

2022-2023 Student Handbook

# CENTRAL COLUMBIA ELEMENTARY SCHOOL



Central Columbia School District  
4777 Old Berwick Road  
Bloomsburg, Pa 17815

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## **MISSION STATEMENT**

In a caring and safe environment, Central Columbia School District educates all students for success.

## **VISION STATEMENT**

Central Columbia School District strives to be the best through the continued growth of a rigorous and innovative instructional environment.

## **BELIEF STATEMENT**

1. The needs of all children must drive our educational system.
2. Our schools are committed to excellence in education.
3. Continuous learning is supported through creativity, flexibility, and adaptability to meet the challenges of a changing world.
4. Everyone has worth and shall be treated with respect, courtesy, and dignity.
5. Community, families, students, and staff will:
  - Assume appropriate personal responsibility
  - Be accountable for their performance and actions
  - Communicate and collaborate in decision making

## **NON-DISCRIMINATION POLICY**

Non-discrimination is the policy in the Central Columbia School District. Admission procedures and instructional materials are in accordance with non-discrimination guidelines of the Federal Government and the State of Pennsylvania. Mrs. Fulmer and Mrs. Snyder have been designated as Compliance Officers to handle all inquiries or complaints regarding alleged discrimination on the basis of sex, race, or handicap in the education program of the Central Columbia School District. In addition, the Central Columbia School District School Board has amended policy #103. Non-Discrimination and Non-Retaliation in School and Classroom Practices. The policy is available to view in its entirety on the Central Columbia School District website.

## **FAMILIES IN TRANSITION:**

Have you or someone you know experienced homelessness? Central Columbia School District recognizes the need to promptly identify homeless children and youths within the district, facilitate their immediate enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state laws and regulations. Central Columbia School District shall ensure that homeless children and youths have equal access to the same educational programs and services provided to other district students. It is the policy of Central Columbia School District that no student shall be discriminated against, segregated or stigmatized based on his/her homeless status.

## **BOARD POLICIES**

All Central Columbia School District students are subject to the rules and regulations of Board Policy and the student handbook for behavior at school, school sponsored activities and while traveling to and from school. At various places in this handbook, the Board Policy which applies to the information is listed. All Board Policies are located on the District Webpage and in each building. Please call the elementary school office if there are questions about any policy.

Internet address: [www.ccsd.cc](http://www.ccsd.cc)

## **BOARD OF SCHOOL DIRECTORS**

Bowman, Adam – Vice President  
Chyko, Charles C.  
Crawford, Steve – President  
Fogarty, Robert J. – Treasurer  
Hale, Tyson

TBA  
Rhoads, Bruce E.  
Klingerman, Virginia  
Spicher, Elaine

Jeffrey Groshek – Superintendent  
Jennifer Snyder – Director of Pupil Services  
Emily Brockmann – Principal  
Brenda Humphrey – Assistant Principal

Nicole Fulmer – School Psychologist  
Kristina Unger – Guidance Counselor  
Sandra Minnick – IST Coordinator  
Vicki Harmon – Principal's Secretary  
Lisa Houseknecht – Guidance Secretary  
Holly Reffeor – Attendance Secretary

# **1 - ATTENDANCE**

## **SCHOOL DAY**

Student drop off begins at 8:25 a.m. at the East End of the building (not the front entrance) and continues until 8:40 a.m. Staff are on duty during this time to assist students into the building. Students must be in their classrooms by 8:45 a.m. or they will be marked as tardy. Students who are enrolled in the school breakfast program proceed to classrooms immediately afterwards. Afternoon announcements begin promptly at 3:30 p.m. with dismissal immediately following.

Board Policies which apply are: 204

## **TARDINESS**

Parents must accompany the tardy child to the office to fill out an excuse note stating the reason for the tardiness. All tardiness for appointments must be accompanied by a doctor's note. Unexcused tardiness may accumulate into unlawful absences. Fines will be issued after (6) six unlawful days. Students who sign in after 11:45 a.m. will be marked for a half-day absence.

## **ABSENCES**

Regular attendance is one of the most important factors for a successful education. Class attendance has a stronger impact on academic achievement than any other factor. As a result, regular school attendance will be stressed. When a student is absent from school, parents are to call the elementary school office between 7:45 a.m. and 10:00 a.m. to inform us of a student's absence. A written excuse is required when a student returns from an absence. The written excuse can be handed in hard-copy to the elementary school office or e-mailed to [esattend@ccsd.cc](mailto:esattend@ccsd.cc). The excuse should indicate the following: full name of student, teacher's name and grade, dates of absence, reason for absence, and your signature. Our automated phone line will call your home each time your child is absent and you have not called to inform us of the absence.

A note must be submitted within three (3) days of a student's return. If a written or emailed excuse is not received within three days, the absence will permanently be added to the student's file as unlawful. The absence will be marked unlawful if a written note isn't received. The principal will determine if the absence is lawful or unlawful according to state regulations. Six (6) unlawful days or more will result in a fine and possible referral to local children and youth agencies.

A doctor's excuse is recommended anytime your child does not attend school for illness and sees a doctor. The state requires a doctor's excuse for students who accumulate 10 days of absence, whether lawful or unlawful, during a school year. If a doctor excuse is not provided for absences over 10 days, fines will be issued.

A student shall be considered truant if they are absent from school without knowledge or permission of parents or school authorities.

Please make arrangements with the child's teacher to make-up any missed work during lawful absences. Board Policies which apply are: 204, 804

## **EARLY DISMISSAL/DELAYED OPENINGS/CANCELLATIONS**

Most delayed starts or early dismissals are unpredictable because they are due to inclement weather or problems in the school building (i.e. heating, water, electricity). The superintendent notifies local radio stations (within 15 miles of Bloomsburg) and some northeastern Pennsylvania TV stations. Central Columbia has a Bluejay Alert system that will alert your provided phone number in the Parent Portal of any snow closings or delays. Be sure the number in the Parent Portal is correct. Bluejay Alert is a public service so anyone (childcare provider, grandparent, etc.) can add their telephone number to receive the alert. Parents are responsible for making appropriate provisions for their child. Have your child know what to do or where to go and have at least one alternate plan.

Board Policies which apply are: 121

## **EDUCATIONAL TOURS AND TRIP REQUEST**

An Educational Tours and Trip Request Form should be completed at least two (2) weeks prior to the date of departure. The Educational Tours and Trip Form is digital and can be found on our website <https://www.ccsd.cc/Content2/EducTripRequest> under the Parent tab. The principal and our attendance officer will review the request and determine if it is a valid educational trip. Educational trip requests will **not** be granted **during the PSSA testing periods** and **no more than 5 days** will be approved in a school year. Please check the school website for the testing dates. All missed work can be “made-up”, without penalty, upon your child’s return. The days are marked as a legal absence.

### **NOTICE: EFFECTIVE IMMEDIATELY**

The principal or delegated approving authority reserves the right to deny any trip request based on the student’s academic standing, attendance record, and/or disciplinary status during the current school year, or for insufficient justification. Absences resulting from unapproved trips will be classified as unlawful/unexcused.

## **2 - MEDICAL**

### **ADMINISTERING MEDICATION AT SCHOOL**

Central Columbia School District will administer prescribed medication during school hours only when absolutely necessary. When medication must be given during school hours, designated school personnel will be permitted to administer or supervise the self-administration of the prescribed medication. In order for this to occur, the parent or guardian must obtain a medication request form from the school nurse or on the school website. A doctor must complete the form and submit it to the school nurse prior to the administration of the medication. The medication must be provided in the original labeled pharmaceutical container and delivered to the school nurse by a parent or guardian.

The administration of non-prescription medication adheres to the aforementioned guidelines with the exception of the physician’s signature. Permission for the administration of Tylenol and Motrin, available through the health office, is indicated on each student’s emergency information form renewed yearly by the parent/guardian in the Parent Portal.

A note should be sent to the office explaining the medical reason a child is unable to participate in gym class. If the condition persists more than two (2) weeks, a doctor's note is needed, an additional note is needed indicating when the student can return to class. All notes are forwarded to the nurse and gym teachers. As a safety precaution a student with a cast will not be permitted to participate in gym class or recess.

Board Policies which apply are: 203, 209, 210

### **INSIDE RECESS FOLLOWING ILLNESS**

A student may remain inside the building for recess when recovering from a cold or illness with a parent's written request for a period of up to three (3) days. Frequent requests for a longer period of time will not be honored unless supported by a note from the child's doctor.

### **COMMUNICABLE DISEASES**

Exclusion of children, and staff having contact with children, for specified diseases and infectious conditions.

- Diphtheria - Two weeks from the onset or until appropriate negative culture tests.
- Measles - Four days from the onset of rash. Exclusion may also be ordered by the Department as specified in §27.160 (relating to special requirements for measles).
- Mumps - Nine days from the onset or until subsidence of swelling.
- Pertussis - (Whooping Cough) Three weeks from the onset or 5 days from institution of appropriate antimicrobial therapy.
- Rubella - Four days from the onset of rash.
- Chickenpox - Five days from the appearance of the first crop of vesicles, or when all the lesions have dried and crusted, whichever is sooner.
- Respiratory streptococcal infections including scarlet fever - At least 10 days from the onset if no physician is in attendance or 24 hours after institution of appropriate antimicrobial therapy.
- Infectious conjunctivitis (pink eye) - Until judged not infective; that is, without a discharge.
- Ringworm - The person shall be allowed to return to school, childcare or other group setting immediately after the first treatment, if body lesions are covered. Neither scalp nor body lesions that are dried need to be covered.
- Impetigo contagiosa - Twenty-four hours after the institution of appropriate treatment.
- Pediculosis capitis (lice) - The person shall be allowed to return to either the school, childcare or other group setting immediately after first treatment. The person shall be reexamined for infestation by the school nurse, or other health care practitioner, 7 days posttreatment.
- Pediculosis corpora - After completion of appropriate treatment.
- Scabies - After completion of appropriate treatment.
- Trachoma - Twenty-four hours after institution of appropriate treatment.
- Tuberculosis - Following a minimum of 2 weeks adequate chemotherapy and three consecutive negative morning sputum smears, if obtainable. In addition, a note from the attending physician that the person is non-communicable shall be submitted prior to readmission.
- Neisseria meningitidis - Until judged non-infective after a course of rifampin or other drug which is effective against the nasopharyngeal carriage state of this disease, or until otherwise shown to be non-infective.

No person excluded from any public, private, parochial, or other school or college or preschool under the provisions of 27.72 of this title (relating to exclusion of pupils showing symptoms) shall be readmitted until the nurse in the school nurse, college, or preschool is satisfied that the condition for which the child was excluded is not communicable or until the child presents a certificate of recovery or non-infectiousness from the physician.

## 3 - TRANSPORTATION

### TRANSPORTATION BY BUS

All questions and complaints regarding bussing are handled by Mrs. Lori Earnest of the Transportation Department. She can be reached at 784-2850 Ext. 4008 between the hours of 7:30 a.m. and 3:30 p.m. For the safety of all students, they must only ride their assigned bus to and from school. In the event a school bus is **10 minutes** late, please contact the district office at 570-784-2850 Ext. 4000.

### TRANSPORTATION BY CAR

Students being dropped off for school should do so on the east side of the building and enter through the 4<sup>th</sup> grade wing doors located closest to the drop off zone. Those driving should follow the traffic patterns indicated.

Do NOT:

- Drop your child off in the parking lot and allow them to cross the traffic pattern to enter the school
- Drop your child off before reaching the drop off zone
- Pull out of line with the traffic pattern

Students are permitted to enter the building at 8:25 a.m. Students are considered tardy if arriving after 8:45 a.m. Anyone arriving after 8:40 a.m. should enter through the main door in front of the building with a parent who must sign them in.

### TRANSPORTING CHILD AT END OF DAY

#### Permanent Pick-Up

Complete a **Permanent Pick-Up Form** and return to your child's teacher. Your child will be dismissed at approximately 3:35 p.m. All students in Grades K to 2 will be sent to the cafeteria and students in third and fourth grade will be sent to the gymnasium. Parents will park in the east parking lot and come into the cafeteria to pick up their child. Photo ID is required for anyone picking up a student. In the event of an Early Dismissal, your child **WILL** be sent to the cafeteria/gymnasium unless you call to instruct us differently.

#### Occasional Pick-Up

Send a note to your child's teacher or call the school office by 2:00 p.m. The note must contain date of pick-up, student's full name, and name of person who will be picking up the student. Your child will be notified that you will be picking them up from school. Your child will be dismissed at approximately 3:35 p.m. All students in Grades K to 2 will be sent to the cafeteria and students in third and fourth grade will be sent to the gymnasium. Parents will park in the east parking lot and come into the cafeteria or gymnasium to pick up their child. Photo ID is required for anyone picking up a student.

#### Inclement Weather

In the event a school bus is late, continue to watch for at least an hour after its normal arrival time. If the bus does not come, keep your child home. Do not transport her/him yourself. Any time a bus does not come, your child is legally excused. Please call the school at least 1 hour prior to an early dismissal so your child may report to the cafeteria. Students will be sent to the cafeteria approximately 10 minutes prior to the early dismissal time. If you have not arrived by the time her/his bus leaves, she/he will board the bus.



**Please note:** Our school is designed to have students transported to and from school using our bussing system. Our primary goal is to see that students are transported to and from school as safely as possible. Our drop off procedures are in place to ensure the safest conditions possible for students to exit their respective vehicles and enter the building safely. We have found that in order to make this process as timely for you as possible, that you only stop momentarily in the drop off zone to allow your child/children enough time to exit your vehicle and move to the curb. Please make sure students are ready to enter the building before reaching the drop off zone. Let your child get out of the vehicle and enter the building on their own. This will save significant time and will help to avoid a long line from forming. If you feel you will be pressed for time in the morning, we encourage you to take advantage of our bussing system. Please be respectful of each other to help avoid lengthy lines from forming and keeping this process as efficient as possible.

Board Policies which apply are: 204

## 4 - FOOD

### LUNCH/BREAKFAST – COSTS

School lunches cost \$2.80 per day – Students may choose: Regular Lunch, Craveable, PB&J Uncrustable, or a Salad.

School breakfast cost \$1.90 per day

Milk may be purchased in the cafeteria. The cost is \$.55

A **cafeteria menu** is posted on our [ccsd.cc](http://ccsd.cc) website so parents can select which days they wish to have their children eat school lunches and breakfasts.

If a family's income is low and they feel that their child may qualify for **free or reduced priced meals**, please go to our website ([ccsd.cc](http://ccsd.cc)) to complete an application on-line or print an application. Please contact Mr. Steve Dolak at 784-2850 Ext. 4006 for more information.

### PAYMENT PROCEDURES

The preferred method of payment is check or on-line “**SchoolCafe**”.

- Cafeteria envelopes are provided for the children or you may use any envelope as long as student name, ID#, amount enclosed and words “LUNCH MONEY” are on the outside.
- Place the payment required in the envelope, seal the envelope, and have your child give it to their teacher.

Your child may pay “cash” for her/his meal when going through the serving line that day.

### INSUFFICIENT FUNDS

When a student's food service account becomes overdrawn by \$10.00 or more and the food service department has made multiple attempts to contact the parents, the Director of Food Service will contact parents through mail or e-mail, informing them of the debt and the continued accumulation of the debt. After ten (10) days from the date of the letter, if there is no response, a certified letter will be sent by the Director of Food Service notifying parents that they have five (5) days from the date on the certified letter to make restitution or the debt will be pursued through legal action. When legal action is required, the Director of Food Service will submit the proper documentation of the debt owed to the local magistrate for collection of the debt and all court fees

## **TREATS FOR CLASSMATES AND SNACKS**

It is permissible but contact the child's teacher first. It is important that, at classroom parties, the teacher knows how to plan. Treats should be individually wrapped to ensure sanitary conditions. Many children are allergic to peanuts and could have serious reactions. Please consider avoiding treats containing peanuts or peanut by products. Notify the teacher of any treats that might contain these ingredients. We are required to aid in the efforts to fight childhood obesity and recommend striving to provide as healthy a snack or treat as possible.

Parents are encouraged to provide snacks/treats which follow these guidelines:

- Limiting
  - Sugar sweetened beverages such as soda, replace with water
  - Fast food and low-nutrient snacks (like chips and candy)
  - Limiting fat and choosing fat-free or low-fat daily
- Adding
  - Whole fruits and vegetables
  - If giving juice, choose 100% juice
  - Whole grains
  - Protein
- Examples: water, fruits and veggies, fat-free milk, low-fat yogurt, peanut butter, whole-grain crackers, and cheese
- We also recommend offering non-food items for birthdays such as pencils or stickers, instead of an unhealthy food option.
- Water bottles utilized in the classrooms should exclusively contain water for daily consumption.

Board Policies which apply are: 246

## **5 - ACADEMICS**

### **STUDENT GROUPING**

Elementary students are grouped heterogeneously; each classroom has a mixture of children with various abilities and achievement levels. Inclusion is practiced in all elementary grades. Every effort is made to educate students with special needs directly within the classroom. Special education support teachers come to the regular classroom to plan with and work alongside the regular classroom teacher. Through consultative planning, classroom work assignments are often adapted or modified for special needs students.

Board Policies which apply are: 200

### **SPECIAL EDUCATION**

Central Columbia School District provides a full range of special education programs and services. Learning Support, Life Skills Support, Speech and Language Support, and Gifted Support Programs are offered at the Elementary, Middle, and High School levels. Autistic Support and Emotional Support are offered at the Elementary and Middle School levels. In addition, the School District also provides

support services for students with physical disabilities or hearing and vision disabilities. For students who have need of full-time Multiple Disabilities Programs or Vision and Hearing Programs, the School District provides services in cooperation with neighboring school districts and the Central Susquehanna Intermediate Unit. In addition to the Support Programs listed, the Central Columbia School District also provides occupational therapy, physical therapy, speech and language therapy, vision and hearing therapy, social work, and nursing services to students who qualify for special education services or who qualify for services under the Protected Handicapped Students Act. Adaptive physical education is provided for any student who has need of those services. Special transportation is provided for students who are unable to access regular transportation in the district due to a disability.

If you feel that your child may have a disability or is gifted, please call Mrs. Kristina Unger, our school guidance counselor, at 784-2850 Ext. 1128. She will initiate the screening procedures at your request. Although we encourage parents to have their child screened first, they may request an evaluation for special education services at any time. Requests for an evaluation must be made in writing on a form which can be obtained by the building guidance counselor. Parents are notified of their due process rights at that time.

Board Policies which apply are: 113, 114

### **STUDENT PLACEMENT**

Information regarding placement will be explained in a newsletter or other correspondence to parents in March or April. If a parent/guardian has a specific request for future placement, communication must be sent to the building principal and guidance counselor by May 1<sup>st</sup>.

### **PROGRESS REPORTS/REPORT CARDS**

The school year for the elementary building is divided into three 12-week grading periods. Within 10 working days after each grading period ends, a progress report (report card) is available in the "Parent Portal". Students who are having difficulty with any subjects may bring home a report at the mid-point between marking periods. Report cards will NOT be mailed home.

Board Policies which apply are: 212, 215

### **CONFERENCES**

In the fall, parents are given an opportunity to participate in a scheduled conference with their child's classroom teacher. This conference can be "face to face" or a phone conference, which can take place at the convenience of parents. Parents may contact their child's teacher if they wish to make an appointment for additional conferences during the school year.

Board Policies which apply are: 212

### **PROMOTION AND RETENTION**

The IST team at the elementary school will meet with parents to discuss the retention of any student prior to the end of a school year. Students in grades one (1) through eight (8) shall be promoted, transferred or retained at the discretion of the teacher(s) and administrators, but a student shall not be retained in one (1) grade for more than two (2) consecutive years.

Board Policies which apply are: 215

## **HOMEWORK**

Homework is to be used as a reinforcement of what has already happened in the classroom. Homework is not new material that the child is unfamiliar with how to do. As a general guideline, the maximum amount of time spent doing homework should be 10 minutes multiplied by the student's grade level. For example, a first grader could expect a maximum of 10 minutes of homework per night, while a fourth grader could expect to take 40 minutes to complete his or her homework.

Board Policies which apply are: 130

## **6 - STAFF**

### **COMMUNICATION ACADEMIC/SOCIAL**

The best person to speak to is your child's teacher. It is best if you call to make an appointment (784-2850 Ext. 1000) to meet with the teacher. If your need for a conference is urgent, call the school counselor, Kristina Unger, 784-2850 Ext. 1128, and she will help expedite matters.

After talking with your child's teacher, if you feel that your questions or concerns have not been answered adequately or you are not satisfied, then contact the elementary principal. If satisfaction is not derived, call the school superintendent.

### **SPECIALISTS' SERVICES**

All elementary students receive instruction in art, music, physical education, computer science, and library through the services of certified teachers in these fields. Learning Support teachers and a Speech Therapist work with students identified with special needs. A counselor and psychologist are available for all students.

### **SIX-DAY CYCLE**

All three (3) district buildings operate on a six-day cycle. We never count a day as a cycle day if the students are not in school. (For example, if we have a snow day or emergency closing on a scheduled Day 3 of the cycle, the next day becomes Day 3.)

## **7 - BEHAVIOR**

### **CODE OF CONDUCT**

It is the belief of the Central Columbia Elementary School community (staff, board of directors, and parents) that a school wide discipline plan will be established to ensure that all students are provided a safe and orderly environment in which students may learn and grow. It is imperative for the school staff to protect the school day and prevent behavioral disruptions. To assist our school community in this responsibility, Central Columbia Elementary School will be using a School Wide Positive Behavior Support approach.

## **SCHOOLWIDE POSITIVE BEHAVIOR**

SWPBS is a proactive and positive approach to teach and support expected school behaviors to empower students to be more successful. CCES has developed a system that highlights positive choices and acknowledges students for making good decisions. At the same time, it will hold students accountable to our **S.O.A.R.** expectations. Our motto is: “CCES students act **S**afely, are **O**n task, **A**ccountable, and are **R**espectful.” We ask that all students, staff, and parents follow the expectations that encourage positive behaviors.

## **DISCIPLINARY PROCEDURES**

The school’s primary concern is to teach, reinforce, and promote positive behaviors. When students choose inappropriate behaviors that distract themselves or others from learning or jeopardize the safety of someone, school officials will work with the students to improve the behaviors. Minor referrals are handled by the classroom teacher or paraprofessional working with the student while major referrals are handled by the principal or assistant principal. School personnel will work with students, their parents/guardians, school counselor, as well as, resource people and community agencies to achieve appropriate behavior. Listed below are examples of both minor and major referral behaviors, as well as, possible consequences.

### **Teacher Managed Behavior Minor Referral:**

- Disrespect
- Defiance
- Disruption
- Physical Contact/Horseplay
- Inappropriate Language (Non-Direct)
- Property Misuse
- Technology Violation

### **Possible Teacher Managed Consequences:**

- Verbal Correction
- Loss of Privileges
- Acts of Kindness or Apology
- Parent/Guardian Notification
- Warning
- Lunch Detention
- Clean/Repair School Property
- Structured Break
- Timeout from Activity/Separation From Peers
- Reteaching (Which May Include Valued Time)
- Seating Reassignment

### **Office Managed Behavior Major Referral:**

- Abusive Language/Profanity
- Bullying/Harassment
- Defiance/Insubordination/Non-Compliance
- Disrespect
- Disruption

Forgery/Theft/Plagiarism  
Inappropriate Location  
Physical Aggression  
Property Damage/Vandalism  
Technology Violation

**Possible Administrative Action:**

Confiscation of Material  
Counselor Referral  
In-School Suspension  
Loss of Privileges  
Lunch Detention  
Out of School Suspension  
Parent Contact  
Repair, Clean, or Restitution of Property Damages  
Student Assistance Referral (MTSS/IST)  
Suspension of Bus Transportation  
Temporary Removal from Class

**BULLYING**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, distracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts, including intimidation directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

- substantial interference with a student's education
- creation of a threatening environment
- substantial disruption of the orderly operation of the school

Bullying, as defined in this policy, includes cyberbullying. Bullying consists of a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying: physical, verbal, psychological or relational, and cyberbullying.

Board Policies which apply are: 218, 235, 249

## **8 - SECURITY**

### **PROTECTIVE MEASURES**

Employees have a directive, by the principal, that an adult be in charge of every child from the moment they enter the building until they leave at the end of the school day. No doors are unlocked during the school day for parents and visitors. All who enter are required to report to the office first and present their driver's license to be processed through our "Raptor" security system; before they are given access to other areas of the school. Each visitor is then given a printed pass to wear while in the building. Any staff member who sees anyone in the halls without a visitor or substitute teacher identification pass are instructed to stop them or call the principal. All district employees wear ID tags.

Board Policies which apply are: 806

### **VIDEO CAMERAS**

Video cameras with audio are installed in "black boxes" on each bus transporting students. The video cameras are intended to discourage acts of misbehavior and will be used to identify the cause of inappropriate bus conduct. Video cameras may be inside and outside of each district operated building intended to record and discourage acts of misbehavior and security violations. Video recordings identifying acts of misbehavior may be used at conferences with parents and as evidence for disciplinary action.

Board Policies which apply are: 810.2

### **INTERNET USE**

Students use the internet for research projects during school hours in the classroom and during computer science class. In a combined effort for the safety of your child, internet usage will be heavily monitored by staff at school and should also be overseen by parent supervision outside of school.

Board Policies which apply are: 815, 815.1

### **DRILLS**

Fire drills are held monthly. Drills for severe bad weather and the possibility of an intruder entering the school are practiced yearly.

## **9 - RULES**

### **DRESS CODE**

All students are expected to be well-groomed and neatly dressed in washable clothes that are suitable for the classroom and playground. The school will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the school or constitute a health or safety hazard. Students are expected not to wear clothing with obscenities, suggestive remarks, or references to illegal substances, alcohol or tobacco printed on their clothing. Students will be asked to change or cover objectionable clothing with another garment. If this is not possible, the parent will be notified and asked to come to the school with a change of clothing. Clothing that exposes the midriff is not permitted. Mid-thigh to knee length shorts and skirts may be worn. Hats, bandanas, or other forms of head coverings may not be worn in the building during regular school hours. Clothing that is required to be worn because of religious reasons will be addressed on an individual basis. Shoes must be worn in the building at all times, and students must wear sneakers for physical education. Students may not wear heelines in school.

Board Policies which apply are: 221

## **CHEWING GUM**

Students may not chew gum in school due to the carpeting in the building.  
Board Policies which apply are: 221

## **TOYS**

Children may not bring toys such as: dolls, toy trucks, hand-held electronic games, etc. Children may bring soft, rubber balls and jump ropes. All items should be labeled with the child's first and last name. If a child has a question about any item not mentioned, they should check with their teacher. Permission must be granted before items may be brought to school. We accept no responsibility for loss or damaged items brought from home.

## **CELL PHONES or ELECTRONIC DEVICES**

Cell phones, iPods, MP3 players or any other similar equipment may not be used anywhere on campus (in and/or out of the buildings) during school hours (8:25 am – 3:35 pm). All devices must be turned off and kept in students' backpacks during these hours. If you need to communicate with your child, please do so through the office at Ext. 1000. Students are advised to leave these items at home. The school is not responsible for loss or theft. If a student is caught using one of these items during school hours, the item will be confiscated and returned to the student at the end of the day. Repeated violations will result in a parent/guardian coming to pick up the device at the office.  
Board Policies which apply are: 237

## **SWAPPING AND SELLING**

Elementary students are strictly forbidden to solicit, sell, or swap anything on school property or on school buses. Please instruct your child not to buy, swap, or trade if some other student makes such a proposal.

# **10 - MISCELLANEOUS**

## **LOST AND FOUND**

The school maintains a lost and found box for this purpose. The lost and found box is in the cafeteria and belongings are kept on campus until the end of the school year. Parents are urged to use permanent markers and place their child's first and last name on all personal belongings.

## **PARENT/TEACHER ORGANIZATION**

The Central Columbia Elementary School Parent/Teacher Organization (PTO) is a very active group. This group supports and supplements the school's efforts by sponsoring field trips, assembly programs, special projects, Holiday Gift Shop, and Fun Fair at no cost to the children. Fundraisers are scheduled which meet the needs of the groups' projects. Parents interested in joining may request information from the school's office staff.



## BOOKS

Textbooks may be provided by the school district for student use. Each student is expected to take care of his/her textbooks so that reasonable wear and tear occurs. If a student should lose or damage a textbook, he or she should report that fact immediately, pay for it, and arrange to receive another textbook.

The age of the textbook dictates the percentage of original cost that the student must pay. The replacement for textbooks is as follows:

New Book	90%	4 years old	40%
1 year old	80%	5 years old	30%
2 years old	60%	or older	
3 years old	50%		

## iPADS

All students at Central Columbia Elementary School are provided with an iPad for educational purposes. Use of iPad technology is required and fundamental to the instructional process. Technology, on or off campus, must be used in accordance with the mission and philosophy of Central Columbia School District, as well as, the Acceptable Use of Technology Resources, Board Policy, 815. Teachers may set additional requirements for use in their respective classes. The iPad and accessories remain the property of Central Columbia School District at all times; therefore there is no assumption of privacy. Central Columbia School District reserves the right to inspect student iPads at any time during the school year. Misuse of the iPad will result in disciplinary action.

Parents/Guardians of students in third and fourth grade have the option of purchasing annual, non-refundable insurance for the iPad, the protective case, power adapters and cables. The annual cost and break-down of coverage can be found on our website. Purchasing insurance limits the parents'/student's liability on incidents as listed. If insurance is not purchased, the parent is liable for the full replacement or repair cost as determined by the Director of Technology.

### • Insurance Coverage Details:

- **Damage:** Pays for damage to the iPad on school property or any other location.
- **Accidental Damage:** Pays for accidental damage caused by liquid spills, drops, falls and collisions.
- **Theft:** Pays for loss or damage of iPad due to theft; providing the claim is made by the next school day and includes a copy of the official Police Report.
- **Fire:** Pays for loss or damage due to fire; providing the claim includes a copy of the official Fire Report from the investigating authority.
- **Electrical Surge:** Pays for damage of the iPad due to an electrical surge.
- **Vandalism:** Pays for damage caused by vandalism.
- **Natural Disasters:** Pays for loss caused by a Natural Disaster.
- **NOTE:** Parent/Guardian may not substitute homeowner insurance or other personal insurance for District iPad insurance.

Board Policies which apply are: 237, 815, 815.1

## **PARENT VISITATION**

Parents are welcome if invited for a conference. Parents/Volunteers who obtain all required clearances are welcome if invited to help with classroom projects, class activities, or chaperone field trips. Please check our website at [www.ccsd.cc](http://www.ccsd.cc) – click on Central Columbia Join our Team – Employment Opportunities and then “Volunteer Position(s)” tab and follow the instructions.

Parents may request to visit a classroom. Parents may not interrupt the educational process by dropping in unexpectedly.

Board Policies which apply are: 907