

Child's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Date \_\_\_\_\_

I have read and fully understand the policies and regulations outlined in the Anderson Student Handbook. I promise to follow the rules.

Please detach and return to your child's teacher.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

Notes:

## ANDERSON SCHOOL CALENDAR 2010 - 2011

### **1st SEMESTER**

August 12	Classes Begin
September 6	Labor Day - No School
October 15	End of First 9 weeks

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October 18	Parent Conferences - 4:00 p.m. - 7:00 p.m.
October 19	Parent Conference - 4:00 p.m. - 7:00 p.m.
October 20 - 22	Fall Break - No school
October 25	Begin Second 9 weeks
November 24 - 26	Thanksgiving Vacation - No School
December 17	End of 1st Semester

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December 20 - 31	Winter Vacation No School
January 3	School Resumes

### **2nd SEMESTER**

January 3	Begin Third 9 weeks
January 17	Professional Day - No School
February 21	President's Day - No School
March 11	End of Third 9 weeks
March 14	Begin Fourth 9 weeks

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March 21 - 25	Spring Break - No School
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April 19	Parent Conferences 4:00 p.m. - 7:00 p.m.
April 21	Parent Conferences 4:00 p.m. - 7:00 p.m.
April 22	No School
May 6	Track & Field Day
May 10	Sixth Grade Graduation
May 19	Last Day of School

**ANDERSON ELEMENTARY SCHOOL STAFF**

ANDERSON SCHOOL BOARD

Michele Drummond, President      Wendy David, Vice President  
Jeanna Noe, Clerk

SUPERINTENDENT

Brent McKee

FACULTY

Brett Banker  
Catie McGoldrick  
Holly Shreffler  
Kristina Woodmansee  
Kazia Brister  
Tonia Cantrell  
David Dotson  
Roy Hemphill  
Audrey Kirby  
Harold Dotson  
Betsy Lawson

Jennifer Meadows  
Lori Phillips  
Chris Lane  
Corde Dunlap  
Penny Sessions  
Susan Croston  
Julie Guinn  
Terri King  
Jeff Kirby  
Candace Roberts  
Judy Ballard

SUPPORT PERSONNEL

Administrative Secretary  
Student Information Secretary  
Teacher Assistant  
Teacher Assistant  
Teacher Assistant  
Cafeteria Manager  
Head Cook  
Cook  
School Custodian

Dawne Edelman  
Teresa Couffer  
Wendy Elliott  
Paula Hooper  
Billie O'Bryan  
Patsy Hilligoss  
Glennis Cordova  
Karen Moore  
Richard Moss

BUS DRIVERS

Bus #1  
Bus #2  
Bus #3

Harold Dotson  
Teresa Couffer  
Roy Hemphill

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**RE: NOTIFICATION OF AHERA**

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school. Re-inspections are done every 6 months. The management plan may be reviewed at your school during normal working hours.

**ANDERSON ELEMENTARY SCHOOL**  
2195 Anderson Road  
Sand Springs, OK. 74063-9415  
Phone 245-0289  
Brent McKee, Superintendent  
Dawne Edelman, Administrative Secretary  
Teresa Couffer, Student Information Secretary

### **SCHOOL DAY\***

Pre-Kindergarten through 6th Grades 8:30 a.m. to 3:15 p.m.

Students are not permitted into the building until 7:55 a.m. or the arrival of the first bus. Upon entering the building, a student is to report to their classroom or the cafeteria if they are eating breakfast.

\*These times are subject to change.

### **WELCOME**

It is with great pride and pleasure that we welcome you to Anderson Elementary School. Anderson is a dependent district located in Osage County.

### **MISSION STATEMENT**

The mission of Anderson School is to provide an environment in which every child has an opportunity to achieve at his/her highest potential. This opportunity will empower all students to succeed in an ever-changing world.

Anderson Elementary Teachers and Staff

## **OBJECTIVES**

1. Our primary objective is to make sure that every child is afforded a free and appropriate education, with high expectations set for every student to achieve at or above grade level.
2. To give the students a comprehensive understanding of the organization, and functioning of society, with reference to its physical setting and it's local, national and international interests.
3. To cultivate useful work habits and study skills.
4. To instill character traits of honesty, dependability, loyalty and trustworthiness.
5. To develop within the students new interests, aspirations, and the ability to sense new individual and social values.
6. To develop certain skills which will enable each one to be a happier individual.
7. To encourage the practice of self-discipline.
8. To promote health and safety for every student.
9. To guide students to develop the proper use of their leisure time.

## **TEACHER REQUESTS**

Classes are formed by the previous year's teacher's recommendations. The teachers always place children according to the child's needs. They look at which teacher the child's learning style will best fit, as well as which children need to be separated. We believe that is one of the best ways to develop a great classroom.

## **ACADEMICS**

### **COUNSELING**

A Counselor will see students on a referral basis as well as in group sessions.

### **ENROLLMENT**

When enrolling a new student the process can be greatly eased if the following information is on hand at the time of enrollment:

1. Birth certificate
2. Immunization records: Any student who enrolls must have the necessary immunizations, as required by Oklahoma Law.
3. The following contact information:
  - Parent's home, work, and cell numbers
  - Friends or relatives (emergency) phone
  - Doctor's phone
  - Email addresses if available
4. Name and address of school last attended.
5. Evidence of residence in the district. Recent utility bill, receipt of paid county property tax. (Must be in parent/guardian's name)
6. The child's legal name must be recorded on all school documents.
7. School age law: 70 Okl.Stat.§1-114 states that all children between the ages of five (5) years on or before September 1, and twenty-one (21) years on or before September 1 shall be entitled to attend public school free of charge in the district in which they reside: Provided that children who have reached the age of five (5) years on or before September 1 of school year may be admitted to kindergarten classes approved by the State Board of Education. No child shall be enrolled in the first grade unless he/she will have reached the age of six (6) years on or before September 1 of the school year.
8. Kindergarten is mandatory for 5 year old children unless the results of screening indicate otherwise.

## EVALUATION OF ACADEMIC PROGRESS

1. The school year is divided into four nine week grading periods for which a progress report is made to parents. A student must be enrolled a minimum of 50% to receive a report for that nine week period.
2. Progress reports will be sent to the home when a student is making 69% or below at the end of the fifth week of each nine weeks. Special reports may be sent when a teacher feels a student is making unusually slow progress in a particular subject.
3. All students receive a report card every nine weeks. The following evaluation marks are used for grades PreK, K, & 1st:

+	Skill Mastery
/	Presently developing skill
-	Area of concern
[ ]	Not evaluated at this time

4. The following is the grading scale used by grades 2 through 6:

90 - 100	A - Superior
80 - 89	B - Above Average
70 - 79	C - Average
60 - 69	D - Below Average
59 and below	F - Unsatisfactory

## GIFTED PROGRAMS

The Anderson Gifted and Talented program serves grades 3 through 6. Student participants are served through both differentiated curriculum in the classroom and through learning laboratory programs. Student participants must qualify for the program by meeting certain criteria in compliance with Oklahoma State Law. An advocacy procedure has been developed which permits teacher and parents to recommend students for further evaluation and possible placement in the program. You are encouraged to contact the school superintendent or GT Coordinator if you have questions about the program.

## PROFICIENCY BASED PROMOTION

Proficiency based promotion is a system which awards credit for student's knowledge in the core curriculum areas of mathematics, language arts, social studies, and science through an assessment process. The following outlines the procedures that will be used to allow students the opportunity to progress through the program.

1. All students in grades 1-6 enrolled in Anderson School are eligible for the Proficiency Based Program.

2. Upon request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more of the core curriculum areas.
3. In order for a student to participate in the program, a student must perform at 97% or greater level on a Test of Basic Skills.
4. Students demonstrating proficiency in one or more curriculum areas will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum areas.
5. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
6. Students may advance one or more levels in the core curriculum areas. However, they must progress through a curriculum area in sequential manner.

### **HOMEBOUND PROGRAMS**

Homebound services are for children who are unable to attend classes due to physical illness (surgery, etc.) and who expect at least a two week (consecutive) absence.

### **RETENTION PROCEDURE**

Some students are retained at their present grade level each year. This is a cooperative process carried on between the school and parent/guardian(s). Efforts are made to notify parents early in the second semester when retaining is imminent. By Oklahoma Law, the Superintendent has the authority to determine grade placement.

### **WITHDRAWAL**

1. Please notify your child's teacher and the Student Information Secretary as soon as possible in the event that your child will no longer be attending Anderson Elementary School.
2. Check to see that all lunch charges are paid in the cafeteria.
3. Be sure that all library books are turned in to the building media center.
4. All textbooks are to be returned to the classroom teacher.
5. If you desire copies of school records to take with you, notify the Student Information Secretary at least three days prior to withdrawal.

### **ACTIVITIES**

#### **SCHOOL ASSEMBLIES**

1. Assembly programs are scheduled from time to time.
2. Teachers will help with seating.
3. Parents are honored guests.
4. Show courtesy as you sit quietly, watch carefully and listen politely.

5. Show respect for the performers by listening quietly.
6. Show your appreciation by applauding in a mannerly way.
7. Never whistle or "boo."

### **CLASS PARTIES**

1. There are 4 parties each year; Harvest, Christmas, Valentine's Day and Easter. These are coordinated with the teachers and home room entity.
2. Birthday party invitations will not be passed out at school unless every student in the class is being invited.

### **ATTENDANCE**

#### **ABSENCE PROCEDURE**

Illness and other absences must be phoned in to the office or a note sent when the student returns.

1. You should call the secretary the day your child is absent, or is going to be absent from school. Please contact the office by 10:00 a.m. at 245-0289.
2. It is the legal duty of each parent or guardian to inform the school concerning the cause of any absences of their child. If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period the parents shall be notified. If the child is absent from school for ten (10) or more days or parts of days within a semester, without a valid excuse, the attendance officer shall immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. Excessive absences may result in retention at the superintendent's discretion.
3. All exceptions to this rule must be submitted in writing with documentation for medical reasons or family emergencies by the parent/guardian(s). Exceptions will be determined by the superintendent. If the superintendent denies the request for the waiver, the parent/guardian(s) may request a review by the attendance committee composed of the superintendent, a teacher and a counselor.
4. Students that have been absent will have the same number of days to make-up work as days they are absent. It is the student's responsibility to make arrangements for any make up work to be done.

#### **EARLY ARRIVAL/ DISMISSAL**

Students that arrive before 8:00 a.m. must wait outside until doors open at 8:00 a.m. If a parent wishes to take a student away from school building for lunch, etc., the parent must come to school and follow early dismissal procedure as described below:

1. Parents are to sign out students at the office.
2. Parents are not to go directly to the student's classroom.
3. Under no circumstances will a student be granted permission to leave the building/grounds unless the school is notified by the parent/guardian(s).

### **TARDIES**

If you arrive after 8:30 a.m., you must get a tardy pass from the office. The pass will admit you to class. Tardy rules per school policy will be enforced.

### **TRUANCY**

Students absent without approval of school and parent are considered truant. The Truancy Law for the State of Oklahoma indicates the responsibilities of parents and school administrators as follows: 70 Okl. Stat. §10-106

1. All children enrolled in public schools are covered by the truancy legislation.
2. Parents must notify the school on those days when their child is absent and explain the reason for the absence. Notification by telephone should be made to the office.
3. Parent calls should be made before 10:00 a.m.
4. A note explaining the child's absence may be sent to the child's teacher if you are unable to make telephone contact.
5. The Student Information Secretary or other school staff will contact the parents of children who are absent and who have not contacted the school.
6. Children who are absent for ten or more days or parts of days within a semester without a valid excuse will be reported to the proper authorities.
7. Extra-curricular activities (piano, karate, gymnastics, etc.) should be scheduled after school hours. Children may be dismissed early for medical reasons. Class-room instruction is continuous throughout the day and students will be held accountable for that work.

### **CONDUCT**

### **ATTITUDES**

1. A positive successful school atmosphere is the responsibility of students and teachers. Our school days are busy and happy ones.
2. If you have given your best, you should feel proud of what you have done.

3. You cannot expect to do everything better than someone else, but you should strive for self-improvement.
4. A well-mannered person does not boast. If others compliment you for what you have done, return this courtesy with "Thank you".
5. Try to help others.
6. Learn to evaluate your own progress. At the end of each day, think about the things you've learned.
7. Good attitude and sportsmanship produce a good student; learn to be a good sport whether you win or lose.
8. Bullying in any form is not allowed. Bullying is defined by Anderson School Policy No. H-8 and is available upon request.

### **CLASSROOM**

1. Be a good listener; follow directions carefully.
2. Think before you speak.
3. Keep a neat and clean desk.
4. Show care for all property.
5. Avoid disturbing others in your class or in other classes.
6. Continue with your work as usual when there are visitors in the classroom.
7. Leave everything in order at the close of the day.
8. Gum chewing is not permitted.
9. No toys or equipment brought from home without teacher/superintendent's permission.
10. No selling of any items at school.

### **HALLWAYS**

1. Always keep to the right when moving in the halls.
2. Running inside the buildings is never allowed.
3. Avoid crowding others in your line.

4. Keep your voice to a whisper, and your hands to yourself.
5. Do not kick or trip others.

### **PLAYGROUND**

1. Any student who incites, encourages, promotes or participates in any acts determined by playground supervisor to be hazardous to the safety of others shall be subject to disciplinary action.
2. Tackle football is not allowed.
3. Obscene language or obscene gestures will be grounds for disciplinary action.
4. Students must have permission from playground supervisor to go into buildings.
5. Students must report problems to playground supervisor.
6. Students are not allowed on the ramp that leads to classrooms during any recess period.
7. Other playground rules that are specific to particular playgrounds will be reviewed by home room teachers.
8. Use playground equipment properly.

### **DISCIPLINE**

The Anderson staff believes in a school climate which enhances self-esteem, promotes learning in a positive environment, treats all people with respect and encourages the nurturing aspect of education. We also believe every student has the right to learn and that no one has the right to interfere through disruption.

### **CORPORAL PUNISHMENT**

Corporal punishment will be allowed only at parental request and not before other students or without a certified same sex teacher as a witness.

### **SUSPENSION POLICY**

The following behavior may be cause for the superintendent to suspend a student when the behavior occurs while the student is in attendance at school, in transit either by school district transportation or under school district

supervision to or from the school or school function, while in attendance at a school function or while on property subject to the control and authority of the school district:

1. Disobeying, showing disrespect for, defying the authority of, an/or being insubordinate to a teacher, administrator, or other school district employee including secretaries, custodian, bus drivers and/or cafeteria workers.
2. Leaving school grounds or activities at unauthorized times without permission, refusing to identify or falsely identifying one's self to school personnel and/or unauthorized entry into classrooms or other school premises.
3. Violating the school district's and school building's rules, regulations, policies and public law.
4. Possession or use of any firearm, weapon, object, or substance that might be dangerous and/or injurious to person or property, including possession or use of fireworks.
5. Engaging in conduct which endangers or jeopardizes the safety of other persons, teacher, administrator, school district employee and/or visitor.
6. Bullying, harassing, hazing, threatening or verbally assaulting another student, teacher, administrator, school district employee and/or visitor.
7. Use of profanity, vulgar language or expressions and/or obscene gestures.
8. Assault and battery of, inflicting bodily injury on, or fighting with a student, faculty member or other person.
9. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace and/or inciting, encouraging, prompting or participating in an attempt to interfere with or disrupt the normal education process.
10. Showing disrespect, causing damage, vandalizing, cutting, defacing or destroying any property, real or personal, belonging to the school district, its employees, students, or visitors.
11. Use or possession of tobacco in any form while riding on school vehicles, while on school grounds or at or going to and from school events.
12. Using, possessing or being under the influence of, selling, transferring, distributing or exchanging any alcoholic beverage, drug, or inhalant.

13. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property and cheating.
14. Failure to fulfill assigned school discipline.
15. Possession and/or distribution of pornographic clothing or materials.
16. Failure to comply with state immunization records.
17. Truancy.
18. Inappropriate behavior.
20. Falsely reporting an emergency or interfering with emergency drills.
21. Bus conduct: Riding the bus is a privilege the State Department of Education does not require student to be transported by the school. Students are not allowed to eat or drink on the bus.

***DEPENDING ON THE INCIDENT, THE SUPERINTENDENT HAS THE RIGHT TO OMIT ANY STEPS AND ADMINISTER PUNISHMENT DEEMED APPROPRIATE.***

### **STUDENT APPEARANCE**

1. Attire for all students should be reasonable, modest and in such style as will not cause distraction.
2. Shorts and skirts above the knee are permitted only the first and fourth nine-weeks of the school year.
3. No sagging. Pants or shorts that are too large and sag below the hips will not be allowed.
4. Clothing which promotes beer, liquor, obscene words or suggestive statements and/or grotesque pictures, such as skulls or violence is inappropriate.
5. Hair style must be reasonable, modest, clean, and in such style as will not cause distraction from the educational process.
6. Dress properly for the weather.
7. Shoes must be worn to school. Flip flops, Heelies and no backless shoes are to be worn. Tennis shoes are recommended for the safety of the students.

8. Cleats are not allowed.
9. Any questionable attire is left to the discretion of the superintendent.
10. No hats, caps, scarves or bandanas shall be worn inside the School Building.

### **EMERGENCY DRILLS\***

#### **FIRE EVACUATION**

1. The fire alarm is short blasts of the alarm.
2. Students are to evacuate the building immediately. Do not linger to get books, coats or other items.
3. Teachers are to see that students leave the rooms as quickly as possible in an orderly manner with no running or shoving.
4. Students are to know and to use the proper exit from the building.
5. Teachers are to be the last to leave the room. All hallway doors should be closed.
6. Students are to move away from the building and remain outside until told to re-enter the building.

#### **TORNADO ALARM**

1. The tornado alarm is a "high-low" sound.
2. Students are to take cover in areas assigned by the superintendent in each building. Assignments may be based on suggestions by weather bureau or other knowledgeable personnel.
3. Positions will be taken on the floor. Students are to cover their heads with their hands and arms.
4. School buses will not be loaded in the event of threatening weather at dismissal time.
5. The superintendent will assign shelter areas in each building.

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\* Pursuant to Oklahoma school laws, Anderson School will hold required fire, tornado and lockdown drills each year. All students are required to participate; any student falsely reporting or interfering with a drill may be suspended.

## **FIELD TRIPS**

Certain procedures must be followed in setting up and taking ALL field trips.

1. ALL field trips must be approved by the superintendent.
2. Teachers must secure a signed standard permission form from each student's parent or guardian before taking the student on ALL field trips. Permission forms are available at the school office.
  - a) Telephone permission for a field trip will only be allowed when contact is made by the superintendent (or designated home-room teacher when superintendent is unavailable).
  - b) Teachers must take the signed permission slips with them on the field trip.
3. A list of all students and sponsors must be prepared and left on the superintendent's desk before a group leaves on a field trip.
4. The teacher must notify all personnel affected by the field trip (cafeteria, P.E. lab teachers, etc.) at least two days prior to departure. Classes missed during a regular school day due to a field trip will not be made up.
5. All students and teachers must return by the same mode of transportation in which they left, unless parent signs for child.
6. For purposes of discipline, teachers should position themselves throughout the bus.

## **CAFETERIA FOOD SERVICES**

Anderson School participates in the National School Lunch Program.

Prices: National School Lunch Program:

	Breakfast	Lunch
Student	\$1.00	\$1.60 (extra milk .30 cents each)
Adult	\$1.50	\$2.75

### **LUNCH SCHEDULE** (followed by recess)

Pre-Kindergarten & Kindergarten	10:50 - 11:10
First, & Second	11:15 - 11:35
Third & Fourth	11:40 - 12:00
Fifth & Sixth	12:05 - 12:25

## **BREAKFAST SCHEDULE**

All Grades

8:00 - 8:20 a.m.

We will serve free and reduced price meals to children whose families fall within the state guidelines. Guidelines and applications may be made through the cafeteria office. Ice cream will be available after September 1<sup>st</sup> until the end of the first nine weeks and will be available again the last nine weeks. (cash purchases)

## **PAYMENT**

Those children buying their lunch at regular or reduced prices are asked to pay on a weekly basis if at all possible. This helps school bookkeeping and prevents loss of money. Milk is also available to students bringing lunch.

Students may charge lunches for only a two week period unless otherwise approved by the superintendent. Student charges may only be carried for ten days. Please help us in this matter by paying for lunches on a regular basis.

## **CAFETERIA RULES**

1. No loud talking.
2. Use proper table manners.
3. Students are required to sit in designated area.
4. Students must stay a minimum of 10 minutes to eat; a student may only leave cafeteria if released by person on duty.
5. Disobedience and disruptive behavior will result in loss of recess or other disciplinary action.
6. Ice cream is on a cash basis, only. Students will not be allowed to charge or go back to their locker to get their money.
7. Put all paper and plastic in the waste can. Leave the area by the proper exit.

## **GENERAL INFORMATION**

### **CONFERENCES**

Communication between parent/guardian(s), student and teacher is encouraged. The proper communication procedure begins with first contacting your child's teacher. If a resolution is not satisfactorily met, then a meeting with parent, teacher, counselor and/or the superintendent may be necessary.

If a student wishes to see the superintendent they may ask their teacher and a meeting will be scheduled. If a parent desires a conference please call the Student Information Secretary at 245-0289 for an appointment.

Under no circumstances should a conference take place during a school day when a teacher is conducting class or supervising children on the playground. After-school drop in conferences are discouraged. Conferences with teachers are scheduled by appointments made through the school secretary or by written consent of the teacher.

Parent/Teacher Conferences are scheduled for the Fall and Spring of each school year. Please see the school calendar for exact dates.

Open House is held at the beginning of the school year so that all parents have the opportunity to meet with their child's teachers.

### **SCHOOL BOARD MEETINGS**

Meetings are held at the beginning of each month, beginning at 6:00 p.m. in the school cafeteria. Agendas are posted 24 hours prior to the day of the meeting. Parents are welcome to address their concerns to the Board, but they must follow the guidelines listed below.

1. Patrons must first discuss their concerns with the superintendent.
2. Patrons will need to make a written request two (2) days prior to the posting of the agenda of the regularly scheduled Board Meeting. The Agenda is posted on the Friday before a Monday board meeting.
3. Patrons will be allowed a maximum of 10 minutes to address their concerns during the meeting.

### **COST OF SCHOOL SUPPLIES**

Though school supplies, uniforms, etc., may at times be required for students to fully participate, it is not the intent of Anderson School to prevent any student from participating due to cost or an inability to pay. Any student unable to pay the fees should contact a counselor or administrator. Teachers may be contacted for additional information concerning the exact costs involved.

### **YEARBOOKS**

The Anderson Elementary School Yearbook is published annually by the faculty. The yearbook contains pictures of all classes as well as pictures of activities and extra curricular organizations and clubs.

## **HOMEWORK/MAKE-UP WORK**

1. Students should have a place in their notebooks for writing daily assignments.
2. Homework is used primarily for reinforcement, make-up and/or completion of unfinished classroom assignments.
3. A student should strive to work hard at school; therefore, less homework will be necessary and the student will have more time for extracurricular activities and family involvement.
4. Homework is the student's responsibility. Students may share this work with their parents and seek their help when needed.
5. All assignments should be carefully and neatly prepared and turned in on schedule.
6. Absentee homework: When you are absent for a length of time, please ask your parents to call the office. Your teacher will have your homework assignments ready at the office to be picked up.
7. Students that are absent will have the same number of days to make-up work as days they were absent. It is the student's responsibility to make arrangements for any make-up work upon returning to school.

## **LOST/DAMAGED BOOKS**

Books that have been lost or damaged must be paid for in full, on a pro-rated basis. Students should keep their receipt in case the book is found.

## **LOST AND FOUND**

1. Please label all items of clothing and lunch pails with your child's name. This will help your child from losing their possessions.
2. Lost and found items should be turned into the office so they can be placed in the Lost and Found Box.
3. Articles not claimed will be given to a charitable organization at the end of each school year.

## **MEDIA CENTER**

Students are responsible for books checked out from the media center. Lost books and badly damaged books must be replaced. A list of rules is posted in the Media Center.

## **DEPOSITS OF MONEY**

No money is kept at the school overnight. All money is turned in to the office at the end of each day. Students should not leave money in lockers or in desks. The school is not responsible for any money stolen from the school.

## **SEVERE WEATHER**

Procedure for dismissing school due to severe weather:

1. The condition of the roads on the Anderson bus routes is the determining factor as to whether schools will be in session. If school is dismissed early parent/ guardians of students PK-3<sup>rd</sup> will be contacted first.
2. Bus routes throughout the school district are checked by the superintendent in the early evening (before 10:00 p.m.) and early morning (before 6:00 a.m.)
3. Television channels: 2, 6, 8, and 23 as well as radio station K 95 fm are notified if school is being dismissed.
4. It is almost impossible to notify all radio and TV stations due to busy telephone signals at the stations.
5. Students who ride buses have been notified by their bus drivers where to meet the bus when minor adjustments are necessary due to snow or ice.

## **WELCOMING NEW STUDENTS**

1. Help new students "feel at home."
2. Tell a new student your name. Introduce him or her to other students. Always be friendly.
3. It is your responsibility to help the new pupil adjust and become comfortable at Anderson.

## **WORKBOOKS**

Workbooks are purchased by the school. They are to be left at school if you move. Records will not be released until all books are returned and fees are satisfied.

## **HEALTH SERVICES**

### **MEDICATION AT SCHOOL**

The School will dispense medication upon written request. If possible, parents are advised to give medication at home, and on a schedule other than during school hours. Otherwise, the following regulations must be followed:

1. An "Authorization to Administer Medication" form must be completed, signed and on file in the school office.
2. Medication must be brought to school in its original container - both prescription and nonprescription medication with original labels intact.
3. All medication is kept in the office in a locked cabinet. If medication is not properly labeled, it will not be given.
4. We strongly recommend the parent bring ALL necessary medications to school and deliver them to the office. This eliminates lost medication on the bus or in the classroom. It also protects the ones it is intended for. A medication that helps one student can be extremely harmful to another student. Students should not keep medication with them at school for this reason.
5. ACETAMINOPHEN/Tylenol - Can be administered to students if parent permission was given on Authorization to Administer Medicine. Parents should supply the preferred brand that is properly labeled.

### **ILLNESS AT SCHOOL**

1. Students with temperatures of 100 degrees or above must be sent home. Parents are asked to keep students who have elevated temperatures home 24 hours after the temperature returns to normal.
2. Students who vomit during the evening should not be sent to school the next day. Students who vomit at school will be sent home.
3. Parents are to provide transportation home for students who become ill at school.

### **HEAD LICE PROCEDURES**

1. If you suspect your student has head lice, please contact the school to confirm it. Head lice are contagious and will not disappear without the student being treated.
2. No student will be admitted to class who has nits or lice regardless of the number of treatments or measures which may have been taken.

3. All students must be checked by the school before returning to class. If you suspect your student has any contagious health condition, we would appreciate you informing us so we can be alert for other cases. Chicken Pox and head lice cases require written release from the office for the student to return to class.

### **PARENT VOLUNTEER ORGANIZATION**

Anderson Elementary School has a very active volunteer organization. The following examples are activities that the PVO is involved in:

CLASSROOM VOLUNTEER PROGRAM: Under the guidance of the staff, day time volunteers help in a variety of ways, such as laminating materials and working with small groups of students needing extra drill work.

VISION AND SCREENING: Volunteers assist in vision and auditory screening.

SPIRIT ITEMS: Non -profit sale of Anderson Trojan Buttons, Mugs, Pom poms, and T-shirts to promote school spirit.

HOLIDAY PARTIES: There are 4 parties each year; Harvest, Christmas, Valentine's Day and Easter. These are coordinated with the teachers and homeroom entity.

TRACK AND FIELD DAY: Assist the P.E. Teacher in planning and running the field and track day.

WHERE NEEDED OR ASKED: Open House, Musicals, Plays, Thanksgiving Luncheon, Graduation, etc.

FUND RAISERS: Carnival and Santa Shop

You are invited and encouraged to attend and join the P.V.O. It is through our support that the students receive "the extras". Meetings are held the 2<sup>nd</sup> Tuesday of each month at 7:00.

### **RELEASE OF STUDENT INFORMATION**

#### **No Child Left Behind Act of 2001**

#### **Parents Right to Know**

Section 1111 (6) (A) Qualifications. – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents if their child's teacher does not meet the qualifications in which they provide instruction. Parent's have the right to request this information at

anytime during the school year. They shall do so, by submitting the request in writing to the Superintendent. The school shall provide information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following.

- (I.) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (II.) Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
- (III.) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (IV.) Whether the child is provided services by paraprofessional and, if so, their qualifications.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974**

### **STATEMENT OF RIGHTS**

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy.

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to seek to correct the student's education record; in a hearing if necessary.
4. The right to report violations of the FERPA to the Department of Health, Education and Welfare.
5. The right to be informed about FERPA rights.

All right and protections given parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student".

A copy of the FERPA policy is available for review in the superintendent's office.

## **INDIVIDUALS WITH DISABILITIES EDUCATION ACT**

The Individuals With Disabilities Education Act (IDEA) states that all children with special education needs have the right to a Free Appropriate Public Education (FAPE). The Anderson Public School district is searching for children, birth through twenty-one years of age that may be in need of special services. If you think a child may have a disability or a special problem, call the school district at 245-0289. All information is kept confidential.

### **SCHOOL OFFICE**

1. Your Superintendent is here to help you. He will always be glad to help on important matters and concerns.
2. Be courteous at all times.
3. Absentee homework: When you are absent for a length of time, please ask your parents to call the office. Your teacher will have your homework assignments ready at the office to be picked up.

### **TELEPHONE**

1. The office is open from 8:00 a.m. to 4:00 p.m. The phone number is 245-0289.
2. Students will not be allowed to make/receive phone calls except in case of emergency. The administrator or a designee will define the emergency.

### **BUS TRANSPORTATION**

1. RIDING THE BUS TO AND FROM SCHOOL IS A PRIVILEGE! The State Department of Education does not require the schools to transport student to and from school. If your conduct is unbecoming or in any way endangers the welfare of others, this privilege can and will be taken away.
2. The driver is the person in charge of the bus. You must show them respect and be courteous at all times.
3. The school's responsibility for you begins when you enter the bus and is over when you leave the bus.
4. Students, upon entering the bus, should find a seat and remain seated until the bus stops moving.
5. Students should refrain from any type of horseplay on the bus and talking should be in moderate tone, never in a loud manner.

6. Buses will load and unload in the main parking area. Parents are asked not to park in the loading zone.
7. Staff will be on duty to help loading and unloading. If students have problems about which bus to ride, etc., they should go immediately to a staff member or bus driver. Directions from staff members are to be obeyed and respected.
8. Plenty of time is allowed for loading; therefore, it is the student's responsibility to catch the bus. If a student should miss the bus, parents must make other arrangements to come for him/her.
9. Buses will leave the playground at 3:20 p.m. to transport students home.
10. You will have a bus assigned at the beginning of the school year. If you ride a bus other than your own, you must have a bus pass completed in full, signed by office personnel. Also, students who are not regular bus riders are not permitted to ride a bus without being given this same written permission.
11. All toys, balls, etc., must be placed in a paper sack or other suitable container and left there during the bus ride to or from school.
12. Students are not allowed to eat or drink on the bus.
13. Discipline process for bus misbehavior:
  - 1st Discipline Slip will result in conference with the Superintendent.
  - 2nd Discipline Slip will result in Superintendent calling parents.
  - 3rd Discipline Slip will result in 1 day suspension from bus.
  - 4th Discipline Slip will result in 3 days suspension from bus.
  - 5th Discipline Slip will result in 10 days suspension from bus.
  - 6th Discipline Slip will result in suspension from bus for the semester.

***THE SUPERINTENDENT RETAINS THE RIGHT TO ADMINISTER PUNISHMENT FOR BUS INCIDENTS AS DEEMED APPROPRIATE REGARDLESS OF THE ABOVE PROCESS.***

## **VISITORS**

All visitors to any of the buildings must report to the office. Your child will be called to the office if you are picking them up or need to see them for other reasons. If you are here to visit with a teacher, other school employee, or attend a conference, meeting, etc., then you need to sign in at the office.

It is our desire to provide the ultimate degree of protection for your child and feel that one way of doing this by controlling the flow of visitors to the school. Please remain in the office area until your child has arrived or until a school staff member has met with you there.

### **CLASSROOM VISITATION BY PARENT/LEGAL GUARDIAN(S)**

**REGULAR EDUCATION CLASSROOMS:** All visitations must be scheduled and approved by the Superintendent. To minimize disruption, parent(s) or legal guardian(s) may visit classrooms under these circumstances: To attend a class function such as a party or play; to have a conference with the teacher in the classroom when other students are not present. To make classroom observations during instructional time, requests must be made in writing and delivered to the Superintendent at least forty-eight (48) hours prior to visiting the classroom. Observations may occur within the following guidelines:

1. An administrator must accompany the parent(s) or guardian(s) for a period not to exceed fifty-five (55) minutes.
2. Observations will not be scheduled during achievement testing or any other activity that could be disrupted by the presence of visitors in the classroom.
3. No recording equipment or cameras will be permitted in the classroom during an observation of the instructional process unless prior permission is given by the Superintendent.

**SPECIAL EDUCATION CLASSROOMS:** The provisions of the above policy pertain to special education classrooms; however, due to confidentiality requirements, a written request to make observations in the classroom, on forms provided by the school district, must be submitted to the Superintendent at least forty-eight (48) hours in advance. A confidentiality release from parent(s) or legal guardian(s) of other children in the class -room shall be required by the Superintendent.