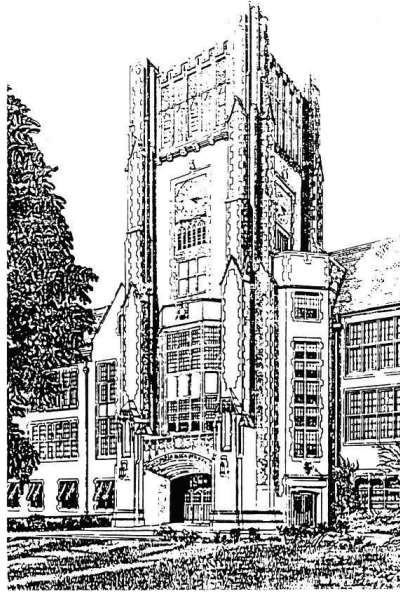


Columbia High School



Student/Family Handbook 2019 - 2020

COLUMBIA HIGH SCHOOL
ERECTED BY THE PEOPLE OF SOUTH
ORANGE AND MAPLEWOOD AND
DEDICATED TO THE PRINCIPLE OF
EDUCATION FOR ALL.
MDCCCCXXVII (1927)

THIS BUILDING, THE PRODUCT OF MANY THOUGHTFUL MINDS AND SKILFUL HANDS, IS
AN EXPRESSION OF THE WILL OF THE PEOPLE TO PROVIDE FULL OPPORTUNITY TO ALL
WHO ENTER ITS HALLS, FOR THE DEVELOPMENT OF ABILITY AND CHARACTER- THAT
THEY MAY BECOME STURDY RIGHTEOUS CITIZENS INSPIRED BY THE IDEAL OF
UNSELFISH SERVICE

Updated
08/7/19

DAILY BELL SCHEDULE

Our Cafeteria opens at 7:00 am

TIME	CLASS PERIOD
7:55 – 8:40	1
8:44 – 9:27	2
9:31 – 10:14	3
10:18 – 11:01	4
11:05 – 11:50	5(Lunch)
11:54 – 12:39	6(Lunch)
12:43 - 1:28	7(Lunch)
1:32 - 2:15	8
2:19 - 3: 02	9

½ DAY SCHEDULE (no lunch)

TIME	CLASS PERIOD
7:55 - 8:32	1
8:36 - 9:15	2
9:19 - 9:56	3
10:00 - 10:37	4
10:41 - 11:18	8
11:22 - 12:00	9

DELAYED OPENING SCHEDULE

In the event of a delayed opening the school day will start at 10:00 AM

TIME	CLASS PERIOD
10:00 - 10:10	Enter
10:11 - 10:56	4
11:00 - 11:45	5
11:49 - 12:34	6
12:38 - 1:23	7
1:27 - 2:12	8
2:16 - 3:01	9

COLUMBIA HIGH SCHOOL
17 Parker Avenue
Maplewood, NJ 07040
Fax 973 378-7607

Telephone 973 762-5600

	Ext.
<u>Principal.</u>	
Dr. Kalisha Morgan - (kmorgan@somsd.k12.nj.us)	1012
<u>Assistant Principals/Administrators</u>	
Mr. Terry Woolard (twoolard@somsd.k12.nj.us) Class of 2023	1016
Ms. Melissa Butler (mbutler@somsd.k12.nj.us) Class of 2022	1129
Ms. Cheryl Hewitt (chewitt@somsd.k12.nj.us) Class of 2020	1022
Mr. Kevin Mason (kmason@somsd.k12.nj.us) Class of 2021	1224
<u>Athletics/Activities Interim Director</u>	
Mr. Ken Mullen (kmullen@somsd.k12.nj.us)	1024
<u>Department Supervisors</u>	
<u>Fine Arts (K-12)</u>	
Mr. James Manno (jmanno@somsd.k12.nj.us)	1069
<u>Guidance (6-12)</u>	
Mr. Scott White - Interim (swhite@somsd.k12.nj.us)	1033
<u>Language Arts (K-12)</u>	1131
<u>Stem (9-12)</u>	
Mr. Jameel Misbahuddin	1241
<u>Social Studies (9-12)</u>	
Mr. Chris Preston (cpreston@somsd.k12.nj.us)	1130
<u>World Language (K-12)</u>	
Dr. Roman Robles (rrobles@somsd.k12.nj.us)	1218
<u>Special Education/Child Study Team (9-12)</u>	
Ms. Gerri Colon (gcolon@somsd.k12.nj.us)	1145
<u>Nurses</u>	
Ms. Therese Crigler (tcrigler@somsd.k12.nj.us)	1059
Gretchen Shook (gshook@somsd.k12.nj.us)	1060

September 2019

Dear Students and Parents,

WELCOME TO COLUMBIA HIGH SCHOOL!

The policies and procedures contained in the CHS Handbook for Students and Parents are the result of a concerted effort on the part of the administration, faculty and students. This information has been carefully prepared and presented, so that it will be of great value in helping you adjust to our school and become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. The ability to develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts. Be proud of your school, take good care of it, and feel free to make suggestions for improving it.

We welcome you and we hope that you will always be conscious of our school's traditions and requirements. This school is what we, working together, make it. Let us always have the spirit to do the things that will continue to make it outstanding!

Good luck and best wishes!

Sincerely,

Columbia High School Administrative Team

MISSION STATEMENT

The mission of Columbia High School is to educate, inspire and encourage all students in our diverse community to discover and develop their individual talents and abilities in order to become productive contributors to our democratic society. To accomplish this mission, Columbia High School challenges all students to think critically and creatively, to collaborate respectfully, to solve problems effectively, to utilize technology wisely, and to respond ethically and generously to the responsibilities of global citizenship.

BELIEF STATEMENT

We believe that:

- Each student is a valuable individual whose potential for intellectual, emotional, social and physical growth is enhanced by a stimulating and engaging educational experience.
- Diversity is a strength that enriches our society and will empower our students to thrive in our global community.
- High expectations shared by students, teachers, parents/guardians, and administrators, are essential to student achievement.
- An essential goal of education is the development of independent learners who will be curious and open to new experiences, opinions, and ideas throughout their lives.
- Physical safety and emotional security are essential to personal growth for all members of the educational community.
- Columbia High School embodies the values and aspirations of the community and must collaborate with all members of that community to achieve their goals.
- Supported by a responsive and competent faculty, students must take responsibility for exerting their best efforts and utilizing available resources to achieve success.
- Students will gain the confidence needed for success by learning and using self-advocacy skills.

VISION STATEMENT

Columbia High School must be a place where administrators, staff, students and the community value and work together in a mutually supportive environment to encourage academic and personal excellence and respect for self, for others, and for the educational process.

STATEMENT OF STUDENT RIGHTS

The following are the rights to which all students are entitled:

- To receive a free public education between the ages of 5 and 19 years of age (N.J.S.A. 18A:36.1) (Special education students, ages 3 to 21) are entitled to a free appropriate education.
- To attend school in an environment that is free from discrimination or bias due to race, color, creed, religion, sex, and national origin, disability, or social/economic status.
- To receive due process throughout discipline matters regarding our student code of conduct including notice of the infraction and an opportunity to be heard. Students may be searched by school administrators or their designees as in accordance with state law, based upon reasonable suspicion of evidence of an offense has occurred. Lockers and other storage facilities provided for students are the property of the school and are subject to inspection at any time.

Notice of Nondiscrimination

The Board of Education directs that all students shall be afforded equal educational opportunities in accordance with the law. Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the School District are hereby notified that this District does not discriminate on the basis of race, color, creed, ancestry, marital status, sexual orientation, gender, socio-economic status, national origin, religion, age or disability. In addition to the above, Title VI, 42 U.S.C. §2000d, specifically requires that all vocational opportunities be offered without regard to race, color, national origin, sex or disability.

Sexual Harassment

Pursuant to Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.* and its enabling regulations, the District may not discriminate on the basis of gender or sexual orientation in the educational programs or activities which it operates. Title IX also prohibits sexual harassment. The District will not tolerate sexual harassment in any form. The Board shall assure that all students are free from sexual harassment. Sexual harassment is not only wrong, it's against the law. It will not be tolerated at CHS.

Sexual harassment is unwelcomed, unwanted sexual advances, sexual suggestions, requests or demands for sexual favors, and/or other inappropriate verbal or physical conduct made by a staff member, student or outside vendor to a student when that conduct is based on gender, sexual orientation or affectation, has the purpose or effect of interfering with the person's performance or creates an intimidating, offensive or hostile environment. It

includes: gestures, jokes, remarks, stories, graffiti, rumors, touching, grabbing, exposing, unwanted kissing or other sexual conduct.

Any student who has experienced sexual harassment should inform the offender that the behavior is unwanted and unwelcomed, and immediately inform an administrator, teacher, counselor or SAC. The staff member to whom the student reports the harassment should immediately inform the Principal, or designee, who will immediately notify the District's Affirmative Action Officer.

Section 504 Accommodations

Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) applies to the District, its programs, services and activities. Federal law requires that the District evaluate, identify, and provide a free and appropriate education to all students who are individuals with disabilities under federal law and reside within the district. Parents/guardians of these individuals are entitled to procedural safeguards, including individual notice and an impartial hearing. Under federal law, "an individual with a disability" is defined as a person who:

1. has a mental or physical impairment which substantially limits one or more major life activities (for example seeing, hearing, speaking, breathing, learning, or working); or
2. has a record of such impairment; or
3. is regarded as having such impairment.

For further information, please contact your child's grade level administrator.

The District will furnish auxiliary aids and services to students, employees, parents/guardians, and members of the public who have disabilities to the extent necessary for communications with other persons, unless it will result in an undue burden on, or a fundamental alteration in the program.

Inquiries / complaints

Any person having inquiries and/or complaints concerning the School District's compliance with the regulations implementing Title VI, Title IX, the American's with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act is directed to contact the districts' Affirmative Action Officer:

Assistant Superintendent for Administration

who has been designated to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, and Section 504. The above named coordinator will also supply information as to the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons.

Affirmative Action

Affirmative action shall be taken to insure that students are protected from the effects of discrimination. In accordance with Title VI, Title IX, the ADA and Section 504, students who experience harassment, less than equal educational opportunities or discrimination, shall use the District's procedures to grieve such discrimination.

Free/ Reduced Price Lunch Program/ Senior Yearbooks/ Graduation Fees

The South Orange/Maplewood School District participates in the federal program that provides free or reduced price lunches to students who meet federal eligibility requirements. Applications for this lunch program are distributed to all CHS students in their registration packets on the first day of school. Families who wish to apply must return the applications for review by the District Office. Students who qualify for either free or reduced lunch are given a PIN number to use in the cafeteria at the register; the procedure in the cafeteria is exactly the same as for students who pay for their lunch.

In addition, according to Board Policy #5466 and N.J.S.A.-18A, SENIOR students who are eligible for the free or reduced price lunch program are also eligible for a waiver of required fees for graduation and a yearbook. Parents or guardians of senior students must submit a written request for a waiver of graduation and yearbook fees to the 12th grade administrator no later than March 1, 2020. Eligibility for the fee waiver will be determined using the same standards established by federal eligibility for free and reduced price meals.

STUDENT ATTENDANCE POLICY

Statement of Belief

It is our belief that on-time arrival and consistent attendance is essential to achieve the maximum benefit of the educational experience. Much of what is presented in class is sequential and vital to student learning. Learning requires continuity of attendance and effort. Repeated tardiness and absences from school or class impede the student's participation in classroom activities. Thus attendance should be and will be a significant factor in the determination of a student's grade, according to school policy. (State law and Board of Education policy are followed at Columbia High School.)

Purpose of the Student Attendance Policy

The purpose of the Columbia High School Attendance Policy is to have each student attend all classes, arriving on time each day and participating fully. Students and parents should familiarize themselves with the provisions and procedures of the policy. It is expected that parents will support the intent of the policy and encourage their children to maintain good attendance. Official school attendance is taken during the attendance period daily. Classroom attendance is taken every

period.

Absence Rules

A. Maximum number of absences

Students are expected to attend every class, study hall, independent study and homeroom period. Board Policy 5200 requires each student to be present for at least 90% of class meetings in order to be eligible to receive credit. The number of absences in each class **may not exceed:**

Full Year Course	<u>18 Cumulative Absences</u>
Semester Course	<u>9 Cumulative Absences</u>
Quarter Course	<u>5 Cumulative Absences (PE/Health)</u>

“Cumulative absences” are those that count toward the 18 (or 9 or 5) day limit.

Parents and students should check PowerSchool Parent Portal each week to monitor student attendance. ANY PROBLEMS SHOULD BE ADDRESSED PROMPTLY THROUGH DIRECT COMMUNICATION WITH THE TEACHER.

B. Verifying Student Absence

If a student is absent for either all or part of a school day, on the day of an absence a parent/guardian must report the absence by 8:30 am by calling 973-762-5600, ext. 1125 and/or through the Parent Portal of PowerSchool. To use PowerSchool, login to your account. Click on Forms. Click on Student Absence Notification. Confirm/edit the date and time. Fill in Reason for absence information in box. Click submit box.

For absences reported by phone, on the day of the student’s return to school, please send a note explaining the reason for the absence. Notes must include;

- the student’s name;
- the date(s) of absence;
- the specific reason for the absence, lateness, or early dismissal;
- the signature of the parent;
- and a daytime phone number where a parent can be reached to verify the note.

Notes should be turned in to the attendance secretary on the first day that the student returns from an absence or on the day of a late arrival or early dismissal. **NO ABSENCE OR TARDY NOTE WILL BE ACCEPTED AFTER THE LAST DAY OF EACH MARKING PERIOD.**

A student who is absent due to illness or injury, college visits, funeral, medical or dental appointments, driving tests or other reasons that are deemed necessary by the administration may be considered excused when the appropriate note is filed in a timely manner (before the event when possible or BEFORE the end of the marking period).

When a student is late or leaves school early, the parent must notify the Attendance Office as follows:

- **Late Arrival** -- the parent **MUST** call the Attendance Office before 9:00am or email before 8:30am and the student **MUST** present a note (which includes the student's full name and grade) to our attendance office (giving a specific reason for the tardiness) immediately upon arriving.
- **Early Dismissal** – When a student is leaving early, the following procedures must be followed:
 - **Grades 9-11** – Parents must send student in with a note in the morning to present to the attendance office (If the attendance secretary is not available please bring the note to the main office). When it is time for the student to dismiss, a parent/guardian **must come in to the security desk and sign their child out.**
 - **Seniors** – Parents must call the Attendance Office (ext. 1125) to advise of the student's early dismissal. All seniors **MUST** report to the Attendance Office, A243 before leaving school in order to pick up a pass.
 - Should any student become ill once he/she has reported to school, the student **must** report to the nurses' office. The nurse will make the assessment as to whether the student must leave school early. Parents will be contacted for permission to let the student leave (SENIORS ONLY) or be asked to come to the school to sign the student out (9-11).

Early dismissals and late arrivals may also be reported via PowerSchool.

If the student returns to school, he/she must sign-in in the Attendance Office, obtain a pass, and return to class. If a student has been sent home by the nurse, the student needs to report back to the nurse's office, if he/she is returning that day.

Parents/Guardians are responsible for ensuring that their child follows the procedures for absences, early dismissals, and tardy arrivals. Failure to follow the prescribed procedures will result in the student being charged with an **unexcused absence**. Students are not permitted to leave campus at any time except for lunch. Any student who leaves campus without written authorization will be subject to disciplinary action.

Planned absences are discouraged because they entail the loss of learning opportunity. In the event of necessary planned absences (ex: extended trip, medical procedures), parents must submit written notification to the attendance secretary ten (10) days prior to the planned absence. Students are responsible for obtaining assignments from their teachers in advance of planned absences. Planned absences will count toward the 18 (or 9 or 5) day limit and may result in loss of credit.

Excessive student absences without acceptable reasons may be referred to the Division of Child Protection and Permanency (DCP&P) formerly known as Division of Youth and Family Services (DYFS).

C. Exceptions

Parents are still required to notify the attendance office by phone and written note in the following instances.

1. Religious holidays

No student who shall be absent because of observance of a religious holiday shall by reason of such absence be deprived of any award, or of eligibility or opportunity to compete for an award, or of the right to take an alternate test or examination, for any of which the student may have missed by reason of such an absence, if a written excuse signed by a parent/guardian is presented. (NJSA18A:36-14)

2. Death in the immediate family.

3. Mandatory court appearance as documented by judicial authority.

4. Long-term illness- (More than 5 days) Documentation from a doctor should be sent to the nurse.

A long-term illness occurs when a student is out more than five days. Should an illness result in an absence of more than ten (10) days, the student is eligible to receive home instruction for up to 5 hours per week (10 hours for special education students.) Home instruction cannot be applied for prior to 10 days of absence. Parents should contact the guidance counselor or the school medical office (ext. 1059 or 1060) for information on how to secure home instruction. Those days when the student is on home instruction do not count toward the 18 (or 9 or 5) day limit.

5. Suspensions

6 College Visits- 11th/12th grade (up to 3),

7 Examination for drivers license

8. Unavoidable medical or dental appointments

D. Unexcused Absences

1. Truancy

A student who is absent from school without documented parental permission is considered to be truant. Repeated instances of truancy by students under age 16 may be referred to municipal court. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an

“excused absence” as defined by district Policy 5200.

2. Tardiness to class

Tardy arrival to class disrupts the learning in progress and deprives the tardy student of valuable instruction. Students are required to be on time to their classes. We expect students to be in their seats ready to learn at the bell.

Four (4) tardies (fewer than 10 minutes) to class will count as one cumulative absence. These absences will count toward the 18 (or 9 or 5) day limit. Excessive tardiness may cause a student to accumulate so many absences that the student loses credit for a class. Students may be assigned one after-school detention for every 4 tardies. If a student is more than 10 minutes late, they will be considered absent unless they have a pass. Continued violations of attendance expectations may result in more severe disciplinary consequences and interventions.

E. Make-up policy

When a student’s class absence is excused, the student is allowed two school days to complete missing work/tests for each day absent to receive full credit. For example, if a student has an excused absence of three days, the student will have six school days to complete his/her work. Students are not entitled to make up work or tests missed during an unauthorized absence. Students who accumulate unauthorized class absences relinquish their right to make up any graded work from that class session. Grades of zero will be entered for work missed during unauthorized absences. If a parent/guardian knows in advance that the student will be absent from school, students should obtain assignments prior to the absence and complete them before returning to school. Suspended students are also expected to obtain their assignments and make an effort to complete their work while out of school.

F. Attendance Appeals

A student who has exceeded the maximum number of cumulative absences (18 or 9 or 5) may appeal for a waiver of the loss of credit. Appeal forms may be obtained from the office of the Principal. Appeals will be considered when based upon: 1) serious illness which is documented by a physician note; 2) legal obligations beyond the student’s control; or 3) patterns of attendance that demonstrate substantial improvement following earlier instances of absenteeism. Appeals must be filed at the end of each course in an academic year to the school principal.

G. Absence Codes

The following codes will appear in PowerSchool when a student is absent from school or

from a class:

Absent Excused- EX	Religion- R
Absent Unexcused- UN	Suspension- SUS
College Visits- CV	Medical- MD (Extended illness more than 5 days)
Activity- ACT (Sports, Field trip)	Home Instruction -HI
Absent- A (cut) Class attendance only	Absence Verified (Parent called or used PowerSchool to verify absence)
Tardy- T	Excluded - EXC

REQUIREMENTS FOR GRADUATION

One hundred and twenty (120) credits are required for graduation from Columbia High School, including the following:

Subject Requirements

Language Arts	20 credits
Mathematics	15 credits (must include Algebra 1 and Geometry)
Science	15 credits (must include Biology and one additional lab science)
Social Studies	15 credits (includes World History 2, US History I and II)
Physical Education	15 credits (includes 2 quarters Health/Family Life/1 quarter Driver Education)
World Languages	5 credits
Fine/Performing Arts	5 credits
Practical Arts	5 credits
Electives	22.5 credits (most students will take more)
Financial Literacy	2.5 credits

A course meeting for a full year earns 5 credits and one that meets one-half year earns 2.5 credits, Physical Education courses earns 1.25 credits per quarter

- Transfer students must meet all state and local requirements in order to receive a high school diploma. No diploma will be issued until the requirements are met. Students must have completed all graduation requirements in order to participate in the graduation ceremony.
- Students are encouraged to study World Languages for admission to college, as most colleges require a minimum of 2 consecutive years of study.

Full Time Status

All students are required to register for 35 credits during each school year.

Promotion Policy

Students are promoted to the next academic grade upon successful completion of the required course credits.

Grade	Credit
10	30
11	60
12	90
To Graduate	120

Marking System and Report Cards

1. Report cards will be available four times a year and will indicate a grade, the number of absences and comments for each course.
2. Progress reports are mailed and/or emailed to all students midway through each quarter.
3. Grading Scale:

Alphabetic Scale**Numeric Scale**

A+	97 – 100
A	93 – 96
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 -72
D+	67 -69
D	63 -66
D-	60 -62
F	Below 60
NC	Course failure because of excessive absences

4. Parents and students should monitor student academic progress weekly online through PowerSchool.

Incomplete Grades

If a student has not been able to complete work for a marking period because of **excused absences**, sufficient time will be allotted to complete such work. Teachers will assign a grade of “Incomplete” until the work has been completed; if the work is not completed within a reasonable time, the teacher will assign an appropriate grade. Students who miss a final course exam must contact their teacher directly to schedule a make-up exam. If the student is unable to make up the exam before the last day of school, the student may take the exam during scheduled times during the summer. Students or parents must contact the teacher before the end of the school year to make arrangements for summer make-up exams. Parents who have questions during the summer may contact the appropriate Assistant Principal for information.

Melissa Butler	Grade 10	Extension 1129
Kevin Mason	Grade 11	Extension 1224
Cheryline Hewitt	Grade 12	Extension 1022
Terry Woolard	Grade 9	Extension 1016

Honor Rolls

Academic achievement is of critical importance for all students at Columbia High School. We encourage all students to aim to reach high goals and to realize that all students can excel and be recognized by the faculty and administration for their efforts.

Achieving Honor Roll status is a special achievement that recognizes individual effort, discipline and accomplishments.

The Honor Roll is prepared at the end of each marking cycle and is not cumulative. It is based on letter grades. All subjects are included.

The student must be enrolled for at least 30 credits.

Honors All grades B or better in every course each quarter.

High Honors All grades A- or better in every course each quarter.

ADVANCED PLACEMENT (AP) PROGRAM

Columbia High School offers AP courses in language arts, mathematics, science, social studies, world languages, and fine arts. An AP course is a college level course taught in a high school setting, and it is designed to prepare students to take the College Board sponsored Advanced Placement (AP) examinations. These national curricula are developed by both high school and

college teachers under the auspices of the College Board. Students who successfully pass the AP examinations can earn both high school and college credits. Most universities and/or colleges award college credit based on AP exam scores of 3, 4, or 5.

SUMMER SCHOOL

Columbia High School offers summer school for students who have not successfully met New Jersey's minimum core curriculum standards. Students attend classes for 25 days in the summer. Information about summer school courses and fees are available in the spring.

Courses offered - Summer school, courses are intended to provide students with another opportunity to master key course content before advancing to the next course in a content-area sequence or the next grade.. Students are only permitted to take two classes unless one of the classes is Health, Physical Education or Drivers Education. Health, Physical Education, and Drivers Education are quarter courses. Consequently, these courses are only six days in duration during summer school. Students with approval, may take more than two of these courses. **Class times are 8:15-10:30 a.m. and 11:00 a.m. -1:30 p.m.** The following courses may be offered: [Class times/courses vary.....]

- English I, II, III, & IV
- Physics
- Biology
- World History
- US History I & II
- Algebra I & II
- Geometry
- Physical Education
- Health 9, 11 & 12
- Drivers Education

Attendance – Summer school classes are required by law to meet a minimum of 60 hours. Due to the rapid pace of instruction and the short duration of summer school, prompt and regular attendance is imperative. **If a student misses more than 10 percent of the class (six hours), the student may be dismissed from the program.**

STUDENT DISCIPLINE & CODE OF CONDUCT

Code of Conduct

In order to maintain an orderly learning environment at CHS, all students are expected to attend school and classes with punctuality; follow faculty and staff directions; identify themselves and present their student ID if asked; exhibit respect for others and their property; and take responsibility for their own behavior and learning.

Campus Conduct

It is the goal of Columbia High School to provide a classroom environment that is conducive to learning, supports bell-to-bell instruction and offers opportunities for students to realize their academic potential. We offer students the opportunity to learn in a pleasant, orderly and disciplined environment, free from distractions or disturbances which might interfere with the educational process. To that end, teachers are expected to convey their expectations for positive learning to their students. General rules for classroom conduct include entering the classroom fully prepared, being on time and ready to focus on learning; being attentive to the teacher and complying with the teacher's classroom rules and procedures; and remaining on task at all times until the teacher dismisses the class at the sound of the bell at the end of each period. All students are expected to adhere to these rules, as well as with other classroom policies and/or procedures that are created and communicated by staff and administrators

All students are expected to:

1. Practice common courtesy and safety in their conduct at school and while traveling to and from school.
 - a. Greet adults and each other respectfully.
 - b. Use accepted social courtesies such as "Please", "Thank you",
 - c. Address school personnel as Dr., Mr., Ms., etc.
2. Be punctual
3. Enter the school in the morning at the designated time through the front entrance.
4. Respect all personal and school property, including textbooks, instructional and non-instructional materials, desks, lockers, interior of school, exterior of school, and the neighborhood.
5. Follow faculty/staff directions at all times.
6. Refrain from inappropriate public displays of affection on campus.
7. Eat food in the cafeteria only
8. Maintain a clean campus by depositing trash in a trash receptacle.
9. Exhibit orderly and safe behavior while waiting at community or school site bus loading areas.
10. Be responsible for maintaining the security of personal belongings.
11. Balloons are not allowed in school.
12. Follow school rules that prohibit the selling of candy or other non-sanctioned items at school. Refrain from all fund-raising activities except those approved by the Director of Student Activities.
13. Comply with the dress code.

Academic Dishonesty

Pupils are expected to be honest in all of their academic work (Board of Education Policy 5701).

To ensure the integrity of Columbia High School's educational program, a strict adherence to our district policy of academic dishonesty will be enforced. Students are expected to be honest in order to learn and grow. Any breach of this standard endangers the learning process and impugns the integrity of the entire school community. The purpose of education is to prepare students to become lifelong learners, and dishonesty undermines and inhibits that process. No forms of personal and/or academic misrepresentation are permitted. A student who cheats or who helps another person to cheat, is subject to the disciplinary procedure.

Students are expected to:

1. Do their own academic work;
2. Refrain from sharing assignments unless authorized to do so;
3. Refrain from engaging in plagiarism when doing research; and
4. Adhere to classroom academic standards when testing.

The District subscribes to Turnitin.com, an electronic resource for helping to detect and prevent plagiarism. If required to do so by their teachers, students must submit their work to the website before presenting the work to their teacher.

Definition:

Cheating is defined as any misrepresentation of one's academic work.

Personal Misrepresentation includes attendance records; presenting falsified notes, passes or name and any other deliberate misrepresentation to school authorities, other than academic work.

Academic Misrepresentation includes but is not limited to: stealing, copying or providing answers on any homework, quiz, test, exam, report, essay or other school assignments, and using sources without proper documentation (plagiarism) as well as changing grades.

Procedures:

A teacher who believes that a pupil has been academically dishonest in his/her class will resolve the matter in the following manner:

1. Any student found to have violated the standards for academic honesty will receive

a grade of zero for the work. No make-up work will be permitted.

2. The teacher shall file a discipline referral with the grade level administrator. The referral must describe in detail the dishonesty that is alleged to have taken place and must request that the matter be reviewed by the administrator.
3. The administrator in coordination with the teacher, and content area supervisor, will prescribe additional penalties depending upon the previous record of the student.
4. Any student leader (captain, officer, editor, class representative, etc.) who violates the standards of honesty may be removed from that position and may not be allowed to hold any position of leadership or trust for the remainder of the school year from the date of the infraction.
5. The teacher informs the Principal, subject supervisor, and director of Student Activities regarding any determination of dishonesty.
6. Serious violations may result in notification to summer programs or colleges dependent on those institution's procedures. Additional consequences may be imposed at the discretion of the Principal.
7. If the pupil is not in agreement with the disciplinary action of the assistant principal, he/she may appeal the action to the Principal. If the pupil is dissatisfied with the Principal's disposition of the case, he/she may grieve the action in accordance with Policy No. 5710, Pupil Grievance.

Cafeteria Conduct

The cafeteria is available to students during their assigned lunch periods ONLY. To reduce episodes of critter infestation, CHS asks students not to eat in hallways, classrooms, the library or other areas. Violations of this rule will be handled by the appropriate assistant principal.

Students are expected to be seated while eating in the cafeteria. They walk into a clean eating area every day and are asked to leave a clean cafeteria for the students in subsequent lunch periods.

Students have the privilege of leaving the building for lunch. Students should either leave the building or report to the cafeteria promptly. Students may choose to eat lunch in the cafeteria and then go outside for the remainder of their lunch period. The privilege of leaving the building may be revoked for violations of the guiding principles for responsible and courteous behavior or for behavior deemed inappropriate by the school administrators. Students who leave will be able to enter through the main door at the bell.

In order to keep the cafeteria clean and attractive, the following rules are observed by all students.

1. Keep tables, chairs, and floors clean.

2. **Food and beverages may not be taken out of the cafeteria into other areas of CHS.**
3. Each student is responsible for cleaning his/her table before leaving the cafeteria. If directed by CHS staff to clean up the table, students are expected to cooperate.
4. Students will not be permitted to leave the cafeteria without a written pass from the teacher or counselor they will be meeting with.
5. Students may use the lavatories in D-wing 1st floor during lunch.
6. Vending machines can only be used during lunch periods and after school.
7. Students are permitted to use cell phones for data only in the cafeteria.
8. Students are not allowed to make cell phone calls while in CHS.

Dress Code

Students are expected to wear clothing that is safe and conducive to creating and supporting an optimal learning environment. Because no dress code is all inclusive, the administration makes the final determination in deciding the appropriateness of student attire. At CHS, we expect all students and staff to dress appropriately for the educational and professional community we are.

Students are not permitted to wear:

1. Clothing with **offensive messages** that reference sex, violence, weapons, drugs, alcohol, gang affiliations, race, sexual orientation, ethnicity, religion, gender, etc.
2. Pants that sag below the natural waistline. **Underwear must not be visible.**
3. See-through clothing.
4. Shoes that increase the likelihood of accidents and injury.
5. Sunshades or any dark glass unless they are prescribed for medical reasons and a doctor's note is on file in the medical office.
7. Chains or jewelry with sharp projections.

Students who violate this dress code will be asked to change their clothing and then return to learning. Parents will be notified when this occurs for assistance. Students may be subject to other consequences as outlined in the school conduct guidelines.

Dismissal

At the end of the school day, students who are not under the supervision of a faculty member at a conference period or at another supervised activity must leave the school premises promptly. Students are expected to comply with all local traffic safety regulations while walking, cycling, or driving home; failure to do so may result in a summons from the Maplewood or South Orange Police Department. Students are reminded that they represent Columbia High School while off campus.

Disciplinary Remediation and Consequences

Columbia High School students are expected to follow the school rules listed in the Code of Student Conduct (Board Policy 5500) and to exercise good judgment regarding their behavior at all times. If a student chooses to break the rules or interfere with the learning of other students, she/he must accept the consequences and take responsibility for her/his actions. The following corrective measures may be utilized by teachers:

1. Positive discipline interventions – redirection and classroom consequences.
2. Change seating location.
3. One on one conference with student.
4. Phone contact and/or conference with parents.
5. Assign detention.
6. Refer students to Counselor or the Assistant Principal.

Our Code of Conduct outlines the consequences for inappropriate student actions referred to the Assistant Principal, and/or Principal.

This Code of Conduct is intended to provide general notice to students of prohibited behaviors and possible disciplinary actions. Nothing herein prevents the Board or District Administration from exercising their discretion in accordance with this Plan, Board Policies, State law or regulations, or federal law or regulations. The Plan constitutes a guideline, not a comprehensive and exhaustive code.

Student discipline is handled on a priority basis. Detentions, suspensions and positive behavior intervention plans will be assigned as soon as possible. Every effort will be made to deal with infractions in an expedient manner and parent/guardian will be notified.

Detention

After-school detention may be a disciplinary consequence for violations of school attendance and behavior expectations. The assignment of detention should serve as notice to students and parents that improvements are necessary in order for students to achieve their potential. Failure to remedy problematic behaviors may lead to more serious consequences.

Saturday Detention (SD)

Saturday detention is another tier for disciplinary measures. Students, who are assigned through their grade level administrator are required to report to the school for 4 hours, 8:00am – 12:00 noon. Students arriving late to Saturday detention will not be admitted. Students must bring sufficient school work to keep them occupied for four hours. Parents and/or guardians will be notified in writing regarding assignments to the Saturday Detention Program. On the day before Saturday detention, parents will be notified by phone.

Failure to serve assigned Saturday Detention may result in additional interventions.

Out of School Suspension (OSS)

No student will be suspended without notice of the charges. When a student's presence poses a danger to persons or property, and/or disrupts the educational process requiring immediate exclusion or if the student is unavailable, the hearing may be delayed.

A student suspended for more than ten (10) school days shall be offered a formal hearing before the Board of Education, which will take place within twenty-one (21) calendar days after suspension occurs. The Board will consider suspension or expulsion in instances such as:

1. Student engages in conduct that includes, but is not limited to the following:
 - a. Continued and willful disobedience;
 - b. Open defiance of the authority of any teacher or person having authority;
 - c. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
 - d. Physical assault upon another pupil;
 - e. Taking, or attempting to take, personal property or money from another pupil, or from his/her presence, by means of force or fear;
 - f. Willfully causing, or attempting to cause, substantial damage to school property;
 - g. Failure to leave promptly after having been directed to do so by the principal or other person in charge of the building or facility;
 - h. Incitement which is intended to and results in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district which can create a dangerous situation;
 - i. Incitement which is intended to and does result in truancy by other pupils; and,
 - j. Possession or consumption of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises or at school-sponsored events.
2. Student engages in repeated prohibited behavior of a serious nature;
3. The serious nature of a single act presents a clear possibility of danger to others;
4. Student commits an assault upon a teacher, administrator, Board member or other Board employee, who is acting in the performance of his/her duties and in a situation where his authority to do so is apparent, or as a result of the victim's relationship to the District. In addition, legal action may result.

NOTE: A pupil may be suspended for behavior as set forth in this section, related to school

operations, activity or attendance, which occurs at any time, including but not limited to, any of the following:

1. While on school grounds;
2. While going to or coming from school;
3. During the lunch period, whether on or off campus;
4. During, or while going to or coming from, a school sponsored activity that is hosted at CHS or another location;
5. For an outside school incident that disrupts the learning environment, or creates a hostile atmosphere.

During the term of a student's suspension, he/she is not permitted to be present on or near any school grounds, or to participate in any school activities. While suspended, students are required to complete any materials as directed by the administrators.

Suspension Process

1. Student Right to an Informal Hearing

The principal or designee shall meet with the student for the purpose of presenting oral or written notice of the reasons for suspension; and to provide the student and parent/guardian to engage in a collaborative conversation designed to ameliorate future behavior.

If it is determined that the student violated school rules, the student may be suspended by the Principal/designee for no more than ten (10) consecutive school days at one time. Home instruction will commence on day 5. A suspension packet will be assigned to the student for completion during the term of suspension. A Board hearing will be requested for suspensions longer than 10 days, and the Superintendent will extend the suspension until the hearing.

2. Parent Conference

When a student is suspended, the principal or designee will contact and inform the parent or guardian. In no case shall a student be sent home during the school day without first notifying the parent or guardian.

In addition, the principal or designee will send a notice of suspension to the parent or guardian. The notice of suspension contains all information pertinent to the suspension process.

Parents/guardians are required to respond without delay to any request from school officials to attend a conference regarding their child's behavior. After OSS a parent or guardian is required to be present for re-entry conferences. The completed student suspension packet will be reviewed during the re-entry conference.

3. **Parent Right of Appeal**

If the parent or guardian desires a further review of the case, or additional information regarding appeal procedures, the parent shall arrange for a conference with the principal or her designee.

Suspension and Expulsion

Consistent with due process and District Policies (5600 Pupil Discipline, 5610 Suspension, 5620 Expulsion), a student's right to an education may be limited through suspension or expulsion.

DEFINITIONS:

1. **Suspension** is the temporary exclusion of a student from the regular instruction program and may include assignment of a student to Out-of-School suspension.
 - (a) "Short-term suspension" is a suspension of one to ten school days.
 - (b) "Long-term suspension" is a suspension in excess of ten school days.
2. **Expulsion** is the permanent exclusion of a student from the South Orange Maplewood School District. Any student who is expelled shall be provided an alternate educational program to the extent required by law.

All unauthorized items brought to school and confiscated by staff such as but not limited to electronics, laser pointers, aerosol cans, toys, and related items, may or may not be returned based upon the discretion of the administration. Parents may recover confiscated items upon administrative approval within a reasonable period of time. Items not recovered within a reasonable period of time will be discarded. Unauthorized items will be returned to parents only on the first offense. In the event of a subsequent violation, the item may not be returned until the end of the school year. The primary objective of prohibiting students from bringing restricted materials to school is to ensure students' focus on educational tasks, students' safety, and to prevent the loss of damage to private property.

RECOMMENDED DISCIPLINARY GUIDELINES

Code	Student Action	First Intervention/Consequence	Second Intervention/Consequence	Third Intervention/Consequence
A 1	Assault on another student	OSS 3 - 5 days Notify Police Mediation	OSS 10 days Notify Police Mediation Possible Board hearing/Long term suspension	OSS 10 days Notify Police Mediation Mandatory Board hearing/ Long term suspension
A 2-•a	Assault on staff/board member	OSS 10 days Notify Police Board hearing /Long term suspension Possible court complaint	OSS 10 days Notify Police Board hearing/Long term suspension Possible court complaint	OSS 10 days Notify Police Board hearing/Long term suspension Possible court complaint
A2-•b	Inappropriate physical interaction with staff member	OSS 1 – 10 days	OSS 1 – 10 days	OSS 1 – 10 days
A 3-•a	Fighting	OSS 3 – 5 days Mediation	OSS 5 – 10 days Mediation	OSS 10 days Board hearing/long term susp
A 3-•b	Roughhousing/Play Fighting	SD 1 day	OSS 1 day Mediation	OSS 3-•5 days
A 4-•a	Threatening, bullying, harassment, intimidating another student including cyber bullying and social media sites.	OSS 1 – 3 days Detention SD Mediation H.I.B. Report	OSS 3 - 5 days Mediation H.I.B. Report	OSS 5 days Mediation H.I.B. Report
A 4-•b	Threatening, bullying, harassment, intimidating a staff member	OSS; initial 10 days subject to BOE extension Possible Board hearing/Long Term suspension, Police Notification, Court Charges	OSS; initial 10 days subject to BOE extensions Possible Board hearing/Long term suspension, Police notification, Court Charges	OSS; initial 10 days subject to BOE extension Possible Board hearing/Long term suspension, Police notification, Court Charges
A 5-•a	Weapons or look alike weapons, other dangerous objects of non-school use (incl. pellet gun, f i reworks, razor blades, box cutters, etc.)	OSS; 10 days at Building level Recommend Board hearing Police notification Possible Expulsion Locker/personal search	OSS; 10 days at Building level Recommend Board hearing Police notification Possible Expulsion Locker/personal search	OSS; 10 days at Building level Recommend Board hearing Police notification Possible Expulsion Locker/personal search
A5-•b	Possession of firearms	10 days OSS Board Hearing Mandatory 1 year suspension	10 days OSS Board Hearing Mandatory 1 year suspension Possible Expulsion	10 days OSS Board Hearing Mandatory 1 year suspension Possible Expulsion
A6	Possession and/or use of alcohol, controlled substance or intoxicant of any kind or drug paraphernalia. Being under the influence of alcohol, controlled substance or intoxicant of any kind.	OSS 1 - 10 days Meet with Student Assistance Counselor (SAC) Locker and personal search Doctor visit and drug/alcohol screening Police notification Loss of sports eligibility/extracurricular activities	OSS 5 – 10 days Meet with SAC Locker and personal search Doctor visit and drug/alcohol screening Police notification Loss of sports eligibility/ Extracurricular activities	OSS 10 days Meet with SAC Locker and personal search Doctor visit and drug and Alcohol screening Police notification Loss of sports eligibility/ Extracurricular activities Recommended Board hearing/ Long term suspension

Code	Student Action	First Intervention/Consequence	Second Intervention/Consequence	Third Intervention/Consequence
A 7	Selling or offering to sell alcohol, controlled substance or intoxicant of any kind	OSS 10 days Meet with Student Assistance Counselor (SAC) Locker and personal search Notify Police and press charges Doctor visit and drug and alcohol screening Recommend Board hearing to extend suspension	OSS 10 days Meet with Student Assistance Counselor (SAC) Locker and personal search Notify Police and press charges Doctor visit and drug and alcohol screening Recommend Board hearing to extend suspension	OSS 10 days Meet with Student Assistance Counselor (SAC) Locker and personal search Notify Police and press charges Doctor visit and drug and alcohol screening Recommend Board hearing to extend suspension
A 8	Robbery/Extortion (use of force by fear or intimidation)	OSS 5 - 10 days Notify Police Reimbursement Possible Board hearing/Long term suspension	OSS 10 days Notify Police Reimbursement Recommend Board hearing/ Long term suspension	OSS 10 days Notify Police Reimbursement Recommend Board hearing/ Long term suspension
A 9	Setting a fire/arson of any kind	OSS 10 days Notify Fire Marshall and Police Possible reimbursement Recommend Board hearing/ Long term suspension	OSS 10 days Notify Fire Marshall and Police Possible reimbursement Recommend Board hearing/ Long term suspension	OSS 10 days Notify Fire Marshall and Police Possible reimbursement Recommend Board hearing/ Long term suspension
A 10	Cause or attempt to cause damage to school or personal property	OSS 1 - 10 days Notify Police Reimbursement	OSS 10 days Notify Police Reimbursement Possible Board hearing/LTS	OSS 10 days Notify Police Reimbursement Board hearing/LTS
A 11	Steal or attempt to steal/Knowingly receive and possess school property or private property	OSS 1 to 5 days Notify police Reimbursement	OSS 5 - 10 days Notify Police Reimbursement Possible Board hearing/Long term suspension	OSS 10 days Notify Police Reimbursement Board hearing/Long term Suspension
A 12	Smoking, use or possession of tobacco or imitation products , i.e. cloves, beedies, herbs on school property	SD 1 Day	OSS 1 day Meet with Student Assistance Counselor (SAC) Possible court complaint/fine	OSS 3 days Met with SAC (Suspension increased 2 days for each additional infraction Possible court complaint/fine
A 13	Possession of matches/lighter	SD 1 Day	SD 1 - 2 days	SD 3 - 4 days
A 14	Verbal abuse directed at staff (including profanity vulgarity, name-calling, or insults)	OSS 1 – 5 days Mediation	OSS 5 - 10 days Mediation Possible Board hearing/Long term suspension	OSS 10 days Board hearing/Long term Suspension
A 15	Verbal abuse to student	Detention SD 1 - 2 days Mediation	SD 3 - 4 days Mediation	OSS 3 – 5 days Mediation
A16	Consensual Sexual Conduct or Activity	D, SD, OSS 3 – 5 Days, Parental Notification and Referral to SAC	OSS 10 Days Possible BOE Hearing	OSS 10 Days BOE Hearing
A17	Non-Consensual Sexual Conduct or Activity	OSS 3 – 5 Days Notify Police, Mediation	OSS 10 Days Notify Police Mediation Possible Board	OSS 10 Days Notify Police Mediation Mandatory Board

Code	Student Action	First Intervention/Consequence	Second Intervention/Consequence	Third Intervention/Consequence
			Hearing/Long term suspension	hearing/long term suspension
B	Defiance of authority including lying and refusing to provide identification or providing false identification Refusing to follow staff Directives	SD 1 – 2 days	SD 3 - 4 days	OSS 3 - 5 days
C1	Leaving class without permission	SD 1 Day Parent Notification	SD 2 Days Parent Notification	OSS 1 – 4 Days Parent Notification
C2	Leaving Campus without permission	SD 2 Days – OSS 1 day Parent Notification	OSS 2 Days Parent Notification	OSS 2-•4 Days Parent Notification
C3	Out of classroom during instruction without permission (a pass)	Detention	Detention – 2 days	Saturday Detention
D	Exhibiting pre-•fight Behavior, (challenging to Fight, squaring off, inciting Others to fight, making obscene gestures or using words likely to cause violent reaction)	SD 1 – 2 days Mediation	OSS 1 – 2 days Mediation	OSS 3 – 5 days Mediation
E	Exhibiting gang behavior (i.e, gesturing, dancing, walking, talking, wearing colors or gang identifiable items, distribution of literature, etc.)	SD or OSS 1 - 3 days Notify Police Mediation	OSS 3 - 5 days Notify Police Mediation	OSS 5 – 10 days Notify Police Mediation
F 1	Use of electronic devices, i.e., cell phones, music players, beepers, radios, games, laser pointers, etc. (Cell phones must be turned off and put away during school day.)	Confiscate item. Parents pick up device from administrator	Confiscate item. Parents pick up device from administrator. Detention	Confiscate item. Parents pick up device from administrator. SD 1 to 3 days
F2	Dress Code Violations	Parent called for change of clothes, Detention	Parent called for change of clothes, Saturday detention	Parent called, Saturday detention, possible PBI Saturday
G	Causing disruption or unsafe condition, (i.e., incite to riot, practical jokes and pranks that may cause harm or injury, etc.)	SD or OSS 1 – 5 days Notify Police Long term suspension	OSS 5 – 10 days Notify Police Possible Board hearing/Long Term suspension	OSS 10 days Notify Police Board hearing/Long term suspension
H	Failure to report to detention	SD Parent Notification	SD 1 day Parent contact	OSS 1 – 2 days Subsequent suspension
I	Failure to possess and/or present ID	SD	SD 1 day Parent Contact	OSS 1 – 2 days
J	Possession of water	Detention	SD	SD

Code	Student Action	First Intervention/Consequence	Second Intervention/Consequence	Third Intervention/Consequence
	balloons, snowballs, water guns, etc.	Parent contact Confiscate item	Parent contact Confiscate item	Parent contact Confiscate item
K	Throwing water balloons, snowballs, food, etc. or using a water gun	SD Parent contact Confiscate item	SD Parent contact Confiscate item	OSS Parent contact Confiscate item
L	Setting off a false fire alarm, tampering with fire equipment	OSS 10 days Notify Fire Marshall /Police, contact County Arson Squad, Recommend Board hearing	OSS 10 days Notify Fire Marshall /Police contact County Arson Squad Board hearing/Long term Suspension	Suspension 10 days Notify Fire Marshall /Police Contact County Arson Sq. Board hearing/Long term Suspension
M	Personal misrepresentation, falsifying or altering school/other documents and hall passes	Detention SD, loss of student leadership privileges including athletics	SD 2 days OSS 2 – 3 days	OSS 1 – 3 days
N	Academic dishonesty, cheating and plagiarism also includes internet or any Electronic Services	SD 1 – 2 days Academic 0 Loss of student leadership privileges	SD 2 days 5 days OSS Academic 0, loss of student privileges	OSS 3 – 10 days Academic 0, loss of student privileges
O	Gambling in any form and/or wagering	SD 1 – 3 days Confiscate item, notify parent, meet with Student Assistance Counselor (SAC)	OSS 3 - 5 days Confiscate item, notify parent, meet with Student Assistance Counselor (SAC)	OSS 5 - 10 days Confiscate item, notify parent, meet with Student Assistance Counselor (SAC)
P	Hazing, initiation	OSS 4 - 10 days Possible Board hearing/Long term suspension, loss of leadership and activities privileges, community service	OSS 4 - 10 days Possible Board hearing/Long term suspension, loss of leadership and activities privileges, community service	OSS 4 - 10 days Possible Board hearing/Long term suspension, loss of leadership and activities privileges, community service
Q 1	Trespass on any other school campus during school time	OSS 1 day	OSS 2 – 3 days	OSS 3 - 5 days
Q2	Trespassing on district property while on an out of school suspension	OSS 4 days	OSS 4 days	OSS 4 – 10 days
Q3	Bringing or inviting an unauthorized person to campus	OSS 1 - 4 days	OSS 4 days	OSS 4 - 10 days
R1	Profanity/Vulgarity Insults	Detention Possible peer/staff mediation	SD 1 – 2 days Possible peer/staff mediation	SD 2 – 3 days Possible peer/staff mediation
R2	Possession of pornographic materials	OSS 1 day	OSS 2 days	OSS 3 – 5 days
S	Cutting class	Detention Parent contact No make-up privileges & zero credit for class	SD Parent contact Failure for quarter No make-up privileges & zero credit for class	SD 1 – 3 days Parent conference Potential failure for semester, or the year, No make-up privileges & zero credit for class
T	Tardy	3 tardies = 1 absence Detention	3 tardies = 1 absence Detention	3 tardies – 1 absence Detention, possible SD
V	Sexual harassment and/or battery or sexually related offenses such as touching body parts of other students, physical sexual aggression, exposing oneself are serious in nature and may require school administration to call law enforcement			

Code	Student Action	First Intervention/Consequence	Second Intervention/Consequence	Third Intervention/Consequence
	in addition to school discipline. Intervention/consequences vary according to the nature of each case and will involve the student, parents/guardians, other school staff and the involvement of law enforcement as dictated by state criminal laws. Possible Board hearing. Referral to Affirmative Action officer.			
W	Any words or actions which reflect negatively on a person's culture, race, gender, ethnic background, disability, religion or sexual preference or orientation, socio-economic status will not be tolerated and will be subject to disciplinary action.			
X	Willful violations of other school rules and regulations (see Code of Conduct). Note: Intervention/Consequences may include but are not limited to the following: warning, parent contact, confiscation of unauthorized materials, reimbursement assignment to detention or suspension, and recommendation for expulsion.			
Y	Students who accumulate chronic, unabated discipline referrals that cause ongoing disruptions to the educational process and/or school climate are subject to consequences that include, but are not limited to out of school suspensions and/or BOE hearings.			

STUDENT SERVICES

GUIDANCE AND COUNSELING

Philosophy of Counseling

The Columbia High School Counseling Center is committed to the total development of the child. We encourage the fulfillment of intellectual aspirations by developing competence in our students through placement in academically challenging programs. We endeavor to help each student achieve his/her potential as a distinct entity, according to individual interests and abilities. We strive to prepare each student to make intelligent decisions regarding vocation and to be aware of the rich variety of vocational choices. We believe the counseling process must include deliberate nurturing of such essential virtues as integrity, honor, self-discipline and a respect for authority. We endeavor to promote respect, understanding and appreciation of diversity. We assist each student to recognize a responsibility to one's self and community.

Guidance and Counseling Program

Columbia High School is noted for its outstanding record of college placement and academic counseling offered through its guidance and counseling department. The department provides students, parents and faculty with a variety of services that enable the student to participate fully in the educational program. Each student is assigned by homeroom to a guidance counselor. Conferences between the student and counselor are held periodically. Parents are welcome to meet with their child's guidance counselor by appointment.

Specific counseling services are offered to assist each student to make more effective adjustments to the high school environment. The counseling staff provides assistance to parents and students in many areas such as: academic planning, orientation to the school, assistance with academic challenges, career counseling and planning, personal and social counseling, college, technical, and vocation school planning and placement, and financial aid and scholarship information. Three counselors are assigned to grade nine and the remaining seven counselors share mixed loads of students in grades ten through twelve.

Specific assistance in the area of substance abuse and crisis intervention is readily available through the services of two Student Assistance Counselors (SAC). Students who voluntarily seek assistance are entitled to strict confidentiality and will not be subject to discipline for past conduct regarding use.

Schedule Changes

The scheduling process at CHS is a thoughtful and deliberate matter. Students are given advice from their current teachers concerning their selections. They also meet individually with their counselors for career and personal counseling during the scheduling process. Students are also

requested to obtain parental permission to register for their courses. Based upon these careful decisions (made with the help of teachers, counselors and parents) the master schedule is designed for the school year and the staffing needs of CHS are determined. Once these procedures are completed it is vital, in order to ensure stability to our student body and staff, to limit changes. **As a matter of practicality, teacher requests cannot be honored.** Requests for schedule changes must be submitted in writing, during the drop/add period, to a student's guidance counselor. **Outlined below are the only acceptable reasons for course changes after the course selection procedures are completed.**

Reasons for changing courses after submitting final course selection sheet:

1. Course failures that prohibit progress to the next sequential course.
2. Summer school attendance that allows progress to the next sequential course.
3. Data processing error or an incomplete schedule (fewer than 35 credits)
4. Senior students who are in need of a course(s) to fulfill graduation requirements.

Counselor Visits

To see a counselor, a student needs only to fill out a request form at the Guidance Office. The student may be called by his/her counselor from class. Students should not drop by the Counseling Center and wait until their counselor is available. Parents may also call or email the counselor to arrange an appointment.

Scholastic Testing

SAT

Most colleges require the SAT test for college admissions. Most students consider taking the SAT in March, May, or June of their Junior Year, and seniors often take the SAT again in October of their Senior Year.

Only SAT score reports from completed and scored tests will be sent to colleges, universities and scholarship program. Students can only send scores that appear next to test dates on their SAT Status page. If a student decides to use Score Choice, only those scores from the test dates you choose will be sent. If you decide not to use Score Choice, all available scores will be sent, including those from previous test administrations. You cannot separate scores for the critical reading, mathematics, or writing sections.” (See collegeboard.com for more.)

All necessary materials for registering to take the SAT I & II are available in the Counseling Center.

COLUMBIA HIGH SCHOOL TEST CENTER CODE	31472
MILLBURN HIGH SCHOOL TEST CENTER CODE	31511

COLUMBIA HIGH SCHOOL CEEB CODE

310750

NOTE: Your name must be listed identically from one test date to another (watch the middle initial) if you want to avoid problems in score reporting to colleges.

Social Security Number: If you have never been issued a number, ask your parents to apply for one for you. Do not delay the registration process if you do not have a number. If you omitted this item on previous registrations, continue to omit it on future registrations.

The American College Test (ACT)

Another series of college admissions tests is the American College Test (ACT) which is primarily used in the Midwest and Southwest although more colleges are accepting the results of either the ACT or the SAT I. Be sure to check with your counselor if you are uncertain which test is best for you. The ACT is somewhat different from the SAT I, including four tests that “measure academic abilities in the areas of English, Mathematics, Social Studies, and Natural Sciences.” Although these four subject areas are being tested, the “tests contain a large portion of analytical, problem-solving exercises and few measures of narrow skills.” Students receive scores for each of the four tests and a composite score. Students who feel that their strengths might be better measured by a test of this nature, with less emphasis upon mathematical ability, should consider the ACT as an option. Additional information regarding the ACT is available in the Counseling Center.

PSAT/NMSQT

The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) now measures not only critical reading, verbal reasoning, and math problem-solving skills, but also writing skills. By taking the PSAT/NMSQT students practice for the SAT, compete for national scholarships, receive information from colleges, and get feedback about important academic skills. Taking the PSAT/NMSQT is an excellent way to prepare for college.

All CHS students in grades 10 and 11 will take a free PSAT on Wednesday, October 16, 2019 during the school day. Registration fees are paid by the district. In order to receive accommodations on the PSAT or any other College Board test, students must apply directly to the College Board.

ATHLETICS, CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES AND CLUBS

SPORTS & EXTRACURRICULAR ACTIVITIES

Participation in interscholastic athletics and extracurricular activities serves a wide range of purposes and meets the following goals:

1. To provide a variety of experiences which foster a sense of teamwork and opportunities for student leadership;
2. To allow youngsters to gain a sense of self as well as an appreciation for the value of each individual as a contributing member of a group working toward a common goal;
3. To ensure that the interests and talents of the vast majority of students can be cultivated and nurtured;
4. To involve students in worthwhile, productive, and positive after school activities

Clubs and Activities (Activities meet all year long unless otherwise stated)

No club or activity is permitted prior to formal approval by the Director of Student Activities, Mr. Ken Mullen. Students should see Mr. Mullen in A102 to identify the advisors of Special Interest and Service Clubs. A complete list of current activities and advisors is available from Mr. Mullen's office.

Health Services

- Scheduled visits for physicals and other health screenings **are not** cumulative absences from class.

However, students who miss class while they are in the medical office because of illness will be charged with a cumulative absence.

- Students reporting to the health office **MUST** have a hall pass signed by the classroom teacher or an appointment pass issued by the medical office, except with emergencies.
- Students must be evaluated through the health office to be released from the school to home when sick.

Parents or guardians may give the student permission to go home, but students will only be released to persons 18 years of age or older who are specifically designated on the emergency card by the parent or guardian.

- Students who leave school or do not return to school without properly going through the nurse or an administrator will be considered truant.
- Students who need to use the school elevator due to a medical condition must provide a written request from a physician stating the reason for the accommodation and the length of time necessary. An elevator card may be obtained in the health office. A \$10.00 deposit is required for the electronically-keyed elevator card.

Student Accident Insurance

It is advisable to maintain a student accident insurance policy to cover students during periods of school enrollment. Information on student accident insurance is provided to all students in September. If you are interested in insurance coverage for your son/daughter, please review the policy provisions and follow the directions indicated to obtain coverage. In addition, student athletes should secure their own insurance.

Physical Education Excuse

An excuse from class for 1 to 5 days requires an explanatory note from the parent. The note is to be brought to the health office at 7:45 AM if you have a period 1 class or 8:15 AM if your day begins with a period 2 class. Students will then report to their physical education class as usual for attendance purposes and present the note from the health office to their teacher. In the event of a long-term excuse from physical education, the treating physician should write a note explaining the reason for the excuse and the length of time involved. Such excuses must be returned each quarter, if applicable. CHS staff will provide alternate programming in accordance with state law.

Students who have a medical excuse for physical education may not participate in athletics.

Home Instruction for Medical Reasons

If your child is expected to be out of school for more than ten days for medical reasons, after five days, the student can apply to receive home instruction for up to 5 hours per week (10 hours for special education). Contact the school nurse at extension 1059 or 1060 as soon as possible to obtain information on how to secure home instruction.

OTHER STUDENT SERVICES

LIBRARY

Student IDs are required for all library services. Students may come to the library before and after school. The library opens at 7:20 AM; school starts at 7:30 AM. The library stays open after school until 5 PM, unless there is a scheduled after-school event.

Teachers can write student passes to the library for course work. Study hall teachers do not write individual study hall passes. Substitute teachers may not write passes to the library.

Students may come to the library during a free period, but the library reserves the right to limit the number of students. If there are multiple classes using different areas of the library, they get priority for computer use and services. Students must always sign in to the library.

Students must eat in the cafeteria. Food and drink is NOT PERMITTED in the library.

Students may borrow books and other materials for two weeks at a time; these can be renewed. Lost and damaged items must be paid for so materials can be replaced. For a more detailed list of library rules and procedures, please refer to the CHS library homepage.

STUDENT LOCKERS

Student lockers, whether hall lockers or physical education lockers, are the property of the school district and subject to inspection at any time.

Hall Locker Assignment Information

1. Students are assigned lockers by Ms. Hernandez in the main office.
2. Students **should never** share lockers.
3. Students **should never** give their combinations to other students.
4. Students will receive locker assignments and locks on the first day of school. Replacement locks will be issued at a cost of \$6.00. Students cannot use their own locks and must use school issued locks. Unauthorized locks will be cut off.
5. Lockers and other storage facilities (such as desks) are the property of the School District and may be searched at any time.
6. **CHS is not responsible for lost or stolen property.**

Physical Education Locker Room Lockers

1. All items must be secured in a locked locker during P.E. class. In addition, students must not share lockers.
2. Students are **not** permitted to bring ipods, CD players, cell phones, coats, jewelry, purses, wallets, money and any other valuables into the locker room. These items should be locked in their hall locker. (Please refer to additional school policy on the use of audio devices and cell phones) The only items that should be locked in the gym lockers are the students' dress clothes and shoes.
3. Students are required to provide their own locks for physical education lockers. Locks may be purchased from the Health and Physical Education department for \$5.00. All lockers are the property of the South Orange-Maplewood School District and subject to search at any time.
4. CHS and the Department of Health and Physical Education are **not** responsible for lost or stolen items in the boys and girls locker rooms.
5. Any locker thefts must first be reported to P.E. Teacher and the student must fill out a locker room theft report.

Lost and Found

Students should not bring valuable articles to school such as large sums of money or expensive electronic devices including cell phones or video game players. **Students are encouraged to insure valuable items since the school is not responsible if such items are lost or stolen.** Students are expected to monitor their own belongings and to secure valuables in their lockers during the school day. In order to prevent loss, please mark all belongings with indelible ink or by sewing on name tags.

Students who find or lose articles are urged to report to the security desk. Owners claiming lost articles must give satisfactory identification. Large amounts of clothing and other articles are accumulated in the lost and found department. After 30 days, unclaimed articles are donated to charitable organizations.

Students must clearly write their names in all textbooks issued to them. Students are required to return textbooks at the end of each course or pay the replacement costs.

CHS strongly encourages parents to help students understand the need to keep hold and track of their own belongings. CHS cannot take responsibility for the unattended and/or unlocked items. As in the world outside of CHS, students who leave items out and/or unlocked do so at risk of loss of those items.

SCHOOL PROCEDURES

Bicycles

A bicycle rack is provided for students who wish to ride their bicycles to school. The bicycle rack is located in front of the school on Parker Avenue. Students who park their bikes at the rack should: (1) use a sturdy locking mechanism to affix the bicycle to the rack and, (2) park the bike – front wheel in. This will help us to maximize the number of bicycles we can accommodate. The South Orange and Maplewood School District cannot be held responsible for lost or stolen bicycles. Students locking bicycles in a location other than the bike rack do so at greater risk of loss or theft. Skateboards must be placed in lockers at the start of the school day.

Change of Address, Phone numbers, or Email address

For all changes to your **home address**, it is imperative that you promptly notify the Registrar's Office at 525 Academy Street in Maplewood. The number is (973) 762-5600 x 1830. CHS personnel do not have the authority to alter the address under which you registered as a resident.

Parents/guardians can update all other information through PowerSchool including home, work, and cell phone numbers, e-mail addresses, and emergency contact persons.

Electronic Devices, Cell Phones, Unauthorized Items

Unauthorized items brought to school such as, but not limited to, two-way radios, tape recorders, earphones, electronic signaling devices, laser pointers, aerosol cans, toys, and related items, may be confiscated by school staff. Confiscated items will be returned to parents **by appointment**. Items not recovered within a reasonable period of time will be discarded. **Subsequent violations will result in disciplinary consequences.** The primary objective of prohibiting students from bringing restricted materials to school is to ensure students' focus on educational tasks, students' safety, and to prevent loss or damage to private property.

CELL PHONES

- In classrooms, students may use cell phones for educational purposes and only with teacher permission.
- Students may not text, make or receive phone calls while in hallways, offices, or bathrooms.
- Phones must be off or on silent mode during classes.
- Students are permitted to use phones for recreational purposes (with the exception of phone calls) in the cafeteria, or courtyard. Students must adhere to the acceptable use policy during these activities.
- If phones are being used for music, students must wear headphones and have one ear free in the hallways.
- Photo or video recording is allowed only when permitted by teacher for educational purposes.
- If students are found to violate these regulations, the phone will be confiscated and will be released to a parent through the Assistant Principal.

Emergency Evacuations, Drills, and Lockdowns

All actions that should be taken during an emergency situation cannot possibly be covered in this handbook; however, there are some actions that are inherent to every emergency situation. Those are covered below:

1. Follow the instructions of your teacher or the adult present in your classroom.
2. If in the hallways when an emergency occurs, follow the directives of school personnel.
3. Remain quiet so that you do not miss important instructions
4. Do not use your cell phone, music player, or ear buds/headphones at any time.
5. Stay with your class until you are properly released by a school official.

From time to time, we will practice emergency drills with the most common being the fire drill. Treat each practice drill as if it were an actual emergency. Students who fail to return to class after practice drills or who fail to remain with their class during an actual emergency will be subject to disciplinary consequences.

Field Trips and Assemblies

These activities are designed to enhance the curriculum and expose students to a wide variety of topics and issues and are often related to the curriculum. Attendance at and participation in these activities is a privilege, not a right. Inappropriate behavior may result in the revocation of student privilege to attend such events.

Hall Passes

A hall pass from a teacher or staff member is necessary when a student is out of class during periods of instruction. Any student found to be out of class without a valid pass during periods of instruction will be subject to disciplinary action.

Pedestrian Safety and Courtesy

Students are reminded they should comply with all traffic safety regulations when crossing intersections while traveling to and from school. Students should obey "WALK" and "DON'T WALK" signals. Crosswalks should always be used and students should check traffic prior to crossing the street. Students should walk on sidewalks at all times, where they are available, coming to or leaving Columbia High School. **Failure to do so could result in a summons issued by the Maplewood or South Orange Police Departments and/ or revocation of lunch privileges.** Be polite to other pedestrians, give them room and use appropriate manners. **Please be a safe pedestrian,** and be mindful that you represent Columbia High School during off campus periods.

Posters

All posters must be approved by the Director of Student Activities prior to posting. Posters must be removed by the sponsoring group following the event. Posters must relate to events sponsored by a CHS organization. They should not be attached to painted surfaces but must be appropriately affixed to tiled areas only.

PowerSchool Parent Portal

The PowerSchool Parent Portal is an online resource through which parents and students can check on attendance records, progress report comments, report card grades, and midterm and final exam grades.

Searches

Student searches by school officials, based upon **reasonable suspicion**, that are reasonable in scope may be conducted to detect violations of law or school rules. In order for a search to be reasonable, there must be reasonable grounds at its inception for suspecting that the search will turn up

evidence that the student has violated or is violating either the law or the rules of the school. School officials may inspect student lockers or other storage facilities at any time.

Senior Privileges

Several privileges are available only to seniors. Since these are privileges and not entitlements, there are certain standards that must be met before students enjoy these privileges. They are outlined below:

1. **Commencement Ceremonies** - represent the culmination of four years of hard work, and are a showcase for both seniors and parents. **Seniors must meet the minimum academic curriculum standards and must have earned the required number of credits to participate in graduation.** Participation in commencement exercises is a privilege; the principal reserves the right to prohibit any student from attending commencement ceremonies.
2. **Prom** – All seniors are eligible for prom provided they are in good standing with the school. This means that all arrearages must have been paid, and the senior must not have outstanding detentions. A suspension does not necessarily preclude a senior from attending Prom, however serious disciplinary issues may be a hindrance.
Disciplinary issues will be dealt with on a case-by- case basis. **All seniors attending prom must have a Prom Permission Slip completed and signed by a parent/guardian as well as a school identification card.** Administration reserves the right to approve all non-CHS guests.
3. **Homecoming** – Though homecoming is an event open to both seniors and juniors, seniors have priority. This is still a privilege and certain requirements must be met. All outstanding detentions, if any, must be served. This event is restricted to CHS students only. **All students attending homecoming must present a school identification card upon entry.**
4. **Parking** – Though carpooling is strongly encouraged, seniors who wish to drive their own vehicles to school may submit an application for on campus parking. Completed applications must be submitted at the beginning of the semester by the date indicated on the application. Submission of an application does not guarantee a parking space.

There are about 70 senior parking spaces. These spaces are assigned by lottery to seniors for one semester. In the event that all spaces are not assigned during the second semester, seniors who had parking during the first semester may be eligible for the second semester as well. Any senior who had parking during the first semester and wishes to have it the second semester must submit his/her name for a lottery drawing. Only those seniors whose names are selected during the 2nd semester lottery will be authorized to park both semesters. Lotteries will be used for both semesters when the

number of applications exceeds the number of parking spaces.

Once parking spaces are assigned, seniors are only permitted to park in the space assigned to them. **A senior's parking privilege will be revoked for suspension, parking in any unauthorized space (i.e. Flagpole, AV, Gym, Valley, and Gleason Parking lots), outstanding detentions, and/or repeated disciplinary referrals. Seniors who choose to park in unauthorized spaces are also subject to parking fines. STUDENTS PARK AT THEIR OWN RISK.**

Student Identification Cards

The Board of Education (Policy #5517) requires all Columbia High School students to be issued a student identification card. Students must present their identification card to any school staff member when requested to do so. ID cards are also required for admission to some school events and to borrow materials from the library.

In accordance with the school discipline policy, any student who refuses to provide identification, or is unable to provide identification or provides false identification will be subject (B1) to discipline.

For students who have lost their Identification Cards: Replacement cards are available for a \$5.00 replacement fee, except during September which is designated as a "grace period" when all students may receive replacement cards free of charge. Identification cards can be ordered in the Main Office each school day between 8:15 am and 8:25 am and picked up next school day. Replacement fees are charged beginning the first school day in October.

Video Surveillance

All students, parents, and staff are advised that since CHS is a public school facility, students, staff, parents, and visitors do not have a right to expect privacy in connection with their actions and activities while in, on or about the school facilities. Many areas of the high school campus, both internal and external, shall be subject to observation and monitoring by video cameras. The tapes of such observations shall be available for use by the school district, its staff, or law enforcement agencies. **The video surveillance is not used in an attempt to recover lost/stolen items that are prohibited in school.**

Visitors

All visitors to the campus must sign in with Columbia High School security personnel in the lobby of the main entrance and receive a visitors' badge. In order to receive a badge to enter CHS, visitors must present a valid photo ID and provide a license number (if applicable). Visiting friends and/or relatives are not allowed on campus for liability reasons. In exceptional circumstances, the Principal may permit a visitor on campus; requests for exceptions must be made in writing at least two (2) school days in advance.

Please be advised that teachers are not available for conferences during class time. Classroom visitations must be pre-arranged with the teacher(s) at least 24 hours in advance. Please email or leave a voicemail message for a teacher to call you in order to arrange an appointment. **Parents and/or guardians are required to make appointments with all school personnel in advance to discuss matters pertaining to their children.**

Any student involved in perpetrating a bomb scare or threat will be subject to a Board hearing (which may result in a long term suspension or expulsion), police notification, court complaint and restitution.

Right-to-Know

Notice of any construction or other activities involving the use of any hazardous substances will be posted on a bulletin board in the school if hazardous substances will be stored in the school at any time throughout the year. Fact sheets on hazardous substances being stored will be made available upon request.

As a parent of a student at Columbia High School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, specifically,

- Whether the New Jersey Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches
- Whether the New Jersey Department of Education has decided that the teacher can teach in a classroom without being fully licensed or qualified under State regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualification(s).

The District has an extensive recruitment and screening process to ensure that each classroom teacher hired holds appropriate NJ certification and possesses a high level of competence and potential for growth, essential qualities for/of a successful teaching and educational experience.

School Records

Access to pupil records will be available only to the pupil's parent or legal guardian, or the adult pupil, appropriate school personnel acting in the educational interest of the pupil, and such others as may be permitted access by rules of the State Board of Education and pursuant to Board Policy 8330.

Any parent or adult pupil (18 years or age or older) may request the right to inspect the pupil's file by submitting a letter of request to the principal. A response will be provided within ten (10) days after receipt of said letter. When the parent's primary language is not English, the principal

shall make every effort to provide the interpretation of the pupil record in the primary language of the parent or assist parents in securing an interpreter. A reasonable fee may be charged for copies of records request.