

Aberdeen Elementary School

Parent/Student Handbook

2018-2019



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The Aberdeen School District does not discriminate on the basis of sex, race, religion, age, handicap, national origin, or veteran status.

The Aberdeen School District's Title IX and Section 504 Coordinator may be reached by telephone at 662-369-6427.

Correspondence may be mailed to:
Title IX Coordinator
Aberdeen School District
PO Drawer 607
Aberdeen, Mississippi 39730

**Aberdeen School District
Strategic Plan
2018-2020**

Mission Statement:

The mission of the Aberdeen School District is to inspire ALL students to become problem solvers, lifelong learners, and productive members of society.

Vision Statement:

Student centered, Student focused, Student driven

District Motto:

The Right Way...Every Day...The Bulldog Way!

CORE BELIEFS

- 1.) Every student is a unique individual who deserves respect and the opportunity to learn, grow, continually improve, and succeed in both academic and extracurricular areas.
- 2.) The District will foster a climate of high expectations and the understanding of diversity of gender, physical, or mental ability, culture, and background is a strength to be respected.
- 3.) Every child will be encouraged, motivated, and challenged to set ambitious yet realistic goals in which the standards of performance are clear and consistent and the conditions for learning are modified and differentiated.
- 4.) Parent, school, and community support are critical to the child's success and building relationships among these groups will be crucial for achieving our common mission.
- 5.) Students' optimum opportunities to learn occur in a safe, nurturing environment.
- 6.) The culture of the school and community will be one that strongly encourages the setting of high expectations, the modeling of principled behavior, the acceptance of personal responsibility, and the display of professional, personal integrity, and honesty as the best example for students' growth into responsible citizens.
- 7.) The administration, faculty, staff, students, parents, and stakeholders will hold high expectations for student learning and model initiative and persistence as they help students achieve those expectations, demonstrating teamwork, open and honest communication, and congenial collaboration.

Aberdeen School District Goals

Goal 1: Increase student achievement district wide and at individual schools.

Goal 2: Provide an exceptional staff.

Goal 3: Provide a healthy, safe, secure, and drug-free campus.

Goal 4: Manage financial resources prudently.

Goal 5: Cultivate a partnership with parents and community.

AES Vision

“High expectations and engagement, every day, for every students to achieve BIG THINGS.”

AES Mission Statement

The mission of the faculty and staff at Aberdeen Elementary School is to provide a high-quality learning experience that will help to create a love of life-long learning in each student.

2018-2019

Aberdeen School District Calendar

<p>4 District Holiday</p>	<p>Jul-18</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	1	2	3	4	5	6	7	8	10	11	12	13	14	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31												<p>Aug-18</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> <tr><td></td><td>\$20</td><td></td><td>T23</td><td></td><td></td><td></td></tr> </table>				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			\$20		T23				<p>1 Professional Development</p> <p>2 Professional Development</p> <p>3 Professional Development</p> <p>6 School Begins</p>
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<p>First Day for Students August 6, 2018 - Last Day for Students May 23, 2019 - Graduation May 23, 2019</p>																																																																																							

2018-2019

Aberdeen Elementary School Calendar

August 2, 2018	ASD Open House	4:00-6:00
August 6, 2018	First Day for Students	7:00-2:45
September 11, 2018	Literacy Night	5:30-6:30
October 16, 2018	Literacy Night	5:30-6:30
November 13, 2018	Literacy Night	5:30-6:30
December 4, 2018	Literacy Night	5:30-6:30
January 4, 2019	Second Semester Begins	
January 15, 2019	Literacy Night	5:30-6:30
February 12, 2019	Literacy Night	5:30-6:30
March 5, 2019	Literacy Night	5:30-6:30
April 9, 2019	Literacy Night	5:30-6:30

Dear Aberdeen Elementary School Parent,

I would like to officially welcome you back for the 2018-2019 school year. Over the last several school years, AES has had tremendous success. This success is directly tied back to the hard work of students, teachers, and parents. In order to build and grow the success we've seen so far, we will need your support throughout the year. I welcome parental involvement and input. If you have any suggestions that will enhance our school please email me at kfondren@asdms.us or call at (662)369-4782. Thank you for trusting your children with us!

Sincerely,

Kristen L. Fondren

GENERAL INFORMATION

Breakfast will be served from 7:00AM-7:40AM.

Classroom instruction begins at 7:50AM.

60% Schedule: 7:30AM-12:00PM (Pre-K through 3rd Grade)

ACCEPTABLE COMPUTER, NETWORK RESOURCES, AND INTERNET APPROPRIATE USE (IJ)

Student, Faculty, Staff & Community Member Use

The ASD Superintendent supports the rights of students, employees and community members to have reasonable access to information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner.

Safety Procedures & Guidelines

The Aberdeen School District shall oversee the development and implementation of appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data. Internet safety measures shall be implemented to effectively address the following:

- Controlling access by minors to inappropriate material on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minor's access to materials harmful to them;
- The education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms;
- Cyber bullying awareness and response.

The District shall provide reasonable public notice of and at least one (1) public hearing or meeting to address and communicate its Internet safety measures.

Permission/Agreement Form

All users, including students, faculty and staff and community members, must sign an agreement form. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for

policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student, the staff and/or community members. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old), faculty/staff member or community member must provide the school administration with a written request.

General Standards - Users

The following standards are used as a general structure for student, staff and community member access to electronic resources.

Pre-K-3rd Grade Students:

- Primary students are not allowed to have independent access to the Internet at school. Teachers and Teaching Assistants must directly supervise their use.
- Internet access software is available in order to utilize

MS-SPMS.

Electronic Discovery (E-Discovery)

In December 2006, the United States Supreme Court approved amendments to the Federal Rules of Civil Procedure concerning electronic discovery (rules that govern civil lawsuits filed in federal court) that significantly impact how organizations, such as school districts, handle electronically stored information. These are not only rules, but it is a statute of Federal law. Electronic discovery or "e-discovery" concerns the disclosure and handling of electronic data in a lawsuit, including email and other computer-generated documents, that is transmitted, stored, and/or backed-up electronically. This can include data from a Microsoft Word Document, voicemail message, text message, to an e-mail message that was created ten months ago.

Any electronic document, e-mail message, etc... (Which enters our network or computer systems) is the automatic property of the Aberdeen School District. All files are subject to the rules of Electronic Discovery and the Aberdeen School District Technology Department WILL comply with electronic discovery orders, as instructed by the school district attorney.

Audit of Use

Users with network access shall not utilize District resources to establish electronic mail accounts through third party providers or any other nonstandard electronic mail system.

The ASD Superintendent and/or the Director of Technology shall establish a process to determine whether the District's education

technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

Users shall not destroy another person's data:

- Users shall not monopolize the resources of the network by doing such things as running large programs and applications over the network during the day, sending massive amounts of mail to other users, or using system resources for games.
- Users shall not use MUD (multi-user games) network via the network.
- Users shall not retrieve or download onto the network any copyrighted material (including software) or threatening or obscene material.
- Users shall not purposefully annoy other Internet users, on or off the district network system. This includes such things as continuous talk/chat requests.
- Users shall notify a network administrator of any violations of this contract-taking place by other users or outside parties. Notification may be done anonymously.
- Users shall not conduct illegal activities via the network. (This also includes advertising for private financial gain or personal items via the district's Internet or e-mail services.)
- Users shall not attempt to bypass web-filtering systems.
- Users shall not use web-based and/or personal e-mail accounts, outside of the school district's e-mail system; to conduct or discuss school related matters or issues.
- Users shall not use forums or bulletin boards that do not have an educational purpose, as in relation to the district's education goals.
- Users shall not install any non-authorized software or hardware.
- Students shall never use a teacher computer, while the teacher is logged in, regardless of having permission or not. This will result in loss of privileges for both users, pending investigation.

Electronic Mail Regulations

- Users shall be polite to others and shall not send or write abusive messages to others.
- Users shall use appropriate language. Swearing or using vulgarities or other inappropriate language is prohibited.
- Users shall not reveal the personal addresses or phone numbers of students or colleagues.
- Users must always recognize the potential of harmful content and take personal responsibility to avoid potential harmful situations and communications.

The use of electronic mail is not guaranteed to be private. The Director of Technology has access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Personal Equipment/Non-District Owned Software and Hardware.

Loss/Restriction of Network Services

Individuals who refuse to sign required acceptable use documents or who violate district rules governing the use of district technology shall be subject to restriction of privileges for using equipment, software, or information access systems or other computing and telecommunications technologies. The administration may request the Director of Technology to deny, revoke, or suspend specific user accounts. Revocation of unsupervised network and Internet access will be for a period of not less than one (1) calendar year. Users (students, staff or community members) whose accounts are denied, suspended, or revoked do have the following rights:

- To submit a written appeal to the Superintendent.
- To make a final appeal to the Superintendent. The decision of the Superintendent shall be final.

Disclaimer

The District makes no warranties, whether explicit or implied, for the services provided. The District shall not be responsible for any damages not limited to loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions.

Security

Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem on the ASD network, he/she must notify the Director of Technology/Administrator with subject line noted in all capitals as SECURITY. The user shall not demonstrate the problem to other users.

Vandalism

Vandalism shall result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, operating system, physical hardware or applications of another user. This includes, but is not limited to, the uploading or creation of computer viruses. Local, State and Federal Authority. Laws that govern the local community, the State of Mississippi and/or the United States of America will be also applied to violations that have those implications. Users should be aware that with proper

documentation, Aberdeen School District will work with local, state, and federal law enforcement agencies in investigations to which they have jurisdiction.

THIS POLICY IS A LEGAL, BINDING DOCUMENT.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

Aberdeen School District performs an annual Asbestos Hazard Emergency Response Act (AHERA) inspection. The purpose of this inspection is to determine if the District is in compliance with requirement of AHERA. Records of the inspection are kept on file and may be viewed at any time.

ASSESSMENTS

Assessments at AES are formative base. They contain test items (test questions) of varying degrees of difficulty that are aligned to the content, skills, and processes represented by Mississippi's academic content standards as specified in the Mississippi College and Career Ready Standards (MCCRS). The Mississippi Department of Education provides information regarding the Mississippi College and Career Ready Standards on its website www.mde.k12.ms.us along with the MCCRS standards for Mathematics and English Language Arts. Assessments are common among each grade level.

Compulsory School Attendance Regulation (JBA)

“Compulsory-school-age child” means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program.

Compulsory-school-age children must be enrolled in school unless the child is:

- 1.) Physically, mentally or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation;
- 2.) Enrolled in and pursuing a course of special education, remedial education or education for handicapped or physically or mentally disadvantaged children; or
- 3.) Being educated in a legitimate home instruction program.

Unlawful Absences/Valid Excuses

An “unlawful absence” is an absence during a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall not be considered an “excused” absence under this section. Each of the following shall constitute a valid excuse for temporary nonattendance, provided satisfactory evidence of the excuse is provided to the superintendent or his designee:

- 1.) Attendance at an authorized school activity with the prior approval of the superintendent of the school district or his designee.
- 2.) Illness or injury which prevents the student from being physically able to attend school.
- 3.) When isolation is ordered by the county health officer, by the State Board of Health or appropriate school official.
- 4.) Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers, and stepsisters.
- 5.) A medical or dental appointment with prior approval of the superintendent or his designee, except in the case of an emergency.

- 6.) Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
- 7.) Observance of a religious event, with the prior approval of the superintendent or his designee. (Approval should not be withheld unless, in the professional judgement of the superintendent or his designee, the extent of the absence would adversely affect the student's education.)
- 8.) Participation in a valid educational opportunity, such as travel including vacations or other family travel, with the prior approval of the superintendent or his designee. (Approval shall be based on the professional judgement of the superintendent or his designee but shall not be withheld unless the extent of the absence would adversely affect the student's education.)
- 9.) Other conditions sufficient to warrant nonattendance, with prior approval of the superintendent or his designee. However, no absences shall be excused when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.
- 10.) An absence is excused when it results from the attendance of a compulsory-school-age child participating in official organized events sponsored by the 4-H or Future Farmers of America (FFA). The excuse for the 4-H or FFA event must be provided in writing to the appropriate school superintendent by the Extension Agent or High School Agricultural Instructor/FFA Advisor.
- 11.) An absence is excused when it results from the compulsory-school-age child officially being employed to serve as a page at the State Capitol for the Mississippi House of Representatives or Senate.

Perfect Attendance

We encourage ALL students to be here on time each and every day. Regular and punctual attendance is a key factor in student success. Perfect attendance at Aberdeen Elementary School is defined as the student being 100% present with no late check ins or early check outs. Students who achieve perfect attendance for the entire school year will be recognized at their grade level Awards Day.

Check-in Procedures

Students must be accompanied **and** signed-in by an adult to check-in to school.

Tardies will be excused for the following reasons:

1. Death or severe illness in the pupil's immediate family
2. Illness of pupil. Doctors note is required or a parent note on limited basis-(student may use a total of three parent notes per 18 weeks for any combination of tardies/early check-outs)
3. Religious Holidays
4. Other valid reasons as determined by the principal, court appearances, and doctor/dental appointments.

(Notes from a doctor and dental appointments are excused for appointment times only and students must bring a note from the appropriate office.)

Leaving School/ Check-out Procedures

Early Check-Outs will be excused for the following reasons:

1. Death or severe illness in the pupil's immediate family
2. Illness of pupil. Doctors note is required or a parent note on limited basis-(student may use a total of three parent notes per 18 weeks for any combination of tardies/early check-outs)
3. Religious Holidays
4. Other valid reasons as determined by the principal, court appearances, and doctor/dental appointments.

(Notes from a doctor and dental appointments are excused for appointment times only and students must bring a note from the appropriate office.)

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the administration. It is recommended that students not be checked

out of school except in an emergency. Permission to leave the school grounds will only be granted upon sign-out by parent or guardian. Parents may not call the school to have their child checked out over the phone. Permission to leave school grounds will be granted to those who are on the student's permission form. No checkouts will be allowed while off campus on a field trip. Students may not be checked out after 2:30 p.m. unless the principal or the Superintendent deems that is an emergency.

DELIVERIES AT SCHOOL

Gifts-Aberdeen Elementary School will NOT accept deliveries to students.

Snacks-Aberdeen Elementary School will NOT deliver snacks to students in classrooms.

EMERGENCY DRILLS (EBBC)

Fire and tornado drills are conducted according to state law. Detailed escape plans are posted in every classroom. During fire drills, each class has an escape route to an outside area, a safe distance from the building.

If there is a power failure, the signal will be given verbally. Upon hearing this warning, students and teachers will leave the building as quickly as possible. Each teacher in charge of a group will be responsible for directing that group to the designated area on the outside of the building. Each teacher will stand at the exit until everyone has evacuated the room. The teacher shall bring along a class roll. This will help account for the students in each room. If a student is found to be missing, the teacher should notify the principal or the person in charge immediately.

During tornado drills, each classroom goes to a designated area within the building. All students must sit with their head covered and face toward the wall. Students are to move to these designated areas in a safe, quiet, and orderly manner.

NO CHECKOUTS WILL BE ALLOWED DURING EMERGENCY SITUATIONS UNLESS AUTHORIZED BY THE SUPERINTENDENT.

ENROLLMENT INFORMATION

Requirements for Admission

Parents or legal guardians must provide documentation, which will verify that each student resides in the school district.

Age

Each child must be four (4) years old on or before September 1st of the calendar year to enter pre-kindergarten.

Each child must be five (5) years old on or before September 1st to enter kindergarten and six (6) years old to enter first grade.

Immunization

Every student in kindergarten through twelfth grade must present a Certificate of Immunization Compliance upon entering Aberdeen School District.

Beginning with the 2012-2013 school year all student entering the 7th grade, are required to have the Tdap (tetanus, diphtheria and pertussis) vaccination.

Residence Verification

Parents or legal guardians must provide documentation every year which will verify that each student resides in the school district. Parents must notify the school with proofs when address changes within two days. Two of the following items are needed for proof of residency:

- Filed Homestead Exemption Application form
- Mortgage Documents or Property Deed
- Apartment or Home Lease listing all residents
- Utility Bill: water, gas, or electric bill dated within the current month (only 1 bill is allowed)

Student is living with legal guardian and a certified copy of the Court Decree, or petition if pending, declaring the district resident to be the legal guardian of the student and further declaring that the guardianship was formed for a purpose other than establishing residency for school district attendance purpose.

When proofs are not in the parent or legal guardian's name, an affidavit signed and notarized is required. The form is available in the school office.

Birth Certificate

Any students enrolling for the first time in Aberdeen School District must present a certified birth certificate.

ENROLLMENT/WITHDRAWAL PROCEDURES

Enrollment Procedures

To register a child, the parent or legal guardian must bring to the school the certified birth certificate, 121 Health form for Immunizations, 2 of the district approved proofs of residency and fill out the online registration information.

Building administrators will make classroom assignments.

Withdrawal Procedures (JBCD)

When a student withdraws from the Aberdeen School District, the parent must:

- Obtain a withdrawal form from the school:
- Return any textbooks or library books
- Pay any fines or fees owed
- Sign the withdrawal form
- Inform the district of enrollment plan to another district or state

Withdrawal Information (JBCD)

Students who change schools due to a change in address must withdraw officially. Parents should give the teacher time to prepare records in order to facilitate a smooth transition. All textbooks and library books shall be returned before withdrawal can be completed.

Student Transfers (JBCD)

Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited regionally or by a state board of education [or its designee(s)] is given either a standardized achievement test(s) or teacher-made special subject test(s) to determine the appropriate classification of the student within 30 days after filing for transfer. Notice of the administering of such test(s) shall be given to the applicant not less than five days prior to the date of the administration of such test. {MS Code 37-15-33} (SB Policy 3800)

FIELD TRIPS (IFCB)

Field trips within town and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive a notice of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Sometimes fees may be requested from each student to help defray miscellaneous costs. Parents may be asked to volunteer as chaperones on field trips with the students. All students must ride the same transportation (i.e. bus) to and from activity. Students cannot be checked out from the field trip location.

GOOD CONDUCT IS REQUIRED FOR STUDENTS TO BE ELIGIBLE FOR FIELD TRIPS.

FOOD SERVICES (JGHR)

Aberdeen School Food Services operates three (3) cafeterias within the Aberdeen School District. During the school year, if you have questions regarding your child's lunch account, please call at 662-369-6886. The School Food Service Office is located at the Aberdeen School District Resource Center. Office hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday.

Should your child require a special diet, please contact the School Food Service Office for the correct forms your doctor will need to complete. These forms must be filled out for each new school year. Diets will not be altered until the new forms are completed. Once the completed forms are received, you will receive a letter of acknowledgement and a menu.

Aberdeen School Food Services Check Policy

The Aberdeen School Food Service Department will accept personal checks (one party only) for the payment of meals. Information Requirements on all checks: Full Name, Address (No P.O. Boxes), Home Phone Number, Work Phone Number, Driver's License Number and State. If a check is returned by the bank for any reason, it will be submitted to the NEXCHECK Service for collection. (Bad checks are bad debts and under the Federal Management Circular 796-01 rev. 2 are not an allowable expenditure of Child Nutrition Funds). Any student destroying cafeteria property will be held accountable for the cost of replacement of the item.

GRADING

The numerical grading system for grades K-3rd grade shall be as follows:

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

Active Parent new user sign up forms can be picked up in the school office.

Honor Roll/Grading Policy

The Honor Roll System is composed of the Superintendent's List and Principal's List. Those students with an "A" in every subject will be on the Superintendent's List; those with A's and B's during the reporting period will be on the Principal's List. For a student to receive Superintendent's List for the year, the student must maintain an "A" average in every subject for each grading period. To receive Principal's list for the year, students must have a combination of "A's" and "B's" throughout the year. Students with yearly averages of "A's" and "B's" but earned a "C" at any given grading period will not be eligible for Principal's List. Students with all "B's" will also not be eligible for Principal's list. In figuring the semester grade, the first nine weeks grade and the second nine weeks grade will be averaged together. The third and fourth nine weeks grades will be averaged together to calculate the second semester grade. The first semester grade and the second semester grade will be averaged to determine the yearly grade.

HOMEWORK

Homework is important. It is an extension of the learning that takes place in the classroom. Homework can provide opportunities for independent study and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and seeing that assignments are completed.

MEDICAL INFORMATION

School Nurse

The School Nurse is available in Aberdeen School District.

Emergencies and Illnesses

If a student is injured or becomes ill during the school day, he/she should come to the school office and his/her parent(s) will be notified.

The school must be able to contact parents, guardians or an adult designee. Parents must provide current telephone numbers.

Communicable Diseases (JGCC)

Mississippi law provides that "it shall be unlawful for any child to attend any school, kindergarten or similar type facility intended for the instruction of children, either public or private, unless they shall first have been vaccinated against those diseases specified by the State Health Officer." In order to comply with this law, all students must present to the school a Certificate of Compliance regarding vaccinations. Enforcement of this law will require removal of children from classes if they are not adequately immunized.

A student with a communicable disease (chicken pox, measles, etc.) shall remain at home until the disease is no longer a threat to that student or others. Principals should report to the health department any cases of communicable diseases which might pose a threat to the health of the school or community.

A student who is absent from school because of illness due to a communicable disease must present, upon return to school, a statement from a physician or the health officer certifying the student is no longer contagious. No student is allowed to return to the classroom unless he/she has presented this statement.

Medication (JGCD & JGCD-R)

School personnel will not administer prescription medicine to a student unless the student's physician authorizes school personnel to administer the medicine and the parents/guardians have signed the Indemnity Agreement associated with this policy. The parents/guardians are responsible for obtaining a statement from the physician authorizing school personnel to administer the medicine. The statement should include:

- Student's name
- Diagnosis

- Name of medicine
- Method of administration
- Time/s to administer the medicine
- Amount of medicine
- Date to discontinue or review administration of medicine
- Physician's signature
- Date

The parent/guardians are responsible for getting the medicine to the school. All medicine must be in a proper container with a label from the pharmacy which states the following:

- Student's name
- Name of medicine
- Method of administration
- Time(s) to administer the medicine
- Prescription number
- Name of pharmacy
- Date filled

Asthma Medication Policy (JGCDA)

A student with asthma may possess and use asthma medications when at school, at a school-sponsored activity, under the supervision of school personnel or before and after normal school activities while on school properties including school-sponsored child care or after-school programs. The school and its employees and agents shall incur no liability as a result of any injury sustained by the student from the self-administration of asthma medications.

PARENT/TEACHER CONFERENCES

Conferences between parents and teachers are strongly encouraged and may be scheduled through the school office by either party. The administrators are available to sit in on conferences when needed. If a parent has a special concern, please schedule conferences during the teacher's planning time.

Report Cards

Report cards will be issued four times each school year at the end of the reporting period. Parents are encouraged to pick up report cards during parent/teacher conference days.

Progress Reports

The Progress Report will indicate areas of needed improvements and/or areas of strengths. Progress Reports will be sent home four times per year. It will be the student's responsibility to discuss the report with the parent. Teachers may require the return of the report with the signature of the parent affixed.

Promotion/Retention Policy

Descriptor Term: PROMOTION AND RETENTION	Descriptor Code: IHE	Issued Date: August 2008
	Rescinds:	Revised: March 2016

In compliance with state accreditation requirements, the Aberdeen School District has adopted the following policy on promotion and retention of students. The design of this policy is based on each pupil's achievement in terms of the established grade level. Students are expected to achieve mastery of each grade in the sequence in which it is offered. The basis for making promotion or retention decisions shall be based upon the student's ability to demonstrate and perform what they know.

Written documentation of all actions must be included in the student's cumulative folder and available for review by the Mississippi Department of Education. Any changes or corrections must be made on the cumulative folder and permanent record as required by the *Mississippi Cumulative Folders and Permanent Records Manual of Directions*. No student shall be retained at any grade-level for extracurricular activities. Rules set forth by the Mississippi High School Activities Association (MHSAA) shall govern eligibility requirements of participants in activities and events regulated by MHSAA.

I. GRADES K-8

A. MINIMUM STANDARDS K-5

A student shall demonstrate mastery of the content required for each grade.

Mastery is defined as 70% effectiveness to be applied to all learning activities or subjects. The 70% mastery standards shall be applied to performance, verbal, and judgmental evaluations. In order for a student to be promoted, the student shall achieve mastery of the Mississippi College and Career Readiness Standards in Mathematics, Reading, and English-Language Arts. Beginning in school year 2014-15, a student scoring at the lowest achievement level in reading on the established assessment for third grade (Third Grade "Gate") will not be promoted to the fourth grade unless the student meets good cause exemption for promotion.

B. MINIMUM STANDARDS 6-8

A student shall demonstrate mastery of the content required for each grade.

Mastery is defined as 65% effectiveness to be applied to all learning activities or subjects. The 65% mastery standards shall be applied to performance, verbal, and judgmental evaluations. For promotion to the next grade, a student shall achieve mastery of the Mississippi College and Career Readiness Standards in Mathematics, Reading, and English-Language Arts, as well as Science or Social Studies. If a student fails to meet mastery in two or more courses, including electives, the student will not be promoted to the next grade.

C. MONITORING STUDENT PROGRESS

It shall be the responsibility of each teacher and administrator to identify any student who fails to meet satisfactory progress toward achieving proficiency.

D. STUDENTS NOT MEETING PROMOTION STANDARDS

Students not promoted will be provided instructional services, progress monitoring measures, and support to remediate the identified areas of deficiency. Instruction may include small group instruction, a reduced student-teacher ratio, tutoring in addition to the regular school day, and/or an extended school day, week, or year.

E. PROGRESS REPORTS

A mid-grading period progress report will be made available to students and parents. Parental concerns will be addressed with the teacher who assigned the grade and the building level administrator.

F. NUMERICAL GRADING SYSTEM GRADES 6-8

- A 90-100
- B 80-89
- C 70-79
- D 65-69
- F 64 and Below
- I Incomplete

An incomplete is awarded only in cases where illness, emergency, or a pre-arrangement prevent the student from being able to complete his/her assignment(s). An incomplete grade shall have the permission of the building-level administrator. An incomplete on the report card becomes an "F" two weeks from the date it is issued unless the building-level administrator extends the allowable time.

II. GRADES 9-12

GENERAL CRITERIA FOR PROMOTION

Promotion for high school students shall be based upon satisfactory completion of the required high school credits and successful performance on the Mississippi Assessment Program. High school students shall successfully complete the course requirements for both the state and district in order to receive a diploma. If a student successfully achieves the state scale score on the MAP but does not achieve the district's 65% mastery level for coursework, the student may be considered for credit recovery. If a student achieves the district's 65% mastery level, fails to achieve the state's MAP scale score, and exhausts all MDE graduation options, the student shall retake and pass the subject-area test. Students are encouraged to attend school on a daily basis, participate in class, and master the necessary skills to be successful in their participation in the Mississippi Assessment Program (MAP).

A. NUMERICAL GRADING SYSTEM

- A 90-100
- B 80-89
- C 70-79
- D 65-69
- F 64 and Below
- I Incomplete

An eighth-grade student taking a course for high school credit will be graded on the high school grading scale. An incomplete is awarded only in cases when an illness or emergency prevent the student from being able to complete his/her assignment(s). An incomplete grade shall

have the permission of the building-level administrator. An incomplete on the report card becomes an "F" two weeks from the date it is issued unless the building-level administrator extends the allowable time.

B. SEMESTER GRADES

In computing the semester grade, each nine week grade will stand alone. The first nine-week average and the second nine-week average will be averaged to arrive at the semester grade. Third and fourth nine-week averages will be averaged together to arrive at the second semester average.

C. YEAR-LONG GRADES/YEARLY AVERAGES

The first semester average grade and the second semester average grade will be averaged to arrive at the yearly grade in courses that are two semesters in length. If the two grades when averaged equal 65, or above, a full year's credit will be awarded.

D. MONITORING STUDENT PROGRESS

It will be the responsibility of each teacher and building-level administrator to identify students not making satisfactory progress in achieving the instructional goals established for the course. The building level-administrator will monitor the identification, retesting, and re-teaching of the students through documentation provided by the teacher using the Three Tier Instructional Model.

E. STUDENTS NOT MEETING MINIMUM REQUIREMENTS

Students who do not earn the minimum cumulative units will be retained in the appropriate grade level.

F. WEIGHTED GRADES - ADVANCED PLACEMENT AND ACCELERATED

COURSES

The following weighted scale will be applied:

A	4 + 1 = 5
B	3 + 1 = 4
C	2 + 1 = 3
D	1 + 1 = 2

A final grade in an accelerated, honors, or dual credit course will be multiplied by a factor of 1.025 and 1.045 in an Advanced Placement course.

37-177-II. Good cause exemption for promotion to grade 4 of student not meeting academic requirements

(I) A Third-Grade student who does not meet the academic requirements for promotion to the Fourth Grade may be promoted by the school district only for good cause. Good cause exemptions for promotion are limited to the following students:

(a) Limited English proficient students who have had less than two (2) years of instruction in an English Language Learner program;

(b) Students with disabilities whose individual education plan (IEP) indicates that participation in the statewide accountability assessment program is not appropriate, as authorized under state law;

- (c) Students with a disability who participate in the state annual accountability assessment and who have an IEP or a Section 504 plan that reflects that the individual student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading or previously was retained in Kindergarten or First, Second or Third Grade;
 - (d) Students who demonstrate an acceptable level of reading proficiency on an alternative standardized assessment approved by the State Board of Education; and
 - (e) Students who have received intensive intervention in reading for two (2) or more years but still demonstrate a deficiency in reading and who previously were retained in Kindergarten or First, Second or Third Grade for a total of two (2) years and have not met exceptional education criteria. A student who is promoted to Fourth Grade with a good cause exemption shall be provided an individual reading plan as described in Section 37-177-1(2), which outlines intensive reading instruction and intervention informed by specialized diagnostic information and delivered through specific reading strategies to meet the needs of each student so promoted. The school district shall assist schools and teachers in implementing reading strategies that research has shown to be successful in improving reading among students with persistent reading difficulties.
- (2) A request for good cause exemptions for a Third-Grade student from the academic requirements established for promotion to Fourth Grade must be made consistent with the following:
- (a) Documentation must be submitted from the student's teacher to the school principal which indicates that the promotion of the student is appropriate and is based upon the student's record. The documentation must consist of the good cause exemption being requested and must clearly prove that the student is covered by one (1) of the good cause exemptions listed in subsection (1)(a) through (e) of this section.
 - (b) The principal shall review and discuss the recommendations with the teacher and parents and make a determination as to whether or not the student should be promoted based on requirements set forth in this chapter. If the principal determines that the student should be promoted, based on the documentation provided, the principal must make the recommendation in writing to the school district superintendent, who, in writing, may accept or reject the principal's recommendation. The parents of any student promoted may choose that the student be retained for one

(l) year, even if the principal and district superintendent determines otherwise.

CHANGING GRADES (K-12)

No school board member, school superintendent, assistant superintendent, principal, guidance counselor, other teachers, coaches, or other administrative staff members of the school or the central staff of a local school board shall attempt, directly or indirectly, to change, alter, or otherwise affect the grade received by a student from his teacher except as otherwise specifically allowed by this section.

A teacher's determination of a student's grade as a measure of the academic achievement or proficiency of the student shall not be altered or changed in any manner by any school official or employee other than the teacher except as provided in this subsection.

A school official or employee having authority provided under formally adopted written rules and procedures adopted by the local school board to change a student's grade can take such action only upon it being determined that the grade is an error or that the grade is demonstrably inconsistent with the teacher's grading policy.

Any local school district or personnel employed by the school district who violates the provisions of this act shall cause the local school district or school to be subject to losing its accreditation in the manner determined by the policies and procedures of the State Board of Education.

LEGAL REF.: MS CODE 37-11-64

SPECIAL EDUCATION STUDENTS

The State Department of Education shall establish goals for the performance of children with disabilities that will promote the purpose of IDEA and are consistent, to the maximum extent appropriate, with other goals and standards for children established by the State Department of Education. Performance indicators used to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, drop-out rates, and graduation rates shall be developed. Every two (2) years, the progress toward meeting the established performance goals shall be reported to the public. Senate Bill 2506 (1999 Legislative Session) and ' 37-23-1 (1999)

For information on the awarding of a special diploma or an occupational diploma, please refer to MS Code ' 37-16-11.

NOTES:

1. According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. (Attorney General Opinion, *Carter*, 1-9-98) (#183) (97-0817)
2. Please refer to the current edition of *Mississippi Public School Accountability Standards* for information on Performance Standards and Graduation Requirements.
- 3.
- 4.
5. The Mississippi Public School Accountability Standard for this policy is standard 21.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies IB Instructional Goals

IH Student Achievement Improvement Act of 1999

IHF Graduation Requirements

6.

PROPERTY

Care of School Property

Every student should refrain from defacing or destroying school property. Every student should take pride in keeping the buildings and the furniture in good repair and clean.

If any pupil shall willfully destroy, cut, deface, or damage, any school building, equipment or other school property, the pupil shall be subject to suspension or expulsion and their parents or guardian shall be liable for all damages. The school will seek restitution in the form of money and/or labor through the judicial system and/or parents.

Textbooks

Textbooks are issued at the beginning of the semester school year. Each student is responsible for his/her books. All textbooks can be sent home. If a book is damaged or lost, students will not be issued further textbooks until payment is received.

SCHOOL CLOSINGS (AFC)

When inclement weather conditions warrant, the Superintendent of Schools will issue a school closure notice. Every effort will be made to make the announcement by 6:00 a.m. In the event it snows during the school day, the Superintendent may close the schools and release students. Parents should listen to WCBI, WLOV and WTVA television stations for news of the Aberdeen School District closing. Every practical mean is used to notify parents of a cancellation. An AIM call will be sent out. It is very important to keep your phone number updated. The Superintendent will also utilize the District's communication service to inform parents of closings. Please remember we are the **Aberdeen School District**, not **Monroe County School District**.

SPECIAL EDUCATION SERVICES

The Aberdeen Special Education Department offers eligible children services that extend and expand the quality of the traditional regular education. Special Education services are Developmentally Delayed, Specific Learning Disability, Language/Speech Impaired, Visually Impaired, Hearing Impaired, Physically Impaired, Emotional Disability, Traumatic Brain Injury, Autistic and Educational Disability, and Intellectual Disability. Students who have been identified as needing Section 504 American with Disabilities services are addressed through this department.

The Aberdeen Special Education Department also offers Intellectually Gifted and Artistically Gifted classes for those students who excel in these areas. Students must meet criteria set by the Mississippi Department of Education.

Child Find

Child Find is an ongoing project to locate, identify, evaluate, and appropriately place children with disabilities.

Language/Speech Services

Students who have been screened and judged eligible for Language/Speech Services are provided therapy by qualified therapists.

Intellectually Gifted

Intellectual Gifted Classes are provided for grades 2-6 according to state guidelines for eligible students.

TRANSPORTATION (EDD)

In order to comply with state laws involving student transportation, each child who is eligible to ride a bus will be assigned to a regular bus route. The assigned bus is the only bus the child will be allowed to ride during the A.M. and P.M. schedules. Emergency situations will be considered.

CHANGES IN TRANSPORTATION WILL NOT BE ACCEPTED OVER THE PHONE.
ALL CHANGES MUST BE IN WRITING.

School Buses

Students of legal school age, which shall include kindergarten students, and in actual attendance in the Aberdeen School District, who reside one mile or more from the school to which they are assigned are provided the opportunity of riding an assigned district school bus.

Parents must provide their pre-kindergarteners transportation to and from school.

Aberdeen School District Media Consent Form

I hereby refuse to give my consent to the use of any photographs/video tape taken of my child by the Aberdeen School District or the media for the purpose of advertising or publicizing events, activities, facilities and programs of the Aberdeen School District in newspapers, newsletters, website, other publications, television, radio and other communications and advertising media.

By law, the Aberdeen School District protects the privacy of the students and is prohibited from releasing students' personal information.

From time to time representatives of the news media are invited to campus to cover events at our schools. When this happens there is a possibility your child/children may be photographed, videotaped, or interviewed for a news story.

Please mark below if you do NOT want your child photographed return to school.

_____ No, I do not want my child/children identified in any good news district or school publication.

PLEASE PRINT.

Student's Name: _____

Parent/Guardian's Name: _____

Address: _____

City: _____ State/Zip: _____

Parent Signature: _____

Student Excuse Form

Student's Name _____ Date _____

Date(s) Absent

Reason for Absence

Parent/Guardian's Name

(Please Print Name)

Parent/Guardian's Signature

Student Excuse Form

Student's Name _____ Date _____

Date(s) Absent

Reason for Absence

Parent/Guardian's Name

(Please Print Name)

Parent/Guardian's Signature

Aberdeen School District 2018-2019 Handbook Form

This Student Handbook is provided as a convenience to the students of Aberdeen Elementary Schools. While it contains policies and procedures current at the time of printing, we are constantly reviewing and changing policies and procedures. Therefore, the Handbook may not always reflect the most current policy. All policies and procedures summarized in the Student Handbook are subject to unilateral change at the sole option and discretion of the Aberdeen School District. I have received, read, and discussed the contents of the Aberdeen School District Student/Parent Handbook with my child.

Student's PRINTED Name

Parent/Guardian's PRINTED Name

Parent/Guardian's Signature

Date _____