

**CRYSTAL SPRINGS ELEMENTARY
STUDENT HANDBOOK
2024-2025**



**213 Newton Street
Crystal Springs, MS 39059
Phone: 601-892-4795
Fax: 601-892-4789**

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Crystal Springs Elementary 2024-2025 Faculty & Staff

Jennifer Jordan – Principal
Johnny Wilson – Assistant Principal
Melanie Haire – Counselor/Social Worker
Judy Armstrong – Office Manager
Harriet Mickle – Secretary

Kindergarten

Nikki Hynum
Kayla Stevens
Claudeann Thames
Sara Thurman

1st Grade

Kelsey Bridgers
Kourtnee Holliday
Brooke James
Samantha Ashley

2nd Grade

Natasha Fink
Roxanne Wyatt
Bethany Carraway
Gabrielle Courtney

3rd Grade

Susan Swain
Kaylen Boyte
Sarah Miller
Tiffany Collins
Samanta Ramirez-Garduno

4th Grade

Benjamin Williams
Tia Johnson
Kayla Branning
JaBreann Hood

Special Education

Krystal Stubbs
Sonya Barnes
JaeAngelena Adams
Shelby Wilson

Librarian

Corin Granger

Computer Science

Laina Case

EL Tutor

Tracy Mendez

Interventionist

Kim Clark

School Nurse

Roberta Holloway
Sandra Ainsworth

Paraprofessionals

Monica Pickett
Artesha Bradley
Mattirea Taylor
Juliet Evans
Wytarius Wilson
Tracy Whitehead
Melissa King

Maintenance

Valerie Johnson
Deborah Lofton

CSE School Calendar 2024-2025

August

1,2 Teacher Workdays
5 First Day for Students
TBD K Pre-Test (MKAS)
TBD K-4 Universal Screener

September

2 Labor Day Holiday-School Closed
5 *Progress Reports- 1st Nine Weeks*

October

2 School Picture Day
TBD Benchmark #1
9-11 1st Nine Weeks Test
14-18 Fall Break
21 School Resumes
24 *Report Cards- 1st Nine Weeks*

November

1 School Picture Make Up Day
14 *Progress Reports- 2nd Nine Weeks*
25-29 Thanksgiving Holidays-School Closed

December

TBD Benchmark #2
18-20 2nd Nine Weeks Test
23 Christmas Holidays Begin-School Closed

January

6 School Resumes (2nd Semester)
TBD K-4 Universal Screener
17 Parent/Teacher Conference Day-Student Holiday
20 Martin Luther King, Jr. Holiday-School Closed

February

6 *Progress Reports- 3rd Nine Weeks*
TBD Benchmark #3

March

5-7 **3rd Nine Weeks Test**
10-14 Spring Break
17 School Resumes

April

3 *Report Cards- 3rd Nine Weeks*
TBD K Post-Test (MKAS)
TBD K-4 Universal Screener
TBD 3rd Grade MAAP-LBPA
TBD 3rd & 4th Grade MAAP
18 Easter Holiday/Weather Day-School Closed
21 Teacher Workday/Student Holiday
24 *Progress Reports- 4th Nine Weeks*

May

TBD Awards Day
23-28 4th Nine Weeks Test
27 Memorial Day Holiday-School Closed

Parents,

It is with great pleasure that I welcome you to Crystal Springs Elementary. Here at CSE, our mission is to provide a quality education for each student in a safe, positive learning environment through the cooperative efforts of the school, the home, and the community.

Our goal is to begin the love of learning for all students. To ensure this, we have qualified faculty and staff that create a safe and encouraging learning environment for students to discover and grow in their educational abilities.

With the help of our families and community our students' educational foundation will be laid for them to not only achieve success now, but also in the future.

If we can be of any assistance to you, please do not hesitate to contact us. We are looking forward to a successful school year!

Jennifer Jordan, Principal



#Where success begins!

The COPIAH County School District Is an Equal Opportunity Organization.

The COPIAH County School District adheres to a policy of non-discrimination in educational programs, activities and employment. The district strives affirmatively to provide equal opportunity for all as required by Title IX and by Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination against the handicapped. The Copiah County School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities, including career and technical education opportunities, without regard to race, color, national origin, sex, or handicap. Grievance procedures are available to interested persons by contacting the Title IX Coordinator or the Section 504 Coordinator at Copiah County School District, 254 West Gallatin St, Hazlehurst, MS 39083 at 601-894-1341.

MESSAGE TO PARENTS/GUARDIANS

The purpose of this handbook is to give parents a better understanding of elementary school policies. This understanding between school and home offers the child a better opportunity to become a happier and more worthwhile citizen. This handbook attempts to be explicit with directions, which should be followed in order to improve communications between home and school. Please keep this handbook in a convenient place.

Thank you for giving us the opportunity to work with your child this year. Let us assure you that we want them to succeed in all their classes and be happy, secure, and healthy individuals. You can be a tremendous help by following these suggestions:

1. Help your child get to school on time each day by 7:50. Please do not drop your child off before 7:15 each morning. All students should be picked up no later than 3:15 each afternoon.
2. Make certain no days are missed from school without an excusable reason.
3. Encourage your child to develop and maintain good study habits daily at home and at school.
4. Get to know as many of your child's teachers as possible and work closely with them.
5. Support your school by your attendance at all school events.
6. Be an active member of the PTO.
7. Help ensure the safety of your child by emphasizing to him/her the importance of following these practices:
 - a. Never leave school without proper authority.
 - b. Never take drugs or medication that have not been prescribed by your doctor.
 - c. Never accept rides or gifts from strangers.
 - d. Come straight home after school.
 - e. Abide by all other school rules and regulations.
8. In case of any emergency you may contact your child by calling the school office at 601-892-4795. Classes will not be interrupted unless it is absolutely necessary.
9. We recommend that all outer garments, such as coats and sweaters, be marked for identification purposes.
10. A note regarding frequent bathroom problems should be sent to the classroom teacher because there are designated times for each class to visit the restroom and water fountain.

SCHOOL MISSION STATEMENT

The mission of Crystal Springs Elementary School is to provide a quality education for each student in a safe, positive learning environment through the cooperative efforts of the school, the home, and the community.

SCHOOL MISSION BELIEFS

- The first priority is to offer a quality education to each student.
- Teachers, administrators, parents, and the community have an ongoing cooperative responsibility for participating in the advancement of our mission.
- Each student is a valued individual; therefore, special services and resources are provided to meet the needs of every child.
- A safe, comfortable learning environment promotes quality student performance.
- Instruction and assessment include a continuous variety of creative strategies to accommodate the various learning styles of our students.
- The school enhances self-esteem through shared mutual respect.
- Technology and character education develop productive and well-adjusted citizens in an ever-changing society.

VISITORS (KM)

All parents and other visitors must first get approval from the principal to visit the school or see a student or school employee.

A visitor's pass must be secured from the office, presented to the teacher and returned to the office upon completion of the visit. There will be no admittance without a visitor's pass.

Students from other schools are prohibited from visiting in the school.

ANNOUNCEMENTS

A notice concerning a change in the school calendar, a schedule, weather updates, and other important events will be posted on the school website, social media sites, and communicated through School Status.

STUDENT SCHOOL RECORDS (FERPA- JRAB)

- Parents have the right to inspect and review the educational records of their children to ensure that these records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students. Parents are also provided with the privilege of requesting corrections or deletions of any such inaccurate, misleading, or otherwise inappropriate data contained therein.
- The Copiah County School Board is following the policy allowing parents, upon request, access to student records.
- The law allows "directory information" about students to be made public without specific permission. During the coming year, the schools within the Copiah County School District will publish, or sponsor the publication of yearbooks, student directories, honor society roster, athletic contest programs, and graduation programs. The Board is allowing the following directory information to be made public through one or more of these publications:

the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and awards received. For a period of fourteen (14) calendar days from the date of this public release parents may request the deletion of information relating to their child from specific school publications. Forms for making this request are available from the schools.

- The Copiah County School will not release to any third party the education of students without the written consent of their parent other than for the following exceptions:
 - a) School officials, including teachers and record clerks who have legitimate educational interests.
 - b) Officials of other schools after a student is transferred.
 - c) State and federal officials for audit purposes or for reporting information required by state statutes.
 - d) Financial aid official in connection with a student's application for aid.
 - e) Educational agencies for developing, validating, and administering predictive tests if such information will not permit indication of individual students.
 - f) Accreditation organizations in order to carry out their function.
 - g) Parents of dependent students who are over age seventeen.
 - h) Appropriate persons who need information to protect the health safety of students.
- The Copiah County Schools will maintain a record of individuals having access to the cumulative folders of each student. With the exception of category 4a above, this record will contain the

signature, the date, and the reason for needing access. This record will be made available to parents.

- The law states that whenever a student has attained eighteen (18) years of age, or is attending an institution of post-secondary education the permission or consent required and accorded to the parents will be required and accorded only by the students.

In the Copiah County Schools, each principal will be the custodian of the students' records. Parents who have legitimate interest are welcome to make inquiries about such records.

ATTENDANCE

SCHOOL-DAY HOURS

The cafeteria will serve breakfast from 7:15 a.m. to 7:45 a.m. Class begins at 7:50 a.m. and ends at 3:00 p.m. **No students are to arrive on campus before 7:15 a.m. unless they ride a school bus.** The school will not be responsible nor held accountable for any students arriving prior to 7:15 a.m. or remaining after 3:15 p.m.

ATTENDANCE POLICY (JBA, JBD)

Regular school attendance is necessary for students to obtain maximum benefits from the educational institution.

* Absences

A. Excused Absences

1. Attendance at an authorized school activity approved by the Superintendent or Principal.
2. Illness or injury (Physician's statement may be required.)
3. Isolation of the child by the State Board of Health, County Health Department, or school official.
4. Death or serious illness of a member of the immediate family.
5. Medical/Dental appointment of the child by prior approval of a school administrator or in an emergency situation.
6. Required presence of the child in a court proceeding.
7. Religious observance with prior approval of an administrator.
8. Valid educational opportunity with prior approval by the school board.

There are occasionally times when circumstances demand that students miss classes for matters other than those listed above. Therefore, in an effort not to punish students for circumstances beyond their control, **written excuses from a parent or guardian will be accepted for two (2) absences per nine-weeks. Two (2) parent notes** will be excused for any reasons listed under **Excused Absences** and/or for unforeseen circumstances that may arise throughout the year provided it is not an attempt to protect the child from disciplinary measures for truancy or other violations of policies or rules set forth by the school. Parents will be notified when his/her child has used his/her **SECOND PARENT NOTE** for the current nine weeks. Once a student has used his/her **two (2) parent notes**, the student will need to bring formal documentation, such as a doctor's excuse, for any other absences that may occur. Excuses must be turned in no later than 2 days after the date of the absence. If excuses are not turned in, your child will receive an unexcused absence.

B. Unexcused Absences

1. Suspension from school
2. Absences not covered in section A above

ATTENDANCE OF STUDENTS (JBD)

****School attendance law mandates that a student must be in attendance 63% of the instructional day to be counted as present.****

Since there is such a close correlation between attendance and learning, the Copleh County Board of Education believes that parents and administrators should join together in a cooperative spirit to assure that students attend their school every day they are physically able. Students are expected to present their parent note or excuse the day they return or no later than the second day they return. Failure to do so will result in the days missed being unexcused. (Below you will see an example of the note to send).

(DATE)

Dear _____,

Please excuse _____ absence from school on Wednesday, August 12, 2023 because of _____.

Signed _____

* Please include a doctor's excuse when possible. This formal documentation is needed for future references in case there is a question about excused absences.

TARDY TO SCHOOL AND CHECK-INS

All students arriving to school after the tardy bell rings at 7:50 will be considered tardy to school. This includes all students who check out of school and return on the same day. All tardy students must check in through the office to receive a tardy slip. Tardies are only considered Excused if the student has a doctor's excuse with them when they check in. Parent notes will not excuse students from being tardy. Each student will be allowed 2 unexcused tardies per Nine weeks term. Beginning with the 3rd Unexcused tardy, the steps listed below will be followed.

- 3rd Unexcused - Parent Notified
- 4th Unexcused - Parent Conference will be held at Principal's discretion.
- >4 Unexcused - Discipline will be at the discretion of the Principal, or his designee, and a parent conference will be held.

*Students with excessive tardies may be required to ride the bus.

CHECK-OUT POLICY

Student check-outs will only be completed in the office. We ask parents to never go to the classroom to check out students. In order for us to be fully accountable for each student, it is necessary for us to know who is checking the student out and the time of check-out. We also ask that parents refrain from checking students out 30 minutes before dismissal unless there is an emergency. Anyone wishing to check-out a child, other than their own, must be listed as an emergency contact. The student must have a signed parent note to grant permission. Exceptions can be made by an administrator.

ENROLLMENT PROCEDURES (JBB, JBC)

1. Parents will contact the school office to create an Active Parent account.
2. Once the account has been created, parents will complete the online registration.
3. Parents will upload
 - a. Birth Certificate- Each child enrolled must submit certified birth certificate or other approved birth document at the time of registration.
 - b. MS 121 Shot Record- This form can be obtained from the State Health Department.
 - c. Social Security Card- Each child must submit the original copy of his/her Social Security Card at the time of registration. A copy will be made and the original returned.
 - d. 3 Proofs of residency (refer to the policy below)

If your child is transferring from another public school a withdrawal form from the previous school is needed.

Residency Requirements – Residency requires three (3) proofs. One proof from each group is required.

- Group One:
 - Mortgage documents or property deed
 - Apartment rental agreement or home lease
 - Filed Homestead Exemption Form
- Group Two:
 - Utility bill within the last two months of utility deposit receipt
- Group Three:
 - Driver's License
 - Voter's registration card
 - Automobile registration
 - Any documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district; and, in the case of a student living with a legal guardian who is a bona fide resident of the school district;
 - Certified copy of filed petition for guardianship if pending, and final decree when granted
 - Affidavit of residency for and/or personal visit by a designated school official

If the student has a legal guardian, a copy of the court order appointing the guardian must be provided to the district. If a petition for guardianship has been filed and the decree is pending, you must provide a certified copy of the filed petition for guardianship.

Township and Range Information – This can be obtained at the Copiah County Courthouse in Hazlehurst.

Testing Procedures for Students from a Non-Accredited School – Students who enroll at CSE from a non-accredited school will be given the Woodcock-Johnson Test of Achievement before final placement in a classroom is made.

CHANGE OF ADDRESS

If at any time during the school year you have a change of address or telephone number, it is of extreme importance that you report this to your child's teacher, or call the secretary at 601-892-4795. Please give the secretary your child's name, grade, and the new information. New proofs will be needed for change of address.

WITHDRAWAL PROCEDURES (JBCD)

To withdraw a student from CSE to attend another school:

1. Advise the school office manager or principal of the intention to withdraw/transfer.
2. Turn in all textbooks, library books, and student devices to the homeroom teacher.
3. A withdrawal form is generated by the elementary office. The elementary principal and the parent will sign the form. The parent will receive a copy and the school office will keep the original.

BUS PROCEDURES (JCDAD, EDA)

School transportation services will be provided for students to and from school and for transporting students to and from curricular and extracurricular activities sponsored by the district. Elementary students who live more than one mile from school will be transported.

According to Mississippi State Law (House Bill No. 893) it is unlawful for anyone other than a student scheduled to ride a bus to be a passenger thereon without permission of local school authorities. Penalty for violation for adults include a fine up to \$500 and/or a prison term up to six months. For a person under 17 who violates this law penalty will be determined by the Youth Court.

Please help your child/children become familiar with these rules:

1. Be at your assigned loading zone on time.
2. If you must walk to the bus stop where there are no sidewalks, face the traffic so that drivers can see you and you can see them.
3. Don't play on or near the road while waiting for the bus to arrive.
4. If you must cross the road to enter the bus, do not cross until the bus arrives and the Safety Patrol flags you across. Look both ways before crossing.
5. If it is necessary to cross the road after being discharge from the bus, wait until the Safety Patrol has given you the signal to cross the road. Always cross in front of the bus.
6. When you must cross the road, always cross in front of the bus.
7. Wait until the bus comes to a complete stop before trying to load or unload.
8. Use the handrail while loading and unloading.
9. When leaving the bus after arriving to school, move away from the unloading zone to your assigned place as quickly possible, but do not run.
10. Students shall not board or get off buses at any place other than his/her school and the regular loading place near the student's home.

However, we ask that parents refrain from making bus changes for the first 2 weeks of school unless some extenuating situation (such as a family emergency) dictates that a child temporarily (1-3 days) ride home on a bus other than his/her originally scheduled bus. Parents must make this request in writing with a contact phone number included to an elementary administrator or the director of transportation. All bus changes should be made before 12:00.

11. Students shall not eat or drink on the bus.
12. Fighting, physical or verbal abuse, smoking, drinking, and the use of profane language will not be permitted on school buses.
13. No one except school students, drivers, and school officials are to ride school buses, except in a case of school employees who may ride by obtaining special permission from the school transportation supervisor.
14. Petting among students is not permitted on the bus.
15. Throwing any object on the school bus will not be tolerated. (Examples: shooting spit balls with rubber bands or bobby pins.)

16. Students will not get on or off a bus while the bus is in motion nor shall students be permitted to move from one seat to another.
17. Students shall not mar nor deface school buses. Parents can, by law, be held responsible for this type of destruction and shall pay for damages.
18. Students who live on roads that have retraces shall get on at stops whereby it shall not necessitate crossing the road to get on the bus.
19. The bus driver is responsible for the safety and conduct of all students who ride the bus. He has the authority to assign each student a place to sit.
20. The breaking of any of these rules will result in suspension from riding the bus for a period of time. Riding a school bus is a privilege not a right.

All school bus concerns should be directed to Mr. Gerome Leflore, Bus Coordinator for Copiah County Schools - phone 601-892-4711.

ACADEMICS

TEXTBOOKS (ICFA)

Students in grades K-4 are issued textbooks at the beginning of each school year. Textbooks will be in a variety of formats, such as consumable, trade books, and digital. Students are responsible for all textbooks issued. Textbooks should not be defaced, destroyed, or lost.

TECHNOLOGY (ICFA)

If technology issued to students are lost or not properly cared for, the parent/guardian will be held liable for the damages or total cost of the device. Please refer to the Technology Handbook for more details. Final report cards will be held if fines have not been paid.

SUPPLIES

A supply list is provided to students prior to the start of the school year. This information is also published on the school website and social media at the beginning of the school term.

REPORT CARDS/PROGRESS REPORTS

Progress reports are issued at the halfway mark of each nine weeks. Report cards are issued at the completion of each nine weeks. These progress reports should be signed by the parent and returned to school. Please refer to the school calendar in this handbook for the dates that report cards and progress reports are issued.

REPORT CARD GRADES

Grades will be issued for the following subjects:

Kindergarten

Kindergarten students will be issued skills lists indicating each child's progress on the skills.

Grades 1-2

Reading

Math

Language Arts/Spelling

Grade 3-4

Reading

Math

Writing

Science/Social Studies

GRADING SYSTEM (IHA)

The average daily grade will be determined as follows:

Daily Work	66 2/3%
Major Tests	33 1/3%
<hr/>	
Average Daily Grade	100%

Daily work may consist of homework, class work, class participation, oral presentations, or other work as determined by the teacher. A minimum of 12 grades will be recorded each nine weeks for daily work.

The nine weeks' average will be determined as follows:

Average Daily Grades	66 2/3%
Nine Weeks' Tests	33 1/3%
<hr/>	
Nine Weeks Average	100%

Adding the two nine weeks' averages and dividing by two (2) determine the semester average.

The following conversion will apply:

A = 90-100	Superior
B = 80-89	Above Average
C = 70-79	Average
D = 65-69	Below Average
F = 64-Below	Unsatisfactory

Honor Roll Guidelines for Grades 1-4

- Honor Roll – All B's – All grades range from 80-89.
- Principal's Honor Roll – All A's and B's – All grades range from 80-100.
- Superintendent's Honor Roll – All A's – All grade range from 90 to 100.
- **Note:** Special Education students are eligible for honor roll.

NINE WEEKS TESTS

Nine weeks' tests will not be given early. If a test is missed, the student will be allowed to make the test up when he/she returns from the absence, provided the absence is excused according to district policy. Students who miss the fourth nine weeks' test must arrange with the principal to make the exam up after school is out for the summer.

EXEMPTIONS (IDAF)

Students in grades 1-4 may be exempted from their fourth nine weeks' tests provided they have at least a 90 average in each subject for the year and have no more than five (5) absences for the year. Students eligible for exemption may take the nine weeks tests and their grades will be determined as usual.

PROMOTION-RETENTION POLICY (IHE)

In order to be promoted to the next grade, a student must demonstrate satisfactory performance at grade level on subjects required for promotion. Any exceptions to this rule must be due to specific learning situations, which have been addressed by the teacher, principal, and parent. The principal has the authority to make the final decision on the exception.

Kindergarten – Students are required to master all readiness skills. Determination of mastery is on-going throughout the year. Parents/Guardians will be kept informed of progress, however final determination of mastery and recognition will be held until all data has been collected. Multiple data points will be used to determine promotion or retention.

Grades 1 & 2 – Students must pass Reading, Language Arts (English and Spelling) and Math.

Grade 3 – Students must pass Reading, Language Arts (English and Spelling), Math, and Science or Social Studies. Beginning in the 2018-2019 school year, a student scoring at the lowest 2 achievement levels in reading on the established state assessment for 3rd grade will not be promoted to the 4th grade unless the student meets the good cause exemptions for promotion. **(ICHI) Literacy Based Promotion Act**

Grade 4 – Students must pass Reading, Language Arts, Math, and Science or Social Studies.

Exceptions: Academic grades will not be used in P.E., Computer Science, gifted, or writing. The grades S (satisfactory), N (needs improvement), and U (unsatisfactory) will be used for these purposes.

EXTENDED SCHOOL YEAR

To assist those students needing additional instruction, an extended school year may be offered in grades K-4 provided funds are available. Guidelines will be provided with end of the year report cards.

CLASSWORK POLICY

Students are expected to complete all class assignments. Failure to complete an assignment could result in a student receiving an incomplete grade.

CHEATING

In all instances if cheating is evident, the teacher will use his/her discretion as to the punishment; either a zero for the activity or the student will be allowed to redo the work. The teacher will notify the parent of any cheating.

PARENT/TEACHER CONFERENCES

At various times during the school year teachers and parents should confer concerning students. All conferences must be arranged in advance by contacting the teacher through their School Status number. Parents should not call the principal, teacher, secretary or other school personnel at home. All conferring must be done during school hours. We welcome and encourage parents to confer with their child's teacher as often as needed.

Below are some guidelines for parent/teacher conferences:

1. Please contact your child's teacher to make an appointment.
2. Parents who come to the school requesting a conference that has not been scheduled will not be allowed a conference until one is scheduled with the teacher.
3. Please try not to miss a conference if at all possible.
4. Please remember that conferences are aimed at trying to improve student performance or behavior. We are looking for solutions or conveying information not trying to lay blame.
5. Parents or guardians are expected to attend conferences that are requested by the administration or other school personnel. Failure to attend a discipline conference that you have been summoned to can result in actions being taken by the Department of Human Services.

***** Parents or guardians must attend all conferences. No substitutions, such as grandparents or family friends, will be allowed.***

JOURNEY CLASSES (IDE)

Gifted Education classes are available for students in grades 2-4 who have been identified as intellectually gifted. CSE will follow the State Regulations for Gifted Education Programs identification process.

LIBRARY (IFBD, IJLB)

The library is considered an integral part of the school and, as such, is a part of the training provided for all students. The library meets state standards for elementary school libraries and is continuously being up-graded in an effort to bring the best possible library service to the students. A qualified librarian directs the library activities.

All students are scheduled into the library for at least one period a week in classes.

Students are responsible for taking care of their books and returning them on time. No student is allowed to check out a book until the previous one has been returned. Please encourage your child/children to remember their books on library day. Parents are urged to cooperate with the librarian in enforcing rules which affect checking out books and the use of the library.

SERVICES FOR SPECIAL EDUCATION STUDENTS (IDDF)

Special education programs shall be provided in accordance with provisions of the Mississippi code, and with applicable federal legislation and regulations, including the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), the Rehabilitation Act of 1973 and the Mississippi State Board policies 7219.

LIMITED ENGLISH PROFICIENCY INSTRUCTION (IK)

The Copiah County School District Board of Education will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and requires written parental permission.

AWARDS

- Guidelines for Academic Awards:
 - A. **Certificate of Honor:**
Students who have all B's or students who have A's and B's (but do not qualify for the high honor overall A average) will receive a certificate and medallion.
 - B. **Certificate of High Honor:**
Students who have an overall average of an A will receive a trophy and certificate.
 - C. **Principal's Honor:**
Students who have all A's on the report card will receive a trophy and/or medallion, and a certificate.
 - D. **Kindergarten Academic Awards:**
 - Reading Certificate – All satisfactory in Reading skills
 - Language Certificate – All satisfactory in Language skills
 - Math Certificate – All satisfactory in Math skills
- Guidelines for Attendance Award:
 - A. **Certificate of Attendance:**
Students must have perfect attendance up to the day the awards are presented.

- Guidelines for Conduct:
Students that have continuously shown good citizenship/positive behavior throughout the school year may receive a Good Conduct Award.
- Guidelines for Most Improved Award:
 - A. No more than two students from a classroom may receive the award.
 - B. Students who have shown great improvement in behavior or academic work may receive a Most Improved Award.
 - C. Teachers will use their own judgement in awarding the Most Improved Award.
- Guidelines for Reading (AR) Award
Students that receive the points and accuracy percentage required for AR will receive the Reading Award.

K- 15 points	70% accuracy
1 st - 40 points	80% accuracy
2 nd - 60 points	85% accuracy
3 rd - 80 points	85% accuracy
4 th - 100 points	85% accuracy
- Guidelines for Special Education Awards:
The Special Education Department will award students certificates in citizenship, perfect attendance and most improved academic progression.

PROCEDURE FOR TRAVELING OFF CAMPUS ON SCHOOL-SPONSORED ACTIVITIES

1. Any student who is transported off campus on a school-sponsored activity must have a letter of permission signed by the parent or guardian.
2. Students are under the direct supervision of the teacher sponsor at all times and all rule and regulations established by the school apply.
3. Students must travel together to their destination and return as one team or group. Any exception to this must be approved by the administration of the school.

CAFETERIA POLICIES (JGHR)

The school cafeteria is operated on a non-profit plan in cooperation with the State and Federal Lunchroom Program. These meals consist of breakfast and a well-balanced lunch for students.

1. All lunches are to be eaten in the cafeteria.
2. No food shall be taken from the cafeteria without permission.
3. Students shall not sit on tables or place feet on chairs or stools.
4. Students who bring a lunch from home should deposit the paper bag and all other trash in proper receptacles after eating.
5. Students with tray lunches shall deposit trays in proper receptacles.
6. Students are prohibited from breaking into the lunch line or from holding places in line for other students. Students establish their position in line as soon as they enter the cafeteria door and they are not to move ahead of any student after entering the cafeteria.
7. Low talking is permitted in the cafeteria. No exceptions!
8. Students are expected to exercise good table manners. We urge our students to adhere to these details at each meal:
 - a) Talk in normal conversational tones and avoid loud talking.
 - b) Avoid leaving crumbs, liquids, and portions of food on the table.

- c) Recover items dropped on the floor such as napkins, cartons, or portions of food.
- d) If food or liquids are spilled accidentally, report this to the cafeteria supervisor who will assist you in getting the necessary assistance to clean the area.
- e) Leave the table and chairs properly arranged even though, the students preceding you did not do so.
- f) Do not write on any chair, table, post, nor any portion of the cafeteria.
- 9. Students are limited to one lunch period each day.
- 10. Each student in the cafeteria is under the direct supervision of a subject teacher.
- 11. There will be a cafeteria supervisor who will assist with seeing that students use good manners, are orderly, and keep the cafeteria clean.
- 12. Each class is accompanied by a teacher and is expected to go to and from the cafeteria in an orderly manner. The class has been assigned a section of tables and that particular class will occupy those tables each day. Students will have the responsibility of cleaning those tables at the end of their lunch period each day.

Lunchroom Status

All students at Crystal Springs Elementary School must fill out a lunch application form. Parents will be notified of the status (Full price, reduced, or free) of the lunch application form.

Regular lunch: \$2.00 Reduced lunch: .40
 Regular breakfast: \$1.00 Reduced breakfast: .30

***All students will receive free breakfast and free lunch for the 2024-2025 school year.**

SNACKS

Snacks may be brought from home or bought during their lunch time. The prices of all snacks are set by the cafeteria. Snack periods are privileges and should not be abused in any way. Students found abusing their snack periods may have this privilege forfeited by their supervising teacher.

CONDUCT/BEHAVIOR

CODE OF CONDUCT (JCA)

Students in the Copiah County School District should at all times conduct themselves in such a manner as to bring credit to the school and the community. It is the purpose of this school system to provide the best quality education for the students of the District. It is essential to this goal that an atmosphere conducive to learning is maintained in all of the schools of the School District at all times. It is essential that the policies and rules governing student conduct be understood and followed at all times without exception.

I. Rules of Conduct

A. Students of the Copiah County School District are expected to conduct themselves at all school activities in such a manner as to promote the development of the School District rather than inhibit it.

B. A teaching situation which is conducive to learning must be maintained at all times. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be sent directly to the principal's office.

The student will be given an opportunity to give his version of the situation. If the student is found guilty of the offense, the Principal shall determine if it is a minor or major infraction. The guidelines entitled "Penalties for Major/Minor Offenses" will be followed.

C. Any student who uses vulgar language toward a teacher, or threatens, intimidates, or assaults a teacher, administrator, or other staff member will be subject to expulsion.

D. Any student who starts a fight or other disturbance or who participates in one will be subject to disciplinary action as defined under “Penalties for Major Offenses.” Obstructing the pathway of any employee or security officer (by gathering around a fight or in any other fashion) who is attempting to break up a disturbance will result in severe disciplinary action and the student will be subject to expulsion.

E. Section 37-11-18 of the Mississippi Code - Expulsion of student possessing controlled substance or weapon or committing a violent act on school property.

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substance Law, a knife, handgun, other firearm, or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on school property shall be subject to automatic expulsion by the Superintendent or Principal from such school. Such expulsion shall take effect immediately (for a period of not less than one year) subject to the constitutional right of due process.

Violations shall be immediately reported to the appropriate law enforcement agency. The School District will cooperate to the fullest extent possible in the prosecution of such offense.

F. It is the policy of the Copiah County School District that the use of profanity, cheating, stealing, and gambling can never be tolerated as acceptable behavior. Such offenses shall result in disciplinary action as defined under “Penalties for Major Offenses.”

G. Radios and/or sound producers and beepers or other communication devices are forbidden on all campuses of the School District unless specifically requested by the teacher in charge. No vehicles will be allowed to pass through campus or park on campus with loud, disruptive, sound producing equipment. Administrative staff will assign penalties as deemed necessary.

H. Possession or use of tobacco in any form by students is strictly prohibited on all school grounds at all times. Violation of this policy shall be considered a major offense.

I. Public display of affection between students is strictly prohibited at all times on school grounds. Any type of sexual activity is strictly prohibited and any violation thereof shall result in participants being subject to expulsion.

J. Proper dress, as determined by the Principal, shall be maintained at all times.

K. Bomb threats

Participating in or causing a disturbance at school or school-related activities- riot, group/gang – fights, bomb threats, or similar disturbances.

Disciplinary Actions for behaviors/infractions listed above:

Expulsion- Expulsion is defined as the COMPLETE LOSS OF PRIVILEGES IN THE K-12 Program. While on expelled or suspended status, a student is not allowed to enter the campus or building of any Copiah County school during or outside of school hours, nor may the student attend any school-related activity on or off the school property.

L. The possession or use of alcohol by any student of the Copiah County School District is strictly prohibited on any of the campuses of the School District. This shall apply to all students during all the period of time that they are under and subject to the jurisdiction of the School District and while participating in or going to or from any school activity. Any student violating the provisions of this policy shall be subject to disciplinary action no less than that described for major offenses and possible expulsion depending on the circumstances.

M. The above rules and regulations governing conduct shall also apply on buses of the Copiah County School District. Student cooperation is imperative to maintain order and discipline on school buses primarily from the standpoint of safety. Students who do not conduct themselves properly as set forth in such rules and regulations as may be formulated governing school buses will not be allowed to ride the bus. Violation of these rules and such other rules as may be formulated governing riding the bus may also result in some other disciplinary action. The bus driver is responsible to the School District to maintain order on the school bus and insure maximum safety at all times. He is authorized to instruct and otherwise control students as to proper conduct and safety while they are on the bus. The principal of each school or their designee will be responsible for disciplining students reported to him by the driver.

II. Due Process (JCAA)

When a student is subjected to disciplinary action by means of suspension, the student will be afforded the safeguards of Due Process as required by law. In all cases the student shall be given oral or written notice of the charges against him, and if the charges are denied, the student shall be given an explanation of the evidence the school officials have against the student, and the student will be given the opportunity to present his side of the case. The student shall be first told what he is accused of doing and what the basis of the accusation is. This should normally precede the disciplinary action. However, a student may be immediately removed from school if the student's conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers or school officials, or damages school property. In such instances, the necessary notice and hearing should follow as soon as practicable after the removal of the student from the school.

III. Expulsion and Suspension (JDD, JDE)

From time to time, it may be necessary to suspend or expel a student when other means of discipline do not seem to be effective or when the student poses a danger to other students. The following is a guide for the school administration to use during this process.

A. Definition of Terms:

1. Suspension is defined as the denial of school attendance for any period of up to ten days during the school year.
2. Long-term Suspension is the denial of school attendance for any period in excess of ten days during the school year.
3. Expulsion is the denial of school attendance for a specific period of time beyond the beginning of the next school year or any permanent denial of school attendance.

B. Students under suspension or expulsion or assigned to Alternative School for disciplinary reasons, shall not trespass upon any school campus operated by the Copiah County School District or enter into any building owned or operated by the Copiah County School District except for a prearranged conference with a school administrator. In addition, students under suspension or expulsion or assigned to Alternative School for disciplinary reasons shall not attend any extracurricular functions on any campus.

C. A student may be placed on suspension for committing any of the offenses set forth in the policy governing student conduct or for any other good cause as determined by the principal, assistant principal, Superintendent of Education or other appropriate school administrators. Students may be expelled for committing any of the offenses set forth in the policy governing student conduct and discipline or for any other good cause as may be determined by the Copiah County Board of Education.

D. Some examples of rule infractions which could result in suspension or expulsion are given in this policy and other policies related to discipline and also in the student handbook at each school. Suspension and expulsion are options that the administration may use when it is deemed to be in the best interest of all students.

E. In the event of a recommendation of expulsion, the Superintendent of Education shall arrange for a meeting of the Board of education of Copiah County, Mississippi, to hear the matter. The Superintendent shall, as soon as reasonably possible upon receipt of a recommendation for expulsion, give such student and his or her parent or guardian any notices due which are consistent with federal and state Due Process requirements at least five days prior to any such hearing. The Due Process hearing within ten days of the notice of expulsion or long term-suspension, where possible, when requested by the student, parent, or guardian. Such a hearing request must be made within five school days after receipt of notice of the expulsion or long-term suspension. Said student shall remain on suspension until such hearing is held if, in the opinion of the Superintendent of Education, the student's presence in school would be a disruptive influence to the educational process.

F. The principal or his designee may suspend students for a period not to exceed five school days. The principal, with the approval of the Superintendent of Education, may suspend students for a period not to exceed ten school days. A student facing suspension shall be given oral or written notice of the charges against him by the principal or his designee. If the student denies the charges he shall be given an explanation of the evidence that the principal or his designee has against him and shall be given an opportunity to present his side of the story. In all cases of suspension, the parent or guardian of the student shall be notified in writing within twenty-four hours of each suspension, giving the reasons therefore.

G. If a student is to be sent home during normal school hours, a parent or guardian shall be notified before the student is dismissed. No student shall be sent home during normal school hours unless a parent or guardian has been first notified.

H. Any suspension in excess of ten school days may be given only by action of the Board of Education, and then only after such student has been afforded notice, opportunity of a hearing, and other procedural rights consistent with state and federal Due Process requirements.

I. Students suspended from school must return to school accompanied by a parent or guardian.

J. Principals shall make a written report of each suspension to the Superintendent of Education each week, including the name of the student, address, name of parent or guardian, and a statement of the reasons for the suspension including the date, time, and place.

K. Special Education students shall be controlled by applicable state and federal regulations. Before a special education student is placed in an alternative program, Written Prior Notice for IEP Revision is given to the parent and IEP committee will agree upon the services to

be provided at this school. Before the disabled student is returned to his school, another IEP meeting is held.

If there is disagreement as to the appropriate placement of the disabled student, the student's parents will be notified in writing of their right to a SPED impartial due process hearing.

The above regulations governing student conduct are given in the way of a guideline, and shall not be a limitation on the right of a principal, Superintendent of Education, or the board of Education to initiate suspension, expulsion, or other disciplinary proceedings based on other grounds.

STUDENTS' RESPONSIBILITIES

1. Respect for authority including obedience to school rules and regulations and to the law.
2. Respect for the rights of others and for school and community property.
3. Regular attendance and meeting of school obligations.
4. Standards of personal conduct, which are reflected in socially, approved behavior and proper dress.
5. Acceptance of responsibility for own work and behavior.

STUDENT DISCIPLINE PLAN (JD, JDC)

In order to have the best possible learning environment, our teachers and administrators have developed the following rules for classroom conduct. At any time, an administrator has the final decision in consequences and alternate placement.

GROUP I MISCONDUCT

1. Eating/chewing gum without permission
2. Profanity or vulgarity including gestures
3. Disruptive behavior at school
4. Harassment, intimidations, or threatening other students
5. Leaving the classroom, cafeteria, or playground without permission
6. Other misbehavior as designated by the Administrator

GROUP I CONSEQUENCES

- Corporal punishment
- In-school suspension 1-2 days

GROUP II MISCONDUCT

1. Open defiance of administrators, teachers, or staff members
2. Vandalism including criminal damage to the school or the personal property of others
3. Fighting-physical conflict between two or more individuals
4. Initiating, inciting, or deliberately provoking a fight
5. Leaving school without permission
6. Gambling
7. Use or possession of fireworks

GROUP II CONSEQUENCES

- In-school suspension for up to three (3) days or corporal punishment
- Out-of-school suspension for 1-10 days with the possibility of recommendation for expulsion
- Alternative placement

GROUP III MISCONDUCT

1. Assault on or the threatening of an administrator, teacher, or staff member
2. Possession, use or being under the influence of alcohol, drugs, or and controlled substance
3. Possession of or under the influence of any controlled substance. Due to the difficulty for school administrators to determine if prohibited substances are found in electronic vaping devices, all vaping devices will be assumed to contain prohibited substances and therefore be considered a Group III Act of Misconduct. The consequences for Group III Acts of Misconduct are found in the Student Handbook for each school. Parents/Guardians whose children are found in violation of this policy may choose to take their child to a school approved testing laboratory, and have their child tested for prohibited substances at the expense of the parent/guardian. The principal will provide testing guidelines to parents/guardians on the day that the parent/guardian is notified that their child has been found in possession of the electronic vaping device. If the laboratory results verify that the student is not under the influence of a prohibited substance, the student will receive disciplinary consequences that are found under Group II Acts of Misconduct in the student handbook.
4. The use of a weapon, possession of a weapon or ammunition, possession of and/or concealing a look-alike weapon

GROUP III CONSEQUENCES

- Out-of-school suspension for 1-10 days with the possibility of recommendation for expulsion
- Alternative placement for a minimum of 90 days (Early dismissal may be granted at the discretion of the principal)

Parent Notification: A parent conference may be requested by the school at any level. Written notices are sent to parents when students receive corporal punishment, in-school suspension, suspension from school or alternative placement. Every attempt will be made to notify the parent by telephone if a student is suspended from school or placed in the alternative class.

DRESS CODE

All students are expected to observe certain minimum standards of hygiene, sanitation and personal appearance. The following regulations are to be observed by all students. Any student violating any of such regulations will be subject to appropriate disciplinary action.

Dress Code Requirements

Crystal Springs Elementary School will participate in a school uniform dress code. Students in grades K-4 will be required to follow the school uniform dress code guidelines outlined below.

The guidelines are as follows:

- Khaki or Navy skirts, pants, jumpers, or shorts (knee length or not more than 4" above the knees)
*All pants must be work at the waist level with belts when necessary.
- Navy or White shirts.
- Vests or sweaters should be navy.
- No logos or brand names can appear on the clothing.
- All shoes should have a strap that is secured around the heel. Flip flops, slides, shower shoes, house shoes, and cleats are not allowed. Students will be involved in recess and physical activities.

CSE may sponsor specific dress up days based on themes and/or rewards. Students are expected to wear uniforms unless specified.

CLEAR BACKPACK POLICY

Beginning in the 2024-2025 school year, all students will be required to bring only clear or mesh backpacks to school.

ASSEMBLIES

Assemblies provide valuable educational experiences and help promote unity and school spirit. In order for everyone to be comfortable and gain maximum benefit from these programs, the following procedures should be followed:

1. Student attendance is compulsory.
2. Students will sit in their assigned sections.
3. Students should maintain an orderly attitude, listen carefully to all speeches, and follow directions that apply to them.
4. Teachers will supervise the students during assemblies.
5. Students should show their respect and appreciation to speakers by applauding at the right time and refraining from unsportsmanlike and rude behavior.

CORRIDOR RULES

1. Walk, not run, on the right side of the hallway in single file with arms folded.
2. Loud laughter, yelling, whistling, or any other unnecessary noise is not permitted.
3. Be considerate of classes that are being conducted.
4. Remove all hats and other headgear upon entering the school building.

HEALTH/SAFETY

SCHOOL NURSE (JGC, JGCD, JGFG)

A registered nurse is employed by the district to provide medical assistance and conduct vision, dental, and auditory screenings. The nurse is shared between campuses.

STUDENT INSURANCE

Insurance packages will be available at the beginning of the school year for any parent who wishes to purchase insurance for his/her child.

ACCIDENTS

Parents will be contacted concerning any accidents which occur at school. If the parents cannot be reached in the event of a severe accident, emergency services will be contacted.

PHYSICAL EVALUATION

Any student who has not been successful in the regular education program may be screened for vision, hearing, and general physical condition as a means of determining whether problems from hearing, vision, and/or general physical condition are the cause of the child's lack of success in the regular program.

PRESCRIPTION MEDICINE (EBB)

The Copiah County School District requires that all students who need medication during school hours must do the following before medication can be given. Parents should:

1. Complete the medical consent form given at the start of the school year and return to the school office.
2. Bring any medication to the school office in the original prescription bottle.

Please do not send more than one week's supply at a time. Medication will be administered by trained personnel at the nurse's station.

HEAD LICE (JGC)

Students who show evidence of live head lice will be removed from the classroom. Parents will be called to pick up the student immediately. Students who show evidence of nits will receive office notification in writing for needed treatment. As soon as the student has been treated with an approved lice-killing product, he or she may return to school. To be readmitted to school the student must:

1. bring the empty treatment bottle, with the label on it, to the office, OR bring a note from the parent, to the office, stating the name of the product used and the date of use, AND
2. be re-checked for nits or live lice in the office before readmission to the classroom.
3. If the parent returns the student to school after treatment, the parent must follow the above procedure and wait until the student has been re-checked for live lice.

If a public-school student has head lice on three (3) separate occasions during any school year or if school officials have notified the student's parent/guardian that the student has head lice on three separate occasions during any school year, the principal shall notify the Copiah County Health Department of the recurring problem. The Health Department will instruct the student's parents or guardians on how to treat head lice, eliminate head lice from household items, and prevent the recurrence of head lice. The Health Department will charge the parent or guardian a fee to recover the cost of providing treatment and counseling. The school principal will not allow the student to attend school until proof of treatment is obtained.

The school is concerned about instructional time the student loses by being removed from the classroom; however, the school must also take measures to prevent the spread of head lice. If a student must be removed from the class setting and misses instructional time on five (5) occasions, a report will be made to the attendance officer

DISASTER DRILLS/EMERGENCY RESPONSE PLANS

Tornado, fire, and earthquake drills are held periodically during each school year. Emergency procedures for leaving each classroom are posted in each room. Students are instructed in the proper safety during drills and emergency situations. Emergency Response Plans for chemical spills, bomb threats, campus security, and medical emergencies are contained in the faculty handbook. A copy of the Emergency Response Plan is also on file in the Principal's Office.

Fire Drill

According to state law, Crystal Springs Elementary School is required to have fire drill on a regular basis. These drills are important in training students to conduct themselves in an emergency, which might affect all students. The fire signal will be one (1) continuous ring of the bell.

The ALL CLEAR signal is one (1) continuous ring of the bell.

Procedure: The teacher will instruct all classes as to the procedure and exit route to follow. Each room will use a certain exit, and it will be necessary that each student follow the directions of the teacher in order that the building may be vacated in the shortest time possible. All students will leave the building as quickly and as quietly as possible. DO NOT RUN!!!

Fire drills are a serious matter, and any student not cooperating could be instrumental in the serious injury or possible death of other students. Your full cooperation in this matter is of utmost importance. All students will reenter the room they left when the all clear signal is sounded.

Tornado Drill

According to state law, Crystal Springs Elementary School is required to have tornado drills on a regular basis. These drills are important in training students to conduct themselves in an emergency, which might affect all students. The tornado signal will be three (3) short rings of the bell. In case of power failure, the signal will be three (3) short whistle blasts.

Procedure: Open windows in exterior walls and corridor partitions of classrooms and relocate students to an area offering greatest tornado resistance. Building occupants should be seated on the floor facing the corridor walls and heads down and arms folded over their heads. Coats and jackets, when available, could be used to cover arms and legs. Sit away from all windows and doors with glass. All windows and doors in both exterior and interior walls should be opened. One long blast of the bell or whistle will signal that the danger period is over and classes reassemble.

GENERAL INFORMATION

LOST AND FOUND

Be sure your name is on all property, including coats and jackets. Don't bring any more money to school than you need and keep expensive jewelry at home. All articles found around the building or on the grounds should be taken to the counter in the office. Inquiry should be made at the same place for articles, which have been lost. If the article has not been found, a description of the article and the student's name should be left with the secretary. Articles will be disposed of if not claimed within two weeks.

CLASSROOM PARTIES

Several parties will be held during the school year. Any parent wishing to celebrate his or her child's birthday at school must first have this matter cleared through the teacher. Parties may take place after lunch at a time approved by the teacher. Buildings and facilities shall be cleaned and put back in proper order after the party.

FACILITIES, USE OF BY STAFF AND STUDENTS (EBHA)

In order for any school group to use the school facilities such as the gymnasium, auditorium, cafeteria, or classrooms, the following arrangements and conditions must be met for school related purposes only:

1. Groups must have a faculty sponsor present at all times.
2. The meeting or activity must be scheduled in advance through the principal's office.
3. Groups using facilities should see that the area used is returned to its normal appearance.
4. The sponsor must see that all doors are locked and that all students have left the building at the end of the activity.
5. The sponsor must supervise any students who use the telephone in the office after the activity is completed.

PTO

The PTO includes the parents and teachers of the elementary school (K-4). PTO meetings will be held the first Thursday of each month in the school cafeteria. Announcements of PTO programs and activities will be sent home by the students and posted on the school social media.

VOLUNTEERS (KJA)

We appreciate any help that parents and other volunteers provide for our school. If you want to help in a classroom or another area of the school, please follow the listed directions:

1. For the best opportunities for volunteering please participate in the CSE PTO.
2. NO volunteers will be used the first three weeks of school, unless requested by the teacher.
3. Parents and others who volunteer must remember that they are here to support and assist, not to discipline, or take on staff members' responsibilities.
4. Anyone who wants to volunteer should contact the teacher or teachers whom they want to help or contact the office and let the principal know they are available for volunteer work.
5. Volunteers will be contacted by the teachers or principal and advised when they are needed for assistance.

INTERNET SAFETY POLICY (IJB)

All students are required to have a parent or guardian signature on the Internet Acceptable Use Policy form given at the beginning of the school year that must be on file with the librarian. Please refer to the CCSD Technology Handbook found on the district website.

ASBESTOS SURVEILLANCE

As part of an annual notification, we are informing all persons of their option of reviewing the asbestos management plan, which would include documentation of any changes of asbestos containing material in the Copeiah County Schools.

To provide continuing management of the asbestos in our schools, all asbestos containing materials (ACM) are inspected every six months by an engineering firm in Jackson, MS. Any changes in the ACM are being recorded in a surveillance report as part of the management plan.

A re-inspection of our school buildings is required every three years. Those re-inspections have been performed as required and a copy has been filed with the State Department of Education and a copy is maintained in the management plan for everyone's review.

A copy of the surveillance and re-inspections reports, along with a copy of the management plan, is located in the principal's office at each school. In addition, a copy of the management plans for the district is maintained in the LEA Asbestos Designees' office located at 254 West Gallatin St., Hazlehurst, MS 39083. Any interested party should feel free to go to any of these locations to review these reports.