

Columbia High School

2017-2018

STUDENT HANDBOOK

901 Ironville Pike, Columbia, PA 17512
717-684-7500 www.columbiabsd.org

Dr. Michael Smith
High School Principal

Ms. Sarah Garner
Administrative Assistant to Principal

Ms. Alisa Hershey
School Counselor

Ms. Giselle Guzman
Student Services Secretary

Mr. Karl Heimbach
Director of Extracurricular Activities

Mrs. Deborah Nissley
Extracurricular Activities Secretary

Mrs. Carol Arena
Home and School Visitor

Mrs. Cathy Albright
School Nurse

Mrs. Kate Foehlinger
Food Service Coordinator

Mrs. Sheila Elser
Attendance Secretary

“Empowered Learners Meet High Expectations”

Name _____

Home Room _____

Property of Columbia Borough School District

Academics.....	11	Hall Traffic.....	8
Administrative Detentions.....	21	Harassment.....	16
Agendas.....	5	Health Services.....	6
Alcohol/Controlled Substances.....	15	Hotlines for Students.....	6
Alma Mater.....	4	Illness and Injury.....	7
Alternative Education Program.....	22	Immunizations.....	7
AM Cafeteria Procedures.....	8	In-School Suspension.....	21
Assembly Behavior.....	8	Instructional Support.....	6
Athletic Teams.....	27	Late to School/Class.....	26
Attendance.....	25	Level I - IV Violations.....	23
Behavior Management.....	21	Lockers.....	8
Belief Statements.....	4	Lunch Detentions.....	21
Bell Schedules.....	3	Mandated Services.....	7
Bullying.....	17	Medication Policy.....	7
Cafeteria Conduct.....	8	Mission Statement.....	4
Cafeteria Rules.....	8	One Time/Special Events.....	28
Care of District Technology.....	10	Opening Exercises & Flag Displays.....	5
CHAP.....	5	Operational Guidelines.....	8
Cheating Plagiarism.....	16	Out of School Suspension.....	22
Computer Internet Usage.....	10	Personal and School Property.....	8
Confidentiality of Records.....	6	Portal to Portal.....	7
Core Purpose.....	4	Schedule Change Policy.....	13
Corporal Punishment.....	16	School Absence and Extra-curricular.....	27
Course Selection Procedures.....	13	School Absences Procedures.....	25
Crimson Code of Conduct.....	31	School Colors.....	4
Dress Code.....	20	School Nickname.....	4
Dropping and Adding Courses.....	13	School Truancy.....	25
Drug Testing.....	28	Search of Students.....	17
Educational Trips.....	26	Service Learning.....	12
Electronic Devices.....	10	Smoking Policy.....	19
Emergency Forms.....	7	Special Education.....	6
Emergency Closing of Schools.....	5	Student Behavioral Policies.....	15
Emergency Drills & Procedures.....	5	Student Graduation Project.....	12
Equal Opportunity Education.....	4	Student Records Policy.....	11
Exemption from Instruction.....	14	Summer School.....	14
Expulsion.....	22	Title One Information.....	30
Extracurricular Activities.....	27	Use of Bicycles & Motor Vehicles.....	9
Fire Drills.....	5	Vision Statement.....	4
Discipline Matrix.....	29	Weapons.....	19
Food/Drink Policy.....	8		
Foreword.....	5		
General Information.....	5		
Grade Level of Student.....	12		
Graduation Requirements.....	12		
Half Day Absences.....	27		

Regular Bell Schedule		
Period	Time	
Homeroom	8:00 - 8:10	
B1	8:13 - 9:36	
B1A		8:13-8:53
B1B		8:56-9:36
B2	9:39 - 11:02	
B2A		9:39-10:19
B2B		10:22- 11:02
Lunch A	11:05 - 11:35	
B3L1-3L4	11:05 -12:28	
B3L1-2		11:05-11:45
B3L3-4		11:48-12:28
B3L2-3L5	11:38 - 1:01	
B3L2-3		11:38-12:18
B3L4-5		12:21-1:01
Lunch C	12:31 -1:01	
B4	1:04 - 2:27	
B4A		1:04-1:44
B4B		1:47-2:27
Student Dismissal	2:27	

2 Hour Delay		
Period	Time	
B1	10:00-10:30	
B1A		10:00-10:13
B1B		10:16-10:30
B2	10:33-11:02	
B2A		10:33-10:46
B2B		10:49-11:02
Lunch A	11:05 - 11:35	
B3L1-3L4	11:05 -12:28	
B3L1-2		11:05-11:45
B3L3-4		11:48-12:28
B3L2-3L5	11:38 - 1:01	
B3L2-3		11:38-12:18
B3L4-5		12:21-1:01
Lunch C	12:31 -1:01	
B4	1:04 - 2:27	
B4A		1:04-1:44
B4B		1:47-2:27
Student Dismissal	2:27	

Early Dismissal				
Lunch A			Lunch B	
Homeroom	8:00-8:05		Homeroom	8:00-8:05
B1-A	8:08-8:35		B1-A	8:08-8:35
B1-B	8:38-9:06		B1-B	8:38-9:06
B2-A	9:09-9:37		B2-A	9:09-9:37
B2-B	9:40-10:08		B2-B	9:40-10:08
B4-A	10:11-10:39		B4-A	10:11-10:39
B4-B	10:42-11:10		B4-B	10:42-11:10
Lunch A	11:13-11:43		B3L1-2	11:13-11:50
			B3L3-4	11:53-12:27
B3L2-3	11:46-12:23			
B3L4-5	12:26-1:00		Lunch C	12:30-1:00
Student Dismissal 1:00				

Columbia High School Tide Guide 2017 - 2018

We believe every teacher has the right to teach, and every student has the right to learn. We also believe that the Columbia HS is the best-kept secret in Lancaster County. Our teachers, parents, and students are the best. We look forward to an exciting and rewarding year. Because we are responsible for creating a safe and orderly environment, we have developed this Tide Guide. You are responsible for adhering to all guidelines included in this Tide Guide.

***All policies referenced within this document may be reviewed by contacting the building principal or through the district's web page.*

Core Purpose

Mission Statement

The Columbia Borough School District provides a learning environment where every student can excel to his/her highest potential of academic achievement. The District, in partnership with the community, will prepare each student to become an independent life-long learner and a responsible caring citizen.

Vision Statement

The Columbia Borough School District will continue to grow as a progressive and dynamic educational organization by providing quality education that secures the future of our children and community

Shared Values

We believe:

- All students possess the ability to learn.
- Education is a partnership between family, school and community.
- All students and staff are treated equally, fairly, and with respect.
- All students and staff are accepted and appreciated for their individuality and diversity.
- All students should be given the opportunity to reach their full potential and to develop their individual talents.

- All students and their parents/guardians must be responsible and active participants in the educational process.
- All students and staff are entitled to a safe and secure environment.
- All students and staff should be able to use technology as an integral part of their teaching, learning, and individual productivity.
- All students need to be prepared for lifelong learning and a variety of careers in a diverse global society.
- A highly qualified and dedicated staff is essential to the learning process.

Equal Opportunity Institution

The Columbia Borough School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in any of its activities, programs, employment policies or practices as required by Title VI of the Civil Rights Act of 1974, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 or the American Disabilities Act of 1990. Please direct equal opportunity inquiries to The Columbia Borough School District, Office of the Superintendent, 200 North Fifth Street, Columbia, Pennsylvania 17512 or call (717)684-2283.

School Colors: Crimson and Gold

School Nickname: Crimson Tide

Alma Mater

Come, let us sing together
Once more our ringing song;
Sing for the Columbia High School
With voices true and strong,
For we are her loving daughters,
And we are her sons so bold.
Hurrah for Columbia High School,
Hurrah for the Crimson and Gold!
Soon from this dear old High School
Out to the world we go;
There to reap the harvest
Of what we here shall sow,
But we, her loving daughters
And we, her sons so bold,
Will be true to the Columbia High School
Yes, true to the Crimson and Gold!

Foreword

The Administration and staff wish to welcome all students to the Columbia High. This handbook has been prepared to acquaint students and parents with the necessary rules, regulations and policies of our school. Parents are requested to contact the Principal's office for clarification of any issue not covered in this handbook. The principal has the ability to make changes to the handbook at his/her discretion when needed during the school year. It is the responsibility of the students and parents to read this handbook. Columbia High School is always open to parents and residents. All teachers may be reached via e-mail or through the voice mail system by calling the office line at 717-684-7500.

General Information

Agendas

The administration, faculty, and staff take great pride in distributing this Agenda to all Columbia students. Students are advised that Agendas are the property of the school district and will be treated as a textbook. The Agendas will be used in place of passes. Therefore, Agendas **MUST** be with the student at all times. A student may only use his/her own Agenda. Sharing of Agendas is not allowed, and consequences will be assigned to any student who willingly uses or allows another student to use their Agenda. Homeroom teachers and Assigned mentors will check agendas periodically.

Lost or defaced Agendas will be replaced for a mandatory fee of \$5.00 in the main office.

Defacement may include, but is not limited to inappropriate language, symbols, and/or pictures. Students who fail to use their Agendas or use them improperly will be subject to disciplinary consequences

Announcement Exercises / Flag Displays

Each student shall be encouraged to salute the flag and recite the Pledge of Allegiance during announcement exercises. A student may refuse to recite and choose to remain silent during the Pledge of Allegiance or salute the flag based on religious conviction or personal belief. A student who declines to participate in opening exercises shall follow the procedure the administration deems necessary. The building principal shall

provide written notice to parents/guardians of a student who refuses to remain silent and salute the flag or recite the Pledge of Allegiance. A copy of the full policy may be obtained by contacting the building principal or from the district's website.

Columbia High Assistance Program (CHAP)

(See Board Policy 236 for more information)

CHAP is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and academic achievement and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community. Barriers to learning may include, but are not limited to depression, anger, drugs and alcohol, and problems at home. If you or anyone you know are having difficulties in school, you can contact a teacher, counselor, nurse, home and school visitor, psychologist, or administrator. Students can refer themselves or a friend using a referral form found next to the CHAP mailboxes in the library and on the second floor outside of room 220.

Fire/Emergency Drills and Procedures

Teachers will indicate to students the designated exit in case of a fire/drill and obtain the classroom's 911 and class roster prior to leaving the classroom.

1. Teachers are to escort their students to the designated safe area.
2. If an exit is barred, use the next nearest exit.
3. In the event of fire, students or teachers should pull the nearest fire alarm!

Emergency Closing of School

School closure and delays will be announced through our Automated Phone System and over the following stations:

Television

WGAL TV
ABC 27
FOX 43
WHP TV 21
WHP 580

Radio

WITF FM 8
WDAC 94.5
WITF TV 33
WLYH TV 15
WRVV 97.3
BOB 94.9
KISS 99.3

Hotlines for Students

Here are some recommended hotlines for students who feel they need help. Except where noted, all lines are open 24 hours a day, seven days a week.

- Depression and suicide – The National Hotline Network (800-784-243)
- Drug abuse – U. S. Department of Health and Human Services, Substance Abuse Services Administration (800-662-4357)

Special Education

The following section provides a brief description of the process used to assist students who are experiencing difficulty in regular education classes. In addition, procedures for evaluating students and determining if special education programs are needed is shared.

In addition to the information about our programs noted below, please read the "Child Find" guidelines the District uses for identifying needs of students located on the School District's Administrative Web Page. For more information regarding special education programs and services, contact the Special Education Coordinator at the District Administration Center, 200 North Fifth Street, Columbia, PA 17512 or call 717-684-2283.

Confidentiality of Records

The school district protects the rights of confidentiality, access to, and destruction of pupil records. School board policy outlines the ways in which confidentiality and privacy are protected in the maintenance and dissemination of pupil records.

Type of Program and Services

A full range of special education programs and services is provided by Columbia Borough School District. Some are operated directly by the district, and others are provided through contracts with the Lancaster-Lebanon Intermediate Unit 13.

Depending upon identified needs, exceptional students may be in classes or receive services in the following categories:

Learning Support - Service and programs for exceptional students whose primary identified need is academic support.

Emotional Support - Service and programs for exceptional students whose primary identified need is for emotional support.

Life Skills Support - Service and programs for exceptional students whose primary identified need is for functional academics and skills for independent living.

Physical Support - Service and programs for exceptional student who need special education modifications due to physical disabilities.

Multiple Disabilities Support - Service and programs for exceptional students who have multiple disabilities.

Autistic Support - Service and programs for exceptional students who are autistic.

Speech and Language Support - Service and programs for exceptional students who are speech and language impaired.

Hearing Impaired Support - Service and programs for exceptional students who are deaf or hearing impaired.

Visually Impaired Support - Service and programs for exceptional students who are blind or visually impaired.

Gifted Support - Service and programs for exceptional students identified as gifted.

Health Services

The primary function of school health services is preventative in nature. Through classroom presentations and health screening activities, nurses try to teach sound health habits and detect health problems early. Health room care is available for students who become ill or are

injured while in school. Please do not expect the school to handle sickness or injury occurring outside of school. If you are having difficulty in finding or providing care for your child, the school nurses may be able to assist you in obtaining proper care. Health Clinic Services are not available in school.

Illnesses and Injuries

Students are to report to the school nurse if they are not feeling well or an injury occurs on the school property. The school nurse will determine if emergency care is needed or if the parent needs to pick up the student. **NO STUDENT is released to go home from the Health Room unless the school nurse has obtained permission from an adult listed on the emergency card.** If a student is ill or has an injury requiring the student to miss school for an extended time, inform the school nurse and the attendance officer. If the student needs assistance upon returning to school, call the nurse. Elevator keys are available in the Health Room.

Immunizations

The Department of Health requires that all children in any grade, K-12, including all public, private, parochial, intermediate unit and home schooled students, show proof of required immunizations before they can attend school in the Commonwealth. If the requirements are not met, the school administrator shall undertake suspension procedures.

Emergency Forms

On the first day of enrollment to CHS, each student will receive an **Emergency Information sheet**. Both sides are to be completed and signed by a parent/guardian. These cards **must** be returned to the Homeroom Teacher within **ONE WEEK** of enrollment. **It is the responsibility of the parent/guardian to update the information as needed. Only contacts listed on this form will be able to pick up the student for any reason.**

Mandated Services

Physical Exams: The School Health Law requires Physical Exams for children upon original entry to school, Grade 6, and Grade 11. The exam may be performed by the school physician or private

doctor. *Completed and signed forms must be returned to the school by the designated date.*

Dental Exams: The School Health Law requires Dental Exams for children upon original entry to school, grade 3 and 7. The exam may be performed by the school dentist or private dentist. Completed and signed forms must be returned to the school by the designated date.

Growth Screening including BMI (Body Mass Index): Grades K – 12.

Vision Screening: Grades K-12; referral letters sent to parent/guardian for failures

Hearing Screenings: Grades K,1,2,3,7,11, all special ed. students; referral letters sent to parent/guardian for failures.

Scoliosis Screening: Grades 6 and 7; referrals sent to parent/guardian for concerns.

Medication Policy (See Board Policy 210 for more information)

The District's Policy requires that a signature from the prescribing physician must be documented in order for medication to be administered to a student. All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. A medication Information Form must be completed and signed by the physician and the parent/guardian.

Portal-to-Portal

Recent changes in State Law limit the responsibility of School Districts for the safety of all students, to those times that students are on school property. When a student leaves school property, the responsibility to ensure the safety of the student shifts to the parent or guardian; this includes transportation of the student to and from school. The District is not responsible for any accident or incident that occurs away from school property or during travel times by the student to and from school.

Operational Guidelines

Lockers

Students may use their locker at their discretion before or after scheduled classes. Locker usage is not an acceptable reason for being late to class. The Board of Education has authorized the administration to conduct sweeps of the school property/premises (including lockers and vehicles) for the purpose of detecting any unauthorized substances as defined by the Drug and Alcohol Policy. No prior notice will be given to students regarding the time or date when a sweep is scheduled. Students are responsible for anything found in their lockers. School authorities may search a student's locker or vehicle and seize any illegal material. Such materials may be used as evidence against the student in disciplinary, juvenile or criminal proceedings. **Students are not permitted to share lockers.** The school is not responsible for lost or stolen items. Students may not write on or inside lockers. Students are strongly encouraged not to share locker combinations with other students. Lockers are to be decorated externally with only school appropriate artwork. Personal items may be displayed on the inside of the locker as long as the material is school appropriate.

Food/Drink in Classes

Individual teachers will determine the gum policy for their classrooms. No gum is allowed in the gym, cafeteria, auditorium, or library. Food/Drink is not permitted in the classroom or hallways except for certain situations (celebrations) or at the discretion of the nurse or administration. **Clear 16-18oz water bottles may be carried.**

Personal and School Property

Students are responsible for all school equipment and materials issued to them by the school. If any of the items are lost, stolen and/or damaged, the student to whom they were issued will be held financially responsible for repair or replacement of the item.

Assembly Behavior

1. Remain quiet for all assemblies.
2. Refrain from shouting.
3. Remain attentive during the entire assembly.

4. Applaud at the end of a speech or performance regardless of your personal feelings about the event.
5. Observe rules of etiquette.

Students who disrupt the assembly will be asked to leave the assembly, report to the in school suspension room, or report to the office where further disciplinary consequence may be assigned.

Cafeteria Conduct

Students in the Cafeteria are asked to maintain reasonable behavior at all times. The cafeteria monitors are in charge.

Cafeteria Guidelines

Stealing food/drink or not paying for it will result in administrative consequence, and the student may be charged by the police.

A.M. Cafeteria Procedures

1. The exterior entrance to cafeteria is the only entrance that is to be used and will open at 7:15 a.m.
2. Doors to the cafeteria will be locked at 7:50 a.m. and students must enter at the front of the building.
3. The breakfast line will be closed at 7:50 a.m. Students who arrive late will be provided the opportunity for breakfast, but must eat quickly so they do not miss class time.
4. Students who finish eating may go outside. Students who remain in the cafeteria will be dismissed by a monitor to enter the main hallway.
6. All students must exit the cafeteria by 7:55 a.m.
7. No food or drink is to be taken out of the cafeteria.
8. Students who act inappropriately or fail to follow proper cafeteria procedures will be assigned administrative consequences.

Hall Traffic

All students in the hall between classes are asked to move to their next class as quickly and as orderly as possible. Students are asked to stay to the right side of the halls and stairways. Students are also asked not to congregate in the hallways. Traffic returning from the cafeteria needs to cause as little disruption as possible. Failure to follow

this rule may result in a referral to the office. Any student in the hall during class, for any reason, **must** have a completed and signed agenda or hall pass. **Students must show their pass to any staff member who asks to see it.** A student in the hall for more than five (5) minutes after the pass is issued may be referred to the office.

Students in grades 9, 10, 11, and 12 should not be in the Middle School Wing. Students who abuse this request will be issued disciplinary consequences.

Use of Bicycles, Skateboards, and Motor Vehicles (See Board Policy 223 for more information)

Driving privileges are extended to students receiving approval by the building principal. Only students who have been issued a parking permit through the principal's office are permitted to use school district parking facilities. Students may apply for a parking permit by following the application process. When there is probable cause, a student's vehicle parked on school property is subject to a search. A student's vehicle may only park in student-designated areas. The school-issued parking permit must be displayed in the designated area of the vehicle at all times.

Rules and Regulations

Students must have a valid driver's license to complete an application. Students must have a parking permit in order to bring a car on campus.

1. The permit must be placed in the lower right hand side of the rear view mirror.
2. Students are not permitted to sit in their cars during posted school hours.
3. Students are to park in their assigned/numbered spot as identified by their parking permit.
4. Motorcycles and bicycles are to be parked in an area identified by the building principal.
5. A fifteen (15) miles per hour speed limit must be observed on campus.
6. Bicycles and skateboards are to be walked on school property and are to be parked in assigned locations. Failure to walk the bicycle on school property will result in loss of the bicycle privilege.
7. Hoverboards are prohibited.

A student's parking permit, bike, or skateboard privilege may be revoked at any time.

Penalties and Fees:

1. Students parking without a permit or with an expired permit may be fined \$25.00 for the first two (2) offenses. Additional offenses will incur a Columbia Borough parking citation and applicable fees.
2. Students will have ten days to pay their parking fines. Non-compliance will lead to a deficiency with the school and the matter forwarded to the magistrate.
3. A replacement fee of \$15.00 will be charged for lost or damaged permits.
4. The building principal or designee will supervise enforcement of parking privilege guidelines and traffic conduct.
5. Failure to follow proper traffic patterns and speed limits on school property as well as any other discipline violations may result in driving privileges being revoked.

The administration reserves the right to impose school detentions in lieu of penalties or fines.

Application Process:

1. Students must complete the appropriate application for the Parking Permit.
2. Applications may be obtained from the high school office.
3. Students **must** show their valid driver's license at the time of application.
4. Proof of proper insurance/liability coverage & Parent/Guardian consent is required for consideration of any application.
5. The following items may be used by the building principals to determine approval of Parking Permits:
 - a. Student grade point average.
 - b. Student discipline record.
 - c. Proper and complete documentation.
6. No student with an outstanding obligation at the time of application will be considered for a Parking Permit.
7. Submission of an application does not guarantee a parking permit.

Computer/Internet Usage

The district shall ensure that students and staff use the computer and internet resources responsibly. Prior to student and employee use of the computer/internet, an Acceptable Use Policy Agreement shall be distributed. Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

The building administrator shall have the authority to determine what is inappropriate use in accordance with Board Policy 815.

Consequences for inappropriate use could include any or all of the following:

1. Suspension of access privileges.
2. Restitution for damages.
3. Notification of legal authorities.
4. Other disciplinary or legal action.

Care of District Technology

District information service resources are valuable. They require time and effort to acquire, configure, and maintain. Vandalism and theft require the use of Technology Department resources to recover from these activities, and the affected resources are unavailable to other district users until restored. Because of this, vandalism will result in the termination of the user's access and cancellation of the privilege of using District information services resources. Vandalism includes but is not limited to damage to equipment, opening or disassembling equipment without authorization, altering or deleting components of installed programs or operating systems, altering or attempting to alter settings on individual machines or the network without permission and any other activity that is deemed harmful or detrimental to district resources.

Electronic Devices (See Board Policy 237 for more information)

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices

include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, smart phones, and laptop computers, as well as any new technology developed with similar capabilities.

The use by students of electronic devices shall be prohibited during the academic school day unless monitored by a teacher for academic purposes. Such devices shall be turned off or made inoperable during the academic school day. Cell phones are not to be used in school during the academic school day unless monitored by a teacher for academic purposes; however, after dismissal they may be used. The district shall not be liable for the loss, damage or misuse of any electronic device.

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

All violations that constitute a crime under state and/or federal law will be reported to our School Resource Officer. Violations of this policy by a student shall result in disciplinary action and shall result in confiscation of the electronic device.

Exceptions

The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons: Health, safety or emergency reasons, an individualized education program (IEP), classroom or instructional-related activities or other reasons determined appropriate by the building principal. The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons: Student is a member of a volunteer fire company, ambulance or rescue squad, student has a need due to the medical condition of an immediate family member or other reasons determined appropriate by the building principal. In either instance, devices shall be registered with the principal's office, accompanied by proper documentation of need. Cell phones and other electronic communication

devices are to be turned off during school hours and while in attendance of school events.

Electronic devices that are found in violation of these procedures will have the following consequences:

1. Warning by teacher
2. Taken for the class period by teacher and returned at end of class
3. Taken for the day by the teacher and returned at the end of the day, and parents contacted
4. Student will be sent to the office and the phone will be taken and held in the office and a detention will be assigned
5. Continued offenses – the phone will be taken that day and given to the office. Students may be suspended and the phone picked up the following day.

Refusal to hand over an electronic device to school staff or administration may result in administrative consequences including suspension.

The school district will not be liable for any lost, damaged, or stolen devices.

Earbuds/Headphones are NOT permitted in the classrooms unless for instructional use and approved by teachers or administrators.

Electronic Devices (Exceptions)

The above policy on electronic devices will not apply in the following cases provided that the building principal approves in advance the presence of a telephone or fire company pager and the device is registered in the principal's office:

- A student who is a member of a volunteer fire company, ambulance or rescue crew.
- A student who has a need for an electronic device due to the medical condition of a family member.

Academics

Student Records Policy (See Board Policy 216 for more information)

The Columbia Borough School Board has adopted a records policy, a copy of which may be obtained by contacting the building principal or visiting the district website. The essentials of this policy are:

1. Parents of eligible students shall have the right to review their child's records by submitting a written request to the Superintendent. The school shall comply within thirty days.
2. The district respects the confidentiality of each student's records. The parent must give written permission for release of the school records to all persons or agencies except for several state and national agencies. If a student is transferring to another school, records will be forwarded when CHS receives notification from the new school.
3. Parents have the right to challenge any information in their child's records by submitting a written statement describing the specific information to which the parent objects and the reason for the objection to the Superintendent. Parents will receive a reply to their request within ten (10) working days.
4. CHS will forward to the armed services the names and addresses of juniors and seniors on a yearly basis. If you do not wish your child's name included, please contact the Superintendent at the beginning of the school year.
5. There are two types of record classification: Administrative (Name, address, phone, parent name, etc.) and Supplementary (standardized test scores, observations, etc.)

High/Honor Roll Requirements

High Honors – an average of 93% or above with no grade lower than an 85%

Honors – an average of 89% or above with no grade lower than 80%

Grading Scale

A = 100-90 B = 80-89 C = 70-79
D = 60-69 F = 59 and below

Graduation Requirements

Minimum requirements for graduation have been established by Columbia High School in conjunction with the requirements established by the Pennsylvania Department of Education. These requirements must be met before a high school diploma may be issued. The following courses taken in grades 9 through 12 are required:

English	4 credits
Social Studies	4 credits
Mathematics	4 credits
Science	4 credits
Health	0.5 credit
Physical Education	1 credit
Arts/Humanities	2 credits
Career Choices 1	0.5 credit
Career Choices 2	0.5 credit
Speech	0.5 credit
Electives	5 credits

Total credits to graduate: 26.0 Credits

Career Choices 1, Career Choices 2, and Speech must be completed with a passing grade to meet graduation requirements.

No student may participate in graduation ceremonies prior to completing all the requirements for graduation. In addition to the graduation requirements listed above, the Columbia Borough School Board also has adopted the following two non-credit requirements for graduation from Columbia High School:

I. Student Graduation Project Requirement

The Senior Project requirement will be fulfilled in Career Choices 1, Career Choices 2, and Speech Class. Students will complete and present documents from their Career Choices 10-year plan. Students will be required to complete an oral presentation during their Speech class.

Transfer students may have to complete an alternative project depending on when they enter Columbia High School.

II. Service Learning Graduation Requirement

Forty (40) hours of Service Learning are required of all Columbia students as a prerequisite for

graduation. Transfer students who have not accumulated service learning hours at other schools will be required to earn hours based on the number of years left until graduation, (i.e., seventh, eighth and ninth graders are still required to earn 40 hours, tenth graders are required to have 30 hours, eleventh graders are required to have 20 hours and seniors are required to have a minimum of 10 hours).

Service Learning means making a difference through actions of caring for others through personal contact, indirect service, or civic action, either in the school or in the community. It also includes offering time and energy to address a need without expectation of financial or material gain. The service-learning requirement is intended to help the students:

- Develop a sense of pride in themselves and the community.
- Develop a sense of responsibility to the school and to the organizations they represent.
- Develop a sense of the individual's importance to the community.
- Develop abilities and talents while serving the community and school.

Students are encouraged to begin their service learning hours in the seventh grade and to accumulate at least ten hours each year in grades seven through ten in order to achieve the required forty hours.

A running total of service learning hours completed in grades seven through twelve will be shown on the quarterly report cards. The sign-off forms will be maintained in the Student Services Office as the official record until graduation.

Grade Level of Students

Each student's grade level will be determined by the number of credits earned in accordance with the 26-credits required for graduation.

Homerooms will be based on the levels of credits earned from grades 9 through 12. Students must make up all failed required courses before

proceeding to take courses that are more advanced.

Course Selection Procedures

1. The counselor will meet with students in classes to distribute the course selection guide and/or course selection forms. Explanations of both the course selection process and the appropriate selection of programs and courses needed for careers will be given at this time.
2. The course selection guide and course selection sheets will be taken home for completion and parental signature. These must also include the teacher signature for math, science, ELA, social studies and world languages courses. The course selection sheets should be returned to the homeroom teacher or to the school counselor during the individually scheduled counselor conferences.
3. If there are problems scheduling the required courses, the counselors will contact the student and parents to discuss the problem.
4. If the course selection sheets are not returned before or during the student's scheduled conference or make-up conference, the counselor will complete the schedule.
5. In order to provide a better program for students, some required classes will be assigned by counselors. Teacher recommendations, test scores, and the student's achievement will determine these assignments.

Because the small size of our school population limits the number of sections offered for each course, certain combinations of courses may be impossible to schedule. Students should have alternatives in mind and be prepared to discuss these with the counselors during their scheduling interview. The selection of alternates will be

required for elective courses and should be carefully considered. All students are required to schedule **a minimum of seven credits**.

The following points should be considered when making course selections:

- a. All students in grades 9, 10, 11, and 12 are required to schedule a minimum of seven (7) credits each year.
- b. No credit is given for a half-year's work in a course scheduled for an entire year without administrative approval.
- c. All world language courses should be taken in a minimum of two-year sequences. Three-year or four-year sequences are recommended.
- d. In sequential academic subjects the second, third, or fourth year should be elected only if prerequisites were met for the previous year's work.

Schedule Change Policy

School officials cannot properly plan schedules for teachers, students, and classrooms unless they know that student course selections are final and binding. Until the last day of the school year in which the schedule for the following year is selected, students may change courses by bringing a note from their parents stating the requested change to the Student Services Office. After the last day of the school year in which the schedule for the following school year is selected, no student-initiated schedule changes will be made except for the following reasons:

1. A change in educational needs.
2. A student's inability to perform course requirements as determined by the teacher, counselor, or principal.
3. A school-related error in the schedule.
4. Schedule changes cannot be made if courses are already full.

Dropping and Adding Courses

At the beginning of the next school year, a student may request to drop or change a course only during the first five days of school or with the approval of the administration. Subjects required for graduation may not be dropped.

For all changes after the fifth day, the student/counselor must have received pre-approval from the building principal, and they must follow the following steps:

- 1) a consent form signed by his/her parents,
- 2) approval of the subject teacher(s)
- 3) approval of the counselor, and
- 4) the final approval of the principal.

Students transferring to CHS and/or students whose schedule changes are required by law may enter courses after the first ten days of school.

If, due to unusual circumstances, a subject is changed within the first 2½ weeks of school, no record will be kept. After 2½ weeks, the grade earned at the time the subject is dropped is recorded, but no credit is given. Course changes may affect extra-curricular eligibility and may affect the student's eligibility for honor roll during the marking period in which the subject is dropped. With rare exceptions, **no course may be dropped after the progress reports of the first marking period.** In the case of extenuating circumstances, the decision will be made by the administration.

Exemption from Instruction

The District will excuse any student from specific instruction when the following conditions are met:

1. To assist the school district in ensuring that the student is excused from the specific instruction, the request must be made in writing and must describe the specific instruction from which the student is to be excused.
2. The written request for exemption from instruction should be sent by the qualifying parent or student to the building administration.
3. It is not the responsibility of the District to ensure that the student exercises his/her right to be excused. It is the responsibility of the student to ask permission to leave class when the specific instruction objected to is being presented or is about to be presented. When a student seeks to be excused, administrator is to excuse the child if a) the administrator has a copy of the written request, or if; (b) the written request adequately describes

the instruction that is taking place or is about to take place.

The written request must contain a statement that the specific instruction described in the written request conflicts with the religious beliefs of the student or that of the parent.

4. The parent and/or student shall designate, on the request to be excused, replacement educational activities in which the student shall engage during the time the student is excused. The only permissible educational activity for this purpose shall be instruction that is consistent with the goals set for the course, and the action must not require the provision of any extra resources by the District.

5. The building principal shall determine where the student shall report during the time the student is excused.

6. All students excused from specific instruction shall be required to achieve the learning outcomes established by the District necessary for graduation.

7. Students excused from specific instruction shall be required to achieve the learning outcomes established by the District necessary for graduation

Summer School Requirement

A student who fails a course during the school year must have a final grade of 50% in order to qualify for summer school **when or if CBSD offers a summer school program.** If the final grade is below 50% the student **may not** make up the course through summer school.

- Summer school is not mandated or guaranteed by the school district and may be modified as circumstances change. Students are always free to take classes (at their own expense) from local schools or online courses that are approved by the district.

State Testing Requirements

Proficiency Requirement

To graduate from the Columbia Borough School District, students must score proficient or advanced on the Keystone Exams. Students who do not score proficient or advanced will receive remediation prior to a re-test of the course. Students who do not score proficient or advanced on the re-test must meet one of the following criteria in order to graduate:

- Complete and pass a state mandated project-based assessment.
- Score proficient or advanced on the Benchmark assessments given in twelfth grade in both reading and math.
- English Language Learners may demonstrate English language proficiency through growth on the PDE required ELL assessment or the district adopted ELL standardized assessment. English Language learners must demonstrate math proficiency by scoring proficient or advanced on the math PSSA or math benchmark assessment.

Student Behavioral Policies

Controlled Substances/Paraphernalia (Please see board Policy 227 for more information)

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances. For purposes of this policy, controlled substances shall include all controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, and prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy. For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if: There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities, the student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities, student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school, the conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct or the conduct involves the theft or vandalism of school property.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid. Students shall be made aware annually of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion

that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

Cheating / Plagiarism

Cheating and/or Plagiarism can be described as using the work of another for your own benefit. This can include looking at other student's assignments, using cell phones to text test answers, not providing credit to sources obtained, etc. When a student has been found engaging in cheating or plagiarism the following procedure will be followed:

1. The first offense will result in a grade of zero being given. The teacher will notify an administrator who will contact the parent and may schedule a conference with the parent, student, and teacher.
2. Additional incidents will also be reported to the appropriate principal and counselor for further investigation and disciplinary follow-up. A parent conference will be held to discuss the situation.
3. All plagiarism will be considered actionable for members of the National Honor Society.

Corporal Punishment/Student Discipline (See Board Policy 218 for more information)

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations. Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others. Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

Unlawful Harassment (See Board Policy 248 for more information)

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees. The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct: Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment;

Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when: Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status; Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual; Such conduct deprives a student of educational aid, benefits, services or treatment or Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Students shall be informed that they may choose to report harassment and/or discrimination complaints to: Building principals, Teachers, Counselors, Nurses or Administrators. All employees who receive harassment and/or discrimination complaints from a student shall report such to the Compliance Officer.

Complaints of harassment shall be investigated promptly and corrective action shall be taken if allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment. Extreme or repeated offenses may result in police involvement. A copy of the full policy may be obtained by contacting the building principal or from the district's website.

Bullying/Cyberbullying (See Board Policy 249 for more information)

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

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following: Substantial interference with a student's education; Creation of a threatening environment, or Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated

promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include: Counseling within the school, Parental conference, Loss of school privileges, Exclusion from school-sponsored activities, Detention, Suspension, Expulsion or Referral to law enforcement officials.

Searches (See Board Policy 226 for more information)

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion,

for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

The Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

Individualized Suspicion Searches

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched. In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be. Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

1. Searches of personal effects of students, such as gym bags, handbags, purses or similar items, may be conducted by the building administrator and shall be performed in the presence of another authorized school official whose function shall be to witness the search. Contraband items found in the possession of the student may be used as

evidence against the student in disciplinary, juvenile, or criminal proceedings. The search must be based on reasonable suspicion and cannot be random in nature.

2. Searches of a student's person shall be limited to and meet the following guidelines: (a) Students may be requested to empty the contents of his/her pockets and/or turn their pockets inside out based upon reasonable belief that their pockets contain items which violate provisions contained in this policy. Their failure to cooperate with district officials could warrant contact of the police for assistance by the building administrator; (b) Under no circumstances shall students be requested or forced to disrobe, partially or completely by any school administrator. If such conditions exist that would warrant such a search, the administrator should isolate the student and contact the police for their assistance. Parent(s)/guardian should also be notified of the suspicion and intended action of district officials

Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited. No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter. Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district

does not provide locks, personal combination locks for which the combination has been provided to designated school staff. Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student. The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition. A copy of the full policy may be obtained by contacting the building principal or from the district's website.

Tobacco (See Board Policy 222 for more information)

The Board recognizes that tobacco presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools. For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form. The Board prohibits possession, use or sale of tobacco by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits possession, use or sale of tobacco by students at school-sponsored activities that are held off school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the local police department that has jurisdiction

over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian. A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine. In addition, disciplinary consequences may be assigned.

Weapons (See Board Policy 218.1 for more information)

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury. Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school. The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

Dress and Grooming (See Board Policy 221 for more information)

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.

The Board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which: Present a hazard to the health or safety of the student him/herself or to others in the school, Materially interfere with school work, create disorder, or disrupt the educational program, Cause excessive wear or damage to school property. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement. Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student. The following are not allowed:

1. Shirts and blouses baring midriff or cleavage, shirts exposing shoulders (includes varieties of

tank tops-3 fingertip width or muscle shirts), see through or mesh tops with undershirt.

2. Boxers, running, or biking shorts.

3. **Shorts and skirts must reach 6" above the knee or be at fingertip length or they will require leggings under them.**

4. Hats or bandanas. They also may not be worn around the neck or hanging from pockets.

5. Hooded sweatshirts may be worn, but the hood must remain down during the school day.

Students who do not comply after the 1st warning can lose the privilege to wear hooded sweatshirts.

6. **Slippers or pajamas (tops or bottoms).**

7. Manufactured holes in clothing must be covered with a second layer of clothing if the hole is above fingertip length.

8. Coats, jackets, and other similar outdoor wear must remain in student lockers during the school day. Hooded, zipped sweatshirts are not considered jackets.

9. Book bags/backpacks/pocket books/totes.

These items must remain in the student lockers during the school day. **Pocket books must be no larger than the agendas.**

10. Gym bags may only be used on days when students have gym classes and should only be used for gym related clothing.

11. No Sunglasses or designed contacts

12. No exposed undergarments.

13. No shoes/sneakers containing wheels and shoes must have soles appropriate for outdoor use.

14. Leggings may be worn only if shirts, sweaters, or sweatshirts reach fingertip length, both in the front and the back.

15. Flip-flops are permitted at the individual teacher's discretion due to safety concerns (P.E., Tech Ed., Science, etc.)

16. Clothing with inappropriate or suggestive lettering or drawings. Anything dealing with sex, drugs, alcohol, tobacco, profanity, weapons/firearms in regards to terrorism and anything that may be considered gang affiliated.

The administration has the final decision on questionable content.

Behavioral/Discipline Management Procedures

Administrative/After-School Detention

Administrative detention will be held after school for thirty minutes. Students assigned to serve administrative detention are responsible for their own transportation. A detention slip will be given to the student to remind them of the date time of their detention. The number of days assigned will be based on the offense of the student and determined by the school administration. Skipped detentions may result in a double detention or a full day of in-school or out of school suspension.

Lunch Detention

Lunch detention will be assigned during the student's regularly scheduled lunch period. The student will report directly to the lunch detention room after purchasing their lunch. If a student does not report to the lunch detention room within the first 10 minutes, they will be assigned an additional lunch detention for being late. A student may bring a lunch from home, (no candy, soda, power drinks, or fast food is permitted) or purchase the school lunch. A student who is absent on the day that a lunch detention is assigned will have it rescheduled for the next day that the student is in attendance. **Refusal to attend or cooperate with lunch detention will result in further consequences.**

Detention Rules

1. Students are to report to detention promptly.
2. All students will have assigned seats given by the monitor. Students must accept assigned seats without question.
3. Students should use the lavatory prior to reporting to detention.
4. Students will remain quiet during the entire detention. Students may ask questions or make requests only by raising their hands.
5. Students may not leave their seats without prior permission from the monitor and/or administration.
6. Students will clean the area at which they are seated before leaving detention.
7. Students will be expected to do school work and/or read for the entire detention period.

Violation of these rules may result in additional consequences being assigned.

In School Suspension

In School Suspension (ISS) is a constantly supervised program in which the student must follow explicit rules and is restricted to a separate self-contained classroom. Students work on assignments as specified by their classroom teachers.

While serving ISS or OSS, students may not attend or participate in any extracurricular activities.

The school principals have the option of issuing in school suspension rather than out of school suspension depending on the offense and the student's prior record of misconduct. The student shall be informed of the reasons for the suspension and given an opportunity to respond. Assignment to in school suspension shall not exceed ten consecutive (10) days. Parents are to be notified of the reasons for the in-school suspension and the length of time the student will be assigned to the in school suspension program.

In School Suspension Rules

1. Students must sign in upon entering the room.
2. Students must sit in the seat assigned by the ISS teacher, and this seat may be changed at any time.
3. Students may use technology if assignments require their use; Students may not use cellphones or music players.
4. Students are not permitted to have/use food, drinks, or gum.
5. Students may not sleep, must be sitting up straight, and must keep heads up.
6. Students must keep hoods down and faces visible.
7. Students may not leave assigned seats without permission.
8. Students must bring all textbooks, class materials, and necessary personal items with them to the ISS room.
9. Students must be working on appropriate subject materials at all times.
10. Students that wish to read private material must receive permission from the ISS teacher.
11. Students will receive a maximum of two restroom/water breaks per day.
12. Students may not receive/use hall passes unless an administrator has made exceptions.
13. Students must be escorted to the nurse's office.

14. Students who are insubordinate or refuse to work in ISS will receive further disciplinary action.
15. Students in ISS are not allowed to talk unless speaking to the ISS teacher.

Absence from school does not excuse the student from serving assigned time. Students are to report directly to the office on their first day back from an absence. **Students that misbehave or refuse to work in ISS will be sent home for the remainder of the day,**

Out of School Suspension

When students commit an offense that warrants out of school suspension (OSS), they will be assigned to OSS for one to ten days. While serving their out of school suspension, students may not attend or participate in any school activities, and they may not trespass on any school grounds. The student is allowed to make up schoolwork that they missed during his/her suspension. The suspension is in effect from the time the student is escorted out of the building until 7:30 a.m. of the date of return. While our desire is to keep all students in school to receive a good education, there are situations where OSS is warranted. **Students who are in OSS for 4 or more days will be required to attend a due process hearing prior to their return to school.**

Alternative Education Program

“Disruptive students who pose a clear threat to the safety and welfare of other students or the school staff, who create an unsafe school environment or whose behavior materially interfere with the learning of other students or disrupts the overall educational process” may warrant the administration to recommend placement in the CHS alternative education program. Student placement into this program is NOT voluntary. Specific criteria will be developed and reviewed with students and parents to determine if the student can return to the regular school setting.

Expulsions

Students may be recommended for expulsion under the following conditions:

1. The administration and other appropriate staff members meet to review the student’s discipline.

2. A hearing may be scheduled and parents are notified, in writing, of the time and place.
3. The Board of Education conducts the hearing.
4. The Board of Education directs what steps are to be taken regarding the student’s educational placement.
5. The Board of Education makes a final decision regarding disciplinary action.
6. Parents are notified of the Board’s decision by mail.

Board hearings are held for the purpose of presenting evidence and hearing student’s responses. The administration presents evidence in the form of discipline, attendance records, academics, and personal anecdotes. Parents/students are given the opportunity to respond to the charges. At the conclusion of the hearing, a decision is rendered and parents are informed in writing within ten (10) days. If the decision is made to remove the student from school, the exclusion may range in length from ten (10) days to a year.

Student Code of Conduct

Rules governing student conduct shall require students to:

- Conform to reasonable standards of socially acceptable behavior.
- Respect the rights, person, and property of others.
- Preserve the degree of order necessary to the educational program in which they are engaged.
- Obey constituted authority and respond to those who hold authority.

Any student disciplined by a district employee shall have the right to notice of the infraction and a hearing before the building principal prior to being disciplined.

Procedure:

1. When a student has committed Level II, III, and IV violations, parents will be notified of the offense and consequences.
2. The discipline policy also applies to students involved in any school activity.
3. Parents will be notified if their child is suspended in or out of school.

4. A student serving school suspension, in or out, will not be eligible to participate in or attend any events or extra-curricular activities during the term of suspension. This includes activities that occur on weekends.
5. The administration shall follow procedures for gathering documentation on all violations as needed or required for future use.
6. Parents are encouraged to contact the high school office regarding discipline actions incurred by their child.

Level I Violations

The Level I Violation is to be handled at the teacher level. This type of violation results in an unacceptable disruption of classroom activity. Teachers will complete a referral for any Level I Violations.

Examples of Level I Violations:

- Cheating – 1st offense
- Classroom misconduct/misbehavior
- Classroom tardiness
- Failure to follow directions
- Neglecting to return school/class forms
- Violations of food, drink or gum. (Gum is not permitted in the following areas: Auditorium, Library, Gym or Computer labs.)
- Food is not permitted in classrooms.

Consequences may include, but are not limited to the following:

1. Verbal warning
2. Student conference
3. Special assignment related to area of concern
4. Change of seats / Assigned seat in the cafe
5. Apology to teacher/student
6. Restriction of privileges
7. Contact parent by phone, e-mail, or letter
8. Teacher detention
9. Parent conference

Level II Violations

The Level II Violation is to be handled by the classroom teacher with the assistance of the high school administration. This type of violation is more serious in nature than Level I. The administration is mainly responsible for handling

this type of violation. Level I misbehaviors may be moved to this level if the situations are not corrected. Misbehaving at this level tends to disrupt the learning climate of the school. However, these infractions do not represent a direct threat to the health and safety of others.

Procedure:

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. A proper and accurate record of the offense is maintained by the staff member and submitted to the building administrator.

The administration will meet with the student and/or teacher to determine the most appropriate consequence. The teacher and parents/guardian are informed of the administration's action.

Examples of Level II Violations:

- Continuation of Level I offenses
- Agenda misuse
- Assembly misconduct
- Cafeteria Misconduct
- Dress code violation
- Electronic device violation
- Failure to report to teacher detention
- Gambling / Card playing / Arm wrestling
- Hall/Lav. pass misconduct/abuse
- Horseplay (any physical contact without serious intent)
- Inappropriate displays of affection
- Middle School hall violation
- Misbehavior at school sponsored activities
- Misconduct/misbehavior outside the classroom
- Possession of inappropriate material
- Skateboard on school property
- Tardiness
- Use of profanity/obscene gestures

Consequences may include, but are not limited to:

1. Continuation of Level I consequences
2. Lunch detention/After School detention
3. Confiscate electronic devices, food and/or drink, playing cards, inappropriate materials, lighters/matches

4. Referral to school counselor and/or outside agency
5. In School Suspension (one to five days)
6. Revoked driving privileges

Level III Violations

Level III violations are to be handled by the high school administration. This type of violation is an extreme disruption of the classroom and school atmosphere. The safety of others in the school may be threatened.

Procedure:

The administration initiates disciplinary action by investigating the infraction and conferring with staff on the extent of consequences. The administration meets with the student and/or parents regarding this misconduct.

Examples of Level III Violations:

- Continuation of unmodified Level I and Level II offenses
- Abuse of bike or skateboard privileges
Abuse of bus privileges
- Abuse of driver/rider privileges
- Physical Altercation – serious physical contact that results in a general disruption of school activity and where physical harm is a definite possibility.
- Blatant Insubordination - defiant refusal to obey a reasonable request
- Consumption of prescribed or over-the-counter medication without following school procedures
- Failure to park in student designated areas
- Forgery
- General safety hazard
- Leaving an assigned location. This includes a class cut
- Leaving school without permission
- Malicious verbal, physical and/or written harassment of students or school personnel including libel and slander
- Possession of lighters/matches
- Possession and/or use of smoke or stink devices
- Possession of or participation in a “slam book”

Consequences may include, but not limited to:

1. Continuation of Level II consequences

2. In School Suspension (one to ten days)
3. Out of School Suspension (one to ten days)
4. Full restitution for damages
5. Suspension of privileges
6. Temporary removal from class with administrative authorization
7. Removal and possible suspension from extra-curricular activities
8. Referral to building Discipline Committee
9. Referral to CHAP
10. Revoked driving privileges
11. Alternative Learning Program
12. Involvement of Police

Level IV Violations

The Level IV violation is the most serious violation of school conduct and is handled by the administration with the probability of involving local, state and federal law enforcement agencies. This type of violation may also be referred to the Board of Education for further action. These acts result in violence against a person or property or pose a direct threat to others in the school.

Procedure:

The administration verifies the offense, confers with the staff and meets with the student. The student may be removed from the school environment. Parents/Guardian are notified. School officials contact law enforcement agencies and assist in prosecuting offenders. A complete and accurate report is submitted to the superintendent when Board action is required. The student may be given a full due process hearing before the Board of Education.

Examples of Level IV Violations:

- Assault - bodily harm or injury inflicted by one student to another student or school personnel (suspension, police notification, and charges filed with District Justice)
- Extortion
- Fighting - aggressive physical contact involving two or more students where physical harm is intended and each student is engaged in physical contact. (suspension, police notification, and charges filed with District Justice for each individual involved)
The rationale of self-defense is not justification for physical contact

- Furnishing, selling, or possession of unauthorized substances and devices. This includes “look-alikes”
- Institutional Vandalism is any defacing or destruction of a public building or property, including a school (includes school pranks) **This violation may be prosecuted as a felony.**
- Involvement in bomb threat and/or false fire alarm, including use of smoke bombs
- Libel and/or slander involving issues that may threaten a person’s safety, reputation, or ability to continue in the school.
- Possession or sale of stolen property
- Possession of weapons and/or “look-alikes”
- Theft
- Threatening a school official
- Unauthorized entry in school buildings/on grounds
- Use/possession of tobacco products/vaping products (suspension and fine)
- Use/possession of alcohol
- Vandalism - destruction of school or personal property
- Violation of local, state, or federal laws

Possible Consequences:

1. Full restitution for damages
2. Out of School Suspension (one to ten days)
3. Referral to local, state or federal authorities
4. School board hearing
5. Indefinite exclusion from all extra-curricular and other school related activities
6. Other Board action, which results in appropriate placement
7. Expulsion from school (ten days/until the end of school) must apply to Superintendent for re-admission
8. Referral to CHAP (Student Assistance Program) and student must follow the recommendations of the formal assessment
9. Referral to building Discipline Committee
10. Revoked Driving Privileges
11. Alternative Education Program

Attendance

The Board understands the importance of a student’s attendance to his/her school success. It also fully understands the laws governing student attendance. Therefore the District will do everything within its power to encourage and expect proper attendance.

Definitions:

Excused Absence – Any absence from school due to illness, family emergency, death in the family that is accompanied by a completed, valid excuse blank signed by the student’s parents/guardian and submitted within three days of the absence.

Unexcused Absence – Any absence without a parental excuse that is not submitted within 3 days, or any absence not accompanied by a doctor’s excuse after a student has accumulated ten days of excused absences in an academic year. No make-up work will be allowed for unexcused absences and zeros will be given for all assignments.

Doctor’s Excuse – A doctor’s excuse is required for any subsequent absences after a student has accumulated 10 absences within the academic year.

Excessive Absence – Pa. attendance law requires schools to address attendance issues by having a School Attendance Improvement Plan Meeting (SAIP)

After ten days of consecutive unexcused absences, the student will be dropped from the rolls if the student is 17 or older.

Subsequent Unexcused/Illegal Absence

Unexcused absences after the School Attendance Improvement Plan Meeting (SAIP) meeting will result in one or more of the following:

- Referral to school or community based attendance improvement program
- Referral to the Office of Children and Youth
- Truancy Citation filed

Truancy Citations:

Citations will continue to be issued for all subsequent unexcused absences.

School Absence Procedure:

1. Parents are required to have accurate addresses, phone numbers, emergency numbers and work place information, including phone numbers, on file in the office.
2. Parents or guardians must call the school between the 7:30 a.m. and 8:30 a.m. to verify that their son or daughter will be absent from school that day. **Students, whose parents have called in their absence, must still provide a written excuse for the absence within the required time frame.**
3. An excuse form must be completed and submitted to the office. Students are expected to hand in an excuse form the day they return from an absence. Students who fail to return an excuse form by the third day will receive an unexcused absence. **Students, whose parents have called in their absence, must still provide a written excuse for the absence within the required time frame.**
4. For each legal day of absence, each student will be given two days to complete missed assignments for one to five days absent. If a student is absent for more than five consecutive days, make up work must be arranged with the individual subject teachers in a time frame acceptable to each teacher. **Important Note to Parents:** Securing make up work is the responsibility of the student. Teachers will make every effort to accommodate and help students in this process.

Educational Trips

No student may spend more than a total of five (5) school days on approved educational trips in any given school year. At least five (5) days prior to the trip, the student must submit a completed Education Tour/Trip Request form to the Main Office. These forms are available in the Main Office. Students will be responsible for all work missed during their absences. **All requests are subject to approval of the Administration and no trips will be approved during CHS Mid-term/Final Exams and Keystone Exam Testing days.**

College Visitations

Students who request to be excused from school for a college visitation must adhere to the following procedures:

1. Complete a *College Visitation Request* form. These forms are available in the Main Office.
2. Submit the completed form to the Main Office for approval **at least one (1) day prior to the visitation date.** An official note from the college will be required upon the student's return to school.

A maximum of **three (3) days per school year** may be used for this purpose. College visitations will be recorded as educational trips. Any student who fails to follow the outlined procedures will be charged with an unexcused absence and will be subject to the appropriate disciplinary action. All requests are subject to approval of the Administration and no trips will be approved during Keystone Exams and CHS Mid-Term/Final Exams.

Late to School

When a student does not make it through the glass doors separating the lobby from the main building, that student is late to school and the student must report to the attendance officer to get a "Late to School" pass **before** going to their locker or first period class. Students who arrive 5 or more minutes late will follow the following procedure:

1. The 1st and 2nd incidents in a marking period are recorded and the student is warned about future consequences.
2. The 3rd and 4th incident in a marking period results in a lunch detention.
3. The 5th and 6th incident in a marking period results in a week of lunch detentions.
4. The 7th and 8th incident in a marking period results in an after school detention being assigned.
5. Any incident in a marking period after the 9th incident will result in a counselor and administrator referral and additional discipline may be assigned.
6. Driving privileges may be revoked for the remainder of the quarter for students who drive.
7. After 192 accumulated tardy or unexcused early dismissal minutes, a half-day unexcused absence will be documented.

8. Tardy minutes will be accumulate and when a student reaches 380 minutes, an unexcused day will be added to the attendance record.
9. This procedure starts fresh at the beginning of each new marking period.

Half-Day Absences

Students arriving after 10:30 a.m. or leaving before 12:30 p.m. will be issued a one half-day absence.

Early Dismissals

Any student who is leaving school early for any reason must have a written note from a parent/guardian stating the reason for the dismissal and time. This must be turned in prior to leaving. Students leaving for appointments must submit a doctor’s note upon their return of it will be considered unexcused. **No phone calls will be accepted for early dismissals.**

School Truancy

Students who are absent from school without their parent’s knowledge, who are seen by school personnel or the police during the school day, and do not have a legitimate excuse, and students who leave school without permission will receive an unexcused absence and will be assigned administrative consequences which may include suspension.

Extra/Co-Curricular Activities/Absence

Students who are absent from school are not allowed to participate in any extracurricular activity until he/she has been in attendance for an entire school day. Exception can be made for funerals, college visitations, or other reasons as long as prior written notice is provided to administration for approval.

Partial Day Activity Participation

A student must be in attendance at school no later than 9:00am in order to be able to participate in any extra-curricular activity that day. A student that leaves school early due to illness may not participate in any extra-curricular activity until the student attends a day of school or provides a

doctor’s note stating that the student is well enough to participate.

Extra-Curricular Athletic Teams

Fall

Sr. High: Cheerleading, Cross Country, Football, Girls Tennis. Girls Volleyball

Jr. High: Cross Country, Girls Volleyball

Winter

Sr. High: Bowling (co-ed), Boys Basketball, Girls Basketball, Cheerleading, Wrestling

Jr. High: Boys Basketball, Girls Basketball, Cheerleading, Wrestling

Spring

Sr. High: Baseball, Softball, Boys & Girls Track

Jr. High: Boys & Girls Track

Organizations

Marching Band	Student Council
Quiz Bowl	Drama Productions
National Honor Society	

Criteria to Hold a Position of Honor in a Recognized Organization / Activity, or for Student Participation in a Non-Educational Field Trip

- 1) Student must be in attendance for a school day prior to the event/activity.
- 2) Students must be a full-time student in the Columbia Borough School District.

Students may not register for a field trip without having met required registration procedures and criteria for the trip as determined by the trip organizer. Any exceptions will be determined in advance by the administration.

Activities Included in This Policy

Homecoming Court & Escorts
 Non-Senior Class Trips
 Class Officers
 Team Captain
 Spring King
 Graduation speakers

Drama Productions:

Students must secure a procedural application from the Director of Extracurricular Activities office.

A student who is failing more than one block (9-12) or one major subject (7-8) at the time of sign-ups or auditions will be required to contact the subject teacher immediately for possible assistance. Failure to cooperate and demonstrate sincere effort throughout the duration of the production (as determined by the subject teacher and Dean), will result in a teacher recommendation to the administration for termination from the activity.

One Time Special Events

These events are defined as those “once in a lifetime” experiences that Columbia students have the opportunity to attend. These events will remain open to students as long as they have not received more than ten in or out of school suspensions for the year. These events fall into this category: *Sr. Class trips, Prom, HS Dances*

Drug and Alcohol Testing for Athletic and Extracurricular Participation (See Board Policy 227.1 for more information)

The Board shall conduct random, suspicion less, drug testing of all student athletes and extracurricular participants in accordance with applicable law. Students choosing to participate in athletics and extracurricular activities are expected to also accept the responsibilities, which accompany this privilege. Among these responsibilities is the obligation to be drug-, alcohol, nicotine and steroid-free on a year-round basis. Therefore, students participating in district athletics and extra-curricular activities are required to agree to test for drugs and/or alcohol in accordance with this policy. Homebound, home school, Cyber School or other recognized off-campus alternatives are subject to the same rules of testing.

Columbia High School - Discipline Matrix

BE SAFE, BE RESPECTFUL & BE RESPONSIBLE

INFRACTION	Potential action to be taken		
	First Offense	Second Offense	Additional Offenses
Insubordination/disrespect/directed profanity	<ul style="list-style-type: none"> ▪ Warning ▪ 1-3 Lunch detentions ▪ 1-2 After-school detentions ▪ Parent notification 	<ul style="list-style-type: none"> ▪ After-school or lunch detentions ▪ Time out or partial ISS ▪ Parent notification 	<ul style="list-style-type: none"> ▪ 2-3 After-school detentions ▪ 1-3 Days of ISS ▪ OSS after 1st ISS ▪ Parent notification
Bullying/harassment	<ul style="list-style-type: none"> ▪ Warning ▪ 1-3 Lunch detentions ▪ Parent notification 	<ul style="list-style-type: none"> ▪ 1-2 After-school detentions ▪ 1-3 days ISS ▪ Parent notification 	<ul style="list-style-type: none"> ▪ 3 + After-school detentions ▪ 3-5 Days of ISS ▪ OSS after 1st ISS ▪ Parent notification
Dress code violation	<ul style="list-style-type: none"> ▪ Change personal clothes ▪ Change to CHS issued items ▪ Sent to ISS room or OSS 	<ul style="list-style-type: none"> ▪ Change personal clothes ▪ Change to CHS issued items ▪ Sent to ISS room or OSS ▪ Parent notification 	<ul style="list-style-type: none"> ▪ Change personal clothes ▪ Change to CHS issued items ▪ Sent to ISS room or OSS ▪ Parent notification
Cell phone/electronic devices violation	<ul style="list-style-type: none"> ▪ Warning ▪ Teacher confiscates phone for period ▪ Phone sent to office 	<ul style="list-style-type: none"> ▪ Phone sent to office ▪ Phone returned at end of the day 	<ul style="list-style-type: none"> ▪ Phone sent to office ▪ Parents must pick up phone ▪ ASD or ISS

		<ul style="list-style-type: none"> ▪ Parents must pick up phone 	
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Title One Information

The Columbia Borough School District has three Title I buildings. Please reference the District website for the following Title I information:

- Right to Know
- Title One Complaint Procedure
- Parent Involvement Policy

Sample Copy of Right-to-Request Teacher Qualifications letter

Parents (in Title I schools only) are notified annually that they may request information regarding the professional qualifications of their child's teacher(s), and of paraprofessionals who provide instructional services to their children.

Dear Parents:

As a parent of a student attending a school that is receiving Federal Title I dollars, you have the right to know the professional qualifications of the teacher(s) and instructional paraprofessional(s) who instruct your child.

Federal law requires every Title I school district to comply and to provide you with the requested information in a timely manner.

We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child

receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include:
 - subject matter tested,
 - purpose of the test,
 - source of the requirement (if applicable),
 - amount of time it takes students to complete the test,
 - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

We look forward to the upcoming school year, and together we will make a difference in your child's life.

Sincerely,

Dr. Smith

CBSD Parent Involvement Procedures

In recognition that the parent is the child's first and most important teacher and that the parent's continued involvement is essential for the success of students, The Columbia Borough School District (CBSD) is committed to building a strong parent-school partnership. Furthermore, federal regulations

state that funds may be received only if programs, activities, and procedures for the involvement of parents of participating children are implemented. Such activities shall be planned and implemented with meaningful consultation with parents of participating children. Consultation shall be ongoing and timely.

At the beginning of each school year, this policy shall be distributed to parents of Title students and, to the extent possible, provided in a language the parents can understand. This policy shall also be made available to the community and reviewed annually. Parents will be involved in the timely review and update of the policy.

All buildings in the CBSD operated a school-wide Title I plan, making every parent eligible to participate in all Title I functions and meetings. Parents of each Title I student are given the opportunity to participate in at least one parent-teacher conference and any additional conferences needed to ensure understanding and cooperation among the parents, students, and respective school officials so that students will fully profit from all school experiences.

To improve student achievement and to maintain strong school/family/community partnerships, the CBSD shall do the following:

- Annual Title I Meeting in Oct.
- Periodic parent steering committee meetings at each building to inform parents of their school's participation in the Title I program, The school will explain its requirements and the parent's right to be involved
- Offer several meetings throughout the school year

The Columbia High School will also provide parents of Title I students with the following:

- Timely information about the program
- If requested, provide a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate as appropriate, in decisions

relating to the education of their children, and to respond to any such suggestions.

- Conduct any of the following:
 - Back to School Nights
 - Parent Steering Committee Meetings
 - Parent Conferences in November
 - Book Bloom in the spring
 - College Visits for students

Crimson Code of Conduct for Co-curricular & Extracurricular Participation

For purposes of this policy, the terms “co-curricular and/or extracurricular” shall mean those student activities, which are sponsored or approved, by the Board of School Directors but are not awarded credit towards graduation. Examples of such activities include, but are not limited to athletic teams, marching and pep bands, student council, dramatic productions, homecoming court, mayday court, spring king, class officer, and quiz bowl. Co-curricular and extracurricular activities are open to participation by all students regardless of individual differences.

The Columbia Borough School District Board of Directors recognizes that the primary purpose of its schools is to provide every student with a quality education that prepares the student for the future. It also recognizes the importance of extra-curricular activities in the life of the schools and in the lives of many of its students. These activities can help to develop important characteristics such as teamwork, discipline, self-sacrifice, and leadership. All of these are characteristics of a successful individual. While extra-curricular activities can be a compliment to the educational process, they are secondary to the school's main purpose. Teachers, students, parents, and administrators must strive to keep the focus clearly on the education of the students. **A quality education is the right of every student in the district. Extra-curricular activities are a privilege that grows out of the educational experience.** The Columbia Borough School District will maintain an educational based extracurricular program where extracurricular activities are an extension of the regular

classroom, compliment the educational experience, and enhance the academic mission.

Co-curricular and extracurricular participants are often in the public eye, so, their personal conduct must be of the highest standard. They have an obligation to project at all times a positive image of themselves and the Columbia community they represent. The school district adheres to all of the regulations set forth by the Lancaster-Lebanon League and the Pennsylvania Interscholastic Athletic Association, Inc. (PIAA) as listed in their constitution and by-laws. In addition, the regulations stated in this policy will determine a student's ability to participate in extra-curricular activities for the Columbia Borough School District. It is also understood that a coach/advisor has the authority to hand out additional consequences within his/her program.

Scope of the Crimson Code of Conduct

To ensure consistent enforcement of the Crimson Code of Conduct, it applies to all students participating in co-curricular and extracurricular activities enrolled in grades 7 through 12. The terms of this policy apply throughout the year to conduct occurring on or off school property. This Code of Conduct shall not prevent coaches or advisors from developing and enforcing additional rules and regulations, which are reasonable and specific to their activity.

Students participating in co-curricular and/or extracurricular activities will be subject to the following rules **24 hours a day, 7 days a week, and 365 days a year.**

Students will be required to comply with these rules starting with their seventh grade year and continuing until they end their high school education. The penalties imposed against a student for violating any of these rules will be enforced beginning with the day that the administrative decision is made. A student will be allowed to sign up for any co-curricular and/or extracurricular activity during a period of suspension, but will not be able to participate until the suspension has been served in full. If "cuts" have been made in the activity prior to the student's reinstatement date, then the student is considered "cut" and not able to participate in that particular activity until the next time it is offered.

A. School Attendance Requirements

1. A student must be in attendance at school no later than 9:00am in order to attend or participate in any activity, practice, or contest that day. Exceptions can be made for funerals, college visitations, medical appointments and other reasons as long as written notice has been provided to the administration for approval prior to the day of absence. The administration will notify the coach/advisor of the student's eligibility based on attendance.
2. Students involved in Charter, Cyber Charter Schools or in Home-Schooling may participate in extracurricular activities that occur outside the normal school day. Any of the students who wish to participate must provide the athletic department with the name of the program they are using, along with a contact name and telephone number or e-mail address.
3. It is the responsibility of the Charter, Cyber Charter School and the Supervisor of the Home-Schooling Program to notify the attendance officer of each building by 1:00 p.m. of any student's absence.
4. Transportation to and from all practices, activities, and the school for games will be the responsibility of the parent. Charter, Cyber Charter, and Home-School students are expected to travel to and from away games with the team.
5. A student who is absent on the last day of a week may not participate in any extracurricular activity until the student attends a day of school or provides a doctor's note stating that the student is well enough to participate. *The doctor's note must be given to the coach/advisor who will then forward it to the school administration.* Absences that have prior administrative approval as stated above are exempt from this requirement. Administration will make the final decision for student absences.
6. A student who leaves school early due to illness may not participate in any extracurricular activity until the student attends school again or provides a doctor's note as stated above.

7. A student who is suspended (In-school or Out-of-School) or expelled from school for any infraction may not attend or participate in co-curricular and/or extracurricular activities for the duration of the suspension or expulsion.
10. A student who has four or more unlawful or unexcused absences from school during the school year will be ineligible to participate in any extracurricular activities for two weeks following the fourth unexcused absence. For each additional unexcused absence, there will be an additional two weeks of suspension from extracurricular activities. Any student who is absent for twenty or more days during a semester, whether excused or unexcused, is ineligible for extracurricular activities until he/she is in attendance for sixty consecutive school days beyond the twentieth day of absence.

B. Attendance for Co-curricular and Extracurricular Activities

1. Participants in co-curricular and extracurricular activities are expected to attend all in-season and post-season practices, performances, meetings and contests that are included with the particular activity.
 - a) Participants who have an unexcused absence from a practice will be assigned appropriate consequences by the coach/advisor as outlined in the rules and regulations for the specific activity. Loss of performance time is a possibility.
 - b) Participants who have an unexcused absence from a contest or performance will be required to meet with the coach/advisor and a school administrator to determine the participant's ability to remain in the activity.
 - c) Participants can get practice and performance schedules well in advance, so outside activities should not be scheduled that conflict with these activities.
2. Participants are expected to be prepared and ready to participate at the time scheduled by the coach or advisor.
3. Participants who are late for practice or a contest/performance will be assigned appropriate consequences by the coach/advisor as outlined in the rules and regulations for the specific activity.
4. Exceptions will be made for participants who were getting additional academic help and who provide a written pass from a teacher that includes the date and time that the participant left the classroom. When possible, prior notification should be given to the coach or advisor.
5. Repeated attendance problems will result in a participant being removed from the activity.

C. Academic Eligibility

1. To be academically eligible to participate in an extra-curricular activity a student cannot be failing more than one class.
2. The grades used to determine academic eligibility will be the cumulative weekly grades, except in the case of report card eligibility. Grades will be as of the close of school on the last day of the school week. The athletic director or his designee will use the student information software to access the students' class grades.
3. It is the responsibility of the Charter, Cyber Charter School and the Supervisor of the Home-Schooling Program to send written notification of the student's grades to the athletic director by 1:00 p.m. of the last day of the school week, based on the Columbia Borough School District's schedule. The notification may be faxed to the attention of the athletic director at the Columbia Jr./Sr. High School office.
4. A student who is failing more than one class will be declared academically ineligible for participation in co-curricular and extracurricular activities. The ineligibility period will be one week and will begin on a Monday and end the following Sunday. A student may not return to eligible status mid-week unless it has been determined that the failing grade is the result of a reporting error. While ineligible, the student is expected to practice but may not participate in public. An ineligible student may not wear a school issued uniform or costume and may not travel with an extracurricular organization. An

academically ineligible student may be reinstated when her/his academic problems have been corrected.

5. A student who has been declared academically ineligible for three or more consecutive weeks may be removed from an extra-curricular activity by the school administration. The Athletic Director or designee will meet with each ineligible student in person, to explain his/her academic eligibility status.
6. A student not meeting the eligibility requirements on his/her report card will become ineligible for a period of fifteen school days starting with the day that the report card is issued. The student may practice but may not participate in public for the duration of the fifteen-day ineligibility period. This period does carry over from one school year to the next. Eligibility may be re-established by making up credits in summer school.

D. Sportsmanship

1. Students representing the Columbia Borough School District in co-curricular and extracurricular activities are required to always show respect to all participants, coaches/advisors, and spectators.
2. Specific examples of behavior not tolerated by this policy include, but are not limited to: profanity, mockery, intimidation, or malicious contact.
3. A coach who witnesses any unsportsmanlike behavior will bench the students involved for an amount of time consistent with the misbehavior and the student's history of behavior.
4. The School Board of Directors has developed the following stipulations as part of this policy and they must be included into the rules of each co-curricular and extracurricular activity:
 - a) Any student removed from a contest by an official for a sportsmanship violation shall not be allowed to participate in the next contest and must complete all assignments given by the coaches and the administration.
 - b) Any student removed by officials from a total of two (2) contests in a single school year for sportsmanship violations shall be removed from participation in all sports for the remainder of the school year. The removals could occur in more than one sport.
 - c) The calls made by an official are final and shall not be reconsidered by any school district personnel.
 - d) The head coach shall notify the student's parent/guardian and the athletic director within twenty-four (24) hours in regards to any sportsmanship violations.
5. Any team member who demeans a teammate or coach through verbal or written communication – including social media – shall be subject to the disciplinary penalties for violation of the Crimson Code.
6. Any team member who engages in conduct that reflects negatively on the team or the school shall be subject to the disciplinary penalties for violation of the Crimson Code.
7. Students may be required to meet with the Director of Extracurricular Activities and/or the Principal at any time and additional consequences may be assigned based on the behavior.

E. Multiple Co-Curricular and/or Extracurricular Activities

Being a small public school has definite advantages and disadvantages. Students in the Columbia Borough School District are able to participate in many different activities. This allows them to experience many things during their school careers, but can also lead to an overwhelming schedule as some students attempt to “do it all”. The Columbia Borough Board of School Directors encourages its students to take advantage of all of their opportunities at school. For many, it will be the last chance that they will have to participate in some of these activities. To help protect the students from over-committing themselves, the Board has set the following regulations.

1. Multiple Co-Curricular and/or Extracurricular activities during the Same School Year

- a) Students, who are involved in a school sport that is in-season, are to refrain from participating in out-of-season workouts for another sport. An exception will be made for participation in League associated All-Star games and League associated recognition activities. Exceptions will also be made when the coach of the in-season sport agrees to allow the athlete to participate in non-physically demanding or strength training activities.
- b) Students who are involved in a varsity sport that qualifies for the postseason and who also intend to participate in a sport the following season are exempt from participation in the second sport for up to three calendar days following the final contest of the postseason.
- c) It is expected that students involved in a school program will put that program before any out-of-school program. Absences due to attendance at an out-of-school activity, including any type of employment, must be approved by the head coach prior to the absence. An absence from a contest or performance due to attendance at an out-of-school activity will be counted as an unexcused absence and the student will be required to meet with the head coach and an administrator to discuss the student's future with the program.

2. Multiple Co-Curricular and/or Extracurricular activities during the Same Season

- a) A student may participate in more than one co-curricular and/or extracurricular activity during the same season as long as the coaches/advisors agree to such participation. This includes sports with music, drama and/or other school activities or any combination of these activities. Activities that have the same practice and/or contest schedule will not work for this type of arrangement.
- b) The student must complete the Multiple Activities form and have it signed by a parent or guardian and appropriate coaches and advisors. This form designates which

activity will be considered the "Prime" activity and that activity will take precedence when scheduling conflicts arise. This form must be completed prior to the start of the specific activities and kept on file in the Athletic Office. The coaches and advisors will be responsible to work out the schedules for the student's involvement in these activities and to provide that schedule to the student and to the Athletic Office.

- d) Regardless of which activity is listed as the "Prime" activity, contests and performances will take precedence over practices or rehearsals unless prior permission is given by the coach/advisor of the activity that is having the contest or performance and the administration agrees.

F. Quitting

- 1. For this policy, quitting is defined as a student ending their participation in a school activity prior to the official completion of that activity for the season in question. The official completion date includes any post-season activities that the organization may qualify.
- 2. Completion of the season, including post-season, playoffs, tournaments, exhibitions and events is required in order for a student to be eligible for the awarding of a varsity letter or other team and individual awards. The obvious exception to this policy is when injury or illness limits participation. In such a case, the awarding of a varsity letter or other honors will be at the discretion of the advisor/coach.
- 3. A student may only quit one activity and participate in another during the same season prior to the completion of the first two weeks of practice for that season. This type of change can only take place with the administration's consent, and the consent of the coach/advisor of the activity that the student is leaving. The coach's consent must be received during a face-to-face discussion with the student. The student's parents may be present during this discussion if they so choose.
- 4. A student who quits an activity must have all of the equipment that was issued to them for

that activity returned to the coach/advisor or to the athletic office within one week of the date that they stopped participating in that activity.

5. Any student who quits twice (either the same activity two times or two different activities once each) during their career at CHS, must meet with the athletic director and the appropriate coaches and advisors to receive approval prior to his/her participation in any future activities.

G. School Issued Equipment

Students may be issued equipment as part of their participation in a co-curricular and/or extracurricular activity. Students are responsible for properly maintaining all such equipment and returning it in good condition upon the completion of the activity. If a student fails to fulfill this obligation regarding equipment, he/she may not participate in any other future activity until all obligations have been satisfied.

H. School Athletic Lockers

Student athletic lockers are school district property. Student lockers may be searched by advisors, coaches, or administrators when reasonable cause exists that a student is concealing evidence of an illegal act, illegal substance or other violation of school rules. The school authorities may seize any illegal or unauthorized materials found during a search.

Circumstances justifying a reasonable cause search also authorize school district personnel to require students to submit to a thorough search of clothing, handbags, and wallets to seize any unauthorized material. Students who do not cooperate with a reasonable cause search will be suspended immediately from the co-curricular and/or extracurricular program. All searches conducted by school personnel shall be consistent with school district policy. School officials may inspect the content of student lockers as part of routine maintenance inspections. Students are responsible for all items in their locker and are expected to secure all valuables. The school district and its employees are not responsible for items that are lost or stolen from a locker. Students are advised to keep their locker locked whenever they are not in direct supervision of the locker and to not share the combination of their locker with any other student. Students are also

advised not to keep valuables in the locker, but to give them to their coach or advisor for supervision.

I. Transportation to Extracurricular Activities

Students must use school provided transportation to travel to and from activities away from the Columbia Jr./Sr. High School or its approved home facilities. The only exceptions are as follows:

1. Injury to a participant, which requires alternate transportation.
2. Prior arrangement made in writing between the participant's parent/guardian and the school administration for the student to ride with the parent/guardian or those specified by the parent/guardian. A copy of this communication signed by the administrator must be provided to the coach/advisor prior to the event.
3. When school transportation is not provided and alternate means are approved by the school administration.

J. School Behavior

Participants in co-curricular and extracurricular activities are expected to set the example in regards to proper school behavior. Violations of the Tide Guide can lead to consequences of the Crimson Code of Conduct:

1. Level 4 offenses are flagrant violations of the Tide Guide and are not acceptable for student participants. Any Level 4 violation of the Tide Guide will result in the student being subject to the disciplinary penalties for violation of the Crimson Code.
2. Any student who violates the terms of an Academic/Behavior Contract will be subject to the disciplinary penalties for violation of the Crimson Code.
3. Repeated Level 2 violations will result in a meeting with the student, the athletic director, an additional administrator and possibly the coach. The administration will determine an action plan and consequences.

K. Tobacco

1. The use or possession of any form of tobacco or related tobacco products (lighters, matches, pipes, papers, etc.) is prohibited at all times for students involved in co-curricular and/or extracurricular activities. Any reasonable evidence of smoking shall justify disciplinary action under this policy. Direct observation of smoking is not required.
2. For a first offense, the participant will receive a ten school day suspension from all co-curricular and/or extracurricular activities and a CHAP referral.
3. Any additional offense will result in the consequences of this Code of Conduct being initiated, starting with Consequence 1.

L. Drugs

1. Any drug use by an extra-curricular participant is covered by this policy, regardless of when or where it takes place. The administration will determine if allegations warrant investigating. Parent permission does not exempt a student from this policy. Any drug use, which occurs in school, on school property or during a school-sponsored activity, will also be handled as dictated by the Columbia Borough School District Discipline Policy. The consequences outlined in this Code may be implemented, even if the school takes no disciplinary action. For purposes of this Code, the term drug shall include but not be limited to:
 - a. Alcohol in any form.
 - b. Narcotics.
 - c. Steroids or any performance enhancing substances.
 - d. Any mood altering substance, unless under the supervision of a doctor.
 - e. Prescription drugs used in a manner that does not agree with the prescribed directions.
 - f. Look-alike substances.
2. All students participating in co-curricular and/or extracurricular activities are prohibited from engaging in the following conduct:

- a. The possession, use, or distribution of any of drug or drug paraphernalia.
 - b. Being present at any gathering where the student knows, or reasonably should know, that other underage individuals are in possession of, using, or distributing any unauthorized drug. (It is the expectation that a student should exit the area or premises where these products or behaviors are evident)
3. All students participating in co-curricular and/or extracurricular activities are subject to random, suspicion less drug testing in following with Board Policy 227.2.

M. Theft and/or Vandalism

Students are expected to show respect for the property owned by the School District, other schools, private individuals and other private or public entities. Theft and/or vandalism denote poor school citizenship and any student involved in such activity will be referred to the school administration for disciplinary action. In addition to the consequences listed for violation of this policy, the student will be subject to the disciplinary guidelines of the school. This could result in possible suspension or expulsion from school.

N. Criminal Violations

The students are expected to abide by all local, state and federal laws and regulations. If the school district receives verified information that a student engaged in criminal conduct (school or non-school) as defined by the Pennsylvania Crimes Code or a similar state or federal statute, the student shall be subject to the disciplinary penalties for violation of this policy.

O. Hazing

The School District will not tolerate or condone any type of team or individual hazing or initiation where mental stress, embarrassment, or physical harm may take place. Any student found to be involved in the hazing of fellow students shall be subject to the disciplinary penalties listed for violation of this policy

P. Authority

The High School Principal shall have full authority to institute this policy. Notification of a student's suspension will be made to the Superintendent, Board President and Extracurricular Committee Chairperson. The Athletic Director and the respective head coach may be involved in the notification of action with the student. Parent(s) will be notified, by both mail and personal contact, of the action and its rationale.

Q. Consequences for Violations of This Policy

Consequence 1 - a first offense the student will be suspended from all co-curricular and/or extracurricular activities for 20 school days.

Consequence 2 - a second violation of this policy (it does not have to be for the same violation) will result in a suspension from all co-curricular and/or extracurricular activities for 45 school days.

Consequence 3 - a second violation of this policy (it does not have to be for the same violation) will result in a suspension from all co-curricular and/or extracurricular activities for 90 school days.

Consequence 4 - a third violation of this policy (it does not have to be for the same violation) will result in a suspension from all co-curricular and/or extracurricular activities for 180 school days.

Consequence 5 – any additional violation of this policy (it does not have to be for the same violation) will result in a total suspension from all co-curricular and/or extra-curricular activities for the remainder of the student's scholastic career.

CHAP Referral – depending on the violation, the administration may require a CHAP referral for assessment and intervention. Recommendations from the CHAP team will be sent to the parent(s) or guardian(s) and must be adhered to in order for the participant to return to eligible status.

Officer or Captain – a student shall not be allowed to hold an office or be a captain in a co-curricular and/or extracurricular activity during a period of suspension from activities. If the student already holds such a position when the suspension is assigned, the student will be stripped of said position. The student will not forfeit any position

where the term of the position was completed prior to the issuing of the suspension.

S. Grievance Procedure

1. No student shall be suspended from co-curricular and/or extracurricular activities under the Crimson Code of Conduct until the administration has determined that the student has violated the regulations. The following procedures apply to reports of alleged violations of the Crimson Code of Conduct:
 - a) Any reports of alleged violations of the Crimson Code of Conduct are to be made to the Athletic Director or High School Principal.
 - b) The High School Administration shall investigate all reported or suspected violations of the Crimson Code of Conduct to determine their credibility.
 - c) If a report is determined to be credible, the High School Principal and the Athletic Director shall meet with the student to explain the information and to allow the student to respond. The administration will ultimately decide whether or not the student violated the Crimson Code of Conduct and what consequence is appropriate as defined by the Crimson Code.
 - d) If the administration finds the student violated the Crimson Code of Conduct, the student's parents/guardians shall be verbally informed of the violation and the resulting consequence. They will also be informed of the appeal process. Notice of the situation shall be provided to the appropriate coach or advisor. Written notification to the student's parents/guardians will follow up the verbal notice.
 - e) The student and the parent/guardian then have 5 calendar days from the verbal notification to file a written appeal with the High School principal.
 - f) The High School principal will then reply to the parents within 48 hours to schedule an appeals hearing. The hearing shall be run by the principal, and heard by three coaches

and/or advisors who are not involved in the student's activities. The original consequence shall remain in place until the appeal has been decided.

g) The appeal board shall review the information provided by the athletic director and the student, to determine if the original decision was valid. The appeal board does not determine any alternate consequences. Any appeal board recommendation shall be subject to the final approval of the building principal.

2. For purposes of the Crimson Code of Conduct, "verified information" means the accuracy of information is confirmed by any of the following methods:

a) self-admitted involvement by the student

b) student involvement witnessed by an advisor, coach, sponsor, school district employee, or other credible witness

c) acknowledgment by a parent/guardian of their child's involvement

d) an official police report given to the school

e) Notification of an adjudication, a delinquency finding or other admission of wrongdoing before a court