

Accelerated Reader

Accelerated Reader (AR) will become a mandatory school wide reading program. This program assesses students' comprehension of leveled reading books. Students are expected to earn a minimum of 25 AR points per semester, equaling 50 per year, reading AR books at their current reading level. Students may take AR tests in the library, computer lab, or in the classroom. Families may access AR book titles on line at www.renlearn.com. More information will become available soon.

Attendance

Regular on-time attendance is a must for children to make academic progress. Whenever a child is absent from school, he/she not only misses' important instructional time but also the District experiences a loss of revenue. The state acknowledges only the following as excused absences: student illness, bereavement, student medical or dental appointment. ALL OTHER REASONS FOR ABSENCES ARE IN DIRECT CONFLICT WITH CALIFORNIA LAW AND ARE CONSIDERED UNEXCUSED.

If a student is going to be absent from school, a parent/guardian MUST contact the school office or email between 6:30 am and 8:00 am. Please state the name of the child who will be absent; the name of the person calling, as well as relationship to the child; the child's grade and the EXACT reason for the absence. Absences not cleared within 3 days of the absence will be recorded as unexcused; this is a County wide computerized process and cannot be reversed.

Students are considered tardy if they arrive after 8:10 am. Students who arrive to school late must be either checked in to the attendance office by a parent or guardian or must have a note from a doctor or dentist clearing his/her tardy. Students who are not either checked in by a parent/ guardian or do not have a note will receive progressive discipline consequences. (See chart below) Students whose tardies are excused will not receive consequences; however, the tardy will be recorded. Class to class tardies will result in immediate application of the progressive discipline consequence listed in the chart below. Any student who is tardy to class will be required to pick up a tardy pass in room 402. Tardiness is recorded on attendance documents. Students with excessive absences or tardiness may be referred to the District's School Attendance and Review Board. (SARB) where a contract and/or fine may be issued.

Perfect attendance awards will be given to students who attend school every day, report to school on time and remain in school for the entire day.

Tardy Progressive Discipline/Consequences

| | |
|---------------------|---|
| 1st and 2nd offense | Warning/Counseled |
| 3rd offense | Lunch detention and phone call home |
| 4th offense | Afterschool detention and phone call home |
| 5th offense | Attendance Contract |
| 6th offense | In-House Suspension and phone call home |
| 7th offense | Saturday School and phone call home |
| 8th offense | Suspension and parent conference |

Campus Cleanliness

The school is our shared environment. Keeping our campus clean is the responsibility of all students. Students must eat within designated areas and are expected to place all trash and recycling in the proper containers. Students found littering will receive an after-school community service consequence for one hour.

Celebrations

Celebrations will be conducted at the discretion of the teacher, based on Columbia's policy. All food items brought to school for consumption by students must either be commercially prepared or prepared at the school site. There will be no exceptions to this State of California legislative mandate.

Cell Phones

The law states that students may have cell phones with them during the school day; however, the cell phone must be turned off when the child enters school property and must remain off, and in a backpack, until the child leaves school property. A student MAY NOT check messages, take pictures, text message etc. during the school day. If a student chooses to use his/her cell phone during the day it will be taken away and will be returned to a parent/guardian only. Columbia is not responsible for any lost cell phones and will not use instructional time to investigate any loss or allegations of theft.

Change of Address or Telephone Number

If you move during the school year, please notify the office of your new address and/or phone number. It is crucial that the school have the most current emergency information on file.

Clean Sweep

Columbia Middle School is a Clean Sweep School. In collaboration with the Sheriff's Department our security and administration are trained and therefore authorized to cite a student for engaging in unsafe behaviors. These behaviors include but are not limited to: fighting, theft, possession of lost and/or stolen property, possession of an illegal substance, which include drugs, alcohol and vapor paraphernalia; littering, vandalism and any disruption of school activities.

Communication

It is very important for parents to know what is going on at school. When talking with your child about his/her day at school, ask if any notes were sent home. Please review and initial your child's Binder Reminder of a daily basis. Parents are expected to sign and return each correspondence that requires a signature. Please check the Columbia web site regularly for all updated information. Go to www.aesd.net and follow the link to the school page. School to home "all calls" will be made regularly to notify families of important school information.

Concerns

Parents/guardians facing concerns about their child should first discuss the issue with the student's teacher. If the parent/guardian remains dissatisfied with the situation he/she may request to meet with the assistant principal. If at that time a resolution has not been reached he/she may put his/her complaint in writing and meet with the principal.

Discipline Policy

All students have the right to learn in a conflict-free environment. Therefore, teachers have the right to expect each child to behave appropriately. When students make inappropriate choices, any authorized adult on campus can speak to the student about the problem. Behavior problems can result in various levels of discipline as defined in our school wide Model Viper Behavior Plan. A summary of our school wide discipline plan will be sent home the first day of school; it is anticipated that parents/guardians will review the discipline expectations with their children. Jurisdiction for school discipline begins when a child leaves his/her home and does not end until the child returns home from school. This includes all extra-curricular and athletic events.

Serious Offenses

There are a group of behaviors, listed in Education Code 48900, which require an administrator to become involved immediately. These are serious offenses and can lead to suspension from school and, in severe cases, expulsion. They will be strictly enforced at Columbia.

- Causing, attempting to cause, or threatening physical injury
- Possessing or furnishing a weapon (including toy weapons)
- Possessing, selling, or furnishing controlled substances or paraphernalia
- Selling look-a-like controlled substances

- Damaging or attempting to damage school or private property
- Robbery, theft, or extortion
- Possession of stolen property
- Hate crimes
- Cyber-bullying over the internet (social networking), in text messaging, or by other electronic means
- Sexual Harassment includes, but is not limited to verbal, visual, or physical conduct of a sexual nature:
 1. Unwelcome leering, sexual flirtations, or propositions.
 2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
 3. Graphic verbal comments about an individual's body or overly personal conversation.
 4. Sexual jokes, stories, drawings, pictures, or gestures.
 5. Spreading sexual rumors.
 6. Touching an individual's body or clothes in a sexual way.
 7. Cornering or blocking of normal movements.
 8. Displaying sexually suggestive objects in the educational or work environment.
 9. Any act or retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a harassment complaint.

In-House Suspension: An official consequence requiring a student to remain in our discipline room for no less than one full day. Student work will be provided and expected to be completed during the In-house Suspension.

Suspension: an official consequence requiring a student to remain at home for one to five school days. The student may not enter campus or participate in any school sponsored activity during this time. Parent communication is required for this consequence. It is anticipated that parents will become partners with the school in this serious consequence by pursuing home discipline during the period of the school suspension.

Expulsion: an official consequence removing the student from school for a given period of time, usually one semester to one year. The principal of the school can recommend an expulsion to the Board of Trustees for the most serious of offenses or when a student has reached a threshold of five suspendable offenses. Recommendation for expulsion is required by law in certain circumstances: weapons, serious school violence, harassment, or drugs. The Adelanto Elementary School District Board of Trustees is responsible for final decisions in expulsion cases.

Due Process:

The staff and administration of Columbia are dedicated to fair and equal treatment for all students. A serious effort will be made to investigate claims of student misbehavior. Discipline and consequences will be consistent with law, school expectations, and age. Parents are welcome to discuss consequences and evidence of wrong-doing at any time. All concerns of this nature should be referred to the school administration.

As mandated by state confidentiality laws, information regarding a student will be discussed with and released only to the child's parent and or guardian.

Dismissal and Release of Students

Because our primary concern is student safety and well-being, **NO STUDENT WILL BE RELEASED TO ANY PERSON UNDER THE AGE OF 18 AND/OR NOT LISTED ON THE EMERGENCY CARD.** Office personnel reserve the right to require government issued identification in order to release a child. This policy applies to routine, as well as disaster situations.

District Disaster Policy

The Adelanto School District disaster plan outlines the procedures that will be used to protect children should a disaster take place while they are at school. In the event of a natural disaster or civil disruption, the principal shall keep students when:

1. The District Office specifically advises the principal by telephone not to release students.
2. The reports generated over the radio on the Emergency Broadcast System indicate, in the principal's analysis, that it is unsafe to release children.
3. It is apparent to an ordinary, reasonably prudent person using common sense that fallen electrical wires, uprooted trees, damaged streets, broken gas lines or water mains, or any other damage exists that would impede the ability of an average adult to safely traverse a route home, and/or when it is unsafe to leave the building.

Students will be released only to an adult listed on the emergency card.

Early Pick-Up

If a parent/guardian must pick up his/her child early from school; please report to the office and your student will be called from class. Please do not call ahead and request that your child be waiting in the office. To maximize instructional time, Columbia's policy is to call students out of class only after the parent/guardian is in the office. Only students, whose parents have made prior arrangements with the office, and/or teacher, will be released from class during the last hour of the school day. Early pick-ups affect your child's attendance record and may become a variable in a referral to SARB. Additionally, early pick up may negatively impact a student's academic development and cause an instructional disturbance to the entire class.

General School Expectations

A. School Grounds:

1. Students are not to be on the school grounds before 7:45 a.m.
2. Upon arriving at school, students are to go directly to the multipurpose or quad.
3. Once on campus, students may not leave unless permission has been granted by the school administration or designee.
4. Students will not enter "staff only" areas (lounge, lunchroom, bathrooms) without specific permission from a staff member.
5. Students must remain in designated areas during lunches; students are never permitted to loiter around classrooms. Designated areas include the cafeteria, quad, and P.E. field only.
6. Running is allowed on the PE field area only. Students are expected to walk on all other areas of campus.
7. Electronic devices and valuable items (iPod, mp3 players, tablets, electronic games, etc.) are not allowed in class unless otherwise directed by a teacher. Valuable jewelry and large sums of money should not be brought to school. **There is no insurance provision for valuables that are lost at school and instructional time will not be used to investigate loss or allegations of theft.**
9. Food and drinks are allowed in designated areas only. Only water is permitted in the classroom.

B. Restrooms:

1. Follow expectations in restroom.
2. Students are to assist in keeping the restrooms clean.
3. In an effort to maximize the use of instructional minutes, students will use the restroom during his/her lunch and passing periods. A student will be permitted to use the restroom during class time, on an emergency basis only. When a student leaves the classroom they **MUST** sign in and out on the restroom log. If there is a chronic medical issue that requires frequent use of the bathroom please notify Mr. Crews.

C. Cafeteria or Multipurpose Room:

1. Students are to walk in an orderly fashion to the cafeteria.
2. Students will remain in the cafeteria for a minimum of 10 minutes.
3. Students will clean up their area.
4. While sitting at the lunch tables, students are permitted to speak quietly with students sitting in their immediate area.
5. Students will use reasonable table manners. They will eat only their own food.
6. Staff and administration will determine when students may leave.
7. Once students leave the cafeteria after eating, they may not return.
8. All food and drink must be consumed in the cafeteria.
9. Any student who chooses to throw food on any area of campus will receive a minimum of three days community service.
10. Students are expected to demonstrate safe and respectful behavior in line: all students involved in "cutting" will be sent to the back of the line.

Homework

Homework is an essential part of the educational program. It may consist of the completion of class work and/or special assignments appropriate to the level at which the child is working.

Teachers are expected to:

Assign homework to reinforce, extend, or enrich the educational process. Explain the homework assignment. Monitor, and/or evaluate, the completion of homework.

Parents are expected to:

Check and initial their child's Binder Reminder on a daily basis to see what homework is due.

Provide a quiet

place at home to do homework. Monitor the completion of homework and the return of homework to school.

Students are expected to:

Take homework home. Write all homework assignments in his /her Binder Reminder. Complete homework to the best of his/her ability. Complete homework neatly. Return homework to school on time.

Illness and First Aid at School

When a student becomes ill or needs first aid at school, he/she is sent to the office. If the illness or injury is serious, a call is made to emergency services and then to the parents. If the condition is not serious enough for emergency services, only the parents will be contacted. Please do not send your child to school if he/she is sick. **If your child has a fever of 100 degrees or higher, has diarrhea, has an open or unidentified rash, or is vomiting, please keep them at home.** State law mandates that a child must be kept home "fever free" for 24 hours. At Columbia we will follow Board adopted policy and regulations to respond to emergency concerns. It is essential that emergency contacts are continuously updated and that contacts are capable of responding in the event of an emergency.

Independent Study

Occasionally situations may arise when parents must be away from home and therefore students away from school. Students can be given full credit for missed days of school as long as parents request an Independent Study packet a minimum of one week before the planned absence. Independent Study is given to students missing school for no less than five days and no longer than ten school days. Examples of reasons used for Independent Study may include family business, family emergency or bereavement. Students must return the completed Independent Study packet for full credit. Please contact our attendance clerk at (760) 530-1950 for an Independent Study application.

Items Dropped Off at School

Instructional time will not be interrupted to deliver items forgotten by a student at home. Students will be notified, via teachers, and will be able to pick up items during passing periods or lunch time. Please plan ahead for homework, lunches, jackets etc.; part of a student's responsibility in school is to come fully prepared each day. Although all efforts will be made, Columbia staff will not be responsible for ensuring that the student receives the item in time.

Late Pick Up

If parents/guardians are late picking up their child, the student must be signed out from the office by a person 18 years of age or older and who is listed on the child's emergency card. All late pickups are documented and become part of the reporting procedure to SARB. If parents are more than 30 minutes late without having contacted the office, the police department will be notified. Notification to the office, while appreciated, does not reverse the reporting on a student's attendance record. Repeated occasions of this kind will result in Child Protective Services being notified. Our primary concern is the safety of our children. Please make certain that you have a secondary plan in case of any circumstances that would prevent you from picking up your child.

Lost and Found

Children will be able to view lost and found articles in the cafeteria. At the end of each quarter all unclaimed clothing and items will be donated to a local charity. Parents are welcome to check the Lost and Found area periodically throughout the school year.

Medications

If your child needs to take medication at school, the law requires that you have a **Physician's Recommendation for Medication** on file. The medication must come with a prescription which includes the student's name, the type of medication, correct dosage, and the time of administration. We do not give aspirin, cough medicine, stomach-ache remedies or any other over-the-counter medicines. By law all medication must be brought to school by an adult and must be kept in the school office.

Parking Lot Rules of Safety

Your Awareness and Courtesy Keep Our Students Safe

- Load and unload students in designated areas ONLY - students must exit nearest the curb.
- Park in marked spaces in the parking lot - please do not move any cones as they are meant to assist with the flow of traffic.
- Do not double park or park in any loading zone.
- Never leave your car unattended in any undesignated parking area.
- Parking in the handicapped space is by special permit only.
- Do not block handicapped space while in the parking lot.
- Children must be escorted across parking lots, driveways, and to cars parked on the street.
- Follow the direction of all arrows and traffic signs on the campus.
- Make a family plan to determine where you will meet your child each day.
- Be courteous and cooperative with other drivers and school staff - all requests made by the school staff are done so with students' safety in mind.
- To reduce traffic congestion, have your child/children meet you at a designated spot other than directly in front of the dismissal gate. If you live within a mile of the school, consider walking to meet your children.

Student safety is of paramount importance. Those that consistently violate parking lot rules of safety will be referred to the Victorville Police.

Personal Belongings

Items of value, including, but not limited to, electronic games, iPod, excess money, jewelry and makeup must be left at home. Problems often arise when articles are brought to school that are expensive or disruptive to the educational environment. Items needed for a project may be brought to school with teacher and parent permission. **Columbia is not responsible for broken or stolen personal items brought to school and will not use instructional time to investigate loss or any allegations of theft.**

Promotion

A letter discussing Promotion and eighth grade end of the year activities will be sent home with every eighth grade student the first week of school. Below are the criteria that will be strictly enforced.

Promotion and Eighth Grade Activities Criteria

- A minimum of a 2.0 grade point average
- Zero suspensions from April 4, 2016 to June 1, 2016
- No more than two suspensions in the second semester
- All fines and dues paid in full
- No more than 10 tardies in the second semester
- No class cuts

Knott's Berry Farm Criteria

- A minimum of a 2.0 grade point average
- Zero suspensions in the second semester
- All fines and dues paid in full
- No more than 10 tardies in the second semester
- No class cuts
- A permission slip signed and returned on time

Report Cards

Four report cards will be sent home during the year, one at the end of each quarter and one at the end of each semester. If a student is performing below grade level in any academic area, a progress report will be sent home sometime between the sixth and ninth week of each quarter.

School Hours

The school office is open Monday-Friday from 7:15 am - 3:15 pm.

School hours are as follows:

Monday, Wednesday, Thursday and Friday

8:10 – 2:15

Tuesday

8:10 - 1:30

EVERY TUESDAY IS AN EARLY OUT - PLEASE PLAN ACCORDINGLY

School Meals

School breakfast is available for purchase for \$1.75 and reduced price breakfast is \$.30. School lunch is available for purchase for \$2.96 and reduced price lunch is \$.40. Milk and juice are also sold for \$.35. Lactaid and Soy milk is \$.75. Bottled water is available for \$1.00.

In accordance with our District Wellness Policy and in an effort to minimize students' interaction with germs, it is advised that the handling of money be kept to a minimum during serving times. **Mesa Linda**

will no longer accept cash from students in the lunch line. You may use the on-line system for payment, weekly and/or monthly payments may be made through the office or your child may go to the cafeteria and pay before school.

Free and reduced lunch applications must be filled out each year. Benefits DO NOT roll over to the next school year. A grace period is allowed; however, it is requested that you fill out all necessary paperwork as soon as possible. The grace period applies only to those students previously enrolled in the Adelanto School District.

Our menu is posted on the District website at www.aesd.net. There is a link available on the website for on-line payments. You may choose to set an email reminder to be sent to you if your child's account goes below a specified dollar amount.

Please be advised that after the first week of school, credits will not be given. Students who do not have money will receive an alternate lunch.

Social Media

While we understand the use of social media is an important part of today's society it is expected that students will use it responsibly. Federal law requires that a person must be at least thirteen years of age to possess social media accounts.

Per California Educational Code: Any inappropriate use of social media which discloses a user name or password or personal information is not permitted on an educational institution. "Social media" means an electronic service or account, or electronic content, including, but not limited to, videos or still photographs, blogs, video blogs, podcasts, instant and text messages, email, online services or accounts, or Internet Web site profiles or locations. (Ed code 99120-9122)

Jurisdiction for social media bullying and/or threats for the school site extends to non school hours when the bullying or threats has an impact on the instructional day.

Student Dress Code

As a part of Columbia's effort to maintain an environment in which all students can learn, we have instituted a dress code. The purpose of the dress code is to ensure that a student's clothing and grooming will allow the student and others to learn safely without distractions.

General Rules: The Governing Board of the Adelanto Elementary School District believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Student's clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

1. All students are expected to comply with the District dress code.
2. Students and parents share primary responsibility for student compliance with the dress code.
3. School personnel are responsible for enforcing the dress code with ALL students.
4. A student who violates the dress code may not remain at school or at a school function unless the violation is corrected. For example, the student will be asked to:
 - a. remove the accessory; or
 - b. change into loaner clothing.

Rules of thumb about inappropriate and unacceptable clothing

Per California Educational code: Any article of clothing or accessory that illustrates, depicts, showcases, and/or promotes: alcohol, drugs, tobacco, sex or suggestion thereof, affiliation with inappropriate groups, gangs, prejudice and/or hatred toward any age, gender, ethnicity, race, religion, physical or mental disability, violence or reveals/suggests body or undergarments or presents a health/safety risk is considered inappropriate and unacceptable. Students are NOT to wear such items to school. Students will be directed to change the clothing and parents shall be contacted. A student who continues to violate these standards shall be subject to appropriate disciplinary action. School administration is the final authority in any disputes about issues of apparel. NOTE: as styles continually change, Columbia Middle School administration reserves the right to add/delete items to the dress code and/or list of inappropriate and unacceptable clothing without prior notice.

Specific Rules:

1. Clothing must not display obscene or sexual content, profanity, drug, alcohol, or tobacco related content. Clothing may not be gang related. Bandana prints on clothing is not permissible. The inappropriateness will be determined by school administration.
2. Clothing must not display illustrations and/or language degrading a race, religion, or gender.
3. Clothing must not be revealing
 - a. no short shorts, shorts must have at least a 3 inch inseam
 - b. no short skirts or dresses (skirts and dresses must be no shorter than mid-thigh)
 - c. no low-cut tops
 - d. no short tops; midriff must be covered when arms are raised overhead
 - e. no halter tops, tube tops, strapless, or backless tops, no spaghetti strap tops
 - f. tank-style tops are allowed; strap must measure two inches wide and arm holes must not reveal any body parts
 - g. no undergarments may show
 - h. no see-through clothing
 - i. no excessively tight clothing
 - j. leggings and jeggings may only be worn with a long shirt (appropriateness determined by administration)
 - k. ensure that the waist of the pants is high enough to cover all undergarments when seated.
 - l. Pants may not have holes above mid-thigh, (appropriateness determined by administration)
 - m. if wearing shorts, socks may not be pulled up past mid-calf
4. Clothing must not be baggy.
 - a. pants and shorts must be worn at the waist
 - b. pants, shirts and shorts must be size appropriate; size appropriate clothing does not fall off without a belt, and is not too long or too large to impede movement
 - c. shirts must not be longer than the length of a student's fingertip when arms are placed at side of body
 - d. shorts may not be worn under pants
5. Belts must be threaded through all belt loops
 - a. no belt ends hanging down from the buckle
 - b. no chain belts
 - c. no wallet chains
 - d. belt buckles must not exceed 2 inches in length and 2 inches in width
 - e. belts and buckles must maintain appropriateness according to the basic "rules of thumb" listed above
6. Shoes must meet safety standards. They must be closed-toed, closed-heel, or have a strap across the back
 - a. no sandals and no mandels
 - b. no slippers
 - c. no combat style/steel-toed boots
 - d. no untied or unfastened shoes or boots
 - e. platform shoes and high heels can be no more than 2 inches high
7. Accessories and jewelry must not substantially disrupt or materially interfere with student safety and instruction. "Golf-tees" and "gauges/tapers" are not allowed.
8. Girls are asked to keep makeup to a minimum; application of makeup is not permitted on the school campus.

9. Temporary/permanent hair color, colored weaves, spray tints, or gels are not allowed. The only exception to this is those hair colors that are naturally occurring hair colors. Hair styles must not disturb the learning process by creating a distraction on the school campus; distractions will be determined by administration. Mohawks are limited to 2 inches in height. No designs may be cut into hair or eyebrows. Combs or other grooming products must be removed from hair.
10. Facial and body piercing are not permitted.
11. Body Art/Tattoos must be covered at all times.
12. Students are not permitted to write on themselves and/or place stickers on their face and body.
13. Hats are allowed to be worn at school in an effort to protect children from cancer and other hazards related to exposure to the sun (SB 310). The Columbia hat policy is intended for outdoor use only as sun protection. Hats are to be worn properly, forward facing, and need to be removed when entering a building. Hats must not be gang affiliated. No bandanas, skullcaps, do-rags, hairnets, or hair curlers - these items will be confiscated.
14. Physical Education
 - a. Students are to wear P.E. clothes with Columbia Middle School name and logo.
 - b. Students must wear athletic shoes in P.E.
 - c. Students are expected to wear socks to help protect their feet and for good hygiene.
 - d. Long term loaners are available
 - e. Progressive discipline will be administered for those students who choose not to dress in P.E.

Dress Code Progressive Discipline/Consequences

| | |
|---|---|
| 1 st and 2 nd offense | Warning/Counseled |
| 3 rd offense | Lunch detention and phone call home |
| 4 th offense | Afterschool detention and phone call home |
| 5 th offense | Behavior SST and Behavior Contract |
| 6 th offense | In-House Suspension and phone call home |
| 7 th offense | Saturday School and phone call home |
| 8 th offense | Suspension and parent conference |

Student Safety to and from School

As required by law, students must wear helmets if they ride a bike, skateboard, or scooter to school. If your child rides his/her bike to school without a helmet, the student will not be permitted to ride the bike home. A parent will be called to retrieve the items. Students may not ride roller blades or skates, including Heely's, to school. All bicycles and skateboards must be walked on sidewalks and through the school parking lot and must be locked in the designated bike area.

Please stress these safety expectations with your child:

- Look both ways before crossing the street
- Obey traffic signals and crossing guards
- Walk facing the traffic when there are no sidewalks
- Cross streets in the crosswalks
- Walk, don't run across streets
- Do not talk to strangers

Students are expected to go directly home from school. Students are considered under the jurisdiction of the school until they have arrived and entered their home, or until they are under the supervision of their parents and/or guardians. It is highly recommended by Columbia administration that students do not loiter at the park after school hours.

Student Searches

Our primary goal is to ensure the safety of every student at Columbia Middle School. In doing this the law provides that we may search a student's belongings and/or their person if there is reasonable suspicion that the student may be in possession of any item which may cause harm to him/herself or others.

Student Supervision

There is no school supervision before 7:45 am. **STUDENTS SHALL NOT ARRIVE BEFORE 7:45 am, AND MUST BE PICKED UP PROMPTLY AT THE TIME CLASSES ARE DISMISSED.** Dismissal is 2:15 pm on Monday, Wednesday, Thursday, and Friday and 1:30 pm on Tuesday.

Telephone

A student must have permission from a staff member to use the phone in the office. The telephone is for emergency use only. Arrangements for transportation to and from school, sports activities, visiting a friend's house, etc., need to be made in advance. Classrooms will not be interrupted by outside calls during class time, nor will students be allowed to use classroom telephones to call home during the day.

Transfer of Students

If a parent/guardian requests the transfer of a student from one classroom to another, the following procedure will be followed:

1. The parent must voice his/her concerns to the teacher in either a phone call or meeting.
2. If after step 1 there is no resolution the parent may speak with the assistant principal and teacher to work to resolve the matter.
3. If after step 2 there is no resolution the parent may speak with the principal and teacher to work to resolve the matter.
4. If the parent is still dissatisfied, the parent shall formally request, in writing, a transfer of the student to another classroom. The principal will then take the written request under consideration. A SST (Student Study Team) Meeting may be called at this time.
5. If the move is approved, the principal will inform the receiving teacher before the student is moved. The receiving teacher will be provided with information necessary to avoid a similar problem.

Visitors Passes and Sign-In

Anytime you visit or volunteer on campus you must sign in at the office and obtain a visitor pass - all staff and students will be looking for this identification. If the sticker is not visible to staff and students, you will be asked to return to the office for this important item. This is for the protection and safety of our students.

Volunteers

Columbia has an active program for interested parents and community members eighteen and over who wish to volunteer at the school. After attending a short training session, volunteers may work in classrooms and at the school to provide teacher/student support. A completed volunteer application, a TB Test, finger prints, and a copy of driver's license, along with Board approval must be turned in prior to volunteering. Board approved volunteers will be issued an identification badge and lanyard to be worn while on campus. Interested volunteers may call the school office at 760.530.1950. You must be a Board approved volunteer to chaperone a field trip and/ or work at a school sponsored event. Students not enrolled in the academic program at Columbia will not be permitted on campus during school hours.

Columbia Middle School administration reserves the right to add/delete/change items in the Handbook at any time throughout the year. Revisions will be posted on our school website and phone calls will be made to alert our students and families of any changes.