

Columbia Elementary

GENERAL INFORMATION

School Hours

PARENTS: PLEASE KEEP YOUR CHILD SAFE BY WAITING UNTIL 8:30 A.M. BEFORE YOUR CHILD IS DROPPED OFF.

Monday – Thursday: 9:00 A.M. – 3:35 P.M.

Friday: 9:00 A.M. – 1:55 P.M.

AM Kindergarten: 9:00 A.M. – 11:48 A.M. / Friday: 9:00 A.M. – 11:00 A.M.

School Facilities/Students Entering Building

STUDENTS: DURING SCHOOL HOURS THE PLAYGROUND & FACILITIES ARE FOR ON-TRACK STUDENTS ONLY, WITH THE EXCEPTION OF EXTENDED STUDENTS.

Before the first bell, students line up outside the grade level doors. Students are not invited into the building before school unless the weather is inclement. Please make sure your child is dressed properly for the weather. At 9:00 a.m. students will be invited into the school. *When weather is inclement, students wait quietly outside their classroom until a teacher invites them in.*

Address Verification For Returned Mail

If for any reason mail sent to your home from Columbia Elementary is returned to the school, you will be required to show two forms of address verification. Address verification can be in the form of, but not limited to, your current drivers license, a dated utility bill (not older than 30 days) or a dated car registration (not older than 30 days).

Pick Up and Drop Off of Students

STUDENTS: FOLLOW SAFETY DIRECTIONS FROM THE CROSSING GUARDS AND SAFETY PATROL (volunteer students who follow guidelines to help make Columbia a safe school for all students).

Please wait until 8:30 a.m. to drop children off. Please do not send or drop off your child before 8:30 a.m. There is no supervision before that time. No cars are allowed to drop off or pick up students in the bus zone. The front parking lot has a drop off lane. **Please do not park or leave your car unattended in the drop off or pick up lane.** If you need to park, please feel free to use either the front or side parking lot.

Attendance Policy

STUDENTS: COME TO SCHOOL EVERYDAY AND BE SURE TO GET HERE ON TIME.

Regular attendance is key to academic success. Utah State Law requires students to be in school unless they are sick or on vacation leave. If your child visits a medical facility during his or her illness, physicians will provide the school with verification. Children coming late to school should report to the office **before** going to the classroom.

Excused Absence

Any absence due to illness, death in the family, religious observance, or other circumstances, should be called in by 9:30 a.m. on the day of the absence. After 9:45 a.m., your child will be marked absent and you will be notified by phone.

Vacation Leave

STUDENTS: PLEASE INFORM YOUR TEACHER AND THE OFFICE BEFORE LEAVING ON A VACATION.

Vacation Leave is available for students who will be traveling. Parents must complete a Vacation Leave Form **PRIOR to taking vacation leave**. Students are responsible to collect and make up any missed assignments when they are absent.

Checking Your Child IN and OUT of school

STUDENTS: REMIND PARENTS TO SIGN IN AT THE OFFICE BEFORE AND AFTER VISITING THE SCHOOL and TO BE READY TO SHOW IDENTIFICATION

State Law requires all parents and visitors to register before entering the school. If you need to bring an item to your child or check your child out of school during the school day, come to the office first. **We will call your child down to the office. Parents are not to go directly to the classroom to pick up a child. Students will be released at the office.** Parents will need to sign their child out before the child leaves the school.

Visitors/Volunteers

A VISITOR SIGN IN/OUT sheet is located on the front counter in the office. All visitors must show a valid I.D. and should wear a VISITOR BADGE.

Contacting a Teacher

(Email: firstname.lastname@jordandistrict.org). If you need to talk with a teacher before or after school, please check in with the office and the teacher will be paged. If the teacher is not available, the office will leave a message for the teacher. A teacher's first responsibility is the education and supervision of students. If you need to talk with a teacher during the school day, leave a message at the office and the teacher will contact you as soon as possible.

Breakfast Program

STUDENTS: BREAKFAST IS SERVED FROM 8:30 A.M. TO 8:50 A.M.

Columbia serves a nutritionally balanced breakfast each morning. Students who arrive for breakfast go directly to the cafeteria. After students eat breakfast, they line up with their classes outside the building, unless there is inclement weather. Breakfast: \$0.80. Reduced price breakfast: \$0.30. Adult breakfast: \$2.00.

Lunch Program

School lunch \$1.75; Reduced price lunch \$0.40; Adult lunch \$3.00. Milk: \$.25. A *Free and Reduced Lunch Form* needs to be filled out EVERY YEAR. Please look at district policy. To see your student's balance, go to SKYWARD. You may make payments at the school by check, cash, money order, or on SKYWARD.

Food and Treats At School

Please check with the teachers or office before bringing or sending any treats to school. The Salt Lake County Health Department has advised us that foods prepared at home for classroom treats are illegal and unwise. Any pre-packaged food to be shared with the public should be pre-packaged from a commercial manufacturer. If you want to send a class treat, the following foods are acceptable.

1. Commercially prepared, non-hazardous foods such as cookies, cupcakes or candy in sealed packages.
2. Popcorn, fruits and vegetables