

**COLUMBIA  
ELEMENTARY  
SCHOOL  
2024-2025**

**STUDENT / PARENT HANDBOOK**

**COLUMBIA ELEMENTARY SCHOOL  
401 Mary Street  
Columbia, Mississippi 39429  
Telephone: 601-736-2362  
Fax: 601-736-5891**



Dear Parents and Guardians,

The faculty and staff of Columbia Elementary School want to welcome you to the 2024-2025 school year. We hope all of you have enjoyed your summer and have made many memories. Beginning July 25, 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 an additional resource to review the many exciting extracurricular activities we use to enrich the general education curriculum. Also, follow Columbia Elementary School on Facebook (@ceswildcats1) for updates and other highlights from our school. For recent district-wide information, visit <https://www.columbiaschools.org/>, and you are always welcome to simply call the school at 601-736-2362.

As pertinent information regarding our school and / or your student becomes available, trust that we will communicate that to you in a timely manner. Please make sure the parental contact information in SAM is up to date, with additional emergency contacts listed.

I am honored to be the principal of Columbia Elementary School and look forward to working with our talented educators, supportive parents, and amazing students this school year, as we advance together on this educational journey. If I can do anything to help you, please reach out to me.

Here's to a great school year!

Jay Rayborn, Ph.D

Principal

[jrayborn@columbiaschools.org](mailto:jrayborn@columbiaschools.org)

**THIS STUDENT/PARENT HANDBOOK WAS APPROVED BY THE CSD BOARD OF TRUSTEES IN JUNE 2024. POLICIES AND EXPECTATIONS MAY BE REVISED AT THE SOLE DISCRETION OF THE COLUMBIA SCHOOL DISTRICT. THE MOST RECENT EXPECTATIONS APPLY.**

## **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.

## **NON DISCRIMINATION STATEMENT**

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 39429

## **ESSA – PARENTS RIGHT TO KNOW**

As a parent of a student in the Columbia School District, you have the right to know and 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 CES 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, this Handbook may not always reflect the most current policy, which applies when approved by the School Board. All policies and procedures summarized in this Handbook are subject to unilateral change at the sole option and discretion of the CSD.

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

In the annual registration process, students/parents were provided an electronic copy of the 2024 / 2025 CES Student/Parent Handbook. By completing that process, parents verify receipt of the Handbook.

## **NOTIFICATION OF ASBESTOS**

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 Wildcat Way, Columbia, MS.

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# CSD CALENDAR 2024-2025

School Board Approved: 2/8/2024

## 2024-2025 Academic Calendar

### Notes

Jul. 4	Independence Day
Jul. 19	New Teacher Orientation
Jul. 22-24	Staff Development
Jul. 25	Students Return
Aug. 19	Mid-Quarter Break
Sept. 2	Labor Day Holiday
Sept. 27	End of First 9 Weeks
Sept. 30-Oct. 1	Fall Break
Oct. 2-4	Fall Intersession
Oct. 9	Report Cards Available
Oct. 28	Mid-Quarter Break
Oct. 29	Staff Development
Nov. 25-29	Thanksgiving Break
Dec. 17	End of Second 9 Weeks
Dec. 18-20	Winter Intersession
Dec. 23-Jan. 2	Christmas Holidays
Jan. 3	Staff Development
Jan. 6	Students Return
Jan. 10	Report Cards Available
Jan. 20	MLK Holiday
Feb. 14	Staff Development
Feb. 17	President's Day
Mar. 11	End of Third 9 Weeks
March 10-14	Spring Break
Mar. 17-19	Spring Intersession
Mar. 28	Report Cards Available
Apr. 18	Easter Holiday
May 23	Graduation - 7:00 PM
May 26	Memorial Day Holiday
May 28	63% day - Last day for students
May 29	Staff Development
June 2	Reports Cards Available



	New Teacher Orientation
	Teacher/Staff Development
	Students Return
	63% Day
	Intersession Days
	Holidays (all schools/offices closed)
	End of the Nine Weeks
	Report Cards Available
	Graduation Day
Months	J/A S O N D J F M A M
Student Days	26 19 17 16 12 19 18 13 21 19
Teacher Days	29 19 18 16 12 20 19 13 21 20

Jul-24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug-24						
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25	26	27	28	29	30	31

Sep-24						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct-24						
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27	28	29	30	31		

Nov-24						
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17	18	19	20	21	22	23
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Dec-24						
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22	23	24	25	26	27	28
29	30	31				

Jan-25						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb-25						
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						1
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Mar-25						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Apr-25						
S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May-25						
S	M	T	W	Th	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jun-25						
S	M	T	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## COLUMBIA ELEMENTARY SCHOOL PERSONNEL

Principal.....Dr. Jay Rayborn  
AssistantPrincipal.....Julia Foxworth  
Secretary.....Jana Harp  
ClericalAssistant.....Evelyn Aaron  
Counselor.....Leigh Treadway

### Third Grade Teachers:

ELA: Emma Ellis, Caitlyn Harrod, Amy Young  
Math: Kayla Haddox, Linda Kennedy, Mary Story

### Fourth Grade Teachers:

ELA: Molly Atchinson, Rachel Belk, Lane Smith  
Math: Meagan Green, Melissa Herring, Amy Robertson

### Fifth Grade Teachers:

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

Writing / Project Based Learning.....Danielle Whittington  
Physical Education..... Ryan Davis  
Music /Performing Arts.....Anna Grace Little  
Librarian.....Stacey Turnage  
Interventionist .....Kimberly Davis

### Special Services:

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

Paraprofessionals.....Angeni Cahanin, Channing Lampton  
Paraprofessionals.....Melissa McKenzie, Kayla Rainer, Shannon Sledge

Cafeteria Manager.....Amy DeWitt  
Cashier.....Wanda Powell  
Cafeteria Workers.....Deana Bates, Tabitha Fortenberry, Olivia Hunt

## ARRIVAL AND DISMISSAL TIMES

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

1 <sup>st</sup> Bell	Tardy Bell	1 <sup>st</sup> Buses	2 <sup>nd</sup> BUSES 3 <sup>rd</sup> BUSES 4 <sup>th</sup> BUSES	Cars/ Walkers
7:50am	7:55am	2:55pm	3:00pm, 3:05pm, 3:10pm	2:45 pm

### EARLY DISMISSAL SCHEDULE (\*These are approximate dismissal times)

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

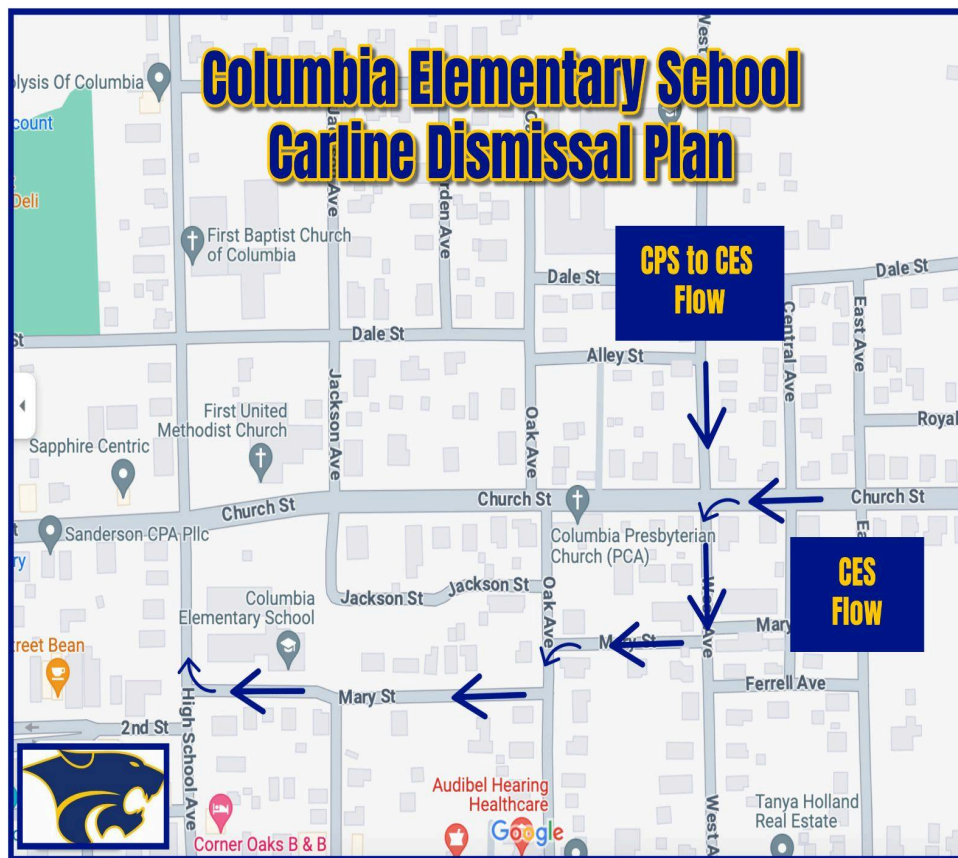
The first bell rings at 7:50 a.m. and work begins promptly for each class. If a student arrives at school after 7:55 a.m., a parent/guardian will need to report to the office to sign their child in and for the child to receive a pink slip before going to the classroom.

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 will load and unload from the main entrance sidewalk only. **Students are not to arrive at school earlier than 7:20 a.m.** as there is no adult supervision before then. Breakfast is served between 7:20 a.m. - 7:50 a.m. Students who are dropped off at carline need to arrive by 7:40 a.m. if they plan to eat breakfast.



## Carline Map-



### **CES Flow**

1. Travel WEST on Church Street
2. Turn LEFT on West Avenue
3. Turn RIGHT on Mary Street
4. CONTINUE to CES

### **CPS to CES Flow**

1. Travel SOUTH on West Avenue
2. CROSS Church Street
3. Turn RIGHT on Mary Street
4. CONTINUE to CES

## **ASSIGNMENT OF PUPILS**

When a child is enrolled in the Columbia School District, the Board has the authority to designate the particular school in which the child will be enrolled. The superintendent or principal of a school may permit a child to attend a school temporarily until a permanent assignment is made by the Board. [CSD Policy JBCCA](#)

## **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.

## **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.

## **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. Students should help the janitor(s) 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.

## **CELL PHONES/ELECTRONIC DEVICES**

Electronic devices and cell phones brought to school are the sole responsibility of the students and should only be seen or used when given permission to do so by a CES staff member. These devices also come with an understood risk; therefore, the students must keep up with these 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.

Students who use electronic devices or cell phones 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.

## 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.

## 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.

**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 or simply email the teacher.
- We respectfully request that conferences be scheduled at least twenty-four hours in advance.
- 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.

**SAMS**--When you registered your child for the 2024-2025 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 or send an email to the principal (jrayborn@columbiaschools.org) or assistant principal (jfoxworth@columbiaschools.org). Appointments can be made through the school secretary.

### **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.

## **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. [CSD Policy IFBDAA](#)

## **CURRICULUM**

The District specifies which subjects are to be studied at CES. 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, performing arts, 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**

Homework is a necessary part of the school program. It provides an opportunity for extra drill, for acquiring good study habits, and for developing a sense of responsibility. Parents should provide a quiet, well-lighted place for study, see that the student does the assigned work and that he/she brings it to school when due. Parents should assist when needed but not do the work for the student. Even when no definite assignment is given, all children should read at night. If at any time homework becomes a burden to your child, feel free to contact the teacher about it. In the event that an emergency arises which prevents completing an assignment, a note to this effect should be sent to the teacher.

## **DELIVERY OF STUDENT GIFTS AT SCHOOL**

Personal gifts for students shall not be accepted by school personnel for delivery to or pickup by individuals or groups of students per [CSD Policy JLCD](#).

## **DISCIPLINE**

Columbia Elementary School 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. These school environments have enhanced learning 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.

Good discipline must be maintained at all times to carry on an effective instructional program. Actions that are disruptive or which interfere with the educational process will be dealt with in a fair and positive manner. Every effort shall be made on the part of the teachers to maintain positive student behavior.

In certain cases, and as a last resort, in-school suspension, student suspension, and expulsion may be used as disciplinary measures for misbehavior. In all cases, the rights of the student shall be protected in accordance with [CSD Policy JCAA](#) for due process.

At the beginning of the school year, each teacher will send home a letter explaining the discipline policy in his / her room. Parents are asked to read these policies carefully and sign indicating they have read the policies. Parents should direct questions to the teacher. Discipline referral forms will be sent home when necessary. A record is maintained in the principal's office of all major offenses.

Bullying or harassment of any kind will not be tolerated at CES in accordance with [CSD Policy JB](#) and [CSD Policy JDDA](#).

Students should be in the right place at the right time and treat others appropriately. They must follow the instructions of anyone who is in charge and keep their hands, feet and items they are in control of, to themselves.

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 protect this right.

### **Responsibilities-**

**Students:** - Because education is a process that requires a safe and orderly environment, students enrolled in the District are responsible for knowing and abiding by the rules and regulations of the Columbia School District, Columbia Elementary School, plus applicable local, state, and federal laws.

**Parents:** - Parents/guardians are partners with the school in ensuring that students know and abide by applicable rules of conduct. According to state law, a parent, legal guardian, or custodian of a compulsory school-age child enrolled in a public school is responsible for his or her child's conduct and financially liable for his or her minor child's destructive acts against school property or persons.

**Teachers and Other School Officials:** - Every teacher and principal is authorized and responsible for holding every student to 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.

The specific legal responsibilities of school personnel under the Prevention of School Violence Act of 1994 include but are not limited to the following:

- Any teacher or other school employee who has knowledge of any "unlawful activity" or "violent act" shall report such acts to the principal of the school.
- Principals must report immediately to law enforcement when there is a reasonable belief that an "unlawful activity" or "violent act" has occurred on school property or during a school activity. Law enforcement may arrest the student upon probable cause. (Sec 97-37-17 and Sec. 37-11-29, MS Code Annotated)
- The principal and the superintendent must notify the district attorney of any accusation of fondling or sexual involvement with a student under 18 by a school employee over 18. This duty to notify is contingent upon receiving a report of the accusation and having a reasonable basis for its truth. (Sec. 97-5-24, MS Code Annotated)
- If a student commits a criminal act or is expelled, the superintendent must complete and submit an affidavit of written notice to the youth court, the police, the State Department of Education, and the parents/legal guardians of the child. (Sec. 37-11-29 MS Code Annotated)

**School** - For the proper learning environment to be maintained, each school must make certain that students understand appropriate conduct.

### **Student Rules and Regulations:**

#### **Behavior Rules for Student Success**

- Attend all classes daily and be punctual in attendance.
- Come to class prepared and have appropriate working materials.
- Be respectful of all individuals and property.
- Act safely and responsibly.
- Be responsible for assigned work and appropriate behavior.
- Abide by the rules and regulations of the school and each classroom teacher.

### **Discipline Plan:**

The Columbia School District will follow recommended disciplinary action for six classes of behavior which have been identified as a breach of the Code of Conduct by [CSD Policy JCA](#).

Student deviant behavior and disciplinary action shall be recorded and maintained as required by [CSD Policy JD](#).

## **EARLY CHECK OUT OF STUDENTS**

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 in SAM 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 instructions from the parent or guardian. We believe this to be in the best interest and safety of our children.
2. 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.
3. 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.

## **EMERGENCY PHONE NUMBERS**

When a child is registered, please make sure all initial and emergency contact phone numbers are current in SAM.

Teach your child his / her phone number, address, and full name. Please notify the front office if any of your contact information changes.

## **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 students, 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 a permission slip 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. [CSD Policy IFCB](#)



## **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 by 7:40 am to have time to be in their classrooms before 7:50. Students are not allowed to take food or drink from the cafeteria, unless asked to do so by administration.

Student Breakfast / Lunch - Free for 2024-25

\*(a meal application is required for each household)

Reduced Price - N/A

Adult Breakfast - \$3.00

Adult Lunch - \$4.75

Students who bring their lunch to school will eat in the cafeteria. They may either purchase milk (\$.50) or bring their own beverages from home. Students cannot get individual items from the cafeteria without paying for them but they can get a school lunch for free. If your child has dietary restrictions, present a statement from your doctor to the school office and cafeteria.

### **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.

Students or staff are not to solicit funds, supplies or materials in the name of the school district unless specifically approved to do so on a project by project basis by the superintendent. A statement signifying that students are duly representing the Columbia School District, signed by the principal of the school, is required of any student soliciting funds on behalf of the school district, per [CSD Policy JKB](#).

## GRADING, REPORTING, PROMOTION, AND RETENTION

The school year will be divided into four (4) grading periods. Semester grades will be the average of the two (2) grading period grades earned by the student each semester. The yearly grade will be the average of the two (2) semester grades.

- A. All grades awarded to regular education students in grades K-12 will be awarded in compliance with the district's promotion and retention policy.

See [CSD Policy IHA](#)

- B. Grades will be determined by multiple factors which may include, but are not limited to, assessments, classwork, homework, class participation, and special projects.

Grades awarded to students who have been ruled eligible for special education services and who are actively participating in the district's special education program(s) will be based on the degree of attainment of goals and objectives set forth in the student's individual education plans (IEPs).

Inclusion students who participate in regular education courses will be required to meet the same standards with accommodations and modifications as stated in the student's IEP. See [CSD Policy IDDFC](#)

- C. A minimum of nine (9) grades in K-12 will be recorded in each academic course during each grading period and must include at least two (2) major assessments. Grades must be recorded weekly.

### **Reporting:**

- A. Report cards will be issued at the end of each nine-week grading period via SAM. Parents may contact the school for a hard copy of student report cards.

- B. Grades:

- 1. In grades K-12, numerical averages will be used to report student achievement. Numerical averages that do not compute to a whole number will be rounded to the nearest whole number. A chart providing information for converting numerical grades to letter grades will be provided on the report card.

A	90 – 100
B	80 – 89
C	70 – 79
D	65 – 69
F	64 and below*
I	Incomplete

No average above 100 may be given for a nine-week grading period.

A student who received a failing (F) grade in a course and is approved for Credit Recovery must pass the required course objectives and will receive a final grade no higher than 65.

\*In the event a student's numerical grading period average is less than 55, the average will be recorded as 55 for each grading period only in the first half of the course. The student's actual average will be recorded in each grading period for the second half of the course.

- C. Copies of student grade reports will be kept on file. All student cumulative records will be completed and kept on file in compliance with the Mississippi State Department of Education regulations, state law, and School Board policy.
- D. Progress reports will be provided to parents no later than the fifth week of each grading period. Access to student grades can be accessed through SAM.

### **Promotion and Retention:**

- A. In order to be promoted from one grade level to the next in grades K-3, a student must obtain a passing grade in math, language arts, and reading. The yearly average will be determined by averaging the two-semester numerical grades.
- B. A student scoring below the cut score set by the Mississippi Department of Education in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.
- C. In order to be promoted in grades 4-8, students must obtain a passing grade in math, language arts/English (ELA), and pass either science or social studies.
- D. Students who are retained more than twice will be referred to the District Support Team for placement decisions.
- E. Students with disabilities will be promoted based upon attainment of IEP objectives in accordance with state and federal laws and regulations. See [CSD Policy IDDFC](#)
- F. Parents will be notified no later than the end of the third reporting period when it is determined a student is likely to be retained.

### **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 semester.

## HEALTH SERVICES AND MEDICATION

Students are permitted to self-administer asthma medications pursuant to Board policy and state law. [CSD Policy JCCDA](#)

To review the Board policy concerning student medications click here: [CSD Policy JGCD](#)

### **Immunizations-**

All immunizations will be required to be in compliance with Mississippi law.

See [CSD Policy JGCB](#)

## INTERVENTION PROCESS

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 Team (TST)-**

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.

## **LIBRARY**

The CES Library/Media Center is the center of our curriculum. It meets and exceeds the high standards set for school libraries by the Southern Association of Colleges and Schools and the Mississippi Accrediting Commission. A well-qualified librarian directs the library/media activities and classes. The librarian works very closely with the entire staff of CES. Because we believe that reading and a love for reading are the very roots of a child's education and success, we believe in a strong library media program. Our expectations are quite high in this area of learning.

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.

## **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.

## **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.

## **PARENT / GUARDIAN OBSERVATION**

CSD encourages parent involvement in the educational process. In order to assure a successful school visit or observation, we ask for your cooperation with the following:

- Upon arrival, all visitors must sign in at the principal's office, meet with an administrator regarding the visit, and must sign out upon departure. Visitors will be issued a temp tag.
- To protect the learning environment, the parent/guardian should be the only visitor in the classroom during the observation.
- Visit only the area where your child is scheduled to be.
- Refrain from interrupting instruction in any way, including using electronic devices or communicating, recording, videotaping, photographing, or texting during the observation. Place your phone on silent prior to the observation.
- During the observation, remain in the location designated by the teacher or the administrator in order to limit distractions to instruction.
- Refrain from communicating or interacting with your child or any other student in the classroom.
- Follow-up discussion should be scheduled at a mutually agreed upon time when the teacher is available and instruction is not interrupted. If you desire a conference, please schedule the meeting with the teacher through email or visit the principal's office.
- Parents/Guardians must maintain confidentiality and may not discuss any matters related to other children.

## **PARENT TEACHER ASSOCIATION (PTA)**

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!

## **PHYSICAL EDUCATION**

CES is fortunate to have a certified physical education teacher to work with our students. We believe this is a very important part of our school's overall learning process. Health and physical activity are essential to a child's overall well-being. All students are required to participate in organized physical education unless excused by a medical doctor's certificate for physical reasons.

## **POSITIVE BEHAVIOR AND INTERVENTION SUPPORTS (PBIS)**

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 including but not limited to: PBIS Cart, Field Trips, extra recess time, etc. To be eligible, students must have zero classroom discipline referrals, less than 2 parent contacts, and less than 5 absences, checkouts, or tardies for each specific award period.

## **PRIVATE BIRTHDAY PARTY INVITATIONS**

Due to unintentionally hurt feelings, private party invitations for children should NOT be sent to school and distributed. Often these cause real problems to those children who are left out. Many invitations are also lost and never get home with the children.

## **PROGRESS REPORTS**

Student Progress will be accessible to parents at all times through SAM. Please allow a reasonable amount of time for teachers to upload student assessment results.  
(See Student Data Information Management)

## **REPORT CARDS**

Report cards are issued at nine-week intervals. Grades can be viewed through SAM or report cards can be picked up at the front office of the school.  
(See Student Data Information Management)  
Dates report cards are available are:

October 9, 2024

January 10, 2025

April 4, 2025

June 2, 2025

## **RESIDENCE VERIFICATION PROCEDURE**

**Definition of Residence for School Attendance Purposes:** The student physically resides full-time weekdays/nights and weekends at a place of abode located within the limits of the school district. [CSD Policy JBC](#)

Except for those students who have been legally transferred, each student must establish his or her residency in the following manner:

### **Students Living With Parent(s) or Guardian(s):**

The parent(s) or legal guardian(s) of a student seeking to enroll must provide the school district with at least two residency documents, one from each of the following groups:

Group 1:

- Current mortgage document
- Current property deed
- Filed homestead exemption form
- Tax receipt with proper address
- Apartment / home lease (current)
- Rental Agreement with term dates and / or month-to-month clause

Group 2:

- Utility bill (gas, water, electric) within the last 45 days of registration,
- Automobile tag registration receipt (valid during the current school year),
- Government mailing document (SSI, WIC, economic assistance, Medicaid, TANF, or CHIPS)

## **RESTROOMS**

Adequate restrooms are available for all students. Proper behavior is expected in the restrooms at all times. Students are expected to leave the restrooms clean and orderly. Misbehavior in the restrooms and improper care of the restrooms will not be tolerated.

## **SAFETY TO AND FROM SCHOOL**

A few things that may help in keeping your children safe:

1. Bus children must obey the bus drivers. Talk with the child about behavior on the bus.  
The right to ride the bus depends on the student'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 talk with your child about 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 7:20 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. Each child should know his/her full name, home address, telephone number, and



parent's name.

## **SCHOOL ATTENDANCE**

All students are expected to have regular and punctual attendance. In order for a student to be considered present for Average Daily Attendance (ADA) purposes, he/she must be in attendance at school or at an authorized school activity for at least sixty-three percent (63%) of the 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, see [CSD Policy JBDD](#):

**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.

### **Make Up Work for Absent 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.

### **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 without the feeling 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. Do not allow your student to carry more money to school than he will spend each day.
9. Make sure emergency phone numbers are up to date in SAM so that the teacher 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.

#### **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.

#### **Tardy Policy (Excused and Unexcused)-**

For full CSD board policy on tardies, see [CSD Policy JBDD](#):

School officially begins at 7:55 am and work begins promptly in each classroom. If a student arrives at school after 7:55 am, the parent is to bring the student to the front office on West Avenue and sign them in, before the student can go to the classroom.

Tardiness will be excused only for emergencies such as:

1. Late bus
2. Doctor's appointment (Must have Doctor's excuse)
3. Other unavoidable reasons

When a child receives three unexcused tardy slips during a nine-week period the student is ineligible for perfect attendance for the nine weeks and year. The student will be referred to the Teacher Support Team and the parents may be required to meet with the principal and Teacher Support Team. Please make every effort for your child to be on time.

### **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.

## **SCHOOL BUS CONDUCT**

The rules for student conduct on school buses are the same as for classroom/campus conduct. However, principals will follow the disciplinary procedures contained in [CSD Policy JCDAD](#) for bus conduct.

Bus drivers are charged with the responsibility of reporting to building principals violations of rules when they are serious or when a student does not respond to their verbal request for minor violations. However, a principal also has the authority and responsibility to respond to any rule violation when reported by persons other than the driver. Bus drivers must assign seats for the safety of students.

The bus driver will report all disciplinary offenses to the appropriate principal at the earliest possible time. Principals have the responsibility to administer disciplinary action to enforce proper behavior on the bus.

**Minor Offenses:** Examples of minor offenses are moving around on the bus, being too noisy, picking on or at other students, throwing objects, spitting, extending hands/heads out of windows, not remaining in seats, etc.

### **Disciplinary Actions for Minor offenses:**

- **First Offense:** Have a conference with students and warn them that if another offense occurs, they will be suspended for five (5) school days from riding the bus. Parents will be notified. Other actions will be taken that are deemed appropriate by the school administrator.
- **Second offense:** Suspended from riding the bus for five (5) school days. Parents to be notified.
- **Third offense:** Suspended from riding the bus for ten (10) school days. Parents to be notified. Have a conference with parents and students before the student can again ride the bus.
- **Fourth offense:** Suspended from riding the bus for the remainder of the semester or the school year. Parents to be notified.

- Some minor offenses may also carry a suspension from school classes, particularly if the offense occurs two (2) or more times.

**Major Offenses:** Examples of major offenses include but are not limited to disrespect for drivers, using profanity, making threats, refusing to give their name and other desired information, smoking, drinking, gambling, going out the rear door, etc.

**Disciplinary Action for Major Offenses:**

- **First offense:** Suspended from riding the bus for five (5) school days. Parents to be notified.
- **Second offense:** Suspended from riding the bus for ten (10) school days. Parents to be notified.
- **Third offense:** Suspended from riding the bus for the remainder of the school year. Parents to be notified.
- In addition to bus discipline, most major bus offenses will also include the student being disciplined according to [CSD Policy JD](#).

**Interference with Operation of the School Bus-**

It is unlawful for any individual, other than a student scheduled to be a passenger upon a particular bus, a member of the public school administration or faculty, or a law enforcement official, to directly or indirectly interfere in any way with passenger entrance and exit or the operation, including unauthorized boarding thereof, of a bus used in public school student transportation unless permission has been obtained as prescribed by pertinent rules and regulations declared by the State Board of Education or the local school authorities. The bus driver has the authority to call the police department if an unauthorized person or persons attempt to board the bus after a verbal warning to exit is given. Parents or guardians may not ask to have the child depart the bus at any time after the child has left his or her attending school. The child will remain on the bus until the designated bus stop.

**Violent Acts:** Examples of violent acts are fighting or striking another student.

**Disciplinary Action for Violent Acts:**

- First offense: Suspended from riding the bus for ten (10) school days. Parents to be notified. Students may be suspended from school at the discretion of the principal.
- Second offense: Suspended from riding the bus for the remainder of the semester, or the remainder of the year, upon approval of the superintendent. Students may be suspended from school at the discretion of the principal.
- Assaulting a driver, possession or use of weapons, etc., are considered most serious offenses, and as a result, the principal will suspend the student from school for a specified time or recommend expulsion from school. Also, the student may be suspended from the bus.

**General:**

- In cases where students from several schools are involved in an incident, the principals will consult each other before deciding on corrective measures.
- It is the responsibility of principals to investigate reported misconduct and to determine the category and actions to be taken relative to each offense. These procedures are not intended to be all-inclusive or restrictive. Every effort will be made to follow the actions herein described; however, principals may take additional and/or different action should the situation warrant and they deem it necessary.

**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.

**SCHOOL STATUS**

School Status, among other things, is a web-based communication tool used for phone calls, emails, and texts between the school, the teachers, and the parents / guardians. In order for parents/guardians to receive these important messages from the school and/or District, current phone numbers must be available in SAM. Refer to <https://www.columbiaschools.org> or call the school for more information.

## **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.

## **SPECIAL CIRCUMSTANCES**

Often there are special circumstances concerning a child that the school should know. These may be learning or behavior problems, health problems, family situations, etc. Early in the year, teachers and/or the principal should be contacted to discuss circumstances that might affect the child's well-being.

If a parent or guardian has sole custody of a child, a copy of the appropriate court order should be furnished to the school for the child's protection. If only certain people are to be allowed to pick up a child, this information should be documented in writing and copies furnished to the teacher and principal.

## **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.

SPED Director, 504 Coordinator, Title IX Coordinator - Dr. Sara Bardwell  
EL Coordinator - Mrs. Amy Lee

### **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, 2nd through 6th grades, who have been ruled eligible for gifted educational services. [CSD Policy IDE](#)

## **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/her speech by the speech therapist, conferences with his/her teacher, and parental approval is reached.

## STATE TESTING

Federal law requires that all students participate in the Mississippi Academic Assessment Program (MAAP) state testing program each year. The 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 MAAP assessments in April and May, the dates to be determined by the Mississippi Department of Education.

## STUDENT DATA INFORMATION MANAGEMENT

### **Canvas:**

Some teachers utilize Canvas to house student assignments / materials online. Parents/Guardians may sign up, access, and download the CANVAS App by visiting the District's web page/ parent site at <https://www.columbiaschools.org/parents> .

### **SAM:**

Through SAM, parents/guardians are able to check student schedules, grades, and manage student personal information etc. Student progress reports and report cards are also accessed via SAM. Visit <https://www.columbiaschools.org/parents> for more information.

## STUDENT FEES

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. [CSD Policy JS](#)

## 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) in SAM.

## **STUDENT INSURANCE**

Students are provided the opportunity to purchase accident insurance at school from a company approved by the Board and the superintendent.

All students participating in inter-school athletic programs and band are required to participate in an accident insurance program acceptable to the School Board and the superintendent.

## **STUDENT PROTECTIONS**

**Due Process:** See [CSD Policy JCAA](#)

For disruptive conduct or violations of rules which may result in consequences of a three (3) to five (5) day suspension, the due process procedure provides for informal due process which includes verbal notice of charges against a student, opportunity to respond and explain acts and conditions, and a fair evaluation of all evidence to determine guilt or innocence. Parents/guardians will be informed if the resulting discipline involves suspension and may be informed of other serious consequences.

For a suspension of five (5) days or more or a recommendation for expulsion due process includes adequate notice of the charges against a student, an opportunity for a hearing, and a decision supported by the evidence.

**Student's Right to a Hearing:**

Whenever a student is suspended, the parents or legal guardian shall be notified immediately. Each student who has been suspended and recommended for expulsion is automatically given notice, parents/guardians are notified by registered mail, and the matter is reviewed by the superintendent. Following review, the superintendent may modify the principal's recommendation or recommend expulsion to the School Board. If requested, a hearing by the School Board or its designee will be conducted.

Failure of the student, parent, and/or legal counsel to appear at the proper time and place shall waive the student's right to the hearing.

**School Searches:** See [CSD Policy JCAB](#)

**Desks and Lockers:**

Desks and lockers are school property and remain at all times under the control of the school. However, students are responsible for contents in desks and lockers issued to them by the school. School authorities may conduct periodic general inspections related to school administration.

Inspection of individual lockers or desks may occur when there is a reasonable basis to do so; in those cases, the student or a third party shall be present.



Buildings, desks, and lockers may be searched by trained police officers using trained drug dogs when there is reason to suspect the presence of drugs. Unannounced random searches using dogs may be conducted.

**Students Receiving Special Education Services:**

Special education students are responsible for adhering to the same rules of conduct as all other students. However, when a special education student commits a violation of the rules of conduct which may result in the removal from the classroom by suspension or expulsion, the student's IEP will be reviewed or reconvened. If suspension(s) accumulate to ten (10) days or more, a Functional Behavior Assessment and a Manifestation Determination will be conducted.

**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 of 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. Parents also have the right to restrict release of directory information. If a parent/guardian requests a restriction from disclosure, the student’s file will be clearly marked to avoid unintentional release of the information.

See [CSD Policy JRAB](#)

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/guardians have the option to restrict disclosure of “Directory information”.

**STUDENT VALUABLES**

Students should bring only enough money to meet the day’s need, if any. 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.

## **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 Fines-**

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

## **TITLE I- PARENT INVOLVEMENT POLICY**

It is the intent of 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 school-wide 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.

See [CSD Policy IDDA](#)

## **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.

## **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. Adjustments to student pickup in carline need to be made in DashPass.

### **DashPass -**

Columbia Elementary School and the Columbia School District use DashPass Automated Dismissal App to manage student pickup for student carline dismissal. Please download the App and enter the same email address you used for CSD student registration. Once registered, the rest is pretty easy, as you will need to open the App as you get close to CES each day and press “release student(s).” If you have questions, please reach out to the school for help. The app looks like the image below.



## **UNIFORM DRESS CODE**

The uniform dress code is mandatory for all students in the Columbia School District. Specific guidelines will be revised yearly by the administrative staff and approved by the Board. The principal shall have the final decision about the appropriateness of students' appearance.

Students are to comply with the dress code policy before entering the building and at ALL times on campus, from arrival through departure. Bus students must be in compliance at all times on the bus. Additionally, students are to be groomed and dressed neatly. The principal will determine what constitutes distracting influences in matters of dress and grooming and reserves the right to make modifications as needed.

All components of the dress code are to be worn in keeping with the intent of the overall uniform dress code look. Circumventing the policy is prohibited. If a style of dress or appearance is, in the opinion of the administration, disruptive to the educational process, constitutes a potential threat to the safety or health of the student or other persons, or contradicts the intent of the policy, it shall not be permitted.

See [CSD Policy JCDB](#)

### **School Spirit Days / Wildcat Wear:**

Approved "Wildcat Wear" may be worn on any day. This includes any appropriate CSD apparel. The principal has discretion for approval. Uniform bottoms must be worn with "Wildcat Wear".

### **General Considerations:**

- Students are prohibited from wearing additional patches, pins, tattoos, ornate or cumbersome earrings or jewelry, or any other item that may be considered lewd, profane, obscene, suggestive, vulgar, or any "gang" symbols, non-school group affiliated or distractive item which may harass, threaten, intimidate, or demean other groups; or which display illegal merchandise or contraband; or any item which may distract from the educational process.
- Earrings are acceptable (no more than 2 earrings per ear). Other visible body piercing is not allowed.
- Students may not wear sweatshirts, sweaters, vests, jackets, or coats around the waist, neck, shoulders, etc.
- Clothing cannot be worn inside out.
- Headwear (other than ribbons and headbands for females) is prohibited. No caps, hats, tams, head wraps, wrap caps, bandanas, sunglasses, curlers, "doo" rags, etc. are allowed on campus.
- Combs, rollers, and brushes are not allowed in the hair.
- Clothing is to fit appropriately. Oversized or tight-fitting clothing is prohibited.

## **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 questioned and will be asked to leave the building. We must keep our building safe and quiet for our students.

## **WELLNESS POLICY**

Good health and wellness are vital components to the success of our students. Understanding the importance of overall wellness, the Columbia School District has adopted a Wellness Policy. See [CSD Policy EEA](#)

Nutrition & Physical Activity Grant Policy Statement “Food shall not be used as a reward unless the reward is an activity that promotes a positive nutrition environment.”

## **WITHDRAWALS**

When a child transfers to another school outside the Columbia School District, Columbia Elementary School will forward educational records, upon request, to the school in which he enrolls. Parents of students who are withdrawing from CES or transferring to another school must come by the office to pick up a withdrawal form. All signatures on the form must be secured, and the form must be returned to the office before the withdrawal procedure is complete. Student withdrawal should be done before and after school hours, so as not to interfere with teaching time. [CSD Policy JBCD](#)