

**COLUMBIA
ELEMENTARY
SCHOOL
2023-2024**

STUDENT/PARENT HANDBOOK

COLUMBIA ELEMENTARY SCHOOL

401 Mary Street

Columbia, Mississippi 39429

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Adventure Awaits



Dear Parents and Guardians,

The faculty and staff of Columbia Elementary School want to welcome you to the 2023-2024 school year. We hope all of you have enjoyed your summer and have made many memories. Beginning in July, we will embark on a journey to ensure that all students reach their potential and become responsible, productive citizens through quality education this school year. We are pleased to have you as members of our school community. We have much to be proud of at CES and will work diligently to continue the strong tradition of academic excellence.

This Handbook contains important information about our school-its programs, policies, and procedures. Please review this Handbook to become more familiar with our school, and keep it handy for reference throughout the school year. Our school's website at <https://www.columbiaschools.org/columbia-elementary-school> is also an additional resource to review the many exciting extracurricular activities we use to enrich the general education curriculum.

The strength of any organization comes from the participation of all stakeholders. You as a parent or guardian are a key stakeholder at CES. We know that you have so much to contribute to the school. For CES to be as strong as possible, we need for everyone to believe and support the vision set forth for CES. There will be times throughout the year where we will seek your input. I hope that you will take time and share your insights with us. I am confident we can work together for the betterment of the education our students receive.

Sincerely,
Leslie Smith, Ed.D.
Principal, Columbia Elementary School

MISSION STATEMENT

The mission of the Columbia School District, an educational organization with active community involvement, is to ensure that all students reach their potential and become responsible productive citizens through quality education which provides challenging academic and extracurricular activities.

At Columbia Elementary, we believe:

- There must be high expectations for quality learning.
- Lifelong learning is essential for one to flourish in a rapidly changing world.
- The most effective learning takes place when students are free to explore new ideas within meaningful context that they can apply to their lives.
- Students must have a solid foundation in language arts and math prior to leaving elementary school.
- Realizing that students have different learning styles, concepts are presented in a variety of ways to meet their various needs.
- Character education is an integral part of a child's education.
- A strong bond between school and home should be established in order for students to have an optimal opportunity for academic success.
- Collaborative planning and decision making processes by the faculty, in compliance with Columbia School Board policies, facilitate the planning of a curriculum that meets the needs of our students and makes learning an ongoing process.
- Assessment is an ongoing tool that determines the success of the instructional programs and directs the focus of instruction to promote continuous learning.
- Students learn the most in a safe and secure environment where they are able to explore new ideas.

The Columbia School District does not discriminate on the basis of race, color, national origin, sex, gender, disability, or age or any other classification protected by law in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policy:

Human Resources/Assistant Business Manager
613 Wildcat Way
Columbia, MS 3942

ESSA – Parents Right to Know

As a parent of a student in the Columbia School District, you have the right to know request information about:

- The professional qualifications, licensure status, and degree level and major of your child’s teacher(s) and paraprofessional(s).
- Level of achievement of your child in each statewide academic assessment.
- Timely notification if child is taught for four or more consecutive weeks by a teacher who is not highly qualified.
- If language assistance is needed, the school will make every reasonable effort to assist.

Access to Handbook

The Student/Parent Handbook is provided as a convenience to students of the Columbia School District (CSD). While it contains policies current at the time of publication, CSD is constantly reviewing and updating policies. Therefore, the Handbook may not always reflect the most current policy, which applies when approved by the Board. All policies and procedures summarized in this Handbook are subject to unilateral change at the sole option and discretion of the CSD.

The current Handbook, which outlines policies and discipline guidelines, can be accessed online at www.columbiaschools.org/parents or in each school office and library. A printed copy is available upon request. Students and parents/guardians have a responsibility of becoming familiar with school policies and procedures, as well as any additions or revisions implemented throughout the school year.

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COLUMBIA ELEMENTARY SCHOOL PERSONNEL

Principal.....Dr.Leslie Smith
AssistantPrincipal.....Melissa Jordan
Secretary.....Jana Harp
ClericalAssistant.....Evelyn Aaron
Counselor.....Leigh Treadway

Third Grade Teachers:

ELA: Caitlyn Harrod, Amy Young, Bailey McNabb,
Math: Linda Kennedy, Emma Ellis, Marissa Davis

Fourth Grade Teachers:

ELA: Emily Knight, Danielle Whittington, Lane Smith
Math: Melissa Herring, Amy Robertson

Fifth Grade Teachers:

ELA: Maggie Morgan, Courtney Holland
Math: Sharella Slay, Stephanie McCain
Science: Amy Patterson

Physical Education..... Ryan Davis
Music.....Daphne Gannon
Performing Arts.....Anna Grace Thomas
Librarian.....Stacey Turnage
InterventionistKimberly Davis

Special Services:

Gifted/Challenge.....Courtney Sinclair/Rachel Stogner
SPED/Inclusion.....Blake Smith
SPED/Inclusion.....Andrea Brown
SPED/Inclusion.....Vicky Spencer
SPED/Inclusion.....Carol Warren
Speech/Language.....Heather Bell/Haleigh Brock

Paraprofessional.....Kayla Rainer
Paraprofessional..... Shannon Sledge
Paraprofessional.....Melissa McKenzie
Paraprofessional.....Maria Green
Paraprofessional.....Channing Lampton

Cafeteria Manager.....Amy DeWitt
Cashier.....Wanda Powell
Cafeteria Workers.....Tabitha Fortenberry
Deana Bates
Monique Varnado

Communication

If you are new to Columbia Elementary School, these methods will inform you of classroom and school events:

CES Calendar—Has current information about event dates, times and location. The calendar is located on the CES website and will be sent home in your student's folder monthly.

Parent-Teacher Conferences -- Parents, teachers, and students can profit from parent-teacher conferences. The purpose of these conferences is to create a closer relationship between the home and the school. A request for a parent to attend a conference does not necessarily indicate a problem as we also wish to discuss a student's successes.

The school believes in the value of conferences and suggests the following:

- Parents or teachers may ask for conferences when either sees a need. You may call the school to arrange a conference with the teacher.
- We respectfully request that conferences be scheduled twenty-four hours in advance.
- Conferences are scheduled at 2:55 Monday - Friday.
- For a conference at any other time, please contact the office for arrangements to meet with the teacher.
- The principal's office is always open to parents who feel the need to discuss a problem concerning their child. However, be aware that our staff will be focused on instruction during the school day. Should you need to meet with the staff, please call in advance to schedule an appointment.
- All conversations with teachers are confidential. The teacher will not share information about your child's school work or family situation with other parents or community members.
- E-MAIL You may contact any Columbia Elementary School member by using the staff member's first initial and last name, followed by @columbiaschools.org (for example: lsmith@columbiaschools.org). The District's web site is: www.columbiaschools.org

SAMS--When you registered your child for the 2023-2024 school year, you created a SAMS account. You can access this account to check your child's grades at any time.

Canvas--Canvas is a learning management system where teachers organize information relevant to what your child is learning in the classroom. Teachers may post videos, websites, and other tools to help further scholars' understanding of what is being learned in the classroom. Please contact your child's teacher for information on how to access Canvas from home.

Talking with the Principal—Parents or community members who have concerns or suggestions can call, write a note, or send an email to the principal, who is committed to providing a timely response. Appointments can be made through the school secretary.

Please call the front office to schedule an appointment to meet with Dr. Smith or Mrs. Jordan, Monday - Friday, 12:00 -2:00 p.m.

Parent Volunteers

Schools are a reflection of their community. We encourage parents and guardians to choose to become involved in the life of CES –you will find a warm welcome. You are crucial to the outstanding success of our program. It is through the efforts of parents and guardians that the educational program at CES is greatly enriched. There are many opportunities for parents to join this dynamic community.

Volunteers

You are crucial to the outstanding success of our program! We welcome the assistance of all parents/guardians and other school-community members. Every opportunity to individualize our program enhances the learning experiences for all students. Have you thought about working in the classroom? In our Outdoor Science Lab? At special events on campus?

We encourage you and your family to participate by volunteering a minimum of **5 hours per year helping your classroom teacher and 5 hours per year in other activities.** Please look for information to join the PTA and how to be involved. Your time and support are investments in your child's future.

Please remember to sign-in at the main office each time you volunteer. Knowing the whereabouts of our volunteers is very important for insurance and reporting purposes, as well as if there is a need to be located in an emergency. Because volunteers are sometimes exposed to confidential matters, it is expected that the rights of both students and school personnel be respected by holding matters strictly confidential.

ROOM PARENTS

Each class needs a room parent. Two parents may share this important job. Talk to your child's teacher if you are interested. It is a great way to get to know the community, your child's teacher, and to be involved with your child's education. As a room parent, you will coordinate help from other parents in your child's classroom. You are not expected to do everything yourself! Many CES parents are eager to help with small jobs. As a room parent, you will:

- Attend the monthly CES Parent Teacher Association (CES PTA) meetings to represent your class and bring back information for the other parents..
- Make a phone/email tree for your classroom and distribute it to families (when parents have given written consent to release their contact information).
- Communicate with your teacher and your classroom's parents about what was discussed and decided at the CES PTA meeting. Also, be the liaison between the CES PTA and your classroom about fundraising events. You can do this by including an insert in students' folders or using the phone tree.
- Organize parent help from your class for school fundraisers, special events, field trips, parties, and special classroom projects.

PARENTS IN THE CLASSROOM

Teachers welcome help in a variety of ways: work with small groups of children, drive on field trips, share a part of your culture, help with special projects or with paperwork. Contact your child’s teacher–or respond to his/her requests–and enrich our students’ classroom experience.

PARENT TEACHER ASSOCIATION

The CES PTA’s mission is to strengthen and support the CES Community through the organization of community events and effective fundraisers. The CES PTA provides CES with programs, services, and campus improvements in order to enrich the educational experience for all students. We encourage all parents, guardians, and staff to become actively involved in the CES PTA. We appreciate your generous contributions! You do make a difference!

EMERGENCY PHONE NUMBERS

As part of the registration process, parents will need to complete an EMERGENCY FORM. Be sure to list your full name, your child’s name, address, phone number, and emergency number to be called if you, the parent or guardian, are needed and cannot be reached. Supply all information requested on the EMERGENCY CARD.

OPENING AND DISMISSAL TIME

The safety of scholars is our first concern. In order to maintain a safe environment for our students we are asking that parents cooperate with the following opening and dismissal procedures each day:

REGULAR SCHEDULE

1st Bell	Tardy Bell	1st Buses	2nd 3rd 4th Buses Buses Buses	Cars/ Walkers
7:50	7:55	2:55	3:00 3:05 3:10	2:45

EARLY DISMISSAL SCHEDULE

1st Bell	Tardy Bell	1st Buses	2nd 3rd 4th Buses Buses Buses	Cars/ Walkers
7:50	7:55	11:35	11:40 11:45 11:50	11:55

The first bell rings at 7:50 a.m. and work begins promptly for each class. If a student arrives at school after at 7:55 a.m., a parent/guardian will need to report to the office to sign their child in and for the child to receive a pink slip before going to the classroom.

If you drop your children off in the morning and pick them up in the afternoon, please remember not to block the lanes of traffic in front of the school at the Mary Street building entrance. **Students are not to be dropped off in the parking lot or on Mary Street at any time.** All car riders must load and unload their vehicle under the awning at CES. Students must be picked up at the front of the building at CES.

Scholars will load and unload from the main entrance sidewalk only. **Scholars are not to arrive at school earlier than 7:00 a.m.** as there is no adult supervision before then. Breakfast is served between 7:10 a.m. - 7:40 a.m. Students who are dropped off carline need to arrive by 7:30 a.m. if they plan to eat breakfast.

SCHOOL ATTENDANCE

All students are expected to have regular and punctual attendance. In order for a student to be considered present for ADA purposes, he/she must be in attendance at school or at an authorized school activity for at least sixty-three percent (63%) of his/her instructional day. A student who is absent more than thirty-seven percent (37%) of his/her instructional day will be considered absent the entire school day. The instructional day for each school and/or student is determined by the school board.

The Mississippi Compulsory School Attendance Law defines an "unlawful absence" as 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 are not considered an "excused".

For full board policy on school attendance, click here:

<https://columbia.msba policy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/10202/Default.aspx?docId=233187>

Satisfactory Evidence of an Absence - For any absence, the student must bring a note from the parent/guardian or doctor to validate the absence and this note must be presented on the day of the student's return to school. This note must state the days missed, the reason for the absence and be signed by the parent/guardian with a telephone number where the parent/guardian can be contacted for verification.

Five unexcused absences will be reported to the Marion County Truancy Officer. State law requires that, when a student reaches the 5th unexcused absence, we report it to the Truancy Officer within 2 days of the occurrence

Students will be allowed ten (10) excused and/or unexcused absences per semester. Students whose absences exceed this number of days will not receive credit for promotion to the next grade.

YOU CAN HELP!

Regular attendance at school is essential to your child's success. There are several things you can do to help your child have the physical strength and good health, which is required for regular attendance.

1. Take your child to the doctor for a complete physical check-up before he/she enters school.
2. Have the dentist check his/her teeth regularly.
3. Establish regular hours for sleep for your child. A good night's sleep is vital to a child's learning success.
4. Start your child's day by seeing that he/she has a good breakfast and plenty of time to eat it.
5. Help your child learn good toilet habits and cleanliness.
6. Get your child up early enough so that he/she has plenty of time to dress, eat a good unhurried breakfast, comb his hair, brush his teeth, and arrive at school on time without feeling rushed and fear of being tardy.
7. Give your child the assurance of knowing how he/she is going home each afternoon. A child who worries all day about getting home will not be able to accomplish much during the day. He must know what to do at dismissal time in case of rain without having to make a phone call.
8. See that your child has the correct amount of money each morning for his lunch, milk, supplies, etc. Do not allow him/her to carry more money to school than he will spend each day.
9. Supply the teacher with an emergency phone number so that she may be prepared to take care of any emergency that should arise.
10. If your child lives near enough to the school that he/she can walk, please encourage him/her to do so. Exercise is good, and walking to school can help relieve traffic problems.

MAKE-UP WORK FOR ABSENTEE STUDENTS

Make-up work is expected of students with excused or unexcused absences. The teacher will keep a record of written assignments during the absence and provide the student with work upon his/her return to school. Please be aware that up to 90% of the classroom activities consist of class participation, projects, discussion and practice that cannot be duplicated or made up. **Class assignments should be completed within the number of days equal to the number of days absent to receive credit.** If you would like to contact the school office to get your child's work during the absence, please feel free to do so. All makeup work must be completed within the grading period in which the child is absent.

REQUEST FOR PRIOR APPROVAL OF ABSENCES

Under circumstances requiring that a family must be out of town during the school year for reasons other than unavoidable ones (such as death, serious illness, or a family trip), it is important that parents/legal guardians meet with the principal BEFORE the absences to request approval for these days to be excused absences. A form should be completed and signed by both the parent/guardian and the principal before the student leaves town.

TRANSPORTATION CHANGE

If the child is to return home differently from the usual way, a written note to the teacher stating so will be required. The teacher will forward this note to the office, and office personnel will call the parent or guardian to verify the note. If no notification is received, your child will follow his/her regular method of getting home. If an emergency situation arises during the day that requires your child to go home a different way you may call the school office with the information. Please ensure that all calls for transportation change are made before 1:45 p.m. each day.

TARDIES (EXCUSED AND UNEXCUSED)

For full board policy on tardies, click here:

<https://columbia.msbapolicy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/10202/Default.aspx?docId=233197>

When a child receives three unexcused tardy slips during a nine-week period, the parents will be notified and the child will not be eligible for perfect attendance.

ATTENDANCE AWARDS

At the end of each school year, Columbia Elementary School issues attendance certificates in recognition of those students who have maintained regular exemplary attendance throughout the school year. What does perfect attendance mean? Perfect attendance means a child is present every day school is in session during the school year. The child must be present for each class. A child cannot have more than three tardies or three early dismissals to have perfect attendance. Perfect attendance will be awarded at the end of the school year.

STUDENTS LEAVING SCHOOL GROUNDS (DISMISSALS)

Parents are urged not to pick up students before dismissal time, unless it is an emergency. State policy requires that students receive 330 minutes of instructional time each day.

1. The parent or an approved individual listed on the emergency card must dismiss his or her child at the front office by completing the correct check-out documentation and present identification. The child will be called from class by school personnel. A student excused from school shall be in the custody of a parent or legal guardian

or excused pursuant to specific written instructions from the parent or guardian. We believe this to be in the best interest and safety of our children.

2. Acceptable dismissals include:

- a. Personal illness-Parents/Legal guardians will be contacted immediately
- b. Medical appointments that cannot be arranged after school hours
- c. Special family emergencies as approved by the principal

3. All dismissals from school count against the scholar's attendance record. Students who are checked out early more than three times during a nine-week period will not be eligible for perfect attendance. The teacher support team will contact you when your child has accumulated three early check outs.

4. If you need to change your child's mode of transportation, please try to do so by 1:45 p.m. NO CHECKOUTS AFTER 2:15 P.M.

BAD WEATHER DAYS

Please discuss with your child the possibility of bad weather and assure him/her that he/she will be cared for at school. See that your child clearly understands before leaving home what he/she is to do in case of inclement weather and how he/she will get home. Bad weather at school can be a frightening experience for children, so it is very important that we at school and home try to assure them of their care and safety. If school is dismissed early due to bad weather a School Message will be sent by the Superintendent's Office.

SCHOOL TELEPHONE

Use of the telephone by students is allowed in cases of emergency and school business only. Permission from the child's teacher is required before the telephone may be used. Parents are asked not to call the principal's office to leave messages for students unless it is an emergency.

SAFETY TO AND FROM SCHOOL

May we suggest a few things that may help in keeping your children safe:

1. Bus children must, of course, obey the bus drivers. Talk with the child about behavior on the bus. The right to ride the bus depends on the scholar's conduct on the bus.
2. Walking children are urged to leave school as soon as they are dismissed. Walkers are urged to stay on the sidewalks and to walk home the safest and shortest routes. Streets should be crossed only at the proper crossings. Walking children should not ride with strangers. Please caution your child about the danger of this.

3. All car students shall arrive and depart at the Mary Street entrance of the school campus. Please drive through the driveway of the school to let out and pick up the students. Cars are not to use the High School Avenue entrance. Students arriving and departing during the school day between 7:30 a.m. and 2:55 p.m. will use the Mary Street entrance.
4. Teach your child the way to and from school. Be sure he/she knows the exact route of travel before allowing him/her to go alone.
5. By all means, each child should know his/her full name, home address, telephone number, and parent's name.

CAMPUS AFTER HOURS

Unauthorized students and/or adults may not be on any school campuses when school is not in session or before or after regular school hours. Without proper supervision, some playground equipment may be dangerous; vandalism of school property may also occur. Parents are urged to cooperate with the schools in this matter and to know where your children are after school hours.

WITHDRAWALS

CSD Policy JBCD regarding withdrawals can be viewed by clicking here:
<https://columbia.msbapolicy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/10202/Default.aspx?docId=233196>

PARENT SCHOOL VISITS

Parents are welcome to observe classroom activities during the year and are urged to visit the school for conferences and planned activities.

When visiting the school for any purpose, please go directly to the principal's office for information and a pass before entering a classroom. All visits must be arranged through the principal's office. **NO PERSON SHALL ENTER THE HALLS AND CLASSROOMS WITHOUT A PERMIT FROM THE PRINCIPAL'S OFFICE. The principal maintains the right to deny classroom visitation to any parent.**

VISITORS

All visitors entering the building must report directly to the front office to secure a visitor's pass. All unauthorized persons in the building shall be asked to leave the building. We must keep our building safe and quiet for our students.

HEALTH SERVICES AND MEDICATION

Students are permitted to self-administer asthma medications pursuant to Board policy and state law.

To review the Board policy concerning student medications click here:

<https://columbia.msba.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/10202/Default.aspx?docId=233233>

COMMUNICABLE DISEASES

Students who have any type of communicable disease must be kept at home until they are well. Upon return to school, the student must present a statement from the doctor or the health department certifying that they are completely recovered and not contagious.

STUDENT INSURANCE

A group accident insurance policy is offered to Columbia Elementary School students. The insurance is available immediately after school begins each fall. All students are encouraged to carry this insurance, however, insurance coverage is not automatic, but optional.

STUDENT INJURY

Any injury at school or at a school sponsored activity should be reported immediately to the teacher on duty. Parents are asked to provide at least two emergency numbers (other than their own) on the emergency cards.

SCHOOL COUNSELOR

Columbia Elementary School is fortunate to have the services of a well-qualified and dedicated school counselor. Often our students “request” to talk to the counselor on their own, or teachers refer students to her for various reasons. The counselor will contact parents when long term counseling is recommended. It is so important that our counselors, teachers, parents, and students work closely together.

If there are any special circumstances which the school should know about your child’s health, family situation, or learning or behavior problems, please make arrangements to discuss these with the principal, counselor, or teachers early in the year.

If you have sole custody of your child, or only certain people are allowed to pick up your child, the school must have this in writing. In any case where a natural parent is not allowed to see or pick up a child, please bring a legal document stating this to the school, so that we may make a copy.

Should unusual circumstances arise during the year, the school needs to know. In the family, death, separation, divorce, etc., can be devastating to a young child. We want to assist our students through difficult times. We will work through any situation in every way possible for the good of our students.

MENTAL HEALTH COUNSELOR

In cooperation with Pine Belt Mental Health Services, we are fortunate to have the part-time services of a mental health counselor. Parents will be notified how to qualify for these services.

SPEECH THERAPY

Speech therapy is directed toward identifying and correcting a speech disorder before it becomes an academic or social handicap. A speech therapy program is provided for students who are having communication difficulties and/or speech problems.

Students may be referred to the speech therapist by the principal, teachers, or parents. A child is enrolled in speech therapy after evaluation of his speech by the speech therapist, conferences with his teacher, and parental approval is reached.

CLASSROOM ASSIGNMENTS

CSD Policy JBCCA regarding the assignment of students to classrooms can be reviewed by clicking here:

<https://columbia.msbapolicy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/10202/Default.aspx?docId=233194>

CURRICULUM

The District specifies which subjects are to be studied at the elementary school. Teachers select supplementary materials and appropriate teaching methods for challenging each student to attain their own learning potential. Reading, language arts, mathematics, social studies, and science form the core of the elementary curriculum. Art, physical education, music, computer, and library skills are incorporated into the curriculum. Most courses are offered in self-contained classrooms under the guidance of one teacher. Music, art, and physical education are taught by specialists in those subjects. Students with special needs are placed in individualized programs designed to meet their identified needs. These programs include gifted education and special education. At the beginning of each school year, parents will receive a summary of grade-level content skills for their child. This list helps to identify specific curricular goals for the year.

HOMEWORK

All home assignments are an outgrowth of objectives being studied in the classroom. Homework assignments generally fall into four categories: practice, extension, integration, and preparation activities. Homework assigned for the purpose of practice or preparation usually takes the form of written assignments, reading, or drill work. Extension and integration activities are usually long-term projects or problem-solving activities. Our homework policy will be sent home for careful review by you and your child.

INTERVENTION PROCESS FOR STUDENTS EXPERIENCING DIFFICULTY IN SCHOOL

Columbia Public School District adheres to the Mississippi Department of Education's three-tier policy on intervention for students experiencing academic and/or behavioral problems:

Tier I: Quality classroom instruction based on the curriculum framework

Tier II: Focused supplemental instruction

Tier III: Intensive interventions designed to meet the needs of individual students

Teachers monitor student progress through multiple assessment strategies, identify students in need of assistance as soon as they begin to fall behind, and modify instruction to assure that every student gains essential skills. If strategies at Tiers I and II are unsuccessful, students must be referred to the Teacher Support Team.

TEACHER SUPPORT TEAMS

Every school has a Teacher Support Team (TST), which operates under the jurisdiction of the school principal. The Teacher Support Team is the problem-solving unit responsible for interventions developed at Tier III. Interventions must be:

- a. research-based
- b. designed to address the student's specific deficit areas
- c. implemented as designed by the TST
- d. supported by data regarding effectiveness

Any student suspected of having a disability or experiencing significant academic and/or behavioral difficulties should be referred to the school's Teacher Support Team for review. If a student's parents request an evaluation for their child, that student should be referred to the Teacher Support Team. The Teacher Support Team procedures should be followed whether a teacher or a parent makes the referral. The student's information will be reviewed by the school Teacher Support Team for the purpose of designing effective interventions and making appropriate recommendations for the student. Written documentation of the request made, the information reviewed, and the decisions/recommendations of the Teacher Support Team must be kept on file at the school. CSD adheres to the MS Department of Education

guidelines regarding certain **mandatory** referrals to Teacher Support Teams. Students in the following categories **must** be referred to the Teacher Support Team:

- a. Students in grades 1-3 who have failed one grade
- b. Students in grades 4-12 who have failed two grades
- c. Students who failed either preceding grade and have been suspended for more than 20 days in the current school year.

GRADING, REPORTING, PROMOTION, AND RETENTION Refer to District Policy IHA

To access the CSD grading policy click here:

<https://columbia.msbapolicy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/10202/Default.aspx?docId=234220>

HONOR ROLL

The Columbia Elementary School honor roll is posted at the end of each nine weeks period. It consists of Superintendent's Scholars and Principal's Scholars. Superintendent's Scholars have grades of all A's. Principal's Scholars have grades that are a combination of A's and B's. Students will receive awards at the end of each 9 week grading period.

GIFTED EDUCATION

The gifted education program (CHALLENGE) of the CSD is a multidisciplinary enrichment program provided in a resource room setting. It is offered on an elective basis for students, grades two through six, who have been ruled eligible for gifted educational services. District policy regarding the Challenge program can be viewed by clicking here:

<https://columbia.msbapolicy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/10202/Default.aspx?docId=233154>

SPECIAL SERVICES

The Columbia School District offers special educational services to those students who have identified needs beyond the regular education classroom setting. These services include gifted education classes as regulated by the Mississippi Gifted Education Act, special education and related services are regulated by the Individuals with Disabilities Education Act 2004 (IDEA 2004), and additional services regulated by Section 504 of the Rehabilitation Act of 1972. Each of these service options involves a referral process and determination of eligibility as specified by state/federal regulations. The Columbia School District does not discriminate in hiring or educational services on the basis of race, gender, religion, disability, or national origin. For more information or assistance, call:

SPED Director
ADA Coordinator
504 Coordinator
Title IX Coordinator/EL Coordinator

COMPUTER NETWORK ACCEPTABLE USE

At CES our students have access to the use of computers and the Internet. Our policy is on the District website and will be included in registration on PowerSchool. During registration you may grant permission for your child to access the Internet and agree to the Acceptable Use Policy. Your child will also sign an Acceptable Use Policy at school. No student will be allowed to use the Internet until the permission form is signed and returned to school. To view the Acceptable usage Policy click here:

<https://columbia.msbapolicy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/10202/Default.aspx?docId=233175>

PHYSICAL EDUCATION

Physical Education is a required subject. Any child who is unable to participate in physical activities will need to bring a note from the doctor.

THE LIBRARY

The CES library is considered an integral part of the school and is part of the training provided for all students. The library meets standards for elementary school libraries and is continuously being updated in an effort to bring the best possible library service to the elementary students. A qualified librarian directs the library activities.

All students are scheduled into the library for classes at least one period a week. During the time when no scheduled groups are using it, the library is open to any student who wishes to exchange a book, or to groups sent by teachers for special activities or individual research. The librarian also works with teachers in providing reading collections for classrooms and in coordinating books, audiovisual, materials, and reference materials for special units of study. Students are given training in basic library skills and are encouraged to remember to read their books. The following guidelines have been established for checkout procedures:

1. Each book is loaned for a two week-period. Books borrowed must be returned before another is checked out. Special provisions are made for the check-out of an additional book for research or reports assigned by the teacher.
2. Books/materials may be renewed as needed.
3. There is no charge for late return of books, but charges will be made for lost or damaged books/materials.

4. Every effort will be made to keep children and parents informed of overdue materials through reminders in the classrooms for students and overdue notice letters for parents.
5. Report cards will be held until all library fines are paid or materials returned undamaged.
6. Money will be refunded if lost books are located.

Learning to use the library and getting to love books add richness to the lives of your children, and gives them a tool for work and pleasures that will last throughout their lives. Parents are encouraged to visit the library. We welcome your interest and cooperation in providing this service for all of our students. We hope that the library will provide a pleasant atmosphere for children to explore new reading challenges.

STUDENT FEES POLICY

The Board authorizes each school to charge reasonable fees, but not more than the actual cost, for the following:

- A. Supplemental instructional materials and supplies, excluding textbooks;
- B. Other fees designated by the Board as fees related to a valid curriculum educational objective including transportation;
- C. Extracurricular activities and any other educational activities of the school District which are not designated by the Board as valid curriculum educational objectives, such as band trips and athletic events;
- D. Student ID's.

A hardship waiver is available for qualifying students. For information regarding student fees and hardship waiver information click here:

<https://columbia.msba.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/10202/Default.aspx?docId=233240>

TEXTBOOKS

All textbooks and library books provided by the District for the student's use are considered to be on loan to the student. Normal wear is expected. However, if a student loses, defaces, or destroys such materials, the parents will be responsible for the replacement of the same. No records or final report cards will be issued to the students or parents unless all such outstanding debts have been paid.

DAMAGE FINE

Writing/drawing/scribbling in book \$1.00 per page
 Excess wear/damage but still usable 10% of cost of the book
 Cover of book damaged 25% of the cost of the book
 Spine damage 25% of the cost of the book
 Water damaged but still usable 25% of the cost of the book
 Water damaged, not usable Cost of the book
 Pages missing, not usable Cost of the book
 Obscene writing or drawing on or in the book cost of the book
 Non-returned book Cost of the book

New Full Price

- 1 year old 80% of the original price
- 2 years old 60% of the original price
- 3 years old 40% of the original price
- 4 years old 20% of the original price

FIELD TRIPS

In an effort to expand on classroom instruction, teachers, at times, offer a chance for students to partake in educational field trips. These trips are truly worthwhile trips for the youngsters, as they receive first-hand experiences that relate to concepts they have been learning about in school.

Parents will be notified in advance of any trip, and will be asked to complete permission slips in order for their child to go on the trip. Children not permitted to go on field trips, for whatever reason, should still report to school. These children will be sent, with assignments, to another classroom in the school.

Occasionally, parents may be asked to chaperone field trips. If you are asked, your cooperation will be appreciated so that we can have a better adult/child ratio on the trip. Field trips provide enrichment and extension activities for the classroom. Students must maintain both academic and behavioral standards to be able to participate in field trips. Teachers will communicate with both students and parents if there is a concern about a student not being able to participate in a field trip.

For information regarding field trips click here:

<https://columbia.msba.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/10202/Default.aspx?docId=233177>

STUDENT VALUABLES

Students should bring only enough money to meet the day's need – milk, lunch, and school supplies. The school and teachers are not responsible for loss of any money and will not spend time looking for it.

Electronic devices are not to be brought to school. If a child wears glasses, watches or other jewelry items, he/she is asked to take care of them, and keep track of them at all times. If for some special time it is necessary to bring objects of value to school, leave them in the office.

TOYS AT SCHOOL

Students must not bring toys to school without special permission from teachers. At no time will toy guns, knives, firecrackers, or other dangerous or disturbing articles be allowed on campus. Hard balls and footballs are not allowed.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. Children's names should be marked in all removable clothing and on any articles they carry to school such as lunch boxes, backpacks, purses, etc. Unclaimed items found at school will be donated to local thrift stores.

LOCKS FOR BICYCLES

Students who ride bicycles to school are requested to lock them while they are parked at Columbia Elementary School during the school day.

DELIVERY OF STUDENT GIFTS AT SCHOOL

Refer to CSD Policy JLCD:

<https://columbia.msba.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/10202/Default.aspx?docId=233249>

CARE OF SCHOOL PROPERTY

The school maintains adequate janitorial services. Every effort is made to keep buildings and grounds in first class condition. The students and faculty should take pride in our buildings and equipment. Each one should do his/her part to keep the building and campus clean and attractive. Help the janitor by placing all paper and waste material in containers provided for this purpose.

The walls in the building, the furniture in the classrooms, auditorium, library, cafeteria, the buildings and whatever fixtures they contain-are provided at great expense by your parents, the taxpayers.

Students should not only refrain from defacing or destroying school property, but should make every effort to encourage their friends and fellow students to care for school property. Any student causing damage to school either intentionally or through neglect on his part, will be liable for such damages.

FOOD SERVICES

The school breakfast and lunch program is an important part of your child's school day. All students who plan to eat breakfast must arrive at school in time to eat and be in their classrooms before 7:45. Students are not allowed to take food or drink from the cafeteria. Milk is available during breakfast- Free for 2023-24
Student Breakfast-Free for 2023-24
Reduced Price- N/A

Student Lunch -Free for 2023-24
Reduced Price - N/A

Adult Breakfast -\$2.50
Adult Lunch - \$4.00

Breakfast and lunch may be paid for daily, weekly, monthly or yearly. Paying in advance is strongly recommended. The school cannot "charge" a meal or extra items for any child.

Students who bring their lunch to school will eat in the cafeteria. They may either purchase milk or bring their own beverages from home. If your child has dietary restrictions, present a statement from your doctor to the school office or cafeteria.

Free and reduced price meal forms are available in the school office. Students who qualify for free or reduced lunch will also qualify for free or reduced breakfast.

Children who are new to the District and do not have siblings currently enrolled, MUST pay full price for breakfast and lunch until the application is processed.

CAFETERIA EXPECTATIONS

1. Students must enter the cafeteria in an orderly fashion.
 - a. Walk
 - b. Keep your hands, feet, and objects to yourself
2. Students must follow the instructions of all supervising adults the first time given.
3. Students must sit at tables assigned to them.
4. Students must remain in their seats until excused.
5. Students must use good table manners at all times.
 - a. Eat from your own tray
 - b. Keep your food on your tray
 - c. Clean your area before leaving the table
6. Students who talk during lunch must talk softly.

FUND RAISING

Fundraising projects at Columbia Elementary School are limited. The parents' organization sponsors special fund raising projects during the year and is responsible for the promotion of the projects. The fund raising projects must be approved by the principal, superintendent, and the Board. Door-to door fundraising by students in activities sponsored by the school or by a school-related organization in which students would be selling items or soliciting contributions, pledges, or others is prohibited.

STATE TESTING

Federal law requires that all students participate in the Mississippi Academic Assessment Program (MAAP) state testing program each year. The Mississippi Academic Assessment Program (MAAP) is designed to measure student achievement in English Language Arts (ELA), Mathematics, Science, and US History. Students are assessed in grades 3 through 8 in English Language Arts (ELA) and Mathematics, grades 5 and 8 Science, Algebra I, Biology I, English II, and US History. The results of all MAAP assessments provide information to be used for the improvement of student achievement.

Columbia Elementary School students will take Mississippi Academic Assessment Program assessments in April and May, the dates to be determined by the Mississippi Department of Education.

COLUMBIA ELEMENTARY CODE OF CONDUCT AND DISCIPLINE

At Columbia Elementary School student discipline is of paramount importance in the successful implementation of any educational program. Good discipline in school comes from within the students as the result of happy, well-adjusted attitudes, involvement in school activities and lessons directed at attainable achievement levels. Boys and girls also need to know what their boundaries are and that they are responsible for thinking of everyone and not just about themselves. Internalization of values and ideals commensurate with our form of government are also an important part of educating our young people. That each child knows that his accomplishments have a significant impact on our school is very important, because it demonstrates how important each child is to our school's success. We insist that students be held accountable for their behavior both academically and socially. We strive to be flexible and to guide our students so that they learn proper judgment making skills they will need to get along in life. The emphasis at CES is on the positive reinforcement of good behavior and the correction of negative behavior. It involves a school-wide common purpose and approach to discipline, procedures for teaching and encouraging behaviors, and procedures for ongoing progress monitoring. Children are rewarded for positive behavior each month. At Columbia Elementary, we believe in the three "B's": Be Respectful, Be Responsible, and Be Safe.

Every staff member at Columbia Elementary School respects each of our students, and we expect the same respect in return. This is to help our children build the basis for good relationships with others, including peers and adults.

Parents are encouraged to take an active interest in their child's behavior at school. The

staff at CES stands ready to help parents in any way that they can. At the beginning of the school year, we will send a letter explaining the discipline policy at CES. Parents are asked to carefully read and sign these policies. Discipline referral forms will be sent home when necessary. A record shall be maintained in the principal's office. Please encourage your child to respect the boundaries of good behavior.

OVERVIEW

All students have the fundamental right to learn, all teachers to teach, all employees to fulfill their duties, and all parents/guardians to place their children in a school where they will be free from fear of disruption, intimidation, or bodily harm. The Columbia School District will use all applicable powers to ensure this right.

This Code of Conduct and Discipline Plan has been developed to assist students, parents, and staff in maintaining an orderly environment conducive to learning and safety. In addition to District rules, each local school or building principal may develop other rules and regulations that govern student behavior and discipline at his/her building; however, these campus rules and procedures must be consistent with the policies and procedures established by the Board as well as applicable state and federal laws.

The Columbia School District adheres to a philosophy of utilizing positive behavior support as the first response to behavior. School environments that are positive, preventive, predictable, and effective are safer, healthier, and more caring; have enhanced learning and teaching outcomes; can provide a continuum of behavior support for all students; and are achievable and sustainable. It involves a school-wide common purpose and approach to discipline, procedures for teaching and encouraging expected behaviors, and procedures for ongoing progress monitoring.

However, any person who obstructs any teaching, administrative, or extracurricular activity shall be subject to such disciplinary procedures as set forth in this document or as otherwise provided by law. In accordance with state law, all students and their parents or guardians are provided a copy of this code and are requested to read it and become knowledgeable of its content. As a part of the enrollment process, students and parents must sign a form acknowledging that they have received and reviewed the Columbia School District's Code of Conduct and Discipline Plan.

Teachers and Other School Officials - Every teacher and principal is authorized and responsible for holding every student to a strict accountability for an orderly learning environment. Each student is strictly accountable for any disorderly conduct whether in school, on the playground, at a school-related event or activity, or in-route to or from school. Moreover, each teacher or administrator is charged with the duty to hold students accountable for their conduct.

CODE OF CONDUCT - STUDENT RULES AND REGULATIONS Refer to CSD Policies JCA, JCBD, JCBF, JCBF-P, JCBH, and JHCAA. Access to links to CSD Policies regarding Code of Conduct can be accessed by clicking here:

<https://columbia.msbapolicy.org/DistrictPolicies/PolicySelections/JStudents/tabid/10189/Default.aspx>

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. A student or his/her parent(s) or legal guardian(s) may view his/her education record upon request in writing to the appropriate school principal.

Transcripts or student records will be released to other agencies if eligible students or parents sign a written request for such release to be made and/or according to state law and/or federal regulations. In the event of student transfer, a student's transcripts or records will be forwarded to the receiving school upon receipt of a proper request from the receiving school.

The Columbia School District will only disclose personal identifiable information (directory information) to agencies as specified by federal, state, or local statutes or guidelines. During online registration, parents have the option to allow permission to disclose “Directory” information.

ELEMENTARY DISCIPLINE PLAN (Grades Pre-K through 8)

The Columbia School District will follow recommended disciplinary action for five classes of behavior which have been identified as a breach of the Code of Conduct. Student deviant behavior and disciplinary action shall be recorded and maintained as required by CSD Policies JD through JDG. These policies may be accessed by clicking here: <https://columbia.msbapolicy.org/DistrictPolicies/PolicySelections/JStudents/tabid/10189/Default.aspx>

Positive Behavior & Intervention Supports

Positive behavior is very important and helps lead our students to a safe and engaging learning experience. Throughout the year, students will be given the opportunity to earn rewards:

PBIS Cart

The PBIS Cart will visit the students once a month and reward students who have not had any classroom write ups.

PBIS Field Trips

Students have an opportunity to earn a field trip once a nine weeks. To earn this field trip, students must have **no office referrals, less than two parent contacts, and less than 5 absences, checkouts, or tardies.**

CELL PHONES/ELECTRONIC DEVICES

Electronic devices brought to school are the sole responsibility of the students and comes with an understood risk; therefore, the students must keep up with any personal items brought to school at all times. The school staff will not devote time to locating any misplaced and/or stolen items that students may leave unattended and the school will not assume any responsibility for any items broken or lost.

Electronic devices or cell phones used to violate school guidelines, state regulations, and/or federal regulations in such ways as sexting, bullying, sending or receiving inappropriate photographs, dishonest academic practices, or any other illegal uses may be subject to OSS, confiscation, and possible referral to law enforcement. Items that are confiscated as a result of violation of the guidelines and regulations will be secured by the administration until released to the student's' parent/guardian by a school administrator. Failure to comply will result in additional disciplinary consequences.

DRESS CODE

The CSD Dress Code Policy may be accessed by clicking here:

<https://columbia.msbapolicy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/10202/Default.aspx?docId=233218>Policy JCBD

SCHOOL BUS DISCIPLINE

The CSD Dress Code Policy may be accessed by clicking here:

<https://columbia.msbapolicy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/10202/Default.aspx?docId=233213>

Title I Parent Involvement Policy

Reviewed/Revised – Spring 2014

It is the intent of the Columbia Elementary School staff that parents will be provided with frequent and convenient opportunities for full and ongoing participation in the school's Title I program. This will include opportunities to jointly develop the schoolwide Title I program plan and to suggest modifications in the plan based on the changing needs of parents and the school. Our goal is to better enhance continuous school improvement.

A parent survey will be completed every year to give parents the opportunity to offer feedback about the school. Near the beginning of each school year, Columbia Elementary School staff will convene an annual meeting at a time that is convenient for parents. All parents are invited and encouraged to attend this meeting where they will be informed of their child's participation in the schoolwide program, the purposes and requirements of Title I, and the rights of parents for those children who may be involved with the program. Particular attention will be given to reaching those parents who are economically disadvantaged, who are disabled, who have limited English proficiency, who have limited literacy, or who are of any racial or ethnic minority background.

Columbia Elementary School staff will offer a number of meetings at flexible times—during school and after school hours—to parents for the purpose of facilitating parent involvement within the school. Home visits will also be made by CES staff to further ensure parent involvement in the school as needed.

Columbia Elementary School staff will involve parents in an organized, ongoing, and timely manner in Title I planning, review, and improvement of programs, including the joint development of this school-parent involvement policy.

Parents of Columbia Elementary students will be provided:

- timely information and opportunities to attend regular meetings;
- school performance profiles and their child’s individual assessment results, including an interpretation of such results;
- a description and explanation of the school curriculum, assessment, and proficiency levels; and,
- a timely response to any parent suggestions or concerns.

There will be a shared responsibility for high student performance. Columbia Elementary School staff will enter into an agreement with parents through a home-school compact that describes:

- the school’s responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that will enable students to meet the State of Mississippi’s academic expectations; ways in which each parent will be responsible for supporting his/her child’s learning; and,
- the ongoing communication between parents and teachers through parent meetings (at which time the compact will be discussed), through progress reports to parents, through reasonable access to staff; and, through opportunities to observe classroom activities and to volunteer and participate in their child’s class.

Capacity for Parent Involvement

Columbia Elementary School staff will build the capacity for strong parent involvement by:

- providing assistance to participating parents in understanding national, state, and local goals, standards and assessments; in understanding the Title I schoolwide program; and, in understanding how to monitor their child’s performance and work with educators to improve the performance of their child;

- providing information on how parents can participate in decisions related to the education of their child;
- providing materials and training to help parents work with their children at home to assist in improving their child's achievement.
- educating all school staff, with the assistance of parents, on how to reach out, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school;
- coordinating and integrating, as appropriate, parent involvement programs/activities with local service agencies, such as Communities In School;
- ensuring, to the greatest extent possible, that information sent home is in a language and form parents can understand, that information is in the parent's' primary language, and that information is appropriate for those who are visually impaired;
- providing other assistance, as appropriate, such as parent resource materials where parents can learn about child development, and where programs are available to help parents become full partners in the education of their child;
- developing appropriate roles for community-based organizations and businesses and encouraging partnerships with other elementary, middle, and secondary schools;
- involving parents in class field trips, special activities, and functions associated with classroom thematic units or other instructional activities; and,
- providing such other reasonable support for parental involvement as parents may request.

This Parent Involvement Policy was created in the Spring of 2008 by the Columbia Elementary School staff and parents. It will be reviewed/revised each year. It will be distributed to parents at the beginning of each school year. It will also be available on the web.

NOTIFICATION OF ASBESTOS RE-INSPECTION

In Compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), inspections of each of our school buildings for asbestos-containing building materials have been performed. Documentation and Management Plans are on file in the office of the principal of each school and in the office of the superintendent located at 613 Bryan Avenue, Columbia, MS. The EPA requires a re-inspection of the asbestos materials every three years and surveillance every six months. The last re-inspection was completed in June 2019.