

# LONG BEACH SCHOOLS



## ELEMENTARY SCHOOL STUDENT and PARENT HANDBOOK

2004



2005

## **Our Mission**

**The mission of the Long Beach School District is to produce globally competitive graduates and responsible citizens utilizing the best learning opportunities while drawing on all community resources.**

## **Introduction**

**Welcome to the elementary schools of Long Beach. Our schools strive for excellence in all areas of school life. Each of the three schools is accredited by the State of Mississippi and by the Southern Association of Schools and Colleges. Policies and procedures have been developed to create and foster a positive learning climate for all students.**

**Please take time to become familiar with the contents of this handbook and refer to it throughout this school year.**

**LONG BEACH ELEMENTARY SCHOOL CALENDAR 2004-2005**

August 2	Teacher Workday
August 3	Workday/Professional Development
August 4	Professional Development
August 5	First Day for Students
September 3	Progress Reports
September 6	Labor Day Holiday
October 5,6,7	1 <sup>st</sup> Nine Weeks Exam
October 11	Fall Break
October 18	Report Cards Issued
November 9	Progress Reports
November 24,25,26	Thanksgiving Holidays
December 16	First Day of 2 <sup>nd</sup> Semester
December 21 (60 %day) Dec. 22-31	Christmas Holidays
January 3	Workday/Professional Development
January 4	Students Return
January 13	Report Cards Issued
January 17	Martin Luther King Holiday
January 28	Progress Reports
February 7,8	Mardi Gras Holidays
March 8-9	Science Test Grade 5
March 9-10	4 <sup>th</sup> & 7 <sup>th</sup> Writing Assessment
March 19	Report Cards Issued
March 21-25	Spring Break
April 8	Progress Reports
May 3 - 6	MCT Test (Grades 2 - 8)
May 13 60 % day	Last day for students
10/11,11/24,1/3,2/7,3/21,3/22	make Up days if needed

**Total student days = 180 days**

**Total teacher days = 187 days**

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**LONG BEACH ELEMENTARY SCHOOL ADMINISTRATORS AND COUNSELORS  
2004 - 2005**

<b>REEVES ELEMENTARY</b>	<b>Christi Spinks , Principal Jan Serpente, Counselor</b>	<b>864-9764</b>
<b>QUARLES ELEMENTARY</b>	<b>Ken Sims, Principal Martha Gipson, Counselor</b>	<b>864-3946</b>
<b>McCAUGHAN ELEMENTARY</b>	<b>Eddie Holmes, Principal Laura Gray, Counselor</b>	<b>863-0478</b>

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<b>OFFICE OF THE SUPERINTENDENT</b>	<b>Carrolyn Hamilton</b>	<b>864-1146</b>
<b>CHIEF ACADEMIC OFFICER</b>	<b>JIM HAMILTON</b>	<b>864-1146</b>
<b>SUPERVISOR OF STUDENT SERVICES</b>	<b>Debra Bertucci</b>	<b>864-8085</b>
<b>OFFICE OF CAFETERIA / FOOD SERVICES</b>	<b>Peggy Hertz</b>	<b>864-1337</b>
<b>OFFICE OF SCHOOL TRANSPORTATION</b>	<b>Bonnie Maggard</b>	<b>867-1775</b>

***Long Beach School Board Members***

- Claire Leatherwood, President***
- Kirk Sharp , Vice President***
- Grady Holder, Secretary***
- Mike Pruitt, Member***
- James Stubbs, Member***

**The Long Beach School District will not discriminate on the basis of sex, race, color, religion, national origin, or disability in admission or access to, or treatment, or employment in its programs and activities to the extent provided by law. Any complaints of discrimination should be directed to 864-8085.**

## ENTRANCE REQUIREMENTS

Children who enroll in any Long Beach school for the first time must have an Immunization Certificate of Compliance and a certified copy of his/her birth certificate. Compliance certificates may be obtained from the Harrison County Health Department, military base clinic, or family physician. Copies of birth certificates, hospital certificates, nor baptismal certificates are not valid for enrollment. The student's social security card is also requested.

## RESIDENCY REQUIREMENTS

Children must attend school in the district in which they reside. Students who are found to be illegally attending any school in the Long Beach School District can be denied credit for school attendance.

Illegal enrollment and attendance are defined as enrollment in and attendance of any student in a Long Beach school whose residence is in another school district. Please note that the Mississippi State Board of Education requires all public school districts in the state to verify that all students attending the schools in its district actually reside within the boundaries of the school district.

Verification of residency is the responsibility of the parent/guardian at the time of enrollment. Any two of the following documents may be submitted as proofs of residency in the Long Beach School district:

- Filed Homestead Exemption
- Mortgage documents or property deeds
- Apartment or house leases
- Utility bills (gas, water, electricity, telephone)
- Drivers' license of parent or guardian
- Automobile registration of parent or guardian
- A notarized affidavit and/or personal visit by a school official - proof of residence must be provided by the person signing the affidavit.

Students whose home address has changed while attending Long Beach schools will be required to verify the new address. The school district may at any time require additional residency verification for any student.

\*\*A Student Will Not Be Accepted for Enrollment until He or She Is in Full Compliance with this Residency Requirement.

## EMERGENCY INFORMATION

In a school setting, emergency illnesses or injuries do occur; therefore, the parent or guardian is required to provide emergency contact names and phone numbers. If the parent or guardian cannot be contacted, the school may have to notify the proper authorities for assistance. This may include contacting the family physician, Long Beach Fire and Rescue and/or Mobile Medic.

# SCHOOL HOURS

**Classroom instruction begins each day PROMPTLY at 7:55 a.m.**

It is extremely important that all children arrive and leave on time. Children who are not in their classrooms when the 7:55 bell rings are tardy.

For the safety of your children, PARENTS must check their children into the office if they arrive late to school.

Parents should notify the school office by telephone prior to or on the morning of an absence. After a student has accumulated five (5) or more unreported absences, the Attendance Officer in the Harrison County Youth Court will be notified.

For the safety and care of your children, it is very important that parents do not bring your children to school before 7:15 a.m. This must be observed by all parents/guardians for the protection and safety of the children as adult supervision does not begin until that time.

## LONG BEACH SCHOOL ATTENDANCE POLICY

### Elementary School -

Students are allowed a maximum of ten absences for the school year to be promoted to the next grade. Documentation for an excused absence must be received in writing within three days of the absence. Students missing five consecutive days of school will be reported to the State Attendance Officer (§MS Code 37-13-91). See Loss of Credit/Promotion Appeals.

### Excused Absences

An excused absence is defined in §MS Code 37-13-91. Such absences may include: school business, illness or injury, death or serious illness in the immediate family, court proceedings, and religious observance.

## Loss of Credit/Promotion Appeals

Students who miss more than the allowable number of days/classes may request a waiver for loss of credit or promotion from the Long Beach School District Attendance Committee. The Attendance Committee will be made up of teachers and administrators from the district. Upon reaching the maximum allowable absences, it is the responsibility of the parent/guardian to request a waiver for loss of credit or promotion. This request must be received in writing by the building Principal by the end of grading period of the absence. The waiver request must explain the nature of the extenuating circumstances for the absences. Failure to request a waiver for loss of credit or promotion within the designated time frame will result in loss of credit or retention.

## Dismissal Precautions (Board Policy JGFC) – Students Checking in or Out of School

School Personnel will assume responsibility for the student at the beginning of the school day. Therefore, dismissal of a student during the school day at other than regular dismissal times will be regulated by specific administrative guidelines.

One of the main responsibilities of the school is to protect and ensure your child's safety. Therefore, the following procedures are necessary when checking out children from school.

1. All persons including parents/guardians must report to the office upon entering the building.
2. Students leaving school for any reason must be cleared through the school office.
3. Students may be checked out only to authorized persons (those designated on the Emergency Card by the legal guardian or parent). Unauthorized persons will not be allowed to take a child from the school.
4. Upon leaving at the end of the school day, students are expected to go directly to their designated destinations. An Alternate Transportation form must be filled out by the parent and on file in the office if normal routines are to be changed. Telephone calls cannot be accepted to change normal routines. This applies to both temporary and permanent changes.
5. When a student leaves school early, it is the student's responsibility to obtain and make up work in accordance with the Attendance Policy. Check-in's, Checkouts, and Tardies are recorded daily in the school office.
6. Children who continuously check out early or who are habitually checking in late or tardy are severely disrupting the learning process. Therefore, excessive tardiness and checkouts may result in notification reports to the Attendance Officer and/or after-school detention.

## Visitations to School

Parents and guardians are cordially invited to visit. In order to maintain a safe climate and to insure instructional time, ALL VISITORS MUST CHECK IN THE PRINCIPAL'S OFFICE. Only persons wearing a **VISITOR PASS** will be allowed to enter any other part of the school campus.

1. Classroom visits and/or observations during school instructional time must be arranged by appointment through the principal.
2. Impromptu conferences or conversations by a parent with a teacher during times when children are in the classroom for instruction cannot be permitted as it violates the students' rights to learn.
3. Parent conferences with a teacher must be scheduled before or after school or during the teacher's planning period.

## **After-school Activities**

Arrangements for after-school activities must be made **BEFORE** students leave home. Telephone calls will not be accepted for changing activities (i.e., going to another child's home, riding with someone else, not going home in the usual manner, etc.).

Students who do not have WRITTEN PERMISSION must follow their normal routine upon dismissal at 2:45 p.m.

## **Permanent Withdrawal of Student From School**

Parents or legal guardians of students withdrawing from Long Beach Elementary Schools must complete the required paperwork in the school office. A Withdrawal Form must be completed by the student's teachers. All library books, textbooks, and lunch records must be cleared before the child's transfer record is completed. School records cannot be forwarded to the student's new school unless he or she has been properly withdrawn.

Permanent records cannot be given to parents or students, but will be forwarded to the school to which the student transfers upon the receiving school's request. However, an Unofficial Copy of records may be requested by parents/guardians.

Permanent records and cumulative folders for individual students contain all required data and are collected, maintained, and disseminated in compliance with state laws, and the **Family Educational Rights and Privacy Act of 1974**

Parents are hereby advised that Long Beach Schools maintain files which include the following records on all students in each school.

- Cumulative and Permanent Academic Record
- Standardized Test Scores
- Current Academic Achievement
- Attendance
- Student Conduct and Disciplinary Action
- Pertinent Health Information
- Psychological Testing and Reports

## **THE LIBRARY / MEDIA CENTER**

Each school has an extensive library staffed by a certified librarian and a library

assistant. Every student is scheduled to attend a Library activity period once a week. In addition, all children are encouraged to go to the library at other opportune times during the day.

Library books may be checked out. Although fines are not charged for overdue books, students are encouraged to return books on time so that other books may be checked out. Students are responsible for returning books in good condition. Fines are charged for damaged books. The fine charged will depend on the severity of the damage and whether it can be repaired. The total replacement cost will be charged for a lost book. If the book is found and returned in good condition within the same school year, money will be refunded.

## TEXTBOOKS

Textbooks are furnished to every student at no charge. However, personal instructional supplies need to be purchased by the students.

Textbooks must last for a five-year period. Therefore, it is very important that reasonably good care be taken of them. Book Covers are provided to students for this purpose. The condition of the book is checked at the beginning of each school year and again at the close of the session. Mississippi law requires that fines be assessed for lost or damaged textbooks. The total replacement cost will be charged for a lost book.

## Homework, Home Study, and Assignments

Homework and home study are important in reinforcing what is learned at school. Good study habits which must begin in elementary school are essential to academic achievement.

1. Write down all assignments before leaving school each day.
2. Set a specific time each evening for study.
3. Set up a **quiet** place for study at home which includes a desk or table with sufficient lighting.
4. Study every day and do not wait until the last minute to try to complete an assignment or study for a test.

Assignments must be turned in on time. Unless there are extenuating circumstances, late assignments will not be accepted after three (3) days. Students will be allowed to make up work in accordance with the Attendance Policy as explained in this Handbook. In addition, the student is responsible for asking the teacher for work missed. Extra time allowed for make-up work to be completed will be in direct proportion to days absent. This work must be turned in within the specific time or the student will earn no credit for that specific assignment.

## GRADES AND GRADE REPORTING

The one hundred-eighty (180) day school year is divided into four grading periods of nine weeks each. Midterm Progress Reports are sent home midway through each nine week grade period and Report Cards are distributed one week after the end of each 9-week period. The report card should be signed by the parent/guardian and returned to school the following

**GRADE REPORTING SYSTEM**

Letter Grade	Numeric Grade
A	100 - 93
B	92 - 85
C	84 - 75
D	74 - 70
F	69 or below

**Descriptive Grades in First Grade, Library, Music, & P.E.**

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

\* First Grade progress is reported on the Descriptive

Grade Scale (E, S, N, U).

- \* Library, Physical Education, and Music grades are reported by E, S, N, U.
- \* In grades 2 - 5, the core curriculum subjects are reported with numerical and letter grades as shown above.
- \* Kindergarten progress is reported on the **Long Beach School System Evaluation Checklist** of academic, behavioral, and social skills:

Academic Skills	Behavioral - Social Skills	Activity Subject Areas
I = Introduced	E = Excellent	E = Excellent
M = Mastered	S = Satisfactory	S= Satisfactory
	N =Needs Improvement	N = Needs Improvement

## PROMOTION - RETENTION

Performance standards and learning objectives monitor each student's progress. The following standards determine whether a student will be promoted to the next grade or retained. These standards do not offer the parent or teacher the option of making decisions contrary to this policy:

1. Students completing the **First Grade** must demonstrate mastery of the core learning objectives in the **MISSISSIPPI CURRICULUM FRAMEWORK of Reading, Mathematics and Language Arts**. First grade students must demonstrate **Satisfactory** performance in these curriculum areas.
2. Students in the Second and Third Grade must demonstrate satisfactory performance [**A - D**] in Mathematics, Reading and Language Arts and must demonstrate mastery of the core learning objectives in these curriculum areas in the MISSISSIPPI CURRICULUM FRAMEWORK.
3. Students in Fourth and Fifth Grade must earn a passing grade (**A - D**) in four (4) core subjects: Math, Language Arts, Reading and either Science **or** Social Studies which indicates mastery of the learning objectives identified by the school district and the state of Mississippi.

## State and District Tests

The School District will maintain the program of standardized testing required by the State Board of Education, the Division of Accreditation, and the Mississippi Department of Education Bureau of Assessment and Compliance and will administer other standardized tests to students in grades K - 12 as the Board of Trustees, Superintendent, and the staff judge to be necessary and / or desirable.

**Cell phones will not be allowed at students' desk during state testing.**

## Observations/Screenings/Assessments

Long Beach School District personnel may conduct the following observations/screenings/assessments without obtaining written parental permission when a student is not being successful in the regular education program;

1. Speech/Language screening
2. Hearing and/or vision screening
3. ADD or ADHD checklists
4. Behavioral observations/checklists
5. Functional behavioral assessments

## Title I Program

It shall be the policy of this school district to provide Title I services to eligible students in accordance with the provisions of the Improving America's Schools Act of 1994. Long Beach Schools shall meet the requirements and comply with all applicable statutory and regulatory provisions under the law. Such assurances shall remain in effect for the duration of participation under Title I of the No Child Left Behind Act of 2001.

# STUDENT CONDUCT AND DISCIPLINE

A safe and orderly climate must exist to allow all children to learn. One major aspect of a positive school environment is that of conduct and discipline. The primary purpose for attending school is to learn. All students have the right to learn. Therefore, rules have to be established to facilitate that learning atmosphere where all students are held accountable for appropriate behavior or pay the consequences for unacceptable behavior. Disciplinary action will be taken with those students who exhibit behavior that disrupts the learning process.

The three elementary schools have established five basic Codes of Conduct which will be consistently expected from every student:

## BASIC CODE OF CONDUCT

- 1. We will show respect for others and their possessions.**
- 2. We will keep hands, feet, and other objects to ourselves.**
- 3. We will use acceptable language.**
- 4. We will follow instructions.**
- 5. We will not prevent the teacher from teaching, or other students from learning.**

Each teacher utilizes good classroom management strategies. Expected behavior and courtesy are taught and posted in each classroom. Therefore, if a student's inappropriate or disruptive behavior is serious enough or progresses through the discipline ladder in the classroom, the student will be sent to the principal's office for disciplinary action.

"Disruptive behavior" is defined in the School Board Policy Book as conduct of a student that is so unruly, disruptive, or abusive that it seriously interferes with a teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities.

- The teacher or principal will attempt to notify his/her parents to inform them of the behavior that requires consequences. The child may receive After School Detention, Corporal Punishment, or other appropriate disciplinary measures.

Corporal punishment may be administered by the principals in the presence of a certified staff witness. Even though the U.S. Supreme Court and the State declared that the use of corporal punishment is legal, the administration and school board will respect a parent's request not to have his/her child paddled. The request must be made in writing to the principal at the beginning of the school year.

- Upon the third discipline referral to the principal's office in the same semester, the principal will attempt to notify the parent that the student will be suspended from school for one day. A conduct grade of "N" will be given on the report card for that nine-week period.
- Upon the fourth referral, the principal will notify the parent that a second suspension will be given for a period of two days. A conduct grade of "U" will appear on the report card for that nine-week period.
- When inappropriate behavior is severe enough to warrant a third suspension during the semester, the parent will be notified that the student will be suspended for three days.

Upon returning to school after the third suspension, a conference with the parents, principal, and/or the superintendent may be required. **A student who is suspended for a total of nine days or more may face expulsion.**

#### **PARENTAL RESPONSIBILITY**

- 97-37-13 WEAPONS POSSESSION - A parent may be guilty of a misdemeanor and fined up to \$1,000 and/or up to six months in county jail for knowingly allowing a child (under 18) to have, own, or carry a concealed weapon.
- 37-11-53 GENERAL RESPONSIBILITY FOR CHILD'S ACTS The District's discipline plan must be given to students and parents must sign a statement verifying notice of the plan. The plan must include statements regarding parental responsibility and penalties for failure to perform such parental duties, i.e., misdemeanors/fine up to \$3,500.00.

**DAMAGES** A public school district is entitled to recover up to \$20,000 in damages, in addition to any other recovery, from the parents of a child (7-17) who maliciously and willfully damages or destroys district property.

#### **AUTOMATIC EXPULSION PERMITTED**

The superintendent or principal has authority to automatically expel any student who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, or other firearm or any other instrument considered being dangerous and capable of causing bodily harm or who commits a violent act on school property. The expulsion will take effect immediately subject to constitutional due process rights.37-15-9

#### **DENIAL OF ADMISSION FOR VIOLENT/OTHER ACTS**



If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the district is not required to grant admission or enrollment before one (1) year after the expulsion.

### **Conference Attendance**

A parent may be found guilty of a misdemeanor and fined up to \$250.00 for failure to attend a conference.

### **SEVERITY CLAUSE:**

**The following offenses that occur at school, on the school bus, or to and from school will result in immediate suspension and/or expulsion:**

- < Student conflicts involving FIGHTING, VIOLENCE AND/OR POSSESSION OF ANY KIND OF WEAPON (explosives, knives, "sharp instruments," firearms, or any type of object which may be used as a weapon or be dangerous to oneself or others) WILL NOT be tolerated. Parents must also understand that they can be legally responsible for their child's actions which result in property damage or injury to others. "Sharp instruments" include altered mechanical pencils, pens, paperclips, etc. or any other altered devices that could be used to inflict injury. In this regard, we suggest you discuss this with your children in that they are subject to police involvement if they alter any school supplies into any type of weapon.
- < Use of threats or abusive language toward another student, teacher, bus driver, or administrator
- < Insolence and/or defiance to school staff
- < Stealing

These disciplinary actions are guidelines that will be followed under ordinary circumstances. It is the final decision of the principal for any disciplinary action

This school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

Legal Ref.: MS Code 37:15-35  
*Mississippi Public School Accountability Standards (2001)*  
1972 Education Amendments, Title IX; 45 CRF Part 86;  
1964 Civil Rights Act, Title VI; 45 CFR Part 84;  
1973 Rehabilitation Act, Section 503

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## **FIELD TRIPS**

Field trips are a vital link between learning in the classroom and the

"real world." There are two types of field trips for elementary students, criterion-referenced and enrichment. Criterion-reference field trips are based on instructional objectives. Enrichment activity field trips may involve admissions and transportation charges. Transportation for all field trips will be by school bus. All field trips are planned and supervised by the teachers. Parents are invited to participate. Permission forms will be sent home for parent signatures. Provisions will be made at school for those students unable to participate in a field trip.

## **Student Fees**

Operating on the premise that student fees should be charged only if they are absolutely necessary to enhance the educational program, the School Board authorizes each school to charge reasonable fees, but not more than the actual cost, for the following:

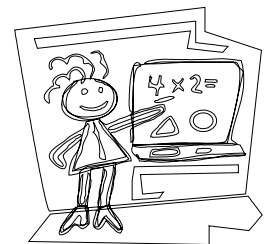
1. Supplemental instructional materials and supplies, excluding textbooks
2. Any other designated fees related to a valid curriculum educational objective, including transportation



## Elementary School Student Dress Code

Students are expected to dress appropriately and neatly at all times. Clothing that is in poor taste will not be allowed at school. Proper dress is important to the total learning process in that instructional time is not lost due to the distraction of inappropriate or distasteful attire. The following regulations regarding proper dress will be observed in elementary school:

1. All students will present a neat, well-groomed appearance.
2. The emphasis of all school dress is upon cleanliness and neatness.
3. Garments must be worn at the waist. Belts must be worn with loose-fitting clothing. Shirts must be tucked in.
4. Trousers or shorts with excessive holes or slits will not be allowed.
5. Shorts that are too tight or too short are not permissible. Shorts may not be higher than mid-thigh.
6. See-through clothing will not be allowed. Muscle shirts are not permitted.
7. Clothing must not expose the midriff (with arms raised.)
8. No spaghetti strapped clothing, tank tops, strapless clothing, or tube tops will be allowed.
9. Patches, emblems, and clothing with written slogans that are in poor taste, obscene, or offensive will not be allowed (this includes but is not limited to advertisements for alcoholic beverages or establishments, tobacco, rock groups, wrestling, sexual references or drugs.)
10. No hair colors or hair styles may be worn that would interfere with the learning process.
11. Appropriate footwear will be worn at all times.
12. Appropriateness of dress will be determined by the school administration.
13. Pierced jewelry may be worn in ears only.
14. If a student does not comply with the appropriate attire and dress code at their school, the parent will be called to bring clothes to the student.



## TRANSPORTATION

Transportation is provided for students who live a mile or more from school. The school district furnishes transportation for students to their neighborhood. Bus transportation cannot be provided to those students who go to a sitter or some other address outside of their elementary school district. **Therefore, parents/guardians of those children must make arrangements for alternate transportation and notify the school by filing an Alternate Transportation Form at the school.**

### **School Expectations of Students - Good Bus Conduct**

1. Talk to your friends in a normal tone. Shouting is a distraction to the bus driver.
2. Keep head, hands, and articles **inside** the bus.
3. Wait until the bus comes to a complete stop before trying to board or leave the bus.
4. If you must cross the road to enter or after leaving the bus, always cross in front of the bus.
5. Always stay seated. Standing, kneeling, or walking around in the bus is hazardous.
6. Be courteous and follow the instructions of your driver.

**Safety on The School Bus** is of primary concern. Because misbehavior on the school bus creates a serious safety hazard, it will be dealt with swiftly and consistently in the following manner:

- \* A student may be suspended from the bus for a period of time relative to the severity of the bus infraction.
- \* A student may be permanently suspended from riding all school buses for the remainder of the school year if he or she continues to violate bus infractions.
- \* A copy of the bus report will be sent home to a child's parents as notification of a bus infraction.

**C The following types of misconduct on the school bus may result in suspension from school:**

- Any type of violence and/or fighting
- Stealing
- Insolence and/or defiance to school personnel

The above disciplinary actions are guidelines which will be consistently followed under ordinary circumstances. It is the final decision of the principal for any disciplinary action taken.

**MEDICATION POLICY** Emergency standby medication will be administered to students with chronic asthma, diabetes, epilepsy, or violent allergy reactions and to students for hyperactivity, provided all cases are discussed individually with the principal or the school nurse before they can be considered and that all medications from home are prescribed by a licensed physician. When a doctor prescribes a medication, the parent should arrange with a doctor for the child to receive the medication at times other than during school hours. If the student is still taking medication for an illness, he or she should remain at home, or the parent may come to the school to make arrangements with the principal or school. **No student will be allowed to bring medicine to school and take it without supervision.**

**PROCEDURES for Dispensing of Medication at School** - *A child may not bring medicine to school or take medicine home from school (even if sent by the parent).* The parent must call the principal, school counselor, or the school nurse to discuss the situation regarding the medication needs of the child. The parent must bring the medication to the school in the original prescription bottle, which must be properly labeled as prescribed by law. Only prescription medicines, according to Long Beach School's medication policy as written above, will be dispensed at school.

**Note:** Medications will be kept in the school clinic and all dispensing will be done by the nurse or designated school personnel. It is the responsibility of the student taking the medication to keep up with his/her medication time.

**FIRST AID** is administered to students who are injured at school. In the event of accidents or illnesses, parents or guardians will be notified. The school does not and cannot keep a ready supply of First Aid items for injuries that occur outside of school. Parents are responsible for taking care of the student's needs before he or she comes to school.

**COMMUNICABLE DISEASES** A student with a communicable disease (chicken pox, measles, hepatitis A, etc.) will remain at home until the disease is no longer a threat to that student or others as directed in the policy governing diseases listed in the following statement included in student handbooks.

Principals should report all cases of communicable diseases which might pose a threat to the health of the school or community to the health department. When concerned with a unique individual case the welfare of all students and employees should be the prime consideration. Each such unique case will be resolved in consultation with the Mississippi State Department of Health. Principals will require a written note from the student's family doctor or public health department for a student returning to school after having a communicable or infectious disease.

## **LICE (PEDICULOSIS) INFORMATION**

Current state law authorizes the school district to exclude children from school who have pediculosis (lice). The child will not be admitted back to school until he or she is examined by the school nurse, principal, or the principal's designated school official with the following conditions:

1. When the parent/guardian provides evidence of treatment, such as an empty container of the appropriate product with the label intact;
  2. A copy of the notification letter with a parent/guardian signature to verify receipt;
  3. No live lice shall be visible on examination by school staff, i.e., school nurse, principal, or principal's designee. Nits may still be seen even in an adequately treated child. This is not evidence of continuing infestation if the child has been properly treated and no adult lice are present
  4. Important: A second treatment shall be completed within the seven to ten days following the first treatment: no sooner than seven days, no later than ten days. The parent/guardian shall be required to furnish evidence of a second treatment.
  5. Upon the third occurrence of infestation, state law mandates that school officials report the case to the Harrison County Health department.
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**SAFETY AND EMERGENCY PLANS** - Safety Plans Have Been Developed at Each School Site. Throughout the School Year All Children Are Taught Procedures and Routines to Respond to Emergencies.

1. **TORNADO OR SEVERE WEATHER** (One Long Ring of the Bell)  
A tornado watch means weather conditions are favorable for a tornado. A tornado warning means that a tornado has been spotted in the area. All students are moved from the classrooms into the hallways. Throughout the school year, children are taught and drilled as to the safest method of sitting on the floor with their knees brought up to the sides of their heads and their backs to the wall. If students are between classes when the alert is sounded, students are taught to report to the staff members in the hallway nearest their class. Telephone lines must be kept open; therefore, PARENTS AND FAMILY ARE ASKED NOT TO CALL THE SCHOOL.
2. **HURRICANES** - Long Beach Schools will operate on a normal basis until a Warning Hurricane is issued. At that time the following steps will be taken:
  - a. Students will be dismissed from school immediately. (Local news media will be notified. Please note that the media will announce all school dismissals. Be sure to listen for Long Beach School District as opposed to Harrison County Schools (which is another separate school district).
  - b. Students will be transported home by Long Beach School Buses.
3. **FIRE, EXPLOSION, AND BOMB THREAT** (THREE [3] SHORT RINGS)  
In case of fire, students are instructed to immediately leave the building under the supervision of a teacher to an assigned area away from the premises. All windows and doors will be closed on the way out of the classrooms. In case of an explosion, students will be directed out of the building to a safe place. First Aid will be administered if needed.

#### 4. EMERGENCY EVACUATIONS

Some substances, when damaged or leaked, could force **Emergency Evacuation procedures** to be enacted. Cooperation must be solicited from all concerned. Each school plan has been discussed with local fire, police, and civil defense officials as well as local experts. Students are taught how to respond and what instructions to follow. Evacuation drills are conducted periodically with the students, staff, fire, police and civil defense officials:

- T** The building is secured with everyone inside. The heating/air-conditioning systems are turned off.
- T** Specific instructions from persons in charge of the situation will be communicated to the building principal through the police emergency network and/or the school district radio communication system. Such factors as wind direction, degree of urgency and danger, and whether or not there is time to wait for transportation will be evaluated.
- T** If notice to **evacuate** is received, the only assistance needed is with school personnel and the fire and police departments.
- T** Parents are asked to **stay away from the campus** and to **stay off the school phone lines**. The school cannot safely evacuate the students with additional people causing congestion and traffic problems. All staff members and students have been fully briefed on the school's specific evacuation plan. Parents are instructed to stay tuned to local news media for the most up-to-date information.
- T** We realize that parents would be most anxious about the welfare of their children. Therefore, unless circumstances mandate a change, **the reassembly point for all schools will be QUARLES Elementary** once the evacuation is complete at which time parents may phone to pick up their children.

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# STUDENT AND PARENT SUPPORT SERVICES

## The Elementary Guidance Program

The Elementary Guidance Program is concerned with the process of assisting each child in achieving his/her potential. It is a comprehensive, developmental, educational program which focuses on needs, interests, and issues related to the various stages of student growth. The elementary counselor works within the educational framework. Counselors organize and provide both direct and indirect services in the following ways:

- \* **Guidance Curriculum.** The guidance curriculum is taught as part of the regular classroom program and systematically addresses the needs all students have at various stages of development. The developmental perspective of the program recognizes that every student must have sound emotional and social skills in order to achieve optimum benefit from the educational program. The program also has a preventive focus.
- \* **Individual and small group Counseling.** Counseling is generally short-term in nature and is available to all students as the need arises. Parents, teachers, administrators or the students themselves may initiate referrals for counseling. Sessions are confidential. Counseling in the school setting is not intended to be a substitute for long-term counseling or psychotherapy.
- \* **Consultation and coordination.** Counselors indirectly assist students through consultations with school staff and parents as well as indirect and community-based specialists. They coordinate appropriate services for students and may serve as liaison between students and those individuals and agencies who play a significant role in their lives.

Long Beach Schools participate in a drug free school program. As part of that program the children will participate in the safe and drug free school's surveys and evaluations unless a written notification is given by the parent to the principal. Please sign the notification and permission form in the back of this handbook.

## STUDENT SUPPORT TEAMS (SST)

In an effort to better meet the needs of all of its students, each school in the Long Beach School District has developed and implemented its own Student Support Team. The purpose of the SST at each school is to support the teaching staff with resources, intervention strategies, and assistance in order to meet the specific individual needs of each student who may be experiencing academic difficulty. Parents and guardians are notified his child's teacher or counselor if their child has been recommended for SST intervention. In addition, the parents are then invited to attend the SST meeting.

## **CHILD FIND**

The Long Beach School District participates in an ongoing state effort to locate, identify and evaluate children who have physical, mental, and communicative disabilities, and who are not currently enrolled in school. The school district provides programs in the following areas: Developmentally Delayed, Educationally Disabled, Emotionally Disabled, Hearing Impaired, Language/Speech, Multiple Disabled, Physically Disabled, Specific Learning Disabilities, and Visually Impaired. Programs are also offered through cooperative agreements with neighboring districts.

Students are evaluated by qualified personnel in all areas related to the suspected disability. This information and testing results will be kept confidential. Records to other agencies will be provided in accordance with the Family Rights and Privacy Act and IDEA, Individuals with Disabilities Education Act. Parents have the right to inspect any information about their child and to challenge its accuracy. For further information, call 864-8085.

## **Academically Gifted Student Enrichment**

The Long Beach School District provides a program of enrichment for intellectually gifted students in second through eighth grade. The classes at the elementary level are called **DISCOVERY**. The purpose of the gifted program is to foster development of skills in higher level thinking, leadership, creativity in thinking and writing, decision making, researching, problem solving, public speaking, organization and self-evaluation through enrichment and extension of academic and social skills developed in the regular classroom.

## **FOOD SERVICE**

Food Service Management is an integral part of the school program. School cafeterias are under the supervision of Ms. Peggy Hertz (864-1337).

The cafeterias are operated on a nonprofit plan in cooperation with State and Federal lunchroom programs. Meals are nutritious and served at the lowest possible price. Guidelines which have been established are very precise as to how lunch programs may be operated.

Students pay for meals as they go through the lunch line. Lunches may be paid for one week in advance. In accordance with new policies and guidelines, Neither Children Nor Adults Will Be Allowed to Charge Milk or Meals. Therefore, it Is Extremely Important That Your Child Has Lunch Money Before Leaving Home.

Free and reduced meals are available to those who qualify. Applications may be requested from each school office. Once applications are completed and returned to school, they are forwarded to the cafeteria supervisor for processing.

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## **ASBESTOS SAFETY**

The Long Beach School District has asbestos containing materials present at several school locations. This asbestos material poses a controllable health risk. The Environmental Protection Agency conducted an audit of the Long Beach School System in April 1994. We are in compliance with all requirements as set forth by that agency. The maintenance staff has been trained to handle asbestos materials. The district Asbestos Coordinator may be reached at 863-5995 concerning any questions.

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## **LOST AND FOUND**

Items lost or found are usually turned in to the office. It would be a tremendous help if all personal items were marked so that they may be returned to the proper owner.

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## **FREE SPEECH**

The School District recognizes a student's right to free speech provided it is exercised in a manner which is not prohibited by law nor disrupts the educational process

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## **PARENT-TEACHER ORGANIZATIONS:**

Each elementary school has a very active and supportive **P.T.O.** and all parents, relatives, and friends are urged to be active members. Notices are sent home prior to each meeting.

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## **SCHOOL INSURANCE:**

School insurance may be purchased by the parent or guardian for At-school coverage and/or twenty-four-hour coverage. Applications are sent home with students at the beginning of each school year.

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## **SCHOOL PICTURES**

Schools receive a commission for school pictures.

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## **SOCIAL SECURITY NUMBERS**

The Mississippi Testing Program requests that children have social security numbers on file. Therefore, any child registering for school should provide the school with his/her social security number.

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## **SPORTS AND CHEERLEADERS**

All sports activities are not school-affiliated. Team members or cheerleaders are chosen by persons independent of the school

## Long Beach School District Internet Use and Computer Policy

### ***Internet:***

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

### ***Overview***

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and President signed into law, the Children's Internet Protection Act (CIPA) and the children's online Privacy Protection Act (COPPA). Long Beach School District is in compliance with CIPA and COPPA.

**CIPA** requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety policies. These Internet safety policies must include a technology protection measure for blocking access to "visual depictions" of obscene material, child pornography, and material that is "harmful to minors" when minors are accessing the computer. CIPA also requires that the Internet safety policy include monitoring of all online activities of minors. Additionally, the policy must address all of the following: (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called "hacking", and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures designed to restrict minors' access to materials harmful to minors. Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

**COPPA** (The Children's Online Privacy Protection Act) applies to individually identifiable information about a child that is collected online, such as name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. The Act also covers other types of information such as hobbies, interests, and information collected through cookies or other types of tracking mechanisms when they are tied to individually identifiable information. These guidelines are provided so that you, the user and/ or parent of the user, are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Long Beach School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

## **Long Beach School District Internet Use and Computer Policy Page 2**

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

### ***Internet Terms and Conditions of Use***

#### **Personal Safety**

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

#### **Illegal Activity**

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

#### **System Resource Limits**

1. User shall only use the Long Beach School District system for educational and career development activities consistent with the educational objectives of Long Beach School District.
2. User agrees not to download any programs, games, freeware or software.
3. User agrees not to download any attachments in email that has the potential to spread a virus, such as .vbs, .vbe, or .exe files.
4. User agrees not to post chain letters or engage in "spamming" ( that is, sending an annoying or unnecessary message to large numbers of people).

## **Long Beach School District Internet Use and Computer Policy Page 3**

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

### **User Rights**

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

### **Security**

1. No one shall attempt to access software on a computer that is not directly related to their classroom assignment for that day.
2. All users must use their own login and password. No user is allowed to use another user's login. NEVER TELL ANYONE YOUR PASSWORD.
3. Users may be monitored while on district computers through tracking software.
4. Any diskette to be used in a district computer shall be approved by the teacher and also must be virus scanned by approved virus scanning software.
5. Browsing and scanning through files on a hard drive or network is not permitted.
6. Student users may not send mass-mails.
7. Users may not change any screen displays. Cracking, hacking, or otherwise breaking into accounts users do not have full authorized access to, on this system or any other; possessing and/or running encryption/decryption/cracking/security analysis scripts or binaries, or and other tools used to expedite the process of information on this network will not be permitted.
8. Users can not install any software which requires making a file without approval from the network administrator.

9. Users may not, at any time, or for any reason, possess a copy of the system password file, or any portion thereof. Attempts to log in as any other user or as a system administrator will result in disciplinary action and cancellation of user privileges.
10. Computer systems will be denied access to the network.
11. Unauthorized downloading of information to student disks will not be tolerated.
12. Purchasing of goods or services via the Internet is strictly prohibited.
13. Students will not respond to unsolicited online contact.

**Liability - The school district will not be liable for:**

1. Information stored on school district diskette, hard drives or servers.
2. Information retrieved through school district computers, networks, or online resources.
3. Personal property used to access school district computers, networks or online resources.
4. Unauthorized financial obligations resulting from use of school district resources and accounts to access the Internet.

**Vandalism** will result in cancellation of privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user or other networks connected with the Long Beach School District or the State Regional Hub Site. This includes, but is not limited to, the uploading or creations of computer viruses. Vandalism also includes damage to the computer hardware.

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

**Consequences for Failure to Follow Terms and Conditions of Internet Use Policy**

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

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

\*\*\*\*Please tear this sheet out after you have read and signed all areas where indicated. It is essential that this be returned to school immediately in order that your child be able to benefit from all areas of the curriculum.

School \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

User Printed Full Name \_\_\_\_\_

I accept and agree to abide by the Long Beach School District Acceptable Use Computer Policy.

I release the Long Beach School System and all other organizations related to the Long Beach School District Internet connection from any liability or damages that may result from the use of the Internet connection. In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of the Internet. I release the school and related organizations from any liability relating to consequences resulting from use of the Internet.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Student Signature)

Parent Printed Full Name \_\_\_\_\_ I, the parent/guardian of the above, give permission for my son/daughter to use the Internet services provided by the Long Beach School District, and agree to accept all financial and legal liabilities which may result from my son/daughter's use of the Long Beach School District 's computers and Internet connection.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Guardian Signature)

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**Users: Staff, Substitutes, Community Users:**

User Printed Full Name \_\_\_\_\_ I accept and agree to abide by the Long Beach School District Acceptable Use Computer Policy.

I release the Long Beach School System and all other organizations related to the Long Beach School District Internet connection from any liability or damages that may result from the use of the Internet connection. In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of the Internet. I release the school and related organizations from any liability relating to consequences resulting from use of the Internet.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (user Signature)

**Release, Permission, and Acknowledgement Forms Requiring  
Parent/Guardian Signature**

**Student's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Teacher** \_\_\_\_\_

The Long Beach Elementary Schools and the LONG BEACH SCHOOL DISTRICT request your permission to use and publish pictures (videos or photographs) and writings of your child during the 2004-2005 school year. These pictures or writings will be used for public relations and information in newspapers, television, magazines, school yearbooks, etc.

Please indicate permission status for the **2004 - 2005** school year and sign below.

\_\_\_\_\_ My child's picture or writings may be published.

\_\_\_\_\_ My child's picture or writings may not be published.

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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LONG BEACH SCHOOLS participate in a drug free school program. Below is a statement with regard to surveys and evaluations that are a part of "Drug Free Schools". Please read and sign that statement. Please return the form to your child's teacher in the morning.. I understand that all children will participate in safe schools and drug free schools surveys and evaluations unless I send a written notification to the principal.

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

If you have any questions regarding safe schools programs, please call your elementary school counselor.

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**I received the 2004-2005 Elementary School Student-Parent Handbook to use as a reference guide.**

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

### **Parent Advisory Committee**

In Order to provide an additional means of communication between the school board and parents of the Long Beach School District, the Long Beach School Board has formed a Parent Advisory Committee. This group, consisting of representatives from each school in the district and two rotating school board members, will meet a minimum of three times a year. The purpose of this group will be to provide parents and community members an

opportunity to community concerns and ideas for the improvement of our school district directly to the school board and provide the school board a representative view of issues from each school and the community.

This committee encourages parents to become active PTO members at their respective schools and to first direct their individual school concerns to their PTO Board. Advisory Committee members, who are active PTO members, will in turn address any concerns which can not be handled by the individual school, or issues that might be district-wide concerns.

The committee will not address individual student or personnel issues and feels these concerns are best handled by the following the proper LBSD Grievance System. Students, parents, and teachers may report a concern through the proper channels, which are as follows: Principals>Superintendent>School Board.

The Parent Advisory Committee will be introduced at the opening PTO general meeting of each school in the district.