

PHILOSOPHY AND OBJECTIVES OF COLUMBUS PUBLIC HIGH SCHOOL

The District shall provide an equal opportunity for all students to receive an education, which will enable each to fulfill their optimum role in society, commensurate with individual ability, in compliance with legal requirements and reflecting the desires of the people.

The instructional programs, methods and resources shall meet the needs of each individual student, regardless of race, color, creed, sex or level of ability. The District recognizes that equal opportunity education does not imply uniformity and that each student's unique characteristics must be acknowledged.

The instructional programs, methods and materials shall not imply, teach or encourage any beliefs or practices reflecting bias or discrimination toward other individuals or groups and shall not deny others their basic human rights.

The District will strive to develop and implement programs that provide students with those skills, knowledge and attitudes that:

1. Are fundamental to present and future learning in all walks of life;
2. Help the student to solve problems and think more productively;
3. Help the student to relate with other people effectively;
4. Promote the student to attain and maintain physical and mental fitness;
5. Help the student to understand and appreciate other people, how they live and how their lifestyles may impact his/her present and future life;
6. Help the student become prepared for the world of work;
7. Assist the student to adapt to technological change and its impact on his/her present and future life;
8. Enable the student to use free time in a self-satisfying manner;
9. Assist the student to understand how beliefs and values guide one's actions.

Attending Columbus Junior High/High School is both an honor and a privilege made possible by the taxation of property in the community. Since parents and other people in the community pay these taxes, students are obligated to them, as they are to themselves, to gain as much useful knowledge and experience as it is possible to obtain utilizing their talents and abilities. **(Reference: SBP 2000)**

SCHOOL DAY

Classes are in session from 8:15 a.m. –3:35 p.m., Monday, Tuesday, Thursday and Friday. Each Wednesday classes are in session from 8:15 – 2:35. Students are required to be in school on time for their first class and may not leave school between classes except during lunchtime, without permission from the office. Appointments with doctor, dentist, etc., should be made after school whenever possible. **(Reference: SBP 2222)**

BUILDING HOURS

No student shall be in the building before 8:00 a.m. unless scheduled to meet with a teacher. The doors will open in the morning at 8:00 a.m., and students should be out of the building by 4:00 p.m. unless they are with a teacher/coach, faculty member or responsible adult.

REPORT OF STUDENT PROGRESS

Reports of student progress (Report Cards) are issued every nine weeks for all classes in which a student is enrolled. Parent/Teacher Conferences will be held each year. Mid-term progress reports will be sent out mid-quarter. **(Reference: SBP 2420)**

INCOMPLETE GRADES

Students should make up incomplete grades by the end of the second week of the new quarter or semester. Failure to do so will result in that grade being recorded on the permanent transcript as a failing grade. **(Reference: SBP 2420)**

GRADUATION REQUIREMENTS

Columbus High School Graduation Requirements	Montana University System Entrance Requirements
English 4 credits	English 4 credits
Math 3 credits	Math 3 credits (4 th credit suggested)
Science 3 credits	Science 2 credits (3 rd credit suggested)
Social Studies 3 credits (includes World History, US History, and Government)	Social Studies 3 credits (must include Global Studies, US History and Government)
Fine Arts 1 credits (music or art)	Electives 2 credits (foreign language, computer science, visual or performing arts, or vocational education)
Business Essentials 1 credit	
Physical Ed/Health 2 credits	
Vocational Education 1 credits	
6 additional elective credits	MUS Rigorous Core 4 years math & 3 years science
TOTAL REQUIRED CREDITS = 24	Overall GPA of at least 2.5 <u>or</u> rank in top ½ of class <u>or</u> ACT score of at least 22 <u>and</u> score at least 22 on ACT math section <u>and</u> at least a 7 on the ACT Writing Optional Test

GRADUATION POLICY

Senior class members, who have not completed requirements for graduation including attendance requirements and do not qualify for a regular academic diploma, shall not participate in graduation ceremonies. Seniors will be finished with regular classes by the 175th day of the school term. Any examinations to be given to seniors must be completed by that date. **Seniors enrolled in Digital Academy courses required for graduation must have completed and received credit for those courses five school days (one week) before their last day of classes.**

EARLY GRADUATION

Students wishing to graduate after 7 semesters will be allowed to do so within the adopted policies of the School Board. Requests to graduate early **MUST be submitted no later than the end of the 5th semester of attendance to accommodate senior year requirements.**

Valedictorian and Salutatorian selections will be made at the end of the third (3rd) quarter of the senior year. These awards are determined by the highest grade point average as well as the weight of the students' academic schedule. **The weighted value of each course will be available to students beginning their freshman year.**

In order to be eligible for the valedictorian or salutatorian awards a student must be enrolled as a full time student at Columbus High School for the entirety of their senior year.

Sophomores will decorate for the graduation ceremony. Any graduating senior member of National Honor Society may wear honor chords for graduation.

CLASS POSITION IN SCHOOL

The following are the minimum credit requirements for each class status:

Sophomore	6 credits
Junior	12 credits excluding teacher aide
Senior	18 credits excluding teacher aide

(Reference: SBP 2375)

CLASS LOAD

All students shall enroll in a minimum of eight (8) classes per day. One of those classes may be a study hall or teacher's aide (if the student meets the qualifications). Release time for work experience will be considered in accordance with adopted policies. Release time for work experience will be considered in accordance with adopted policies. **(Reference: SBP 2112)**

PART TIME ATTENDANCE

Students will be allowed to be enrolled as part time in accordance with policies adopted by the School Board. These allowances will be determined on case by case proposals within those policies.

DROP - ADD FOR HIGH SCHOOL STUDENTS

Students may add or drop a class only during the first five- (5) school days of any semester. **While still meeting class load requirements (Reference 2112)**

ALTERNATIVE CREDIT LIMIT

Beginning with the Class of 2001, to fulfill Columbus High School graduation requirements, Columbus High School will accept no more than one (1) credit from alternative sources (correspondence, summer or evening classes). **(Reference: SBP 2167; 2413) (With the exception of credit recovery through the Odyssey Ware and Montana Digital Academy Program.) Odyssey Ware access will be terminated by August of 2016.**

GRADING SCALE

A+ = 98 - 100	B+ = 88 - 89	C+ = 78 - 79	D+ = 68 - 69	F = 59 and below
A = 93 - 97	B = 83 - 87	C = 73 - 77	D = 63 - 67	
A- = 90 - 92	B- = 80 - 82	C- = 70 - 72	D- = 60 - 62	

HONOR ROLL

Honor Roll (3.00 or higher GPA) will be calculated by averaging the numerical value of grades received in all classes. The values assigned to grades are listed below:

A+ = 4.00	A = 4.0	A- = 3.67
B+ = 3.33	B = 3.0	B- = 2.67
C+ = 2.33	C = 2.0	C- = 1.67

D+ = 1.33

D = 1.0 D- = .67
(Reference: SBP 2112)

HONOR STUDY HALL

All students are required to take a minimum of seven courses and are allowed one study hall period. Those junior and senior students who meet attendance and grade criteria (see guidelines) will be eligible for Honor Study Hall which allows for monitored privileges and occasional departure from the building. Grades and attendance will be checked on a quarterly basis and those eligible for honor privileges will be notified.

REPETITION OF CLASSES FAILED

Students who earned an "F" in a required class may be allowed to retake that class **once** as space allows in the regular schedule. All retake classes must be taken for a full semester as a regular class. No independent study classes will be allowed for the purpose of retaking classes. (Reference SBP 2112) *Students may use the Odyssey Ware and/or Montana Digital Academy programs as an alternative to recover loss of credit.*

STUDENT AIDES

Eligibility requirements for student aides are as follows:

1. The student must be a junior or senior.
2. The student must have at least a 3.0 grade average for the preceding semester.
3. The student has no "F's" the preceding semester.
4. The student may be an aide for only one class period per semester.
5. A student aide will receive one-half (1/2) credit for a year's work.
6. A student aide must be recommended/nominated in writing by a teacher/staff member prior to registration.
7. A student aide must work under the direct supervision of a teacher/staff member at all times.
8. A student aide cannot act as a "substitute" teacher or be responsible for the supervision of students.
9. A teacher cannot have more than one aide per semester.
10. Student aides will not have access to confidential records of other students. (Reference SBP 2112)

WITHDRAWALS AND TRANSFERS

A student who is going to withdraw from school must first obtain a checkout form from the office. Teachers must sign this form to show that the student has checked out of that class, and that textbooks and other materials have been returned. The library also must indicate that all books have been returned. The lunchroom must indicate that the student's account is current and without money owed. Unless all materials are returned and other obligations met for each teacher, the slip will not be signed and all transcripts and other records will remain in the possession of the school. (Reference SBP 2413: 3110) Staff will be notified of student check out as soon as it is formalized.

SEMESTER ASSESSMENT

Students may be required to take semester assessments which may account for up to 20% of their semester grade.

EXTRA-CURRICULAR PARTICIPATION

Students must maintain a 2.0 GPA to participate in extra-curricular activities. Quarter grades and mid-term grades will be used to determine academic eligibility. Students who become academically ineligible will do so on the Monday following posting of grades. All students participating in extra-curricular activities will have a signed activity policy on file with their coach/advisor.

All students participating in activities are required to submit to a drug screening at the beginning of their first "season" of the school year. Random testing of participants will occur throughout the school year.

STUDENT COUNCIL

The Student Council will provide a sounding board for students to make suggestions and recommendations about educational issues and problems that deal with the administration of the school. The Student Council will consist of a President, Vice-president, Secretary, Treasurer, and a member from each class and organization within the school. The officers will be elected in the fall, all high school students voting for the new officers. Only seniors or juniors who have maintained at least a "C" average for the previous three semesters will be eligible to seek office.

ACTIVITY ACCOUNTS

Class and Activity Treasurers are responsible for all money they collect. This money should be turned over to the high school secretary for deposit and not allowed to accumulate in the locker. Procedure for paying money from an activity account is as follows:

1. Obtain a requisition form from the high school secretary.
2. Fill out items to be paid.
3. Advisor and organization officer must sign the form.

4. Turn it in to the high school secretary. Allow a minimum of two days for check to be written.

ATTENDANCE

The School Board of Trustees believes that regular attendance is a shared responsibility of the student, the parent/guardian and the school. Towards this end the following policies and procedures have been developed to insure continued academic progress. Every student enrolled in this school is subject to all the school's policies, procedures and rules, no matter his/her age.

1. The administration asks that parents/guardians please call (322-5373) to notify the school when the student is absent between 7:45 am and 9:00 a.m. In compliance with the ***Missing Children Information Act*** the school must make a reasonable effort to notify the parent/guardian by telephone of a student's absence as soon as the absence is noted or by 10:00 a.m. if the school has not already been notified by the parent/guardian. This will allow authorities to get an earlier start on tracking missing children.
2. The student must bring a WRITTEN note signed by parent/guardian stating the reason for the absence **upon returning to school**. Failure to comply will result in the absence being counted as unexcused. The school reserves the right to rule on the validity of each excuse, subject to the guidelines set forth in this policy.
3. All students must go to the office before returning to class following an absence to obtain an admit slip. The students are expected to make up any work they missed during that absence.
4. Students whose parents/guardian fail to contact the school or send a written excuse for an absence will be given an UNEXCUSED absence and be subject to disciplinary action.
5. Students must not leave the school grounds (during the school day) unless they have reported to the office and received permission to leave. Failure to comply with notification may result in the absence being counted as unexcused. It is requested that parents/guardians send a note with the student if he/she is leaving the school grounds during the school day.
6. A student who is too ill to participate in or remain in class is to report to the office. If necessary, parents/guardians will be called and the student sent home. Medications will not be dispensed by anyone in the school without written direction and permission from the parent. Prescription medications are not to be carried around the school by any student.
7. An advance absentee slip from the office is required when a student will be absent from school for reasons other than illness. Procedure:
 - a. The student will provide a WRITTEN excuse from his/her parent/guardian stating the reason and dates for absence.
 - b. If excuse is approved, the student receives an advance absentee slip.
 - c. Student will take absentee slip to teachers for assignments in classes he/she will miss.
 - d. Assignments are to be completed and given to the teacher before the absence begins,
 - e. The teacher will verify, on the advance absentee slip, that the work is completed before participating in the activity.
 - f. Students must return signed advanced absentee slips to the office before being absent from school.
8. Partial credit for assignments will be allowed for unexcused absences.
9. School sponsored absences procedure is as follows:
 - a. The teacher/advisor responsible for the activity, for which the absence will occur, will give the office a list of students who will miss school.
 - b. Teachers will assign the makeup work so students can make up the work before they leave for the activity. **Make-up work may include the completion of missing assignments.**
 - c. Teachers must verify that the work is completed.
 - d. Students must return signed slips to the coach **before** participating in the activity.
 - e. Any student who fails to follow the above procedures will forfeit his/her right to participate in his/her next scheduled activity.
10. Shopping, visiting friends, hunting, haircuts, work (not family related), are NOT excused absences. Make up work is the responsibility of the student, not the teacher. Students must complete make up work within two (2) school days for each day absent. **The maximum time for acceptance of make-up work is 5 days following the last day of consecutive absences.** Tests and quizzes announced before the absence will be taken on the day that the student returns to school.

LOSS OF CREDIT DUE TO ABSENCES

1. Any student absent ten (10) or more days per semester in any class will earn **no credit** for that class for that semester. Parents/guardians will be notified by mail when a student has accumulated five (5) absences, eight (8) absences, and ten (10) absences.
2. Three (3) unexcused tardies in the same class will count the same as one (1) day's unexcused absence in calculating class attendance. Tardies are defined as a student arriving up to ten (10) minutes late for school or class. The student is to report directly to the class to be admitted. If the student is more than ten (10) minutes late, the student is to be counted absent. Students tardy to 1st and 6th period will be sent to the office.

3. The following absences will not count towards the total absences considered for the loss of credit
 - a. Participation in school activities
 - b. Family emergency
 - c. Acts of Nature
 - d. Students who receive a medical waiver from the administration for an extended or chronic illness
 - e. Bereavement
4. The principal with the counselor will review all student absences before the end of each semester to determine list of "at-risk" students who may lose credit. All absences, excused and unexcused may be reviewed if the committee so chooses.
5. A student may appeal loss of credit, by making a written appeal, within two (2) days of notification of loss of credit. If loss of credit for that class is under appeal, the student will be allowed to remain in the class pending the outcome of the appeal.
6. A student may not appeal loss of credit if within the ten days of absence the student has three or more unexcused absences.
7. Written appeals to the above provisions may be made to a committee composed of the school principal, counselor, and at least one teacher. The committee shall review all previous absences and academic records during the semester. The written appeal must be submitted to the principal. A hearing will be conducted within two (2) school days of notification of that written appeal. The student has the right to continue the appeals process as outlined on the APPEALS FORM. (**Reference: SBP 3122**)

CLASSROOM, SCHOOL & SCHOOL-RELATED ACTIVITIES DISCIPLINE RATIONALE

Columbus High School, through the School Board of Trustees, has adopted discipline policies and procedures. These policies and procedures are established to provide a safe educational environment so that all students have an opportunity to learn. Every attempt will be made to implement these policies and procedures consistently; however, the administration reserves the right to alter policies and procedures under special circumstances.

In an effort to establish and maintain an orderly, cooperative and productive learning environment, students are expected to abide by reasonable procedural and behavioral guidelines.

GENERAL CONDUCT GUIDELINES

Each student is expected to strive to take full advantage of his/her educational opportunities and to do his/her best in all areas of school life. Each student has the right to an education in an orderly, safe, and sanitary atmosphere and is expected to contribute to his/her environment by meeting the following responsibilities:

1. Respect and work cooperatively with his/her fellow students and school staff.
2. Be punctual and regular in school attendance.
3. Respond positively and promptly to direction by faculty or staff members.
4. Refrain from fighting or other abusive behavior directed toward any student, faculty or staff member.
5. Refrain from the use of profanity or vulgarity.
6. Avoid encouraging or assisting another student to take action which would subject a student to suspension or expulsion.
7. Refrain from possession or use of explosives, dangerous chemical, or weapons on school property or at a school function.
8. Refrain from damage to or theft of personal property.
9. Refrain from unauthorized entry into or misuse or damage of school property. Including unsupervised classrooms and activity areas. (i.e. weight room, gym, computer labs, etc.)
10. Be financially responsible, with his/her parent or guardian, for willful damage or destruction of school property.
11. Refrain from the use or possession of tobacco on school premises and at school functions.
12. Possession, use, and/or distribution of illicit drugs and alcohol on school premises, or as part of any school-sponsored activity are strictly prohibited.
13. Avoid disruption on or off school property, of the educational process or other school functions.
14. During school hours open flavored beverages must be contained in spill proof, auto closed container, (such as a CamelBak or Contigo bottle) and are only allowed in the classroom with teacher discretion. Food is allowed with teacher permission. Garbage must be disposed of properly. It is important that students and staff keep these materials cleaned up and non disruptive to the cleaning personnel. This is a privilege that can be lost! No food or drink is allowed at any computer station.
15. Refrain from bringing and eating sunflower seeds into the school building at any time.
16. Refrain from throwing snowballs.
17. Refrain from inappropriate displays of affection among students on school grounds or at school sponsored activities.
18. Refrain from littering by using trashcans. Be considerate of neighbors and town people by depositing trash appropriately.
19. Practice safe and reasonable driving habits to and from school functions. Violations may result in loss of privileges. (i.e. loss of driving, parking or open campus privileges.)
20. Backpacks and/or large carry bags are not allowed in the class room or lunchroom. They are to be stored in lockers and not left in the hallways.

Compliance with these guidelines of conduct is mandatory. Failure of a student to comply with these responsibilities constitutes

an infringement upon the rights of other students.

HARASSMENT – INTIMIDATION – BULLYING POLICY

The Columbus Public Schools are committed to a positive and productive working and learning environment free from sexual harassment, intimidation, and/or bullying of its employees or students, whether committed by a coworker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior just cause for disciplinary action. The District will not tolerate such behavior between members of the same or opposite sex. The District will take prompt, effective and remedial action on complaints, grievances, and reports of sexual harassment or intimidation (including informal reports of inappropriate sexual or gender-directed conduct) which come to the attention of the District.

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal and/or visual contact of a sexual or gender-directed nature; any intimidating hostile or offensive educational environment in which unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student feel uncomfortable or any aggressive, harassing behavior in the school that affects learning, whether or not sexual in connotation, directed toward an individual based on their sex. Other conduct of a sexual nature that is prohibited according to Montana or United States law is also prohibited.

To get help if you are concerned about sexual harassment, follow these reporting procedures:

1. Talk to a teacher.
2. Contact the school counselor (Ms. Whiting).
3. Contact the school principal (Mr. McKay).
4. Follow up with any trusted adult.

TOBACCO FREE SCHOOLS

In compliance with state and federal legislation, Columbus Schools and properties are tobacco free, use of tobacco products, including e-cigarettes, is prohibited. Anti-tobacco policies and education programs will be implemented in accordance with these laws.

DRUG-FREE AND MEDICAL MARIJUANA-FREE WORKPLACE & PROPERTY

No student, staff member, or member of the public shall unlawfully manufacture, distribute, dispense, possess, or use on school property any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“Property” includes any school building or any school premises; any school-owned vehicle, or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Any student(s) determined to be in violation of this policy will be subject to disciplinary action under the disciplinary grid found on page 8 of this handbook. In addition any student(s) whose behavior is suspicious, disruptive or distracting to the classroom may be subject to emergency suspension as defined on page 10 of this handbook.

DRESS AND APPEARANCE - COMPILED BY SCHOOL BOARD AND STUDENT COUNCIL

The personal dress and appearance of students is left to the good taste and discretion of each student and his/her parents/guardians, with the following guidelines:

All attire shall be neat, clean and untornd. Low cut collars and armholes are not acceptable. Midriff exposing tops are not allowed. Clothing shall be modest in fashion and suitable for a work-like environment.

1. All attire shall be neat, clean and untornd. Low cut collars and armholes are not acceptable. **Shirts (tops) shall be over the shoulder and sufficiently wide enough (2 inches) to cover undergarments. Spaghetti straps are unacceptable. No undergarments may be exposed. Violators will be required to change into acceptable clothing on first offense. Second and subsequent violations will result in suspension.**
2. Clothing which advertises alcoholic beverages or drugs, or contains obscene, immoral, or suggestive slogans is not acceptable. Alternative clothing will be provided for violators.
3. **Headwear** will not be worn in the buildings during school hours.
4. Shoes are mandatory. Shorts may be worn year round. “Cut-offs”, short shorts and biker shorts are not allowed. **In general, shorts and skirts must be at least mid-thigh in length.**
5. Hair and facial hair shall be kept clean and well groomed.
6. No chains or spiked or studded clothing or accessories are allowed.

VIOLATION OF THESE GUIDELINES WILL RESULT IN THE STUDENT BEING DETAINED IN THE OFFICE UNTIL SUITABLE CLOTHING IS OBTAINED AND APPROPRIATE DISCIPLINARY ACTION IS TAKEN. The administration reserves the right to determine if clothing not addressed by these guidelines is disruptive to the educational process or offensive in nature. (**Reference: SBP 3224**)

VISITORS

All visitors must check in at the high school office. Student visitors must be approved by the administration prior to their arrival.

INTERNET POLICY

Students will be provided with a copy of the district's internet use policy when they begin sixth grade or when they first enroll in Columbus Schools. Parents/guardians and students must return the final page complete with signatures before the student will be allowed access. Failure to comply with the use policy will result in the suspension of the student's access to the internet for the remainder of the school year.

DISCIPLINE GRID

LEVEL I						
OFFENSE - # OF OCCURRENCES	1	2	3	4	5	6
Persistent lack of Effort, preparation or participation*	Detention ½ hour	Detention 1 hour	1 Day ISS or OSS	1 Day ISS or OSS	2 Days ISS or OSS	3 Days ISS or OSS
Classroom Disruption						
Inappropriate Behavior						
Inappropriate Dress						
Parking Lot Violations						
Rude, Inappropriate Language						
Inappropriate Materials						
Cut Class/Left School Without Permission						
Three (3) Unexcused Tardies						
*Teachers will assign after school or lunchtime detention for the amount of time necessary for the student to complete work or missing assignments. Upon the fourth documented occurrence by the same teacher, the student will be considered a persistent offender and be assigned the appropriate Level I points on the disciplinary grid. Students who have accumulated more than one hour of detention may be assigned Saturday detention.						
LEVEL II						
OFFENSE - # OF OCCURRENCES	1	2	3	4	5	6
Truant	1 Day ISS	1-2 Days ISS or OSS	2 Days ISS or OSS	3 Days OSS	5 Days OSS	May result in long-term OSS
Disruption of an Assembly						
Cheating						
Damage to School Property or on School Grounds/ Restitution Required						
Inappropriate Use of Technology						
Disrespect of Staff/Environment						
Failure to Serve Detention						
Verbal or Physical Peer to Peer Conflict						
LEVEL III						
OFFENSE - # OF OCCURRENCES	1	2	3	4	5	6
Fighting	1 Day OSS	3 Days OSS	5 Days OSS	5 Days OSS	Long-term OSS	w/Recommended Expulsion
Fireworks/Endangerment						
Harassment/Intimidation						
Flagrant, Vulgar, Deliberate Misbehavior						
Gross Disrespect of Faculty/Staff						
Theft/Vandalism <\$300, Restitution Required						
Verbal Assault/Insubordination/Outburst w/profanity						
LEVEL IV						
OFFENSE - # OF OCCURRENCES	1	2	3	4	5	6
Open & Persistent Defiance/Profane Insubordination	5 Days OSS	5 Days OSS	5 Days OSS	5 Days OSS	5 Days OSS	Long-term OSS w/ Recommended Expulsion
False Alarm/Tampering with Fire Protection Systems						
Indecent Exposure						
Felony Theft/Vandalism <\$300/Restitution Required						
Threatening Behavior (Written, Verbal, or Physical)						
Use or Possession of Alcohol during School or Activities (In addition to training rules enforcement)						
Tobacco/Possession or Use (In addition to training rules enforcement)						
LEVEL V						
OFFENSE - # OF OCCURRENCES	1	2	3	4	5	6
Possession or Use of Firearms, Dangerous Weapons, or Explosives	Recommend Expulsion	Recommend Expulsion	Recommend Expulsion	Recommend Expulsion	Recommend Expulsion	Recommend Expulsion
Possession and or use of any Illicit or Illegal Drugs in Measurable Amount, or Possession of Drug Paraphernalia (In addition to training rules enforcement)						
Physical Assault						

CLASSROOM/SCHOOL DISCIPLINE LEVELS

In order to better inform parents/guardians of students who are disciplined, Columbus High School has developed and adopted a Five Level System as a means of communicating to students, staff, and parents/guardians the disciplinary record of a student. The system is a means of documenting progressive discipline and providing parents/guardians with a record of disciplinary actions.

Disciplinary consequences will follow the grid scale at the appropriate level of the infraction. Level 1 infractions will result in progressive Level 1 consequences, Level 2 infractions will result in progressive Level 2 consequences, etc. Once the student has reached the maximum consequence at that level of the grid, all additional infractions will be dealt with at the maximum consequence.

Columbus High School has discipline guidelines with five (5) levels.

1. **Level I** - are minor infractions that affect the daily educational processes. Level 1 infractions alone cannot be grounds for expulsion. Individual teachers will determine the rules and guidelines for conduct in their own classroom. These rules will be explained to students during their first day. The teacher will also explain the consequence if the rules are violated.
2. **Level II** - are deemed more serious in nature resulting in increasing disruption to the educational processes. Level 2 infractions alone or in combination with Level 1 cannot be grounds for expulsion, but may be subject to long-term suspension.

Level I and Level 2 seek to create a situation where the student, especially one with a chronic behavior problem, can be isolated from the rest of the students, counseled, and given an opportunity to consider his/her behavior and how he/she can change that behavior.

3. **Level III** - are those offenses that are more aggressive or threatening in nature and cause concern for the safety of self, students, and staff. After a hearing with the principal, consequence will be out-of-school suspension for not more than 5 days. **When the student finishes an out-of-school suspension of three days or longer**, his/her parents/guardians will be asked to bring the student back to school for a conference with the administrator and teacher in charge of the disciplinary action. The goal of this meeting is to provide the student and his/her parents/guardians with an opportunity to jointly develop a course of action to improve the student's behavior and educational experiences in Columbus Public Schools. A fourth infraction at Level 3 will result in long-term suspension and may result in a recommendation for expulsion to the school board.
4. **Level IV** - are those offenses that are malicious and defiant in nature where there is an immediate concern for the safety or welfare of self, students, staff and property. Level 4 offenses will result in out-of-school suspension no less than 5 days. **When the student finishes his/her out-of-school suspension, his/her parents/guardians will be asked to bring the student back to school for a conference with the administrator and teacher in charge of the disciplinary action.** The goal of this meeting is to provide the student and his/her parents/guardians with an explanation of the seriousness of the offense and an understanding that a second Level IV offense will result in long-term suspension and may result in a recommendation for expulsion to the school board.
5. **Level V** - are extreme and unacceptable offenses resulting in immediate suspension until an expulsion hearing before the school board. "Expulsion" is the exclusion of a student from school by action of the Board of Trustees for not less than the rest of the semester for which the student is presently enrolled and for not more than one complete academic year after that semester. If a student is expelled during a semester, the student will not receive credit for that semester.

If an offense is deemed serious enough by the administration, a recommendation for long-term suspension and/or expulsion may be made regardless of the accumulative points of a student if the offense(s) seriously endangers or threatens students, staff or others or creates serious disruption to the orderly function of the school.

Throughout the educational process and at all levels of the discipline process, it is important that school officials make an attempt to keep parents/guardians informed and involved. School and home must work together to help students become responsible young people who know and understand the difference between right and wrong.

DETENTION

1. Detention may be assigned to students for any violation of classroom and/or school rules.
2. Detention may be served for the purpose of students completing assignments, increasing participation in class activities, and to "catch-up" students who may have missed class for other reasons. The persistent offender will be assigned **more severe consequences**.
3. Detention will be served the day assigned unless other arrangements are made with the teacher or office. Bus students may not be kept after school the day of the infraction unless the parent/guardian has been contacted to arrange for a ride.
4. Failure to serve the detention will be reported to the office and the student will be placed on the appropriate level of the discipline grid.
5. Detention has priority over extracurricular activities.

Students are under the jurisdiction of all school personnel whenever they are on school property or are involved with school

activities, including bus transportation to and from school.

AUTHORITY TO SUSPEND

The authority to suspend a pupil from school is vested in the principals and superintendent only. All suspensions greater than five (5) days are to be reported to the superintendent.

EMERGENCY SUSPENSION

A student may be immediately removed from school if the student's presence in school poses a continuing danger to person or property, or is an ongoing threat to disruption of the academic process.

GUIDELINES FOR IN-SCHOOL SUSPENSION

1. The student will be strictly and closely supervised.
2. The student is to have no speaking privileges with fellow students.
3. Students placed on in-school suspension will not be counted absent from their regularly scheduled classes. They will be awarded credit for the assigned work they accomplish just as they would if they attended their regular classes. Should their class work involve discussion, debate, or other group work that can be done only in the classroom, it is expected that the teacher will find alternative ways of awarding credit for work missed.
4. The administrator will make every reasonable attempt to contact the parent or guardian when students are placed on in-school suspension.

In addition to all written policy, students attending Columbus High School are subject to and required to follow all State and Federal law.

APPEALING ACADEMIC & DISCIPLINARY ACTIONS (NON-EXPULSION OR LONG-TERM SUSPENSION)

Student and/or parents/guardians may appeal disciplinary decisions using the APPEALS FORM. This form can be obtained from the principal or superintendent. The process, procedures, and timelines will be strictly adhered to whenever possible. The student must indicate on the Appeals Form whether he/she is requesting a "stay" of disciplinary consequences pending the outcome of the appeals process or will serve consequences as prescribed by the disciplinary grid.

SHORT-TERM SUSPENSION

A short-term suspension may be imposed for any violation of a school rule. A short-term suspension shall not exceed ten (10) consecutive school days. As soon as possible following the infraction, the principal/administrator will give the student verbal or written notice of the infraction. If the student denies the infraction, the principal/administrator will explain the evidence and give student the opportunity to present his/her position. The principal/administrator will make an attempt to contact the parent/guardian. If requested by the parent/guardian, a meeting with the parent/guardian can be scheduled.

LONG-TERM SUSPENSION

A long-term suspension is one that exceeds ten consecutive school days in duration and may extend through the balance of the school year. A student with handicaps may be subject to long-term suspension following a CST/IEP meeting. There are two situations which may lead to long-term suspension:

1. A series of problems with documented efforts by the school to solve these problems.
2. A situation where there is a single severe violation of student behavior.

The principal/administrator who made the decision to invoke the long-term suspension must notify parents/guardians in writing by certified return mail postmarked not later than three (3) school days following the day of the administrative decision to pursue long term suspension. A copy must be delivered to the student whenever possible.

A hearing officer will be appointed from the certified administrative staff (different from the one who made the decision to long-term suspend.) The hearing officer shall ensure that evidence, notices, and due process procedures are followed according to district policies and procedures. Request for a different hearing officer may be made in writing stating reasons for the objection.

This notice shall contain description of misconduct, proposed length of suspension, names of possible witnesses, date, time and place of hearing, present a defense, cross-examine witnesses and be represented by another person. A statement that non-appearance of the student or his/her representative shall entitle the hearing to be conducted in his/her absence. The hearing may be waived and the proposed disciplinary action imposed if the student and parents/guardians furnish the administration with a signed statement to that effect. The hearing officer will announce his/her decision and give notice of the decision by certified mail to the student and parent/guardian. The record of the long-term suspension hearing may be entered as evidence in an expulsion hearing.

Long-term suspension may be appealed to the superintendent. This appeal must be made within five (5) days of notification of suspension. If the decision of the superintendent is that the student did not commit the act(s) or due process was not followed, the student may be reinstated or given a new hearing. The decision of the superintendent cannot be appealed.

EXPULSION

Expulsion is the exclusion of a student from school for an indefinite period of time. The purpose of expulsion is to protect the educational atmosphere and to provide for the rights and general safety of all persons.

DUE PROCESS FOR EXPULSION

The principal/administrator of a school may recommend the expulsion made by letter to the superintendent and shall contain the following: (1) date suspension began; (2) reasons for expulsion recommendation; and (3) administrator's signature. If the superintendent concurs, a copy of the administrator's letter will be sent by certified mail to the student and his/her parent/guardian, together with a notice which contains the recommendation to be made to the Board.

The Board hearing on expulsion will be scheduled no later than the next regularly scheduled school Board meeting. Board members may request a special meeting to hear the case. The power to expel students rests exclusively with the Board of Trustees. At the expulsion hearing, the Board shall consider solely the question whether or not to expel the student.

Notice of the hearing must be sent to the student and parent/guardian at least two (2) school days before the date of the scheduled hearing. The expulsion hearing will be conducted by the Board in accordance with Montana law. Formal rules of evidence are not binding upon the Board's conduct of the hearing.

The student shall be entitled to access to evidence, his/her own records, representation by another person (including legal counsel), comment on evidence, testify, cross-examine witnesses, obtain a record of long-term suspension hearing and comment on any alleged violation of due process.

The Board will announce its decision and give notice of the decision by certified mail to the student and parent/guardian.

After the lapse of the term of expulsion, the student may apply for reentry to the school by making written application to the Board through the superintendent. It is the prerogative of the Board to stipulate appropriate conditions for re-admittance. The application for re-admittance shall contain facts and evidence indicating resolution of the problem which caused expulsion. Any supporting statements from persons other than the parent/guardian or student should be included with the application. The student shall have the burden of establishing the resolution of the student's particular difficulties. The Board shall consider each application individually and make an independent determination of whether or not the request will be granted. Re-admittance may occur only at the beginning of a grading period.

Students or parents/guardians have the right to appeal decisions beyond school authority (i.e., County Superintendent of Schools, State Office of Public Instruction, or District Court, whichever applies).

RECORD OF DISCIPLINARY ACTION

To assure that students do not become habitual offenders and/or consistent disruptions in the classroom/school environment, all disciplinary action reported to the office will be recorded and tracked with the following system. All students will be subject to the consequences as outlined in this policy.

1. If a student accumulates excessive disciplinary reports in any one year, a hearing may be held to consider suspension and/or expulsion.
2. At the discretion of the principal, Detention, Saturday Detention, In-School Suspension (ISS) and Out-of-School Suspension (OSS) in some cases may be substituted for one or the other depending on the student and circumstances. In an effort to remain fair and consistent, the principal will adhere to the discipline grid in most instances.
3. During the school year, the principal may review the length of time between offenses and/or level of offenses in considering consequences for current reports.
4. Students entering Columbus High School from out of the district may have their discipline records considered.

GUN-FREE SCHOOLS

No student shall possess any firearm, ammunition, explosives, bombs, or weapons, on the way to and from school, on school property, at school activities, during lunch, or recess. Violation of this provision shall result in discipline up to and including expulsion. Firearm shall include any weapon which is designed or may be readily converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, ammunition or any explosive, bomb, incendiary, or poison gas.

Law enforcement will be notified of all violations of this policy. This policy in no instance applies to law enforcement officers and other officials provided for in law. Students may be charged with violating civil and/or criminal law.

The student shall be immediately suspended from school pending an expulsion hearing before the school board. Any student subject to expulsion is entitled to a hearing before the school Board as described in this handbook.

SEARCHES

School lockers and desks are and shall remain the property of the school. District personnel or their authorized representatives may search a student's locker when there is reason to believe that the locker is improperly used to store contraband, a substance or object which is illegal or material that may pose a hazard to the safety and good order of the school. Canine teams may make periodic checks of all lockers. Any student found with contraband will be subject to disciplinary action.

School officials may ask students to remove all items from pockets or other personal effects if they have reasonable cause to believe that something is concealed that may be of immediate danger to the student or to other students. Failure to empty pockets as requested will result in school personnel calling parents/guardians or law enforcement for assistance.

Vehicle searches, with student permission, may be conducted if school personnel or authorized representatives have reasonable cause to believe that something is concealed that may be of immediate danger to the student or to other students, or prohibited contraband materials or substances. Failure to comply with the request for a search, school personnel may call parents/guardians or law enforcement for assistance. (**Reference: SBP 3230, 3231, 3232**)

LUNCH ACCOUNTS

A student may bring money to pay for his/her lunch on a daily basis, or he/she may deposit \$5.00 or more, into his lunch account in the cafeteria from 8:00 a.m., until the beginning of first hour class (8:15 a.m.). If a student deposits money into his lunch account, he will be issued a lunch account number. This lunch account will be used like a credit card. The student will present the account number to the lunch attendant in the cafeteria, who will debit the student's account each time that a lunch is purchased. When the account is low, a printout is automatically issued to the student, indicating there is only enough money remaining for three lunches. When the account is depleted, the student must bring more money to deposit, since an account is not allowed to have a minus balance.

Lunch prices are **\$2.50** for students, **\$3.00** for Teachers, and **\$3.25** for non-staff (guests) for one lunch and milk, \$.35 for extra milk.

Applications are available in the office to apply for free lunch and reduced lunch prices.

LUNCH ROOM

Each student is expected to practice good manners and consideration for others. Guidelines follow:

1. Leave the table and surrounding area clean and orderly.
2. Put trash and dishes in the proper containers.
3. Do not leave the lunchroom while eating or carrying food.
4. If eating away from school, tardiness after lunch is UNEXCUSED.
5. Books and papers are to be put in a student's locker, not stored in the lobby during lunch hour. Property found in the hall, lobby, etc. will be turned in to the office. Disciplinary action may result.
6. Violations of these lunchroom policies may result in disciplinary action.
7. Backpacks are not allowed in the lunchroom or left in the halls. Keep them stored in your lockers.

OPEN CAMPUS LUNCH

Columbus High School has an open campus lunch period. This is a PRIVILEGE for students who maintain minimum requirements (mid-term, quarter eligibility, punctuality, and keep up on assignments). Failure to meet minimum requirements will result in restriction to school grounds during the lunch hour until those requirements are re-established. **Lunch time detention will also be assigned by teacher(s) when students fail to keep up on homework assignments. Students on homework lunch restriction will report to a teacher supervised classroom at 12:20 P.M. where they will be assigned until all missing assignments are turned in to the teacher's satisfaction and/or their g.p.a. rises to a 2.0. Lunch time detention will run until 12:45 allowing students to eat prior to the beginning of afternoon classes. Students on campus restriction for a g.p.a. < 2.0 are required to remain on school grounds and are highly encouraged to take advantage of accessibility to teacher help and technologies.**

Lunchtime detention may also be assigned by teacher(s) when students fail to keep up on homework assignments. Students on campus restriction are required to remain on school grounds; must check into the office by 12:35 p.m.; and are highly encouraged to take advantage of accessibility to teacher help and technologies made available during this time.

FIRE DRILLS

Fire drills are required by law to be held at regular intervals and are an important safety precaution. It is essential that when the first signal is given, students promptly obey and clear the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside of the building until a signal is given to return inside.

No student shall pull a fire alarm or damage sprinkler heads on the fire sprinkler system. Students and his/her parents/guardians will be held responsible for a costs associated with clean up and water damage.

SEVERE WEATHER - SCHOOL CLOSING

In severe weather - snow, low temperatures, ice, etc., the official announcement for school closing may be heard over KMXE (99.3 FM) and KGHL (790 AM), beginning at 6:00 a.m. We will make an effort to have school for those who can make it.

LOST AND FOUND

Students who find lost articles are asked to take them to the office, where they may be claimed by the owner. The lost and found department is in the middle office. There is also a PE lost and found area in the P. E. storage room. Articles not claimed by the end of the school year will be disposed of or given away.

PRESCRIPTION MEDICATION

Students required to take prescription medication during the school day shall bring the medication to the office, and will take the prescribed amount at the office. Parents/guardians shall provide a written request for the student to take the medication in school.

ASSEMBLIES

Assemblies are not optional and everyone is expected to be present. Students are expected to be courteous and considerate. School sponsored or student sponsored pep assemblies must be arranged in advance with the principal. Regular student discipline is expected.

Parents/guardians wishing to excuse their student from an assembly must do so in writing prior to the assembly and the student shall remain in the building in an assigned location.

CELLULAR PHONES

The use/visibility of cell phone for texting, internet access, video recording/playing, music, etc, is strictly prohibited during classroom hours. Cell phones may be used during passing time, before and after school, and during lunch outside the classroom. AT NO TIME WILL ANY STUDENT OPERATE ANY ELECTRONIC DEVICE WITH VIDEO OR IMAGING CAPABILITIES IN A LOCKER ROOM, BATHROOM, OR OTHER LOCATION WHERE SUCH OPERATION MAY VIOLATE THE PRIVACY RIGHT OF ANOTHER PERSON. USING SUCH A DEVICE IN A LOCKER ROOM WILL RESULT IN SERIOUS CONSEQUENCES UP TO AND INCLUDING EXPULSION. Generally speaking, if phones are seen or heard they are considered in use. Video phones are considered a violation of personal rights and should not be used in the school at any time!

Personal media devices (i-pods, music access, etc.) may be used during study hall with teacher permission only and only with headphones. Headphones are not to be shared and the volume must be kept at a level that does not disturb others nearby.

Teacher implementation of electronic media into the classroom must be planned, productive and documented in lesson plans.

Misuse/abuse of internet access via personal technologies and/or bypass mechanisms will be considered inappropriate circumvention of the district's security system and a violation of the acceptable use policy. Loss of internet privileges will result.

Violation of this policy will result in the confiscation of the device for a period of time dependant on the frequency of its occurrence.

SECURITY CAMERAS

A security camera system is present throughout the school system, and on buses. It is considered to be a part of our overall security and safety system. Tampering with the system in any manner will result in severe penalties up to and including expulsion from school. This system documents activity within the school halls and on school grounds. This video record may be used as evidence in incidences that threaten school facilities and/or individuals.

USE OF OFFICE TELEPHONE

Students are allowed to use the office telephone for emergency and family/work related phone calls. Students will be called to the office to receive important messages, but will be called to take a phone call only in EXTREME EMERGENCIES.

FUND-RAISING PROJECTS

The office must approve all moneymaking projects in advance. Organizations are not permitted to sell goods or operate any concession sales without this approval.

MEETINGS

Class and organizational meetings will be set up with the class sponsors and approved by the principal, at least one day in advance. At least one class or organizational sponsor will be present at all meetings. Roberts Rules of Order on Parliamentary Procedure will be used to conduct meetings. The secretary of each class organization shall keep minutes of each meeting held. A financial record of income and expenditures is the responsibility of the treasurer of the organization. Balances should be checked monthly in the office with the high school secretary.

SCHEDULING ACTIVITIES

Organizations wishing to schedule activities must have faculty adviser approval, and then check with the principal for final approval. All activities must be approved by the principal at least 5 SCHOOL DAYS BEFORE THE ACTIVITY. The office must be informed of out of town guests attending dances or parties.

The following guidelines will govern dances, parties, etc.:

1. Chaperones will consist of two members of the faculty and four parents.
2. Only high school students will be allowed unless the principal grants special permission. No middle school students shall attend a high school dance.
3. The organization sponsoring the event is responsible for cleaning up afterward.
4. At school dances, the doors will be locked one half hour after the dance is scheduled to begin. Students leaving the dance after the doors are locked will not be allowed to return.
5. Regular school dress will be acceptable at all school-sponsored activities unless otherwise authorized.

USE OF PERSONAL VEHICLES

In an effort to improve community relations, students will be required to park their vehicles on school property between the hours of 8:00 a.m. and 3:45 p.m. The parking lot west of the high school gym will be the designated student parking lots. Students are to park in an orderly manner, taking care not to block other cars, entryways, dumpsters, or school bus lanes. Drive safely in the parking lot and be considerate of others. During registration or new enrollment, students will be asked to provide the school secretary with the license plate numbers of the vehicles you may drive during the school year. This will facilitate early warnings of parking violations to prevent ticketing.