will be sent to the principal's office.

**Major Rules Include:** No profanity, no fighting, no weapons and no possession or use of tobacco, alcohol or drugs. The consequences for breaking a major rule would be a trip to the principal's office where options described in Level 6 of the classroom rules will apply. The principal may alter the penalty in order to ensure the safety and welfare of students and teachers.

## STUDENTS' RESPONSIBILITIES

1. Respect for authority including obedience to school rules and regulations and to the law.
2. Respect for the rights of others and for school and community property.
3. Regular attendance and meeting of school obligations.

4. Standards of personal conduct, which are reflected in socially, approved behavior and proper dress.
5. Acceptance of responsibility for own work and behavior.

### DRESS CODE

All students are expected to observe certain minimum standards of hygiene, sanitation and personal appearance. The following regulations are to be observed by all students. Any student violating any of such regulations will be subject to appropriate disciplinary action.

**No earrings for male students** and no body piercing of any kind for any student. All pants must be worn at the waist level with belts when necessary.

### SCHOOL UNIFORMS

Crystal Springs Elementary School will participate in a school uniform dress code. Students in grades K-3 will be required to follow the school uniform dress code guidelines outlined below.

**The guidelines are as follows:**

#### Boys

\*Khaki or Navy pants or shorts (knee length or not more than 4" above the knees)

\*Navy or White shirts.

\*Vests or sweaters should be navy

\*No logos or brand names can appear on the pants or shirts.

\*Students are should wear belts if the pants have belt loops. Sagging is not allowed.

\*Flip flops, shower shoes, and house shoes are not allowed. Students will be involved in recess and physical activities.

#### Girls

\*Khaki or Navy skirts, pants, jumpers, or shorts (knee length or not more than 4" above the knees)

\*Navy or white shirts.

\*Vests or sweaters should be navy.

\*No logos or brand names can appear on the clothing.

\* Flip flops, shower shoes, and house shoes are not allowed. Students will be involved in recess and physical activities.

These articles of clothing may be purchased from such stores as Wal-Mart, J. C. Penney, Kids Avenue-Metrocenter, & Dillard's.

The last Friday of every month will be **N.U.T. Day!!!!**

**N – No**

**U – Uniforms**

**T - Today**

### LIBRARY

The library is considered an integral part of the school and, as such, is a part of the training provided for all students. The library meets state standards for elementary school libraries and is continuously being up-graded in an effort to bring the best possible library service to the students. A qualified librarian directs the library activities.

All students are scheduled into the library for at least one period a week in classes.

Students are required to accept the responsibility for taking care of their books and returning them on time. No student is allowed to check out a book until the previous one has

been returned. Please encourage your child/children to remember their books on library day. Parents are urged to cooperate with the librarian in enforcing rules which affect checking out books and the use of the library.

Learning to use the library and getting to love books adds richness to the lives of your child and gives him a tool for work and pleasure that will last throughout his life. We welcome your interest and cooperation in providing this service for all of our students.

### CAFETERIA POLICIES

The school cafeteria is operated on a non-profit plan in cooperation with the State and Federal Lunchroom Program. These meals consist of breakfast, well-balanced lunches and a salad bar for the school employees.

1. All lunches are to be eaten in the cafeteria.
2. No food shall be taken from the cafeteria.
3. Students shall not sit on tables or place feet on chairs or stools.
4. Students who bring a lunch from home should deposit the paper bag and all other trash in proper receptacles after eating.
5. Students with tray lunches shall deposit trays and silver in proper receptacles.
6. Students are prohibited from breaking into the lunch line or from holding places in line for other students. Students establish their position in line as soon as they enter the cafeteria door and they are not to move ahead of any student after entering the cafeteria.
7. Low talking is permitted in the cafeteria. No exceptions!
8. Students are expected to exercise good table manners and conduct themselves with the same decorum which is expected of persons in public restaurants. The lunch period is one of the more representative and revealing activities of any school, and visitors are impressed with the manner in which the cafeteria is conducted far more than with most areas of the school. We urge our students to adhere to these details at each meal:
  - a. Talk in normal conversational tones and avoid loud talking.
  - b. Avoid leaving crumbs, liquids, and portions of food on the table.
  - c. Recover items dropped on the floor such as napkins, cartons, or portions of food.
  - d. If food or liquids are spilled accidentally, report this to the cafeteria supervisor who will assist you in getting the necessary assistance to clean the area.
  - e. Leave the table and chairs properly arranged even though, the students preceding you did not do so.
  - f. Do not write on any chair, table, post, nor any portion of the cafeteria.
9. Students are limited to one lunch period at the same time each day.
10. Each student in the cafeteria is under the direct supervision of a subject teacher.
11. There will be a cafeteria supervisor who will assist with seeing that students use good manners, are orderly, and keep the cafeteria clean.

12. Each class is accompanied by a teacher and is expected to go to and from the cafeteria in an orderly manner. The class has been assigned a section of tables and that particular class will occupy those tables each day. Students will have the responsibility of cleaning those tables at the end of their lunch period each day.
14. Lunch and breakfast are free. Snacks may be purchased. Prices for snacks will be posted later.

### **BUS REGULATIONS**

According to Mississippi State Law (House Bill No. 893) it is unlawful for anyone other than a student scheduled to ride a bus to be a passenger thereon without permission of local school authorities. Penalty for violation for adults include a fine up to \$500 and/or a prison term up to six months. For a person under 17 who violates this law penalty will be determined by the Youth Court.

#### **Please familiarize your child/children with these bus rules:**

1. Be at your assigned loading zone on time.
2. If you must walk to the bus stop where there are no sidewalks, face the traffic so that drivers can see you and you can see them.
3. Don't play on or near the road while waiting for the bus to arrive.
4. If you must cross the road to enter the bus, do not cross until the bus arrives and the Safety Patrol flags you across. Look both ways before crossing.
5. If it is necessary to cross the road after being discharge from the bus, wait until the Safety Patrol has given you the signal to cross the road. Always cross in front of the bus.
6. When you must cross the road, always cross in front of the bus.
7. Wait until the bus comes to a complete stop before trying to load or unload.
8. Use the handrail while loading and unloading.
9. When leaving the bus after arriving to school, move away from the unloading zone to your assigned place as quickly possible, but do not run.
10. Students shall not board or get off buses at any place other than his/her school and the regular loading place near the student's home.

In order to get off at any other stop, the student must have a signed note from a principal or the transportation supervisor.

11. Students shall not eat or drink on the bus.
12. Fighting, physical or verbal abuse, smoking, drinking, and the use of profane language will not be permitted on school buses.
13. No one except school students, drivers, and school officials are to ride school buses, except in a case of school employees who may ride by obtaining special permission from the school transportation supervisor.
14. Petting among students is not permitted on the bus.
15. Throwing any object on the school bus will not be tolerated. (Examples: shooting spit balls with rubber bands or bobby pins.)
16. Students will not get on or off a bus while the bus is in motion nor shall students be permitted to move from one seat to another.
17. Students shall not mar nor deface school buses. Parents can, by law, be held responsible for this type of destruction and shall pay for damages.

18. Students who live on roads that have retraces shall get on at stops whereby it shall not necessitate crossing the road to get on the bus.
19. The bus driver is responsible for the safety and conduct of all students who ride the bus. He has the authority to assign each student a place to sit.
20. The breaking of any of these rules will result in suspension from riding the bus for a period of time. Riding a school bus is a privilege not a right.

All school bus concerns should be directed to Mr. Gerome Leflore, Bus Coordinator for Copiah County Schools - phone 892-4711.

### **PARTIES**

Several parties will be held during the school year. Any parent wishing to celebrate his or her child's birthday at school must first have this matter cleared through the principal. Parties may take place after lunch at a time approved by the principal and the teacher. Buildings and facilities shall be cleaned and put back in proper order after the party.

### **SERVICES FOR SPECIAL EDUCATION STUDENTS**

#### **Full Service Goal Policy:**

The Copiah County Public School District is committed to serving handicapped children. The school board has adopted a full-service goal policy which proposes to provide full educational opportunities to all handicapped children under age twenty-one by 1985. The opportunities will be provided in accordance with applicable state and federal laws and court decisions.

#### **Free Appropriate Public Education:**

The Copiah County Public School District will provide free and appropriate public educational programming for handicapped children age birth through twenty-one inclusive.

#### **Child Find:**

The Copiah County Public School District is presently engaged in an effort to locate, evaluate, and identify children under the age of twenty-one who are physically, mentally, and/or emotionally handicapped and who are not presently attending school. It is important that special education experiences be provided for those children. If you know of a handicapped child who is not in school, please call 894-5030 or write Copiah County Public Schools, P. O. Box 550, Hazlehurst, MS 39083.

Information which could identify an individual child will be maintained by this school district and will be provided to other agencies only in accordance with the Family Rights and Privacy Act. As a parent, you are guaranteed the right to inspect any such information about your child and to challenge its accuracy. Access of this information is forbidden to any unauthorized person without your informed consent.

### **CONFIDENTIALITY OF INFORMATION:**

The Copiah County Public School District is participating in an ongoing statewide effort to identify, locate, and evaluate all children under the age of twenty-one who are physically, mentally, communicatively, and/or emotionally handicapped. Early identification of children in need of special educational experiences is most important to each child. Furthermore, this information will be used to help determine present and future program needs as progress is made toward the goal



of providing a free appropriate public education to all handicapped children.

### ARTICLES PROHIBITED AT SCHOOL

Certain articles are prohibited on the school campus. These include but are not limited to headphones, cell phones, MP3 players, palm pilots, portable games, playing cards, toy guns, water pistols, knives, radios, tape recorders, video games, curling irons, firecrackers, and beepers. **Weapons of any kind are prohibited and it is considered to be a major offense to bring a weapon on campus.** All of the above articles will be taken from the student violator and returned at the discretion of the principal. Students caught in possession of prohibited articles could be subject to disciplinary action as major offenders. No card games are to be played in the classroom at any time.

### STUDENT SCHOOL RECORDS

1. Parents have the right to inspect and review the educational records of their children to insure that these records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students. Parents are also provided with the privilege of requesting corrections or deletions of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

2. The Copleah County School Board is following the policy allowing parents, upon request, access to student records.

3. The law allows "directory information" about students to be made public without specific permission. During the coming year, the schools within the Copleah County School District will publish, or sponsor the publication of yearbooks, student directories, honor society roster, athletic contest programs, and graduation programs. The Board is allowing the following directory information to be made public through one or more of these publications:

the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and awards received. For a period of fourteen (14) calendar days from the date of this public release parents may request the deletion of information relating to their child from specific school publications. Forms for making this request are available from the schools.

4. The Copleah County School will not release to any third party the education of students without the written consent of their parent other than for the following exceptions:

- a. School officials, including teachers and record clerks who have legitimate educational interests.
- b. Officials of other schools after a student is transferred.
- c. State and federal officials for audit purposes or for reporting information required by state statutes.
- d. Financial aid official in connection with a student's application for aid.
- e. Educational agencies for developing, validating, and administering predictive tests if such information will not permit indication of individual students.
- f. Accreditation organizations in order to carry out their function.
- g. Parents of dependent students who are over age seventeen.
- h. Appropriate persons who need information to protect the health safety of students.

5. The Copleah County Schools will maintain a record of individuals having access to the cumulative folders of each student. With the exception of category 4a above, this record will contain the signature, the date, and the reason for needing access. This record will be made available to parents.

6. The law states that whenever a student has attained eighteen (18) years of age, or is attending an institution of post secondary education the permission or consent required and accorded to the parents will be required and accorded only by the students.

In the Copleah County Schools, each principal will be the custodian of the students' records. Parents who have legitimate interest are welcome to make inquiries about such records.

### TEXTBOOKS AND FINES

If textbooks issued to students are lost or not properly cared for, the parent/guardian will be held liable for the damages or total cost of the book.

### PRESCRIPTION MEDICINE

Students needing to take prescription medications during school hours must bring properly labeled prescription medications to the office at the beginning of the school day along with the **completed** Medical Consent Form at the back of this book giving permission to take the prescription medication at school. Please do not send more than one week's supply at a time. Medication will be administered by trained personnel at the nurse's station. It is the student's responsibility to pick up prescription medications from the office before leaving for the day/week.

### Head Lice

Students who show evidence of live head lice will be removed from the classroom. Parents will be called to pick up the student immediately. Students who show evidence of nits will receive office notification in writing for needed treatment. As soon as the student has been treated with an approved lice-killing product, he or she may return to school. To be readmitted to school the student must:

1. bring the empty treatment bottle, with the label on it, to the office, OR bring a note from the parent, to the office, stating the name of the product used and the date of use, AND
2. be re-checked for nits or live lice in the office before readmission to the classroom.
3. If the parent returns the student to school after treatment, the parent must follow the above procedure and wait until the student has been re-checked for live lice.

If a public school student has head lice on three (3) separate occasions during any school year or if school officials have notified the student's parent/guardian that the student has head lice on three separate occasions during any school year, the principal shall notify the Copleah County Health Department of the recurring problem. The Health Department will instruct the student's parents or guardians on how to treat head lice, eliminate head lice from household items, and prevent the recurrence of head lice. The Health Department will charge the parent or guardian a fee to

recover the cost of providing treatment and counseling. The school principal will not allow the student to attend school until proof of treatment is obtained.

The school is concerned about instructional time the student loses by being removed from the classroom; however, the school must also take measures to prevent the spread of head lice. If a student must be removed from the class setting and misses instructional time on five (5) occasions, a report will be made to the attendance officer.

#### **FACILITIES, USE OF BY STAFF AND STUDENTS**

In order for any school group to use the school facilities such as the gymnasium, auditorium, cafeteria, or classrooms, the following arrangements and conditions must be met for school related purposes only:

1. Groups must have a faculty sponsor present at all times.
2. The meeting or activity must be scheduled in advance through the principal's office.
3. Groups using facilities should see that the area used is returned to its normal appearance.
4. The sponsor must see that all doors are locked and that all students have left the building at the end of the activity.
5. The sponsor must supervise any students who use the telephone in the office after the activity is completed.

#### **DISASTER DRILLS/EMERGENCY RESPONSE PLANS**

Tornado drills and earthquake drills are held periodically during each school year. Emergency procedures for leaving each classroom are posted in each room. Students are instructed in the proper safety during drills and emergency situations. Emergency Response Plans for chemical spills, bomb threats, campus security, and medical emergencies are contained in the faculty handbook. A copy of the Emergency Response Plan is also on file in the Principal's Office.

#### **FIRE DRILL**

According to state law, Crystal Springs Elementary School is required to have fire drill on a regular basis. These drills are important in training students to conduct themselves in an emergency, which might affect all students. The fire signal will be one (1) continuous ring of the bell.

The ALL CLEAR signal is one (1) continuous ring of the bell.

Procedure: The teacher will instruct all classes as to the procedure and exit route to follow. Each room will use a certain exit, and it will be necessary that each student follow the directions of the teacher in order that the building may be vacated in the shortest time possible. All students will leave the building as quickly and as quietly as possible. DO NOT RUN!!!

Fire drills are a serious matter, and any student not cooperating could be instrumental in the serious injury or possible death of other students. Your full cooperation in this matter is of utmost importance. All students will reenter the room they left when the all clear signal is sounded.

#### **TORNADO DRILL**

According to state law, Crystal Springs Elementary School is required to have tornado drills on a regular basis. These drills are important in training students to conduct themselves in an emergency which might affect all students. The tornado signal will be three (3) short rings of the bell. In case of power failure, the signal will be three (3) short whistle blasts.

Procedure: Open windows in exterior walls and corridor partitions of classrooms and relocate students to an area offering greatest tornado resistance. Building occupants should be seated on the floor facing the corridor walls and heads down and arms folded over their heads. Coats and jackets, when available, could be used to cover arms and legs. Sit away from all windows and doors with glass. All windows and doors in both exterior and interior walls should be opened. One long blast of the bell or whistle will signal that the danger period is over and classes reassemble.

#### **ACCIDENTS**

All accidents on the school campus should be reported. All athletic accidents should be reported to the coach at the time of the accident. Parents will be contacted concerning any accidents which occur at school. If the parents cannot be reached in the event of a severe accident, the student will be carried to a local doctor.

#### **PROCEDURE FOR TRAVELING OFF CAMPUS ON SCHOOL-SPONSORED ACTIVITIES**

1. Any student who is transported off campus on a school-sponsored activity must have a letter of permission signed by the parent or guardian.
2. Students are under the direct supervision of the teacher sponsor at all times and all rule and regulations established by the school apply.
3. Students must travel together to their destination and return as one team or group. Any exception to this must be approved by the administration of the school.

#### **ASSEMBLIES**

Assemblies are important functions in the life of our school. They provide valuable educational experiences and help promote unity and school spirit. In order for everyone to be comfortable and gain maximum benefit from these programs, the following procedures should be followed:

1. Student attendance is compulsory.
2. Students will sit in their assigned sections.
3. Students should maintain an orderly attitude, listen carefully to all speeches, and follow directions that apply to them.
4. Teachers will supervise the students during assemblies.
5. Students should show their respect and appreciation to speakers by applauding at the right time and refraining from unsportsmanlike and rude behavior.

#### **LOST AND FOUND**

Be sure your name is on all property and in your books. Don't bring any more money to school than you need and keep expensive jewelry at home. All articles found around the building or on the grounds should be taken to the counter in the office. Inquiry should be made at the same place for articles, which have been lost. If the article has not been

found, a description of the article and the student's name should be left with the secretary. Articles will be disposed of if not claimed within two weeks.

### TELEPHONE

The telephone at Crystal Springs Elementary School is strictly for school business. We do not allow the use of the telephones except in the case of an extreme emergency.

### Physical Evaluation:

Any student who has not been successful in the regular education program may be screened for vision, hearing, and general physical condition as a means of determining whether problems from hearing, vision, and/or general physical condition are the cause of the child's lack of success in the regular program.

### AWARDS

#### 1. Guidelines for Academic Awards:

##### A. **Certificate of Honor:**

Students who have an overall average of a B will receive a certificate.

##### B. **Certificate of High Honor:**

Students who have an overall average of an A will receive a medallion and certificate.

##### C. **Principal's Honor:**

Students who have all A's on the report card will receive a trophy and/or medallion, and a certificate.

#### 2. Guidelines for Attendance Award:

##### **Certificate of Attendance:**

Students must have perfect attendance up to the day the awards are presented.

#### 3. Guidelines for Conduct:

Students that have received good conduct scores (5 or 6) on their daily behavior charts all year will receive a certificate.

#### 4. Guidelines for Most Improved Award:

1. No more than two students from a classroom may receive the award.
2. Students who have shown great improvement in behavior or academic work may receive a Most Improved Award.
3. Teachers will use their own judgement in awarding the Most Improved Award.

#### 5. Guidelines for Reading (AR) Award

Students that receive the points required for AR will receive the Reading Award.

- K- 15 points
- 1<sup>st</sup>- 35 points
- 2<sup>nd</sup>- 60 points

3<sup>rd</sup>- 80 points

#### 6. Guidelines for Special Education Awards:

The Special Education Department will award students certificates in citizenship, perfect attendance and most improved academic progression.

#### 7. Students can receive rewards daily for good behavior and/or academic improvement. The rewards consists of the following:

- Verbal praise
- Paw print/ toy chest
- Student of the month
- Incentives given by teachers in individual classrooms.

### PTO

The Crystal Spring's PTO includes the parents and teachers of the Elementary (K-3). There will be periodically scheduled meetings. Announcements of PTO programs will be sent home by the students.

### VOLUNTEERS

We appreciate any help that parents and other volunteers provide for our school. If you want to help in a classroom or another area of the school, please follow the listed directions:

1. NO volunteers will be used the first three weeks of school, unless requested by the teacher.
2. Parents and others who volunteer must remember that they are here to support and assist, not to discipline, or take on staff members' responsibilities.
3. Anyone who wants to volunteer should contact the teacher or teachers whom they want to help or contact the office and let the principal know they are available for volunteer work.
4. Volunteers will be contacted by the teachers or principal and advised when they are needed for assistance.

### ENVIRONMENT

If a child lives with hostility, he learns to fight.  
If a child lives with fear, he learns to be afraid.  
If a child lives with pity, he learns to feel sorry for himself.  
If a child lives with praise, he learns to be confident.  
If a child lives with encouragement, he learns to be confident.  
If a child lives with love, he learns to love.  
If a child lives with recognition, he learns to have a goal.  
If a child lives with fairness, he learns justice.  
If a child lives with honesty, he learns what the truth is.  
If a child lives with friendliness, he learns that the world is a nice place to live.

### MEDICAL CONSENT FORM

The Copiah County School District requires that all students who need medication during school hours must do the following before medication can be given:

1. Fill out and have parents sign the consent form found on the following page and return the form to school.
2. Bring medication to school in the original prescription bottle.

### **GIFTED EDUCATION**

A copy of the gifted education referral process may be picked up from the office upon request.

### **Copiah County School District Internet Acceptable Use Policy**

The Copiah County School District is pleased to offer to its students, faculty, and staff access to the Internet in accordance with the terms and conditions of this policy. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help propel our schools through the communication age by allowing students and staff to access and to use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

### **OVERVIEW**

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and President signed into law, the Children's Internet Protection Act (CIPA). CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety policies. These Internet safety policies must include a technology protection measure for blocking access to "visual depictions" of obscene material, child pornography, and material that is "harmful to minors" when minors are accessing the computer. CIPA also requires that the Internet safety policy include monitoring of all online activities of minors. Additionally, the policy must address all of the following: (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called "hacking" and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures designed to restrict minors' access to materials harmful to minors.

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

These guidelines are provided so that you, the user and/or parent of the user are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Copiah County School District user violates any of these provisions,

his or her account will be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **Copiah County School District Internet Terms and Conditions of Use**

#### **Personal Safety**

1. User will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification such as, but not limited to, credit card information, social security numbers, telephone numbers, addresses, etc.
2. User will immediately report to Copiah County School District authorities any attempt by other Internet users to engage in inappropriate conversations or personal conduct.

#### **Illegal Activity**

1. User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local governments, or Copiah County School District's laws, policies or regulations.
2. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.
3. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
4. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
5. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
6. User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
7. User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.

#### **System Resource Limits**

1. User shall only use Copiah County School District system for educational and career development activities and limited, high quality self-discovery activities as approved by Copiah County School District faculty.
2. User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at the time when the system is not being heavily used.
3. User agrees not to post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to large number of people).

4. User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist protecting user against a claim of intentional violation of this policy.

#### User Rights

1. The internet is considered a limited forum, similar to a school newspaper, and therefore Copiah County School District may restrict user's right to free speech for valid educational reasons. Copiah County School District will not restrict user's right to free speech on the basis of disagreement with the opinions expressed by user.
2. User shall have the responsibility to use computer resources for academic purpose only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.
3. User should not expect files stored on school-based computer to remain private. Authorized staff will periodically inspect folders and logs of network usage and will be kept at all times. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of user's files.
4. Copiah County School District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's Internet account.

Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.

#### Consequences for Failure to Follow Terms and Conditions

There will be consequences for any user who fails to follow Copiah County School District and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of Copiah County School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

When user is using the Copiah County School District system, it may seem as though these policies could be easily broken and that the user would not get caught. This is not true. Electronic footprints are left behind on a machine each time it is used, and the potential for apprehension always exists.

#### MS Code Section 45-33-26

#### **45-33-26. Prohibition against sex offender being present in or within a certain distance of school building of school property; exemption; penalties.**

(1) Unless exempted under subsection (2), it is unlawful for a person required to register as a sex offender under Section 45-33-25:

(a) To be present in any school building, on real property comprising any school, or in any conveyance owned, leased or contracted by a school to transport students to or from school or a school-related activity when person under the age of eighteen (18) are present in the building, on the grounds or in the conveyance; or

(b) To loiter within five hundred (500) feet of a school building or real property comprising any school while persons under the age of eighteen (18) are present in the building or on the grounds.

(2) (a) A person required to register as a sex offender who is a parent or guardian of a student attending the school and who complies with subsection (3) may be present on school property if the parent or guardian is:

(i) Attending a conference at the school with school personnel to discuss the progress of the sex offender's child academically or socially;

(ii) Participating in child review conferences in which evaluation and placement decisions may be made with respect to the sex offender's child regarding special education services;

(iii) Attending conferences to discuss other student issues concerning the sex offender's child such as retention and promotion.

(iv) Transporting the sex offender's child to and from school; or

(v) Present at the school because the presence of the sex offender has been requested by the principal for any other reason relating to the welfare of the child.

(b) Subsection (1) of this section shall not apply to a sex offender who is legally enrolled in a particular school or is participating in a school-sponsored educational program located at a particular school when the sex offender is present at that school.

(3) (a) In order to exercise the exemption under subsection (2), a parent or guardian who is required to register as a sex offender must notify the principal of the school of the sex offender's presence at the school unless the offender: (i) has permission to be present from the superintendent of the school board, or (ii) the principal has granted ongoing permission for regular visits of a routine nature.

(b) If permission is granted by the superintendent or the school board, the superintendent or school board president must inform the principal of the school where the sex offender will be present. Notification includes the nature of the sex offender's visit and the hours when the sex offender will be present in the school, and the sex offender is responsible for notifying the principal's office upon arrival and upon departure. If the sex offender is to be present in the vicinity of children, the sex offender has the duty to remain under the direct supervision of a school official.

(4) For the purpose of this section, the following terms shall have the meanings ascribed unless the context clearly requires otherwise:

(a) "School" means a public or private preschool, elementary school or secondary school.

(b) "Loiter" means standing or sitting idly, whether in or out of a vehicle, or remaining in or around school property without a legitimate reason.

(c) "School official" means the principal, a teacher, any other certified employee of the school, the superintendent of schools, or a member of the school board.

(5) A sex offender who violates this section is guilty of a misdemeanor and subject to a fine not to exceed One Thousand Dollars (\$1,000.00), incarceration not to exceed six (6) months in jail, or both.

(6) It is a defense to prosecution under this section that the sex offender did not know and could not reasonably know that the property or conveyance fell within the proscription of this section.

(7) Nothing in this section shall be construed to infringe upon the constitutional right of a sex offender to be present in a school building that is used as a polling place for the purpose of voting.

## **Crystal Springs Elementary Drop-off and Pick-up Routine**

For your child's safety and the safety of other children, a drop-off and pick-up routine must be strictly followed at Crystal Springs Elementary. For this reason we ask that you read the following carefully and implement throughout the coming school year. On the back of this sheet is a map indicating the drop off point. We appreciate your cooperation in helping us keep your children safe.

- All students being dropped off in private vehicles must be dropped off at the front of the elementary building at the end of the 2<sup>nd</sup> grade hall (unless they arrive after 8:00 a.m.). Students should be seated in the back of the car on the driver's side to ensure a safe and efficient drop-off.
- The area at the back of the school (by the kindergarten building) is for buses and school employee parking only.
- If your child arrives at school after the 8:00 a.m. bell, you must bring him/her to the elementary office to receive a tardy slip before they will be allowed to enter a classroom. A parent/guardian **MUST** sign the child in at the front office.

See the Crystal Springs Elementary handbook for all other procedures and safeguards. Again, we appreciate your cooperation in helping us keep your children safe.