



**F
A
L
C
O
N
S**

2011-2012

**Columbus
Municipal School
District**

**THE COLUMBUS
SCHOOLS
GUIDEBOOK**

**A Handbook for
Students and Parents**

www.columbuscityschools.org

Columbus Municipal School District

Martha Liddell, Ed.D, Interim Superintendent

2630 McArthur Drive P.O. Box 1308
Columbus, Mississippi 39703
(662) 241-7400
FAX (662) 241-7453

Craig Shannon
Deputy Superintendent

Anthony Brown
Assistant Superintendent of Federal & Special Programs

August 2011

Dear Students and Parents:

Welcome to Columbus Schools! The Columbus School District offers many unique instructional programs for our students. Columbus High School and Sale Elementary hold the distinction of being authorized International Baccalaureate World Schools. We are proud of the new Columbus Middle School which houses 6th – 8th grades. All five elementary schools incorporate a magnet theme and house elementary students through 5th grade. Exciting things are happening in the Columbus School District!

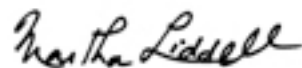
In order to make this the most successful year for your child, I urge you to:

- 1) Communicate with your child, teachers, and administration on a regular basis.
- 2) Know what is expected of your child regarding behavior, learning benchmarks, homework, and other related school issues.
- 3) Teach your child to respect others, school property, authority figures, and self.
- 4) Encourage and support regular attendance and to be prompt to starting times.
- 5) Support our academic efforts to provide excellence in every classroom – volunteer, read to your child, ask about homework or lessons learned, take your child to the library/museums/places of historical interest, and encourage your child to ask for help when needed. These efforts on your part can go a long way toward improving behavior and performance.
- 6) Ask for professional assistance and/or guidance when needed. Contact your child's principal, guidance counselor, and teachers to discuss areas of interest and concern.

We hold high expectations for all of our students in Columbus. Your child's future depends on a successful partnership between the school and home with each group holding the student accountable for progress. Together we can create a partnership that fosters and promotes higher expectations and success for all children.

I welcome you and your child to our school district for the 2011-2012 school year. It is a great day to be a Falcon!

Sincerely,



Dr. Martha Liddell
Interim Superintendent



COLUMBUS MUNICIPAL SCHOOL DISTRICT

Dr. Martha Liddell, Interim Superintendent

Phone 662-241-7400

Fax 662-241-7453

<http://www.columbuscityschools.org/>

Mailing: PO Box 1308, Columbus, MS 39703-1308

Located: 2630 McArthur Drive, Columbus, MS 39705-1810

Glenn Lautzenhiser, President, Board of Trustees

School Board Members Currie Fisher, Bruce Hanson, Tommy Prude, Alma Turner

Craig Shannon, Deputy Superintendent

Anthony Brown, Assistant Superintendent of Federal & Special Programs

Kenneth Hughes, Chief Financial Officer

Myra Gillis, Personnel Director

Beth Tippett, Director of Information Systems

Janet Lewis, Public Information Officer

COLUMBUS HIGH SCHOOL (9-12) Scott Hallmark, Principal
215 Hemlock, Columbus, MS 39702Phone 241-7200 - Fax 241-7205

McKELLAR TECHNOLOGY CENTER Cathy Kemp, Director
810 North Browder, Columbus, MS 39702.....Phone 241-7290 - Fax 241-7293

COLUMBUS MIDDLE SCHOOL (6-8)Cindy Wamble, Principal
175 Highway 373, Columbus, MS 39705.....Phone 241-7300 - Fax 241-7305

COOK FINE ARTS MAGNET SCHOOL (Pre-K-5)Lois Kappler, Principal
2217 7th Street North, Columbus, MS 39705.....Phone 241-7180 - Fax 241-7182

FAIRVIEW AEROSPACE & SCIENCE MAGNET SCHOOL (K-5) Billie Smith, Principal
225 Airline Road, Columbus, MS 39702.....Phone 241-7140 - Fax 241-7141

FRANKLIN MEDICAL SCIENCES & WELLNESS MAGNET SCHOOL (K-5).....Patricia Overstreet, Principal
501 3rd Avenue North, Columbus, MS 39701Phone 241-7150 - Fax 241-7152

SALE INTERNATIONAL STUDIES MAGNET SCHOOL (Pre-K-5) Nancy Bragg, Principal
520 Warpath Road, Columbus, MS 39702Phone 241-7260 - Fax 241-7262

STOKES-BEARD TECHNOLOGY & COMMUNICATIONS MAGNET SCHOOL (Pre-K-5) Pamela Lenoir, Principal
311 Martin Luther King, Jr. Drive, Columbus, MS 39701Phone 241-7270 - Fax 241-7272

CMSD ALTERNATIVE PROGRAM (K-12)..... Howard Turner, Director
924 20th Street North, Columbus, MS 39701.....Phone 241-7250 - Fax 241-7252

COLUMBUS MUNICIPAL SCHOOL DISTRICT

Handbook for Students and Parents

Student's Name: _____	Grade Level: _____
Homeroom/Teacher/Room Number: _____	

TABLE OF CONTENTS

Letter from Superintendent	i
List of Schools	ii
Table of Contents	iii
Columbus High School Alma Mater	vi
DISTRICT POLICIES	
District Mission Statement	1
Statement of Accreditation	1
CMSD Core Values	1
District Strategic Plan	1
Parental Rights Concerning the Inspection of School Records	1
Policy Concerning the Release of Student Information	2
Policy for Compliance with Section 504, ADA and IDEA	2
Policy for Compliance with Title IX	3
Policy Concerning the Protection of Pupil Rights	3
Highly Qualified Teachers	4
Reporting Unlawful or Violent Acts	4
GENERAL INFORMATION	
About This Handbook	5
Acceptable Use Policy for Users of Columbus Municipal School District Computer Network	5
Unacceptable Use and the Reporting of Unacceptable Use	6
Assessments – Statewide Testing	7
Attendance Law	7
Mississippi Compulsory School Attendance Law	8
Board of Trustees – Regular Meeting Dates	9
Bus Transportation	9
Calendars and School Schedules	9
Calendar	10
2011-2012 Calendar	10
2012 Graduation Date	11
Child Custody	11
Child Nutrition Services	11
Daily School Schedules for 2011-2012	13
Delivery of Gifts to Students	13
Enrollment/Admission to Columbus Municipal Schools	13
Honor Roll	14
Insurance for Students	15
Medications for Students	15
Asthma Medication	15
Parental Involvement Policies and Guidelines	16
Parental Communications to School Officials	17
Promotion Policy (School Board Policies IHE and JHE)	18
Elementary	18
Middle School	19
High School	19
Textbooks	20
Transferring from Non-Accredited or Home School to CMSD	20
Weather Emergencies	20
Visitors on Campus	20

UNIFORMS-DRESS CODES

Personal Appearance Policies and Guidelines.....	21
Uniform Policy for All PreK-8	21
Dress Code for All Students in Grades 9-12	22
Expectations for Proper Dress	23

DISCIPLINE POLICIES

Philosophy of Discipline.....	24
Code of Student Conduct	24
Student Rights and Responsibilities.....	25
General Expectations for Behavior	27
Rules for Student Conduct	28
Columbus High School Discipline Ladder	29
Bomb Threats	29
Notice of Unannounced Search Policy	30
Proximity to a Campus Policy	30
Non-School Related Conduct Policy.....	30
Gang-Related Activity or Association Policy.....	30
Gang Insignia.....	31
Physical Restraint Policy.....	31
Possession/Use of Tobacco and Tobacco Paraphernalia Policy	31
Tobacco Use on School Property	32
Weapons Free Schools Policy	32
Threatening School Personnel	34
Physical Assault on School Personnel Policy.....	34
Alcohol Policy.....	34
Illegal Drugs Policy.....	34
Fighting	34
Bus Discipline Policy & Procedures.....	35
Cell Phones /Beepers/Communication Devices.....	36
Fire Alarm Activation	36
Sexual Harassment Policy	37
Vandalism Policy	38
Special Education Disciplinary Application.....	38
Discipline Consequences Policy.....	38
General Guidelines for Detention, Suspensions and Expulsions.....	38
Parent Care	39
After-School Detention	39
In-School Detention (ISD) for Grades 6-12	39
Saturday Detention for Grades 6-12.....	40
Corporal Punishment.....	41
Overnight Suspension (ONS)	41
Out-of-School Suspension (OSS) and Expulsions	41
Definitions.....	42
General Guidelines.....	42
Procedure for Due Process	43
Step One: Initial Hearing Before a School Administrator.....	43
Step Two-A: Informal Hearing Before an Appeals Committee	44
Step Two-B: Formal Hearing Before a Hearing Officer.....	46
Step Three: Review by the Superintendent	47
Step Four: Review by the School Board.....	47
Procedure for Alternative Education Program Placement.....	47

ELEMENTARY SCHOOLS INFORMATION

Phone Numbers – Email Addresses.....	50
Arrivals and Departures of Students	50
Attendance Policies and Procedures at CMSD Elementary Schools.....	50
Tardy Policies and Procedures at CMSD Elementary Schools.....	51
Birthdays	51
Cooperation between the Home and School Reporting Student Progress.....	51
Discipline	51
Educational Programs	52
Fees/Supplies – Grades K-5	52
Field Trips.....	52
First Aid/Health	52
Grading System.....	52
Guidance Services	53
Home/School Communications	53
Information Sheet/Handbook Receipt	53
School Assignments.....	53
Snacks.....	53

Toys/Valuable Possessions	53
COLUMBUS MIDDLE SCHOOL	
Phone Numbers – Email Addresses	54
Attendance	54
Assemblies and Programs	55
Bell Schedules	55
Bicycles	56
Books	56
Cheating	56
Code of Conduct	56
Counseling Services	58
Cutting School	58
Delivery of Gifts	58
Early Arrivals	58
Emergency Drills – Fire and Tornado	58
Fees	59
Grading System	59
Homework/Class Work	60
Library	60
National Junior Honor Society	60
Parent Conferences	60
Personal Belongings	60
Progress Report	64
School Property Damage	61
Student Responsibilities (What to do when ...)	61
Telephone Use by Students	61
Testing Schedule	61
Vehicles	61
COLUMBUS HIGH SCHOOL – MCKELLAR TECHNOLOGY CENTER	
Phone Numbers – Email Addresses	62
Columbus High School Bell Schedules	62
Emergency Bells	63
Assemblies and Programs	63
Attendance	63
Absences: Policies and Procedures	64
Tardy Policies and Procedures	65
Cafeteria/Closed Campus Lunch	66
Dress Code	67
Dress Code Violations Consequences	68
Conduct and Discipline	68
General School Wide Rules	68
Classroom Consequences	69
Discipline Ladder for Columbus High School	69
Initiations	70
Eating/Drinking	70
Delivery of Gifts or Food to Students	70
Career Center	70
Fund Raising	71
Cheating	71
Grading System	71
Graduation Requirements	72
Honor Roll	72
Honor Societies	72
Beta Club Membership	72
National Honor Society Membership	72
National Vocational Technical Honor Society Membership	72
Library Information	72
Rank in Class	73
Reports to Parents	73
Schedule Changes	74
School Publications	74
Telephone Use by Students	74
Testing Schedule	74
Vehicle Regulations	74
Visitors On Campus	75
Web Page	75
ATHLETIC & ACTIVITIES INFORMATION	
Academic Eligibility for Interscholastic Activities (MHSAA)	76

Sportsmanship Guidelines 80
NCAA Eligibility..... 81
Columbus Municipal School District Athletic Participation..... Inside Back Cover

Columbus High School Alma Mater

*Hail to thee, Columbus High School,
Loyally we lift our song;
Into light and truth we journey,
Ever onward, keep us strong.
Pride from those who've gone before us
Guides us forth with dignity;
Let us now proceed in wisdom,
Throughout endless days to come.*

*Hail to thee, Columbus High School,
Worthy of all honor and praise;
Ever will your lofty halls
Echo voices as we raise.
You inspire us ever upward;
Guide us now with dignity.
We shall strive to bring thee honor
Throughout all eternity.*



DISTRICT POLICIES

DISTRICT MISSION STATEMENT

Our mission is to provide a quality education for every child.

ACCREDITATION

All schools of the Columbus Municipal School District are fully accredited by the Southern Association of Colleges and School (SACS) and the Mississippi Department of Education.

CMSD CORE VALUES

We believe ...

- That a high quality, public system of education is imperative for our city and community to flourish;
- That quality personnel who are knowledgeable, who deeply care about children and each other, and who reflect the diversity of our community and society, are vital for our success;
- That high expectations for performance must be set for all district employees and students, and that, as a total organization, we must continually pursue improvement;
- That honesty, integrity, open communication, life-long learning, teamwork, and individual needs must be demonstrated within the framework of organizational goals;
- That students, parents, educators, and community members are partners in the educational process.

DISTRICT STRATEGIC PLAN 2007-2011 CMSD School Board Policy BA

Columbus Municipal Schools are attempting to meet the needs of families, students, and the community by adopting new and more effective strategies for teaching and learning. The Board of Trustees, Superintendent's Management Team, administrators, teachers, and related personnel have strategically planned to better meet the needs of families, students, schools, and the community.

Goal 1 – Provide an instructional program that advances student achievement in all areas.

Goal 2 – Prepare all students to be proficient readers.

Goal 3 – Recruit, develop, and maintain highest quality administrators, instructional staff, and support staff.

Goal 4 – Create effective school/community partnerships to ensure quality educational programs.

Goal 5 – Provide educational facilities that promote learning, safety, and pride in the community.

PARENTAL RIGHTS CONCERNING THE INSPECTION OF SCHOOL RECORDS CMSD School Board Policies IGA, JR

Pursuant to the Family Educational Rights & Privacy Act of 1975, 34CFR§99, and other federal and state laws, parents and eligible students have certain rights concerning information and records. Our district policy concerning the disclosure of information concerning students and the inspection of records is online at our CMSDNet and is available through computer resources at each campus.

In summary, parents/legal guardians have the following rights:

1. to inspect and review a student's education records,
2. to request the amendment of a student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or others' rights,
3. to consent to the disclosure of personally identifiable information contained in the student's education records, except to the extent that the law authorized disclosure without consent,



4. to obtain a copy of the district policy adapted in accordance with the above-cited laws,
5. to file with the U. S. Department of Education a complaint concerning alleged failures to comply with the requirements of the above-cited laws. The name and address of the office that administers FERPA are:

Family Policy Compliance Officer
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

These rights are provided in accordance with law; however, parents/guardians are advised that the entire policy should be reviewed if they have any questions.

POLICY CONCERNING THE RELEASE OF STUDENT INFORMATION
Statute 20 U.S.C. § 1232g. Regulations: 34 CFR Part 99.
CMSD School Board Policies IGA, JR

The Buckley Amendment Regulations of 1980, called the Privacy Rights of Parents and Students, formerly known as the Family Education Rights and Privacy Act (FERPA), 34 Code of Federal Regulations Part 99, permits school officials under certain conditions to disclose certain *directory information* about enrolled students. School officials have the right to release *directory information* unless the parent or eligible student informs the principal that any or all of the information designated below should not be released without prior consent. The following information is designated as *directory information*:

- the student's name, address, electronic address, telephone listing, and date and place of birth;
- parent or lawful custodian's name, address, and telephone listing;
- major field of study and grade level classification, (Example: "high school student," or "10th grade," or "senior;")
- student's participation in officially recognized activities or sports (Example: "soccer team," or "Beta Club;")
- weight and height of members of athletic teams;
- dates of attendance, dates of enrollment, withdrawal, re-entry;
- diplomas, certificates, awards and honors received;
- most recent previous educational agency or institution attended by the student (Example: "transferred from a Houston, Texas, high school"); and
- a photograph.



Should a student or guardian have objections to the release of *directory information* being included in press releases, military recruiter lists, directories, web pages, official school rosters, honor roll lists, Awards Day Programs, school publications, and the like, please contact the principal the first week of school or the first week after enrollment.

POLICY FOR COMPLIANCE WITH SECTION 504,
AMERICAN DISABILITIES ACT (ADA)
AND INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)
CMSD School Board Policies IDBC, JNB, JNB-R

The policy of the Columbus Municipal School District is to provide a free, appropriate public education to students with disabilities as defined in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and Individuals with Disabilities Education Act. The intent of the district is to ensure that students with disabilities are identified, evaluated and provided with appropriate educational services. Due process rights of the students with disabilities and their parents, as set forth under Section 504, The American Disabilities Act and Individuals with Disabilities Education Act, will be enforced. Inquiries regarding compliance



with Section 504 may be directed to the Assistant Superintendent for Instruction for the Columbus Municipal School District (phone (662) 241-7400).

In the Columbus Municipal School District, a student has a substantial limitation of learning if he/she is characterized by at least four (4) of the following statements:

- ◆ Documented behavior problem(s)
- ◆ Documented learning problem(s)
- ◆ Excessive absences
- ◆ Retained in grade one or more years
- ◆ Majority of grades below average
- ◆ Is two or more years older than students in the same grade.

**POLICY FOR COMPLIANCE WITH TITLE IX
OF THE EDUCATION AMENDMENTS OF 1972
CMSD School Board Policy JAA**

The intent of the Columbus Municipal School District is to ensure that students will not be excluded from participation in, or denied the benefits of, or be subject to discrimination, based on sex, in any course or school activity, as put forth under Title IX of the Education Amendments of 1972. Due process rights of students and their parents will be enforced as set forth in Title IX. Inquiries regarding compliance with Title IX may be directed to J. David Sullivan, Title IX Coordinator (phone (662) 741-7400).

**POLICY CONCERNING THE PROTECTION OF PUPIL RIGHTS
Statute 20 U.S.C. § 1232h. Regulations: 34 CFR Part 98.**

The No Child Left Behind Act of 2001 (NCLB) amended the Protection of Pupil Rights Amendment (PPRA) to require local education agencies of their obligations under PPRA and under the Family Education Rights and Privacy Act (FERPA). PPRA affords parents and students who are 18 years of age or emancipated minors certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (USDE) –
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitude;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- **Receive notice and an opportunity to opt a student out of –**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- **Inspect**, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional materials used as part of the educational curriculum.



Columbus Municipal School District has developed policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. This announcement serves as our annual notice to students and parents.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Officer
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

HIGHLY QUALIFIED TEACHERS

The No Child Left Behind Act of 2001 (NCLB) mandates that all teachers meet the requirements for a Highly Qualified Teacher in core academic subjects in grades 7-12. Core academic subjects are English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography. Those requirements are set forth by the Mississippi Department of Education in its licensure policies.

The Columbus Municipal School District is committed to hiring the best teachers available in each subject. Every effort is made to hire teachers who are fully licensed and qualified under federal guidelines. District officials will notify parents when teachers who do not meet those federal guidelines for Highly Qualified Teachers are teaching students.

If you have questions about whether your child's teacher meets the "highly qualified" status under the NCLB guidelines, please call your child's principal.

REPORTING UNLAWFUL OR VIOLENT ACTS **CMSD School Board Policy JCBF**

Immediately upon obtaining knowledge that one of the following unlawful activities or a violent act has or may have occurred on school property or during a school-related activity, the principal and/or superintendent shall notify the appropriate law enforcement agencies:

1. Aggravated assault, including but not limited to
 - a. Assault resulting in serious physical injury
 - b. Assault involving use of weapon;
2. Assault on a school employee, simple or aggravated;
3. Indecent liberties with a minor;
4. Possession of a firearm or other weapon;
5. Possession, use or sale of any controlled substance;
6. Rape;
7. Sexual battery;
8. Other sexual offense;
9. Murder or other homicide;
10. Kidnapping;
11. Other violent act(s).

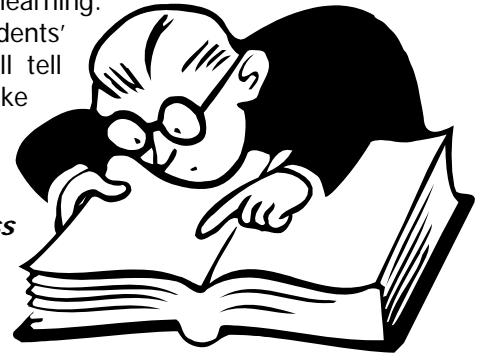


GENERAL INFORMATION

ABOUT THIS HANDBOOK CMSD School Board Policy JCB

Faculty and staff members and administrators, with input from students, parents/guardians, members of the community and constituents of the Columbus Municipal School District have prepared this Student-Parent Handbook as a guideline to procedures, policies, and practices governing the operation of our schools and the behaviors of our students. The administration and instructional staff members of the Columbus Municipal School District believe that both parents/guardians and students are better served when properly informed about matters that concern all of us. The School Board and the administrators work closely together with the student community advisory committee (MS Code 37-11-55) to establish sound and reasonable goals for our schools, to anticipate district needs, and to provide an environment conducive to learning. The primary purpose of providing this handbook is to help make students' school experiences in this environment more satisfying because it will tell them what they need to know and what they need to do in order to make their school experiences pleasant and successful.

Students and parents/guardians are responsible for familiarizing themselves with this student-parent handbook. We strongly encourage parents/guardians to read and discuss the contents of this handbook with their children.



The policies described in this handbook shall pertain to any student who is on school property, on the school bus, on the way to and from school, or who is in attendance at school or at a school-sponsored activity or event **on school property or off school property**. For conduct occurring on property other than school property or other than at a school-related event, when such conduct by a pupil, in the determination of the school superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole, the pupil may be removed through suspension or expulsion (MS Code §37-7-301). School-sponsored activities include, but shall not be limited to, practices, rehearsals, participant or spectator, on or off school property, within and outside the school district.

ACCEPTABLE USE POLICY FOR USERS OF COLUMBUS MUNICIPAL SCHOOL DISTRICT COMPUTER NETWORK CMSD School Board Policies IFD-A, JT

Access to the CMSDNet and the Internet is provided for educational purposes and research consistent with the Columbus Municipal School District's educational mission and goals.

The Internet is a fluid, global environment in which information is constantly changing, thereby making it impossible to predict, with certainty, what information students might locate. Availability of information to students on the Internet does not imply endorsement by this school district. This board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Neither the individual school nor school district is responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. This board and school district specifically denies any responsibility for the accuracy or quality of information or software obtained through its services. The CMSDNet is a filtered network that seeks to limit the access of users to inappropriate content.

Use of the CMSDNet and Internet is a privilege, not a right. Inappropriate use may result in cancellation of that privilege, payment for damages, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal laws. At the discretion of the district, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution. The Superintendent, or designee(s), shall make all decisions regarding whether or not a student has violated these procedures and may deny, revoke, or suspend access at any time.

The Columbus Municipal School District is CIPA (Children's Internet Protection Act) and COPPA (Children's On-Line Privacy Protection Act) compliant. All communications and information accessible via the network should not be assumed to be private property.



UNACCEPTABLE USE AND THE REPORTING OF UNACCEPTABLE USE

The student is responsible for all of his/her actions and activities involving the CMSDNet and the Internet. Users will immediately report to Columbus Municipal School District authorities any attempt by other CMSDNet users to engage in inappropriate conversations or personal contact. Users will immediately report to Columbus Municipal School District authorities the accidental access of inappropriate information so that proper steps can be taken to filter such material.

1. **Unacceptable Use**

Examples of prohibited conduct include but are not limited to:

- A. Accessing materials or communications that are:
 - 1) Damaging to another's reputation
 - 2) Abusive
 - 3) Obscene
 - 4) Sexually Oriented
 - 5) Threatening
 - 6) Harassing or contrary to the school/district policy on harassment
 - 7) Illegal
 - 8) Promoting Violence
 - 9) Destructive of Persons or property
 - 10) Inappropriate to minors
- B. Sending or posting materials or communications (to include email, chat rooms, and other forms of direct electronic communications) that are:
 - 1) Damaging to another's reputation
 - 2) Abusive
 - 3) Obscene
 - 4) Sexually oriented
 - 5) Threatening
 - 6) Harassing or contrary to the school/district policy on harassment
 - 7) Illegal
 - 8) Promoting Violence
 - 9) Destructive of Persons or property
 - 10) Inappropriate to minors
- C. Using the Internet for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S., State of Mississippi, and local regulation.
- D. Copying or downloading copyrighted material on any system connected to the school or district system's hardware/software without the owner's permission. Only the owner(s) or individual(s) specifically authorized by the owner(s) may copy or download copyrighted material to the system.
- E. Copying or downloading copyrighted material for the student's own use without the owner's permission. Students may redistribute copyrighted programs only with the owner's permission. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, school board policies, and administrative procedures.
- F. Failing to comply with resource quotas or disk usage quotas (memory) as set by the Superintendent, principal, or designee(s), or other identified staff. A student who is not in compliance of disk space quotas after five (5) calendar days of written notification may have his/her file removed by the Superintendent, principal, or designee(s), or other identified staff.
- G. Using the Internet for private financial or commercial gain.
- H. Wastefully using resources including "spamming".
- I. Utilizing any software having the purpose of damaging the school/district's system or other user's system.
- J. Gaining unauthorized access to resource or entities.
- K. Invading the privacy of individuals.
- L. Using another student's password.



- M. Posting material authorized or created by another person without his/her consent.
 - N. Posting anonymous messages.
 - O. Using the Internet for commercial or private advertising.
 - P. Forging of electronic mail (email) messages.
 - Q. Attempting to read, delete, copy, or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive mail.
 - R. Using the network while access privileges are suspended or revoked.
 - S. Using the network in a manner inconsistent with the directions from teachers, other staff, and generally accepted network etiquette.
 - T. Revealing personal addresses, telephone numbers, e-mail addresses, social security number, or other personal information of self, other students, or staff. (COPPA)
 - U. Illegally installing copyrighted software for use on personal computers.
 - V. Not conforming to the "Acceptable Use" policies of other sources accessed beyond the CMSDNet.
 - W. Downloading or installing software on the CMSDNet. The MIS department is responsible for determining if a product is compatible with the network and installing it after purchase.
 - X. Using computer or Internet for gambling, gaming or accessing online casinos and gambling related websites.
2. **Compensation** – The student and/or the student's parent(s) or legal guardian(s) shall be responsible for compensating the school/district for any losses, cost, or damages incurred by the school district relating to, or arising out of, any student violation of these procedures.
 3. **Security** – Network security is a high priority. If the student identifies or perceives a security problem or a breach of these responsibilities on the Internet, the student must immediately notify the principal or designee or other identified staff. The student must not demonstrate the problem to other students.
 4. **Student Usage** – Student Usage of any kind, including under a teacher's user name, is only permitted after the student and parent/guardian sign-off on the Columbus Municipal School District Student Handbook receipt.
 5. **Visitor Usage** – Visitor usage of any kind, including under a teacher's user name, is only permitted after the visitor signs off indicating that they will abide by this policy.

ASSESSMENTS – STATEWIDE TESTING **CMSD School Board Policies JFE, JFF, JFA**

Students in kindergarten, first, and second grades will be assessed for promotion under the guidelines set forth by CMSD School Board Policy JFE. Students in grades three through eight will be required to participate in statewide assessments in mathematics, reading, and language known as the Mississippi Curriculum Tests (MCT2). Students in grades five and eight will be required to take the Mississippi Science Assessment. Students in grades four and seven will be required to take the Mississippi Writing Assessment. All statewide tests are used for accreditation and evaluation processes for students, teachers, administrators and schools.

Students in high school will be required to take four subject area tests and must score at or above a minimum "cut score" in order to meet state and local graduation requirements. These assessments in Algebra 1, Biology 1, English II, and U.S. History from 1877 will be administered as the students are enrolled in these respective courses. Students who are unsuccessful in meeting the minimum scores on these tests will be enrolled in compensatory course for intensive remediation.

ATTENDANCE LAW **CMSD School Board Policy JBDA**

Regular and punctual school attendance is a vital aspect of developing and maintaining a successful educational experience. Regular and punctual attendance promotes a sense of responsibility, ensures educational continuity, facilitates academic growth, and prepares the student for his/her future career. Furthermore, daily attendance is important to both the school and the community in that it is the measure by



which state funds are allocated to the school. While it is our belief that students have the primary responsibility for regular and punctual attendance to all classes, we recognize that parents, teachers, administrators, and other school personnel share in that responsibility.

MISSISSIPPI COMPULSORY SCHOOL ATTENDANCE LAW
Mississippi Code § 37-13-91
CMSD School Board Policies JBA, JBAC, JBDA

The School Board is committed to providing the students of the Columbus Municipal School District a performance-based educational program. The School Board believes that all children can learn and that their daily attendance enhances the educational process. Therefore, in accordance with MS Code §37-13-91, the Columbus Municipal School District shall enforce the Mississippi Compulsory School Attendance Law.

"Compulsory-school-age children" means a child who has attained or will attain the age of six (6) years on or before September 1, of the calendar year.

An "unlawful absence" is an absence during a school day by a compulsory-school-age child and is not due to a valid excuse for temporary nonattendance.

Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory-school-age child enrolled in school, provided satisfactory evidence of the excuse is provided to the superintendent of the school district or his/her designee.

1. An absence is excused when the absence results from the compulsory school-age child's attendance of an **authorized school activity with the prior approval** of the superintendent of the school district or his/her designee. Such activities may include field trips, athletic contests, student conventions, musical festivals and any similar activity.
2. An absence is excused when the absence results from **illness or injury** that prevents the compulsory-school-age child from being physically able to attend school.
3. An absence is excused when isolation of a compulsory-school-age child is **ordered by the County Health Officer or by the State Board of Health**.
4. An absence is excused when it results from the **death or serious illness of a member of the immediate family** of a compulsory-school-age child. The immediate family member(s) of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers, and sisters, including stepbrothers and stepsisters.
5. An absence is excused when it results from **a medical or dental appointment** of a compulsory-school-age child where an approval of the superintendent of the school district or his/her designee is gained prior to the absence, except in the case of an emergency.
6. An absence is excused when it results from the attendance of a compulsory-school-age child at the **proceedings of a court or administrative tribunal** if such child is a party to the action or under subpoena as a witness.
7. An absence may be excused if the **religion** to which the compulsory-school-age child or such child's parents adheres requires or suggests the observance of a religious event. The approval of such absence is within the discretion of the superintendent or his/her designee, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
8. An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his/her designee that the purpose of the absence is to take advantage of a **valid educational opportunity** such as travel including vacations or other family travel. Approval of such absence must be gained from the superintendent of the school district or his/her designee prior to the absence but such approval shall not be unreasonably withheld.
9. An absence may be excused when it is **demonstrated to the satisfaction of the superintendent** or his/her designee that conditions are sufficient to warrant the compulsory-school-age child's nonattendance.

Any parent, guardian or custodian of a compulsory-school-age child subject to the provisions of this policy who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this policy, or who intentionally falsifies any information required to be contained in a certificate enrollment will be



guilty of contributing to the neglect of a child and, upon conviction, shall be punished in accordance with the provisions of MS Code §97-5-39.

If a compulsory-school-age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of the school which such child is eligible to attend or such child has accumulated ten (10) unlawful absences during the school year, **the principal or school superintendent shall report such absences to the school attendance officer of the youth court or family court.**

The Compulsory School Attendance Law states that every child who has not reached the age of 17 years prior to September 1 of that school year SHALL be enrolled and regularly attend school.

BOARD OF TRUSTEES – REGULAR MEETING DATES 2011-2012**

The Board of Education for the Columbus Municipal School District meets the second Monday of each month to discuss the business of the district. Unless otherwise noted, all regular meetings will be held at 6:00 PM, at the Columbus Municipal Complex, 1501 Main Street, Columbus. The regular meetings are scheduled as follows:

- July 11, 2011
- August 8, 2011
- September 12, 2011
- October 10, 2011
- November 14, 2011
- December 12, 2011
- January 9, 2012
- February 13, 2012
- March 12, 2012
- April 9, 2012
- May 14, 2012
- June 11, 2012

**Please note that the Board of Trustees may call special meetings to consider matters that may come before the board. Notification of these special meetings will be posted on the front door of the Superintendent's Office.

**BUS TRANSPORTATION
CMSD School Board Policy JGFFB**

Bus transportation is available to all students who live more than one (1) mile from the school. Bus routes and stops are approved by the Deputy Superintendent and will not be altered by the bus driver. Students are assigned to the buses by the school and cannot change buses without permission. Questions concerning bus routes/problems can usually be answered in the individual school office.



CALENDARS AND SCHOOL SCHEDULES

The Board of Education for the Columbus Municipal School District has approved the academic calendar and school schedules included in this handbook as guidelines for educators and families to plan the academic year. The accreditation standards in Mississippi require school districts in our state to offer students 180 days of instruction. We have scheduled 182 days so that, in the case of a weather emergency or some other unforeseen reason we cannot have school on any two days, we will not have to plan extra days of school. In the event that a situation should require us to cancel classes over an extended period the School Board would have to redraw a calendar that would provide for the missed days.



CALENDAR

The District Calendar Committee composed of parents, teachers, building administrators and management team members designed the district calendar with student achievement as a priority. This calendar is consistent with our academic goals and is posted online at www.columbuscityschools.org.

2011-2012 ACADEMIC CALENDAR

	M	T	W	Th	F	
AUG 2011	1	2	3	4	5	1-3 Aug > Teacher Work Days
	8	9	10	11	12	4 Aug > FIRST DAY OF SCHOOL
(20)	15	16	17	18	19	> Teacher Work Days
	22	23	24	25	26	> Regular School Days
	29	30	31			> School holidays
						> Parent-Teacher Conference Days - Student Holidays
SEP 2011				1	2	
	5	6	7	8	9	5 Sep - Labor Day Holiday
(21)	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
OCT 2011	3	4	5	6	7	
	10	11	12	13	14	
(20)	17	18	19	20	21	17 Oct - Parent-Teacher Conf Day - Student Holiday
	24	25	26	27	28	
	31					
NOV 2011		1	2	3	4	
	7	8	9	10	11	
(17)	14	15	16	17	18	16 Nov > Early release day - Amer Ed Week program
	21	22	23	24	25	21-25 Nov - Thanksgiving Holidays
	28	29	30			
DEC 2011				1	2	
	5	6	7	8	9	
(14)	12	13	14	15	16	
	19	20	21	22	23	21-31 Dec - Christmas Holidays
	26	27	28	29	30	
JAN 2012	2	3	4	5	6	3 Jan - Teacher Work Day
	9	10	11	12	13	4 Jan - School Resumes
(19)	16	17	18	19	20	16 Jan - Dr. Martin Luther King, Jr. Holiday
	23	24	25	26	27	
	30	31				
FEB 2012			1	2	3	
	6	7	8	9	10	
(20)	13	14	15	16	17	20 Feb - School Holiday - President's Day
	20	21	22	23	24	
	27	28	29			



MAR 2012 (17)				1	2	12-16 Mar - Spring Break Holidays
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
APR 2012 (20)	2	3	4	5	6	6 Apr - Good Friday Holiday
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30					
MAY 2012 (14)		1	2	3	4	18 May - LAST DAY OF SCHOOL (Traditional) 21-22 May - Teacher Work Days 19 May - CHS Graduation * allows for 2 inclement weather days
	7	8	9	10	11	
	14	15	16	17*	18*	
	21	22	23	24	25	
	28	29	30	31		

Columbus High School Graduation Saturday, May 19, 2012, Humphrey Coliseum, MSU

CHILD CUSTODY

In child custody cases, the school must have a copy of the court order in order to prevent a child from being released to a parent. Unless prohibited by court order, all biological parents have the right to examine school records of their children, including the attendance record. Parents should notify the school in writing if they will be leaving their child with friends or relatives for a period of more than two days.

CHILD NUTRITION SERVICES CMSD School Board Policy JGH-R

Child Nutrition Services' mission is to provide nutritious meals to children that will promote optimum growth and development and to provide nutrition education to children so that they may develop good dietary habits. Special diets can be accommodated with proper authorization from a doctor.

Free and reduced price meal applications will be given to every child enrolled in school. A child must have an approved application on file or be direct certified by the Department of Human Services in order to receive free or reduced price meals. If a child does not have an approved application on file or his/her name is not on the direct certified list, the child must pay full price for his/her meal on the first day of school. Free and reduced price meal applications are available at the school and/or the district central office.

A breakfast meal is served daily at each school. The meal consists of five meal components, which are: meat/meat alternate, bread/bread alternate, fruit/vegetable and milk. All grades will be on Offer vs. Serve. Offer vs. Serve is a provision, which allows the student to choose three of the five meal components. The choice of fewer than all five components does not affect the price for a meal.

- The full priced breakfast at all schools in the district is 75¢; and
- The reduced price breakfast is 30¢ throughout the district.

A lunch meal is served daily at all schools. The meal consists of the four meal components: meat/meat alternate, bread/bread alternate, fruit/vegetable and milk. A minimum of five food items will be served each day. Desserts, when on the menu, may be chosen. All grades will be on Offer vs. Serve that allows the student to select three of the meal components.

- The full priced lunch at all schools in the district is \$2.00; and
- The reduced price lunch is 40¢ throughout the district.



Milk and ice cream will be sold at each school. The price for milk and ice cream will be posted in the cafeteria.

To assist Columbus Municipal Schools in complying with the Mississippi Department Office of Child Nutrition Competitive and Sales Food Rules, all parents/guardians are asked to adhere to the district's established Wellness Policy Procedures for student's environment and school sales.

The Columbus Municipal School District established the Wellness Policy states to discourage the use of foods as rewards for student accomplishments. Parent/Guardians please provide healthy food items. (snacks, etc.) Also, parents please provide items that are 100% fruit juice, carbonated soft drinks are not allowed in the cafeteria/dining hall during breakfast/lunch meal service. Also, students with bag lunches must have a container with non-visible drink label. For example, Coca Cola and Pepsi products are not allowed.

And also food served to students by vendors/outside retail merchants or any other food carry out retail business during the school day without the CMSD Superintendent or School Food Service Authority approval is not allowed.

These standards do not apply to the school districts vending machines or school approved snack sales. Listed below is a sample of snacks that have been approved. A complete list is available in the Food Service Office.

- Doritos Cool Ranch (Frito Lay)
- Rice Krispie Treats (Kelloggs)
- Baked Cheetos Crunchy (Frito Lay)
- All Types - Whole (Fresh Fruits)
- All Types - Cut/Sliced Without Dip (Fresh Fruits)
- All Types - Whole (Fresh Vegetables)
- All Types - Cut/Sliced Without Dip (Fresh Vegetables)
- Baked Cheetos Crunchy - Flaming Hot (Frito Lay)
- Baked Doritos Nacho Cheese (Frito Lay)
- Quaker-Snack Kids Mix (Frito Lay)
- Rold Gold Pretzels (Frito Lay)
- Snack Mix (Kids Mix) - (Frito Lay)
- Cinnamon Toast Crunch Cereal Bar (General Mills Sales, Inc.)
- Cocoa Puffs Cereal Bar (General Mills Sales, Inc.)
- Crunchy Granola Bars - Apple Crisp - Nature Valley (General Mills Sales, Inc.)
- Crunchy Granola Bars - Cinnamon - Nature Valley (General Mills Sales, Inc.)
- Trix Cereal Bar (General Mills Sales, Inc.)
- Fortified Marshmallow Crispy Squares (Goody Man)
- Salted in Shell Peanuts (Kar Nuts)
- Salted Peanuts (Kar Nuts)
- Polly-O String-ums Moisture Part-Skim Mozzarella String Cheese (Kraft Foods North America)
- Reduced Fat Mild Cheddar Cheese Portions (Land O'Lakes)
- Nutty Peanut Bar (Little Debbie)
- Generation Max Snickers Clusters (Mars Inc)
- Generation Max M & M Cookies - Milk Chocolate (Mars Inc)
- Generation Max Combos Ranch Pretzels (Mars Inc.)
- Goldfish Flavor Blasted Hot'n Spicy Cheddar (Pepperidge Farm)
- Tato Skins (Poore Brothers, Inc.)
- Welch's - Reduced Sugar - Fruit Snacks - Mixed Fruit with Real Fruit (Promotion In Motion, Inc.)
- Super Muffin-Apple Blueberry Bran (Super Bakery)
- Nonfat Yogurt - Blended Peach (Upstate Farms)



DAILY SCHOOL SCHEDULES FOR 2011-2012

Based on the recommendations from management team members, teachers, administrators, and transportation staff, we have determined that the schedules below are the most appropriate time schedules to advance student achievement.

**ALL ELEMENTARY STUDENTS
PRE KINDERGARTEN – 5TH GRADE**

Cook, Fairview, Franklin, Sale, & Stokes-Beard	Elementary Regular Schedule
Teachers Report	7:00 AM
Breakfast	7:20-7:40 AM
Student Day Begins	7:45 AM
Student Day Ends	2:25 PM
Teacher Day Ends	3:00 PM

**COLUMBUS MIDDLE SCHOOL
6TH – 8TH GRADE**

Columbus Middle School	6-8 Regular Schedule
Teachers Report	7:35 AM
Breakfast	7:45 – 8:10 AM
Student Day Begins	8:15 AM
Student Day Ends	3:30 PM
Teacher Day Ends	3:45 PM

**COLUMBUS HIGH SCHOOL
MCKELLAR TECHNOLOGY
9TH – 12TH GRADES**

Columbus High School	9-12 Regular Schedule
Teachers Report	7:30 AM
Breakfast	7:45-8:00 AM
Student Day Begins	8:05 AM
Student Day Ends	3:31 PM
Teacher Day Ends	3:45 PM

CMSD ALTERNATIVE EDUCATION PROGRAM

CMSD 6-12 Alternative Program	Alternative 6-12 Regular Schedule
Teachers Report	7:35 AM
Breakfast	7:45-8:10 AM
Student Day Begins	8:15 AM
Student Day Ends	3:15 PM
Teacher Day Ends	3:45 PM



DELIVERY OF GIFTS TO STUDENTS

Due to bus and school safety concerns, CMSD schools will not accept delivery nor be responsible for students receiving flowers, balloons, or other favors. Such deliveries should be made to the student at his/her home.

ENROLLMENT/ADMISSION IN COLUMBUS MUNICIPAL SCHOOLS **CMSD School Board Policy JBC, JBCA**

An adult parent or guardian must accompany students seeking to enroll in one of the schools operated by the Columbus Municipal School District. Students not accompanied by a parent or guardian may be refused admission until such time as a parent or guardian accompanies the student. Parents of PreK-5 children must bring documents to the Office of the Superintendent, Brandon Central Services Center, 2630 McArthur Drive, in Columbus. Parents seeking to enroll their child in one of the Columbus Municipal School District schools must have all of the following documents:

1. **Birth Certificates:** To be eligible for the kindergarten program, a student must be five years old on or before September 1st of the current year. To be eligible for the first grade, a student must be six years old on or before September 1st of the current school year. A certified copy of the birth certificate is required for permanent enrollment of all students. Applications for Mississippi certified birth certificates are available in the school office or at the local health department. New students in other grades may be asked to provide a birth certificate if their records are incomplete. The full legal name must be used to enroll students. At the judgment of the principal a student maybe temporarily enrolled for a period of 30 days in order for the family to secure a certified copy of a birth certificate.
2. **Certificates of Immunization:** All students, regardless of grade level, must present a Mississippi Certificate of Compliance concerning immunizations. Immunization certificates may be obtained from the Lowndes County Health Department or a doctor.
3. **Social Security Numbers:** Parents must furnish each student's Social Security number, which may be used as a computer identification number throughout the child's school career. A space for the Social Security number is provided on the student information sheet.
4. **Verification of Residence:** In the Columbus Municipal School District, parents, legal guardians, or other adults seeking to enroll students must provide documentation, which will verify that each student resides **with the parent or legal guardian** in the Columbus Municipal School District boundaries at the beginning of the current school year. All new students will be required to provide the required documentation to verify residence. However, students approved for legal transfer from another school district are exempt from this residency process. Detailed information regarding this is available in the superintendent's office.

Students transferring to CMSD from non-accredited or home schools shall also be enrolled under the procedures described in TRANSFERS TO CMSD, below.

HONOR ROLL **CMSD School Board Policy JFD**

Students in CMSD schools who earn all A's in every subject during a grading period will be listed on the Superintendent's List of high achieving students. Students who earn all A's and/or B's in every subject during a grading period will be listed on the Principal's List of high achieving students.



INSURANCE FOR STUDENTS
CMSD School Board Policy JGA

The school district does not carry accident and illness insurance on students. Parents are urged to take advantage of the low cost accident insurance available to students. Information on accident insurance is sent home at the beginning of school. Questions about the information available to student should be directed to the office of the Deputy Superintendent.

MEDICATIONS FOR STUDENTS
CMSD School Board Policy JGCD-R

District officials understand the roles medications play in our day-to-day lives. At the same time, we have a responsibility to protect our children and err on the side of caution. Therefore, the following guidelines are provided for students and parents and must be followed precisely.

- Before any student can take a medication (including over-the-counter medications, such as Tylenol) at school, the parent/guardian and a licensed physician must complete a Medication Authorization Form. This form is available in the school office or at the district's central office.
- Parent must provide all medication. The school does not furnish any medication.
- Prescription medication must be brought to school by a parent in a pharmacy-labeled bottle that includes instruction on how and when the medication is to be given. Over-the-counter medications must be received in the original container. Medications will be stored in a secure area of the school.
- Medication classified as controlled substances (Ritalin, Pain Medication, Etc.) must be brought to the school by a parent.
- Except for asthma medication, parents should not give medications to students to bring to school.
- Medications must be taken in the presence of the school nurse or designated staff members at each school.

ASTHMA MEDICATION
CMSD School Board Policy JGCDA

The safety and well being of students is of utmost importance to the Columbus Municipal School District school board members, administration, personnel and staff.

Section I: REQUIRED AUTHORIZATION

This school board shall permit the self-administration of asthma medications by a student if:

- A. The prescription asthma medication has been prescribed for that student as indicated by the prescription label on the medication;
- B. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider;
- C. The student's parent or guardian provides written authorization to the school, signed by the parent or guardian, for self-administration while on school property, on school-provided transportation or while at a school-related event or activity;
- D. The student's parent or guardian provides a written statement, signed by the parent or guardian, in which the parent or guardian releases the school district, its employees and agents from liability for an injury arising from the student's self-administration of prescription asthma medication while on school property, on school-provided transportation or while at a school-related event or activity unless in cases of wanton or willful conduct;
- E. The student's parent or guardian provides a written statement from the student's physician or other licensed health care provider, signed by the physician or provider, stating the student has asthma



and is capable of self-administering the prescription asthma medication. The statement shall also contain the following information:

- 1) The name and purpose of the medications;
- 2) The prescribed dosage;
- 3) The times at which or circumstances under which the medication may be administered; and
- 4) The period for which the medication is prescribed.

Section II: RECORD KEEPING

The statements required as listed above shall be kept on file in the office of the school nurse of the school that the student attends or, if there is not a school nurse, in the office of the school administrator of the school the student attends.

Section III: RELEASE OF LIABILITY

The school district shall inform the parent or guardian of the student that the school and its employees and agents shall incur no liability as a result of any injury sustained by the student from the self-administration of asthma medication except in cases of willful or wanton conduct. The parent or guardian of the student shall sign a statement as described in Section I.D. above signifying this release of liability.

Section IV: YEARLY RENEWAL

The permission for self-administration of medications shall be effective for the school year in which it is granted and shall be renewed each following school year upon fulfilling the requirements as stated in this policy.

Section V: AUTHORIZED USE OF ASTHMA MEDICATIONS

Upon fulfilling the requirements as stated in this policy, a student with asthma may possess and use asthma medications, in their discretion, so long as such use is in compliance with this policy, while on school property, on school provided transportation, or at a school-related activity or event.

Section VI: INAPPROPRIATE USE OF ASTHMA MEDICATIONS

If a student uses his or her medication in a manner other than as prescribed, he or she may be subject to disciplinary action as set out in school policy. The disciplinary action shall not limit or restrict the student's immediate access to his or her medication.

Section VII: RESPONSIBILITY TO PROVIDE MEDICATIONS

It is the responsibility of the parent or guardian of a student to provide the asthma medications for their child properly labeled in accordance with this policy, to insure that the child carries their asthma medications with them or has it nearby so that it can be quickly administered when called for by the circumstances, and to insure that their child, regardless of age, is appropriately instructed on the self-administration of the medication. If your child, due to age or other reason, is unable to properly self-administer their asthma medication, this information must be noted on the authorization signed by parent or guardian. Neither the Columbus Municipal School District, its agents, volunteers, employees nor Trustees, will be liable for insuring that the proper asthma medication is provided to your child, that your child keeps their medication readily available or that your child has been instructed on the proper self-administration of the asthma medication.

PARENTAL INVOLVEMENT POLICIES AND GUIDELINES

The policy of the Columbus Municipal School District (CMSD) is to develop jointly with parents a policy that outlines the minimum requirements for parental involvement to be used at sites across the district. This policy shall be distributed to parents via the student/parent handbook that is distributed to all students at the beginning of each year. This policy will be distributed to, and discussed with staff at the beginning of each school year. Further, this policy will be amended as needed according to the requirements of current federal law.



1. **Written Contracts**

- A. Each school participating in Title I will provide a written parent contract outlining the parents' and school's roles in the successful operation of the program. The site's School Planning Team will have approved the type of contract used at each site.
- B. At the beginning of each school year, a letter will be sent to the parent(s) of each Title I eligible child. This letter will describe the program offered at the site, provide details about the curriculum in use at the school, provide information regarding the types of assessment used to measure student progress, and levels of proficiency students are expected to meet.
- C. Each school site will make additional written contacts with parents at least once each semester. These contacts may be made through the distribution of a school newsletter, pamphlets, fliers, personal letters, postcards, and etc.

2. **District Responsibilities**

- A. The coordination and integration of funds and programs, the provision of technical assistance and other support, the identification of barriers to greater parental participation, and the annual evaluation of program content and effectiveness will be the responsibility of the district. This coordination will extend to agencies and organizations such as Head Start, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool programs.
- B. School sites will convene regular meetings at times convenient to parents throughout the school year to discuss the program's operation and site needs.
- C. The School Planning Team of each site will determine the frequency of the meetings.
- D. Each school site will convene an annual meeting at a time convenient to parents of participating children to inform them of their school's participation and their right to be involved in program development.
- E. The district will convene an annual meeting at a time convenient to parents of participating children, to inform them of the district's participation and their right to be involved in program development.

3. **Use of Funds**

- A. Each school site will reserve, and utilize yearly, at least one percent (1%) of its total allocation for parental involvement activities. These funds may be used for, but not limited to, family literacy development, transportation, childcare, parenting skills, development, and etc.
- B. Funds will be used to meet, in order of priority, the identified needs of the sites.

4. **Parental Comments**

- A. Non-satisfactory written parental comments from parents of participating children shall be submitted to the LEAs district level office from each site to be forwarded to the state educational agency (SEA).
- B. Responses to written unsatisfactory parental comments will occur within one week of the written comment's receipt. These responses will originate from the site administrator (with a copy to the LEA office) or from the LEA office, if appropriate.

5. **Accessibility**

Columbus Municipal School District, to the extent possible, will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form such parents understand.

PARENTAL COMMUNICATIONS TO SCHOOL OFFICIALS

Your communications with us is very important. In the list at the beginning of each school's section of this handbook and on the district's web site you will find central office administrators and school building administrators who should be considered your primary contacts. We hope that, if you have concerns or suggestions about our schools, that you will contact us. We solicit your comments by mail, by phone, or by email. All email addresses for all administrators and teachers may be found on our district web site at <http://www.columbuscityschools.org>.



PROMOTION POLICY CMSD School Board Policies IHE and JFE

Elementary and Intermediate Schools

Successful mastery of the content and skills expected at grade levels determines the rationale for promotion from one grade to the next. The following standards have been established to give each student a clear opportunity to be successful at the next grade level.

Kindergarten: Because reading readiness skills, language arts skills, and mathematics skills are essential for a student's educational success, a student's promotion to the first grade will be based on his/her mastery of a minimum of 70% of kindergarten skills in language arts and 70% of kindergarten skills in mathematics shown on the Columbus Municipal School District grade report form, as well as 70% of kindergarten skills in reading readiness as measured on the district's reading readiness assessment.

Grade One: To be promoted to the second grade, the student must successfully complete the primer of the first grade reading series*, have a grade of D or better in math and demonstrate mastery of the core skills in all subject areas.

Grade Two: To be promoted to the third grade, the student must successfully complete the 2-1 reader of the second grade reading series*, have a grade of D or better in math and demonstrate mastery of the core skills in all subject areas.

Grade Three: To be promoted to the fourth grade, the student must successfully complete the 3-1 reader of the third grade reading series*, have a grade of D or better in math and language and demonstrate mastery of the core skills in all subject areas.

Grade Four: To be promoted to the fifth grade, the student must (a) successfully complete the 4-1 reader of the fourth grade reading series*, have a grade of D or better in math and language and demonstrate mastery of the core skills in all subject areas, and (b) must achieve a score equal to or exceeding the benchmark score established by the Mississippi Board of Education on the administration(s) of the 3rd grade form of the Mississippi Curriculum Test; or be recommended for promotion by the members of the External School Review Team provided:

- There is an abundance of evidence that the student's test scores do not reflect his usual performance; or
- Complying with all facets of this policy would have an adverse impact on the student's educational program; or
- Other unusual or compelling circumstances exist; and
- Possible educational repercussions are discussed with parent/guardians, specifically including a detailed explanation of the graduation requirement of passing the Subject Area Tests; and
- Parental consent is given.

Students with Disabilities

- Students who participated in on-level testing shall have promotion decisions determined by the IEP committee.
- Students who participated in alternate assessment shall have promotion decisions determined by the IEP committee.

Grade Five: To be promoted to the sixth grade, the student must:

- have a grade of 70 or above in reading,
- be reading at a minimum of the 5-1 level book,
- have a grade of 70 or above in mathematics,
- have a grade of 70 or above in language, and
- have a grade of 70 or above in either science or social studies

Grade Six: To be promoted to the seventh grade, the student must:

- have a grade of 70 or above in reading,
- be reading at a minimum of the 6-1 level book,
- have a grade of 70 or above in mathematics,



- have a grade of 70 or above in language, and
- have a grade of 70 or above in either science or social studies

Mastery of the core skills at the minimum level is defined as a demonstrated competence at the 70% level of unit work.

***Please note:** Any reading series used by the district will have a designated reading level assigned (i.e., Primer, Level 2-1, Level 3-1, Level 4-1, Level 5-1, Level 6-1). All textbook series, as adopted, will be assigned to the appropriate level if the books are not already designated.

Middle School

Grade Seven: In order to be promoted to the eighth grade, a student must:

- A. earn a passing grade of 70 or above in each of the major subjects which would indicate a mastery of 70% of the core objectives as set forth by the State Curriculum Structure and the District's Instructional Management Plan. A student who does not have a passing grade in a major subject will be given an opportunity to attend the Extended School Program (when available) to improve their grade in that subject; however participation in the Extended School Program does not guarantee promotion; and
- B. earn an average of 70 in the elective classes attempted. A student who does not have an average of 70 or above will be allowed to attend the Extended School Program when available and take Reading. The student must have a passing grade of 70 or above in Reading in order to be promoted to the next grade level. Participation in the Extended School Program does not guarantee promotion.

Grade Eight: In order to be promoted to the ninth grade, a student must:

- A. earn a passing grade of 70 or above in each of the major subjects which would indicate a mastery of 70% of the core objectives as set forth by the State Curriculum Structure and the District's Instructional Management Plan. A student who does not earn a passing grade in a major subject will be given an opportunity to attend the Extended School Program (when available) to improve their grade in that subject; however, participation in the Extended School Program does not guarantee promotion; and
- B. earn an average of 70 in the elective classes attempted. A student who does not earn an average of 70 or above will be allowed to attend the Extended School Program when available and take Reading. Participation in the Extended School Program does not guarantee promotion. The student must earn a passing grade of 70 or above in Reading in order to be promoted to the next grade level; and
- A. achieve a score equal to or exceeding the benchmark score established by the Mississippi Board of Education on the administration(s) of the 7th grade form of the Mississippi Curriculum Test; or be recommended for promotion by the members of the External School Review Team provided:
 - There is an abundance of evidence that the student's test scores do not reflect his usual performance; or
 - Complying with all facets of this policy would have an adverse impact on the student's educational program; or
 - Other unusual or compelling circumstances exist; and
 - Possible educational repercussions are discussed with parent/guardians, specifically including a detailed explanation of the graduation requirement of passing the Subject Area Tests; and
 - Parental consent is given.

Students with Disabilities

- Students who participated in on-level testing shall have promotion decisions determined by the IEP committee.
- Students who participated in alternate assessment shall have promotion decisions determined by the IEP committee.

High School

- **Freshman:** 9th Grade, A student having earned 5 or fewer Carnegie Units
- **Sophomore:** 10th Grade, A student having earned a minimum of 6 Carnegie Units



- **Junior:** 11th Grade, A student having earned a minimum of 12 Carnegie Units
- **Senior:** 12th Grade, A student having earned a minimum of 17 Carnegie Units, and be eligible for graduation under state guidelines.

TEXTBOOKS **CMSD School Board Policy IFAC**

Textbooks are issued to each student after the parent has signed a book card. Students who misuse or lose books will have to replace them or pay fines. The transfer of school records may be delayed if a student owes money for textbooks. Textbooks are very expensive and are expected to last six years. Parents are urged to encourage their children to take care of all books properly. Lost, stolen, or damaged textbooks are the financial obligation of the student and his/her parent(s).

TRANSFERRING FROM NON-ACCREDITED OR HOME SCHOOL TO CMSD **CMSD School Board Policy JBCA**

Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited by a regional or state agency is given either a standardized achievement test(s) or teacher-made special subject test(s) to determine the appropriate classification of the student. {MS Code 37-15-33} Note: The administrative head of each public school shall ensure that each pupil applying for transfer shall be tested within thirty days after the filing of such application for transfer. Notice of the administering of such test(s) shall be given to the applicant not less than five days prior to the date of the administration of such test.

All students seeking to transfer from any school, public or private, within or outside of the boundaries of the State of Mississippi, to a public school within the state may be required to take a test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

The administrative head of each public school shall administer the test or tests to such pupil or pupils as shall apply for transfer to such public school. Such test or tests shall be administered within thirty days after the filing of each such application for transfer. Notice of the giving of such test shall be given the applicant not less than five days prior to the date of administration of such test.

No transfer of a pupil shall be affected until the test has been given and the pupil is assigned according to the grade and class for which the test shows he/she is best suited. No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to had the pupil remained in the school from which the transfer is being made. Pending the administration of the test herein provided for and its grading and an assignment based thereon the superintendent of the school district or the attendance center principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made. MS Code §37-15-33

WEATHER EMERGENCIES

When inclement weather conditions warrant, the Superintendent of Schools will issue a school closure notice over the radio, television, and Falcon Blast. Every effort will be made to make the announcement by 6:00 a.m. If the weather becomes bad during the school day, the Superintendent may close the schools and release students. It is very important to keep updated contact information on file with your school. The safety of our students is always our main concern.

VISITORS ON CAMPUSES

To better ensure the safety and protection of the students, all visitors, including parents and vendors, must check in at the school office before attending a scheduled conference or to obtain permission to visit in the building or on the campus. Parents and/or grandparents who come to schools to eat lunch with their children must check in through the school's office.

UNIFORMS-DRESS CODES

PERSONAL APPEARANCE POLICIES AND GUIDELINES CMSD School Board Policy JCBI



The Board of Trustees has adopted these standards expecting the support of parents and students in the spirit for which the standards are intended. Students are expected to dress and groom within the limits set by the standards. Students are expected to obey the rules and directions of the teachers and principals in charge of their educational program. Parents are requested to encourage their students in participating in the spirit intended by the standards for personal appearance and the discipline program.

The standards for dress, grooming, and discipline with appropriate methods of enforcement and appeal, have been established to provide an environment and conditions whereby the school district's educational program can be so planned, adopted, and conducted as to provide each child the training and opportunity to take his/her place in a democratic society. On rare occasions principals may make exceptions to these guidelines for special events, e.g., for school spirit events, as part of a reward system, for more formal events, or the like.

General Guidelines

No student's appearance should cause a distraction to such an extent that it would violate another student's right to an educational environment. All students are expected to observe minimum standards of hygiene, sanitation, and personal appearance.

Parents are requested to see to it that their children conform within the limits set by the personal appearance standards.

The personal appearance code has been developed to establish a standard of decency for covering the body and should be interpreted in the spirit for which it is intended.

Teachers, principals, and administrators will positively enforce the personal appearance code. The following regulations are to be observed by all students. Any student violating any of such regulations will be subject to appropriate disciplinary action.

All students in Pre-Kindergarten through Grade Eight (PreK-8) are required to wear school uniforms.

UNIFORM POLICY FOR ALL K-8 STUDENTS

**COOK ELEMENTARY, FAIRVIEW ELEMENTARY, FRANKLIN ACADEMY ELEMENTARY, SALE ELEMENTARY,
STOKES-BEARD ELEMENTARY, COLUMBUS MIDDLE,
AND CMSD K-8 ALTERNATIVE EDUCATION PROGRAM**

No student's appearance should cause a distraction to such an extent that it violates another student's right to an effective educational environment. All students are expected to observe minimum standards of hygiene, sanitation, and personal appearance. All students are expected to be in uniform each day unless specifically instructed differently by the building principal. The Board of Trustees approved the following recommendations for clothing to be worn in elementary, intermediate, and middle schools of the Columbus Municipal School District:

1. Uniforms as defined are meant to be color-coordinated clothing.
2. The following regulations will be followed for shirts/tops:
 - A. Shirts/tops must be white or navy blue (*No Logos, Stripes, Emblems)
 - B. Shirts/tops must have a collar
 - C. Shirts/tops may have long or short sleeves
 - D. Shirts/tops must be tucked in at all times
3. The following regulations will be followed for pants/skirts/shorts/skorts/jumpers:
 - A. Pants/skirts/shorts/skorts/jumpers may be khaki or navy blue. If leggings or socks are worn, they must be the colors of school uniforms: navy, khaki, or white.



- B. No logos/emblems shall be on the clothing
- C. Pants must be worn at the waist – School officials may use fasteners to assist students keeping pants at the waistline.
4. An appropriate belt must be worn if there are belt loops. Middle School students may only wear navy, khaki, black or brown belts.
5. No warm up pants, sweat pants, wind pants, or jersey knit pants.
6. **No DENIM of any color** is permitted
7. In a school where no lockers are available a jacket, sweater, or coat that is to be worn all day must be navy, white, or khaki and should be free of logos and emblems. Unless allowed by the principal, if lockers are available, coats, jackets, and excessively large sweaters must be stored during the school day.
8. Furthermore, the following general regulations apply:
- A. Headwear shall be as follows:
1. No caps, hats or headwear shall be worn inside the school building. (Penalty: Confiscation)
 2. Middle school students shall not wear hats, caps, or any headwear on campus during the school day.
 3. Middle school students will wear only plain white T-shirts or undershirts beneath their school uniform shirt.
- B. Due to safety concerns, proper shoes must be worn at all times. In middle school, only closed-toed shoes are permitted. Flip-flops are not considered proper shoes. Shoes with over two-inch heels shall not be permitted.
- C. Immodest clothing will not be tolerated. Clothing must not contain holes, torn spots, frays, and the like. **Students must wear clothing that is not too tight or too loose.**
- D. Skirts and shorts should be of a length that when a student's arms are extended downward by the sides in a natural position and the shorts are at the proper position at the waist, the length of skirt, shorts, etc. must be as long as the longest fingertip.
- E. Any student who has a beard or mustache must keep it neatly trimmed.
- F. Female students must wear age-appropriate undergarments and the front of the clothing should not be worn so that it becomes immodest.
- G. Undergarments should not be visible at any time.
- H. No halters or halter dresses may be worn.
- I. Hair must be properly groomed and middle school students' hair accessories must be navy, khaki, or white.
- J. Sunglasses will not be worn in the building. (Penalty-Confiscation)

<p>DRESS CODE FOR ALL STUDENTS IN GRADES 9-12</p>
--

DRESS CODE

Student dress should not distract from the learning environment or interfere with another student's right to learn. The Principal or his designee has final authority to make judgments about whether a student is properly attired or groomed. Clothing judged by the Principal as indecent or inappropriate for school will not be allowed.

1. The following items are not allowed:
 - **Sagging pants (All shirts must be tucked in*) SAGGING IS NOT ALLOWED**
 - See-through garments (including autographed t-shirts), muscle shirts, tank tops, or halter tops
 - Midriff shirts or blouses which reveal skin when arms are raised above the head, reveal cleavage, or have straps less than 3 inches wide at the top of the shoulder
 - Pajamas, flannel, sweat pants, or lounge pants
 - Nylon or wind pants
 - Gym shorts (except during P.E class), or biker shorts
 - Skirts, pants, or shorts above the knee or with holes, tears, or shreds
 - **All skirts and shorts must be knee length.**



- Leggings are allowed **only** when worn with a skirt or top that meets the dress length guidelines.
 - Hooded jackets and sweatshirts will be allowed but hoods cannot be worn on the head during school.
 - Hats, caps, or head gear on campus, including visors, bandannas, stocking caps, wrap caps, etc. (*Items will be confiscated.*)
 - Sweat bands, wrist bands, sunglasses, rags, or items having no relation to school (*Items will be confiscated.*)
 - Grooming instruments worn in hair (combs, brushes)
 - Grooming in classrooms, halls, cafeteria, or commons area. (*Hair must not present a distraction.*)
 - Tattoos, markings, or writing on hands or other exposed body part that are offensive, immature or gang related.
 - House slippers (*Shoes must be worn at all times.*)
 - **Clothing judged indecent or inappropriate by Administrators**
2. Articles of clothing, book bags, notebooks, personal items or physical body **should be free of the following:**
- Symbols or words alluding to substances or activities illegal by law for minors: tobacco, alcohol, drugs, or gambling.
 - Gang symbols, signs, or language associated with gangs or gang activity
 - Profane, sexual, pornographic, violent, or suggestive language
 - Derogatory symbols, pictures, or language directed to any person or group
 - Fraternity and sorority emblems or references
3. All athletic uniforms or clothing associated with an extracurricular activity may be worn only on game days or for a school-related activity.

*Male students or male gender style shirts.

EXPECTATIONS FOR PROPER DRESS

The Board of Trustees has adopted these standards expecting the support of parents and students in the spirit for which the standards are intended. Students are expected to dress and groom within the limits set by the standards. Students are expected to obey the rules and directions of the teachers and principals in charge of their educational program. Parents are requested to encourage their students in participating in the spirit intended by the standards for personal appearance and the discipline program.



DISCIPLINE POLICIES

PHILOSOPHY OF DISCIPLINE

There is an intimate relationship between teaching/learning and discipline. The chief aim of any program of discipline is the development of intelligent self-control by students. Our program of discipline is also a means of ensuring an environment in the classroom that is conducive to learning. The objective of discipline within our school may be considered as follows:

1. To establish and maintain favorable learning conditions, as well as teaching conditions free from distractions, disruptions, and misbehavior.
2. To establish and maintain respect for authority within the school and community.
3. To develop, on the part of the student, ideals, interests, habits, and skills that make for self-government and good citizens.

We look upon discipline primarily as a means of building enlightened self-control in the pupil, and only secondarily as a force to secure external control of the student. Grievances are handled through normal channels of communication according to School Board Policy. School officials believe that parents have the responsibility to present to the school a reasonably well-disciplined student.

CODE OF STUDENT CONDUCT CMSD School Board Policy JCB

In compliance with MS Code §37-11-55, the Columbus Municipal School Board has adopted the following code of student conduct. The code of conduct is made available to all teachers, school personnel, students and parents/guardians at the beginning of each school year. The code of conduct includes specific grounds for disciplinary action; procedures to be followed for acts requiring discipline; and explanation of the responsibilities and rights of students with regard to attendance, respect for persons and property, knowledge and observation of rules of conduct, the right to learn, free speech and student publications, assembly, privacy and participation in school programs and activities.

Students and parents are encouraged to read and develop a thorough understanding of the details presented in this document. In order to deter and minimize violations of this code of conduct, a need for cooperative relationships exists between student, parents, and school officials. The responsibilities of each are listed below:

Parents/Guardians

- Keep in regular communication with the school concerning their child's conduct and progress.
- Make efforts to insure that their child is in daily attendance; Report and explain any absence to the school.
- Provide their child with the resources needed to complete class work.
- Assist their child in being well groomed and in compliance with personal appearance regulations.
- Bring to the attention of school authorities any problem or condition which affects their child in the school community.
- Discuss report cards and work assignments with their child.
- Care for their child's physical well being.

Students

- Attend all classes for which you are scheduled and arrive on time.
- Be prepared for class with proper materials and be responsible for your own work.
- Be respectful to all individuals and property.
- Conduct yourself in a safe and responsible manner.
- Be well groomed and in compliance with personal appearance regulations.
- Abide by the rules and regulations set forth by the school and individual classroom teachers.

Schools

- Maintain an atmosphere conducive to learning
- Exhibit an attitude of respect for students and parents
- Plan a flexible curriculum to meet the needs of all students.
- Keep an open line of communication between themselves, students and parents.



STUDENT RIGHTS AND RESPONSIBILITIES **CMSD School Board Policies JCA, JCDA, JBD**

These statements of rights and responsibilities of students are summaries of broad principles. More specific details of the application of these principles in the practices and procedures of Columbus School District can be found in the remainder of this handbook. These principles are meant to guide students toward finding more and greater opportunities to serve themselves and society. Notice that for every right that is listed, a corresponding responsibility is also listed. Rights cannot exist for all without responsible behavior by every student.

Attendance - Each student has the right to information on School Board policies and individual school policies that define excused, approved or unexcused absences and tardiness. *Each student has the responsibility to attend all scheduled classes and to report to class on time.*

Regular and punctual attendance of all students is encouraged throughout the school year. For secondary students, absence from a year-long course may not exceed twenty-six (26) days and for a semester course may not exceed thirteen (13) days or the student will not receive credit for the course. Parents should have their student in school every day and should take him/her out only in unavoidable cases. Parents may keep their student out of school for whatever cause, but the school administration will determine whether the absence is excused or unexcused.

Each student has the right to make-up class work in any excused or approved absence. Each student has the responsibility to request the make-up assignment from her/his teachers in advance or upon their return to school.

Respect for Persons & Property – Each student has the right to be respected by his/her peers and school personnel. *Each student has the responsibility to show respect to his/her peers and school personnel.*

Each student has the right to personal property within school rules that do not interfere with the educational process. *Each student has the responsibility of knowing school rules and of gaining school approval for possession of other properties.*

Each student has the right to protection of property, as set forth in the laws of the State of Mississippi. *Each student has the responsibility to notify the parent or proper authority of the damage.*

Each student has the right of access to appropriate use of public school properties to develop educational skills and knowledge. *Each student has an obligation to respect and protect public property and individual property.*

Knowledge & Observation of Rules & Conduct - Each student has the right to be made aware of rules of conduct relating to school and school activities. *Each student has the responsibility to abide by rules of conduct as prescribed by school board policy and school policies.*

Each student has the right to know that corrective disciplinary action will be administered when rules are broken. *Each student has the responsibility to accept corrective disciplinary action as a means of helping him/her improve behavioral patterns.*

The Right to Learn - Each student has the right to school atmosphere conducive to learning. *Each student has the responsibility to help maintain an atmosphere conducive to learning.* Each student has the right to equivalent educational opportunities regardless of race, color, creed, gender, handicap, religion or marital status. School officials are required by law to maintain a suitable environment for learning. *Each student has a responsibility to make satisfactory progress in school. "Satisfactory" progress is progress consistent with reasonable expectations for each student in relation to his/her ability and aptitude.*

Free Speech & Student Publications – Each student has the right to refrain from any activity that violates the precepts of her/his religion. *Each student has the responsibility to respect the rights of the religious beliefs of others.*

Each student has the right through his/her student government representatives to discuss issues related to school environment. *Each student has the responsibility to respect the decision rendered after discussion.*

Each student has the right to express him/herself through use of school publications. *Each student has the responsibility to respect the rights of others. Also, a student may seek consent and approval of teachers,*



advisors and school administration and must observe the normal rules of responsible journalism.

Each student has the right to conference with teachers, counselors and administrative staff concerning personal or school-related problems. *Each student has the responsibility to arrange each personal conference.*

Each student has the right to form and express her/his own opinion on issues without jeopardizing his/her relation with his/her teacher or school officials. Each student has the right to express an opinion on issues in the classroom, cafeteria, playing field, or any other place, as long as the exercise of such rights does not interfere with the existing Code of Conduct/disciplinary guidelines within the school. Each student will be informed as to when and where he/she can express ideas and distribute materials. *Each student has the responsibility to make efforts to become informed and knowledgeable about issues and express his/her opinion in a manner that is suitable for the forum in which the discussion is taking place.* Orderly procedures for student expression include the following:

1. Students are entitled to express their personal opinions as long as these expressions do not disrupt the educational process. That is, a student may express himself/herself without materially or substantially interfering with the requirement of the appropriate discipline in the operation of the school and without colliding with the rights of others.
2. Students who publish and/or distribute written or duplicated material on the school premises are responsible for its content.
3. The distribution of such material must take place at a reasonable time and location approved by the principal or his/her designee and must not interfere with the orderly school process.
4. Such material must be free of libel, obscenity, and defamatory statements against persons.
5. A student in his/her written or oral expressions shall not advocate or encourage the commission of crime.

The Right to a Scheduled Assembly – Each student involved in school-sanctioned organizations has the right to a scheduled assembly. *Each student has the responsibility of following club and organization schedules as established by school policy.*

The Right to Privacy – Each student has the right to private consultation with teachers, counselors and school administrators concerning matters of a personal nature. *Each student has the responsibility to respect the discretion and judgment of the teacher, counselor or administrators in a situation that may involve a violation of a federal, state or local law. If a situation should occur regarding a violation of the law on school property, then the principal should be notified and parent involvement should be accomplished as soon as possible.*

The School Board recognizes that all students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. The Board seeks to assure a climate in the schools, which is appropriate for schools and which assures the safety and welfare of personnel and students. To assist the Board in achieving and maintaining these goals, students, parents, and school officials are advised of the following.

1. **Search and Seizure: (CMSD School Board Policy JCDA)** Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol, or other materials in violation of school policy or state law. School property, such as lockers and desks, shall remain under the control of school officials and shall be subject to search.
2. **School Property:** The school district owns student lockers, desks, and other such property. The school exercises exclusive control over the school property, and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.
3. **The Person:** According to the decision of the Supreme Court of the United States, "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school." A particular student's effects also are subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school property.



The scope of the search must be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction."

If school officials conclude that a more intrusive search (e.g. a strip search) is needed, they shall call the parents of the students involved and report their suspicions to the police. Searches of students and their effects must be particularized. Group searches lacking particularized suspicion will not be permitted.

The Right to Participate in School Programs & Activities - Students have the right to participate in activities as spectators. *The responsibility of the student is to participate in school activities, not only in attendance, but to show good sportsmanship along with good behavior and respect the rights of others as well as for personal and public property.*

Students have the right to participate in school programs and activities. *Students have the responsibility to develop to their fullest potential and to promote the activities of the school by participating in school activities at the students' maximum performance levels and to abide by sponsor, school and district regulations while participating in in-district or out-of-district activities.*

GENERAL EXPECTATIONS FOR BEHAVIOR

Every prudent adult is aware that it is not possible to list all behaviors that may be displayed inappropriately during the school day by our students or the consequences that are judged appropriate. Consequently, at some point experienced, trained, and fair-minded school administrators must make judgments about the appropriateness or inappropriateness of student behaviors and assign appropriate consequences. We offer the following as a general guide to student behavior, but not as an exhaustive list of behavior expectations.

Throughout the school day, in general

- ◆ Respect constituted authority and abide by school regulations.
- ◆ Avoid loud talking, whistling, loitering, running, pushing.
- ◆ Be a lady or gentleman at all times.

Throughout the school day, in general

- ◆ Respect constituted authority and abide by school regulations.
- ◆ Avoid loud talking, whistling, loitering, running, pushing.
- ◆ Be a lady or gentleman at all times.

In the Cafeteria

- ◆ Enter the cafeteria as you would a restaurant in town. Do not run or push.
- ◆ Be as refined in your cafeteria table manners as you are in your home.
- ◆ When you have finished, take your tray to the receiving window so the table will be clear for others.

In the Classroom

- ◆ Do not talk while others are talking.
- ◆ Cooperate with the teacher and other students in every class activity.
- ◆ Be courteous to your teacher and fellow students.
- ◆ Avoid laughing at other's mistakes.
- ◆ When you need to talk, keep your voice in a conversational tone.
- ◆ Do not touch or read anything on the teacher's desk without specific permission.
- ◆ Be quiet during morning announcements -- something you need to know may be announced.

Expectations for behavior in the auditorium

- ◆ Enter the auditorium quietly and remain quiet during the entire program.
- ◆ Be prompt and take your seat in your assigned section.
- ◆ Give your attention to the speaker or entertainer who is on the platform.
- ◆ Do not disturb the ones around you.
- ◆ Applaud in a refined and courteous manner when you enjoy something.
- ◆ Never boo or whistle regardless of your opinion of the program.
- ◆ Do not read or do any type of work during the program.
- ◆ When you leave the auditorium, do not block the aisles by stopping to talk.



- ◆ Do not bring food or drink into the auditorium at any time.
- ◆ Stay out of the auditorium during lunch or break unless you have permission from a teacher to be there.

Expectations for behavior in the Library/Media Center

- ◆ Develop an appreciation and love for books. If this is done, you will naturally handle them with care.
- ◆ Be considerate of others by being silent for those who are reading.
- ◆ Follow the requests of the librarians and cooperate with them.

Expectations for behavior in the hallways and walkways

- ◆ Do not carry open soft drink containers. Drinks are to be consumed outside only.
- ◆ Do not run through the corridors or in or out of doorways.
- ◆ Do not stop traffic by stopping to talk with a group of friends.
- ◆ Do not push, but move through the corridors in an orderly manner like ladies and gentlemen.
- ◆ Go to lockers only after the first bell in the morning before school and during class changes. If you must go to your locker while classes are in progress, be as quiet and quick as possible so classes are not disturbed.
- ◆ Have a signed and timed pass from a teacher anytime you must be in the corridors while classes are in progress.

Expectations for behavior in the Restrooms

- ◆ Do not loiter in the restrooms.
- ◆ Take care of the restroom facilities and do not misuse them.

RULES FOR STUDENT CONDUCT

Disciplinary action will consist of procedures set forth by classroom or school-wide discipline plans, isolation, detentions, corporal punishment under existing school policy, loss of privileges, denial of participation in school activities, probation or a combination of any one or more of such actions, including appropriate constructive assignments, depending on the seriousness and the circumstances of the offense, and the attitude of the student.

In implementing conduct and personal appearance regulations, it should be kept in mind that the primary responsibility for the conduct and personal appearance of a student rests with the student and the parents. Administrators and teachers shall hold students to strict account for disorderly conduct or misconduct at any school, on the way to and from school, on the playgrounds during recess, at school meetings, programs, functions, and on school buses. The superintendent or principal of any school may suspend any student from school for good cause, but such suspension shall be reported promptly to the Board of Trustees. The superintendent or the principal of a school shall have the power to suspend a student for any reason for which such student might be suspended, dismissed, or expelled by the Board of Trustees.

The superintendent or principals are authorized to institute appropriate disciplinary action including immediate suspension, if warranted, of any student for disorderly conduct, or misconduct including, **but not limited to**, the following:

1. Fighting (see explanations and consequences, p. 34)
2. Disorderly conduct
3. Harassment, sexual harassment, intimidation, threats, and bullying (see "Sexual Harassment," p. 37)
4. Disruption of school operations, functions, programs or activities (see also, "Bomb Threat", p. 29)
5. Disobedience
6. Disrespect
7. Insubordination
8. Leaving class, school program or meeting without permission; cutting classes or programs
9. Insulting language
10. Insulting behavior
11. Indecent exposure
12. Public indecent displays of affection (including in cars parked in the vicinity of any school building or activity)
13. Obscene language



14. Vandalism (see explanations and consequences, p. 37)
15. Malicious mischief
16. Theft
17. Damage to property, private or school
18. Unauthorized use of school property
19. Unauthorized entry on school premises, including other schools or campuses
20. Loitering or being "out of bounds;" i.e., being where he/she is not supposed to be
21. Selling items for personal gain on school campuses without specific permission from the principal
22. Use of tobacco (see consequences, p. 31)
23. Use of alcoholic beverages (see consequences, p. 34)
24. Under the influence of alcoholic beverages
25. Use of illegal drugs (see consequences, p. 34)
26. Under the influence of illegal drugs
27. Selling or distributing any drugs—legal or illegal, prescription or non-prescription (see consequences, p. 34)
28. Any offense otherwise punishable by law and any offense determined to constitute good cause for disciplinary action.
29. Cheating
30. Use of the district's network resources to access inappropriate or non-educational material
31. Damaging, altering, destroying, copying, transmitting, or changing any official school records through the use of technology
32. Gang related activities (see explanations and consequences, p. 30)
33. Possession of:
 - A. Illegal drugs or drug paraphernalia
 - B. Alcoholic beverages
 - C. Matches, lighters, fireworks, explosives or incendiary materials
 - D. Knives, firearms, slingshots or any other weapon (see explanations and consequences, p. 32)
 - E. Pornographic materials
 - F. Stolen property
 - G. Tobacco or tobacco paraphernalia
 - H. Cards or gambling paraphernalia
 - I. Noise making devices
 - J. Other disruptive materials
 - K. Other materials, possession of which is punishable by law
 - L. Sprays which incapacitate such as mace and pepper spray

Students, parents, teachers, and administrators should recognize that the enumeration of certain offenses in the Code of Conduct are not intended to and do not restrict the power, authority, and duty of the superintendent, principals, and teachers to carry out their statutory duties of maintaining order and discipline in the public schools, even if the specific offense is not set out in this disciplinary code.

COLUMBUS HIGH SCHOOL DISCIPLINE LADDER

School officials at Columbus High School and Columbus Middle School employ a discipline ladder. Details can be found in the appropriate sections of this handbook.

BOMB THREATS CMSD School Board Policy JCBE

It is unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the disruption of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend



school classes or of causing him not to attend school classes (Mississippi Code § 37-11-20). The Superintendent or Principal of a school shall have the power to suspend or expel any student who telephones, emails, communicates or otherwise delivers a threat to students in or around a school or school activity. This provision includes bomb threats.

NOTICE OF UNANNOUNCED SEARCH POLICY
CMSD School Board Policy JCDA

The Columbus Municipal Schools, in an attempt to ensure that the schools are kept free of illegal drugs and other illegal objects or substances, may conduct an unannounced search at any time during the school year through the use of dogs trained to detect illegal drugs. Such a search will cover buildings and grounds, including lockers and automobiles parked in the school parking lots, but will not include the person of an individual. If drugs or any contraband or prohibited substances are found, the person(s) responsible will be dealt with according to school board policy.

PROXIMITY TO A CAMPUS POLICY
CMSD School Board Policy JCBE

The rules set forth in this Code of Conduct shall apply to each and every offense committed by a student off of a campus of the Columbus Municipal School District to the extent that the offense is committed within such proximity to a campus of the District so as to be determined to adversely affect the educative process within the District; to endanger the health, welfare, safety or morals of the students or employees of the District; or, to interfere or obstruct the operation of the District for the safety and welfare of its students or employees.

NON-SCHOOL RELATED CONDUCT POLICY
CMSD School Board Policy JCBE

A principal or principal's designee may discipline a student for dangerous or violent acts or the sale of controlled substances if such acts are committed away from the school or school related activities by recommending assignment of said student to the alternative school, if there is a showing that the non-school related conduct of the student has a direct and negative effect upon the learning environment of the school and/or constitutes a threat to the safety of the student or others. Any student, parent, or guardian aggrieved by the decision of the principal or principal's designee shall be entitled to due process pursuant to the District's existing policy on short and/or long term suspension.

After an arrest of a student or expressed permission from a youth court designee, a security officer or the city police may transport a student to the detention center. Every effort will be made to contact the parent/guardian when a student has been arrested.

1. If the student is otherwise legally enrolled in school, the principal or principal's designee may suspend the student for up to ten (10) days and make a recommendation to the Superintendent that the student be expelled, or
2. If the student is not enrolled but subsequently attempts to enroll in the school, the principal or principal's designee may disallow enrollment of the student.

Any student, parent, or guardian aggrieved by the decision of the principal or principal's designee shall be entitled to due process pursuant to the Board's existing policy on long-term suspension.

GANG RELATED ACTIVITY OR ASSOCIATION POLICY
CMSD School Board Policy JCBB

Gangs that initiate, advocate, or promote activities that threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or other attribute that indicates or implies



membership or affiliation with such a group, presents a clear and present danger and is prohibited. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The School District shall enforce the above rule and attempt to ensure that any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures that symbolize gang membership and/or participating in activities that intimidate or affect the attendance of another student shall be subject to appropriate disciplinary action.

GANG INSIGNIA

Gang insignia, signs, symbolic dress, drawing, pictures, or related activity will not be tolerated. Students who have in their possession such items described above on their person, in their possession, on clothing, in books or notebooks will be suspended out of school as follows:

- | | |
|--------------------|--|
| 1st offense | One (1) day Out-of-School Suspension |
| 2nd offense | Minimum of five (5) days Out-of-School Suspension |
| 3rd offense | Ten (10) days Out-of-School Suspension with recommendation to Superintendent for recommendation to the Alternative School. (Records based on attendance career at a particular school) |

PHYSICAL RESTRAINT POLICY CMSD School Board Policy JDBA

When it becomes necessary, the Board approves the use of physical restraint for students who are out of control when that behavior becomes a danger to him/herself or someone else, or involves the destruction of school or personal property. The amount of force used must be in direct proportion to the situation in order to diffuse the danger. Physical restraint may be used on any school property or anywhere the District has supervisory responsibility.

POSSESSION/USE OF TOBACCO AND TOBACCO PARAPHERNALIA POLICY CMSD School Board Policy JCBC

The policy of the Columbus Municipal School District is that the District shall be tobacco-free. The School Board recognizes the dangers and concurs with the Surgeon General's report on the harmful effects of tobacco on the human body. Therefore, the schools will provide a program presenting the harmful effects of tobacco on the body.

The use of any tobacco products in school buildings, on school grounds, or while operating school owned equipment is prohibited. The total ban on tobacco is the strongest statement Columbus School District can make to show students, employees, and visitors its concern for their health and well being.

Any student who shall possess (either actual or constructive), use, carry, or sell cigars, cigarettes, chewing tobacco, smokeless tobacco, or any other form of tobacco product or tobacco paraphernalia—which shall include rolling papers, lighters, matches, or the like—while in school, on campus, on school grounds, upon school buses, on the road to and from school or during participation in or attendance at or travel to and from school sponsored events, activities, events and ceremonies shall be subject to the following disciplinary action:

Penalties for use or possession (actual or constructive) of tobacco or tobacco paraphernalia:

- | | |
|--------------------|--|
| 1st offense | Three (3) days of out-of-school suspension and confiscation |
| 2nd offense | Five (5) days of out-of-school suspension and confiscation |
| 3rd offense | Ten (10) days of out-of-school suspension and recommendation for placement in the alternative school |



§ 97-32-29 – TOBACCO USE PROHIBITED ON ANY SCHOOL PROPERTY

No person shall use any tobacco product on any school property. Violators shall be subject to a warning for the first conviction, \$75 for a second conviction, and a fine not to exceed \$150 shall be imposed for subsequent violations.

For the purposes of this Act, school property means any public school building or bus, campus, grounds, recreational area, athletic field, or other property owned, used or operated by a local school board, school, or directors for administration of any public educational institution or during a school related activity. Sixteenth section land or lieu land without school facilities or school related activities are exempt from this Act.

This Act does not include property owned or operated by the state institutions of higher learning or public community or junior colleges.

Anyone convicted under this Act shall be recorded as being fined for a civil violation and not for violating a criminal statute.

WEAPONS-FREE SCHOOLS POLICY
CMSD School Board Policy JCDAE, JCDAE (2), JCBH

The Columbus Municipal School District Board of Education recognizes that the possession of firearms or other weapons on school premises or at school functions by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to district employees, students, visitors, and guests and further creates an unreasonable and unwarranted risk of damage to properties of district employees, students, visitors and guests. Because of such dangers, the Board hereby prohibits the possession of pistols, firearms, or weapons in any form by any person other than duly authorized law enforcement officials on school premises or at school functions, regardless of whether such person possesses a valid permit to carry such pistols, firearms, or weapons:

1. **Firearms:** The Columbus Municipal School District operates in compliance with the Gun-Free Schools Act, Title VIII of the Elementary and Secondary Education act of 1965. Therefore, all policies and/or procedures adopted by the Board which affect the conduct and/or discipline of students are supplemented by the requirements of this act, as follows:

No student is permitted to bring or possess a firearm on school property.

- A. **A "firearm" means** any type of weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device, including any explosive, incendiary, poison gas, bomb, grenade, rocket, missile, mine or other similar device; and any type of weapon, any combination of parts either designed or intended for use in converting any device into any device described herein and from which a destructive device may be readily assembled; or as otherwise defined by federal law.
- B. **Examples of prohibited weapons** – Prohibited weapons include, but **are not limited to**:
 - 1) Gun, rifle, pistol, other firearm
 - 2) Dynamite cartridge, bomb, grenade, mine or other explosive
 - 3) BB gun, air rifle, air pistol
 - 4) Bowie knife, dirk, dagger, switchblade, pocketknife, or other knife
 - 5) Slingshot
 - 6) Leaded cane, blackjack, nun chucks
 - 7) Metallic or other artificial knuckles
 - 8) Razors, razor blades



- 9) Any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files, clips, and tools used only to prepare food or for instruction and maintenance of school property)
 - 10) Any instrument having the effect or appearance of a weapon (including utensils, imitation firearms or knives, etc.)
- C. **"School property" includes** any school building, bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by the District. Furthermore, no student shall possess or carry any firearm or weapon as herein set forth within a vehicle brought onto school property as herein defined.
2. **The penalty** for bringing or possessing a firearm on school property shall be expulsion from the school program and all of its activities for a minimum period of one calendar year (365 days) as calculated from the date of expulsion. Any student who is charged with bringing or possessing a firearm on school property shall be automatically suspended for ten (10) days and recommended for expulsion for a minimum period of one calendar year as stated herein by the principal or his designee. The suspension shall take effect immediately following the provision of initial due process and pending the conclusion of due process on the recommendation of expulsion, all in accordance with the CMSD policies regarding long term suspension as provided in the CMSD Code of Conduct. The superintendent who receives a recommendation for expulsion may determine, based upon the particular circumstances of a given case, that other disciplinary action or alternative placement is appropriate and may make such recommendation to the Board.
 3. **Imitation firearms** – Any student who has in his/her possession any imitation firearms including but not limited to, a cap, plastic toy, or water gun shall be suspended out of school as follows:

1st offense	Three (3) days out of school
2nd offense	Five (5) days out of school
3rd offense	Ten (10) days out of school

 Imitation weapons will be seized and turned over to the proper officials.
 4. **Possession of Other Weapons** – Any student who has an "other" weapon (as defined below) in his/her possession while in school, on school property, on a school bus, on the way to and from school, concealed in a vehicle on school property, attending any school or school function, or in any other manner have in his/her possession, shall receive out-of-school suspension as follows:

1st offense	Minimum of three (3) days Out-of-School Suspension
2nd offense	Ten (10) days Out-of-School Suspension and recommendation for expulsion
 5. **Examples of such other weapons shall include but not be limited to** a bowie knife, pocketknife, dirk, dagger, switchblade or other knife, blade, billy club, metallic knuckles, throwing stars, pipe, club, bat, chain, razor, box cutter, ice pick, slingshot, leaded cane, blackjack, any instrument having the effect or appearance of a weapon (including utensils or knives, etc.) or any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and clips and tools used only to prepare food or for instruction and maintenance of school property); sprays that incapacitate such as mace, pepper spray, etc., will also be considered a weapon.
 6. **Use of Other Weapons** - Any student who uses or brandishes any object as a weapon, regardless of its original purpose while he/she is on school property as defined in Subparagraph a. (3) herein, may be subject to a ten (10) day out-of-school suspension and recommended for expulsion in accordance with the CMSD policies regarding long-term suspension as contained within the Code of Conduct. See above for examples of other weapons.

The superintendent, who receives a recommendation for expulsion for a violation of Subparagraph d. as herein contained, may determine, based upon the particular circumstances of a given case, that other disciplinary action or alternative placement is appropriate and may make such recommendation to the Board.

The Superintendent or Principal or their respective designee, as appropriate or in his/her discretion, may give prior approval for weapons to be on or about campus under the following circumstances:



1. With specific permission from the principal, a student may possess weapons on school property only when the weapons are used for valid educational purposes or school-sanctioned ceremonies; and
2. Law enforcement officers and other government officials may carry weapons onto school property as permitted by law.

THREATENING SCHOOL PERSONNEL

1st offense	Minimum of five (5) days Out-of-School Suspension
2nd offense	Minimum of ten (10) days Out-of-School Suspension
3rd offense	Ten (10) days Out-of-School Suspension and recommendation to the alternative school

PHYSICAL ASSAULT ON SCHOOL PERSONNEL POLICY CMSD School Board Policy JCBE

1st offense	Ten (10) days Out-of-School Suspension and recommendation for expulsion
--------------------	---

ALCOHOL POLICY CMSD School Board Policy JCDAC

Possession (actual or constructive) or use of (confiscation and report to authorities)

1st offense	Minimum 5 days OSS not to exceed ten (10) Days
2nd offense	Ten (10) days OSS and recommendation to Alternative School

ILLEGAL DRUGS POLICY CMSD School Board Policy JCDAC

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board ((Mississippi Code § 37-11-18). Possession (actual or constructive) or use/consumption of illegal drugs within the Columbus Municipal School District shall result in an immediate ten (10) day out-of-school suspension and recommendation for expulsion.

FIGHTING

Altercations—whether verbal or physical—are extremely disruptive to the educational processes and will not be tolerated. Fighting is defined as an act of aggression in which a person kicks—or attempts to kick, hits—or attempts to hit, or strikes another in an attempt to injure or do bodily harm. “Hitting back” is the same as fighting. The minimum penalty is the same whether or not the student allegedly started the fight or did not start the fight. When it can be determined, the one who initiates a fight will get a more severe consequence. The severity of the fight may result in additional or increased consequences. Consequences for fighting are:

K-5 1st offense:	Minimum of three (3) days Out-of-School Suspension
K-5 2nd offense:	Minimum of five (5) to ten (10) days Out-of-School Suspension with possible recommendation to alternative school
6-8 1st offense:	Minimum of five (5) days Out-of-School Suspension
6-8 2nd offense:	Ten (10) days Out-of-School Suspension with recommendation to alternative school
9-12 1st offense:	Ten (10) days Out-of-School Suspension
9-12 2nd offense:	Ten (10) days Out-of-School Suspension with recommendation to alternative school or for expulsion



BUS DISCIPLINE POLICY & PROCEDURES CMSD School Board Policy JCDAD

The superintendent or principals are authorized to institute appropriate disciplinary action including immediate suspension, if warranted, of any student for disorderly conduct or misconduct.

All District rules apply to students en route to and from home and school; this includes bus stops.

Severe Clause – Any student reported for fighting and/or possessing, using or under the influence of alcohol, tobacco, or drugs will receive the corresponding punishment listed elsewhere in this handbook.

1. **To the student:**

Your bus driver has the responsibility of your safety and the safety of all students assigned to his or her bus. The driver can only perform this responsibility with your cooperation and assistance.

2. **To the parent:**

The personnel employed each school year to operate our fleet of school buses are carefully selected and trained. Each must show a desire to serve our school system in a safe, dependable and efficient manner. Many of our drivers have served our system for many years. Safety is our first priority. With the following information, we are attempting to inform our students and parents of a few basic rules for proper bus conduct and safe practices. Encourage your children to observe these rules at all times. We feel that the cooperation of students, parents, and drivers is of utmost importance to enable us to continue our safe system of student transportation.

All district-owned regular route buses are equipped with a video/audio monitor surveillance system to monitor student behavior while on a school bus.

3. **Meeting the bus:**

Be at your bus stop five minutes before the regular pick-up time. Your driver is not permitted to wait for students. Stand on the edge of the roadway - away from the traffic lanes and not on the property of your neighbors. Respect their property rights.

If you must cross the street to board your bus, cross only in front of your bus, never behind it. Your driver will flash the red signal light prior to the bus coming to a complete stop. Students should not cross until they have been directed to do so by the bus driver and they have checked to make sure that all traffic has stopped. Be where your driver can see you at all times when near your bus. WALK - NEVER RUN TO YOUR BUS. Never push or shove your fellow students when loading the bus. Kindergarten students are expected to board and leave the bus at established neighborhood bus stops. Parents are strongly urged to accompany younger students to and from the bus stop.

4. **Conduct on the bus - STUDENTS MUST:**

- 1) Take assigned seat without crowding or pushing and remain seated while the bus is in motion.
- 2) Load the bus starting from the rear area first for safety reasons.
- 3) Obey the driver promptly.
- 4) Not extend arms, legs, or head out of the bus.
- 5) Never ride on the bumpers or on the outside of the bus.
- 6) Not talk to the driver while the bus is in motion except in an emergency.
- 7) Never tamper with doors and other bus equipment.
- 8) Not fight, scuffle, or throw objects inside the bus.
- 9) Not bring glass containers, water pistols, peashooters or weapons of any type on the bus.
- 10) Not shout at pedestrians or throw objects from the windows.
- 11) Not place books or other objects in the aisles of the bus. (Band instruments will be permitted aboard a bus only if instrument can be held in the student's lap. Instruments may never be placed in the aisle or on the floor at the front of the bus.)
- 12) Not throw paper or other litter on the floor of the bus.
- 13) Not engage in unnecessarily loud talking or laughter on the bus.
- 14) Not deface the bus (willful or careless damage must be paid for by the student).
- 15) Not use profane or indecent language.



- 16) Not smoke on the bus. State regulation prohibits smoking on the bus at any time.
 - 17) Not open windows without permission from the driver.
 - 18) Not eat or drink on the bus.
 - 19) Use the same bus morning and afternoon. A change in bus assignment may be made with a written request from a parent and approval by a school principal.
5. **Leaving the bus - STUDENTS MUST:**
- 1) Remain seated until the bus comes to a full stop.
 - 2) Leave the bus in an orderly manner, allowing students in the front to exit first.
 - 3) Move quickly away from the bus to a safe location.
 - 4) Leave the bus at a regular stop (unless requested in writing by parent for a different stop and approved by the principal of the school).
 - 5) Cross the highway only in front of the bus and after the driver has signaled that it is safe to cross.
 - 6) Not throw objects of any type at the school bus (This can cause the students involved to be charged with a felony).
6. **Disciplinary Infractions** (not covered elsewhere under a "severe" clause, above):
- | | |
|--------------------|--|
| 1st offense | Conference with student and parental contact (in writing, by telephone or in person). |
| 2nd offense | One-day suspension from the bus |
| 3rd offense | Two-day suspension from bus |
| 4th offense | Three-day suspension from bus |
| 5th offense | Five-day suspension from bus |
| 6th offense | Five-day suspension from bus and recommend to the superintendent that the student be suspended from the bus for the next 30 days (K-5) or 45 days (6-12). Suspensions not served at the end of the year will carry over to the following year. |

Note: Students who ride the bus during a bus suspension may be suspended out of school for an equal number of days.

CELL PHONES/ MP3 PLAYERS/BEEPERS/PAGERS/COMMUNICATION DEVICES

Cell phones, MP3 players, beepers, pagers, and other communication devices—whether working or not working—are not allowed in schools during the academic school day and will be confiscated when discovered. The "academic school day" is defined as the time between the first bell of the day and the time the student has departed the building at the end of his/her classes. This prohibition applies during after-school tutoring, after-school detention, or Saturday Detention. This prohibition does not apply while students are involved in after-school athletics and after-school extra-curricular activities. Furthermore, the penalties for possession and/or use are accumulated for the year as follows:

- | | |
|--|--|
| 1st offense – possession/use | Confiscation – Returned to parent/guardian |
| 2nd offense – possession/use | Confiscation – Returned to parent/guardian at end of semester |
| 3rd offense – possession/use | Confiscation – Returned to parent/guardian at end of school year |

All items confiscated will be disposed of by the time school begins again in the fall. A student who refuses to turn over his/her phone, MP3 player, beeper, pager, or any other communication device for confiscation when asked by a school official will receive a three-day out-of-school suspension. Penalties may be increased for flagrant use of communication devices.

NOTE: All confiscated devices will be turned in to the main office by the end of each school day. Parents/guardians will be able to pick up the devices only from the main office of the school.

FIRE ALARM ACTIVATION CMSD School Board Policy JCDAF

Any student who sets off a fire alarm or activates a teacher emergency intercom button is not only interrupting instruction, but is creating a false emergency that could endanger everyone in the school. Because



these events cause a severe disruption to orderly and safe school operations they will be dealt with by serious consequences. Discipline steps for violators are:

1st offenseFive (5) days out-of-school suspension (OSS)

2nd offense.....Ten (10) days OSS and recommendation to alternative school

SEXUAL HARASSMENT POLICY **School Board Policies GACN and JB**

The policy of the School Board of the Columbus Municipal School District forbids discrimination against any student, employee, or applicant for employment on the basis of sex. The School Board will not tolerate sexual harassment activity by any of its employees or students. Sexual harassment is a form of sex discrimination and violates both federal and state laws, including Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964. Title VII of the Civil Rights Act of 1964 prohibits discrimination in employment on the basis of race, religion, national origin and sex. Title IX prohibits discrimination on the basis of sex in an educational institution that receives federal funds. In addition to civil law, some forms of sexual harassment may constitute a sexual crime or child abuse under the Mississippi State Criminal code. Individuals who harass may be personally liable under civil suits, particularly Title IX and 1983 actions.

Sexual harassment is unwanted sexual or gender-based behavior of a verbal, visual, or physical nature that occurs when one person has formal or informal power over the other when the behavior interferes with learning opportunities or creates an intimidating, hostile or offensive educational environment.

Examples of behaviors that can be sexual harassment if unwanted:

- Direct or indirect threats or bribes for unwanted sexual activity;
- Sexual innuendoes and comments;
- Asking or commenting about a person's sexual activities;
- Humor or jokes about sex or females/males in general;
- Making sexually suggestive remarks, gestures, or jokes, or remarks of a sexual nature about the student's appearance;
- Pestering a person for dates or sexual behavior;
- Sexual touching, pinching, brushing, or patting;
- Displaying offensive sexual illustrations in the school;
- Graffiti about a person's sexuality;
- Spreading rumors about a person's sexuality;
- Name calling such as "bitch," "whore," or "slut;"
- Insulting and belittling a person -- sexual ridicule;
- Letters, notes, telephone calls or materials of a sexual nature;
- Stalking a person either inside or outside the institution; and
- Attempted or actual sexual assault.

Sexual harassment is demeaning and degrading. It affects an individual's self-esteem and can have a negative impact on performance in class. It can make an individual feel angry, powerless and fearful. It can also cause dysfunction and pain in those who are the objects of sexual harassment and those who are not directly sexually harassed but are observers.

The fact that someone did not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. In most cases it is the effect and characteristics of the behavior, not the intent of the person who is alleged to have harassed that determines whether the behavior constitutes sexual harassment.

Sexual harassment in Columbus schools will not be tolerated and, when observed, should be reported to the school administration.



VANDALISM POLICY

CMSD School Board Policy JCBD

Any student who willfully destroys, cuts, defaces, damages or injures any school building, equipment or other school property, or private property on school grounds, shall be subject to suspension or expulsion and his/her parents, legal guardians or custodians shall be liable for all damages.

Liability for Damages

The District may institute legal proceedings against and recover damages provided by law from parents of minor students who maliciously and willfully damage or destroy school property.

Reporting Vandalism

Citizens, students, and law enforcement are urged by the board to cooperate in reporting any incidents of vandalism in District property and the name(s) of the person(s) believed to be responsible. All District employees shall notify the principal of the school when they have knowledge that an act of vandalism has or may have occurred. The principal shall notify the superintendent or his/her designee of all reports of vandalism.

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. He/she is further authorized to delegate authority to perform these functions.

SPECIAL EDUCATION DISCIPLINARY APPLICATION

Special education students' disciplinary infractions will be handled according to state and federal rules regarding their disabilities. Where law and district policy conflict, law takes precedence over district policy.

DISCIPLINE CONSEQUENCES POLICY

CMSD School Board Policy JCAA

General Guidelines for Detentions, Suspensions and Expulsions

1. The term "suspension" as used herein shall be defined as the denial of the privilege of attending school in the Columbus Municipal School District (the "District") imposed after due process upon any student of the District at the direction of the principal of the school in which the student is enrolled or his/her designee but shall not include in-school detention, as that term is defined hereinafter.
2. An out-of-school suspension may be either "short term suspension" which is a suspension of duration of ten school days or less or a "long term suspension" which is a suspension of duration of more than ten school days.
3. The term "expulsion" as used herein shall be defined as a long-term out-of-school suspension for a duration equal to the remainder of the school year and thereafter unless allowed to re-enter the school district.
4. For purposes of suspension, expulsion, or in-school detention (as that term is defined hereinafter), the term "school day" as used herein shall be defined as any day on which the school from which a student is suspended or expelled is open for regular classroom attendance by students and shall specifically exclude Saturdays, Sundays, and other days when the school is actually closed to students for regular classroom attendance.
5. The term "in-school detention" as used herein shall be defined as the denial of the privilege of attending the regular classes of a student and his/her being required to attend a special class monitored by a CMSD employee and to study and work on his/her homework and other assignments of that student's regular classes. Procedures for Short-Term Suspensions (Ten School Days or Less), shall not in any way effect or relate to in-school detention which is addressed by other rules and regulations issued by the District.
6. Students who have been suspended or expelled from any school within the District shall not trespass upon any school campus while serving said suspension or expulsion except for a pre-arranged conference with a principal or other school administrator. Additionally, while serving a suspension or expulsion, students are prohibited from attending any day or night functions occurring on any school campus of the District.



7. No student shall be sent home prior to the end of any school day without the student's parent or guardian being notified before the student is dismissed. If the parent or guardian cannot be contacted, the student shall be kept at the school until the end of the school day. However, if principal or his/her designee believes that the student's continued presence in the school presents a danger to the student or to other persons or property or if the student poses an ongoing threat of disrupting the academic process, the principal will turn the student over to the security officer who will contact the detention center for transportation to the detention center. In the event the student is summarily suspended from the school campus, any necessary due process procedures will follow as soon as practical.
8. All principals shall make a written report of each suspension and expulsion to the Superintendent of the District on the first day of each week of the school year with the report including the name of each student suspended or expelled, a statement of the reasons for the suspension or expulsion of each student, the length and date(s) of each suspension or expulsion, and the race and sex of each student suspended or expelled.
9. Any student returning to any school subsequent to a suspension must return to his/her school accompanied by a parent or guardian for a meeting with the principal or his/her designee before the student will be readmitted to the school.
10. Each school principal or his/her designee shall distribute a copy of the school district's Code of Conduct to each student enrolled in the district and the parents, guardian, or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of their respective school district.
11. This policy shall not apply to any "disabled student" as the Individuals with Disabilities Education Act or similar enactments define that term to the extent that it conflicts with those laws.
12. Effects of Suspension - Student suspensions whether it is Saturday Detention or OSS are serious offenses that can jeopardize a student's participation in school activities or functions. As stated in the school constitution, elite contest rules, and student handbook, suspensions may result in students not being able to hold a student body or class office, participate in homecoming, be in the elite contest, serve as cheerleader, or participate in competitions for the remainder of the school year. Copies of the CHS Constitution, Cheerleader Constitution, and elite contest rules are on file in the principal's office.

Parent Care

Sometimes a school administrator may decide that a student's behavior can no longer be tolerated and the student should be returned to the care of their parent(s) for the remainder of the day. The administrator will contact a parent to come to school and take the child from the school setting. The student is given credit for attendance for the day and a suspension is not recorded on the student's discipline record. This consequence is usually used with younger children.

After-School Detention (ASD)

After-school detention will consist of a supervised study period at the school imposing the detention and will be imposed in 30-minute increments. Students are required to bring books and materials with which to study. After-School Detention is considered part of the school day and all policies apply.

In-School Detention (ISD) for Grades 6-12

In-School Detention is a disciplinary measure used for minor rule infractions. Students placed in ISD will be given assignments by their regular classroom teachers and will receive a grade based on the completion of that assigned work. ISD will be held during regular school hours. Rules will be distributed to students who are assigned to ISD. Violation of these rules may result in additional days being added to the original suspension. Days assigned to ISD will be counted present at school, but may be counted absent from class for exemption purposes.



1. **Rules for In-School Detention:**

- A. Students must have all books and materials necessary to complete work assignments when they enter the ISD room.
- B. Students must be in correct seat by the tardy bell.
- C. Students must raise hand for permission to speak, sharpen pencil, or get out of seat.
- D. No talking during the school day without permission.
- E. There will be one restroom break in the morning and one in the afternoon. Only exception – students on medical list. If possible, students will be escorted to the restroom.
- F. ISD students will be escorted to the Cafeteria at the appropriate time. No talking on the way to or from nor during lunch.
- G. Sleeping, chewing gum, eating candy, or making unnecessary noise will not be permitted.
- H. Students will not disturb other students in any manner. (Keep hands to self.)
- I. Students will maintain a good posture with their desk flat on the floor.
- J. Students will not turn around in seats, pass notes, or make any type gestures.
- K. No insubordination will be permitted.
- L. Students must dress according to dress code.
- M. There will be no grooming of face or hair.
- N. Sunglasses, hats, gloves, radios, or other music players will not be permitted.
- O. All regular school rules will also be enforced.
- P. Any student written up while in ISD may receive 1 to 5 days OSS depending on the severity of the offense.
- Q. Students will be accountable for any writing on or destruction of cubicles, desks, or any other school property.

Saturday Detention for Grades 6-12

Policies recommend Saturday Detention as punitive measures for minor offenses. The principal/assistant principal has the authority to recommend Saturday Detention if the student habitually breaks rules and regulations and it becomes obvious that other punitive measures are not achieving desired behavior changes. Saturday Detention is considered part of the school day and all normal school policies apply.

1. **General Guidelines for Saturday Detention**

- A. Saturday Detention will be held as needed each Saturday from 8:00 a.m. until noon.
- B. Saturday Detention will be held on the respective school campus (CHS and LMS) for students at those schools.
- C. No-Shows for Saturday Detention will be subject to the following guidelines:
 - 1) The first Saturday a student does not attend, he/she will be suspended out of school for one (1) day and attend the next scheduled Saturday Detention.
 - 2) The second Saturday a student does not attend, he/she will be suspended for two (2) days and attend the next scheduled Saturday Detention.
 - 3) All the subsequent Saturdays a student does not attend, he/she will be suspended for five (5) days and attend the next scheduled Saturday Detention.

2. **Rules for Saturday Detention**

- A. A list of rules and regulations will be distributed to students when assigned to Saturday Detention.
- B. Middle school students must report to Lee Middle School and high school students to Columbus High School by 7:45 a.m. The door will be locked at 8:00 a.m. (No exceptions)
- C. Students must raise hand for permission to speak, sharpen pencil, or get out of seat.
- D. No talking from 8:00 - 12:00 without permission.
- E. There will be one restroom break in the morning at 10:00 a.m. Emergencies will be dealt with on an individual basis
- F. Sleeping, chewing gum, eating candy, or making unnecessary noise will not be permitted.
- G. Students will not disturb other students in any respect. (Keep hands to self)



- H. No insubordination will be permitted.
- I. Students must dress according to dress code.
- J. Students will stay busy until 12:00 noon. If they do not remain busy with their own work they will be assigned work of monitor's choice.
- K. Students will not turn around in seats, pass notes, or make any type of gestures.
- L. There will be no grooming of face or hair.
- M. Sunglasses, hats, gloves, radios, or other music players will not be permitted.
- N. Students will maintain good posture.
- O. If any of the above rules are violated while in detention, punishment will be dismissal and no credit for attendance. The no-show policy will apply.
- P. Students will be accountable for any writing on or destruction of cubicle or other school property.
- Q. Students will sign indication that they know and understand all of the above rules.

Corporal Punishment – School Board Policy JDB

The law of the State of Mississippi holds that the teacher is in the same relationship to the child as a parent during the hours in which a child is in school.

The policy of the Columbus Municipal School District is to administer corporal punishment as a measure of last resort, then only after due consideration. Infliction of petty punishment is inconsistent with the best educational practices and is not conducive to good teacher-parent relationship. The teacher shall have another adult employed by the school as a witness. The adult will be the principal, assistant principal or such person designated by the principal. A written record of corporal punishment shall be turned in at the end of the school session to the school principal.

Parents who do not feel that corporal punishment should be used with their child must come to the school office and sign a form stating their objection and giving a daytime telephone number. They will be called to come to school should a major disciplinary problem arise with their child. No student will be allowed to return to class until his/her parent has come to the school to assist in arriving at a satisfactory solution to the problem.

If parents have not filed an objection within two weeks from the day a child enters school, the school will operate according to the laws of the State of Mississippi and the policies of the Columbus Municipal School District Board. A written objection must be filed EACH SCHOOL YEAR.

Overnight Suspensions (ONS)

Depending on the severity of the offense committed by the student, the principal or his/her designee may institute an overnight suspension. Overnight suspension is a means to establish a problem-solving conference between the student, his/her parent(s), and the school administration and faculty. When determined appropriate by a school administrator, a student will be suspended at the end of the school day (approximately 4:30 p.m., if the student has detention) *until such time as the student returns to school with a parent* for a student-parent-administrator conference. If arranged with an administrator, the conference may be held that afternoon, but is usually held the following morning prior to the start of the school day. If the student and parent return to school prior to the school day and behavior agreements can be met during the conference, the student will not miss any classes. No student may return to regular student status without first returning to school accompanied by a parent for a student-parent-administrator conference.

Out-of-School Suspension (OSS) and Expulsions

A student who has been suspended or expelled or otherwise denied admission to attend school has the right to further due process. All aspects, circumstances and records of the student's case shall be confidential and available only to authorized school officials dealing directly with the student or to the student's parents, legal guardians or attorneys for the student or for the Board. The following procedures provide notice and opportunity to be heard in such matters.

A student who has been suspended or expelled or otherwise denied admission to attend school shall not trespass upon any school campus, athletic facility, or school bus while serving said suspension or expulsion.



except for a pre-arranged conference with a principal or other school administrator or while assigned to attendance in the district's alternative school program. Additionally, while serving a suspension or expulsion, a student is prohibited from attending any day or night functions occurring on any school facility of the district.

DEFINITIONS

1. The term "suspension" as used herein shall be defined as the temporary denial of the privilege of attending school in the Columbus Municipal School District (the "district") imposed after due process upon any student of the district at the direction of the principal of the school in which the student is enrolled or the principal's designee, but shall not include in-school detention, as that term is defined hereinafter. The term "suspension" is often referred to as an "out-of-school suspension" or OSS.
2. The term "expulsion" as used herein shall be defined as a long-term out-of-school suspension for a duration equal to the remainder of the school year and thereafter unless allowed to re-enter the school district as set forth hereinafter.
3. For purposes of suspension or expulsion, the term "school day" as used herein shall be defined as any day on which the school from which a student is suspended or expelled is open for regular classroom attendance by students and shall specifically exclude Saturdays, Sundays, and other days when the school is not open for regular classroom attendance.
4. The term "in-school detention" (or ISD) shall be defined as a change of placement for the student from the regular classroom to a special classroom monitored by a full-time district employee. During this change of placement, the student will be afforded the opportunity to work on his/her school assignments in a supervised classroom. For the purposes of ISD, the term "school day" as used herein shall be defined as any day on which the school from which a student is suspended or expelled is open for regular classroom attendance by students and shall specifically exclude Saturdays, Sundays, and other days when the school is not open for regular classroom attendance. Nothing contained in this policy shall in any way effect or relate to in-school detention, which is addressed by other guidelines and regulations issued by the district.

GENERAL GUIDELINES

1. **SUSPENSION OF 10 DAYS OR LESS:** The principal may issue to the student and legal guardian a notice of suspension not longer than 10 consecutive school days. The suspension is effective immediately and no further due process is required unless requested by the student, parent/guardian, custodian, or representative of the student.
2. **IMMEDIATE REMOVAL:** The principal may immediately dismiss the student from school for the day when such is necessary to restore order, to protect the safety of the student or others and/or to resume normal school functions but when an immediate suspension is not or may not be appropriate. A student sent home under these circumstances shall be instructed to return the following day with his legal guardian. Should the student not return as instructed, the principal shall mail a "Notice of Suspension" for 10 days or less, as appropriate.

However, no student shall be sent home prior to the end of any school day without the student's parent or guardian being notified before the student is dismissed. If the parent or guardian cannot be contacted, the student shall be kept at the school until the end of the school day. Furthermore, if the principal or his/her designee believes that the student's continued presence in the school presents a danger to the student or to other persons or property, or if the student poses an ongoing threat of disrupting the academic process, the student may be summarily suspended from the school campus without notification to the student's parent or guardian. In the event the student is summarily suspended from the school campus, any necessary due process procedures will follow as soon as practical.



3. IMMEDIATE SUSPENSION AND RECOMMENDATION OF EXPULSION: The principal or superintendent shall immediately suspend a student for 10 days or less and recommend expulsion when there is reason to believe that the student committed an unlawful or violent act, as defined or otherwise provided by District policy. The suspension shall be effective immediately, pending conclusion of due process on the recommendation of expulsion.
4. IMMEDIATE SUSPENSION AND RECOMMENDATION OF SUSPENSION OF 11 DAYS OR MORE/EXPULSION: The principal or the superintendent may immediately suspend a student for 10 days or less and recommend a suspension of 11 days or more or expulsion, as appropriate under the circumstances. The suspension shall be effective immediately, pending the conclusion of due process on the recommendation of long-term suspension or expulsion.
5. DENIAL OF ADMISSION: The principal or superintendent may recommend a denial of admission that shall be effective immediately, pending the conclusion of due process.
6. MAKE-UP WORK: The days a student is serving an out-of-school suspension will not be counted against the student's allowed absences for credit purposes. Student serving OSS are encouraged to request assignments from teachers through the counselors office, but must complete those assignments during the OSS and submit them to the teacher *immediately* upon returning to the class.
7. REQUIRED CONFERENCE: Any student returning to any school subsequent to a suspension which was for a duration of ten (10) days or less must return to his/her school accompanied by a parent or guardian for a conference with the principal or his/her designee before the student will be readmitted to regular classes. No student will be readmitted to regular student status without first returning to school accompanied by a parent for a student-parent-administrator conference.
8. REPORT TO THE SUPERINTENDENT: All principals shall make a written report of each suspension and/or expulsion to the Superintendent of the district by immediately recording that suspension and/or expulsion on the district's computerized Student Information System.
9. DISTRIBUTION OF DISCIPLINE POLICIES: Each year, the school principal of each district school or his/her designee shall distribute a copy of the district's student-parent handbook containing the district's code of student conduct to each student enrolled in the district's school. The principal shall require a signed statement from the student, parent, guardian, or custodian of such student verifying that they have received a notice of the discipline policies of their respective schools.
10. STUDENTS WITH DISABILITIES: This policy shall not apply to any disabled student as the Individuals with Disabilities Education Act (IDEA) or similar enactment define that term to the extent that it conflicts with those statutes.

**PROCEDURE FOR DUE PROCESS
CMSD School Board Policy JCAA**

STEP ONE: INITIAL HEARING BEFORE A SCHOOL ADMINISTRATOR
--

Applies to: All disciplinary actions by an administrator

1. An initial informal hearing before a school administrator is required in each case where disciplinary action may be taken against a student and where an expelled student makes application of readmission following the conclusion of the expulsion period. After an initial investigation appropriate under the circumstances, the principal, superintendent or designee shall:
 - 1.1. Advise the student of the charges against him or reasons for non-admission;
 - 1.2. Afford the student a full opportunity to respond; and
 - 1.3. If the student denies the charges or contests the reasons for non-admission, explain the evidence in support thereof.



2. After the informal hearing, the principal may take the following actions:
 - 2.1. Suspension of ten (10) days or less,
 - 2.2. Immediate removal,
 - 2.3. Immediate suspension and recommendation for expulsion,
 - 2.4. Immediate suspension and recommendation for expulsion of eleven (11) days or more, or
 - 2.5. Denial of admission
3. When possible, one of the parents, guardians, or custodians of the student shall be notified by telephone immediately of the suspension, but in all cases one of the parents, guardians, or custodians of the student together with the student shall be hand delivered personally or mailed through the US Postal Service by regular mail a notice. That notice shall contain:
 - 3.1. The notification that the student has been suspended from school attendance,
 - 3.2. The length of the suspension,
 - 3.3. The reason(s) for the suspension, and
 - 3.4. A description of the evidence against the student.
4. Furthermore, the notice shall inform the student and the parent that, should they feel aggrieved by the suspension of the student, they shall have the right to an informal hearing before a panel of the Discipline Appeals Committee of the district. The hearing must be requested within five (5) school days of the mailing of the notice or the personal delivery of the notice. If such request for an informal hearing before the Discipline Appeals Committee is not received by the Office of the Superintendent on or before 4:30 p.m. on the fifth school day following the mailing of the notice or the personal delivery of the notice, the right to request such a hearing shall lapse, and no further hearings or appeals on the suspension shall be had.
5. In addition, the notice shall provide:
 - 5.1. Information about the discipline action;
 - 5.2. An appropriate place for the student, parent, guardian, or custodian of the student to sign and date the form;
 - 5.3. Instructions as to a time limit for requesting an informal hearing; and
 - 5.4. Instructions as to where and to whom the form should be submitted.

STEP TWO-A: INFORMAL HEARING BEFORE AN APPEALS COMMITTEE

*Applies to: Suspensions of 10 days or less
 Denials of admission*

1. Upon the receipt of the request for a hearing from the student or his/her representative, the Superintendent or his/her designee shall as soon as possible set a time, place, and date for the hearing that shall be held before a panel of the Discipline Appeals Committee. This hearing shall be set no later than seven (7) school days after the receipt by the Superintendent or his/her designee of the request for an informal hearing.
 - 1.1. After setting the date, time, and place for the hearing, the Superintendent or his/her designee shall immediately hand deliver or mail to the student and his/her parents, guardians, or custodians, through the US Postal Service by Certified Mail, Return Receipt Requested, with a copy being sent by regular mail, a notice which shall:
 - 1.1.1. Inform the student and his/her parents, guardians, custodians of the date, time, and place of the informal hearing to be held before a panel of the Discipline Appeals Committee;



- 1.1.2. Provide a list of the documentary evidence to be presented against the student together with a brief description of the matters about which each will testify;
 - 1.1.3. Notify them of the right to cross examine witnesses presented by the district;
 - 1.1.4. Notify them that neither the student nor his/her parents, guardians, or custodians have the right to be represented by an attorney before the Discipline Appeals Committee;
 - 1.1.5. Notify them of the right to present documentary and other evidence on the student's behalf; and
 - 1.1.6. Notify them of the right to present witnesses on the student's behalf.
2. The Discipline Appeals Committee for the district shall consist of all principals and assistant from all the schools in the district and all licensed administrators in the central office. When the Superintendent or his/her designee receives a request for an informal hearing, he/she shall appoint a panel from the committee to conduct the hearing. The panel shall consist of three members. When possible, two of the panel members shall be of the same race as the student subject to the disciplinary action. When possible, the members of the panel of the Discipline Appeals Committee shall be from schools of the same general age as the student, but not from the school where the student is enrolled.
3. At the informal hearing held by a panel of the Discipline Appeals Committee to review the suspension of a student, informal procedures shall be followed and formal rules of evidence shall not apply. The student or his/her parent, guardian, or custodian will be permitted to cross-examine any witnesses present and will be permitted to present arguments and evidence on behalf of the student.
4. The panel of the Discipline Appeals Committee appointed to conduct any hearing shall hear such cases submitted pursuant to this procedure and shall render its recommendation thereon based solely on the evidence presented at the hearing and all applicable laws together with the rules and regulations of the district.
5. All hearings held by a panel of the Discipline Appeals Committee shall be tape-recorded. A written transcript of the recording may be made. When the panel of the Discipline Appeals Committee determines it is necessary, a hearing may be recorded by a court reporter.
6. All recommendations made by a panel of the Discipline Appeals Committee shall be based on a majority vote of the panel members conducting any particular hearing.
7. The panel of the Discipline Appeals Committee shall render its recommendation in writing. The recommendation shall include a brief statement of the facts as found that supports its recommendation. The written recommendation of the panel of the Discipline Appeals Committee shall be presented to the school board at its next regular or recessed meeting.
8. Failure of the student and/or his/her representative parents, guardians, or custodians to appear at the designated time and place for the hearing shall waive the student's right to an informal hearing. In such event, no further action by the panel of the Discipline Appeals Committee relating to the student shall be necessary.
9. Pending the outcome of the informal hearing before the Discipline Appeals Committee the student may be allowed to remain in school if the principal or his/her designee determines that the student's continued presence is not detrimental to the school program. If the student is allowed to remain in school, the student remains subject to further disciplinary action, including additional suspensions with the parameters set forth in this policy.
10. Pending the outcome of the informal hearing before the Discipline Appeals Committee, if the principal determines that the student's continued presence is a detriment to the school's instructional program, the student may be placed in In-School Detention or the district's Alternative Education Program, depending on the severity of the charges against the student. However, the district may not offer temporary placement when the offense upon which the action is based is gang or group-related fighting, or other unlawful or violent act.



STEP TWO-B: FORMAL APPEAL BEFORE A HEARING OFFICER

*Applies to: Suspension
Expulsions
Denials of admission*

If after the initial hearing before a school administrator the principal or superintendent determines that a recommendation of suspension for 11 days or more, expulsion or other denial of admission is the appropriate disciplinary action:

1. The principal or superintendent shall give the student a written "Notice of Suspension and Recommendation of Expulsion/Non-admission and Statement of Rights" in a form provided by the superintendent for such purposes.
2. The notice shall contain a statement of the charges/reasons, advise the student of his/her rights to legal counsel, to present witnesses and to cross-examine witnesses presented against him/her and state the date, time and place for hearing. A copy of the notice will be hand-delivered to the student when possible and the original hand-delivered or mailed to the legal guardian.
3. A hearing before the District's hearing officer shall automatically be scheduled no later than the tenth (10th) school day following the date of notice.
4. Pending the outcome of the hearing before the District's hearing officer:
 - 4.1. The student may be offered temporary placement in the alternative school program when the counselor verifies the student's suitability for such program and, in such case, the hearing before the District's hearing officer may be held at any appropriate time without application of the 10-day limitation. However, the District may not offer temporary placement when the offense upon which the action is based is gang or group-related fighting, violation of prohibitions against weapons or controlled substances, assault of a staff member or other unlawful or violent act.
 - 4.2. The student may be allowed to remain in school if the principal or, in the case of non-admission, the superintendent determines that his continued presence is not detrimental to the normal functioning of the school program and, in such case, the hearing before the District's hearing officer may be held at any appropriate time without application of the 10-day limitation.
 - 4.3. The hearing will be before the District's hearing officer:
 - 4.3.1. The District's hearing officer shall be [description of hearing officer].
 - 4.3.2. The superintendent's designee will serve as the investigator and offer administrative assistance to the hearing officer, but shall have no vote in the determination of the hearing.
 - 4.4. The District's hearing officer shall hear and consider all cases presented and is authorized to:
 - 4.4.1. To concur or not concur in the suspension, expulsion or non-admission recommendation;
 - 4.4.2. To confirm or specify the duration of a suspension of eleven days or more, to remove the suspension or expulsion or to recommend admission; and
 - 4.4.3. Subject to review and approval of the superintendent, to recommend limited or unlimited expulsion or non-admission to the board.
 - 4.4.4. The District's hearing officer shall prepare a written summary of each case.
 - 4.5. All expulsion and non-admission recommendations shall be subject to review by the superintendent and by the board.
 - 4.6. After completing the superintendent's review, a parent, legal guardian or custodian aggrieved by a decision to suspend, expel, or deny admission to her/his child may request review of the decision by the board. A request for review must be submitted to the board within 2 days after receiving a decision at this appeal step.



STEP THREE: REVIEW BY THE SUPERINTENDENT

*Applies to: Expulsions
Denials of admission*

The superintendent shall review all recommendations by the District's hearing officer for expulsions or denials of admission:

1. If the superintendent concurs in the decision of the District's hearing officer, he shall submit the recommendation to the Board for final action.
2. If the superintendent does not concur in the decision of the District's hearing officer, he may remove expulsion, assign an appropriate duration of suspension or recommend expulsion or, in the case of other denial of admission, recommend admission.
3. All recommendations by the superintendent of expulsions or denials of admission shall be subject to review by the board.

STEP FOUR: REVIEW BY THE SCHOOL BOARD

*Applies to: Suspension
Expulsions
Denials of admission*

The board shall, at its next regular or special meeting following the recommendation, review and take final action on all recommendations for expulsions, denial of admission and any requests for review of suspensions. All consideration of student disciplinary actions shall be conducted in accordance with standard board procedure. All decisions by the board shall be final.

According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. (Attorney General Opinion, Carter, 1-9-98) (#183) (97-0817)

PROCEDURE FOR ALTERNATIVE EDUCATION PROGRAM PLACEMENT

1. Student Placement

Any student of the District may be recommended for placement in the Alternative Program by that student's principal. In addition, pursuant to Mississippi Code Annotated §37-13-92 (1972), as amended, the Alternative Program shall be established, maintained, and operated, but not limited to, the following categories of compulsory-school age students:

- A. Any compulsory school-age child referred to the Alternative Program by any chancellor or youth court judge having jurisdiction in the district, including, but not limited to, non-violent juvenile offenders confined in any youth court detention facility, with the consent of the Superintendent.
- B. Any compulsory school-age child who has (1) dropped out of school in violation of the Compulsory School Attendance Law, (2) has been suspended for more than ten (10) days or expelled from school, except for any student expelled for possession of a weapon or other felonious conduct, or (3) committed disciplinary infractions which will result in expulsion from school.
- C. Any compulsory-school-age child referred to such Alternative Program based upon a documented need by the parent, legal guardian, or custodian of such child due to disciplinary problems.
- D. Any student not covered under compulsory attendance requirements who violates the District's established Code of Conduct by committing offenses that warrant Alternative Program Placement as determined by the Alternative Program Admissions Committee.

Any student of the District may be recommended for placement in the Alternative Program by that student's principal. The principal of the Alternative Program shall require verification from the appropriate guidance counselor of any such child referred to the Alternative Program regarding the suitability of such child for attendance at the Alternative Program. Before a student may be removed to



the Alternative Program, the Superintendent must determine that the written and distributed disciplinary policy for the District is followed.

Subject to the above stated qualifications and conditions, admission to, and release from, the Alternative Program will be determined by the Alternative Program Admissions Committee. The only exception is for special education students. On these students, the Alternative Admissions Committee's only action is to record the action of the IEP Committee regarding placement.

Students may not be moved to or from the Alternative Program without the action of the Alternative Program Admissions Committee, the Superintendent or his designees, or the School Board.

2. **Alternative Program Admissions Committee Make-up**

This committee will be appointed by the Superintendent of Education and will consist of six (6) to eight (8) members, with a 50/50 ratio of white/black individuals. The three standing committee members will be: (1) the Deputy Superintendent (or Superintendent's designee); (2) the Special Programs Coordinator (or Superintendent's designee); (3) the Alternative Program Principal. There will be at least one (1) elementary school administrator, one (1) secondary administrator, and one other member who may be a secondary administrator, elementary administrator, or other district administrator.

After initial placement of students at the beginning of the school year, the committee will meet each month during the school term. After recommendation and approval by the Admissions Committee for placement, participation in the Alternative Program is mandatory.

Prior to any student who has been identified as a disabled student under the Individuals with Disabilities in Education Act (IDEA), 20 U.S.C. SS1400, et set., and any amendments thereto, being placed in the Alternative Program, the district will convene the student's Individualized Educational Program (IEP) Committee to review the placement and will extend all due process required by IDEA regarding the placement.

3. **Organization Structure**

The Alternative Program shall be a program designed to address the needs of students of the Columbus Municipal School District. Requirements of Mississippi law and recognized district needs have necessitated the formation of this program. The components of the program are described below:

- A. **Regular Education/Elementary** – This component of the program serves elementary age students demonstrating social/behavioral problems. These students commit minor conduct code offenses that have become chronic or commit major conduct code violations. Students in this program are required to have behavioral contracts. Program staff, the parent(s), and the student, when appropriate will develop the contracts jointly. Behavioral contract requirements, beyond those rules outlined in the Code of Conduct, will include those offenses that have necessitated the Alternative Program Placement, and will be specifically for an individual student. The requirements will be documented and signed by the student, his or her parent or guardian, and the Alternative Program Principal. Breaches of the contract will result in a lengthening of the required stay or expulsion by the school board, if the breach involves any criminal or violent behavior as described in Mississippi Code 1972 §37-13-92(a).
- B. **Regular Education/Secondary** – This component of the program serves secondary age students who have committed minor conduct code offenses and/or who have chronic or severe and habitual discipline violations according to the District's Code of Conduct. Students in this program are required to have behavioral contracts. Program staff, the parent(s), and the student, when appropriate will develop the contracts jointly. Behavioral contract requirements, beyond those rules outlined in the Code of Conduct, will include those offenses that have necessitated the Alternative Program Placement, and will be specifically for an individual student. The requirements will be documented and signed by the student, his or her parent or guardian, and the Alternative Program Principal. Breaches of the contract will result in a lengthening of the required stay or expulsion by the school board, if the breach involves any criminal or violent behavior as described in Mississippi Code 1972 §37-13-92(a).
- C. **Special Education (Elementary & Secondary)** - serves elementary and secondary students with disabilities recognized under IDEA. The IEP Committees of these students have determined that



home school placement is not the least restrictive environment for these students because of social/behavioral problems and/or the need for a smaller, more structured setting. Students in this program are required to have behavior addressed in their IEPs.

4. **Length of Stay**

Students enrolled in the regular education component of the program must remain in the program through the end of the semester (unless a longer placement is required by board action or state law). They must show marked progress in behavior and academics. Behavior improvement will be determined by documented evidence of completion of all parts of their behavioral contracts. At the end of each semester, there will be a review of progress. The Alternative Program Admissions Committee will make the final decision on recommendation for return to the home school.

The length of stay for a student with a disability (under IDEA) will be determined in an IEP meeting by the student's IEP Committee. During the IEP Committee meeting where the change of placement decision is made, the committee will also address the requirements of the probationary period and structure the IEP such that a change of placement may occur without a long delay when there has been a Conduct Code violation.

5. **Probationary Period After Return to Home School**

Students re-enter their home school on a probationary status, which ends after the first full grading period of their return. Any violation of the Code of Conduct that results in suspension (ISD or OSS) within the first grading period after re-entry will result in an automatic return to the Alternative Program.

Upon returning to the Alternative Program, students may not commit offenses above the minor offense level on the Code of Conduct. Violations will result in automatic recommendation for expulsion. The probationary period for a special education student will be the same as that of a regular education student.

Special Education students may be moved to or from the Alternative Program based on decisions of their Individualized Education Plan Committees. These committees determine the length of the placement for SPED students. The Admissions Committee will record IEP Committee actions in its minutes at the next convened meeting after a change of placement occurs.



ELEMENTARY SCHOOLS

THE POLICIES IN THIS SECTION ARE IN EFFECT AT
**JOE COOK ELEMENTARY MAGNET,
 FAIRVIEW ELEMENTARY MAGNET,
 FRANKLIN ACADEMY ELEMENTARY MAGNET,
 SALE ELEMENTARY MAGNET,
 STOKES-BEARD ELEMENTARY MAGNET,
 and CMSD ALTERNATIVE EDUCATION PROGRAM**

PHONE NUMBERS	
Joe Cook Fine Arts Magnet School	(662) 241-7180
Principal Kappler's email	kapplerl@columbus.k12.ms.us
Fairview Aerospace & Sciences Magnet School.....	(662) 241-7140
Principal Smith's email	smithb@columbus.k12.ms.us
Franklin Academy Medical Sciences & Wellness Magnet School.....	(662) 241-7150
Principal Overstreet's email	overstreetp@columbus.k12.ms.us
Sale International Baccalaureate World School.....	(662) 241-7260
Principal Bragg's email.....	bragn@columbus.k12.ms.us
Stokes-Beard Technology & Communication Magnet School.....	(662) 241-7270
Principal Lenoir's email	lenoirp@columbus.k12.ms.us
CMSD Alternative Education Program.....	(662) 241-7250
Principal Turner's email.....	turnerh@columbus.k12.ms.us

ARRIVALS AND DEPARTURES OF STUDENTS

Arrivals - Students should not arrive on the elementary school campus before 7:15 a.m.

Dismissals – Parents who arrange to pick up their child after school are expected to do so before the teachers' workday ends. Students who are not picked up within a reasonable time after school is dismissed will be referred to the authorities after efforts to contact parents have been made.

ATTENDANCE POLICIES AND PROCEDURES AT CMSD ELEMENTARY SCHOOLS

for more information see "ATTENDANCE LAW," pages 8-9

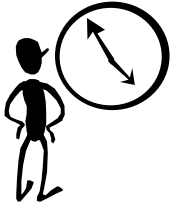
Punctual and regular attendance is an extremely important part of a student's school record. Therefore, each student should attend school each day. The following guidelines are in effect for all elementary schools.

1. A student who is absent from school must assume the responsibility of completing the missed assignments.
2. Each student, upon returning to school, must have a note stating the reason for his/her absence – or, on the day the child is absent, the parent/guardian may call the school office to explain the absence. With five consecutive absences a doctor's note is required for excused absences.
3. Mississippi law requires that, after five (5) days of unexcused absences, these absences will be reported to the attendance officer.

In keeping with the commitment to provide the maximum amount of quality instruction, parents are requested not to ask for their children to be checked out before the stated end of the school day. An early checkout disturbs the entire classroom, not just the student checking out. Please understand that students should not be checked out of school except in an emergency. Students will be released only by permission from the parent or guardian. All students must be signed out in the office before leaving the school campus early.



TARDY POLICIES AND PROCEDURES AT CMSD ELEMENTARY SCHOOLS



Parents are **strongly** urged to be sure that their children arrive at school in time to be in class at the announced time for beginning school. In most cases at the elementary level, parents determine when a child gets to school. Late students must stop by the office, accompanied by a parent, for a tardy pass before going to class.

1. Students are expected to be in class at the announced times for school to begin.
2. Parents must make every effort to help their children arrive at school on time.
3. After the fourth tardy, disciplinary action may be taken and a special parent-administrator conference will be held. After the conference, the student's attendance information may be turned over to the state attendance officer. The student will not be eligible for a perfect attendance award for the year.
4. The recording of tardiness will start over for each semester.

BIRTHDAYS

The integrity of the instructional day is very important to us. We make every effort to ensure that our students spend their school day time in meaningful learning activities. Therefore, elementary classes will not have birthday parties, but a parent may arrange to bring healthy treats to the class at recess.

COOPERATION BETWEEN THE HOME AND SCHOOL REPORTING STUDENT PROGRESS

The educators in the Columbus Municipal School System believe that it is in the best interest of the students that the home and school work together as partners in education. This communication time is so important to us that we establish Parent-Teacher Conference Days in our academic calendars. These days will be student holidays with dedicated times established for communications between parents and their child's teacher(s). Parents are encouraged to be active participants in the parent-teacher organization and other school activities.

The principal or teacher can offer specific suggestions that parents can follow to help their children learn as much as possible. Parents are encouraged to take an active role in seeing that their child completes homework assignments since homework is given as a means of reinforcing skills.

Conferences between parent and teacher are encouraged and can be initiated by either. Parents' interest in their child and his/her schoolwork is one of the major factors ensuring a child's school success and healthy development. Parents should call the school office to arrange a conference. The school secretary will be glad to help arrange a convenient conference time.

DISCIPLINE

See also ***DISCIPLINE POLICIES***, previously in this book

The educators of the elementary schools in Columbus believe that no student can be allowed to interfere with a teacher's right to teach, and that no student can be allowed to interfere with another student's right to learn. Furthermore, students cannot be allowed to cause harm to themselves or others.

Each school has a school-wide discipline plan, and each teacher has a classroom plan. The plans consist of rules, negative consequences for breaking the rules, and rewards for obeying the rules. The discipline plans will be carefully explained to the students, and parents will be asked to acknowledge by signature that they have received information about the discipline plan.

Consequences of behavior problems may include—but are not limited to—isolation, parent conferences, recess or after school detention, corporal punishment, short-term suspension, and long-term suspension. Students who exhibit chronic or severe behavior problems may be referred to the Alternative Admissions Committee.



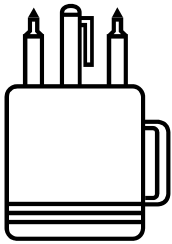
EDUCATIONAL PROGRAMS

Regular curriculum offerings in grades K-5 include reading, language arts, mathematics, social studies, and science. In addition, classes for elementary students include music, physical education, and library.

The pre-kindergarten and kindergarten programs stress development of the total child, enabling the child to grow educationally, socially, mentally, physically, and emotionally. Pre and post year assessments are given to all pre-kindergarten and kindergarten students to measure their growth and adjust our educational programs to the needs of the students.

Special Education, Gifted, English Language Learners, and Homebound services are available for eligible students.

FEES/SUPPLIES – ELEMENTARY



Each elementary child will be asked to pay the costs of a consumable workbooks and a current events paper. The fee assessed is \$15.00 per year. If a hardship case exists, a parent must request a financial waiver or timed payments. The administrator will work with the hardship cases, but the parent must contact the administrator.

Each student must have the proper school supplies so that classroom assignments can be completed. Teachers will provide parents with a list of needed supplies and fees. Parents will be notified when additional supplies are needed.

FIELD TRIPS

The classroom teacher, as a part of the educational program, sometimes arranges field trips. Parents will be asked to sign a blanket permission slip and will be notified of all trips. No student is permitted to go on a field trip without written permission from the parent.

FIRST AID/HEALTH

A student who is obviously ill should not come to school. Parents will be notified immediately when a child is ill so that arrangements can be made for the child to go home. Schools are not equipped to care for ill students.



GRADING SYSTEM

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system in grades 1-5 is as follows:

AExcellent.....	93-100
B Above Average	85-92
C Average	75-84
D Below Average	70-74
FBelow Standard.....	Below 70

Students in grades 1-5 who make all A's during a grading period will be placed on the Superintendent's List, and students in grades 1-5 who make all A's and/or B's during a grading period will be placed on the Principal's List.

Grade reports are issued four (4) times during the year at the end of every nine-weeks period.

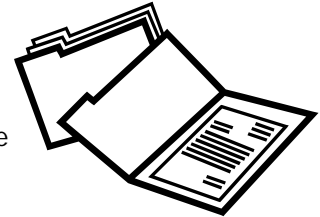


GUIDANCE SERVICES

The Columbus Municipal School District provides developmentally appropriate guidance and counseling services to all elementary students. Direct services to students include classroom guidance, small groups, and individual sessions. School staff, parents, and the students themselves make referrals for small groups and individual counseling.

HOME/SCHOOL COMMUNICATIONS

Each elementary school sends home a newsletter at the beginning of each month. Parents are urged to watch for the newsletters as they are sent home. Children are more likely to give parents communications from the school if the parent requests it.



INFORMATION SHEET/HANDBOOK RECEIPT

When students enroll in school, parents must complete and return a form that is kept on file in the school office. **The information is used to make parental contact in case of an emergency, and should be updated when there is a change in employment, address or telephone numbers.** There is also a place for parents to sign indicating they have received this handbook.

SCHOOL ASSIGNMENT

In agreement with the US Federal Court and the US Department of Justice, enrollment at CMSD PreK-5 schools will no longer be determined by residence within individual school zones. Instead, school assignment for PreK-5 schools will be determined by a lottery system. Parents or guardians living with their children in the boundaries of the Columbus Municipal School District who desire to enroll their children in one of the district's PreK-5 schools must bring registration documents to the Office of the Superintendent, Brandon Central Services Center, 2630 McArthur Drive, in Columbus.

SNACKS

Columbus educators recognize the possible link between the excessive use of sugar and inappropriate behavior. If allowed, nutritious snacks may be brought to eat at the time and place designated by the school principal. Parents who bring snacks for their child's class are expected to make every effort to bring nutritious snacks that comply with the district's Healthy Schools Policy. However, in the students' best interests, parents must not bring gum to school.

Federal and state guidelines for school cafeterias prohibit the selling of any food items from one hour before lunch until the end of the serving time, except through the regular cafeteria service. There are no exceptions to this policy.

TOYS/VALUABLE POSSESSIONS

Children are not to bring toys and other valuables, especially CD players, MP3 players and electronic games, from home. The school will not be responsible for loss, theft, or damage of items of this nature, and items may be confiscated by teachers and principals and returned to parents at the principal's discretion. Teachers of younger students will notify parents of special times when items from home may be brought for "Show and Tell". Parents are asked not to allow children to bring excessive amounts of money to school.



COLUMBUS MIDDLE SCHOOL

PHONE NUMBERS AND EMAIL

Main Office.....	(662) 241-7300
Principal Wamble's Email Address	wamblec@columbus.k12.ms.us
Assistant Principal Dismukes' Email	dismukesf@columbus.k12.ms.us
Assistant Principal Robinson's Email	robinsonl@columbus.k12.ms.us
Assistant Principal Wright	wrightk@columbus.k12.ms.us
Counselors Office.....	(662) 241-7300
Counselor Brewer's Email Address.....	brewerl@columbus.k12.ms.us
Counselor Heleniak's Email Address	heleniakm@columbus.k12.ms.us
Counselors Office FAX	(662) 241-7306
Chorus Room.....	(662) 241-7307
Gymnasium	(662) 241-7310

ATTENDANCE

The Columbus School District complies with the Compulsory Education Law (Mississippi Code of 1972, Section 37-13-91). Regular daily attendance at school is the responsibility of each student and his/her parents or guardians. Daily classroom grades will reflect participation that is based on regular attendance.

Regular and punctual attendance of all students is necessary during the school year. Absences from a class in excess of thirteen (13) days in a semester course or twenty-six (26) days in a year course will cause the student to fail. Students in a homebound program, students who are under a physician's care for long-term or chronic illness, or students who have unusual or extenuating circumstances beyond their control who otherwise maintain a passing average will be considered on an individual basis by the building principal and submitted in writing to the Superintendent for approval. The following guidelines are offered:

1. **Absences:** If a student is absent from school, the parent must do one of the following:
 - A. Phone calls are **NOT** an acceptable means to excuse a student's absence. Only written documents will be acceptable.
 - B. Come to the school and sign a signature card, which will allow the child to bring a note acceptable for admittance. (Such notes must contain dates of class periods missed, the student's full name, the reason for the absence, and the parent's signature.)
 - C. After five (5) consecutive absences for illness, a doctor's note must be provided in order to be excused.
 - D. Bring the child back to school and explain why he/she was absent. If the explanation of the absence meets the established criteria for excused absences, an excused absence will be issued.
2. **Excused Absences:** Absences classified as excused are those due to personal illness, illness in the family, death in the family, or extreme emergencies. The principal prior to the absence can approve other absences. Work missed under an excused absence must be made up at the earliest possible time.
3. **Unexcused Absences:** Any absence from class or school that is not excused by the principal is an unexcused absence. An unexcused absence means the student receives a grade of zero per assignment missed each day he/she is unexcused.
4. **Admittance Slip:** Following **ALL** absences from school, the student **MUST** secure a re-admittance slip from the homeroom teacher prior to first period. Losing and/or failing to pick up the slip will result in a tardy for each occurrence during the day.
5. **Checkout:** Any student who needs to leave school during the day for an appointment or because of illness must check out in the office prior to leaving the school building. No student will be dismissed unless one of the following has occurred:
 - A. Parent/guardian had contacted the school and arranged for the dismissal (either by phone or note).
 - B. The office has contacted the parents/guardians to arrange for the dismissal (in the case of illness).



- C. No student is to leave school (or school grounds) after arriving at school unless he/she has checked out through the office before leaving the building.
- 6. **Withdrawals:** Students withdrawing or transferring to another school must proceed as follows:
 - A. The student's parent/legal guardian must be present at the school in order to withdraw a student.
 - B. The parent/legal guardian should take the student to the LMS Guidance Counselor's office as soon as the school day begins. The counselor will issue a withdrawal form.
 - C. The parent/legal guardian should be prepared to give the name and location of school to which the student will be transferring.
 - D. Each subject area teacher, bookkeeper, and the media specialist (Librarian) must sign the withdrawal form and indicate current grade and/or condition of books returned. Lost and damaged textbooks or library books must be paid for according to the price list furnished to each teacher.
- 7. **Perfect Attendance Policy:** A student is considered as present or absent for each class in which he/she is enrolled. To be considered as not missing an entire day, the student must attend 60% of the school day. Students are considered present at school when assigned to ISD, but will not qualify for perfect attendance exemption purposes. A student absent from a class for more that 15 minutes will be considered absent from that class for the period. Exceptions will include students involved in school activities.

ASSEMBLIES AND PROGRAMS

Students' behavior in assemblies should be refined and courteous at all times. An indication of the maturity of students and the cultural level of the school is the conduct of its students in an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled-for clapping, laughing, talking, shouting, stomping, or making fun of program participants.

Students should move quickly and quietly to assembly and sit in their assigned seat unless participating in the program. **Students with behavioral problems will not be allowed to attend assemblies and incentive programs.**

BELL SCHEDULES

Regular Schedule	Afternoon Activity Schedule
7:45 AM - 8:15 AM..... Breakfast is served	7:45 AM - 8:10 AM..... Breakfast is served
8:05 AM..... Channel One	8:05 AM Channel One
8:14/8:15 AM..... Warning/Tardy Bell	8:14/8:15 AM..... Warning/Tardy Bell
8:15 AM..... Announcements	8:15 AM..... Announcements
8:15 AM - 9:10 AM..... 1 st Period	8:15 AM - 8:58 AM..... 1 st Period
9:16 AM - 10:04 AM..... 2 nd Period	9:04 AM - 9:44 AM..... 2 nd Period
10:10 AM - 10:58 AM..... 3 rd Period	9:50 AM - 10:30 AM..... 3 rd Period
11:04 AM - 12:39 AM..... 4 th Period & Lunch	10:36 AM - 12:04 AM..... 4 th Period & Lunch
11:04 AM - 11:27 AM..... 1 st Lunch	10:36 AM - 10:58 AM..... 1 st Lunch
11:27 AM - 11:52 PM..... 2 nd Lunch	10:58 AM - 11:20 AM..... 2 nd Lunch
11:52 PM - 12:17 PM..... 3 rd Lunch	11:20 AM - 11:42 AM..... 3 rd Lunch
12:17 PM - 12:39 PM..... 4 th Lunch	11:42 AM - 12:04 PM 4 th Lunch
12:45 AM - 1:33 PM..... 5th Period	12:10 AM - 12:50 PM..... 5 th Period
1:39 PM - 2:27 PM..... 6th Period	12:56 PM - 1:36 PM..... 6 th Period
2:33 PM - 3:30 PM..... 7th Period	1:42 PM - 2:22 PM..... 7 th Period
	2:22 pm - 3:30 PM..... Activity Period



Morning Activity Schedule

7:45 AM - 8:15 AM.....	Breakfast is served
8:05 AM	Channel One
8:14/8:15 AM.....	Warning/Tardy Bell
8:15 AM.....	Announcements
8:15 AM - 9:00 AM.....	1st Period
9:05AM - 10:00 AM.....	Morning Activity
10:06 AM - 10:46 AM.....	2nd Period
10:52 AM - 11:32 AM.....	3rd Period
11:38 AM - 1:06 AM.....	4th Period & Lunch
11:38 AM - 12:00 AM.....	1 st Lunch
12:00 AM - 12:22 PM.....	2nd Lunch
12:22 PM - 12:44 PM.....	3rd Lunch
12:44 PM – 1:06 PM	4th Lunch
1:12 PM - 1:52 PM.....	5th Period
1:58 PM - 2:38 PM.....	6th Period
2:44 pm - 3:30 PM.....	7th Period

BICYCLES

Students riding their bicycles to school are required to park them in a designated area. Once the bicycles are parked, they may not be moved until the students leave the campus. Students may not ride their bikes during the lunch period. Students, not the school, are responsible for their bicycles. Bicycles should be locked to the racks to eliminate the possibility of their being stolen.

BOOKS

All books checked out to students are the property of the Columbus Municipal School District. These materials are loaned for student use and are expected to be returned so that they may be loaned out again the following year. Students are responsible for showing the teacher any marks or other minor defects or damages when the book is first checked out. The teacher will note those items on the student's checkout sheet. Any different book that is turned in will require the student to either find his/her original book or pay the current, full replacement cost. Books damaged beyond repair, lost, or stolen are the full responsibility of the student to whom they were checked out.

CHEATING

Cheating is a very serious offense. Students should not have any part in aiding someone to cheat or cheating themselves on class work, tests, or assignments. Anyone involved in cheating will have his or her work taken up, a grade of zero will be given, and disciplinary action may be taken.

CODE OF CONDUCT

All students at Columbus Middle School have the right to attend classes without interference or disruption. No student will be permitted to interfere with the right to the education of our students. CMS will maintain a safe environment for the welfare of all students, and the code of conduct is designed to help provide a positive learning environment for faculty, staff, and students. Discipline will be enacted upon any student who denies this right to an education to others or who is defiant of the rules necessary to provide a secure and productive environment in which a quality education may occur. The student is responsibility for making



him/herself aware of the Code of Conduct used for behavior and attendance related problems, which will be given to each student at the beginning of the year and sent home for parents to read also.

Columbus Middle School will institute a Five-Step Intervention Plan to help students correct their behavior before being referred to the office for further disciplinary action. The following procedures will be implemented in team classes, but if the offense is more severe or occurs away from team classes, the teacher will refer the student to the building level administrator for disciplinary consequences.

***Note: The Five-Step Intervention Plan will start over each semester for each student.**

Teacher Procedures for Behavior Interventions

- 1st Step** – The student will be warned, the teacher will document behavior, and the teacher will make a successful contact with the parent to discuss the student’s behavior.
- 2nd Step** – The student will meet with the team teachers and a letter will be mailed home to the parent documenting behavior.
- 3rd Step** – The student will meet with the grade-level administrator and the student’s team teachers.
- 4th Step** –The student will receive Overnight Suspension by the Team Leader and must return with a parent to school to discuss behavior in a Team meeting.
- 5th Step** – The student will be referred to the office to the building level principal.

Administrative Procedures for Behavior Discipline Ladder

To ensure consistency and fairness, the following steps will be applied by administrators for student discipline.

Step 1	Warning + Parent contact
Step 2	Parent contact + Saturday detention or Minimum two (2) days After-School Detention
Step 3	Parent contact + Minimum one to three days In-School Detention
Step 4	Parent contact + Minimum three to five days ISD or Minimum one to three days OSS
Step 5	Parent contact + Minimum one to five days Out-of-School Suspension
Step 6	Parent contact + Minimum ten days OSS and recommendation for expulsion or Alternative School + contact proper law enforcement authorities, if necessary

The following is a list of some—but not all—of the various discipline infractions that result in an office referral. The administrator assigned consequences are shown. (See chart above)

Infractions	Administrator Assigned Consequences
Exhaustion of discipline steps	Steps 1-5
Dress Code violations	Steps 1-5
Cutting class	Steps 2-4
Selling food or drinks	Steps 1-3
Possession of a noise-making device	Steps 1-3
"Horse-playing"	Steps 2-4
Other behaviors as determined by the administrators	Steps 1-6
Defacing school property (vandalism)	Steps 3-6 (plus restitution for damages – Pol. JCBD)
Profanity	Steps 3-5
Profanity directed towards a teacher	Steps 4-5
Use or possession of a dangerous object	Steps 4-5
Tobacco use and possession	Steps 4-5 (Policy JCBC)
Gang activity	Steps 4-5 (Policy JCBB)
Open defiance of a teacher	Steps 3-5
Threatening school personnel	Steps 5-6
Assault on school personnel	Step 6 (Policy JCBE)
Provoking a fight/instigating a disturbance	Steps 4-5
Fighting – 1 st offense	Step 5
Fighting – 2 nd offense	Step 6
Harassment, intimidation (bullying), or threatening a student	Steps 1-6
Weapon possession or use	Steps 5-6 (Policy JCBH)
Illegal drug possession, use, or under the influence	Step 6 (Policy JCDAC)



COUNSELING SERVICES

The basic purpose of the guidance counselors at Columbus Middle School is to help each individual student understand and help himself/herself. The guidance program strives to assist the students in making the most of their capacities, interests, and other qualities. Counselors seek to help each student successfully adjust at school and with his/her fellow students.

Students and parents are welcome to make an appointment with the counselor to discuss education, vocation, social, or personal problems. Students must have a hall permit from a teacher in order to see a counselor during regular class periods. Appointments may be made before and after school or between classes by signing up in the guidance office.

There are two counselors to work with students. The counselor will be happy to review a student's cumulative record and interpret test scores and past achievements in terms of the student's ability. Guidance materials are available both in the guidance office and in the library to assist students in many areas, including educational, vocational, personal, and social problems.

CUTTING SCHOOL

A student will be assigned a maximum of 5 days ISD for cutting consecutive days of school. Days of ISD will increase by one day for each office visit for cutting during a school year.

Example: 1 st Incident	Over-Night Suspension (ONS) – Parent/guardian must accompany student back to school for student-parent-administrator conference
2 nd day missed	May result in Out-of-School Suspension (OSS) - – Parent/guardian must accompany student back to school for student-parent-administrator conference

DELIVERY OF GIFTS

Secondary schools of the Columbus Municipal School District will not accept delivery nor be responsible for students receiving flowers, balloons, or other favors. Such deliveries should be made to the student at home. This includes special days such as Valentines, birthdays, anniversaries, etc.

EARLY ARRIVALS

Students should not come to school before 7:30 a.m., unless they ride a bus or some emergency makes it necessary.

EMERGENCY DRILLS - FIRE AND TORNADO

Fire and tornado drills will be held periodically throughout the school year. Students will be informed of drill procedures and assigned areas to report to in emergency situations. Verbal instructions will be used to indicate tornado and other disaster drills.

FEES

Registration fee/Planner/Agenda Book (All students).....	\$10.00
Band fee (Band students)	\$10.00
SPIRIT fee (SPIRIT students)	\$10.00
Chorus fee (Chorus students)	\$10.00
Phys Ed uniform fee (Phys Ed students)	\$10.00



GRADING SYSTEM
CMSD School Board Policy JFC

Nine Weeks, Semester, and Yearly Averages

1. **First, Second, Third and Fourth Nine Weeks**
 - A. Daily grade average (comprised of daily test, homework, etc.), chapter, weekly, and unit tests make up three fourths or 75% of the nine-week average.
 - B. Nine Weeks exam will count as one-fourth or 25% of the nine-week average.
2. **Second and Fourth Nine Weeks** - The grade is comprised of daily grade average, chapter, weekly, and unit tests.
3. **Semester Average** - To get a semester average, the two nine-week' averages are averaged. If there is exemption from the final exam, the two nine weeks are added and divided by two for the semester average.
4. **Yearly Average** - The two semester averages are totaled and divided by two for the final yearly average.
5. **Exemption policy** – To be eligible to be exempt in a year-long course from the second (2nd) semester comprehensive exam only, a student must have perfect attendance for the year in that class, all fees and fines paid, and have a 75 average OR have a 93 average in that class during 2nd semester and all fees and fines paid. No exemptions will be granted for semester-long courses either semester.
6. **Exams** - Nine-week tests, mid-term exams, and final exams will be given in all subjects.
7. **The grading standard** for evaluation is, as follows:

A	93-100	Superior achievement
B	85-92	Above average achievement
C	75-84	Average achievement
D	70-74	Below average achievement (but passing)
F	Below 70	Failing (no credit)

HOMEWORK/CLASS WORK

As students progress through the middle school, academic requirements and the level of difficulty of the class work will increase. In order to provide a better understanding of the classroom work, it will be necessary to assign work to be completed outside of the classroom.

Middle school-age students need to become involved in activities, but a high priority must be placed on academic needs. Teachers will require assignments as necessary, but will keep in mind the balance that is needed to provide for the middle school experience.

Parental support is needed to insure that this balance is provided at home also. Concerns about the homework situation can be addressed by contacting the teacher directly.

Teachers will set time aside after school for students to complete missing or incomplete assignments. Parents will be notified of this time so students can benefit from the extra help.

Guidelines for Homework:

- A. All work is due on the date and time for which it is assigned. Unless a student has an excused absence, assignments turned in after the assigned date and time will be considered late assignments.
- B. In the case of excused absence, the student has three (3) days to make up any work or tests missed. The teacher can grant time beyond the three days if extenuating circumstances are present. In the case of an extended absence, the time allowed for make-up will be left to the discretion of the teacher.
- C. It is the responsibility of a student to get his/her own homework if absent. If a student is to be absent over three days, parents should call the school before 9:00 a.m. and request homework. This should be picked up in the office after 1:30 on the day requested. Absences of less than three days should not require phoning the school for assignments.



- D. An assignment may be turned in one (1) day after it was due but a grade of 70 will be the highest mark given as a grade on that assignment. If the assignment is not turned in the day after it was due, a zero will be recorded for that assignment.

LIBRARY

A library is a place for enjoyment and research. Students are welcome in the library, and since it is a place for quiet work, they are expected to be on very best behavior. Students are encouraged to use the library as often as possible. The librarian will be glad to help find information or suggest books. Students who find it is necessary to go to the library during class time must have written permission from the teacher, and then, upon entering the library, inform the librarian of their needs.

Books are checked out for two (2) weeks. A \$.05 per day fine is charged for overdue books. If books are not returned, students will be responsible for paying the replacement cost of the books. It will be the responsibility of the parents to insure that fines, books and damages are taken care of in an expedient manner.

NATIONAL JUNIOR HONOR SOCIETY

Students eligible to become active members of the National Junior Honor Society must have a high academic average and must display outstanding qualifications in the areas of citizenship, human relations, and school service. The Columbus Middle School Faculty Council determines the academic average necessary each year.

PARENT CONFERENCES

Conferences with teachers should be arranged by calling the counselor's office. Exploratory teacher conferences may also be arranged by calling the counselor. Parents and guardians are a very important link in a son or daughter's success. The difference between a student's motivation toward being successful and not achieving personal success can be the support that is given by a parent/guardian at home. Parents and guardians should encourage their sons and/or daughters to become involved in the total middle school program. We strongly urge parents and guardians to take an active interest in how they are doing. We believe that parents will see very positive results.

PERSONAL BELONGINGS

1. Each student is responsible for his/her belongings. All items should be marked with the student's name.
2. Students should bring only school-related items to school. Inappropriate items will be confiscated from the student and a parent must come to CMS to get them.
3. Students should never be in possession of more than \$5.00 while at school unless they have brought it for a school-sponsored event.
4. The selling of candy, chewing gum, toys or other items at school is not allowed and such items will be confiscated and held for parents to pick up or may be disposed of.

PROGRESS REPORT

Each student's progress report will be mailed to their home address on Wednesday of the fifth week of each nine-week term. We believe that through the close cooperation of the parents, student, and the teacher, failures will be kept to a minimum. Parents should contact teachers by email or phone if they have questions about progress reports.



SCHOOL PROPERTY DAMAGE

Any student, who damages school property, deliberately or while playing around, will be responsible for paying for the destruction and/or restoring it to the original value. Students may be subject to suspension or expulsion, or placed in the alternative program, depending upon the severity of the situation.

STUDENT RESPONSIBILITIES

- ... **IF YOU HAVE BEEN ABSENT:** A student returning to school must bring a written parental explanation to be given to the homeroom teacher as soon as the student enters class. If ill for more than two days, a student may request assignments through the counselor. Be sure to ask your teacher for make-up work upon your return to school. Students should make up missed work within three (3) days of their absence. All assignments must, however, be made up within two weeks of the student's return to school.
- ... **IF YOU ARE TARDY OR YOUR BUS IS LATE:** If you arrive at school during first period, report to the office.
- ... **IF YOU MISS THE BUS:** If you miss the bus in the morning, your parents are responsible for bringing you to school. If you miss your bus after school, you may use the phone to call your parents.
- ... **IF YOU NEED TO CHANGE YOUR BUS ARRANGEMENTS:** If, for any reason, you need to ride a bus other than your assigned one, or need to get off your bus at a stop other than your usual one, you must bring a note from your parents. Bring this note to the main office and you will be issued a ticket enabling you to make the necessary change.
- ... **IF YOU NEED TO LEAVE CLASS:** Never leave an assigned class or area without your LMS planner that has been signed and dated by your teacher.
- ... **IF YOU DO NOT HAVE LUNCH MONEY:** You will have to call home. We do not charge lunches.
- ... **IF YOU ARE MOVING AND NEED TO WITHDRAW FROM SCHOOL:** Bring a written request for withdrawal from your parent indicating your last full day of school. Show your note to your teacher, who will send it to the front office. The office will give you a withdrawal form, which must be completed by your teachers, physical education, exploratory teachers, your counselor, the media specialist, and administrator. You need to return all textbooks and library books and pay any fines due. Take the completed withdrawal form back to the front office by 2:00 p.m. on your last day, where you will be given a copy for your parents to present when enrolling in your new school.
- ... **IF YOU LOSE YOUR ADMITTANCE SLIP:** You must report to the office to secure another one. This will constitute a TARDY in each class.

TELEPHONE USE BY STUDENTS

During the school day the telephones in the school offices are strictly business phones for office use only, not for public use. Students may use the telephone only in case of emergency. Students will not be able to receive personal telephone calls at school. Students will not be excused from classes to receive or make phone calls.

TESTING SCHEDULE

Nine Weeks Tests, Semester Exams, and Final Exams will be administered in all subjects

VEHICLES

Middle school students shall not drive vehicles on campus.



COLUMBUS HIGH SCHOOL

CHS PHONE NUMBERS – EMAIL ADDRESSES

Main Office	(662) 241-7200
Main Office Fax	(662) 241-7205
Principal Hallmark's Email	hallmarks@columbus.k12.ms.us
Assistant Principal Savely's Email	savelyj@columbus.k12.ms.us
Assistant Principal McGaha's Email	mcgahak@columbus.k12.ms.us
West Office	(662) 241-7208
West Office Fax	(662) 241-7408
Assistant Principal Bray's Email	brayc@columbus.k12.ms.us
Assistant Principal Smith's Email	smithc@columbus.k12.ms.us
Graduation Specialist Henley's Email	henleyy@columbus.k12.ms.us
Academic Coach Cargile's Email	cargilel@columbus.k12.ms.us
Field House	(662) 241-7209
Football Coach Stanford's Email	stanfordt@columbus.k12.ms.us
Counselors Office	(662) 241-7239
Counselors Office Fax	(662) 241-7205
Counselor Gloria Gunter's Email	gunterg@columbus.k12.ms.us
Counselor Dorothy Roberson's Email	robersond@columbus.k12.ms.us
Counselor Cindy Wiygul's Email	wiygulc@columbus.k12.ms.us
Band Hall	(662) 241-7216
Gymnasium	(662) 241-7214
AFJROTC	(662) 241-7220

MCKELLAR PHONE NUMBERS – EMAIL ADDRESSES

McKellar Main Office	(662) 241-7290
McKellar Main Office Fax	(662) 241-7293
Director Cathy Kemp's Email Address	kempc@columbus.k12.ms.us
Counselor Laurie Davis' Email Address	davisl@columbus.k12.ms.us

COLUMBUS HIGH SCHOOL BELL SCHEDULES

A copy of the bell schedule will be given out with this handbook and made available online at the school's website. Copies will also be available in the main office throughout the year.

8:05 AM - First Bell
8:05 AM – 8:58 AM - 1 st Period
9:03 AM – 9:51 AM - 2 nd Period
9:56 AM – 10:44 AM - 3 rd Period
10:49 AM – 12:52 PM - 4 th Period and Lunch
10:49 AM – 11:16 AM - 1 st Lunch
11:21 AM – 11:48 AM - 2 nd Lunch
11:53 AM – 12:20 PM - 3 rd Lunch
12:25 PM – 12:52 PM - 4 th Lunch
12:57 PM – 1:45 PM - 5 th Period
1:50 PM – 2:38 PM - 6 th Period
2:43 PM – 3:31 PM - 7 th Period



EMERGENCY BELLS
CMSD School Board Policy JCDAG

Emergency warnings signaling a fire or tornado may be given at any time. Drills are exercised numerous times throughout the year to ensure the safety of students in the event an actual fire or tornado should occur. Students are taught the proper procedures to follow during drills so that they know what each ring signifies and are prepared to respond correctly. When these signals are given students should go to the assigned areas and respond according to proper procedures taught and reinforced throughout the school year.

Fire Bell - a fire alarm will sound
Tornado warning – warning announcements will be made

FEES
CMSD School Board Policies JS, IFAA

Visual Art	\$5.00 per year
Ceramics Fee	\$3.00 per semester
Band – Cleaning fee	\$20.00 per year
Instrument rental	\$15.00 per year
Driver Education Fee	\$20.00 per semester
Parking Sticker Fee.....	\$5.00 and proof of insurance
Registration Fee (locker and ID)	\$5.00
Replacement ID charge	\$5.00
ROTC Cleaning/I.D Fee.....	\$15.00 per year
McKellar Technology Center Shop Requirement	Students in classes with a hands-on shop component will be required to purchase uniforms and/or lab coats before the end of the second week of school.

ASSEMBLIES AND PROGRAMS

In assemblies, each student's behavior should be respectful and courteous at all times. Unacceptable conduct includes whistling, uncalled-for clapping, standing to get attention, laughing, talking, shouting, stomping, or making fun of program participants. If seats are assigned, each student should move quickly and quietly to his/her designated area. Disciplinary action will result for students who are unaccounted for during an assembly, or who fail to comply with teacher/staff/administrator instructions concerning conduct.

ATTENDANCE
CMSD School Board Policies JBDA, JBAC, JBD
See also "Attendance Law" in GENERAL INFORMATION

Columbus High School complies with the Compulsory Education Law (Mississippi Code of 1972, Section 37-13-92). Regular and punctual attendance of all students is necessary during the school year. Absences from a class in excess of thirteen (13) days in a semester course or twenty-six (26) days in a year course will result in the student's failure in that class. Students in a homebound program, students who are under a physician's care for long-term or chronic illness, or students who have unusual or extenuating circumstances beyond their control or otherwise maintain a passing average will be considered on an individual basis by the building principal and submitted in writing to the Superintendent for approval.



ABSENCES: POLICIES AND PROCEDURES

Attendance Office Phone – 241-7206

When a student is absent from school, his/her parent/guardian must do one of the following:

1. Bring the student to school to the attendance office and explain why the student was absent. If the explanation of the absence meets all established criteria for excused absences, an excused absence will be issued.
2. The student can bring a note containing the student's full name, reason for absence, dates missed, and parent/guardian signature for admittance. The school administrator will review the note submitted following the absence, and if the explanation of absence meets all the established criteria for excused absence, an excused absence will be issued.
3. The student can also bring a doctor's excuse, court papers, or other documentation.
4. Students should pick up admission slips from the designated areas in adequate time to make it to class prior to the tardy bell. Students arriving five (5) or more minutes after the first-period tardy bell should report directly to the Attendance Office.
5. Failure to follow one of the above procedures will result in an unexcused absence.

Phone calls are NOT an acceptable means to excuse a student's absence.

Excused Absences: Absences classified as excused are:

1. Absences due to personal illness
2. Absences due to serious illness or death in immediate family
3. Other reasons deemed excused by state law and approved by an administrator

Prior to the absence, the principal may approve absences for other circumstances. A school administrator will determine whether a student's absence is excused or unexcused. The student is responsible for contacting the teacher before or after school to acquire make-up work assignments. Work missed under an excused absence must be made up within five (5) school days of the absence or the student must make special arrangements with the teacher.

Unexcused Absences: Any absence from class or school that is not excused by the Attendance Office or an administrator is an unexcused absence. All unexcused absences that are not cleared within five (5) days of the absence by an approved method will remain unexcused. A student will not be allowed to make up assignments for any class in which he/she has accumulated ten (10) unexcused absences. A letter from the Lowndes County Attendance Officer will be sent to the parents/guardians of students who have five or more unexcused absences.

College Visits / Non-Emergency Absences:

1. Graduating seniors are permitted two (2) college visits per year. Official documentation must be brought to the Attendance Office upon the student's return to school to receive an admission slip.
2. Students are responsible for the assignments during the absence and must make-up any necessary work upon their return. Students should contact their counselor to receive school assignments prior to a planned absence.

Admittance Slip: Following ALL absences from school, the student MUST secure a re-admittance slip from the designated area prior to first period. The student is responsible for keeping up with the admittance slip during the entire school day.



Checkout: Any student who needs to leave school during the day must check out in the attendance office prior to leaving the school building. If a student becomes sick during a class, the teacher will issue a pass to go to the attendance office or the school nurse. If a student becomes sick between classes, he/she is to report to his/her next class and acquire a pass from that teacher to go to the attendance office or school nurse. No student will be dismissed unless one of the following has occurred:

1. The parent/guardian has contacted the Attendance Office by phone and arranged for the dismissal.
2. The office has contacted the parent/guardian to arrange for the dismissal (in the case of illness).
3. The student can bring a note from their parent/guardian.

If a student is checked out by phone, he/she must bring a note upon their return to school to receive an excused absence. If the student fails to bring a note the check out absence will remain unexcused.

Perfect Attendance Policy: A student is considered as present or absent for each class in which he/she is enrolled. To be considered as not missing an entire day, the student must attend 60% of the school day. Students are considered present when assigned to ISD. Exceptions will include students involved in sanctioned school activities or mandatory supervised academic tutoring/remediation sessions.

REMINDER: No student is to leave school (or school grounds) after arriving at school without first checking out through the Attendance Office before leaving the building. Parents/guardians are strongly urged to make dental and doctor appointments for their students before or after school hours because all absences fall under the Compulsory Education Law. Leaving school without properly checking out will result in disciplinary action.

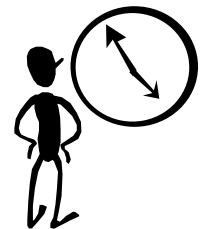
Withdrawals: Students withdrawing or transferring to another school must follow the following procedures:

1. The student's parent or legal guardian must be present at the school in order to withdraw a student.
2. The parent or legal guardian should take the student to the CHS Guidance Counselor's office as soon as the school day begins. The counselor will issue a withdrawal form.
3. The parent or legal guardian should be prepared to give the name and location of school to which the student will be transferring.
4. The student must acquire each subject area teacher's signature, the bookkeeper's signature, and the media specialist's (Librarian's) signature on the withdrawal form to indicate the current grade and/or condition of books returned, and to indicate that fees/fines have been cleared. Lost and damaged textbooks or library books must be paid according to the price list furnished to each teacher. Also, all fees/fines must be paid to clear the student for transfer.

Attendance Office Phone – 241-7206

TARDY POLICIES AND PROCEDURES

Class time is instructional time. This policy sends the message that being tardy will not be tolerated. At the beginning of the new school year, students are given three days to adjust to their schedule. All tardy and cutting class policies will go into effect immediately on the fourth day. They will remain in effect until the last day of school.



Tardy: A tardy bell will sound to signal the end of the class exchange and the beginning of a new class period. Any student entering class after the tardy bell has sounded is considered tardy. Tardy students are required to enter the class quietly and immediately take their seats without disrupting the class. Teachers will record tardies in their grade book and in INOW (school administrative software) within five minutes of the tardy bell.

Penalties for Tardies: Students are expected to be in class by the time the tardy bell sounds. When a student is tardy to school, a note stating the reason for tardiness must accompany the student. Tardies are cumulative for one full semester. The consequence ladder starts over at the beginning of each semester.



- 1st tardy-Warning
- Step 1 (2nd tardy)
 - 1 day of After School Detention
- Step 2 (3rd tardy)
 - 3 days of After School Detention
- Step 3 (4th tardy)
 - Parent/Guardian contact by administrator
- Step 4 (5th tardy)
 - 1 day of Saturday Detention
- Step 5 (6th tardy)
 - 1 day of In School Suspension
- Step 6 (7th tardy)
 - 3 days of In School Suspension
- Step 7 (8th tardy)
 - 5 days of In School Suspension
- Step 8 (9th tardy)
 - 1 day of Out of School Suspension: Parent/guardian must return with student
- Step 9 (10th tardy)
 - 3 days of Out of School Suspension: Parent/guardian must return with student
- Step 10 (11th tardy)
 - 5 days of Out of School Suspension: Parent/guardian must return with student

Cutting Class: "Cutting" is defined as not being in your scheduled class or assigned area. A student should not leave a class or assigned area without a properly signed and dated hall pass. All students that are "cutting" will be referred to an administrator for disciplinary action.

Penalties for Cutting Class: Cutting class penalties are cumulative and are recorded. A student who cuts class will only be allowed to make up work before or after school. To ensure integrity in grading, any tests missed due to cutting class will not be the same test that was given to other students. Cutting any portion of a class will count against perfect attendance for that class period. Cutting class offenses will be cumulative for the entire year. The following penalties will be strictly enforced to ensure the safety of all students:

1. **1st and 2nd incidences of CUTTING CLASS:** CHS administrator issues three (3) days in ISD
2. **3rd incidence of CUTTING CLASS:** CHS administrator issues a minimum of five (5) days in ISD and an ONS.
3. **Any subsequent incidences of CUTTING CLASS during the school year:** CHS administrator issues a minimum of three (3) days of OSS, and may recommend the student for placement in the CMSD alternative program.

Exceptions to Tardy and Cutting Class Policies: If there is a legitimate reason for a student being late to class, that decision will be made by the attendance office administrator or the principal. The student will bring an "Administrator's Pass" to class from that administrator. Bus students who arrive at school after the tardy bell has rung will be admitted to class with a bus pass.

CAFETERIA/CLOSED CAMPUS LUNCH

Columbus High School has a closed campus lunch. A closed campus lunch means a student may not leave campus during lunch. Anyone leaving campus during lunch is cutting class. Additionally, no student should leave the designated areas without a pass from his/her teacher. While in the cafeteria, students should exercise courtesy, demonstrate proper table manners, and ensure a healthy, clean environment.

Parents and guardians are always invited to eat with their students. Parents/guardians must sign-in through the main office and receive a visitor's badge. Because of federal guidelines, commercially prepared foods (such as fast food, restaurant "to-go" orders, etc.) may not be brought into the school during lunch times.



DRESS CODE

Student dress should not distract from the learning environment or interfere with another student's right to learn. The Principal or his designee has final authority to make judgments about whether a student is properly attired or groomed. Clothing judged by the Principal as indecent or inappropriate for school will not be allowed.

1. The following items are not allowed:

- **Sagging pants (All shirts must be tucked in*) SAGGING IS NOT ALLOWED**
- See-through garments (including autographed t-shirts), muscle shirts, tank tops, or halter tops
- Midriff shirts or blouses which reveal skin when arms are raised above the head, reveal cleavage, or have straps less than 3 inches wide at the top of the shoulder
- Pajamas, flannel, sweat pants, or lounge pants
- Nylon or wind pants
- Gym shorts (except during P.E class), or biker shorts
- Skirts, pants, or shorts above the knee or with holes, tears, or shreds
- **All skirts and shorts must be knee length.**
- Leggings are allowed **only** when worn with a skirt or top that meets the dress length guidelines.
- Hooded jackets and sweatshirts will be allowed but hoods can not be worn on the head during school.
- Hats, caps, or head gear on campus, including visors, bandannas, stocking caps, wrap caps, etc. (*Items will be confiscated.*)
- Sweat bands, wrist bands, sunglasses, rags, or items having no relation to school (*Items will be confiscated.*)
- Grooming instruments worn in hair (combs, brushes)
- Grooming in classrooms, halls, cafeteria, or commons area. (*Hair must not present a distraction.*)
- Tattoos, markings, or writing on hands or other exposed body part that are offensive, immature or gang related.
- House slippers (*Shoes must be worn at all times.*)
- **Clothing judged indecent or inappropriate by Administrators**

2. Articles of clothing, book bags, notebooks, personal items or physical body **should be free of the following:**

- Symbols or words alluding to substances or activities illegal by law for minors: tobacco, alcohol, drugs, or gambling.
- Gang symbols, signs, or language associated with gangs or gang activity
- Profane, sexual, pornographic, violent, or suggestive language
- Derogatory symbols, pictures, or language directed to any person or group
- Fraternity and sorority emblems or references

3. All athletic uniforms or clothing associated with an extracurricular activity may be worn only on game days or for a school-related activity.

*Male students and/or male gender style shirts



DRESS CODE VIOLATION CONSEQUENCES

Dress code violations are cumulative for one full semester. The consequence ladder starts over at the beginning of each semester.

- 1st offense--- Referral - Written Warning
- 2nd offense---Referral – 2nd Written Warning
- 3rd offense---1 day After-School Detention
- 4th offense---3 days After-School Detention: Parent/Guardian contacted by administrator
- 5th offense---1 day Saturday Detention
- 6th offense---5 days ISS: Parent/Guardian contacted by administrator
- 7th offense---3 day OSS
- 8th offense---5 days OSS

CONDUCT AND DISCIPLINE

The purpose of education at Columbus High School is to aid young persons to prepare themselves to live their adult lives at a maximum level of productivity, self-awareness, happiness, self-control, and in harmony with their community. In addition, the students should develop a perceptive awareness of high standards of behavior, appearance and grooming. Those who are responsible for developing and implementing conduct and personal appearance regulations should keep in mind that the primary responsibility for the conduct and personal appearance of a student rests with the student and the parents. Every effort should be made to impress upon the student and the parents that discipline and order can only be maintained in the school when the school is not used as a vehicle for disruptive influence. With this educational purpose in mind, Columbus High School has defined the minimum standards of conduct, dress, and grooming which will be acceptable for participants at this school.

GENERAL SCHOOL WIDE RULES

The rules set forth at Columbus High School serve two main purposes---to enhance safety for all and to provide a maximum educational environment for students. While the rules described below are enforced, any unstated or unexpected event that threatens the quality or safety of the educational environment will be dealt with in a firm, fair, and consistent manner.

1. Students must show respect to fellow students, teachers, and other school personnel at all times.
2. Students are never to engage in horseplay or loud, boisterous behavior in classrooms, halls, or any commons area, including car and bus lanes.
3. Students are not allowed to bring items having no relationship to school functions or personal needs, including electronic devices (radio, CD/cassette players, earphones, cameras), sunglasses, toys, games, sports cards, slam books, photos, etc. These items may be confiscated and returned at discretion of teacher or administrator. The school and/or any employee of the school will not responsible if any of these items are lost.
4. The sale of candy, chewing gum, toys, or other items is prohibited. **Items will be confiscated and not returned.**
5. No food, snacks, or open drink containers will be allowed in halls or commons areas (Seal should not be broken until it is consumed) Lunch must be in a sack or lunch box.
6. Students are to enter and exit the building at designated doors only, observing all arrival and dismissal guidelines.
7. Students are expected to demonstrate pride and responsibility by keeping bathrooms, classrooms, halls, cafeteria, and commons area clean and litter-free.



CLASSROOM CONSEQUENCES

STEPS

1. Verbal Warning
2. Writing Assignment (Parent Contacted by Teacher)
3. Double Writing Assignment (Parent Contacted by Teacher)
4. Detention
5. Referral

Severe Infractions will result in automatic referral to administrator's office.

DISCIPLINE LADDER FOR COLUMBUS HIGH SCHOOL

When a student who is already on the discipline ladder is found to have violated another infraction on the discipline ladder, he/she automatically moves to the next step on the discipline ladder, below. The purpose of the progression along the ladder is to encourage students to discontinue a pattern of misbehavior.

Description of Behaviors Determined to be Severe Disruptions

- | | |
|--|--|
| 1. Defacing school property | Step 1, 2, or 3, and restitution |
| 2. Improper behavior at school | Step 1 |
| 3. Disruptive behavior during a school function..... | Step 3 |
| 4. Open defiance of a teacher or administrator | Step 1, 2, or 3 |
| 5. Other behaviors as determined by the administration..... | Step 1, 2, 3, or 4 |
| 6. Possession of noise making devices | Step 1 and confiscation* |
| 7. Profanity | Step 1 or 2 |
| 8. Provoking a fight/instigating a disturbance..... | Step 1 or 2 |
| 9. Refusal to identify oneself when requested to do so..... | Step 1 |
| 10. Selling food or drink | Step 1 and confiscation, and disposal |
| 11. Gang activity | Step 2, 3, or 4 |
| 12. Harassment, intimidation (bullying), or threatening another student..... | Step 2, 3, or 4 |
| 13. Tobacco use or possession | Step 2 |
| 14. Profanity directed towards a teacher | Step 4 |
| 15. Use or possession of dangerous objects (including fireworks) | Step 3 |
| 16. Fire alarm activation | Step 4 |
| 17. Threatening school personnel | Step 4, 5, or 6 |
| 18. Alcohol use, possession, or under the influence | Step 5 |
| 19. Exhaustion of Discipline Ladder | Step 5 |
| 20. Fighting -- 1st offense | Step 5 |
| 21. Fighting -- 2nd offense | Step 5 and Alternative School referral |
| 22. Assault on school personnel..... | Step 6 |
| 23. Illegal drug possession, use, or under the influence of | Step 6 |
| 24. Weapon possession or use | Step 6 |

* Confiscated items will not be returned.



Step 1	<ol style="list-style-type: none"> 1. Contact parent/guardian 2. Assigned a minimum of three (3) days In School Detention (ISD) 3. Removal from Discipline Ladder after 45 school days without an administrative referral
Step 2	<ol style="list-style-type: none"> 1. Contact parent/guardian 2. Assigned minimum five (5) days of In-School Detention (ISD) 3. Removal from Discipline Ladder after 45 school days without an administrative referral
Step 3	<ol style="list-style-type: none"> 1. Contact parent/guardian 2. Contact proper authorities, if necessary 3. Assigned three (3) to five (5) days of Out of School Suspension (OSS)
Step 4	<ol style="list-style-type: none"> 1. Contact parent/guardian 2. Contact proper authorities, if necessary 3. Assigned five to ten (5-10) days of Out-of-School Suspension (OSS) 4. Possible Alternative School placement
Step 5	<ol style="list-style-type: none"> 1. Contact parent/guardian 2. Contact proper authorities, if necessary 3. Assigned ten (10) days of Out-of-School Suspension (OSS) 4. Possible Alternative School placement 5. Possible recommendation for expulsion for one year
Step 6	<ol style="list-style-type: none"> 1. Contact parent/guardian 2. Contact proper authorities, if necessary 3. Assigned ten (10) days of Out-of-School Suspension (OSS) and recommendation for expulsion for one year

INITIATIONS

Fraternalities, sororities, clubs or any other organizations are not permitted to hold any form of initiations or hazing at Columbus High School. This includes, but is not limited, to items related to dress, hair, makeup, or speech.

EATING/DRINKING

CHS prohibits eating snacks or candy, or consuming drinks in classrooms. Food and drinks will only be consumed in the cafeteria. Eating and/or drinking is not permitted in the hallways at any time during the school day. Food and drinks cannot be taken from the cafeteria. All drinks must remain in a sealed container outside of the cafeteria.

DELIVERY OF GIFTS OR FOOD TO STUDENTS

Due to the extreme disruption and safety concerns secondary schools of the Columbus Municipal District will not accept delivery nor be responsible for students receiving flowers, balloons, food for parties or projects, or other favors. Such deliveries should be made to the student at home.



FUND RAISING

The principal must approve all activities designed to raise money using the school name. All monies are to be turned in to the office and receipted. Only approved fund raisers will be allowed. All students are prohibited from selling candy, food items, or drinks on campus for personal gain. Violators will receive disciplinary consequences. Only board approved fund raisers will be allowed.

CHS administrators and teachers believe that positive reinforcement promotes achievement, team spirit, and good behavior. Therefore, teachers are invited to form partnerships with a business or community partner to support these endeavors. Teachers are encouraged to reward achievement and good behavior in creative ways. Parents, business partners, or other community agencies may sponsor these endeavors. Business and community partners will be recognized in CHS publications for helping Columbus High School achieve its mission of providing a quality education and positive educational experience for every child.

CHEATING

Cheating is a very serious offense. Students should not aid someone else to cheat or cheat themselves on their class work, tests, or assignments. Anyone involved in cheating will have his/her work taken up, a grade of zero will be given, and the teacher will notify the parent(s).

GRADING SYSTEM

CMSD School Board Policy JFC, IHD

Nine Weeks, Semester, and Yearly Averages

1. **First and Third Nine Weeks Averages**
 - A. Daily grade average (comprised of daily test, homework, etc.), chapter, weekly, and unit tests make up four-fifths or 80% of the nine-week average.
 - B. Nine Weeks test will count as one-fifth or 20% of the nine-week average.
2. **Second and Fourth Nine Weeks Averages** - The grade is comprised of daily grade average, chapter, weekly, and unit tests.
3. **Semester Average** - To get a semester average, the two nine-week averages are recorded twice and the semester exam, which counts one-fifth or 20%, is recorded once. The total is then divided by five for the semester average. If there is exemption from the final exam, the two nine weeks are added and divided by two for the semester average.
4. **Yearly Average** - The two semester averages are totaled and divided by two for the final yearly average.
5. **Exemption Policy (Freshmen, Sophomores, Juniors)** – Students who are taking a one-semester course may be exempt at the end of the semester by meeting the criteria below. Students in a year-long course may only be exempt at the end of the year (second semester) by meeting the following criteria:
 - A. With Perfect Attendance:
 - 1) All fees/fines must be paid
 - 2) 85 average for the semester
 - B. Without Perfect Attendance:
 - 1) All fees/fines must be paid
 - 2) 93 average for the semester
6. **Exemption Policy (Seniors)** – Seniors who are taking a one-semester course may be exempt at the end of the semester by meeting the criteria below. Students in a year-long course may only be exempt at the end of the year (second semester) by meeting the following criteria:
 - A. All fees/fines must be paid
 - B. 85 average for the semester

Please note: Nine Weeks Tests, Mid-Term Exams and Final Exams will be administered in all subjects.



GRADUATION REQUIREMENTS **CMSD School Board Policy JFF, IHF**

Complete information can be found in the current Registration and Information Guide for Columbus High School. Students and parents share the primary responsibility for knowing the graduation requirements for the student and knowing how many Carnegie units the student must earn in order to meet local and state graduation requirements.

HONOR ROLL **CMSD School Board Policies IHD, JFD**

The honor roll designations at CHS are composed of the Superintendent's List and Principal's List. Those students with a 93-100 (A) in every subject will be on the Superintendent's List; those with no grade lower than an 85 (B) will be on the Principal's List.

HONOR SOCIETIES

Beta Club Membership

Beta Club is an honorary society for students in the 10th through 12th grades who maintain a 90 cumulative average and pass a teacher evaluation of their demonstration of character, responsibility, and leadership. Students become eligible for membership after their first semester at Columbus High School. Beta Club is associated with the National Beta Club and shares in its goal of leading by serving both the school and community.

National Honor Society Membership

Membership in the National Honor Society is recognized nationally as one of the highest honors bestowed upon high school students. A high grade point average is not the only requirement for membership, although students must maintain a 90 average or a QPA of 3.25 in their major academic subjects to belong.

Members of the CHS faculty and staff select students for their **leadership** qualities, **service** activities, and **character** as well as their **academic achievement**.

National Vocational Technical Honor Society Membership

The National Vocational Technical Honor Society is an organization that rewards students for their meritorious achievement in vocational/technical programs. It also promotes the ideals of honesty, service, leadership, career development, and skilled workmanship among students. To qualify for NTHS, a student must be a completer at McKellar (enrolled in the advanced class), have an overall 2.5 GPA, and also have a 4.0 GPA in his/her career or technical class.

LIBRARY INFORMATION

Library hours are 7:45 AM to 3:50 PM. Library books that are not on reserve may be checked out for two weeks. A fine of 5¢ per day is charged for each day a book is kept overdue. Reserved books for specific assignments (such as term papers) are housed behind the circulation desk and may be checked out for use overnight. If checked out for overnight, books must be checked out when the student leaves school and returned before 1st period the next day. A fine of 50¢ per day is charged for each day a reserved book is kept overdue.

Reference books marked "Ref" on the spine may be used only in the library. Computers are available for student reference use. Students must have an assignment to use the computers. Printers are available.

A student must pay for lost or damaged books. The current publisher's price will be charged for reference, fiction, and non-fiction books. Any barcode missing when a book is returned will result in a fine of \$5. Stealing and/or defacing library materials deprives other students of the use of those materials and will result in



strong disciplinary action by an administrator. No book bags or cases will be allowed in the library reference area.

RANK IN CLASS **CMSD School Board Policies JFH, IHC**

Rank in class for seniors will be determined using a weighted Quality Point Average (QPA). However, Valedictorian and Salutatorian will be determined by using a weighted numeric average. The Valedictorian will be ranked as the number one student and the Salutatorian will be ranked as the number two student regardless of their QPA.

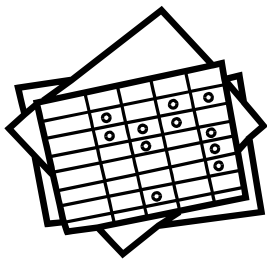
The Following procedure will be used in determining the Valedictorian and the Salutatorian:

- a. The senior counselor will receive a ranked list of all seniors based on a weighted Quality Point Average.
- b. The numeric average for those students with a 4.0 QPA or higher will be computed.
- c. Before the numeric average is computed, the senior counselor will weight the accelerated and advanced placement courses by adding three points to the final numeric average of all accelerated or honors courses and five points to the final numeric average of all advanced placement courses.
- d. The student with the highest numeric average will be Valedictorian and the student with the second highest will be the Salutatorian provided they have completed the college prep curriculum.
- e. If two or more students have an identical average, co-winners will be named (identical means having the same score carried to the hundredths place).

Preliminary ranking will be computed at the end of the junior year (6 semesters) with yearly averages counted twice and semester averages counted once. Final rank in class will be determined at the end of the fourth nine weeks of the senior year with yearly averages counted twice and semester averages counted once. The averages are ranked in descending order.

All major courses are used in determining the quality point and numeric averages. Minor courses (P.E., Band, Art, Driver's Education and Music) are not computed. All major courses attempted in high school beginning with the ninth grade are included. Major courses taken in eighth grade in which the student earned high school credit will also be included in the numeric average and the quality point average. To determine the QPA the total number of quality points are added together and divided by the number of semesters attempted.

REPORTS TO PARENTS **CMSD School Board Policy IHAA**



About the midway point of the nine weeks, a progress report will be sent to the parents. These reports are to be signed, by the parents and returned to the teacher. At the end of each nine-week grading period, a report card is sent home to parents. Reporting periods are specifically noted on the district calendar found in the *Calendars and Schedule* section of this handbook. Parents are cordially invited to visit the school and confer with the administration or counselors about the progress of their child. The counselors will be glad to arrange a conference with your child's teachers.

Students who need to see a counselor must see them during a free period with a pass from their teacher or see them before or after school.

SCHEDULE CHANGES

Students are given ample time in the spring to select the courses they will take the following fall. If a course is failed or some unforeseen conflict arises, there is an adjustment period during the summer months. During the first week of school, only administrator approved schedule changes will be made. Priority will be given to seniors that may not be meeting graduation requirements due to the chosen schedule. Also, obvious



scheduling errors created through the scheduling process will be given priority. ALL class changes must be accompanied by written permission from the parent, counselor, and principal. A counselor will communicate with both teachers about the changes and the grades. The principal must clear all class changes.

SCHOOL PUBLICATIONS

There are two (2) school publications at Columbus High School. The school newspaper is called the *Falcon Flyer* and will be printed approximately once a month. The annual is *Wings* and is produced annually. *Wings* is ordered and paid for in advance.

TELEPHONE USE BY STUDENTS

Students will not use the office phone except in extreme emergencies or for school business and ONLY then with staff permission. To use the phone, students must have a pass from their teacher. Incoming calls to students will not be accepted unless of an emergency nature. Use of the phone is not an excuse for tardiness. Phones are located in each administrator's office and in the attendance office.

TESTING SCHEDULE

Regular Weekly and Nine Weeks Test Schedule

Monday	Courses not listed below
Tuesday.....	English courses
Wednesday.....	Science and Fine Arts courses
Thursday	Mathematics and Foreign Language courses
Friday.....	Social Studies, Career & Technical, and business courses

Pop tests, vocabulary tests, daily quizzes, and similar quizzes are not considered as weekly tests and may be given at the teacher's discretion.

Please note: Nine Weeks Tests, Mid-Term Exams and Final Exams will be administered in all subjects. All tests administered at Columbus High School will simulate the Mississippi Subject Area Testing Program. The testing environments will allow for comfortable seating, good lighting, quiet setting, and adequate working space. **It is imperative that students be tested under optimal physical conditions.** During testing, teachers will maintain a natural classroom atmosphere which will encourage students to do their best.

If a student voluntarily walks out of a classroom during testing, the test will be invalidated, the student will receive a grade of zero (0) for the test, and the test cannot be made up.

VEHICLE REGULATIONS CMSD School Board Policy JGFF

Since there are occasions when the driver of an automobile must be identified, students who bring cars on campus must purchase a parking permit from the office so that a record can be kept. Cars without the proper sticker are subject to being towed at the owner's expense. Parking stickers must be bought for more than one vehicle if it is regularly brought to school. Students may not return to their cars during the school day to get books or lunches. This is the purpose of school lockers. Once on the campus, students must park their cars and get out. Music cannot be played on campus from a vehicle. Also, once on campus, the student must not leave without checking out through the office. Students reported for reckless driving may lose their privilege to bring cars to school.

Driving a vehicle to CHS is a privilege. Students may be suspended from driving a vehicle if school rules are not followed or if any action in the parking or endangers the safety of CHS students. These rules are for the safety and protection of CHS students.

1. Once the student comes on campus, his/her car must be parked and all occupants must exit the vehicle and come into the building. No loitering in the parking lot before or after school.



2. Students must park in the student parking lot and nowhere else. (No parking in the teacher parking lot, McKellar Technology Center or north parking area).
3. All cars must have a CHS parking decal, current tag and current inspection sticker. In order to purchase a CHS parking decal the driver must show proof of in-force insurance.
4. Any unsafe vehicle is prohibited from campus.
5. Seatbelts are to be worn on all vehicle occupants on the CHS campus. That is state law.
6. No riding on the outside of any vehicle on the CHS campus. (Example: back of a pickup, on the hood, top, or trunk of a car).
7. Student pick-up after school by anyone must occur in the loop by the front school entrance or in the first row of parking nearest the building.
8. No waiting for or picking up of students will be allowed in the parking lot except on the first row nearest the building.
9. Students from other schools, friends, visitors or relatives are not allowed in the student parking lot without permission from an administrator. People in violation are trespassing!
10. Students who leave school before the final bell each day should leave campus immediately and not re-enter the campus until the other students have exited. Exceptions are students making up work or have required after school or 7th period activities. Those students should park and exit their vehicle immediately and enter the building.

VISITORS ON CAMPUS

We welcome parents and community members to visit our campuses. When arriving on campus, all visitors must sign-in in the main office and receive a visitor's badge.

WEB PAGE

We welcome parents and community members to visit our school's web page designed by students. The web address is www.columbuscityschools.org/chs .



ATHLETIC & ACTIVITIES

ELIGIBILITY RULES FOR INTERSCHOLASTIC ATHLETICS AND ACTIVITIES

General Eligibility Rules

1. To be eligible to participate in interschool activities, a contestant must:
 - a. Be a bona fide student, having enrolled not later than the 15th day of any semester of participation, carry five major subjects and deport himself satisfactorily.
 - b. Any pupil who becomes 19 years of age prior to August 1 shall be ineligible for interschool competition.
 - c. Not be a graduate of a four-year high school.
 - d. Not have enrolled in a college or junior college or participated in athletics above the high school level, and no eligible high school student shall be permitted to participate on a college level in any activity that is sponsored by the Mississippi High School Activities Association, Incorporated. However, a student who has successfully completed his or her junior year and is academically talented may take college courses as allowed by the Mississippi Department of Education, none of which would render the student more proficient in any sponsored activity of the MHSAA. The only restriction to be observed by pupils who participate in summer college academic programs is that they must not take any course that would ordinarily render them more proficient in a sponsored high school activity during their senior year. An illustration of this restriction is that a pupil should not take a summer college course in debating or in public speaking if he plans to participate in these activities during his senior year in high school.
 - e. Upon the completion of grade eight, choose the high school he/she wishes to attend in a city or district where there are two or more high schools or schools of secondary grade. When a student has chosen a high school and enrolled in and attended that school for one day or longer, the school of his choice shall become his home school. In a junior high school situation, the choice of grade nine in a given junior high school means the choice of the senior high school, which is designated by the appropriate school board as the senior high school for the graduates of that particular junior high school. Any pupil who enters grade 9 in a member public junior high school or grade 10 or above in a member public high school and then transfers to a member private or parochial high school shall be ineligible for a period of one year. The same is true where a pupil enters grade 9 in a member parochial or private junior high school or grade 10 or above in a member parochial or private high school and then transfers to a member public high school. Upon transfer from the first member high school chosen to the second member school, he will be ineligible for competition in both athletic and literary contests or meets until he has been in the second school for one year from the date he enrolls in the second school.
 - f. In the case of a transfer student, the school shall secure a transcript of the high school work completed by the student and a transfer form signed by the principal of the school from whence he comes. The transfer form for out-of-state transfers shall give the date the student entered the ninth grade and whether he passed his work during the preceding year. If any school should refuse or delay unnecessarily in sending the transcript or the transfer form, when requested by the receiving school to do so, the Executive Director may, upon the presentation of satisfactory proof, authorize the school to use the student in athletic contests prior to the receipt of the transcript and the transfer form. A transfer student is one whose parents or guardian has moved from one school district to another and established a bona fide residence therein for some other purpose than conferring athletic or interscholastic eligibility on the student. Any transfer student must be in good standing from the school he/she is leaving from in order to receive eligibility at his/her new school. This includes MHSAA member schools, as well as non-member schools and students transferring from out of state. Any student who transfers during a sport season, even after making a bona fide move, must be approved for participation in the same sport season.
 - g. Foreign Student Eligibility - a bona fide foreign exchange student may be immediately eligible the first year in residence in the school district in which the host family is a bona fide resident and be limited to one year of eligibility provided the student is a participant in an established foreign exchange program accepted for listing by the Council of Standards for International Education Travel (CSIET), and there is no evidence of athletic recruitment resulting in the student's attendance at the school either by the school or any other outside entities. The foreign exchange student shall meet all other eligibility requirements of the MHSAA Handbook. Any student that has established eligibility at a Mississippi school and participates in a Foreign Exchange Program sponsored by a CSIET approved program will be eligible for participation immediately upon his/her return to the same Mississippi School. The student shall meet all other requirements for eligibility as listed in the MHSAA Handbook.
 - h. Eligibility Reporting – The report submitted to the State Office becomes a permanent record. Care should be utilized to have the eligibility complete and correct as an error on the original filing can cause difficulty one to three years later. The school should report each student only once during a school year. Eligibility is by years and not by sports. At the beginning of each school year, student eligibility should be updated 15 days prior to the first game or contest. Schools which are late in filing eligibility will be fined \$50.00. Players participating in athletics or activities



may be added to or changed after the beginning of the season, provided a pupil is not allowed to participate in a game or contest until properly reported. The list of players participating in athletics or activities may be added to or changed after the beginning of the season, provided a pupil is not allowed to participate in a game or contest until properly reported. Each school shall keep a file copy of the eligibility sheets.

- i. Not participate in interschool contests for more than four consecutive years after the date of entering into the ninth grade regardless of when he began to participate. Entering into the ninth grade is construed to mean that a student has completed most or all of the eighth grade and is carrying at least three ninth grade subjects.
- j. If a family established a bona fide residence in a school area for the purpose of making a pupil eligible for athletics, the family must establish a bona fide residence at least 60 days prior to the opening of school.
- k. A pupil must attend school in the school district in which his parents are actual bona fide residents. A parent can have no more than one bona fide residence at any given time. A bona fide residence is one where the family actually lives. This means the specific dwelling in which the family cooks, eats, and sleeps on a regular basis and claims as its sole or primary place of residence. This rule does not prevent a parent from commuting to work and it does not prevent a father from traveling out of state where his work requires him to do so, provided he returns to the home periodically and considers the home as his legal, permanent residence. The family mail must also be received where the family lives. Neither marriage, legal guardianship, nor change of schools for subject matter purpose affect this rule. *Exceptions to Rule 1 may be made by the Executive Director in the following cases:*
 1. Where a student has spent one school year in a school other than his home school (bona fide residence of parents) without participating in inter-school activities and must have been released by the home school. Eligibility under this exception can be established only during the year immediately preceding participation. This includes students from broken homes, orphans, or students who do not live with their parents for any reason. If a pupil establishes his eligibility under this exception and later enrolls in his home school, he forfeits his eligibility elsewhere. Students who live in established church or other state recognized orphanages shall be eligible immediately when moved by orphanage officials to another school district.
 2. Where a student is in his fourth year of high school and the family moves following the opening of school, after the family has lived in the school district for one year (12 months) or longer immediately preceding the move, the student may be considered eligible in the school district from which the family moved for the balance of the school session. A ninth, tenth, or eleventh grade student, under the same conditions, may be considered eligible for the balance of the semester in which the family moved.
 3. Where a student has spent three consecutive years in a school and completed the tenth grade and the family moves, the student may be considered eligible in the school district the family moved from if the student lives with the parent or the person who has legal custody prior to the move. If a pupil establishes his eligibility under this exception and later enrolls in (his home school) he forfeits his eligibility elsewhere.
 4. A pupil whose parents reside outside the United States or who resides in an area of any state where there is no accredited high school will be considered eligible where his temporary guardian lives. However, the pupil cannot transfer from this school unless the temporary guardian changes residence. A pupil who transfers from one temporary guardian to another will be ineligible for one year. Temporary guardianship papers issued by a probate judge are not valid for eligibility.
 5. Where the parents of a pupil are legally separated or divorced by court order which also grants physical custody of the pupil to one of the parents, the pupil shall be eligible where that parent lives. If the pupil should thereafter transfer from the parent thus granted physical custody by the court to the other parent living in a different school area, regardless of whether or not such transfer is the result of a court order changing custody to the other parent, the pupil must remain out of competition for one year before becoming eligible.
 6. Where the parents of a pupil are legally separated or divorced by court order which also grants them joint physical custody, the pupil shall be eligible in the school area in which the parent who has been awarded his physical custody for at least a majority of the school year lives, or if no such period of physical custody is awarded to either parent, then he/she is eligible in the school area where the parent with whom the pupil first elects to live after the entry of such court order. If without court order the pupil should thereafter transfer from that parent to the other parent who lives in a different school area, the pupil must remain out of competition for one year before becoming eligible; however, the granting of any type of legal custody or change of legal custody shall not be effective under the Residence and School Transfer Rule until a period of forty-five (45) calendar days from the date of awarding of custody has been proved by a judge.
 7. If the parents have separated through no legal proceeding and physical custody has not been granted by a court to either parent, the pupil may choose the parent with whom he wishes to live, and he may be considered eligible where that parent lives. If a pupil under the above conditions transfers from one parent to the other and the parents live in different school areas, the pupil must remain out of competition for one year before becoming eligible.



8. If the parents are living and the pupil transfers from living with them to a guardian living in another school area, the pupil must remain out of competition for one year before becoming eligible.
 9. If both parents are dead, the pupil will be considered eligible in the school area where the guardian or adoptive parent or parents with whom he first lives after the death of both of his parents. In the event there is a subsequent guardianship or adoption and the new guardian or adoptive parent or parents lives in a different school area, the pupil must remain out of competition for one year before becoming eligible.
 10. Those children whose parent(s) or legal guardian(s) are instructional personnel or certified employees of a school district may at such employee's discretion enroll or attend the school or schools of their parent's or legal guardian's employment regardless of the residence of the child. If a child transfers back to his home school, he must lay out a year unless his parents or legal guardian are no longer employed by the school system the child attended. Exception: Eligibility in any sport will not be granted to a student at another school once he/she has started the season in any sport at the student's home school until the parents have made a bona fide move or the season at the home school has been completed. The start of the season is considered to be when practice for that sport or activity starts.
- i. In school districts where there are no accredited high schools the following exceptions may be made: Students should be eligible in schools to which transportation is furnished and tuition paid by the county.
1. If this is not done, students should be eligible in schools most convenient from the standpoint of distance if allowed by the local districts.
 2. When such students have participated in interschool activities at a school, they are tied to that school the same as if it were their own school.
 3. An exception to General Eligibility Rule 1(k) may be made by the Executive Director on behalf of a private boarding school pupil under the following conditions:
 - a. The student must be a bona fide boarding pupil and the pupil must live outside the County Unit, the Separate School District, or the Consolidated School District where the school is located.
 - b. Approval must be given by the Head of the last school attended by the pupil.
 - c. The Executive Director must approve.
 - d. The Head of the private school and its head coach must furnish a sworn statement that no inducement of any kind was offered in order to get the pupil to attend the private school, and that insofar as they know or believe, the pupil's primary purpose in attending the school is for some purpose other than participating in athletics.
 - e. Boarding school students coming into the United States must sit out one year before becoming eligible to participate. International students coming to the United States primarily for academic purposes would not be affected by the rule. (International students entering after the ninth grade will be allowed to play junior varsity the first year and thereafter varsity unless that student is a senior – then the Foreign Exchange rule would apply; whereby, the student is eligible for one year only.) NOTE: The MHSAA office will always need to look at each individual case if there is a question of recruiting for athletic purposes, as it does in all of its member schools.
- m. If school district boundary lines change pursuant to the applicable laws of the State of Mississippi and annex territory from School District A into School District B, students who are currently enrolled in grades nine – twelve on the effective date of said annexation, and whose parents are bona fide residents of the area within the boundaries of the area annexed in School District B, shall be permitted to choose from either School District A or School District B, the high school he/she wishes to attend. When a student has chosen a high school and enrolled in and attended that school for one (1) day or longer, the school of his choice shall become his home school. If said student then changes his home school, eligibility must be established according to Special Eligibility Rule k. 1. A student who is ineligible for any reason, in another state, shall be ineligible in Mississippi, unless the family has actually moved into Mississippi and has established a bona fide residence in the state.
- n. **Academic rules for students participating in activities:**
The MHSAA eligibility rules require each student participating in MHSAA sanctioned competitions to make satisfactory progress toward graduation. Each school district determines the requirements for satisfactory progress toward graduation through its graduation requirements. Each school district must interpret this according to its requirements. In situations which require judgment, schools are directed to interpret the rules for the benefit of the students.
Additionally, according to Mississippi law, a student must maintain a grade point average of at least 2.0 or a C average. This will be measured at the conclusion of the first semester using the semester averages of all the courses the student is taking. Students who do not have a 2.0 or a C average for the first semester will be ineligible for the second semester.



At the end of the school year, each student's grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. If the student does not have a grade point average of at least 2.0 or a C average, he/she will become ineligible for the fall semester. Students may attend summer school, extended school year, take correspondence classes, participate in credit recovery programs and take advantage of other related options to establish a 2.0 or C average to regain eligibility. Students must complete these programs prior to the first day of the next year or the next semester.

A 2.0 or C average may be calculated in two ways: by grade point average or numerically. Grade Point Average: A=4, B=3, C=2, D=1, F=0. Numerical: Average all the semester or year end averages and place the average in the local grading scale. If the overall average is a C or better, the student is eligible.

A student athlete may become eligible for the second semester only once during his/her high school career if he/she fails the year end average the previous year, by achieving at least an overall 2.0 or C average at the end of the first semester. This will be done in order to keep the student on track for graduation.

NOTE: Detailed information on eligibility can be found on the MHSAA website, www.misshsaa.com, home page under Eligibility.

Special education students will be academically eligible if they are making satisfactory progress according to the committees reviewing their Individual Education Plans (IEP).

Out of School One or More Semesters: If a pupil who is eligible for a given semester drops out of school for one or more semesters, he/she is then ineligible until he/she achieves an overall average of 2.0 during a semester. A pupil who is eligible for a given semester cannot drop out of school during the semester or remain out of school for one or more semesters and then be eligible for the next semester he attends.

SEVENTH AND EIGHTH GRADE PARTICIPATION: Pupils in the seventh and eighth grades participating at the high school level for fall eligibility must: be promoted; have passed the four core courses (English, math, science and social studies); and the average of those four core courses must be a C or above. For spring semester eligibility, the student does not have to be passing all four core courses, but the average of those four core courses must be a C or above. Summer school or extended school year grades will replace the grade for a failed course in the spring semester GPA.

If a student meets promotional requirements at the end of the school year but is retained in the same grade, the student is ineligible for one (1) year. This is commonly referred to as redshirting. If the student participates after being declared ineligible, the school will be placed on athletic probation by the MHSAA. Also, the school could lose accreditation by the State Department

SUMMER SCHOOL CREDITS: An accredited summer school shall be considered as an extension of the second semester of the school session, and credits earned in such a school may be considered in determining the scholastic eligibility of students. The completion of a full unit, major subject, during a summer school shall be classed as passing one major subject for one unit of credit and not as passing two major subjects for one half unit each. Accredited correspondence courses may be accepted for establishing athletic eligibility provided the course has been completed and recorded by the opening of school.

b. Exceptions to Rule (1) may be made by the Executive Director in the following cases:

1. Students that have been tested, screened, and placed in a TMR or EMR Special Education program.
 2. Students that have been tested, screened, and placed in accordance with their IEP in a Special Education Program approved by the State Department of Education will be ruled eligible with the following requirements:
 - a. Make satisfactory progress in their course work.
 - b. Maintain attendance according to district policy.
 - c. Be assigned a date of entering the ninth grade corresponding to other students of that age.
 - d. Be subject to all other rules and regulations of the MHSAA.
- o. A curfew hour of 12:00 midnight is hereby set for all students who remain overnight in Jackson and participate in interscholastic activities.



Section C. General Eligibility Rules, Junior High/Middle Schools

1. To be eligible to participate in interschool Junior High/Middle activities, a contestant must:
 - a. Be a bona fide student having enrolled not later than the fifteenth day of any semester of participation, carry four basic courses* and deport himself satisfactorily.
 - b. A pupil must attend school in the school district of which his parents are actual bona fide residents.
 - c. Must pass their grade level by achieving at least an average of 75 or 2.0, if the school district is on a 10 point grading system or modified 10 point grading system, in four basic courses* with a grade of 70 or better in each course the previous year, in order to be eligible to participate during the present year beginning with the 7th grade.
 - d. To be eligible for participation as a seventh grader a student must be promoted from sixth to seventh grade and for participation as an eighth grader a student must be promoted from seventh to eighth grade.
 - e. A pupil who is not eligible at the beginning of the school year may become eligible the second semester only once during the student's junior high school career by passing four basic courses with an overall average of 75 or 2.0 if school system is on a 10 point grading system or modified 10 point grading system.
 - f. The instructional program of the district is based on an instructional management plan/system which defines core objectives, standards of mastery, and criteria for the academic promotion/progression of students from one grade level to the next. The criteria prohibit the retention of students for extracurricular purposes.
 - g. Have on file with the Executive Director at least 15 days prior to the first game or contest the eligibility list giving all information on the form required by the Director.
 - h. Age: Seventh grader must not have reached 14 years of age prior to August 1.
Eighth grader must not have reached 15 years of age prior to August 1.
Ninth grader must not have reached 16 years of age prior to August 1.
 - i. **Birth Certificates Required.** Seventh, eighth, and ninth graders shall not be eligible to participate until a certified copy of the student's birth certificate, issued by the Bureau of Vital Statistics in the state in which he was born, has been presented to the Principal or his designee of the school. Date of birth and birth certificate number shall be listed on eligibility list (form 1) along with other information the first time a pupil's name is submitted to the state office.
 - j. Students must have been examined by a physician and have been declared physically fit. Nurse practitioners may give physicals to athletes provided they are doing so in compliance with state law and are operating under proper approved protocols. A physician or nurse practitioner must sign the certificate.
 - k. A player shall not play in more than four quarters per week in football.
 - l. Players cannot be transferred back to junior high/middle school team once he/she plays on the high school varsity or "B" team.

** Basic courses - Any subject that meets the equivalent of at least 250 minutes per week or meets the State Department requirement.*

SPORTSMANSHIP GUIDELINES

Sportsmanship is the art of responsible behavior at sporting events characterized by a spirit of generosity and genuine concern for the home team and the opponent.

Fundamentals of Sportsmanship

1. Show respect for the opposition at all times.
2. Show respect for the officials.
3. Maintenance of self-control and good manners at all times.
4. Recognition of skill in performance regardless of affiliation.

Do's

1. Do follow the lead of school cheerleaders.
2. Do show enthusiasm and positive school spirit.
3. Do show respect for all school officials and representatives.
4. Do show respect for players on both teams.

**Don'ts**

1. Don't use negative cheers or make disparaging remarks to opponents' players or supporters.
2. Don't forget that a sporting event is a continuation of the school day and that the discipline code applies in all areas of behavior.
3. Don't visit the opponents' side of the stadium or gym.
4. Don't show disrespectful behavior during the playing of the National Anthem.
5. Don't use profanity or obscene gestures to express yourself.
6. Don't throw objects from the stands.

NCAA ELIGIBILITY AFTER GRADUATION

Students who wish to participate in Division I or Division II sports at the college/university level should begin the certification process early, usually by the end of their junior year. The National Collegiate Athletic Association has established an Initial-Eligibility Clearinghouse to simplify the certification process. To be certified by the NCAA Clearinghouse, a student must:

1. **Graduate from high school** - Preliminary certification will be issued for a student who appears to meet NCAA requirements for *initial eligibility* based on a current transcript (before graduation) and other required documents. *Final certification* will be issued only after the Clearinghouse receives and reviews the student's final transcript, including proof of graduation.
2. **Earn a grade-point average of at least 2.00** (on a 4.00 scale) **in a core curriculum** of at least thirteen (13) academic courses, including at least
 - ◆ four (4) years of English
 - ◆ two (2) years of math
 - ◆ two (2) years of social science
 - ◆ two (2) years of natural or physical science (including at least one laboratory class, if offered by the school)
 - ◆ three (3) additional academic courses
3. **Earn a composite score of at least 17 on the ACT** or a combined score of 700 on the SAT.

Please note: These guidelines are subject to change by the NCAA.



COLUMBUS MUNICIPAL SCHOOL DISTRICT ATHLETIC PARTICIPATION

The following is a list of athletic teams available to students who attend Columbus Schools and meet local and state eligibility requirements. All athletic teams are operated under guidelines established by the Mississippi High School Activities Association (see above).

Varsity Football	Open to students in grades 10-12
9 th Grade Football	Open to students in grade 9
8 th Grade Football	Open to student in grade 8
7 th Grade Intramural Football.....	Open to student in grade 7
Varsity Girls Slow-Pitch Softball.....	Open to female students in grades 7-12
Varsity Boys Power Lifting	Open to male students in grades 7-12
Varsity Girls Power Lifting.....	Open to female students in grades 7-12
Varsity Girls Soccer	Open to female students in grades 7-12
Varsity Boys Soccer.....	Open to male students in grades 7-12
Varsity Girls Volleyball	Open to female students in grades 7-12
Varsity Girls Swimming.....	Open to female students in grades 7-12
Varsity Boys Swimming	Open to male students in grades 7-12
Varsity Boys Cross Country	Open to male students in grades 7-12
Varsity Girls Cross Country	Open to female students in grades 7-12
Varsity Girls Basketball	Open to female students in grades 10-12
9 th Grade Girls Basketball.....	Open to female students in grade 9
8 th Grade Girls Basketball.....	Open to female students in grade 8
Varsity Boys Basketball.....	Open to male students in grades 10-12
9 th Grade Boys Basketball	Open to male students in grade 9
8 th Grade Boys Basketball	Open to male students in grade 8
Varsity Girls Fast-Pitch Softball.....	Open to female students in grades 7-12
Varsity Baseball	Open to students in grades 9-12
Jr High Baseball	Open to students in grades 7-8
Varsity Girls Track.....	Open to female students in grades 7-12
Varsity Boys Track	Open to male students in grades 7-12
Varsity Boys Tennis.....	Open to male students in grades 7-12
Varsity Girls Tennis	Open to female students in grades 7-12
Varsity Golf.....	Open to students in grades 7-12

It's a great day to be a Falcon!



Columbus Municipal School District
P.O. Box 1308
2630 McArthur Drive
Columbus, MS 39703-1308
Phone 662-241-7400
Fax 662-241-7453
<http://www.columbuscityschools.org>

The Columbus Municipal School District does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in the admission to and provision of educational programs, activities and services or employment opportunities and benefits. Concerns should be directed to Craig Shannon, Deputy Superintendent, Brandon Central Services Center, 2630 McArthur Drive, P.O. Box 1308, Columbus MS 39703-1308.