



Columbus High School

1164 Farnham Street, Columbus WI 53925



Learning Today, Leading Tomorrow

Student & Parent
Handbook

2011-12

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WELCOME

Welcome to Columbus High School, where high standards are expected and excellence is achieved! We are a comprehensive high school which serves approximately 400 students. Our strong, dedicated staff is committed to providing the best educational experience possible for your student. Our mission is to create a community partnership where students will be academically prepared to make informed life and career decisions as caring and responsible citizens.

The ultimate goal we have is for each student to take their academic career at Columbus High School seriously, and to have each parent be active participants in their child’s education, monitoring their progress and encouraging them on their road to success. Our high school isn’t just about academics; it’s also about being involved in activities, making new friendships, and building lasting memories. Here at Columbus High School we pride ourselves on the many opportunities we offer our students. There is something here for every student, and we encourage them to take advantage of these opportunities.

This handbook is designed to serve as a resource for you regarding rules, procedures, and policies of our high school and school district. Everything you find within these pages is centered around student and staff expectations which are based upon these “Collective Promises”:

TRUSTWORTHINESS: We as a school community will provide an atmosphere where all students and staff are able to support each other through honesty, loyalty, and having the courage to do the right thing.

RESPECT: We as a school community will treat each other and surroundings with respect and dignity. Respect begins with oneself. Staff and students will model respectful behavior; including good manners, appropriate language, and tolerance. Staff and students will treat the high school as they own it themselves.

RESPONSIBILITY: We as a school community will do what we are supposed to do. We will do our best, persevere, and use self control and self-discipline. We will be accountable for our own actions.

FAIRNESS: We as a school community will play by the rules and treat one another as equals. We will be open-minded, listen thoughtfully, show good sportsmanship, and not carelessly blame others.

CARING: We as a school community will create a healthy environment focusing on compassion, kindness, and positive relationships.

CITIZENSHIP: We as a school community will provide a safe learning environment by establishing, supporting, and following school rules; cooperating with others; and respecting authority.

By following these expectations, our students will graduate from Columbus High School prepared to be positive members of society and face whatever challenges may come their way. We hope students and parents/guardians alike find our high school to be a welcoming environment dedicated to helping each student develop to his/her fullest potential. Please know our doors are always open to you!



Jeffrey A. Mastin
Principal



DISTRICT PROFILE

Mission Statement

Columbus School District: A Community Partnership

Students will be academically prepared to make informed life and career decisions as caring and responsible citizens.

Academic Achievement

Students will meet or exceed established state standards in academic disciplines. Literacy, the ability to think critically when reading, writing, and communicating orally, is fundamental to learning and is therefore, the highest priority. The focus of the Columbus School District will be to improve teaching and learning.

Students will demonstrate continuous improvement toward a high level of success in academic disciplines. Indicators in the following areas will be used to demonstrate improvement in teaching and learning:

Language Arts

- Literacy
- Technology

Social Studies

- Literacy
- Technology
- Citizenship

Fine Arts, Foreign Language, Vocational Ed

- Literacy
- Technology

Students will be proficient in one or more of the following: foreign language, a visual or performing art, or a vocational area.

Science

- Literacy
- Technology

Math

- Literacy
- Technology

Life Skills

- Wisconsin Counseling Model

Students will be able to manage their lives in order to maximize independence, self-reliance, and health.

Citizenship

Students will be responsible citizens and productive participants in their school, community, their country, and the world.

Life Skills

Students will be able to productively and efficiently manage their own lives in order to be independent and self-reliant. Students will:

- Be able to set and achieve personal goals.
- Understand personal strengths and weaknesses, and have appreciation for personal abilities.

- Take responsibility for their own actions.
- Choose and practice healthy lifestyle, including:
- Be able to handle personal financial challenges.
- Understand the legal system.
- Be able to function effectively in teams.
- Exercise self-control and discipline over personal actions.
- Be able to adapt to changing situations and circumstances.

GENERAL INFORMATION

SCHOOL HOURS

Columbus High School will open at 7:00 AM and lock at 5:00 PM. The building is open in the evening until 10:00 PM for teams or groups supervised by staff members. The building may be opened on Saturday (7:00 AM to 8:00 PM) or Sunday (8:00 AM to 5:00 PM) with staff supervision. The Main Office is open from 7:30 AM to 4:30 PM when school is in session.

Columbus High School
 1164 Farnham Street
 Columbus, WI 53925
 Phone: 920-623-5956
 Fax: 920-623-5959
www.columbus.k12.wi.us

Mr. Jeff Mastin, Principal
 Phone (Extension 2100) or e-mail (jmastin@columbus.k12.wi.us)

Ms. Chris Martinson, Head Secretary
 Phone (Extension 2201) or e-mail (cmartinson@columbus.k12.wi.us)

Ms. Kelly Rutkowski, Secretary
 Phone (Extension 2200) or e-mail (krutkowski@columbus.k12.wi.us)

If you need to contact a specific staff member, you may get that information directly from the district website or you may call the Main Office during normal school hours and you will be transferred to their phone extension or given their e-mail address.

SCHEDULES

Our school day begins at 8:10 AM and ends at 3:15 PM. We have 4 blocks that are 92 minutes in length (1st block maybe divided into 2 courses). There is a 10 minute passing time between periods (3 minutes when passing between 1A and 1B). We do our daily announcements at the beginning of 2nd and 4th blocks. Our times within the normal schedule will vary when we offer Activity periods and Homeroom meetings. School will end at 12:08 PM on Early Release days.

Additionally, there are 14 dates scheduled for late starts this year and we will be using an alternative schedule on those school days. Staff will be available from 3:15 to 4:00 PM daily as well.

Normal Schedule

1 st Block	8:10 AM – 9:42 AM
1A	8:10 AM – 8:55 AM
1B	8:58 AM – 9:42 AM
2 nd Block	9:52 AM – 11:24 AM
Lunch	11:24 AM – 12:00 PM
3 rd Block	12:00 PM – 1:32 PM
4 th Hour	1:42 PM – 3:15 PM

Late Start Schedule

1 st Block	10:10 AM – 11:15 AM
1A	10:10 AM – 10:41 AM
1B	10:44 AM – 11:15 AM
2 nd Block	11:20 AM – 12:25 AM
Lunch	12:25 AM – 1:00 PM
3 rd Block	1:00 PM – 2:05 PM
4 th Hour	2:10 PM – 3:15 PM

LOCKERS



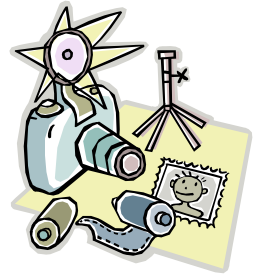
Each student is assigned a locker for personal use at the beginning of the school year. If it does not function properly, then contact the Main Office and a custodian will be called upon to repair it. Students may be held responsible for any damage done to the lockers they have been assigned. Students should refrain from excessively decorating the inside of lockers, particularly when materials used are difficult to clean up. Only school related decorations will be allowed on the outside of lockers unless special permission has been granted.

The school is not responsible for items left in assigned lockers beyond a student's last day of attendance. The school is not responsible for items stolen from your locker. To minimize the risk of theft:

- Keep your locker combination confidential.
- Avoid sharing your locker with another student.
- Refrain from storing valuable items in your locker.
- Be sure that the locker is locked after accessing it.

Students missing items of significant value should notify the Main Office and complete a lost/stolen item report. Students finding items of significant value should turn them into the Main Office to be handled as lost and found. Students responsible for the theft of school or personal property will be subject to a disciplinary referral.

The Columbus School District retains ownership of student lockers. Students shall not have an expectation of privacy in lockers. School authorities, for any reason, may conduct periodic general inspections of lockers at any time without prior notice. Locker searches will be supervised by the school principal or an assistant principal and shall include a witness. Any item in conflict with district policy found in a locker shall be confiscated.



LOST AND FOUND

Lost and found articles should be reported to the Main Office. Articles not claimed within two weeks after having been found will be discarded or donated.

IDENTIFICATION CARDS

Student pictures are taken either during registration in August or in early September after school has resumed. Pictures taken are used in the yearbook and in processing student identification cards.

BREAKFAST & LUNCH PROGRAM

Parents and students may pay into a family account either online or in person, so that they may eat at school. A la carte items will be cash only. Application forms for Free/Reduced meals are available in the Main Office.

Freshmen and sophomores will have a closed campus during lunch meaning they may not leave the building grounds. Juniors and seniors will have the privilege of an open campus during lunch and they may leave the building grounds. We ask that parents of juniors and seniors contact us if you do not give permission for your student to have open campus during lunch. Students who leave campus during lunch without permission will be subject to a disciplinary referral. Leaving campus during lunch is a privilege that may be revoked as part of the continuum of consequences as well. All food must be consumed in the cafeteria area. All students must stay out of classroom hallways during the lunch hours. Any beverage and snack vending machines will only be operational on campus before and after school.

BUS TRANSPORTATION

It is the policy of the Columbus School District to provide transportation for all resident students living outside the Columbus city limits. Transportation service shall be provided to resident students between their homes and the schools to which they are assigned. Each family must submit an Application for Bus Service form stating the students' names, grades, and the schools of attendance. Please read and review the "Bus Rider Rules" with your student since transportation privileges may be revoked if any rider's conduct is in violation of the established bus rider rules. If you have any questions or concerns, please contact the Main Office or call Ms. Nancy Liverseed, Transportation Director, at 920-623-5950, ext. 3154.

PARKING

Bicycles, motorcycles, and automobiles are permitted on campus in designated parking areas only. Bicycle parking is available in front of the entrance to the Main Office. Motorcycle and automobile parking are available on the north side of the building. Students must fill out an application and pay the parking fee to receive a pass to park a motorcycle or an automobile on Columbus High School property during school hours. Students are expected to utilize their vehicles in a lawful manner and to keep the parking areas free from litter. The school district is not responsible for damage to vehicles parked on campus. Students who park on the streets in the neighborhood of the school are subject to whatever the posted parking restrictions may be. All violators to the above mentioned policies are subject to ticketing.



TECHNOLOGY

The Columbus School District provides students access to computers, computer peripherals and the internet as a means to further the educational goals and objectives of the district.

Through the use of technology, learners will:

- Access global educational resources
- Enter into partnerships to expand their learning options
- Gain employability skills
- Broaden problem solving and decision making skills
- Culture higher level thinking skills

Use of computers, technology and the internet by students is a privilege. The user is responsible for their actions in accessing these services, and for adhering to district policy and guidelines. Teachers and

administrators have the right to review files and communications to maintain system integrity and to insure appropriate student use. Students should not expect that e-mail and other files will be private or protected. Violation may result in loss of this privilege as well as other disciplinary or legal actions in accordance with school policy and local or state statutes.

Acceptable uses: This is not meant to be a complete list, but a guide covering some acceptable uses.

- Assigned classroom research projects
- Appropriate e-mail communication
- Learning use of hardware and software technology
- Compiling data for a classroom presentation or class report
- Following directions from teachers and other staff members regarding use of school provided technology

Unacceptable uses: This is not meant to be a complete list, but a guide covering some unacceptable uses.

- Sending or displaying offensive messages and/or pictures
- Using obscene language
- Harassing, insulting, attacking others or engaging in criminal behavior
- Damaging computers, computer systems, computer networks, or computer software
- Violating copyright laws
- Using another person's login name and/or password
- Trespassing in another's folder, work, or files
- Intentionally wasting limited resources (computers, Internet access)
- Employing the network for commercial purposes
- Downloading non-school approved software (games, mp3 players)
- Storing or archiving non-school related software (mp3, games)



Violations will result in a loss of access as well as other disciplinary or legal action.

CO-CURRICULAR ACTIVITIES

Columbus High School offers a variety of co-curricular activities. Students are encouraged to participate in those activities that may be of interest to them. For specifics, refer to the Co-Curricular Activities catalog. Any questions regarding the co-curricular programs may be directed to Mr. Jake Ekern, Dean of Students & Athletic Director, by phone (Extension 2101) or by e-mail (jekern@columbus.k12.wi.us). The following co-curricular activities are available:

- Academic – Forensics, Math, National Honor Society
- Clubs – Art, FFA, French/Spanish, FBLA
- Interscholastic Athletics including:
 - Boys – Baseball, Basketball, Cross Country, Football, Golf, Soccer, Wrestling
 - Girls – Basketball, Cross Country, Dance, Softball, Soccer, Tennis, Volleyball
- Music – Jazz Band
- Leadership – Student Council
- Publications – Newspaper, Yearbook
- Theater – School Play



AGE OF MAJORITY

We look to our older students to be exemplary role models and provide leadership to our younger students at CHS. Students are not exempt from complying with school rules and regulations enacted by the Columbus School District's Board of Education because they have reached the age of majority (18) and choose to become an emancipated adult. Adult students are not legally obligated to attend school; however,

enrollment at Columbus High School is contingent upon meeting the same attendance, academic, and behavioral expectations, as established for non-adult students. Students beyond the age of compulsory school attendance (age 18) who (1) reach a point of habitual truancy (2) do not make satisfactory academic progress or (3) continue to disregard behavioral expectations must enter into a contract with the CHS principal.

VISITORS

Beyond school district employees and Columbus High School students, all other persons who desire to be on campus must first report to the Main Office to secure appropriate clearance. Students with modified schedules may not be on campus outside of their scheduled time for classes without staff authorization. Students are not permitted to bring visitors during the school day unless it is for an educational purpose and has been approved by administration. Visitors of high school age may be permitted at school-sponsored dances or other activities provided that they have completed a Student Visitor Permission form with approval by administration 48 hours prior to attending.

SAFETY PROCEDURES

If a fire alarm sounds while you are in a classroom, follow the posted exit directions. If a fire alarm sounds during lunch or passing time, proceed to the nearest exit. Once outside of the building, move at least 20 feet away from the exit. Do not go back into the building until the alarm stops and staff members signal that it is okay to return. Students responsible for tampering with fire prevention equipment or setting off a false fire alarm will be suspended out of school and referred to the police, and may be recommended for expulsion.



In the event of a tornado in our area, a warning will be given either over the public address system or through repeated short rings of the bell tone. If a tornado warning occurs while you are in a classroom, follow the posted exit directions. If a tornado warning occurs during lunch or passing time, proceed to the lowest level of the building you are in. Remain seated on the floor against the wall until an indication is given that the tornado warning is over.

In the event of a security lockdown, an announcement will be made to the staff to “Please secure your classroom until further notice and ignore any bells.” All rooms in the building will be locked by staff. You are to remain in the rooms away from doors and windows until an “all clear” announcement is made.

INCLEMENT WEATHER PROCEDURES

It is a Board of Education policy that there will be no school on days when busses cannot operate due to the inclement weather. Announcements of such school closing will be made on our call-out system, website, local news websites, television and radio stations. If school is to close early, an announcement to that effect will be made on the intercom system when bus departure time has been coordinated with the other schools.

STUDENT DIRECTORY OF INFORMATION

Information, such as student’s name, address, telephone listing, date of birth, participation in activities and athletics, weights and heights of team members, photographs, and awards earned, shall be considered public information and may be released to appropriate persons and the media. If, for any reason, the parent or guardian does not wish this information to be published, they must contact the Main Office and complete the Request to Withhold Directory/Data Information form.

The school is required to disclose student names, addresses, and telephone numbers to military recruiters upon request. If, for any reason, the parent or guardian does not wish this information to be released, they must contact the Main Office and complete a Denial of Access to Military Recruiters form.

ILLNESS/INJURY



Students who become ill or injured during the school day should report to the Main Office. Office staff will assess the situation and, if deemed necessary, contact the student's parents and/or the school nurse. In the case of injury, an injury report form must be completed and signed by the staff member supervising the activity during which the injury took place. If the injury takes place while the student is not under the direct supervision of a staff member, the student shall complete the entire form.

Students who need to take any type of medication during the school day must notify the Main Office and have their parents complete a Permission for Administration of Medication form. Prescription medication authorized to be taken must be kept secure in the Main Office and dispensed under the supervision of an office staff member. Authorized non-prescription medication may be self-administered. Under no circumstance are students permitted to share any medication with others.

Asthmatic students may, while in school, at a school-sponsored activity or under the supervision of a school authority, possess and use a metered dose inhaler or dry powder inhaler when three (3) conditions are met:

1. The student is required to carry an inhaler for use prior to physical activity to prevent the onset of asthmatic symptoms or for use to alleviate asthmatic symptoms.
2. The completed Parent Consent form has been submitted to the Main Office.
3. A Physicians Order for Medication Administration form has been submitted to the Main Office authorizing the student to possess and use an inhaler.

Per Wisconsin State Statute 118.291, no school district, school board or school district employee is civilly liable for damage to a pupil caused by a school district employee who prohibits a pupil from using an inhaler because of the employee's good faith belief that the requirements of sub. (1) had not been satisfied or who allows a pupil to use an inhaler because of the employee's good faith belief that the requirements of sub.(1) had been satisfied.

ATTENDANCE EXPECTATIONS

The Columbus School District operates under the compulsory school attendance law as stated in State Statute 118.15. This state statute provides for the legal means to require school attendance. This law requires that students must be enrolled in classes or participate in Board approved activities during each class period of each school day throughout their high school years. It is the district's responsibility to implement procedures to enforce these provisions. Columbus High School believes that it can help provide for maximum learning experiences for each student by actively promoting and providing for procedures that encourage regular school attendance.

ABSENCES

If a student is absent from Columbus High School, parents need to contact the Main Office at 920-623-5956 (you may leave a voice mail at any time) or e-mail (cmartinson@columbus.k12.wi.us) or sign and date a written statement or visit us in person by 9:00 AM on the day of the absence. We ask that you use these systems of communication to help us keep track of absences and to let us know what is happening with your student. In addition, daily work missed while the student is considered to be absent can be made up

and should be requested by 9:00 AM and picked up after 3:30 PM. Daily work missed while the student is considered to have an unexcused absence cannot be made up.

If a student knows of a pre-determined absence, we ask that they pick up a Pre-Arranged Absence form from the Main Office at least one day before and contact their teachers in advance of the absence to get anticipated make-up work. This form must be completed and returned to the Main Office prior to the anticipated absence in order for the absence to be excused. If your student will be taking a vacation or making a college visit during the school year, please try to synchronize the vacation/visit with the predetermined dates and times that our school is closed.

If a student needs to miss school because of an illness, funeral, extreme weather, family emergency, or professional appointment, please communicate the time and reason to be released to our school. All other absences will be considered unexcused unless pre-excused. If your student should need to leave for a professional appointment (doctor, dentist, counselor, court, etc.) during the school day, then the Main Office will provide an Excuse To Leave School form to your student. The Excuse To Leave School form must be signed by an official at your destination and returned to the Main Office upon your student's return to school. A signed Excuse To Leave School form for part of a day or a signed letter from a professional care provider for a full day(s) will be noted as medical absences and will not count against the student's total absences.

The Main Office will contact students with unexcused absences from the preceding day. Any mistakes in attendance records may be corrected at that time with the student. Student absences that remain unexcused will result in a notification card being sent home to their parents for further clarification. Cards will be mailed to student home addresses unless parents request that alternative addresses be used instead. Administrative contact will be made with students and the parents of students who have habitual truancy.

HABITUAL TRUANCY

School attendance requires that a student be in the location corresponding to their schedule of classes unless authorized by staff to be elsewhere for the duration of each class period. Habitual truancy is when a student is missing from class or school for an excessive number of days. A student identified as being a habitual truant means they have been absent (either excused or unexcused) from school, without a medical excuse, **for all or part of 10 or more days** on which school is held during a 90-day period. Before a student is considered habitually truant, every effort is made to contact parents notifying them of the absences and measures needed to remedy the situation. An absence for disciplinary measures will not count against the student's total absences.

Students who have habitual truant will lose privileges and a referral will be sent to the Columbus Police Department. The authorities may issue a citation which could include a monetary forfeiture up to \$500 plus court costs, driver's license suspension, work permit suspension, and a referral to Columbia County Social Services.

Parents are required by state law to cause their students to attend school until they graduate from high school, or until the end of the semester during which they turn 18. Parents who fail to comply with this law may be fined up to \$500 plus court costs, imprisoned up to 30 days, or both. Subsequent offenses may result in a fine up to \$1,000 and/or imprisonment up to 90 days. Parents may also be required to participate in counseling at their own expense, to attend school with their student, or both. Parents who can prove they are unable to comply with this law because of the disobedience of their student will have the action against them dismissed and the student, in turn, will be referred to juvenile court.

TARDIES

Students are expected to be in the classroom and preparing to learn when the bell rings to start class and must remain in the classroom until the bell rings again to end class. There is a ten-minute passing time between classes at Columbus High School (three-minutes between 1A and 1B). A student is considered tardy if they arrive to class after the bell has sounded within one-minute and do not have written authorization from a staff member. Any arrival beyond one-minute will be considered an unexcused absence. A tardy may also be assigned to a student if they are not prepared at the start of class by having all necessary classroom materials with them.

Consequences are based on being tardy to one single class hour and are not a combination of the different periods of the day. Tardy counts will be reset at the beginning of each quarter. The consequences for being tardy multiple times to one single class hour are as follows:

1 st /2 nd Tardy:	Make up time as teacher option
3 rd Tardy:	One Lunch or After School Detention, Letter to parents
4 th /5 th Tardy:	Make up time as teacher option
6 th Tardy:	Three Lunch and/or After School Detentions, Letter to parents
7 th /8 th Tardy:	Make up time as teacher option
9 th Tardy:	Five Lunch Hour and/or After School Detentions, Conference with parents
10 th Tardy:	Loss of Privileges

ACADEMIC EXPECTATIONS

Successful students are to put into practice the following academic expectations. Each teacher will make known additional or specific expectations in their individual courses. Students are expected to:

- Select courses with the purpose of achieving and challenge yourself to achieve maximum potential
- Attend all classes since valuable learning experiences occur each and every day in each and every class that cannot be made-up
- Have proper materials/equipment with them for each class
- Demonstrate active, constructive participation in class activities
- Complete and turn in all assignments on time
- Take advantage of all learning resources and communicate the need for additional support

COUNSELING

Columbus High School's Counseling Office assists each student to discover and meet their educational, vocational, and social needs. In the course of four years that a student will be attending high school, they will be tested, offered counseling, and assisted in both present and future situations. The goal is to help each student attain the highest achievement possible. By counseling with students about their potential and goals, it is hoped that each student will enter adult society with clear objectives and a positive self-image.

The counselor is available to each and every student who will be received equally, regardless of their academic rank, vocational plans, or overall school activities. The Counseling Office is open from 8:00 AM to 4:00 PM when school is in session or by appointment.

Ms. Tammy Leis, Counselor (Grades 10-12)

Phone (Extension 2105) or e-mail (tleis@columbus.k12.wi.us)

Ms. Emily Meier, Counselor (Grade 9)
Phone (Extension 3220) or e-mail (emeier@columbus.k12.wi.us)

Ms. Deea Breunig, Secretary for Counseling & Athletics
Phone (Extension 2104) or e-mail (dbreunig@columbus.k12.wi.us)

GRADUATION REQUIREMENTS

The following total and subject specific credits are required to graduate from Columbus High School. It is the responsibility of the student to earn the following credits with passing grades:

26.0 Credits

4.0 credits in English

3.0 credits in Social Studies

2.0 credits in Mathematics

2.0 credits in Science

2.0 credits in Physical Education/Health

1.0 credits in Career & Technical Education

0.5 credit in Fine Arts

11.5 credits in Electives - (3.5 credits in Social Studies, 3.0 credits in Mathematics, 3.0 credits in Science, and 2.0 credits in Foreign Languages are strongly recommended for acceptance into most colleges and universities)

Incoming transfer students will have their grade placement and course status determined by the counselor with final approval by the principal. Students are also expected to enroll in class, study hall, or some other School Board approved activity during each class period of the school day. Exceptions may be given upon parental and administrative approval.

PARENTAL SUPPORT

To best support and help your child meet the requirements for academic success please take note of the following guidelines:

- Value and articulate the importance of school as it pertains to future success
- Take an active interest in and provide the necessary support for your child's daily academic progress
- Attend school related functions regularly
- Hold the child responsible for course work, learning expectations, attendance, and appropriate behavior
- Respond to communications from the school in a timely manner

TEXTBOOKS/SUPPLIES

Textbooks are available to students free of charge. Students may be asked to buy their own books for particular Advanced Placement classes to allow them to be kept and marked as would be customary in college. Students who have textbooks lost, stolen, damaged, or show wear beyond normal use shall be required to pay the amount not to exceed the cost of replacement. Students may be required to pay for workbooks and other expendable materials as indicated for particular classes.



STUDENT INCENTIVES

Names of students who make the Columbus High School Honor Roll (quarterly GPA of 3.2 to 3.6 – regular, 3.7 to 3.9 – high, 4.0 – highest) are published in the school, in the local newspaper, and on our district website. Honor roll students and their parents also receive a letter of congratulations the end of each quarter if their semester GPA warrants.



GRADUATION CEREMONY

In order to participate in the Columbus High School graduation ceremony and receive a diploma, the following requirements must be met; all graduation requirements completed, fines and fees accumulated in the school district paid, and consequences related to any disciplinary action completed. Students who wish to graduate early must make application by October 31 of their senior year. Please see your counselor for the district guidelines.

ACADEMIC HONESTY GUIDELINES

Columbus High School promotes academic honesty. It is our objective to create and maintain an ethical academic atmosphere in which all work submitted by students represents the true reflection of their effort and ability. The goal of these guidelines is to inform and educate students about cheating and plagiarism, as well as to assist them in developing honesty, integrity, and pride in their work.

Cheating includes, but is not limited to:

- Copying, or allowing someone else to copy, a student's test or assignment
- Using a textbook or other materials during a test without teacher permission
- Using prepared materials during a test (e.g. notes, formula lists, computer or calculator programs) without teacher permission
- Using teacher texts or other materials to complete an assignment without teacher permission
- Obtaining or providing all or part of a test or answer key
- Fabricating data or citations
- Giving away all or part of a test or assignment

Plagiarism is defined as using someone else's words, work, or ideas and claiming them as their own. This includes, but is not limited to:

- Turning in another student's work as your own
- Copying from a source without proper citation or documentation
- Copying or downloading academic materials (e.g. papers, articles, research, etc.) and submitting them as original work
- Paraphrasing without proper documentation
- Assisting another student to plagiarize
- Collaborating with other students without teacher permission

Teachers, in collaboration with administration, will determine consequences if the student has violated the Academic Honesty Guidelines. These penalties may range from having the student redo the assignment or exam for reduced credit to an F for the course. A disciplinary referral will be sent to the administration and a copy inserted in the student's file. Information contained in the student's file may be used in determining eligibility for such activities and recognitions as National Honor Society, scholarship reviews, and co-curricular activities.

STUDENT WITHDRAWAL

Students moving to another school district should report to the Counseling Office at least one week before they expect to leave Columbus High School. A withdrawal form and directions for its completion will be given to the student at that time.

CONTINUUM OF PRIVILEGES

Columbus High School believes that all students should have the opportunity to enjoy their school experience to the fullest extent. The following continuum of privileges is available to all students as long as positive school and community choices are made regarding attendance, academic and behavioral expectations:

- Attendance at school activities/athletics
- Participation in school activities/athletics
- Hall passing times
- Electronic devices
- Computer use
- Field trips
- Work permit
- Exam exemptions
- Vehicle parking
- Graduation participation
- Open campus during lunch

BEHAVIORAL EXPECTATIONS

We will strive to provide every Columbus High School student with a successful educational experience, with sensitivity to each student's individual needs and capabilities. We are responsible for teaching students to behave appropriately, making them aware of consequences for failing to do so, and enforcing established school rules. High academic expectations must be accompanied by equally high behavioral expectations for students. Students shall not be permitted to detract from other students' efforts to learn and from teachers' efforts to teach.

DISTRACTIVE ITEMS

Wisconsin State Statute 118.258 restricts the possession or use of cell phones and other electronic items used as two-way communication devices upon entering school buildings during the school day. However, these items may be used in the Main Office during the school day with permission and students may also use an office phone for any incoming or outgoing calls or the lobby pay phone when not in class. In addition, the privilege of using cell phones within the building will be allowed before the school day begins, during lunch, and after school. Otherwise, cell phones are to remain turned off and out of sight during all other times. A student found to be in violation of any restrictions noted in this document will proceed to the appropriate level of action with a school administrator:

- **1st Offense with Warning** - Student will get item returned at the end of the school day
- **2nd Offense with Parent Contact** - Parent will be contacted before student may get item returned
- **3rd Offense with Confiscation** – Item may remain in possession of Columbus High School for a minimum of five school days as well as being banned for the remainder of the school year and a parent will be contacted before student may get item returned

- **4th Offense with Administrative Hearing** - All items confiscated from this point forward will be subject to an administrative hearing which may include an additional loss of privileges

Students are also prohibited from using these electronics items as well as iPods, MP3 players, CD players, video games, etc. during class without teacher permission; however, students may use them during other times when in the building as long as they are being used for their primary function like music or games. Non-educational items such as laser pointers, matches, lighters, firecrackers, stink bombs, squirters, etc. are not allowed at anytime within the building.

DRESS CODE

Columbus High School students have the right to wear what appeals to them as long as the clothing is appropriate, clean and safe. However, there are some instances involving student dress that are considered a distraction or disruption to our learning environment and those instances are listed below. If a distraction or disruption were to occur, students would be asked to change clothes or cover up the area of concern. All decisions regarding acceptable clothing/appearance will be at the discretion of the administration. Exceptions may be made for religious reasons. If a student refuses to abide by the dress code, further consequences may be assigned.

- Clothing, jewelry, tattoos, backpacks, books, folders, etc. with inappropriate language, pictures or slogans (for example: promoting alcohol, drugs or tobacco; interpreted as sexual innuendos, gang affiliations or racist overtones) shall not be worn on school grounds at any time.
- Hoods, hats, visors, full bandanas, skullcaps, neckerchiefs, and non-prescription sunglasses shall not to be worn in the building upon entering in the morning until the final dismissal bell has rang for the day.
- Oversized backpacks, bookbags, and large purses (over 12 x 12 inches) must remain in lockers and not brought to class with the exception of Physical Education courses.
- Coats and puffy vests are not to be worn within the building at any time unless you are immediately coming from or going to the outdoors.
- Shirts that are revealing (for example: see thru, clear straps, single strap, strapless, low cut, half cut, mid-driftless, sport bra, sideless, tie backs or backless) must be either covered or shall not be worn on school grounds. Navels and undergarments are not to be exposed.
- Pants, shorts, and skirts that do not fit properly (for example: pants and shorts must be worn on the waist above the hips, using a belt when necessary, as well as shorts (with a minimum of a 3-inch inseam) and skirts must cover at least the mid-thigh at all times) shall not be worn on school grounds. Navels and undergarments are not to be exposed.
- Shoes or sandals with soles must be worn. Shoes without soles such as slippers or moccasins are not permitted. Shoe features must be both safe and non-destructive to school property.

A student found to be in violation of any restrictions noted in this document will proceed to the appropriate level of action with a school administrator:

- **1st Offense with Warning** - Student will get item returned at the end of the school day
- **2nd Offense with Parent Contact** - Parent will be contacted before student may get item returned
- **3rd Offense with Confiscation** – Item may remain in possession of Columbus High School for a minimum of five school days as well as being banned for the remainder of the school year and a parent will be contacted before student may get item returned
- **4th Offense with Administrative Hearing** - All items confiscated from this point forward will be subject to an administrative hearing which may include an additional loss of privileges

PUBLIC DISPLAYS OF AFFECTION

The inappropriate public display of affection is frequently embarrassing to adults and students. Students are expected to exercise self-control and respect for the reputation of others. Specifically kissing and physical contact deemed inappropriate by staff are not allowed on campus grounds at anytime. Students failing to respect this rule will be disciplined accordingly.

- **1st Offense with Warning** – Students will be given a verbal warning stop the public display of affection
- **2nd Offense with Parent Contacted** - Parents will be contacted by students and administration before returning to classes
- **3rd Offense with Administrative Hearing** – All parties will be subject to an administrative hearing before returning to classes which may include an additional loss of privileges

OTHER BEHAVIORAL EXPECTATIONS

- Swearing or offensive gestures
- Harassment (verbal, physical, sexual, electronic, etc.)
- Unprovoked physical attacks or hazing (i.e. intimidating, humiliating, or physically punishing others as a rite of passage)
- Physical altercations or violence (i.e. rough play, fighting)
- Gangs or gang related activities
- Lying to a staff member
- Academic dishonesty, cheating or plagiarism (i.e. copying or stealing or downloading another person's work, allowing others to copy one's own work, doing another person's work, altering any records, and any other method used in not being honest with the work one does)
- Theft or vandalism or arson or bomb threats or false fire alarms
- Tobacco, alcohol, drugs or related paraphernalia (possession, ownership, use, under the influence or intent to distribute these or look alike products)
- Possession, storage or use of item that may cause injury (including a gun, knife, look alike weapons, ammunition, explosives, throwing rocks, snowballs, etc.)
- Any disorderly conduct that compromises safety of others or any other such behaviors that are deemed a serious violation which disrupt the educational process or interfere with teachers and learning and/or repeated insubordination in the refusal to abide by school rules

CONTINUUM OF CONSEQUENCES

Columbus High School believes that all students should have the opportunity to enjoy their school experience to the fullest extent whether at the bus stop, on the bus, at school, in the community, or representing our school in some other capacity. However, if a student has earned a Behavioral Expectations Report from a staff member, an administrator will meet with the student involved to address the expectation(s). The following continuum of consequences is administered when a student is not making positive school and community choices in regards to academic, attendance and behavioral expectations:

- Behavioral Expectations Report filed
- Apology
- Confiscation of item
- Financial restitution
- Lunch detentions

- After school detentions
- Transportation modifications
- In school suspension
- Out of school suspension
- Dropped from a course with a failing grade
- School/Community service
- Parent notified
- Police notified
- Principal contract
- Alternative education placement
- Assistance from community services
- Subject to fact finding for possible expulsion
- Loss of privileges

DISTRICT EXPECTATIONS

HARASSMENT

It is the policy of the Columbus School District to maintain a learning and working environment that is free of harassment. Harassment is a discriminatory act or omission taken against an employee or student because of gender, race, color, age, political affiliation, arrest or conviction record, sexual orientation, handicap, or membership in the military. Conduct can be considered harassment when it is unwanted, deliberate or repeated.

Any person who alleges harassment by a staff member or student in the school district should contact the building principal or the District Compliance Officer at the District Office. Reporting harassment will not affect future employment, grades, or work assignments. A complete policy and complaint procedure may be obtained from the District Office.

ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Columbus School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, religion, color, national origin, sex, or handicap.

The district encourages informal resolution of complaints under this policy. If any person believes that the *Columbus School District* or any part of the school organization has failed to follow the law and rules of s. 118.13 Wis. Stats. or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the administration office located at 200 West School Street, Columbus, WI 53925.

STUDENT SIGN-OFF

**Columbus High School
Student Sign-Off Form**

2011-12

1. All students attending Columbus High School shall be provided with a current copy of the handbook.
2. It is expected that students be familiar with the contents of the handbook.
3. The signature below verifies that the student has received a copy of the student handbook for the 2011-12 school year and is aware of the information contained therein.
4. Once signed, this sheet should be removed from the handbook and turned in to the Main Office. Student handbook sign off sheets are expected to be submitted by Tuesday, September 6, 2011.
5. It is recommended that student handbooks be kept at home to allow for easy reference for both students and their parents. Copies of the handbook are available at Columbus High School or online should there be a need to reference it.

I have received a copy of the Columbus High School Student & Parent Handbook dated 2011-12 and I am aware of its contents.

Print Student's name: _____

Sign Student's name: _____

Today's Date: _____