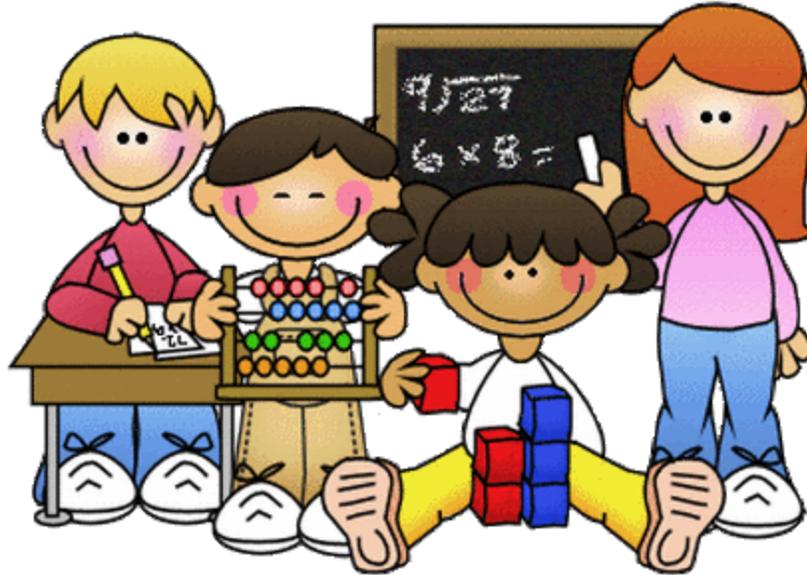


Columbia Primary School



A Great Place To Learn!

Student/Parent Handbook

2020/2021

Parents and Guardians,

Welcome to the 2020-2021 school year at Columbia Primary School!

Our teachers and staff consider it a great privilege to work with your children and look forward to fostering a challenging, nurturing, and FUN learning environment. The staff at Columbia Primary School places an emphasis on collaboration, ensuring students are receiving the best instruction possible. We believe all students have the ability to succeed and we look forward to watching them accomplish this goal!

Please take a moment to read through this student/parent handbook. It is full of important information and will help you and your child have a successful year. It will provide you with some of the basic information about our expectations and common procedures at Columbia Primary School.

We all understand the challenges that are facing us this school year, as we try to adjust to the “new normal” in regards to COVID-19. Please know that the CPS staff will do everything within our power to take precious care of your student. As pertinent information regarding our school becomes available, trust that we will communicate that to you in a timely manner. Parents and guardians, please make sure your contact information in PowerSchool is up to date. Also, follow Columbia Primary School on Facebook (@cpswildcats1) 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 601-736-7666.

I am honored to be the new principal of Columbia Primary School and look forward to working with our talented educators, supportive parents, and amazing students this year. Please reach out to your student’s teacher for ways to become active in their educational journey. Thank you in advance for making Columbia Primary School “A Great Place to Learn!” 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

STUDENT AND PARENT ACKNOWLEDGEMENT

The CPS 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 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://www.columbiaschools.org/parents> 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 2020 / 2021 CPS Student/Parent Handbook. By completing that process, parents verify receipt of the Handbook.

SCHOOL WEBSITE

Visit www.columbiaschools.org to see the school calendar, events, handbooks, menus, PowerSchool, CANVAS, etc.

Follow CPS on Facebook @cpswildcats1

SCHOOL PHONE NUMBERS

Main Office (601)736-7666 Office Fax (601)731-3764 Cafeteria (601)736-9560
(601)736-2216

ADMINISTRATIVE STAFF

Principal	Dr. Jay Rayborn
Assistant Principal	Mrs. Angela Johnson
Counselor	Mrs. Jenny Maul
School Resource Officer	Lt. Pearlie Hendricks

OFFICE STAFF

Office Secretary / Bookkeeper	Mrs. Ann Rushing
Office Secretary / MSIS	Mrs. April Markins

CSD Calendar	5	Lost and Found	25
Disclosure Statement	6	Make-up Work	25
CSD / CPS Mission Statement	6	Mental Health Counselor	25
Parent's Right to Know	6	Title 1- Parent Involvement Policy	25
School Hours	6	Parent Memos/Communication	26
Admissions / Readmission Policy/Assignment of Pupils	7	Parent / Guardian Observations	26
Alcohol and Drugs/ Alcohol and Drug testing	7	Parent/Teacher: Relationships, Visits, Conf.	27
Arrival & Dismissal Procedure (Map)	7-8	Physical Education	27
Articles Prohibited at School	9	Private Birthday Invitation	27
Attendance Policy	9	Progress Reports	28
Bad Weather Days	10	PTO Organization	28
Bus Conduct	10-12	Report Cards	28
Campus After Hours	12	Residence Verification Procedure	28-29
Care of School Property	12	Request for Prior Approval of Absences	29
Communicable Disease	13	Restrooms	29
Criminal Activity	13	School Counselor	29
Discipline	13-16	School Messenger	29
Early Check-Out of Students	17	Special Circumstances	30
Emergency Phone Numbers	17	Speech Therapy	30
Fees Policy	17-18	Student Data Info Management Systems	31
Field Trips	18-19	Student Insurance	31
Food Services	19	Student Protections/ FERPA	31-33
Fund Raising	19	Tardy Policy	33
Gifted & Talented Education	20-21	Telephone	33
Gifts	21	Textbooks	34
Grading, Reporting, Promotion, & Retention	21-23	Uniform Dress Code	35
Harassment	23	Valuables	36
Head Lice Policy	24	Visitors	36
Health Services and Medicine at School	24	Wellness Policy	36
Homework	24	Withdrawals	36
Homerooms	24		
Immunization	25		
Library	25		

THIS STUDENT/PARENT HANDBOOK WAS APPROVED BY THE CSD BOARD OF TRUSTEES IN JUNE 2020. POLICIES AND EXPECTATIONS MAY BE REVISED AS NEEDED. THE MOST RECENT EXPECTATIONS APPLY.

Columbia School District 2020-2021 Academic Calendar

Board Approved: January 16, 2020



Jul-20						
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	21	21	22	23	24	25
26	27	28	29	30	31	

Aug-20						
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					

Sep-20						
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			

Oct-20						
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

Nov-20						
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					

Dec-20						
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		

Notes	
Jul 4	Independence Day
Jul 29	New Teacher Orientation
July 30-31 & Aug 3	Staff Development
Aug 4	Students Return
Sept 7	Labor Day Holiday
Sept 8	Staff Development (no students)
Oct 8	End of first 9 weeks
Oct 13	Teacher/Parent Conference Day
Oct 14	Reports Cards Issued
Oct 15	Staff Development (no students)
Oct 16	Fall Break
Nov 23-27	Thanksgiving Break
Dec 18	End of second 9 Weeks
Dec 18	60% Day Students
Dec 21-Jan 4	Christmas Holidays
Jan 5	Staff Development (no students)
Jan 6	Students Return
Jan 14	Reports Cards Issued
Jan 18	MLK Holiday
Feb 15-16	Winter Break
Mar 12	End of third 9 Weeks
Mar 15-19	Spring Break
Mar 25	Reports Cards Issued
April 2 & 5	Easter Holidays
May 21	End of fourth 9 Weeks
May 21	Graduation - 7:00 PM
May 25	60% day - Last day for students
May 26	Staff Development (no students)
May 31	Memorial Day Holiday
June 3	Reports Cards Issued

	Teacher/Staff Development
	Students Return
	60% Day for Students
	Holidays (all schools/offices closed)
	End of the Nine Weeks
	Report Cards Issued

Months	J/A	S	O	N	D	J	F	M	A	M
Student Days	20	20	20	16	14	17	18	18	20	17
Teacher Days	23	21	21	16	14	18	18	18	20	18

Jan-21						
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						

Feb-21						
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						

Mar-21						
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			

Apr-21						
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	

May-21						
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					

Jun-21						
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			

Incentive Weather Make-up Days:
October 16
April 5

	1	2	Y
S	90	90	180
T	95	92	187

DISCLOSURE STATEMENT

Columbia School District does not discriminate on the basis of race, color, national origin, gender, religion, disability, age, veteran status, or any other category protected by law, and adheres to all provisions of the Americans with Disabilities Act (ADA), IDEA 2004, Section 504, and Title IX of the Elementary and Secondary Education Act. For information or assistance, contact:

Dr. Deirdre Randall
Federal Programs Director
Homeless Coordinator

Mrs. Renea Rayborn
SPED Director; Title IX Coordinator;
Section 504 Coordinator; ESL Coordinator

COLUMBIA SCHOOL DISTRICT 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 that provides challenging academic and extracurricular activities.

COLUMBIA PRIMARY SCHOOL MISSION STATEMENT

The mission of Columbia Primary School is to foster each child's well-being as a foundation for academic and life success by drawing on the strengths of the child's entire community, including family and educators.

PARENT'S RIGHT TO KNOW

As a parent of a child in the Columbia School District, you have the right to request information about the professional qualifications, licensure status, and degree level/major of your child's teacher(s) and paraprofessional(s), notification in a timely manner if your child is taught for four or more consecutive weeks by a teacher who is not highly qualified, and the level of achievement of your child in each statewide academic assessment.

SCHOOL HOURS

The daily schedule for Columbia Primary School is as follows:

- 7:20 am Car Line Arrival begins / Breakfast begins
- 7:55 am Car Line Arrival ends / Tardy bell / School begins
- 1:40 pm Car Line Dismissal begins
- 2:00 pm Bus Dismissal begins / Walkers Dismissal following

ADMISSIONS POLICY

Children of legal school age whose parents or legal guardians are residents of the District are eligible to attend school. In the case of separated or divorced parents, court orders and decrees involving custody of children will be followed.

Kindergarten, First Grade, and New Pupil Admission

- All Kindergarten students five (5) years of age on or prior to September 1 of the current year;
- All first graders six (6) years of age on or prior to September 1 of the current year; and
- All new pupils shall provide the respective school with the following:
 1. CERTIFIED BIRTH CERTIFICATE (long form)
 2. MISSISSIPPI HEALTH COMPLIANCE FORM
 3. VERIFICATION OF RESIDENCY

Reference: [CSD Policy JBC](#) / Readmission Policy: [CSD Policy JDG](#)

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](#)

ALCOHOL AND DRUGS

The Columbia School District is dedicated to providing a drug-free learning environment. The possession, consumption, and distribution of alcohol or any other controlled substance (drugs) or counterfeit substance are strictly forbidden on school campuses or at school-sponsored functions, whether on or off school property. [CSD Policy JCDAC](#)

ALCOHOL AND DRUG TESTING

Students in grades seven (7) through twelve (12) who participate in extracurricular activities, co-curricular activities, or who seek a privilege for which a school permit is required (i.e., operating a motor vehicle on campus) are prohibited from the use of illegal and/or performance enhancing drug use and abuse. The Board has adopted a random drug testing policy for the aforementioned students. [CSD Policy JCDAB](#)

ARRIVAL AND DISMISSAL PROCEDURES

Student safety is the primary concern of the staff of CPS. For this reason, student arrival and dismissal procedures will be strictly adhered to. No students should arrive at school or will be dismissed from school without a responsible person present.

For dismissal, this will involve the student being released only to someone listed as a contact under their PowerSchool account.

Kindergarten through 2nd Grade Carline takes place near the main entrance of school off of West Avenue. Parents should approach this Carline from Lafayette Street.

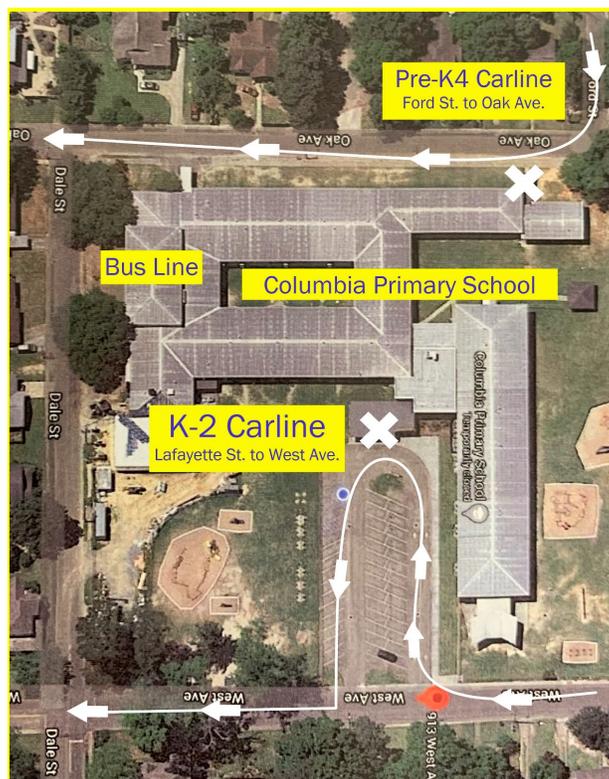
Pre-K Carline takes place on the opposite side of the school near the corner of Ford Street and Oak Ave. Parents should approach this Carline from High School Avenue.

Parents and guardians utilizing a Carline with multiple CPS students of different ages should drop off / pick up all of their CPS students at the proper Carline of the youngest student.

(ex. A guardian with a Pre-K student and a 1st Grade student should drop off / pick up both students at the Pre-K Carline.)

Carline arrival begins at 7:20 am and ends at 7:55 am. Students who arrive after 7:55 am are considered tardy. If tardy, all students (Pre-K through 2nd) will need to be signed in by a parent / guardian at the front office, located on West Avenue. Carline dismissal begins at 1:40 pm.

Carline Map



ARTICLES PROHIBITED AT SCHOOL

Students must not bring toys to school without special permission from their 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. Electronic devices are not allowed at school. If students are found in possession of dangerous articles, parents will be notified immediately. The possibility of suspension will be at the discretion of the principal. Any student found to be in possession of a toy weapon or a real weapon will be subject to suspension based on principal discretion. Expulsion may also be a possibility.

ATTENDANCE

Regular attendance at school is essential to your child's success. It is important that students be in attendance all day, every day. Checking in and/or checking out results in unexcused absences.

The Mississippi Compulsory School Attendance Law requires that a parent, guardian, or custodian of a compulsory school-age child must enroll the child in school and cause the child to attend school, requires the parent to inform the school of the reason for the child's absence from school, and requires the school to report excessive unexcused absences to the School Attendance Officer at 5, 10, and 12 days. This information is also sent to the youth court judge at 5, 8, 10, and 12 days. Any parent found in non-compliance with this law may be subject to a fine and/or imprisonment.

In order for a student to be considered present for average daily attendance (ADA) purposes, he/she must attend school or at an authorized school activity for at least sixty-three percent (63%) of his/her instructional day. A student who is absent more than thirty-seven percent (37%) of his/her instructional day will be considered absent the entire school day. The instructional day (school clock and school days) for each school and/or student is set by [CSD Policy JBDD](#)

BAD WEATHER DAYS

Please discuss with your child the possibility of bad weather and assure him that he will be cared for at school. See that he clearly understands before leaving home what to do in case of inclement weather and how he will get home.

Bad weather at school can be a frightening experience for children, so we at school and home must try to assure them of their care and safety.

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 are showing 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.
- Most major offenses will carry a suspension from school classes.

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.

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

Columbia Primary School takes pride in its appearance. Students are encouraged to help keep the building and grounds clean and neat. Any student who causes damage to any area of the school property shall be liable for such damages.

COMMUNICABLE DISEASES

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

CRIMINAL ACTIVITY

Criminal activity is strictly forbidden on school campuses. Students who engage in crimes while at school, while attending a school activity, or on the way to and from school will be prosecuted to the full extent of applicable federal and state laws and will be subject to disciplinary actions of the school and District.

Criminal activity occurring off-campus and at non-school functions is also a legitimate school concern and, when warranted by state statutes and/or by its effect on the school environment, may result in action by the school.

DISCIPLINE

The Columbia Primary 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.

Only in the most serious cases, and as a last resort, shall severe punishment be used. However, in-school suspension, corporal punishment, student suspension, and expulsion shall be used as a severe disciplinary measure for misbehavior. In all cases, the rights of the student shall be protected in accordance with the [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 and agree to adhere to the policies, if in agreement. If not in agreement, parents have this opportunity to voice their objections.

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 CPS in accordance with [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 mouths 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 ensure 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 Primary 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, 1994 Supp.)
- 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, 1994 Supp.)
- 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, 1994 Supp./Gun Free Schools Act, 1994, 20 USC, Sec 3351-18, USC, Sec. 921)

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.

General Rules:

- Students shall not deface or destroy school property.
- When checking a student out, a valid driver's license must be shown.
- Students may only be dropped off at the front of the school (West Ave.) All other exterior doors will remain locked at all times.
- Electronic devices such as iPods, PDAs, radios, TVs, cellular phones, disc players, video games, **smartwatches, or any other handheld devices, etc.**, are not to be brought to school.
- Students are strictly prohibited from using electronic devices on state tests.
- Cheating - defined as giving or receiving information during an examination or individual assignment - is prohibited.

- Students are not to receive deliveries of gifts (balloons, flowers, presents, food, etc.) while at school.
- If a parent/guardian wants to bring cupcakes for a student's birthday, they can be eaten during lunch or recess. (Communicate with the teacher for specific times)
- Students shall not bring candy, gum, and other food items or drinks into classrooms or onto a school campus for the purpose of selling or exchanging (except for projects approved by the principal).
- Stealing - taking or attempting to take school property or the personal property of another - is prohibited.
- Membership in school fraternities, sororities, and secret societies by students is strictly forbidden by Mississippi Law. (Sec. 37-11-41, MS Code of 1992, as amended/CSD Policy JHCAA).
- Playing cards, flipping coins, rolling dice for money, or any other form of gambling is not permitted. (Cards for instructional purposes may be used if included in teachers' lesson plans.)
- Fighting on or near a school campus, on the way to/from school, or at any school-sponsored activity is prohibited.
- Truancy - absence from school without a parent's/guardian's knowledge or permission, being absent from any class or assigned area, or excessive tardiness - is prohibited.
- Extortion - threatening other students for the purpose of extorting money or other property is prohibited.
- The following items are strictly prohibited:
 - Toy guns and imitation pistols, other guns, knives, or other imitation weapons.
 - Loaded or blank cartridges and ammunition.
 - Any dangerous instrument that can be used as a weapon (broken glass, chains, wire, etc.).
 - Fireworks of any kind (National School Safety Center, 1989, p. 2).

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 check students out before dismissal time unless it is an absolute emergency. No students will be allowed to check out after 1:15 pm. If a student has a scheduled appointment, proof of appointment will need to be shown at the front office prior to the student being released after 1:15pm. Instructional time at the end of the day is very important. Assignments, general announcements, memos to go home, etc., may be missed when a child leaves early.

Students who have unexcused early checkouts three times during a nine-week period are not eligible for perfect attendance for the nine weeks or year. Students will be referred to the Teacher Support Team and parents will be required to meet with the principal and Teacher Support Team.

EMERGENCY PHONE NUMBERS

When a child is registered, please make sure all initial and emergency contact phone numbers are current in PowerSchool. When school starts, please leave with the child's teacher your full name, address, and phone number, as well as two emergency numbers should you be needed and cannot be reached. Tell your child of another person he may call for help if you cannot be reached.

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

FEES POLICY AND FINANCIAL HARDSHIP WAIVER

The School 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 School Board as fees related to a valid curriculum educational objective including transportation;
- C. Extracurricular activities and any other educational activities of the District which are not designated by the Board as valid curriculum educational objectives, such as band trips and athletic events;

All fees except for those in item "C" above shall be charged only in accordance with the following District financial hardship waiver policy:

- A. Financial waiver shall be kept in strictest of confidence with all files and personal disclosures restricted from review by the general public.
- B. A pupil eligible to have such fees waived as a result of an inability to pay for said fees shall not be discriminated against, nor shall there be any overt identification of a pupil who has received a financial hardship waiver.
- C. The inability to pay the fees shall not result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript, or right to participate in any activity related to educational enhancement.

To request a student fee waiver, a student or parent must complete a waiver of the student fee form and submit it to the principal. The principal may form a special committee to consider this petition. This committee will be made up of teachers and administrators. A student's eligibility for a fee waiver will be dependent upon the student's family income, financial condition, extenuating circumstances, etc.

See [CSD Policy JS](#)

FIELD TRIPS

Field trips are learning experiences for our students, with written goals and objectives for each event. Field trips are intended to be enjoyable, yet the purpose is not just to “have fun,” but to return with increased knowledge and a bigger and better understanding of the intended goals and objectives. The teachers and assistants will serve as instructional leaders, while the chaperones will assist the staff members in looking out for the physical safety and well-being of the students.

This will begin as soon as the students leave our school until each child sets foot back on campus when the trip is over. Field trips are not intended as “family outings.” They are intended to be extensions of the classroom experiences of our students.

1. Children are required to ride the buses to and from the designated area and stay together with the class at the site.
2. Children other than those enrolled in the classes participating are not allowed to go on the trip. When other children are present, the attention is diverted from those in which the school is responsible and for which the trip is intended. This also means that when private vehicles must be used, other children or siblings should not ride and “join” the group at the site. As stated above, family outings should be at family times other than the field trip day.
3. Chaperones should stay with the group at all times. The children assigned to chaperone must also stay with the group. The responsibility of caring for a group of students is very serious and should be treated as such.
4. Chaperones should show no favoritism to their own children on the trip. These children must abide by all rules, keep up with their own belongings, and not be allowed to do anything that the other children cannot do on the trip. Neither should any favoritism be shown to any groups by group leaders. (Ex. purchasing souvenirs, loaning money, etc.)
5. No smoking or tobacco products are allowed by chaperones, employees, or students on the trip! No exceptions!

Field trips offer our students opportunities that they might not otherwise be able to experience. Carrying many children to a particular site for a field trip is a great responsibility and requires the constant attention of everyone involved. We certainly could not manage them without chaperones and parents who are willing to work very hard that day! We appreciate this help very much and want to continue to be able to provide our students with worthwhile experiences outside of the classroom.

We need the cooperation of all concerned to abide by these rules and make these experiences memorable for everyone.

We also reserve the right to not allow children to go on these trips if they have been having behavior issues at school and the safety and well-being of all the children are in any way threatened. A field trip is an earned privilege, not to be taken lightly.

FOOD SERVICES

The school breakfast and lunch program is an important part of a child's school day. All students who plan to eat breakfast must arrive at school in time to eat and be in their classrooms before the tardy bell rings. Students are not allowed to take food or drink from the cafeteria. (Due to COVID19, students will eat in their classrooms until further notice).

Columbia School District Food Services is operating under the Community Eligibility Provision for the 2020-21 school year. During this time, ALL students will be eligible to be served Free Breakfast and Free Lunch.

<u>Cost of Breakfast:</u>		<u>Cost of Lunch:</u>	
Full Price.....	\$0.00	Full Price.....	\$0.00
Reduced Price...	\$0.00	Reduced Price.....	\$0.00
Price.....			
Adult.....	\$2.00	Adult.....	\$3.75

Students may also bring their lunch to school. They may get milk or bring their own beverage from home. If your child has dietary restrictions, present a statement from your doctor to the school office or cafeteria.

FUNDRAISING

Fundraising projects at the Primary School are limited. The parent teacher organization (PTO) sponsors, with approval by the principal, special fundraising projects during the year and is responsible for the promotion of these projects. Other fundraising projects are sponsored by the school. Participation in these projects is voluntary, but extremely helpful in helping make CPS the best it can be.

GIFTED AND TALENTED EDUCATION

The Columbia School provides an educational program that addresses the unique needs of gifted students by providing appropriate, qualitatively different options in addition to general education classroom instruction.

The goal of providing optimal opportunities for gifted students to realize their maximum potential can be met through a multi-dimensional approach that involves students in leadership, decision making, and creative, yet practical, problem-solving activities. The District will provide services in accordance with the Mississippi Department of Education Regulations for Gifted Education Programs and the Standards for the Gifted Education Program.

Students will be identified and considered for placement in the program in accordance with Columbia School District procedures and the Mississippi Department of Education regulations.

The District is committed to efforts to identify potentially gifted students from the populations that have been historically underrepresented in gifted education programs. The District has written guidelines in place for a parent appeal of an ineligible ruling. The gifted education program will be offered to eligible students', however, no eligible student will be placed in the gifted education program until signed parental consent has been obtained.

The instructional program for gifted education students will meet standards set in the District-wide instructional management plan for gifted education. Teachers and students will work cooperatively within the given framework to design a program specific to their interests and needs in order to maximize motivation. Gifted students are not graded but are evaluated using the Instructional Management Plan's Scope and Sequence of Skills. Teachers of students in the gifted program will send out periodic reports evaluating behavior, work skills, and completion of thematic studies. Gifted students will not be required to make-up class work missed when they are in the gifted classroom but shall be held accountable for demonstrating mastery of concepts and information on regularly scheduled assessments.

The progress of each student in the gifted program will be assessed at least annually, following District procedures, to the need for continuation or removal of services. Parental consent for removal is not required; however, a parent may withdraw their child from the program by signing a refusal of services form.

The success of the gifted education program is contingent upon the commitment of the Columbia School District and its staff. The Board will make the necessary commitment to promote optimal learning experiences and provide for professional development needs.

GIFTS

In that the delivery at school of gifts, to include balloons, flowers, etc., requires the attention of administrative, clerical and/or instructional personnel and in that such attention distracts from and prevents the timely performance of regularly assigned duties by such personnel, it is the policy of this District that personal gifts for students shall not be accepted by school personnel for delivery to or pickup by individuals or groups of students.

GRADING

- A. 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.
- B. All grades awarded regular education students in grades K-12 will be awarded in compliance with the district's promotion and retention policy. See [CSD Policy IHA](#)

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 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 (IEP's). 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](#)

- A. 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 PowerSchool. 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 PowerSchool.

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.

HARASSMENT

General:

The District encourages all students and staff to foster a climate of mutual respect for others. Each student is expected to respect the rights and privileges of other students, teachers, and District staff. Students shall not engage in harassment motivated by race, color, religion, national origin, disability, or other protected class. A substantiated charge of harassment against a student shall result in disciplinary action.

The term "harassment" includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability or other protected class that creates an intimidating, hostile, or offensive educational environment.

Students who believe they have been harassed by fellow students or district employees are encouraged to report promptly such incidents to the campus principal. If the campus principal is the subject of a complaint, the student shall report the complaint directly to the superintendent or designated administrator.

Any allegations of harassment of students shall be investigated and addressed promptly. Verbal complaints shall be put in writing to assist in the district's investigation. To the greatest extent possible, complaints shall be treated as confidential. However, limited disclosure may be necessary to complete a thorough investigation. A parent or student may appeal the decision of the principal regarding the outcome of the investigation into the allegations.

Bullying, Harassment, or Hazing Prohibition:

Student behavior that harasses, threatens or harms other students or school personnel will not be tolerated. The Columbia School District will act to investigate all complaints of bullying/harassing/hazing behavior and will discipline or take appropriate action against any student, teacher, administrator, or other school district employee, contractor, or volunteer who is found to have violated [CSD policy JDDA](#) / [CSD Policy JDDB](#).

Sexual Harassment

See [CSD Policy JB](#) / [CSD Policy JB-P](#)

HEAD LICE POLICY

Principals will exclude from school and refer for treatment any student with a known infestation of head lice. The student's parent/guardian will be notified that the student must receive proper treatment and have no visible nits before the student may return to school. The treatment must be an approved medical treatment, not a home remedy.

If a student is found to have head lice on three (3) occasions during one (1) school year as determined by the school nurse, public health nurse, or physician, the principal or administrator will notify the county health department of the recurring problem. An approved form will be used to refer the student to the health department. The health department will be notified that the student is to be expected. The parent/guardian will take the completed form and the student to the health department. The school nurse will follow up with the health department and the parent for release to return to school. See [CSD Policy JGCE](#)

HEALTH SERVICES AND MEDICINE AT SCHOOL

Columbia Primary School seeks to provide a healthy atmosphere for each child. It is against school policy to distribute any medication to students other than that sent by parents. Any medications that are necessary for students to take during school hours must adhere to the guidelines in [CSD policy JGCD](#).

If we have any questions concerning certain physical conditions, we might have to request a doctor's excuse to determine that a child is not a risk to the health of others. We appreciate your cooperation.

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 child does the assigned work and that he brings it to school when due. Parents should assist when needed but not do the work for the child. Even when no definite assignment is given, all children should read at night. Encourage your child to read and listen to him read aloud. 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.

HOMEROOMS

Students are assigned to specific homeroom classes, but team teaching is utilized at some times. Students also participate in additional activities outside the classroom including art, music, library, physical education, etc.

Parents, please reach out to your student's homeroom teacher for ways in which you can help in the educational process.

IMMUNIZATIONS

All immunizations will be required to be in compliance with Mississippi law.
See [CSD Policy JGCB](#)

LIBRARY

The Primary School 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 the Primary School. 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 at least once per week for a thirty-minute activity class.

During times when no scheduled groups are present, the library is open to students or classes who wish to exchange books, do research, view a video, or participate in other varied activities available to them. We are proud of the quality of our library/media program. We invite parents to volunteer, visit, and participate in this program with our students and staff.

LOST AND FOUND

All lost and found articles should be turned in to the school office so that they may be returned to 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.

MAKE-UP WORK FOR ABSENT STUDENTS

Make-up work is expected of students with excused or unexcused absences. During the student's absence, the teacher will keep a record of work missed. The number of days allowed for completing make-up work will equal the number of days absent.

Please call the office before 9:00 am to request make-up work. If after 9:00 am, work will not be ready until the following day.

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 of how to qualify for these services.

TITLE I PARENT INVOLVEMENT POLICY

It is the intent of Columbia Primary 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](#)

PARENT MEMOS / COMMUNICATIONS

It is our desire that parents are well-informed of school events, goals, and happenings. Teachers regularly send classroom memos to parents. Parents should check your child's book bags daily for school communications. Packets of children's work are sent home by each teacher on a weekly basis. The teachers will inform parents of which day to look for this important work. Please follow CPS on Facebook @cpswildcats1 for further updates. (See also: School Messenger)

PARENT / GUARDIAN OBSERVATIONS

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.
- Any visitors other than the parent/guardian must be approved by the principal before visiting classrooms.
- 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:
RELATIONSHIPS, VISITS TO SCHOOL, CONFERENCES

It is our goal for parents and teachers to work closely together in harmony. As soon as time has passed to allow your child and teacher to become acquainted, please call the school for an appointment and visit. Conferences with the principal or teachers must be scheduled in advance. Parents and teachers working together for the common good of the child will benefit our students in many ways. Parents should feel welcome at our school. When the child knows that parents, teachers, and the principal are working together, school becomes a happy place for him/her. Conferences are vital. Many activities are planned to which parents are invited and urged to attend.

Occasionally parents find it necessary to bring messages or personal belongings to their child. A parent visiting the school for any purpose must go directly to the principal's office for information and a pass before entering any classroom or other area of the campus. All visits must be arranged through the principal's office. NO PERSON SHALL ENTER THE HALLS, CLASSROOMS, OR PLAYGROUND WITHOUT A PASS FROM THE PRINCIPAL'S OFFICE.

Parent-teacher conferences are scheduled with parents of all students at some time during the year. Asking for a conference does not necessarily mean there is a problem. Parents are urged to make every effort to attend scheduled conferences and to schedule a conference any time they see fit. To schedule an appointment, please call the front office or contact your student's teacher.

PHYSICAL EDUCATION

CPS is blessed to have a 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.

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

Progress reports will be provided to parents no later than the fifth week of each grading period. Access to student grades / progress reports can be accessed through PowerSchool. (See Student Data Information Management Systems)

PTO ORGANIZATION

The Primary School has an active parent-teacher organization that has served effectively in many capacities. Parents are encouraged to participate in and support this organization. Please contact the office if you would like to actively participate. The PTO can also be followed on Facebook (Columbia Primary School PTO).

REPORT CARDS

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

The designated dates are as follows:

October 14, 2020 January 14, 2021 March 25, 2021 June 3, 2021

RESIDENCE VERIFICATION PROCEDURE

DEFINITION OF RESIDENCE FOR SCHOOL ATTENDANCE PURPOSES: The student's parent physically resides full-time weekdays/nights and weekends at a place of abode located within the limits of the school district. [CSD Policy JBCB](#)

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)

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.

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.

SCHOOL COUNSELOR

Columbia Primary School is fortunate to have the services of a well-qualified and dedicated school counselor. Often our students “request” to talk to her 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 counselor, teachers, parents, and students work closely together. If parents do not wish for their child to be seen by the school counselor, they should contact the school office.

SCHOOL MESSENGER

School Messenger is a web-based message delivery system used for community outreach, attendance notification, emergency communication, and surveys. In order for parents/guardians to receive these important messages from the school and/or District, current phone numbers must be available. Refer to <https://www.columbiaschools.org/parents> for more information.

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, legal documents 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.

Should unusual circumstances arise during the year, the school needs to know. Family issues such as separation, divorce, death, 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.

The Columbia School District offers special education 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 as regulated by the Individuals with Disabilities Education Improvement 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.

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 speech therapy by the principal, teachers, or parents. Screeners are also utilized to identify students who may benefit from these services. A child is enrolled in speech therapy after evaluation of his speech by the speech therapist, conferences with his teacher, and parental approval is reached.

STUDENT DATA INFORMATION MANAGEMENT SYSTEMS

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> .

PowerSchool:

Through PowerSchool, 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 PowerSchool. Once registered, parents/guardians can download the PowerSchool App for more convenient access. Visit <https://www.columbiaschools.org/parents> for more information.

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 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 punishment 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.

Students 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 Board of Trustees. If requested, a hearing by the 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.

Grievance Procedure:

A grievance is defined as a charge by a student that school regulations governing participation in a certain school activity are being misinterpreted. Should a regulation impose a restriction on participation in school activities, the student must deal with the school administrator responsible for directing the program.

If, however, the student does not secure satisfaction by conferring with the person in charge of the program, the student may present the grievance to the administrative officer next in line, or to the Title IX Coordinator, if applicable. If a resolution is not obtained in this appeal, further appeal may be made in writing to the Superintendent.

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 personal 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. [CSD Policy JRAB](#)

TARDY POLICY

The first bell rings at 7:45 am and work begins promptly in each classroom. If a student arrives at school after 7:45 am, the parent is to bring the student to the front office on West Avenue for a late slip before going 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 will be required to meet with the principal and Teacher Support Team. Guardians, please make every effort for your child to be on time.

TELEPHONE

Students are not allowed to use the office telephone unless it is an emergency. Usually, a note from the teacher is required. Parents are asked not to call the principal's office to deliver messages to students unless it is an emergency.

TEXTBOOKS

Columbia School District provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book.

<u>DAMAGE</u>	<u>FINE</u>
Writing/drawing/scribbling in book	\$1.00 per page
Excess wear/damage but still usable	10% of the cost of the book
Cover of a 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

Should a textbook be lost, the following guide shall be used to determine the cost of the fine:

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

NO TEXTBOOKS WILL BE ISSUED TO STUDENTS WHO HAVE NOT PAID FOR LOST OR DAMAGED TEXTBOOKS FOR WHICH THEY ARE RESPONSIBLE.

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:

Beginning with the 2020-2021 school year, approved Wildcat wear may be worn on any day. 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.

VALUABLES

Students are responsible for being attentive to their personal items. Valuable items and extra money are not to be brought to school. The school is not responsible for items (book sacks, purses, wallets, etc.) left unattended, including their contents (books, money, electronics, phones, documents, contraband, etc.). If unattended, these items could pose a potential danger and are subject to being searched. Contraband found in them will result in disciplinary action.

VISITORS

All persons visiting Columbia Primary School must first report to the office on the West Avenue side of the campus and receive a written pass before entering the halls and/or classrooms. All unauthorized persons in the building shall 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 Primary School will forward educational records, upon request, to the school in which he enrolls. Parents of students who are withdrawing from CPS 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, if at all possible, so as not to interfere with teaching time.