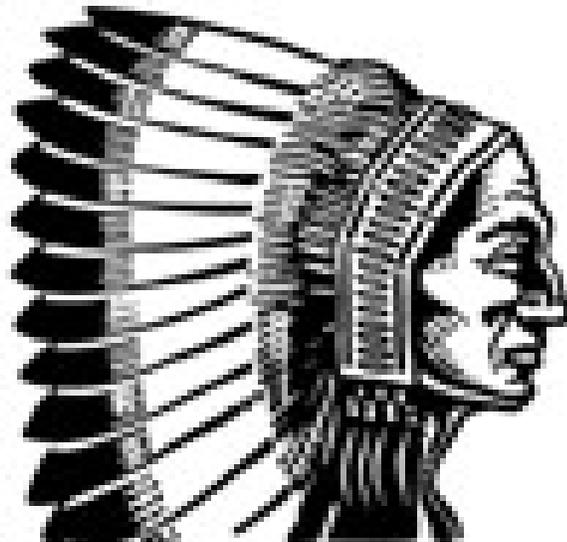


# **ANACOCO ELEMENTARY SCHOOL**

## **PARENT AND STUDENT HANDBOOK**



**2013-2014**

**Kevin Dowdle, Principal  
Angela Schraven, Assistant Principal**

**Mrs. Nelda Frost, Counselor  
Officer Kalk, Resource Officer**

**Phone: 337-239-3040**

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**4726 Port Arthur Avenue**

Anacoco, LA 71403

Welcome! 

Dear Parents and Students,

Welcome to Anacoco Elementary School. We are looking forward to a rewarding 2013-2014 school year filled with positive educational experiences!

Thank you for continuing to support Anacoco Elementary School. Excellence in education continues to be a priority for students, teachers, parents and our community. Because of this, we continue to achieve a high degree of success!

Please encourage your child to do his/her best each day this school year. Educational research provides evidence that excellent attendance, punctuality, organization, on-task behavior, and teamwork are habits established in elementary school that follow students throughout their lifetime. Let's work together to see these characteristics in each A.E.S. student.

A monthly planner will be sent home at the beginning of each month. The planner will list holidays, early dismissals, special school activities, report card and progress report dates, and other important information. Please post this at home for your use throughout each month. The lunch menu will be on the back of the monthly planner. Students in all grades will receive a weekly work folder containing graded work and a weekly conduct grade. Students in kindergarten will receive a daily folder. Please look for this folder to come home on the same day each week.

Students will no longer be receiving a homework planner but will receive a homework log each Monday compiled by your child's teacher or team of teachers. The homework log will give you homework and test dates each week.

If you as a parent would like to volunteer your time, we at A.E.S. would like say "thank you." Your time spent as a volunteer is both needed and appreciated. There are many places where volunteers could be helpful to our students and teachers each and every day of the school year. You will be receiving a Volunteer Form to complete and return to your child's teacher. Remember, our school gets better and better with each hour clocked by a parent volunteer. If for any reason your child's teacher is unable to utilize you in your child's classroom, please contact the Title I coordinator, Mrs. Greta James. Mrs. James or an administrator can easily find a place for you to volunteer in our school!

Your child is important to us at A.E.S. We urge you to voice your compliments and your concerns to our teachers and administrators. We are here for the children!

Sincerely,

Kevin Dowdle, Principal



"Enter to Learn - - Go and Succeed!"

## **Anacoco Elementary School Belief Statements**

1. A love for learning is best developed in an atmosphere which encourages the exploration of new ideas and interests.
2. The purpose of education is to direct and encourage the total development of each individual student mentally, physically, socially, and emotionally.
3. The school is accountable for academic achievement in addition to developing the students' potential for becoming productive members of the social and economic community by providing for them as many varied experiences as possible.
4. The curriculum should be flexible enough to meet the needs of all children.
5. Through cooperation and guidance the school, home, and community should strive to instill the moral values within each student that are necessary to develop a responsible citizen.

## **Mission Statement**

"Enter to Learn - - Go and Succeed!"



## Arriving at School

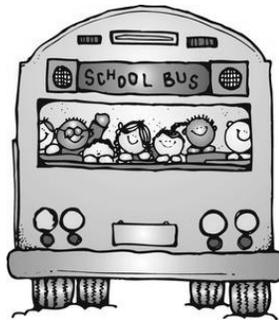
**Morning duty for faculty and staff begins at 7:30 a.m.; therefore, for your child's safety, do not bring your child to school before 7:30 a.m.**

Please be certain that your child arrives to school by 7:50 a.m. to begin morning assignments. Your child will be considered **tardy after 7:55 a.m. and must be signed in by a parent in the office.** (see **tardy consequences for students not signed in by parents**)

Parents dropping off students must drop off by going around the back of the school through the one-way lane. Students will then be helped out of their vehicles by A.E.S. personnel in front of the school.

Please allow your child to walk himself/herself to class per teacher request. Students eating breakfast should go directly to the cafeteria; all others should go directly to their homeroom class.

- ✓ **Students with 3 unexcused tardies or 3 unexcused early-outs (after 11:30) or a combination of the two in one semester will have an after school detention.**
- ✓ **Students leaving school early (before 3:05 p.m.; no check-outs between 2:00 and 3:05 p.m.) are usually going to a doctor's appointment, dentist appointment, or going home ill as verified by the school nurse. These reasons are excused. If your child leaves school early because the nurse called home, the nurse will provide the teacher with a written excuse. If your child is attending a doctor's appointment, dental appointment, etc., please send verification from the medical office to your child's teacher on the next school day.**
- ✓ **Students who are tardy and not signed in by a parent/guardian will automatically have an unexcused tardy regardless of reason for tardiness.**



## Leaving School

Transportation changes (bus or parent pick-up) **will not** be taken by phone. Students must bring a written notice from home regarding any changes in transportation. Secretaries are **not permitted to accept transportation changes by phone.**

**Students may not be picked up from school between 2:00 p.m. and 3:05 p.m.** Students leaving early must be picked up before 2:00 p.m. True emergencies will be documented in the office by one of the secretaries.

**Students must be signed out through the office by a parent or guardian;** teachers may not release students without being called from the office.

Students not riding the bus will be dismissed to the gym (parent pick-up area) at 2:55 p.m. This will be strictly enforced in 2013-2014; students will not be permitted to walk to bus area if not riding the bus. **Students will be escorted to the pick-up area located in the gym.**

Please limit the early pick up of your child to emergency situations/dental-doctor appointments. Unless a child leaves ill as determined by the school nurse, a doctor/dental/other acceptable excuse must be submitted on the child's next school day. It is important that your child stay at school until dismissal 3:05 p.m.

## Withdrawing/Registering

When withdrawing from our school or entering our school a **24-hour notice** is needed before departing paper work can be completed or before a new student can enter class. A drop/enter sheet will be given to the teacher once the office is notified. A student's records must be cleared before a transcript of grades and test records can be sent to the new school. This release includes clearing through the librarian, counselor, and lunchroom personnel. Lost textbooks, library books, and meals must be paid for in the office before records are cleared.

When registering to attend A.E. S., the following items must be submitted:

- Birth certificate
- Social security card
- Shot/health records
- Prior school records
- Proof of residence in Anacoco in grade-levels considered full



# Attendance

## *Parish Policy*

- ✓ On the 8<sup>th</sup> day of absence the student must attend a Saturday school to bring the total days down to 7. If the Saturday school is not attended a non-attendance “F” will be recorded on the student’s progress report and report card.
- ✓ The only days not counted in the “7 days” are days excused due to extenuating circumstances. Extenuating circumstances include: extended personal or emotional illness as verified by a physician, an extended hospital stay as verified by a physician, extended recuperation from an accident as verified by a physician, prior school system approved travel for education, extended contagious disease within a family as verified by a physician, death in family, or a natural catastrophe and/or disaster. For any other extenuating circumstance parents must make a formal appeal in accordance with the due process established by the Vernon Parish School Board.
- ✓ For your information and for the protection of your child, a letter is automatically printed and sent home once your child misses 3, 5, and 8 days of school.
- ✓ The Vernon Parish School Board has an automated call system which notifies parents when your child is absent, disciplined through the office, or receives a failing grade. This is designed to keep parents informed and children safe.
- ✓ Students not meeting attendance mandates are required to attend summer school in order to be promoted.

## **Absentee Procedure**

When a student is absent from school, it is the responsibility of the student and parent to provide a signed written excuse upon **the day of return** to school stating the reason for being absent.

Students with an **excused absence may** make up graded work during recess/specials. Other missed assignments must be completed at home. Special classes (P.E., Music, Computer) must be attended. The excuse for being absent must be brought to school **within the first 5 days after returning to school**. Students with an **unexcused absence are not allowed** to make up graded work and will receive a grade of failing on all missed graded material (parish policy). Excuses from parents or doctors will not be accepted after the 5<sup>th</sup> day. Doctor’s excuses will only be accepted if the child was seen as a patient by the doctor. A child staying home ill needs to only bring an excuse written by the parent verifying the illness. Once a child has missed the 8<sup>th</sup> day, he/she must make up the day whether visiting the doctor or not. We understand that children are at home ill, but may not require a doctor’s visit.

**Students habitually tardy (excused or unexcused) or students who habitually leave school early (excused or unexcused) will not be eligible to earn attendance incentives or some end-of-year awards. Habitually tardy is defined as attending after school detention twice due to tardiness or early outs.**

## Attendance Incentives



### 6-weeks

Prizes will be randomly awarded each six-weeks to students with perfect attendance.

### End-year

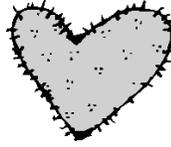
Perfect attendance (present everyday, all day) awards will be awarded at the awards ceremony; special recognition will be given to students with more than 1 consecutive year.

## Reaching Parents

It is mandatory that we know where to reach parents at all times. Please send any new cell phone/home/work/emergency numbers to your child's teacher who will turn this information over to the office for computer information.

## Volunteers/Visitors

A.E.S. appreciates and welcomes all volunteers. There are many ways that you may assist our teachers in their classrooms. For your child's safety, all visitors and volunteers must sign-in through the office and wear an ID sticker while on campus. Please see an administrator or your child's teacher if you would like to volunteer in our school. We can use volunteers in classrooms, in our library, in our cafeteria, on the playground, etc. **Please see your child's teacher, the Title I coordinator or an administrator if you are willing to volunteer! We want you in our school!!!**



## Grading Procedure

The faculty of A.E.S. realizes the importance of grades to the child and his/her parents. Therefore, careful and fair consideration is provided to each grade given. The teacher will be available upon appointment to explain and discuss the progress of any student. Students maintaining **all A's per six-weeks will have earned the A Honor Roll**. Students maintaining **all A's or B's per six-weeks will have earned the B Honor Roll**. Students will receive a minimum of 6 grades per subject per 6-weeks for each subject listed on the report card.

### Grading Scale (Grades 1-6)

<b>A</b>	<b>100-93</b>	<b>Excellent</b>	<b>3.6 to 4.0</b>
<b>B</b>	<b>92-85</b>	<b>Above Average</b>	<b>2.6 to 3.5</b>
<b>C</b>	<b>84-75</b>	<b>Average</b>	<b>1.6 to 2.5</b>
<b>D</b>	<b>74-67</b>	<b>Below Average</b>	<b>1.0 to 1.5</b>
<b>F</b>	<b>66-0</b>	<b>Unsatisfactory</b>	<b>0 to .9</b>

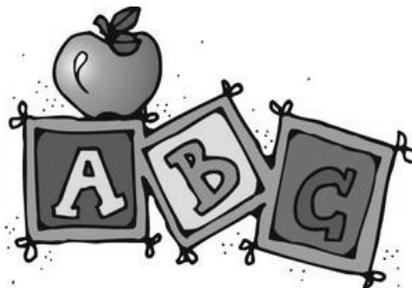


## Awards Ceremony

At the end of the school year students in grades 3, 4, 5, and 6 will be honored during the Awards Ceremony. **Students maintaining the A Honor Roll for each 6-weeks will receive the A Honor Roll Award. Students maintaining the B Honor Roll each 6-weeks will receive the B Honor Roll Award.** Some other awards include Students of the Year, Perfect Attendance, and Subject Awards in each grade level.

## Kindergarten Grading Scale

- S Satisfactory
- P Progressing
- N Needs Improvement





**AES Accelerated Reader  
Policies and Procedures for 2013-2014**

The following is a list of AR Policies and Procedures at Anacoco Elementary for the 2013-2014 year:

1. The AR year will be from the 2<sup>nd</sup> week of the school year 2013 through the 2<sup>nd</sup> week of May 2014.
2. Students can take AR tests between the hours of 7:30 a.m. and 3:00 p.m. in any of the following areas: Homeroom, Library, Title 1 Room, or Computer Lab.
3. **The Cheating Policy will be strictly enforced and shall be defined as:**
  - a. taking a test for someone else
  - b. assisting someone with a test
  - c. providing answers to a test
  - d. taking a test on a book that has not been read
  - e. allowing someone else to take a test for the student
  - f. giving someone else the student's password
  - g. using the school's password
  - h. taking a test in non-designated area(s)
  - i. taking the book to the computer for the purpose of testing
  - j. any other form of cheating
4. **The Consequences for Cheating will be:**
  - a. **1<sup>st</sup> Offense** – Student receives an **F in Conduct for the week**; is sent to the **Principal's Office**; and the **AR Reading grade** is lowered **20 points at the end of the six weeks**.
  - b. **2<sup>nd</sup> Offense** – Student receives an **F in Conduct for the week**; is assigned **Detention**; and the **AR Reading grade** is lowered **40 points at the end of the six weeks**.
  - c. **3<sup>rd</sup> Offense** – Student receives an **F in Conduct for the week**; is **Suspended**; and the **AR Reading grade** is lowered **60 points at the end of the six weeks**.



I have read and do agree to follow the above policies and procedures:

Student \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## Pupil Progression

Anacoco Elementary students must meet the requirements set forth by the Vernon Parish School Board in order to be promoted to the next grade level. Please compare your child's report card each six-weeks to the following progression plan. You may request a conference with your child's teacher, our counselor, assistant principal, or principal if you have any questions or concerns regarding the pupil progression or your child's progress.



In order to be promoted to the first grade, students must demonstrate proficiency in Kindergarten skills as defined in state content standards, by meeting the following minimum requirements.

1. Must demonstrate mastery by successfully mastering 70% of the Mathematics and Reading skills listed on the Kindergarten report card.
2. Students who fail to meet one of these requirements should be referred to the School Building Level Committee.
3. Those students who have not attended kindergarten may enter the first grade, if they meet the requirements listed in parts 1 and 2.



To be promoted, students must demonstrate proficiency in first grade skills, as defined by state content standards, by meeting the following minimum requirements:

1. Must make a passing grade average in Reading/Language Arts and Mathematics.
2. To receive a passing grade, students must earn a minimum of six quality points per year, with at least three quality points earned in the second semester.
3. Students who fail to meet one of these requirements should be referred to the School Building Level Committee.



To be promoted, students must demonstrate proficiency in second grade skills, as defined by state content standards, by meeting the following minimum requirements:

1. Must make a passing grade average in Reading and Mathematics.
2. To receive a passing grade, students must earn a minimum of six quality points per year, with at least three quality points earned in the second semester.
3. Students who fail to meet one of these requirements should be referred to the School Building Level Committee.



To be promoted, students must demonstrate proficiency in third grade skills, as defined by state content standards, by meeting the following minimum requirements.

1. Must make a passing grade average in Reading, Language, and Mathematics.
2. To receive a passing grade, students must earn a minimum of six quality points per year, with at least three quality points earned in the second semester.
3. Students who fail to meet one of these requirements should be referred to the School Building Level Committee.



To be promoted, students must demonstrate proficiency in fourth grade skills, as defined by state content standards, and measured by scoring at least at the Approaching Basic level on either the English Language Arts OR Mathematics components of LEAP AND at least at the Basic level on either the English Language Arts OR Mathematics components of LEAP for the 21st Century, and by meeting the following minimum requirements:

1. Must make a passing grade average in Reading, Language, and Mathematics, and at least one other major subject (Science or Social Studies).
2. To receive a passing grade, students must earn a minimum of six quality points per year, with at least three quality points earned in the second semester.
3. Students who fail to meet one of these requirements should be referred to the Building Level Committee.
4. Students repeating the 4th grade due to failure of the LEAP test that fail the LEAP test again are to-be promoted to 5th grade with additional instructional program options to move students to grade level proficiency.



To be promoted, students must demonstrate proficiency in fifth grade skills, as defined by State content standards, by meeting the following minimum requirements:

1. Must make a passing grade average in Language Arts, Mathematics, and at least one other major subject (Science or Social Studies).
2. To receive a passing grade, students must earn a minimum of 6 quality points per year, with at least three quality points earned in the second semester.
3. Students who fail to meet one of these requirements should be referred to the School Building Level Committee.



To be promoted, students must demonstrate proficiency in sixth grade skills, as defined by state content standards, by meeting the following minimum requirements:

1. Must make a passing grade average in Language Arts, Mathematics, and at least one other major subject (Science or Social Studies).
2. To receive a passing grade, students must earn a minimum of 6 quality points per year, with at least three quality points earned in the second semester.
3. Students who fail to meet one of these requirements should be referred to the School Building Level Committee.



## Testing

Students in **grade 4** must meet state established proficiency levels (scoring at least basic or above on **either** the English Language Arts or Mathematics section **AND** scoring at least approaching basic on either the English Language Arts or Mathematics section) on the criterion-referenced tests based on state content standards (LEAP). Students in **grades 3, 5, 6** will take the **ILEAP**, which contains a L.E.A.P. like section. Students in grade 2 will take a test similar to ILEAP as well so that we can begin determining the needs of our students before entering third grade.

Phase I testing (LEAP grade 4) will take place **March 18-20, 2014**. Phase II testing (grades 3, 4, 5, and 6) will take place **April 7-15, 2014**. Second grade iLeap testing will take place **April 7-9, 2014**. To prepare your child for these tests, consistently help your child with homework, review work sent home in work folders, help your child at home in preparation for weekly exams, demand good school attendance, and ensure your child consistently gets enough sleep (not just during high-stakes testing week). Parents are the child's most important teacher; be positive with your child and set high expectations!

## Communication

At A.E.S. communication between school and home is a priority. First grade through sixth grade teachers will send work folders home weekly. Kindergarten teachers will send work folders home daily. It is **your child's responsibility to bring the folder home and to return it to school signed by a parent/guardian on the next school day**. Your child's teacher will notify you as to the specific day that you should consistently expect the work folder to come home. Progress reports will be sent home after each 3-week session for grades 1-6. Please take this opportunity to review your child's progress and to do your part as a parent in helping your child study, review skills, and to develop study habits. At any time the teacher or parent may request a conference. Together, our students will achieve **more!**

## Box-Tops For Education



Anacoco Elementary will continue to participate in the Box-Tops for Education fundraiser. Please clip the Box-Top label off any General Mills product and send to school with your child to his/her teacher. Our school receives 10 cents per box-top. These box tops are on many commonly purchased items such as cereal, muffin mixes, hamburger helper, etc. Thank you for your participation. A complete list of Box-Tops items can be found at <http://www.boxtops4education.com/aboutboxtops/>.

## Textbooks

The school provides textbooks. You must, however, pay for lost or damaged books (including lost or damaged library books). You will not be issued a second copy until you have paid for the one you have lost or damaged. If you lose a textbook, ask your teacher to allow you to go the lost and found. If the book is not there, you may pay for

the lost book and be issued another one at that time. If you find the book later, you will receive a refund by presenting the book and receipt of payment to the secretary.



## **Field Trips**

When a field trip is taken, your child will bring home a permission form giving the destination and date of the trip. This form must be signed and returned to the teacher before your child will be allowed to go on the trip. Any student owing money for library books, text books, or breakfast/lunches will not be allowed to attend the field unless the account is paid in full before the field trip date.

## **Lost and Found**

All articles will be turned in to the lost and found located in the gymnasium. Items left over one month will be taken to Helping Hands.

## **Electronic Telecommunication Devices**

### **Cell Phones**

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone service, intercom, E-Reader, kindle, Ipad, lap top, cell phone or electro-mechanical paging system in the school building, or on the grounds, or in any school bus used to transport students, unless there is an actual, imminent threat to public health or safety which may result in loss of life, injury, or property damage. Use of these is a violation of school board policy and would result in one of the following consequences: (For purposes of school policy, the terms *use and operation* shall mean whenever the device is turned on).

Devices may not be in view or turned on.

Consequences:

- 1<sup>st</sup> offense      Device is taken and the parent is allowed to pick up
- 2<sup>nd</sup> offense      Device is taken and the parent is allowed to pick up and detention or similar punishment is assigned
- 3<sup>rd</sup> offense      Device is taken, parents may pick up and 1 day suspension is assigned

**Any subsequent offense will be treated the same as the 3<sup>rd</sup> offense.**

## Assemblies

We welcome all visitors to our assemblies, which will be held throughout the year. We ask that all visitors attempt to stay for the entire assembly to limit movement in the gymnasium. If you must leave before the assembly/program is over, please exit through the main doors so as to not interrupt the program.

## Positive Behavior Support



A.E.S. has adopted a school-wide behavior program named “Positive Behavior Support.” Our goal is to teach our students how to behave so that learning is maximized. Rules will be posted in each area of our school and teachers will take students to each area on the first day of school to teach and model rules.

**B**e ready to learn! **R**espect others! **A**ct responsibly! **V**ery positive! **E**ncourage others!

### AES Reinforcements/Rewards

#### Weekly

Each teacher will have a system of rewards in their classroom in which they will reward students with no marks for the week. Examples: treasure box trip, homework pass, stickers or a note home. Each grade-level can determine what is appropriate for them.

#### Every Three Weeks

**BRAVE Day:** This will be the 3<sup>rd</sup> week and the 6<sup>th</sup> week of the six weeks. Those students who have a grade of an A in conduct for all three weeks will receive a reward which is to be determined by the homeroom teacher.

#### End of Six Weeks:

Specials teachers will set up a six weeks reward for those students who have zero to one conduct marks for the entire six weeks. Examples of rewards: Jumper day for K-2, free special day, game day.

#### Freedom Fridays:

- September 20
- November 1
- December 20
- February 21
- April 4
- May 16

## **Mid-Year Reward**

Students are rewarded after Christmas with a reward for Positive behavior. The reward goes to all students who maintained a grade of A/B in conduct for the first semester

### **January 17 (K-6)**

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## **End of Year Rewards**

For those who maintained A/B average from January – May 2<sup>nd</sup>.

Water Day.

## **Minor Infractions**

The following are considered minor infractions and students will receive a conduct mark for the following: gum, candy, running, **uniform violation**, off task behavior, unprepared for class, hands-feet-objects on others, note passing, inappropriate comments or words, disrespect, playing in bathroom, rudeness, etc.

## **Major Infractions**

The following are considered major infractions and students will be automatically referred to the office for the following: fighting, defiance, extreme inappropriate language, harassment, teasing, bullying, major disruption, forgery/alteration of school document, stealing, property damage, lying, cheating, extreme disrespect, threats, extreme rudeness, etc.

## **PBIS grade level team**

Students will be referred to the PBIS grade level team in grades 2-6 when the 5<sup>th</sup> mark is reached in one week.

- First offense—2 days after school detention
- Second offense—2 days after school detention
- Third offense—1 day In School Suspension (Office Referral)
- Four or more—Out of school suspension (Office Referral)

Students in grades K and 1 will be referred to the office after conduct has reached the final stage of the grade level's discipline plan and a parent teacher conference has been held. Each teacher will send home in writing the approved discipline plan to be used in her classroom. Parents will be notified by the teacher prior to an office referral unless the infraction is major.

Please monitor your child's behavior by reviewing his conduct grade given each week (grades 2-6) or each day (grade K-1).

When students are referred to the office a punishment from the office will be given.

Possible punishments include:

- Required Parent/Administrator Conference
- After School Detention
- Corporal Punishment (If you do not want your child to receive corporal punishment you must notify the teacher and administrator each year in writing.)
- Punishment
- Isolation
- Privileges Taken Away (Field Trips, Blue Jean Days, Recess, Assemblies, etc.)

Suspended students may not be on campus or at any school event during the duration of a suspension which ends at the beginning (7:55 a.m.) of the first returned school day.

**If a student is referred to the office AND receives a punishment from the office an F in conduct is recorded for the week.**

## **Suspension From School**

It is at the administrators' discretion as to the number of days a student is suspended from school. The child's grade-level, severity of infraction, number of office referrals, etc. will be considered. On the fourth suspension, it will be recommended to the Child Welfare and Attendance Officer for the student to be expelled from school for one school year.

## **Threats**

Because of recent incidents of violence in schools, all threats will be taken seriously. To maintain a safe school, threats will be treated severely. Please discuss with your child the importance of not making threats of ANY kind. (Sample threats: "I'm going to kill you." "I'm going to whip you at recess." "You better be on the look-out for me." "I'm going to blow you up." "I'm going to knock your head off.")

## **Bullying**

A.E.S. has a zero-tolerance policy for bullying. If your child is being made fun of, ridiculed, being made to feel afraid, being made to feel unwanted or disliked, please contact your child's teacher. If the behavior continues, contact the teacher or administrator until the problem is resolved.



### **Hair and Grooming Policy for School & School Related Activities**

1. Boys may **not** wear earrings.
2. Girls may only wear **one** earring in each ear lobe (the one earring must be in the ear lobe and in no other part of the ear). No other body piercings/rings are permitted.
3. Extreme hair styles are not permitted (including Mohawks). Extreme is determined by administrator.
4. Temporary colors are not permitted in hair.
5. Boys' hair may not be long enough to touch shirt collar.
6. Hair may not hang in front of eyes. If student cannot keep hair out of eyes, a hair cut is mandated.
7. Writing on any part of body is not permitted.
8. Dress code, including tucked shirt and belt, is strictly enforced.
9. Violators will be sent home (unexcused absence) until the situation is taken care of appropriately.

### **General Student Guidelines**

*(The following are **basic guidelines** and certainly do not contain all school rules and guidelines.)*

1. Behave as ladies and gentlemen.
2. Do not leave campus after arrival.
3. Stay with assigned teacher unless given permission by the assigned teacher **even if another adult gave or gives you permission to leave.**
4. Medications must be brought to school by parent. A medication form (supplied by school) must be signed by physician for medication to be given at school.
5. Possession of or use of tobacco, alcohol, and drugs is not allowed.
6. Gum chewing not allowed.
7. Any weapon or item perceived as weapon is not permitted to include toy guns.
8. Toys are not to be brought to school.
9. I-pods, video games and devices, etc. are not permitted at school.
10. Hazing is not permitted
11. Do not throw rocks, pencils, paper, dirt, etc.
12. Verbal, physical, or written vulgarity is not allowed.

13. Do not bring valuables to school.
14. Do not litter.
15. Do not run on campus except at recess.
16. Do not write on building or walls.
17. Disrespect to adults or other students is not permitted.
18. Sleeping is not allowed; students must be engaged in learning at all times.
19. Hall passes are required outside of classrooms.
20. Students must stay in homerooms or outside of homeroom door before school in the morning unless eating breakfast. After breakfast, move directly to homeroom class.
21. Students may not visit in other homeroom classes or in other grades before school begins.
22. Slang words such as gay, suck, butt, idiot, stupid, wuzzup, etc. are not tolerated.
23. Unkindness is not tolerated.
24. Library passes are required in library.
25. Tennis shoes must be worn on P.E. days; excuses to not participate in P.E. will be documented and closely monitored for over-use.



## Homework Policy

2013-2014 A.E.S. Homework Policy  
Per 6-Weeks Grading Period Per Subject

First Missing Homework	Subtract 15 from 100 for Homework Grade/85-B
Second Missing Homework	Subtract 15 from 85 for Homework Grade/70-C
Third Missing Homework	Subtract 20 points from 85 for Homework Grade/50-F
Fourth Missing Homework	Subtract 20 points from 50 for Homework Grade/30-F
Fifth Missing Homework	Subtract 30 points from 30 for Homework Grade/0-F



## School Bus Conduct/Regulations

The board directs that the bus driver, together with the principal, shall assume full responsibility for the discipline of students riding buses. It is the duty of the driver, in the case of any infraction of policies by any student, to notify the principal. It is the

responsibility of the principal or assistant principal to determine necessary punishment to students violating regulations. Students will be taught proper bus riding procedures by their classroom teacher and parents will be required to sign a form after reading the bus regulations, which will be sent home. The following procedures will be followed when students are brought to the office by a bus driver for misbehavior:

### **Grades K-2**

- 1st offense-contact parents
- 2nd offense-1 day bus suspension/corporal punishment
- 3<sup>rd</sup> offense-3 days bus suspension
- 4th offense-5 days bus suspension
- 5th offense-bus expulsion for one calendar year

### **Grades 3-6**

- 1st offense-1 day bus suspension
- 2nd offense-3 days bus suspension
- 3rd offense-5 days bus suspension
- 4th offense- bus expulsion for one calendar year

**During a bus suspension or expulsion students may not ride another bus.**

Once a student is on his/her bus, the student may not leave that bus without the driver's permission. Students may not change their transportation unless a written note with a parent signature is brought to school. If the student does not have a written note from home, he/she may not ride another bus, go home with a friend, or in any way change the regular mode of transportation. Students will not be permitted to call home during the school day to verify transportation.

### **Reminder**

**A.E.S. secretaries are not permitted to accept transportation changes by phone.**

Teachers have pleaded to not have this interruption.  
Thank you for cooperating with your child's teacher.

## Cafeteria Policies

**Cafeteria Manager**

**Mrs. Hilton 238-2945**

**Lunch Prices:** Regular: \$1.50      Reduced: \$0.40

**Breakfast Prices:** Regular: \$0.75      Reduced: \$0.30

**Extra Milk or Juice:** \$0.50      **Visitors/Parents:** \$3.10

Please pay for meals in advance. It is easier to pay meals by the week or month rather than by the day. In order to comply with parish policy our school must call parents of students owing lunch money. Students may not charge meals on accounts. Breakfast and lunch meals must be paid in advance. Balances from prior school year must be paid in full before a child may begin eating in the cafeteria during the new school year.

1. All new students to our parish and our school will pay regular price for both meals until the application for free and reduced meals has been approved by the school lunch program office at the V.P.S.B. This takes time at the beginning of the year, so it is important that you complete the application immediately. New students to Vernon Parish may not CHARGE while waiting for their application for free/reduced meals to be approved. Students who were in Vernon Parish during last school year and received either free or reduced meals may eat on that status for one month-until September 9, 2013. After this date, meals will be full-priced until the application has been approved; avoid this by turning in free/reduced applications immediately after school begins.
2. Students who were in the parish last year will be allowed to continue on last year's status for one month. At that time, if you have not completed a new application and been approved for free or reduced prices, the regular prices will become effective.
3. Your child will be assigned a code number to be used in the cafeteria. This number will be his/her number as long as they are enrolled in A.E.S. You will need to keep this number for your use as you pay for your child's meals. Each child will have an account on the computer based on his/her name and code number. Each time your child eats a deduction will be made on his/her account.
4. Please pay in advance by the week or month. Include breakfast money if your child eats breakfast at school.
5. Send meal money in a **sealed** envelope. On the outside of the envelope write your child's name, teacher's name, amount in envelope, and lunch code number. The teacher will not keep records of this in the classroom; all money is sent to the cafeteria. Money must be in an envelope. Deductions from accounts will be made at each mealtime.
6. You may request a statement on your child's account. Please send a note to the teacher. A meal balance form will be sent home each week with each student.
7. Each child wishing to eat breakfast must go directly to the cafeteria after unloading the bus or released from parents. Students may not go to homerooms first.
8. A child may bring his/her lunch to school. Glass containers are not allowed. Students bringing their lunch may purchase milk.
9. Parents may join their child at lunch on occasion. Parents may bring a sack lunch for their child when eating lunch with their child.
10. Meals from fast-food chains may not be brought to the school for students.

11. Carbonated beverages may not be brought in the cafeteria.

### **Student Dress Code**

**.A dress code violation will result in a conduct mark.**

**In extreme cases, parents will be called to bring proper attire.**

### **Anacoco Elementary Uniform Policy**

**\*All shirts must be long enough to be tucked- Headstart-6<sup>th</sup>. Grade.**

**\*Students in grades 3-6 must wear a belt.**

1. The school uniform policy will be part of the school dress code and will require the following colors and styles:
  - a. Khaki bottoms-pants, shorts, skirts, jumpers, skorts, culottes, capris, etc. (no jeans, sweat pants or cargo pants)
  - b. Purple (Anacoco purple only), navy, or white shirts. Shirts must have a collar. Turtlenecks and undershirts that are school colors may be worn. Sweaters or jackets may not be worn tied below the hip.
  - c. If bottoms have belt loops, a black or brown belt must be worn. Pants must be straight legged. Pants may not be excessively tight or loose. Pants must have a hem; no fringes allowed. Shorts may not be more than three inches above the knee.
  - d. Socks, tights, and leggings will be purple, navy, khaki, white or black (without an emblem of any kind).
  - e. No designer labels are to be worn on the clothes.
  - f. T-shirts will not be worn except the school spirit shirt. These may be worn on **Friday** and on other special days designated by the principal. Khaki bottoms will be worn with the spirit shirt. A spirit shirt is only a spirit shirt bought through A.E.S. or another approved A.E.S. shirt. Camp shirts will not be considered Spirit Shirts.
  - g. Shoe styles are optional. Backless sandals/shoes are not permitted. Sandals/shoes that have a heel higher than one inch are not permitted.
  - h. Cleats, caps, hats, or sunglasses are not permitted.
  - i. Sweater worn over uniforms shirts indoors must be of uniform color.  
**Hoodies must be spirit hoodies or solid uniform colors.**
  - j. no basketball mesh shorts, sweat suits or jogging suits will be allowed on NUT Pass day.
2. Any special occasions for different attire approved by the principal will be allowed.
3. Students new to Anacoco Elementary will be allowed two weeks to purchase uniforms and comply with the policy. After this period, the student will not be allowed to go to class. Parents will be called to pick up the student or to bring the proper uniform.
4. Special needs will always be considered.

### **BLUE JEAN DAYS (will be listed on school calendar and/or teacher note)**

**On blue-jean days, only uniform bottoms or blue jeans, blue jean shorts, or blue jean skirts may be worn. (No Cargo Pants/Jeans) In the past we have allowed**

**any type of bottom to be worn on blue jean days. Students earning an Accelerated Reader N.U.T. (No Uniform Today) pass will be allowed to wear Vernon Parish School dress code approved clothing if they wish to wear non-blue jean bottoms. No basketball mesh shorts, sweat suits or jogging suits will be allowed on N.U.T. Pass day. N.U.T. pass days will be indicated on the monthly planner and take place after each six weeks.**

## **Head Lice Procedures**

All school staff members share the responsibility for early detection of head lice. Teachers, administrators, and other school employees should be alert to any unusual or repeated scratching by students and should advise the school principal of their findings. Particular warning signals to be alert for include: scratching and redness around the nape of the neck or behind the ears, and small white specks (nits) on the hair shaft resembling dandruff, but not easily removed. The designated trained school personnel will treat these findings as an urgent priority and will examine those students suspected of being infested. If a student is identified as a positive infestation, the designated trained school personnel will initiate the following procedure:

1. Determine on each student identified the name of each sibling and their location in the school system.
2. Locate and examine each sibling.
3. Contact the parents by phone, whenever possible, regarding each positive case and/or send a letter outlining the procedure to follow to obtain treatment for all students identified as positive. This letter will also contain instructions on obtaining clearance to return to school.
4. Examine all classes which have had a student identified as positive.
5. Care will be taken at all times to reserve the privacy of the students identified as positive.
6. Make a list of all students identified as positive and give to the school secretary so she may check for clearance slips.

Parents will be advised to obtain shampoo from their family physician who can write a prescription for shampoo, or from their pharmacist who can recommend any one of several OTC shampoos available, or may obtain assistance from Bayne Jones Hospital (for military dependents). School nurses may discuss with the parents the proper method of shampoo and guideline for disinfecting the home. (239-3401). At no time will school nurses or school personnel be responsible for in-school treatment. **Students who have been sent home because of head lice must be checked in by trained school personnel and cleared for readmission to school.**

Each student who is identified as positive must be cleared to return to school after adequate treatment and removal of all lice and egg sacs (nits) from hair. Students with nits in their hair will be refused readmission to school. If a student who has been identified as positive is absent for more than 3 days, the teacher is to notify the principal

so that follow-up contact can be made. **The first 3 days of absence due to head lice will be counted as excused absences. After 3 days the student will be counted as unexcused.**



## **Harassment Policy**

The Vernon Parish School System, in an effort to provide a safe school environment for students, has established a sexual harassment policy. By definition sexual harassment consists of unwanted or unwelcome sexual advances and other inappropriate verbal or physical conduct of a sexual nature. Whenever someone feels they are being harassed they should immediately notify the teacher, principal, or Central Office Administrator who will initiate an investigation into the alleged charges. If the charges are substantiated, sanctions will be imposed in accordance with written policy. Sexual harassment will not be tolerated at any level and will be dealt with in an expedient manner.

## **Video Surveillance Policy**

### **Please review the following Parish policy:**

The V.P.S.B. authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property. Students or staff in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law-enforcement agencies. Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

### **Anacoco Elementary 2013-2014 Handbook**

To acknowledge receipt of this handbook, please **sign, date, and return** this page to your child's teacher. This handbook contains information regarding the following:

- Discipline
- Homework
- Pupil Progression
- Attendance
- High Stakes Testing in grade 4
- Standardized Testing in grades 2, 3, 5, and 6
- School Meals
- Medication
- Grades and Report Cards
- Cell Phones and other Communication Devices
- Hair, Grooming, and Earrings
- Dress Code
- Discipline information, the A.E.S. Homework Policy, the Pupil Progression Plan, the A.E.S. Attendance Policy, Cafeteria Policies, High Stakes Testing information and other school related information, please sign, date, and return this page to your child's teacher.
- Busses
- Harassment
- Video Surveillance

Thank you for your continued support of Anacoco Elementary where we:

### **"Enter To Learn - - Go And Succeed!"**

We have read the information in this handbook and agree to comply with attendance and classroom/school regulations and requirements as stated. We also agree to attend all required parent/teacher/principal conferences.

Name of Student: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_



**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_