

COLUMBUS HIGH SCHOOL

GUIDE FOR

STUDENTS AND PARENTS

2022 - 2023



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School Website: <http://columbushighga.org/>

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Columbus High School
Liberal Arts College Preparatory Magnet
1700 Cherokee Avenue
Columbus, Georgia 31906

Dear Parents and Students:

As we begin another new school year, the faculty and I enthusiastically welcome both new and returning students to Columbus High School. Columbus High School is dedicated to the students' and faculty's pursuit of academic excellence. We believe that high expectations are necessary for high achievement, that mutual respect is critical to the total learning environment, that parental involvement in student education contributes significantly to student success and that students must be responsible and active learners for education to take place.

The purpose of this handbook is two-fold: to provide a general overview of the academic and extracurricular opportunities that Columbus High School affords its students and to explain the rules and policies of the school for which each student is responsible. It is very important that both parents and students become familiar with the behavioral expectations of our school. The policies and procedures contained in this handbook are the results of a joint effort on the part of parents, students, and faculty members.

If there is anything we can do to help your child, please do not hesitate to call. The unvoiced problem cannot be resolved, as the missed opportunity rarely offers itself again. Our mission at Columbus High School remains to equip students to become well rounded, contributing members of society by providing an academic, social, and ethical environment that promotes success. We all look forward to another traditional outstanding year at Columbus High School.

Sincerely,

Dr. Marvin J. Crumbs, Sr.
Principal

INTRODUCTION

PHILOSOPHY OF COLUMBUS HIGH SCHOOL

Columbus High School boasts a tradition of academic excellence. Our administration and faculty are not only committed to providing the best secondary education, but are also dedicated to enhancing the environment of each student so that he may achieve his highest potential.

Each student is recognized as an individual whose unique abilities and talents are channeled into areas where he may most benefit the school and the community while achieving great personal satisfaction.

HISTORY OF COLUMBUS HIGH SCHOOL

For over 100 years Columbus High School has played an important role in the educational life of Columbus, Georgia. Both students and alumni are proud of the rich heritage they share in Columbus High – a heritage of commitment to excellence in education, athletics and service to the community. Columbus High was established as a two year term high school in 1890 -1891. Columbus High is Georgia's first accredited high school. This first school was located in a wooden building on 11th Street. In 1889, a brick building was constructed. In 1926, Columbus High was moved to its present beautiful 16-acre campus overlooking Lakebottom Park.

However, on June 12, 1981, fire ravaged the original part of the building. Because of the school's rich history as well as alumni and community support, Columbus High School fully carpeted, air-conditioned, and modernly equipped opened its traditional doors once again.

The history of Columbus High reaches back to the past 100 years and projects into the future its traditions of excellence. Today Columbus High School offers a variety of courses and programs that prepare its students for life in the 21st Century.

ORIGIN OF THE BLUE DEVILS

In the year 1923, Columbus High's football team, then known as the Columbus High Orange Avalanche, acquired the name "Blue Devils".

On the squad's schedule that year was Phillips High School of Birmingham. When the date of the Phillips High game came up, the "Orange Avalanche" made the trip to Birmingham. After their arrival, Coach Clyde Chestnutt made a startling discovery – the team's bright orange jerseys were missing. Somehow, while being transported to Birmingham, the jerseys had been lost. The coach searched high and low for orange jerseys, but was unable to locate any. He finally had to settle for some blue ones. The "Orange Avalanche" took to the field in blue.

The Columbus boys were completely outweighed and outclassed by Phillips. However, they played their hearts out and never gave up. When the game was over, Columbus High was on the short end of a 14 to 0 score, but Phillips knew that they had been in a ball game.

One of the spectators of the game was General John Pershing, a World War I hero and quite a celebrity at the time. After the game, the General was interviewed and was asked what he thought of the game. General Pershing commented that he thought the Columbus team had played like a bunch of "Blue Devils" (A nickname for the valiant enlisted men of the French Army). The name stuck and Columbus High has proudly carried it since then.





Administrative Office (Main Office): The Administrative Office is located on the lower level in Room 118. Our Principal, Dr. Marvin Crumbs, has his office here.

Attendance Office: After you enter the main doors of the school, the attendance office is just ahead to your left at the top of the stairs. If you need to check in or out during the school day, you will need to visit this office.

Auditorium: Some assemblies and special performances meet in the auditorium that is located directly in front of you as you enter through the main entrance to the building.

Cafeteria: The cafeteria is a separate building to the left of the main building. The front doors of the cafeteria open onto the Commemorative Plaza.

Commemorative Plaza: The Commemorative Plaza is a wonderful place to socialize with your friends before school, after school and during lunch. The Commemorative Plaza is located between the main building and the gym.

Elevator: Students who are physically unable to use the stairs and have the administration's permission may use the elevators. An elevator is located at each end of the building. The north elevator opens at the media center, near Room 105, near Room 209 (main hall), near Room 204, and on the third floor near Room 305. The south elevator opens near Room 155 (lower level), near Room 217 (main hall), and on the third floor near Room 315. If you have permission to use the elevator, you may get a pass from the Attendance Office.

Fountain Courtyard: The fountain courtyard is located through the doors to the left of the auditorium. This is a great place to relax, eat lunch, and visit with your friends or study.

Counseling Department: Don't be a stranger here! To plan your future, you need as much guidance and information as you can get. With this in mind, the counselors are available to provide the information that you need about courses, careers, and colleges. The Counseling Department has college catalogues and applications, SAT and ACT registration forms, as well as information about financial aid and social services. Counselors are always available to talk with you should you have any school or personal concerns. The Counseling Department is located on the third floor. Their phone number is 706-748-2548.

Gymnasium: The gymnasium is located in a separate building to the left of the cafeteria. Indoor sporting events and pep rallies happen here.

Health Clinic: If you are not feeling well or have had an accident while at school, you may need to speak to the School Clinician. The clinic is located in the Attendance Office. The clinician will notify parents when medical emergencies arise.

Lost and Found: Bring items you find to the Attendance Office so that their owners may claim them. Likewise, if you lose any of your personal belongings, check for them in the lost and found located in the Attendance Office.

Magnet Office: Questions about volunteer work, field trips, or social fees can be answered in the Magnet Office located on the lower level in Room 115.

Media Center: Located on the lower level, our Media Center is far more than just a library. Visit before, during, or after school to consult references, use computer research resources, scan newspapers and periodicals, surf the Internet, study, purchase a student ID, make copies and check out books. As you would expect, the Media

PEOPLE TO KNOW

Principal: The office of the Principal, **Dr. Marvin Crumbs**, is located in the main office on the first floor.

Administrators: We have several administrators on hand to serve our students. The Assistant Principal over Attendance is located on the Main Hall inside the Attendance Office. **Mrs. Michele Grier**, Assistant Principal, works with curriculum and discipline. Her office is located on the second floor in room 207. **Ms. Sonya Allen**, Assistant Principal, is located on the third floor, room 303. She is the student records specialist and also coordinates AP Exams. **Mr. Troy McGarr**, Assistant Principal, is located on the second floor, in the attendance office. He is in charge of attendance and also helps with discipline.

Athletic Director: Our Athletic Director is **Mr. Chadwick Mathis**. See the Athletic Director if you would like to play on one of the school's athletic teams, have questions about eligibility, or need information concerning sports activities.

Attendance Clerk: **Ms. Ebonie Johnson** is in the Attendance Office on the Main Hall (2nd floor).

Cafeteria Manager: **Ms. Janta Marshall** is the cafeteria manager. Her office is located inside the kitchen area of the cafeteria.

Child Abuse/Sexual Harassment Team: The following staff members at Columbus High School have been designated to receive complaints concerning abuse or harassment: All Administrators and Counselors--Dr. Crumbs, Principal; Sonya Allen, Assistant Principal; Michele Grier, Assistant Principal; Troy McGarr, Assistant Principal; Sabrina White, Counselor; Dominique Thomas, Counselor and Chris Porch, Counseling Director.

School Counselors: **Mrs. Dominique Thomas, Ms. Sabrina White and Dr. Chris Porch** (Counseling Director) have offices in the School Counseling Center located on the third floor.

Mrs. Ute White is the clerk in the counseling office.

Department Heads: If you have a specific question about participating in an academic club or competition and do not know whom to ask, start with the head of that department.

The Department Heads are:

English: **Ms. Jackie Williams**
Physical Education: **Mr. Robert Peters**
Fine Arts: see **Mrs. Gina Moody**
Mathematics: **Mrs. Storie Atkins**

Foreign Language: **Mrs. Jamie Wilson**
Science: **Mrs. Karlyn Mace**
Social Studies: **Mr. Ron DiQuattro**
Exceptional/Spec. Ed.: **Mrs. Stephenie Jackson**

ISS Clerk: This individual monitors students who are placed in In-School-Suspension for disciplinary reasons and assists in recording attendance in the computer. **Mr. Derhammer** can be found in room 111.

JROTC Director: **LTC Roy Bolar** and **Sergeant Major Frank Tuggle** have offices in the Armory that can be entered through the double doors to the right of the main doors to the gym.

Magnet Coordinator: **Mrs. Henderson's Office** is located in Room 115, on the first floor, down the hall from the media center. **The Magnet Clerk (J):** Located in room 115.

Administrative/Main Office Staff (Mrs. Patrick): The school secretary and bookkeeper is located in the Administrative Office (room 118).

Media Specialists: In our Media Center, you will find our Media Specialist, **Dr. Kimberly Scott**, ready, willing and able to help you with all of your media needs.

Music Directors: **Mr. Josh Milam**, the Band Director, located in room 130, the Band Room. **Mrs. Allison Freeman**, the Choral Music Director, is located in room 129, the Chorus room. The Orchestra Director, **Mrs. Gina Moody**, can also be found in the Band Room or the Music Theory room (113).



5 Steps to Seeking a Resolution Protocol for Blue Devil Parents

From time-to-time situations arise in which a parent seeks to resolve an issue regarding a classroom policy, a grade, parameters of an assignment, an extracurricular opportunity, or conflict with a teacher. We ask that all parents follow our protocol for conflict resolution and make an earnest effort to allow the classroom teacher or sponsor the opportunity to suggest a resolution before taking the matter directly to an administrator.

STEP 1: **Speak to your child.**

Before getting involved, ask your child if they have attempted to speak directly to the teacher themselves. Encourage your child to either email the teacher or see the teacher after class. One of our goals is to teach our students problem-solving skills that will help them in college and later on in the work force. If your child says they have spoken to the teacher but the issue remains unresolved, proceed to the next step.

STEP 2: **Send an email to the classroom teacher.**

You can find the teacher's email address on the CHS website at columbushighga.org under the *Faculty* tab. Before emailing the teacher, speak to your child and have a clear understanding of what issue needs to be resolved & make sure you have fully reviewed the teacher's course syllabus (located on Canvas). Ask the teacher for clarification on things you are not sure about, and feel free to ask the teacher about their teaching style and classroom expectations. Keeping the communication positive goes a long way in finding a resolution that works for all. Allow 3 days for the teacher to respond to your email. If you would prefer a phone call, include your phone number in the email and give a good time after school hours that the teacher can reach you.

STEP 3: **Request a Parent Conference through your child's School Counselor.**

If you find that you're not able to agree upon a resolution directly with the teacher, a parent conference is the next step in our school wide protocol. Before you meet, have in mind a possible remedy to the situation and be ready to brainstorm possible resolutions. An action plan will be developed and checkpoints & follow-up dates will be scheduled as needed.

Grade Level Counselors:

9 th grade	-	Sabrina White		
10 th grade	-	Dominique Thomas (A-G)	Sabrina White (H-R)	Chris Porch (S-Z)
11 th grade	-	Dominique Thomas (A-K)	Chris Porch (L-Z)	
12 th grade	-	Dominique Thomas (A-K)	Chris Porch (L-Z)	

Please call the school counseling department at 706-748-2534 and speak to the secretary Ms. Ute White to schedule an appointment. You can also email each counselor directly. Emails are listed under the *Faculty* tab on the CHS website.

STEP 4: **Request a meeting with an Assistant Principal.**

If you are unable to find a resolution through a parent conference, you should contact an assistant principal. Be prepared to discuss the action plan you developed in your Parent/Teacher conference and provide feedback on what worked and what didn't work. You can find the email address for assistant principals under the *Faculty* tab on the CHS website.

1st floor classrooms – contact Troy McGarr

2nd floor classrooms – contact Michele Grier

3rd floor classrooms – contact Sonya Allen

STEP 5: Seek assistance from the Principal.

You should contact the principal after you have exhausted all means of finding a resolution directly with the teacher, counselor, & assistant principal, and none of the remedies have successfully resolved the issue.

Parents play an important role in their child's education & the success of our school. We value your input & feedback. Contact our Magnet Director, Mrs. Wendy Henderson, for issues or concerns beyond the scope of the classroom:

henderson.wendy.n@muscogee.k12.ga.us

WHO TO SEE FOR...

Absence Approval Forms	Attendance Office
Annual Staff	Mr. Cross
Athletic Tryouts	Athletic Director, Coach Mathis - gym
Attendance Appeals	Assistant Principal, Mr. McGarr
Bus Pass	Assistant Principal, Mr. McGarr
Car Registration	Assistant Principal, Mr. McGarr
Checking In/Out	Attendance Office, Ms. Johnson
Competition Cheerleading Sponsor	Coach Mathis
Curriculum Issues	Assistant Principal, Mrs. Grier
Discipline Issues 9 – 12	Assistant Principals
Dress Codes Issues	Assistant Principals, Mrs. Grier & Ms. Allen
Driver's License Form	Attendance Office
Field Trip Issues	Magnet Office
Free Lunch Applications	Cafeteria Manager
Health Issues	School Clinician – attendance office
Homebound Services	Counseling Department
ID Cards	Media Specialist
ID Card Issues	Media Specialist
Locker Problems	Attendance Office
Lost and Found	Attendance Office
Lost Book Fines	Admin. Secretary, Mrs. Patrick
Planned Absences	Assistant Principal, Mr. McGarr
Schedule Changes	Administration/Counseling
School Records	Counseling Department
School Pictures	Mr. Cross
Student Government	Mrs. Catchings and Mr. Medders
Volunteer Work	Magnet Office / Homeroom Teacher

SPONSORS OF TEAMS, CLUBS, & ORGANIZATIONS



Extracurricular activities help develop well-rounded individuals who exhibit good sportsmanship, who are contributing members of the community, and who are able to work as a team member. Colleges want to see that a student does more than study. Extracurricular activities are not limited to sports, but include special interest clubs, academic honor societies, competitive academic teams, as well as special events committees. It is through extracurricular activities that many students find and develop their strengths and talents, which often leads them to their career choices.

ATHLETICS

<u>Baseball</u>	Mr. Mathis	Spring
Basketball	Ms. McCoy (boys)	Winter
	Mrs. Adams (girls) – see Mr. Mathis	Winter
Cheerleading, Basketball	Mrs. Thomas	Winter
Cheerleading, Football	Mrs. Janessa Smith – see Mr. Mathis	Fall/Winter
Cheerleading, Competitive	Mrs. Duncan – see Mr. Mathis	Fall
Color Guard	Mr. Milam – Band room	Fall
<u>Cross Country</u>	Ms. McCoy	Fall
Drill Team	SGM Tuggle – JROTC	All Year
<u>Football</u>	Mr. Marino – Gym	Fall
Golf	Mr. Parker (boys)	Spring
	Ms. McCabe (girls)	Spring
<u>Lacrosse</u>	Mr. Fowler – see Mr. Mathis	Spring
Rifle Team	SGM Tuggle – JROTC	All Year
Soccer	Mr. Torres (boys)	Spring
	Ms. Lovin (girls)	Spring
<u>Softball</u>	Mrs. Wilson	Fall
<u>Swimming</u>	Mrs. Janessa Smith – see Mr. Mathis	Winter
Tennis	Ms. Brooks-Millender (boys)	Spring
	Ms. Hill (girls)	
Track & Field	Mr. Peters & Ms. McCoy	Spring
<u>Volleyball</u>	Ms. Laye	Fall
<u>Wrestling</u>	Mr. Keys – see Mr. Mathis	Winter

EXTRACURRICULAR CLUBS & ACTIVITIES

Academic Decathlon	Mr. Morgan & Ms. Hood	Winter
Art Club	Ms.	All Year
B.E.S.T. Robotics	Mr. Bentley	Winter/Spring
Debate	TBD	All Year
Drama	Ms. Barkhouse	Fall
<u>Dream Trips</u>	Various Sponsors	Spring/Summer
Envirothon	Mr. Pearce	All Year
Equestrian Club	Ms. Hood	All Year
Foreign Language Clubs	Various Sponsors	All Year
Georgia Governor's Honor Program	See the Counseling Director	All Year
History Competitions	Mr. Day	Fall/Winter
Investment Club	Mr. Parker	All Year
Junior Civitan	Ms. J. Williams	All Year
Literary Meet	Ms. Mills	Spring
Marching Band	Mr. Josh Milam	Fall
Math Team	Ms. Atkins & Mr. Phillips	All Year
Model United Nations	Mr. Broda	Fall
Mu Alpha Theta Math Honor Society	Ms. Atkins	All Year
NASA Student Involvement Prog.	Mr. Bentley	All Year
National Art Honor Society	TBD	All Year
National Beta Club	Ms. Moyer & Ms. M. Williams	All Year
National English Honor Society	Ms. J. Williams	All Year
National French Honor Society	Ms. Trahan	All Year
National Honor Society	Ms. Willis	All Year
National Latin Honor Society	Mr. Rosa	All Year
National Social Studies Honor Society	Mr. Day	All Year
National Mu Alpha Theta	Ms. Atkins	All Year
National Science Honor Society	Ms. Solomons	All Year
National Spanish Honor Society	Ms. Wilson	All Year
Orchestra	Ms. Moody	All Year
S.A.D.D.	Ms. Wells	All Year
Science Club	Mr. Pearce	All Year
Science Olympiad	Ms. Mace	All Year
Student Council	Ms. Catchings & Mr. Medders	All Year
Student to Student (\$25)	Ms. Thomas (Counseling)	All Year
Thespians/National Thespian Honor	Ms. Barkhouse	All Year

ACADEMICS

The Columbus High School Liberal Arts College Preparatory Magnet offers a student the opportunity to pursue a strong college preparatory program through an interdisciplinary, integrated curriculum. Based on an innovative liberal arts model, a student is afforded the opportunity to receive intensive academic instruction in all academic areas. The curriculum is designed for the student who is willing to work. Each student is evaluated and encouraged to take courses that will stretch his ability to his highest level. The classes are coordinated to challenge each student and to teach him time management strategies as well as study skills. In addition to the rigorous academic curriculum, the student is encouraged to develop leadership through extracurricular activities; physical fitness through athletic participation; community and cultural awareness through field trips and community service; and social skills through participating in planned social activities. The liberal arts graduate is a well-rounded young adult ready to excel in college. General requirements and courses for the Liberal Arts College Preparatory Magnet are outlined on page 17.

INSTRUCTIONAL PROGRAMS

Dual Enrollment

The purpose of the MOWR Program is to provide Georgia high school students with the opportunity to earn college degree-level credit hours, as they simultaneously meet high school graduation requirements. Careful consideration should be taken before a decision is made to participate in the MOWR Program. The high school student, his or her parents, the high school counselor and principal, and officials of the postsecondary institution should be confident that it is in the best interest of the student to participate in the MOWR program. **In order to participate in the MOWR program, a student must withdraw and attend their zone school or other participating MOWR school. YOU WILL NOT BE ALLOWED TO RETURN TO COLUMBUS HIGH SCHOOL.** To help students complete the application process required for admission to the MOWR Program, a Columbus High School counselor will sign off on paperwork required by the postsecondary institution where the student will attend. It will also be necessary for the student to obtain approval/permission from the school where they will enroll to participate in the MOWR Program. **Interested students must complete an application to participating Georgia institution, as well as an MOWR application, using the following guidelines:**

The application process for Dual Enrollment: (note: At time of publication, legislation and requirements for individual schools are pending.)

- The student must apply for admission to the selected Georgia post-secondary institution.
- Participation forms required by the college/university must be secured by the student
- All student applications for the MOWR Program must be approved online by the high school.
- All high school and college approvals, certifications and invoices must be completed and submitted online via the GSFC STARS and/or SURFER systems as appropriate.
- To qualify for payment, all college courses taken under MOWR must have a match from the list of high school courses included in the MOWR Course Directory. No payment will be made for courses not listed in the MOWR el Course Directory. (Please remember that there are fees associated with taking a college course that HOPE/ MOWR does not pay for or reimburse—please contact the college to get specific amounts).

Please note that an application must be completed for each semester that the student is enrolled in the program.

Deadlines for submitting applications are set by the college. Students should refer to the admission calendar for all deadlines.

Advanced Placement Program

Advanced Placement (AP) courses give you a head start on college while you are still in the supportive environment of a high school classroom. Advanced Placement courses provide in-depth study in a number of subjects and preparation for national tests administered by the College Board, which are given in May of each year. These examinations are scored on a scale of one to five, with five being the highest score. Upon entering college, many students who performed well on the Advanced Placement exams will receive college credit and/or advanced placement in their college course work. Each college determines its own Advanced Placement policy and will specify the score on each exam necessary for credit or advanced standing. A significant number of colleges and universities grant advanced standing to students who begin their studies with credits earned through the Advanced Placement program. Taking the end-of-course AP Exam sends a powerful message to colleges and universities that you are ready for them.

Advanced Placement opportunities begin in the 9th grade. Columbus High School offers thirty (30) Advanced Placement (AP) courses and administers Advanced Placement exams in May of each year. These courses include AP Art History, AP Biology, AP Calculus AB, AP Calculus BC, AP Chemistry, AP Computer Science, AP Environmental Science, AP European History, AP French, AP Government and Politics, AP Human Geography, AP Language and Composition (10), AP Latin, AP Literature and Composition (12), AP Macroeconomics (12), AP Music Theory, AP Physics 1 & 2, AP Physics C-Mechanical, AP Physics C-Electrical, AP Psychology, AP Spanish, AP Spanish Literature, AP Statistics, AP Studio Art: 2-D Design, AP Studio Art: 3-D Design, AP Studio Art: Drawing, AP U.S. History and AP World History. Because of their academic rigor, most universities and colleges will weigh AP courses half of a quality point when calculating the GPA.

AP Expectations and Guidelines for Students Enrolled in an AP Course

There is an expectation that every student enrolled in an AP course will make a sincere effort to do his/her best in the course and on the AP exam. To avoid any misunderstanding, the following stipulations are emphasized.

Students who are enrolled in an AP course are expected to take the AP exam administered in May. (The cost is approximately \$96 per exam. \$144 for AP Capstone)

Students who are removed from an AP course will lose the extra weight that is assigned to the course.

AP tests at CHS will be administered only to CHS students who are currently enrolled in that course.

Qualifications for Enrollment in AP Courses

Students and parents should be very sensitive to the demanding nature of Advanced Placement courses. Due to the emphasis on self-motivation, study skills, and the ability to self-direct his/her own learning, sophomores will be restricted to two AP courses. Reading expectations for the classes are extensive. Students will be involved in college level activities, particularly in the areas of writing skills and test taking.

Every student at Columbus High must take at least one AP course to graduate from Columbus High School. Students applying to take an AP course should:

1. Secure a strong teacher recommendation from a previous teacher in that subject area.
2. Have at least an 88 or better average in the prerequisite course or have certain academic averages in prerequisite courses as specified by the AP course description found in the course selection guide.
3. Demonstrate potential of having success in an AP class based on their PSAT/SAT score.

Gifted Education

The gifted student is totally integrated into every aspect of high school life. Therefore, the gifted student may earn athletic letters, participate in drama productions, serve as a class or club officer, cheer for sports teams, or participate in any number of the vast array of activities which comprise student life at Columbus High School. The philosophy of a liberal arts education requires a broad spectrum of opportunities, with the aim of producing a well-rounded young adult. At the same time, the gifted student is challenged and stimulated in the realm of academics. The student may take any of thirty-one Advanced Placement courses which offer the rigor of a college class. He or she is also afforded differentiated curriculum geared toward preferred interests and talents. The gifted student is eligible to participate in specialized field trips and gifted seminars on such subjects as space exploration, acting techniques, poetry, math, chaos theory, and art.

Georgia Eligibility Criteria for Gifted Programs

Rule 160-4-2-.38 (Multiple Criteria)

Information shall be gathered in each of the four categories.

At least one of the criteria must be met by a score on a nationally normed test.

Any data used to establish eligibility in one area shall not be used to establish eligibility in another area.

Any test score used to establish eligibility shall be *current within two years*.

Data gathered and analyzed by a source outside the school system shall be considered as part of the nomination and evaluation process.

Mental Ability	Achievement	Creativity	Motivation
> 96 th percentile, by age, on a composite/full scale score or appropriate component score of a <i>standardized mental ability test</i> .	> 90 th percentile, by age or grade on: Total Battery OR Total Reading OR Total Math on a <i>standardized achievement test</i> OR A numerical score ≥ 90 on a scale of 1–100 on a <i>superior student-generated product or performance</i> evaluated by a panel of three or more qualified evaluators.	> 90 th percentile on the Total Battery score of a <i>standardized test of creative thinking</i> (must measure: fluency, originality, and elaboration) OR Score ≥ 90 th percentile on a <i>standardized creativity characteristics rating scale</i> OR A score ≥ 90 on a scale of 1 – 100 on a structured observation/evaluation of <i>creative products and/or performances</i> evaluated by a panel of three or more qualified evaluators.	GPA of at least > 3.5 on a 4.0 scale in grades 3–12 OR A score ≥ 90 th percentile on a <i>standardized motivational characteristics rating scale</i> OR A score ≥ 90 on a scale of 1–100 on a <i>structured observation/evaluation of student-generated product or performance</i> evaluated by a panel of three or more qualified evaluators.

INITIAL ELIGIBILITY

A student must score at the 99th percentile (grades K-2) or the 96th percentile (grades 3-12) on the composite or full scale score of standardized mental ability test and meet one of the achievement criteria described above

OR

Qualify through a multiple-criteria assessment process by meeting criteria in any three of the four areas listed above.

Rule 160-4-2-.38 amendments – Adopted by GBOE 2.12.98

Hope Scholarship Program

The Hope Scholarship Program – “Helping Outstanding Pupils Educationally” - is Georgia’s unique program that rewards high school students’ hard work with financial assistance in degree, diploma, or certificate programs at any Georgia public or private college, university, or technical institute. The purpose of the program is to increase academic achievement, to keep the best and brightest students in Georgia, and to expand educational opportunities beyond high school to all Georgians.

Hope Scholarship/College Preparatory Diploma

Students with a 3.0 average who are seeking a degree at a Georgia public postsecondary institution may obtain a HOPE Scholarship to cover a percentage of the tuition cost. Payment amount for public colleges can be located on the GaCollege411.org HOPE program changes page (Note: At publication time, Ga College 411.org is merging with the Georgia Career Information System to form “**GAFutures**,” a new website that will include information regarding the Hope program). Mandatory fees, books and room and board expenses are not covered. **Zell Miller Scholarship**—student must meet all the requirements to be eligible for the HOPE scholarship **PLUS** graduate from an eligible high school with at least A 3.7 GPA as calculated by GSFC and received a score of at least 1200 combined critical reading and math score in one administration of the SAT or an ACT score of at least 26 or graduated as valedictorian or salutatorian.

Students with a 3.0 average who are seeking a degree at an eligible private college may obtain a HOPE Scholarship, the amount of which is determined annually by the Georgia Legislature, plus qualify for the Georgia Tuition Equalization Grant.

Hope Eligibility

To receive HOPE Scholarship funding, students must:

- Have graduated from an eligible high school with a 3.0 average, as defined by the HOPE program.
- Be enrolled as a degree-seeking student at an eligible public or private college or university or technical college in Georgia.
- Meet HOPE’s Georgia residency requirements.
- Meet HOPE’s U.S. citizenship or eligible non-citizen requirements.
- Be in compliance with Selective Service registration requirements.

- Be in compliance with Georgia Drug-Free Postsecondary Education Act of 1990. A student may be ineligible for HOPE payment if he or she has been convicted for committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs.



Hope Eligibility GPA Calculation

HOPE Scholars in the college preparatory curriculum track must graduate from an eligible high school with a minimum of a 3.0 cumulative grade point average on a 4.0 scale. Each grade for a student in attempted coursework in English, Mathematics, Science, Social Studies, and Foreign Language that would have satisfied a core curriculum graduation requirement for the college preparatory diploma must be equated to a grade on a 4.0 scale, such that a grade of “A” equals 4.0, “B” equals 3.0, “C” equals 2.0, and “F” equals 0.

The Commission, when calculating the grade point average for HOPE Scholarship eligibility, will weight grades in courses that are classified as “Advanced Placement”. A standard weight of .5 quality points will be added to the grade in an Advanced Placement course if the grade is less than an “A”. No grade used in calculating the HOPE Scholarship GPA may exceed 4.0. Grades for Honors courses or other special courses will not be weighted.

The HOPE Scholarship GPA is calculated based on grades in “the complete high school academic record of the student”. Courses taken in middle school are not part of the high school academic record, and therefore will not be incorporated into a student’s HOPE Scholarship GPA calculation.

All core curriculum courses taken will be used to calculate the HOPE GPA. The exact course for which any grade and credit is awarded will be identified based on the uniform course numbering system developed by the Georgia Department of Education. The first two digits of any course number in the uniform numbering system identify the main subject area of that course. As such, English course numbers all begin with 23; Mathematics with 27; Science with 26 or 40; Social Studies with 45; and Foreign Language with 60, 61, 62, 63, or 64.

Applying for the Hope Scholarship

THE APPLICATION PROCESS FOR HOPE

- At a public college, university, or technical college, you may apply for HOPE two ways: (1) by completing the Free Application for Federal Student Aid (FAFSA) using either a paper or electronic application, or (2) by completing the on-line GSFAPPS application. You can complete both the FAFSA and GSFAPPS applications on-line at GACollege411.org. Completing the FAFSA also will enable the college to consider you for other financial aid programs in addition to HOPE.
- At a private college or university, you can apply for the HOPE Scholarship on-line using the GSFAPPS application at GACollege411.org.

Some colleges also require the student to complete the school’s financial aid application. Contact the college financial aid office for more information.

Hope Scholarship for Students Ineligible as Entering College Freshmen

If you graduated from high school and were not academically eligible immediately after high school graduation, you may become eligible for a HOPE Scholarship if you enroll at an eligible college or university and earn a 3.0 cumulative grade point average at a HOPE checkpoint of 30 semester (45 quarter) hours, 60 semester (90 quarter) hours, or 90 semester (135 quarter) hours attempted. The scholarship is not retroactive.

LIBERAL ARTS MAGNET COLLEGE PREPARATORY DIPLOMA

All Liberal Arts College Preparatory Magnet students entering the program as 9th graders must earn a total of 28 Carnegie units. Students must maintain a final average of “C” in any course taken to remain in the magnet program at Columbus High School. Failure to do so will result in the removal of the student from Columbus High School. Students are required to take one course each year in English, Math, Science, and Social Studies.

Graduation Requirements for the Class of 2023

ENGLISH	4 units
Foreign Language	3 units
Math	4 units
SCIENCE	4 units
(Must include Physics, Biology and Chemistry)	
SOCIAL STUDIES	3.5 units
PHYSICAL EDUCATION	1/2 unit
HEALTH	1/2 unit
HUMANITIES	1.5 units
• WRITER'S WORKSHOP/FOUNDATIONS	
• HUMANITIES	
ACADEMIC ELECTIVES	1 units
FINE ARTS ELECTIVE	1 unit
STUDENT CHOICE ELECTIVES	5 units

One course must be an AP course and the student must take the accompanying AP test to fulfill this requirement.

Failure to complete the above requirements will result in withdrawal from Columbus High School and will make you ineligible to participate in the Columbus High graduation ceremony.

Additional Requirements

Students must:

- complete community service each year
- satisfactorily complete a senior project/AP Capstone Research
- attend required class field trips each year
- complete summer reading assignments
- complete a science project as assigned
- complete the appropriate math packet for required Math courses before entering the class
- **adhere to the state guidelines for attendance**

AP CAPSTONE DIPLOMA & CERTIFICATE

What Is AP Capstone?

AP Capstone™ is a College Board program that equips students with the independent research, collaborative teamwork, and communication skills that are increasingly valued by colleges. It cultivates curious, independent, and collaborative scholars and prepares them to make logical, evidence-based decisions.

AP Capstone is comprised of two AP courses — AP Seminar and AP Research — and is designed to complement and enhance the discipline-specific study in other AP courses. Participating schools can use the AP Capstone program to provide unique research opportunities for current AP students, or to expand access to AP by encouraging students to master the argument-based writing skills that the AP Capstone program develops.

COMBINING SCHOLARLY PRACTICE WITH ACADEMIC INTENSITY

AP Capstone was developed in response to feedback from higher education. The two AP Capstone courses, with their associated performance tasks, assessments, and application of research methodology, require students to:

- Analyze topics through multiple lenses to construct meaning or gain understanding.
- Plan and conduct a study or investigation.
- Propose solutions to real-world problems.
- Plan and produce communication in various forms.
- Collaborate to solve a problem.
- Integrate, synthesize, and make cross-curricular connections.

SOURCE: <https://advancesinap.collegeboard.org/ap-capstone>

TESTING INFORMATION

The **Standardized Testing Program Calendar** for the year is available in the counseling office. It is also posted on the Muscogee County School District website. The calendars have on them the specific dates for the main administration of these tests, in addition to the make-up dates.

Georgia Milestones Assessment System (GMAS)

Georgia Milestones assessments are state-mandated achievement tests that measure how well students are performing in four core subject areas. Students take the GMAS at the conclusion of eight high school courses, two in each subject area. These include:

Ninth Grade Literature and Composition	Biology
American Literature and Composition	Economics/Business/Free Enterprise
Algebra 1	US History
GSE Analytical Geometry	

The GMAS is administered upon completion of one of the above courses. A student's final grade in the course will be calculated using the GMAS as follows (State Board Rule 160-4-2-.13):

- For students enrolled in grade nine for the first time on July 1, 2011 or after, the GMAS counts as 20% of the final grade.

Student Growth Measure (SGM)

Student learning is the ultimate measure of the success of a teacher and an instructional leader. Tested subjects include reading, English language arts, mathematics, science, and social studies courses for which there is not a Georgia Milestone assessment. The primary purpose of SGMs is to improve student learning at the classroom level. An equally important purpose of SGMs is to provide evidence of each teacher's instructional impact on student learning.

Scholastic Aptitude Test (SAT) and American College Testing (ACT)

Applications and information concerning the SAT and ACT are available in the counseling office. A complete schedule of test dates and application deadlines is printed in the fall issue of the PTSA Newsletter, in the senior newsletter, and is posted in all junior and senior homerooms and the senior bulletin board. Seniors are encouraged to take these tests in October, November, or December of the senior year. Juniors are encouraged to take the tests after the first of the year, usually in April, May, or June. Most students prefer to take the test more than one time, finding it beneficial to do so. Juniors planning to participate in the ACCEL Program (Formerly Post-Secondary Option) need to take the SAT in March of their junior year. Materials are available in the library and counseling office to assist in preparation for these tests.

*A senior who wants to compete in the STAR Student/Teacher Recognition Program must have the highest score in one sitting on the SAT taken on any grade level through the November test date of the senior year and be in the top 10 percent or top 10 students of the class based on grade point average. The scores must be reported to Columbus High School.

Preliminary Scholastic Aptitude Test (PSAT) / National Merit Scholarship Qualifying Test

The PSAT is given in October of each year. It is required for students who may be nominated to attend the Governor's Honors Program as tenth or eleventh grade students. It is primarily for juniors, however, students in the ninth and tenth grades may take it, and students in the twelfth grade who have never taken the SAT may want to take it for personal benefit. Juniors who are interested in trying for several scholarships offered through the National Merit Scholarships Corporation must take it as juniors. Students who will be selected for National Merit status must take the PSAT/NMQT as juniors. PSAT/ NMQT is an excellent predictor of success and performance on the SAT.

Final Exams

All students at Columbus High School must take a comprehensive end of course exam at the conclusion of each course.

Any **Senior** having an A average for **each grading period** in a course, and is maintaining an A average at the time of Final Exams, may be exempt from the final exam. Whether or not the student can exempt the final is entirely up to the discretion of the teacher of that course.

AP Exams

Students have approximately one month in which to register for AP exams. After a student has paid for an exam, it is expected that he/she will sit for that exam. Tests must be ordered several months before the testing period, with the school responsible for paying for the tests; therefore, no refunds will be issued to those students who pay for a test, then change their mind about taking the test. **Students who cancel their exam or do not show up for their exam will be charged a cancellation fee by College Board (The cost is approximately \$40).**

AP teachers have the option of giving a mock exam before the week of exams to better prepare students for AP exams.

REPORT CARD DATES



Listed below are the dates for issuing progress reports and report cards:

SEMESTER I

Progress Report	September 7
1st Nine Weeks Ends	October 11
Report Card	October 14
Progress Report	November 10
2nd Nine Weeks Ends	December 20
Report Card	January 10

SEMESTER II

Progress Report	February 7
3rd Nine Weeks Ends	March 13
Report Card	March 16
Progress Report	April 20
4th Nine Weeks Ends	May 23
Report Card	May 25

Report Cards

Report cards are issued every nine weeks on the dates mandated by the Muscogee County School District.

A notice of deficiency, either oral or written, will be given to the parent or guardian when a student is in danger of failing.

Progress Reports

The official four and one half week progress reports will be sent home on the dates mandated by the Muscogee County School District. The official progress reports are sent home with every student.

TRANSCRIPT REQUESTS

Due to the volume of transcript requests received, students and parents wishing to receive an academic transcript for work, college, scholarships, etc. must complete a form in the counseling office and allow three days for the transcript to be prepared for pick-up or to be mailed.

ATTENDANCE

Attendance and Withdrawal

Entry Age for Public Kindergarten and First Grade: A child must be five years old on or before September 1 to enter public kindergarten; a student must be six years old on or before September 1 to enter first grade.

Mandatory Attendance Law According to Georgia Law (20-2-690-1.), children between the ages of six and 16 must enroll in a private, public, or home school program. Children under age seven are subject to the law after they are enrolled in a Georgia school for 20 days or more. The school district is charged with responsibility for enforcing the Mandatory Attendance Law. The school social worker (listed as visiting teacher in the law) must investigate, monitor, and follow-up with student attendance problems. While the school social worker may be required to file charges in State Court or Juvenile Court for chronic attendance problems, we are primarily dedicated to working with the family to improve student attendance. Students may be temporarily excused from school in keeping with MCSD Board Policy. [see MCSD Board Policies JB, JBA, JBC, and JBCD]. These provisions also apply to students assigned to attend an alternative public school program established by the Board.

Recording Attendance

A ConnectEd call is generated for students who are absent at 9:00 a.m.

Middle and High School: The teacher records attendance at the beginning of each period throughout the school day. The absence remains unexcused until documentation is provided in keeping with MCSD Board Policies JB and JBA. Generally a ConnectEd call is generated for students who are absent by 10:15 a.m.

Absences, Truancy, and Makeup Work

Excused Absences and Makeup Work

MCSD recognizes the following as valid reasons for an excused absence, where appropriate documentation is provided. [MCSD Board Policy JB.] Additional reasons may be recognized where they do not conflict with the below; for further information, please contact the Principal or building leader.

Principals and Building leaders have discretion to require official documentation where a student seeks an excused absence; please discuss any questions with your child's Principal or building leader. - Personal illness or attendance in school that endangers a student's health or the health of others, note that students may be asked to present appropriate medical documentation upon return to school;

- A serious illness or death in a student's immediate family necessitating absence from school;
- In the event of a serious illness in a student's immediate family, note that documentation regarding the family member upon return to school;
- An Order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school
- Observing religious holidays, necessitating absence from school; - Conditions rendering attendance impossible or hazardous to student health or safety;
- Students whose parent is in military service in the armed forces of the United States or the National Guard and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences up to a maximum of five school days per school year to visit with their parents prior to parent's deployment or during parent's leave;
- Students serving as pages with the Georgia Legislature;
- Students in foster care attending foster care-related Court proceedings, and
- Voting, for a period not to exceed one day.

Excused Absences and Final Course Grades

Final course grades of students shall not be penalized because of absences if the following conditions are met: absences are justified and validated for excusable reasons and make up work for excused absences was completed satisfactorily.

Makeup Work: Makeup work is allowed when an absence is excused in keeping with MCSD Board Policies JB and JBA. Please note that schools are not required to provide make-up work for unexcused absences; for more information about this, please contact your child's Principal or building leader.

Absences Related to Military Parents: Excused absences for students to visit with parents preparing for, on leave from, or returning from overseas deployment in a combat zone or combat support posting will be granted. A maximum of five (5) excused days per school year are permitted, provided such absences do not exceed the maximum number of allowed absences per school year.

Truancy: When a child is absent, parents, guardians, or other persons who have control of a child enrolled in the District must comply with MCSD Board Policies JB and JBA and school guidelines to report reasons for absences in order for the absences to be excused. Any child that is subject to compulsory attendance who, during the school calendar year, has more than five (5) days of unexcused absences is considered truant. The law states the following: "Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100.00, or imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense."

- MCSD shall implement a progressive discipline process and a parental involvement process for truant students before referring the students to the juvenile or other court having jurisdiction.
- Schools will notify parents/guardians when a student has accumulated five (5) unexcused absences.

Reduction of Unexcused Absences:

The MCSD shall adopt policies and procedures to reduce unexcused absences that shall include but are not limited to the following:

1. The MCSD will notify the parent, guardian or other person who has control or charge of the student when such student has five (5) unexcused absences. The notice shall outline the penalty and consequences of such absences and that each subsequent absence shall constitute a separate offense.
2. After two (2) reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system shall send written notice via first class mail or certified mail with return receipt requested; and
3. MCSD will provide to the parent, guardian, or other person having control or charge of each student enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance.
4. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student shall sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 shall sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local system's policy.

Withdrawal Procedures

Administrative Withdrawal Due to Extended Absence: MCSD is authorized to administratively withdraw students 16 years of age or older who have 10 (ten) or more consecutive days of unexcused absences without any extenuating circumstances. School administrators shall document a minimum of three (3) attempts to contact a parent, guardian, or other person for the purpose of holding an attendance withdrawal conference prior to withdrawing a student.

Parental Withdrawal: MCSD procedure requires that where a parent or guardian seeks to withdraw his or her child from school, the parent or guardian who registered the student must fill out and submit a written withdrawal form. As a general rule, the non-registering parent or guardian may not withdraw a student. Where a parent/guardian withdraws a student with intent to homeschool, the

parent/guardian must file a Notice of Intent to Homeschool with the Georgia Department of Education (GaDOE) within thirty (30) days. Please note: Georgia law requires the MCSD to notify the Department of Family and Children Services where a student is withdrawn to homeschool but GaDOE has not received a filed Declaration of Intent.

Parental Withdrawal of Un-emancipated Minor: Students between the ages of 16 and 18 (un-emancipated minors) that have not earned a diploma must have parental permission to withdraw from school. The Principal or designee must convene a conference with the parent of child within two (2) days of receiving notice of intent to withdraw.

Withdrawal as Discipline: The MCSD does not recognize administrative withdrawal from school as an appropriate disciplinary consequence.

Checking a Student In or Out During the School Day

Students arriving at school after the school day has started (after the first bell) must be 'checked in' to school; documentation regarding the reason for the late check-in may be required. Students who are removed from classes and leave the school prior to the official end of the school day with a parent or legal guardian are "checking out early." A parent or legal guardian may be required to bring appropriate documentation showing the necessity of an "early checkout" at the time the student is released from school. Students should not be checked out during the last thirty (30) minutes of the school day. To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. Students leaving school before meeting that requirement will be considered absent for the day. Please contact the Building Leader or Principal at your child's school for additional information.

Students Who are Late to School or Class: Tardiness Tardy to School - Any student arriving at school following the ringing bell, chime, or other audible signal established by the Principal and intended to indicate the start of the school day. Any student who is on school property but is not in his or her assigned classroom or other authorized area following the bell, chime, or other audible signal will be considered tardy to school.

Tardy to Class - A student is "tardy to class" when he arrives to class following the ringing bell, chime, or other audible signal indicating the beginning of the instructional time. **Excused Tardy** - A tardy resulting from events beyond a student's control, such as an accident, road closed due to an accident, area power outage, late bus, or other excuses determined by the Principal or designee as acceptable. Documentation is required to excuse a tardy if it is for an appointment.

Unexcused Tardies - Students accumulating three (3) days of unexcused tardies will receive a phone call from the teacher or office staff/automatic call system to the parent.

Continued Tardies - After the fifth tardy, the Principal or designee will contact the parent or guardian for mandatory parent conference and counselor referral. Consequences may include detention, in-school suspension, or other actions in accordance with local school system policy.

10 or More Days - Referral to the school social worker and to support agencies outside the school system, as the Principal deems appropriate. Among these agencies are the Department of Family and Children Services (DFCS), law enforcement, Juvenile Court, Family Connection, or other external agencies.

High School Tardy Procedure: The student must report to the attendance/front office to check in when arriving to school after the tardy bell.

Parent notes will be accepted for up to 3 excused absences/tardies per school semester (total of 6 per year). Thereafter, the only excused reasons for absences or check-ins must be verified through the following formal documentation.

1. Doctor or hospital note.
2. Court or government mandated papers.
3. Funeral brochures or programs.
4. College visits must be preapproved and official documentation must be submitted upon return.

Academic Saturday School

Academic Saturday School is designed for students to make up work missed when the student is absent and the absence is unexcused. For up to two days missed, the student must attend one Academic Saturday School. A student will not be allowed to attend Academic Saturday School more than two times or if the unexcused absence is due to suspension from school. The student will report to the Attendance Office to obtain Academic Saturday School slips that must be given to each teacher. The slip requests that the teacher provide an administrator with a list of the assignments the student missed. These assignments must be completed during Academic Saturday School. Students must report to the school on the designated Saturday at 8:00 a.m. and remain until 12:00 p.m. Lunch breaks are not provided and the student should bring all necessary items to complete the assignments.

Checking In To School

Any student who arrives on campus after 8:10 a.m. must check in through the Attendance Office. A student who checks out of school for any reason and returns to school must check back in to school as soon as he enters the school grounds.

Please follow the procedures listed below when checking in:

1. Report to the Attendance Office before you go any other place in the building.
2. You must bring a written excuse from your parent / guardian. The note must have the date, the reason you were late, and a parent signature. If you were late because you had an appointment with a doctor, you must bring documentation from the doctor's office. **Reminder: Only three notes from the parent will be accepted. Thereafter, only validated excuses (doctor appointments, directed court appearances, etc.) can be submitted for the tardiness to be excused.**
3. You will receive a blue admit slip that documents the time you arrived and whether the tardiness is excused or unexcused. This is your pass to class.
4. This slip must be presented to the teachers of the classes that you missed. Each of those teachers must initial the admission slip and return the initialed slip to you.
5. It is the responsibility of the students to keep this slip for their own attendance records in case a question arises about a particular date.

Failure to follow proper check in procedures is considered skipping.

Checking Out of School

We recommend to all parents, guardians and students to please schedule all appointments before or after regular school hours. This prevents the interruption of classes and the missed information by the student checking out. Excused check outs shall be doctor or dentist appointments, court appearances and attending funerals of a close relative. No student will be dismissed to go home sick or for any other reason until a parent/guardian is contacted. **All persons** checking out a student must present a valid picture ID and be authorized by a parent/ guardian of the student. Students will not be allowed to leave school to transport other students that are not a brother or sister. No teacher has the authority to dismiss a student to leave school for any reason; neither may they be excused to run errands for teachers.

Any student who arrives on campus before 8:10 a.m. is considered present and must check out before leaving campus.

Failure to do so is considered skipping.

Check Out Procedures for Student Drivers with a Scheduled Appointment

1. When a student must check out between their time of arrival on campus and 3:25 p.m., the student must bring a signed note to the attendance office before 8:10 a.m. This note should be written and signed by the parent/guardian, stating the **time of departure, contact number** for the parent and **destination** of the student. If the student has an appointment with a doctor, please include the doctor's name on the note.
2. The note will be verified and a check out slip will be marked unexcused until an official note is returned to the office. The student will present the check-out slip to the teacher at the appointed time and quietly leave class.
3. In order for a check out to be excused, the appropriate form/note from the dentist, doctor or the court system must be brought back to the CHS attendance office along with the checkout slip. Without this documentation, the absence or check out will remain unexcused. (The checkout will not be excused as a PARENT NOTE).
4. If the student returns to campus, he must follow the proper check in procedures immediately upon his return.

Students are NOT allowed to checkout if they do not follow these procedures.

Procedures for Students Drivers with an Unplanned Check Out

1. When a student must check out during the school day due to illness the student must first report to the clinic where the clinic worker will contact the parent. **(The student is not permitted to contact his/her parent or family member by cell phone to inform them of the student illness.)**
2. Once the parent gives permission for the student to check out, the student will be released to drive home.
3. The student must submit a parent note or an official doctor's or court note upon her return to school in order for the check out to be marked excused.

Check Out Procedures for Non-Drivers with a Scheduled Appointment

1. When a student must check out between their time of arrival on campus and 3:25 p.m. he is expected to bring a signed note to the attendance office before 8:10 a.m. This note should be written and signed by the parent/guardian, stating the time of departure, contact number for the parent and destination of the student. If the student has an appointment with a doctor, please include the doctor's name on the note.
2. The student will receive a release slip that will indicate a time that the student is to return to the Attendance Office. Present the release slip to the teacher at the appointed time and quietly leave class.
3. The student must report to the Attendance Office after leaving class in order to meet the parent/guardian and be released from school.
4. When a student is being checked out by a parent/guardian a valid ID must be presented to sign the child out. Under no circumstances can a student be checked out by telephone and then request that the student wait outside until the parent arrives.
5. In order for a check out to be excused, the appropriate form/note from the dentist, doctor or the court system must be brought back to the CHS attendance office along with the checkout slip. Without this documentation, the absence or check out will remain unexcused. (The checkout will not be excused as a PARENT NOTE)
If the student returns to campus, he/she must follow the proper check-in procedures immediately upon return (not following procedures will be considered skipping).

Procedures for Non-Drivers with an Unplanned Check Out

1. When a student must check out during the school day due to illness the student must first report to the clinic where the clinic worker will contact the parent **(the student is not permitted to contact his/her parent or family member by cell phone to inform them of the student illness).**
2. Once the parent is notified, the clinic worker will determine whether the student needs to return to class or remain in the clinic until the parent arrives.
3. The parent must report to the Attendance office to check out the student.
4. When a student is being checked out by a parent / guardian a valid ID must be presented to sign the child out. Under no circumstances can a student be checked out by telephone and then request that the student wait outside until the parent arrives.
5. The absence will be marked excused as a PARENT NOTE unless an official note is submitted when the student returns to school.

If the student returns to campus, he must follow the proper check in procedures immediately upon his return.

A student who has checked out of school must leave campus and cannot return to campus without following proper check in procedures. A student failing to sign out properly may not be allowed to make- up work and is subject to disciplinary action.

SKIPPING

Skipping is defined as being out of class without permission of the teacher or being in a place other than that for which permission is granted. The teacher with whom a student is scheduled or an administrator are the only individuals who can grant permission for the student to be anywhere other than the assigned class. For example, a student who is in the parking lot during the school day is considered to be skipping unless the student has a pass from an administrator or a check out slip. Skipping will result in ISS and there will be parental notification. **The student will receive a zero for work missed.** Attendance appeals are difficult when skipping has been documented. Skippers are not eligible to make up work missed. **Any student who skips school by leaving campus will lose parking privileges for one calendar year from the date of the incident. (Parking decal fees are nonrefundable)**

During lunch, a student without a pass from a teacher/administrator is considered to be skipping if the student is anywhere other than one of the four locations on campus that have been approved as designated lunch areas. The four areas are: the cafeteria; the Commemorative Plaza; the Fountain courtyard; and the Flower courtyard.

1 st Offense	Two days of In School Suspension*
2 nd Offense	Five days of In School Suspension**

*(If the student is a junior or senior and left campus, parking privileges will be revoked for one calendar year.)

** (If the student left campus for the second time, parking privileges will be revoked permanently.)

CONDUCT

INTRODUCTION

The atmosphere at Columbus High will depend upon the thoughtfulness and cooperation of every individual in the school. We believe that a code of conduct should assist students in developing individual responsibility for self-control; acquiring good manners and consideration for others; and demonstrating respect for those charged with maintaining a positive learning environment. Columbus High's local code of conduct was developed after soliciting suggestions and advice from students, teachers and parents. It should be clearly understood that this code of conduct is in addition to, not a replacement for, the Muscogee County School District's Disciplinary Policy. **This school code of conduct in no way restricts the authority of the principal who shall be the final authority in interpreting the rules, conduct and consequences outlined in this handbook.**

MAGNET REVOCATION

Students who fail to meet the requirements of the Columbus High School Magnet Program as outlined in this Student Handbook will be dismissed from the Magnet Program and will return to their home school of assignment. Students who fail to adhere to the MCSD Code of Conduct are also subject to having their enrollment in the CHS Magnet revoked. Furthermore, students with a chronic disciplinary or lack of attendance record over the course of their enrollment in the magnet will also be dismissed. Revocations can happen at any point in the school year and parents will be notified in writing of the Magnet Revocation.

DISCIPLINE PHILOSOPHY

The administration, faculty, and staff of Columbus High School believe in a humanitarian approach to discipline that is based on the assumption that the teaching and modeling of strong values will minimize the need for punitive discipline. However, our primary goal is to maximize the opportunities for our students' growth and development through an exemplary educational program, and we will not allow misbehavior to compromise our ideals. The discipline policy at Columbus High School is developed around incremental consequences that are designed to allow the student to adjust to the rigors of high school, and develop his/her personal self-discipline. We believe that our expectations are fair and reasonable, and there should be no need for students to face disciplinary action if these expectations are met.

Be aware that a student's behavior could result in being immediately administratively removed from Columbus High School. This could be the result of a single incident or a series of incidents. ALL CONSEQUENCES ARE MINIMUMS, ADMINISTRATION MAY GIVE MORE SEVERE CONSEQUENCES AT ANY TIME.

CAMPUS AUTHORITY

Students must be aware that all teachers, secretaries, bus drivers, custodians, cafeteria personnel, and other school system employees, as well as, the administration have authority over the students from the time they leave home in the morning until they return home in the afternoon. Even if a student is not assigned to a specific teacher, the student is obligated to follow the teacher's instructions, directions, and commands. These adults are charged with upholding all rules, regulations, and policies just as students are charged with following them.

DISCIPLINE PLAN

The following policies shall be used to govern student conduct at school, at all school-sponsored activities, and at any time the student is under the jurisdiction of the school. ***The School Board and the school reserve the right to punish behavior that is subversive to good order and discipline in the school even if such behavior is not specified in the following written rules.***

Student behavior can be categorized into three levels of severity and the consequences for misbehavior are commensurate with the type of misconduct displayed by the student:

- Level I - Minor Offenses
- Level II - Major Offenses
- Level III - Critical Offenses

Consequences

The consequences that result from a student's failure to comply with the code of conduct are incremental in design. Most minor offenses will result in detention. As the offenses progress in severity the consequences will also become more severe. Major offenses will result in several detentions, Detention Saturday School (DSS), In-school suspension (ISS) and Out-of-school suspension (OSS). Critical offenses will result in Out-of-school-suspension and referral to the Muscogee County School District Discipline Tribunal.

<u>Consequence</u>	<u>Maximum Times Consequence Can Be Assigned</u>
Central Detention	7
Detention Saturday School	4
In School Suspension (ISS)	3

Detention

Students may be required to stay after school for misconduct, not to exceed one hour each day. All students who are assigned detention will be given 24 hour notice to arrange transportation. It is the student's responsibility to avoid detention if transportation after school is difficult to arrange or if work conflicts. Students may choose to stay for detention without a 24 hour notice. Students may be assigned a work detail for the detention time. **Failure to stay for detention or comply with a work detail will result in Saturday School.** Detention will be held Monday through Thursday from 3:30 - 4:15 p.m.

Detention Procedures:

Students must arrive no later than 3:30 and will not be allowed to leave until 4:15.

Students may not talk, eat, sleep, use phones, nor study during this time period.

Students that are sent out for any reason will be assigned Saturday School. More severe consequences may be given based on the infraction.

When a student misses a scheduled detention, an administrator or designee will assign Saturday School. After four missed detentions, the student will be given ISS for a minimum of two days. ISS will occur for each missed detention after that. For any missed detention, an administrator or designee will contact the student and make them aware of the Saturday School Date. The student will have 24 hours to contact the administrator to resolve any conflicts.

A student will be given **ONE** opportunity to reschedule a detention. The change must be made 24 hours prior to the scheduled detention. The rescheduled detention must be within one week of the original detention.

In-school Suspension Program (ISS)

The In-school Suspension Program is designed as another alternative to suspension from school. In this program students are not allowed to attend regular classes and will therefore miss educational information presented by the teacher that can be detrimental in receiving a grade for the class. The student is segregated from the normal student body and works on alternative class assignments. Students are counted present each day they attend and receive credit for completed assignments. It may not be possible to complete all assignments while in ISS. Arrangements must be made with the classroom teacher to complete any assignments missed. ***Students who are in ISS may not attend or participate in any extracurricular activities during the time period that they are in ISS. No exceptions.***

Students assigned to ISS will be marked present each day they are in ISS. If a student checks out during the day they are assigned to ISS, the student will be assigned to ISS for an additional day. Failure to report to school on the assigned ISS days will result in out of school suspension.

Students assigned to ISS will receive assignments from their teachers. These assignments must be completed while the student is in ISS. All assignments given to the student must remain in the ISS room at all times. ***The student will receive a grade of zero on any assignment that is taken from the room.***

Rules for In-school Suspension:

1. Students will report to room 111 before 8:10 a.m. on the days the student is assigned to ISS.
2. Students must bring all assigned textbooks and Chromebook to school in order to complete assignments.
3. Students will not be allowed to participate in any school activity until the student has completed the days assigned to ISS.
4. Students must leave campus at 3:25 p.m. on the first day of ISS. Failure to follow this rule will result in out of school suspension.
5. Students will not be allowed to sleep or put his/her head on the desk while in ISS.
6. Students will be allowed a break of no more than five minutes between 10:00 and 11:00 and right after lunch.
7. Students will not be allowed to eat or drink in the ISS classroom.
8. Students will eat lunch in the ISSP room. When lunch has ended, the students will pick up trash in the cafeteria and courtyards before returning to the ISS room.
9. Students will bring a pleasure reading book to read if all assignments have been completed before being released from ISS.
10. Students will not be allowed to talk to each other while in ISS.
11. Students will not be allowed to play games on their calculators.
12. Students must reschedule detention that is scheduled for the first day of ISS.

Students must follow all ISS rules. If a student fails to follow any of the rules listed above, the student will be suspended out of school for a minimum of two days.

Out-of-school Suspension (OSS)

Suspension dictates that students shall not be allowed to attend school or school-sponsored activities for the prescribed number of days, that they receive zeroes for all assignments and/or tests missed, and that they be remanded to the parent/guardian during school hours. Students suspended will not be allowed to participate in Academic Saturday School to make up assignments missed.

Note: A suspended student will receive a grade of zero on all assignments during the days of suspension. Be aware that out of school suspension can jeopardize HOPE eligibility and magnet status.

A student's driver's license will be suspended a minimum of one year if the student is suspended for any of the following offenses:

1. Threatening, striking or causing bodily harm to a teacher or other school personnel.
2. Possession or sale of drugs or alcohol on school grounds.
3. Possession or use of a weapon on school grounds.

Reentering School Following Suspension

A suspended student must report to the administrator who suspended him or her upon return to school for an admit slip to class. No student who has been suspended will be allowed to enter class without this signed pass. Each teacher must sign the pass, and it must be returned at the end of the school day to the administrator who issued the admit slip.

Alternative School or Expulsion

When a student's behavior is serious enough to warrant a referral to the Muscogee County School District Discipline Tribunal, he / she will be suspended from school for a period of ten days and referred to the Assistant Superintendent for Student Services. The parents will be contacted by mail concerning a hearing. The tribunal, after hearing the evidence, may determine that the student will be assigned to the alternative school (AIMS) or, if the offense is serious enough, the student may lose his right to a public education and be expelled from school.

EXPLANATION OF DISCIPLINE POLICIES

BULLYING / HARRASSMENT



The Muscogee County School District prohibits bullying behavior of a student by another student. Bullying behavior is defined as:

Any pattern of written or verbal expression or any physical act or gesture that is intended to ridicule, humiliate, intimidate, or cause measurable, physical or emotional distress upon one or more students in the school, on the school grounds, in school vehicles, at designated school bus stops, or at school activities or sanctioned events.

Incidents of bullying behavior may be reported directly to the counseling department, principal, teacher or other school district personnel verbally or in writing. Each reported incident of bullying behavior will be investigated by the principal/designee, and in some cases school security, and a disposition determined which may include a suspension from school or a referral to the Student Discipline Tribunal. Students who make a false report of an incident of bullying behavior will also receive a disposition.

CELL PHONES

Students may bring a cell phone to school however; the following policies and procedures must be followed:

1. Students may not have phones visible in the hallways, gym, courtyards or cafeteria at any time between the hours of 8:10 a.m. and 3:25 p.m.
2. Students may check their phones during lunch and c-time to contact parents or check messages but students may not use their cell phones to make or receive phone calls. Students have access to all school office phones and may use them as needed.
3. Students may not use their cell phones in the classroom unless their teacher allows it. Phones must not be visible. Students must follow their teacher's directive.
4. Earphones cannot impede with hearing teacher's directions, emergency situations or participation in class. Students may not have earphones on/in their ears while walking down the hall or on campus during the change of classes.

Progressive Discipline for breaking the rules:

1. First and second offense, student will be asked to correct the inappropriate behavior.
2. Repeat behavior, following the third occurrence, the student will lose the privilege to have a cellphone or headphones at school.

Note: Parents will not be notified of the first 2 offenses as students are expected to follow the rules daily.

The following procedures are designed to provide a learning environment that is conducive to teaching and learning without the interference of cell phone use during the instructional environment, in the hallways, in the cafeteria, bathrooms, locker rooms, etc.

TWO LEVELS OF CELL PHONE VIOLATIONS

Level 1 CELL PHONE VIOLATION - Accidental

Level 1 violations are unintentional. These violations include a device making a noise/sound due to failure to place phone in silent mode or failure to turn the phone off upon entering the classroom.

Consequences: Verbal warnings, Teacher-assigned detentions. Handled at the classroom level and documented. If becoming habitual (3 incidences of Level 1), then it moves to Type 2, 1st Offense.

Level 2 CELL PHONE VIOLATION – Blatant

Student **IS** on phone when device is not approved for class use. (Phone call/Texting/Social Media/Etc.)

Student has had 3 incidences of Level 1 violations.

Consequences: The progression of consequences for cell phone infractions considered **Level 2** can be found below.

Cell Phones – LEVEL 2 DISCIPLINE PROGRESSION

1st Offense: Central Detention

2nd Offense: 2 Days Central Detention

3rd Offense: Disciplinary Saturday School

4th Offense: 1 Days ISS + Parent contacted by administration

5th Offense: 1 Day ISS + Parent contacted by administration

6th Offense: 2 Days ISS + Parent contacted by administration

7th Offense: 1 Day OSS + Parent contacted by administration & Student loses privilege of possessing a cell phone at school and at CHS functions

TOBACCO & ELECTRONIC CIGARETTES (JUULS)

Students enrolled in the Muscogee County public schools shall not possess, transmit, or use tobacco in any form. Principals can suspend students for a period of no longer than ten (10) days when they are found guilty of possession, transmission or use of tobacco products in any form. An electronic cigarette (or e-cigarette), electronic-vaping device, personal vaporizer (PV), or electronic nicotine delivery system (ENDS) is a battery-powered device which simulates tobacco smoking. It generally uses a heating element that vaporizes a liquid solution. They are considered and sold as tobacco products and are prohibited. **Any Columbus High School Student found in possession of a Juul or any vaping device will be administratively removed from Columbus High School and returned to their zone school.**

CHEATING

Each student will receive an integrity policy at the beginning of each year and from each classroom teacher a description of what constitutes cheating in his/her classroom. A copy of the Integrity Policy can be found in the Supplements of this handbook. Teachers may require students to submit papers to “[Turn It In.com](http://TurnItIn.com)” to help determine the integrity of the papers. There are several steps that are taken if a student is cheating or in violation of the integrity policy:

1st Offense: Zero on assignment, Academic Saturday School where student will redo the assignment at A level but receive no grade, potential removal of honors for one calendar year

2nd Offense: Zero on assignment, ISS, Behavior Contract, removal of honors for one calendar year, possible removal from CHS

3rd Offense: Recommendation for Removal from CHS

Automatic recommendation for removal: Integrity issues involving stealing or hacking login information for canvas, infinite campus, and other electronic platforms.

CYBER BULLYING



A student may not be tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another student using the Internet, interactive and digital technologies or mobile phone. Inappropriate pictures as well as any pattern of written or verbal expression that is intended to ridicule, humiliate, intimidate, or cause emotional distress upon one or more students is not permissible. There is zero tolerance for cyber bullying.

DELIVERIES

Deliveries of items such as balloons, flowers, fast food, and other like items are NOT PERMITTED AT ALL. Such deliveries constitute an interruption to class time which affects ALL students and the educational process. Class time is critical and valuable from bell to bell. DELIVERIES CAN NOT BE LEFT IN THE BUILDING FOR STUDENT PICKUP FOR ANY REASON.

If for some reason a parent must bring food to his student, the following procedures must be followed:

1. The parent must check in to the attendance office.
2. The parent must deliver the food directly to the attendance office.
3. **PARENTS CAN NOT BRING FOOD FOR ANY STUDENT OTHER THAN THEIR OWN, NO EXCEPTIONS.**

Only parents or persons included on a student's contact list may deliver lunch to the student.

The student will pick up the delivery in the attendance office prior to his/her lunch period during the change of class. Students will not be notified of the delivery until the last 5 minutes of the class immediately preceding the student's lunch period. If the student forgets a book, homework, TMA, gym clothes, shoes, etc., the same policy applies. They will only be called from class the first or last five minutes. Please help your child remember all the items they need for school every day.

Not following these procedures will result in a consequence for the student.

HAZING / INTIMIDATION / INITIATION

No student group, including athletic teams, may engage in activities which threaten the safety or well-being of another student or faculty member. These activities may include, but are not limited to: threats, intimidation, hazing, harassment, or initiations.

Initiation rituals that require unusual dress at school as part of the initiation process is not allowed! Students participating in this behavior will receive out of school suspension automatically.

ID CARD

Wearing the student ID card is a requirement of Columbus High School. The ID must be visible and worn on the school issued lanyard and around the neck at all times during the school day.

The ID card must be used when checking out Media Center materials, or to use the Internet. Therefore, IDs must be worn in the media center after school. At the beginning of each school year, each student is issued an ID card, a lanyard and a clear ID holder. If the ID card is lost, a student must purchase a new card in the Media Center for the price of \$5.00 for the set (card - \$3.00, lanyard - \$1.00, plastic holder - \$1.00). The items may be purchased separately for the following costs: card \$4.00, plastic holder \$1.00 or the lanyard \$1.00.

Any student who neglects to bring his/her ID card to school will receive in a consequence. Any student failing to wear the ID card, at any time during the school day, will receive a consequence.

All students must wear their ID on the school-approved lanyard. The use of tape to secure the ID card to one's attire is unacceptable. **The ID card must not be broken, defaced, altered, or mutilated. The ID holder must contain only the ID.** **A student who wears an ID that is not his own or that is not for the current school year will be disciplined (Misuse of ID).** It is the responsibility of the student to inform his/her 1st period teacher of the day if he/she does not have an ID card and request a temporary ID.

Any student who does not have his/her ID card (or a temporary ID) after 1st period will receive the consequence determined by the number of ID offenses for that student. A student may purchase a new ID or have a parent bring the ID to school during the first period of the day. Students can bring the ID to an administrator up to the change of classes between first and second periods to have the consequence removed). **Consequences start at the beginning of the year and are yearlong.**

1 st offense	Failure to wear ID card at school	Warning
2 nd offense	Failure to wear ID card at school	Warning
3 rd offense	Failure to wear ID card at school	Detention
4 th offense	Failure to wear ID card at school	Detention
5 th offense	Failure to wear ID card at school	Detention
6 th offense	Failure to wear ID card at school	Detention
7 th offense	Failure to wear ID card at school	Saturday School

Any student wearing a temporary ID card will not be permitted to check out CHS Media Center materials.

CHS RETURN POLICY

Throughout the year students will be given various forms that must be taken home and signed by a parent/guardian or fees that must be paid. The student is expected to return the form or payment within three (3) school days. Failure to comply with this request will result in a consequence.

If a problem arises that prevents the student from complying with the policy, it is the student's responsibility to inform the teacher or an administrator of the problem *PRIOR TO THE DEADLINE*. The consequence for noncompliance will result in central detention until the requirement has been met.

SEARCHES

Students are to be advised that the Muscogee County School District reserves the right to search school property such as desks and lockers, as well as student vehicles and possessions. School officials shall conduct student searches, but where necessary law enforcement officials may be called and may use trained narcotics dogs. Students must submit all prescription and non-prescription drugs to the clinic. These items are not allowed to be carried by students or stored in their vehicles at school. Any student found in possession of prescription or non-prescription drugs will receive ISS, OSS or be sent to the tribunal. The tribunal process may result in placement of an alternative school setting and withdrawal from Columbus High School. Non-prescription drugs will be confiscated and a parent must pick them up from the school.

ZERO TOLERANCE FOR RACIAL SLURS

The Muscogee County Board of Education and Columbus High School believes that all students can learn better in a safe school environment. Behavior that infringes on the well-being of students will not be tolerated, Columbus High School thereby adopts a prohibition against communication of racial slurs, either verbal or written, by any student. This zero-tolerance policy is defined as review for possible removal from Columbus High School.

Further, the prohibition against racial slurs extends beyond the classroom to every school related activity and event. The prohibition is a school-wide, on and off campus, all-inclusive ban of racial slurs at Columbus High School regardless of intent.

Such prohibition already exist in the CHS Faculty Handbook and is included in the MCSD Student Code of Conduct for all schools within the school system.

SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or system employee constitutes sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual;

- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning ones' grades, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to the principal. In addition, each school shall designate one male and one female employee to whom complaints may be made who shall come from the assistant principals or counselors.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

The following staff members at Columbus High School have been designated to receive complaints: All Administrators & Counselors - Dr. Marvin Crumbs, Principal; Michele Grier, Assistant Principal; Sonya Allen, Assistant Principal; Troy McGarr, Assistant Principal; Chris Porch, Head Counselor; Dominique Thomas or Sabrina White, Counselors. A student may make an official complaint to any faculty member who, in turn, will notify an administrator or a school counselor.

MCSD Prohibits Harassment (SEE MCSD CODE OF CONDUCT)

Harassment:

1. Muscogee County School District (MCSD) does not tolerate harassment on the basis of sex, race, color, national origin, religion, disability, sexual orientation/gender identity and/or age. MCSD is committed to taking immediate action to eliminate harassment, address its effects, and prevent its recurrence.
2. Any student who believes that he or she has been subjected to harassment on such bases is encouraged to report the offense to the building administrator. Complaints may also be made to the District's Coordinator of Compliance/Chief of Student Services.
3. Students and/ or employees found to have engaged in acts of harassment on such bases will be promptly disciplined. Such discipline may include, if circumstances warrant, suspension or expulsion for students or suspension or termination for employees.
4. MCSD strongly encourages students, parents, and district staff to work together to prevent harassment for any reason.

TECHNOLOGY TAMPERING

The use of technology is a privilege, not a right. With the addition of technology (to include but not limited to computers, networks, and the Internet) it is important that students use the available technology appropriately. Students and parents sign an Authorized Use Policy stating computers at CHS will only be used for school related work.

Students are not allowed to:

- Load and/or install software to any computer without permission from a faculty member.
- Alter any settings and / or configuration on any computer.
- Play games on the computer.
- Transmit / send / broadcast any material in violation of any federal or state regulation.
- Submit, publish, or display any copyrighted material, threatening, defamatory, inaccurate, abusive, racially or ethnically offensive, profane, sexually oriented, obscene, or illegal material.
- Send messages across the network during class time.
- Attempt to break password security, district security and firewalls or use proxy servers.

- Unplug computer parts or interfere with the normal working processes of the computer.
- Send e-mails not related to school coursework

1st Offense

Detention Saturday School

2nd Offense

In-School Suspension

3rd Offense

In-School Suspension

VENDING MACHINES

Students are allowed to purchase from the vending machines; however, the following rules still apply: Students may consume items purchased from the vending machines while in class only if the teacher gives them permission.

← DRESSING & GROOMING RESTRICTIONS →

MCSD has a district-wide dress code that is enforced at each school. For additional information about the District-wide dress code, please review Rule 16 in the Code of Conduct. In addition to the District-wide dress code, Principals have authority and discretion to set school-specific dress codes and uniform codes at each school. The schools shall present dress and uniform codes to the Board of Education for review. In order to allow students time to obtain clothing, school-specific uniform codes are not enforced during the first five (5) school days that a student attends the school. If you need assistance to comply with dress or uniform codes, please contact the Principal or designee for assistance. It is not the intent of MCSD to dictate the quality or style of clothing worn, but rather an effort to encourage good habits and acceptable group behavior. Student dress and personal appearance should reflect dignity and pride in oneself and in the school. Therefore, a student shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. Bonafide religious attire will be permitted. Student dress code and uniform dress codes will be enforced in a reasonable, non-discriminatory manner.

The Columbus High school dress code is designed to reduce the likelihood of distraction or disruption and to maintain an academic focus in the classroom and on campus. If, in the judgment of an administrator, a student is dressed inappropriately, or the manner of dress poses a safety hazard, the student will be required to change clothing (along with following the steps of the Disciplinary Scale).

Any student dress/appearance not specifically stated which the faculty or staff deems distracting will not be permitted. It is essential that students respect the learning *environment by being appropriately dressed for school*. Exceptions to the CHS Dress Code may be made by the Administration or his/her designee for specific reasons.

- Bonafide religious attire is permitted.
- Chests, backs, and midribs must be covered. Transparent items do not constitute cover.
- Shorts, dresses, skirts, skorts or other garments may be no shorter than three (3) inches above the top of the knee. Tights or leggings must be accompanied by another garment that is no shorter than three (3) inches above the top of the knee.
- Pajamas may not be worn to school, unless permitted by school Principal.
- Undergarments are not to be visible at any time. Outer garments are to be worn in a manner which will cover up all undergarments. Transparent items do not constitute cover.
- All pants and slacks and skirts must be worn at the waist.
- No pants, shorts, or skirts may have holes above the knee.
- Blankets are not permitted in school.
- Hats, caps, sunglasses, rollers, picks, combs, and bandanas are not to be worn in the building during the school day. Principals may use discretion as to head coverings that are not listed here. **Note: students may be required to wear a hairnet and/or other hair restraints in technology classes, laboratory, swimming, and instructionally related activities or advised by the teacher.**

- Shoes must be secured to the foot in the front and/or the back. House slippers and shoes with cleats are prohibited.
- Gang-related tattoos, badges, insignias and colors are prohibited.
- Logos or symbols which denigrate racial, social or ethnic groups are prohibited.
- Attire that may damage school property or cause personal injury to others (such as chains or studded items) is prohibited.
- Clothing items which advertise alcoholic beverages, sex, tobacco, obscene, crude suggestive messages, or use profanity or slurs pertaining to race, gender, ethnicity, religion or national origins are prohibited. Clothing that suggests or portrays violence or illegal actions is prohibited.
- Fake alcohol or drug advertisement is prohibited.
- Clothing that causes a distraction from the learning environment or a disruption to the operation of the school is not permitted.
- "Fake" alcohol or drug advertisement is prohibited

First offense: parent contact, student is assigned detention and student remains in ISS until a change of clothes can be brought to school.

Second offense: parent contact and ISS.

Third offense: parent contact and 2 days of ISS.

Continued offenses: parent contact and 4 days of ISS.

Continued offenses are considered defiance and will be treated as such.

RESTRICTIONS OF STUDENTS

A student's behavior could result in being administratively removed from Columbus High School. This consequence could be the result of a single incident or a series of incidents.

The following restrictions apply to all students while at school or at school sponsored functions.

Students May Not:

1. Commit an act of defiance, either in language or action, against any teacher or against any employee of Columbus High School. Defiance includes but is not limited to the failure to follow a reasonable request of a teacher or employee.
2. Tamper with firefighting equipment or emergency alarm systems.
3. Write on or deface school property. Violators will be punished in a manner consistent with the crime and shall be required to make full financial restitution.
4. Put any written material, photos or drawings on the bulletin boards around the school without permission of an administrator.
5. Alter, mutilate, reproduce, or deface a Columbus High ID card.
6. Steal, gamble or commit extortion. Cards, dice, etc., are prohibited.
7. Fight one on one, which will result in suspension, or be involved in fighting with more than two persons, which may be handled in court and may result in suspension and/or expulsion.
8. Behave in any manner that threatens the safety, security or well-being of other students and faculty or other school personnel.
9. Behave in such a way as to threaten the orderly operation of school or a school-sponsored event.
10. Loiter or wander in the halls during the assigned lunch period.

11. Throw food in the cafeteria or remove food, bottles, or chairs from the cafeteria. Trays should be returned to the proper place.
12. Stand in the hall restricting the free movement of other students.
13. Run or play in the halls. Unnecessary noise and boisterous behavior will not be tolerated.
14. Participate in or attend extracurricular activities sponsored by the school if the student is suspended or in ISS for two or more days.
15. **Bring food, drink, candy or gum into the building except as packed for lunch.**
16. Display affection, such as kissing publicly, holding hands or embracing.
17. Enter the teachers' lounges or workrooms.
18. Go to the parking lot once school begins. Permission will not be granted for students to go to the parking lot during the school day. Students may call a parent from the Attendance Office if items are left in the vehicle.
19. Sell items on campus for personal gain.
20. Play loud music in vehicles when driving through residential areas bordering the school.
21. Wear sunglasses during the school day.

CATEGORIES OF BEHAVIOR

LEVEL 1

All consequences are minimums, more severe consequences may be given at the principal's discretion.

A minor offense is considered the least offensive form of misbehavior and receives the mildest form of discipline. Level I offenses typically result in a warning, counseling, parent phone conferences, and/or detention. If misbehavior of this type continues, administrative referral may occur and appropriate action will be taken. A minor offense is considered the least offensive form of misbehavior and receives the mildest form of discipline. Level I offenses typically result in a warning, counseling, parent phone conferences, and/or detention. If misbehavior of this type continues, administrative referral may occur and appropriate action will be taken.

A. MISCONDUCT IN CLASSROOM, BUILDING, OR WHILE REPRESENTING THE SCHOOL OFF CAMPUS

- | | |
|-----------------------------------|---|
| 1. Excessive talking in class | 12. Running in the halls |
| 2. Sleeping in class | 13. Throwing objects |
| 3. Tardy to class | 14. Horseplay |
| 4. Not in assigned seat | 15. Minor dress code violations |
| 5. Wandering around room | 16. Failure to wear ID |
| 6. Refusing to follow directions | 17. Entering building during lunch without a pass |
| 7. Failure to follow instruction | 18. Public Displays of affection |
| 8. Refusing to work | 19. Using cell phone during school hours |
| 9. No books or materials | 20. Using electronic device |
| 10. Chewing gum | 21. Inappropriate behavior while completing community service |
| 11. Food or drink in the building | 22. Inappropriate behavior while on a field trip |

Consequences administered by the teacher. Detention, contact parent, confiscation of electronic device, refer to an administrator

B. MISCONDUCT IN BUILDING, PARKING LOT, CAFETERIA, BUS

- | | |
|------------------------------------|--|
| 1. Using electronic equipment | 12. Failure to display parking permit in vehicle |
| 2. Cell phone use | 13. Breaking in the cafe line (4 days detention) |
| 3. Gambling | 14. Failure to return lunch tray |
| 4. Defiance/Disrespect | 15. Loud talking in the cafeteria |
| 5. Dress code violations | 16. Throwing food in the cafeteria |
| 6. Unsafe Driving | 17. Failure to follow instructions |
| 7. Loud Music in parking lot | 18. Failure to wear ID |
| 8. Taking lunch from the cafeteria | 19. Horseplay in the parking lot |

- | | |
|---|---|
| 9. Failure to purchase a parking permit | 20. Taking pizza/boxed lunch or tray out of the cafeteria |
| 10. Failure to return to the assigned location for departure of fieldtrip bus | 21. Parking in someone else's assigned parking space |

Consequences administered by an administrator. Confiscation of electronic devices, multiple detentions, In School Suspension, Detention Saturday School, OSS, Loss of bus privilege, 1 week of lunch duty with the custodians for leaving trays/trash on café table

C. STUDENT ID CARDS

- | | | |
|-------------------------|-----------------------------------|-----------------|
| 1 st offense | Failure to wear ID card at school | Warning |
| 2 nd offense | Failure to wear ID card at school | Warning |
| 3 rd offense | Failure to wear ID card at school | Detention |
| 4 th offense | Failure to wear ID card at school | Detention |
| 5 th offense | Failure to wear ID card at school | Detention |
| 6 th offense | Failure to wear ID card at school | Detention |
| 7 th offense | Failure to wear ID card at school | Saturday School |

D. TARDY TO SCHOOL

- | | |
|--|---|
| 1. Unexcused tardiness to school | Administrative detention |
| 2. UNX and EXC excessive tardiness to school (3 or more) | Tardy Contract/Parent conference |
| 3. Continued tardiness after contract | In School Suspension/Detention Saturday School/
Will also lose on-campus parking privilege |

NOTE: The incremental plan of discipline may result in elevating these consequences to "Level II" if the misconduct continues and corrective measures at this level prove to be ineffective. Prior to elevating a student's behavior to "Level II", counseling and parent conferences will be conducted. Once a student receives ISS for tardiness, they also lose their parking space permanently.

LEVEL 2

All consequences are minimums, more severe consequences may be given at the principal's discretion.

A major offense represents serious rules violations and typically results in Detention Saturday School, In-School Suspension (ISS), or Out-of-school Suspension (OSS).

A. GENERAL MISCONDUCT

- | | |
|--|---|
| 1. Profanity | 9. Misuse of ID |
| 2. Obscenity (ex: porn, lewd drawings, etc.) | 10. Technology tampering & misuse |
| 3. Defacing or destruction of property | 11. Repeated Level I violations |
| 4. Skipping | 12. Defiance |
| 5. Laser Pointer | 13. Sell items on campus for personal gain |
| 6. Park in area reserved for teachers | 14. Inappropriate or vulgar gestures |
| 7. Intimidation /Harassment | 15. Disrespect to any adult in the building |
| 8. Forgery | 16. Altering, mutilating or defacing ID card |
| | 17. Altering or misrepresenting an official school hall pass. |

Possible resulting consequences include restitution, multiple detentions, loss of parking privileges, if applicable, ISS and OSS.

B. MORE SERIOUS LEVEL II OFFENSES

- | | |
|--|---|
| 1. Profanity towards a teacher | } <u>OSS</u> offenses/Removal from CHS |
| 2. Possession or use of tobacco, or Juul | |
| 3. Fighting | |

C. ACADEMIC

- | | |
|---------------------|---|
| 1. Cheating | } 1st Offense: Zero on assignment, Academic Saturday School where student will redo the assignment to "A" level but receive no grade, potential removal of honors for one calendar year |
| 2. Plagiarism | |
| 3. Integrity Issues | |
| | 2nd Offense: Zero on assignment, ISS, Behavior Contract, removal of honors for one calendar year, possible removal from CHS |

3rd Offense: Recommendation for Removal from CHS

LEVEL 3

All consequences are minimums, more severe consequences may be given at the principal's discretion.

A critical offense includes the most dangerous and offensive behaviors. A Level III offense usually results in Out-of-school suspension and referral to the Muscogee County School District Discipline Tribunal.

1. Drugs	8. Terroristic threats	} MCSO Police will be notified OSS Tribunal Referral
2. Weapons	9. Sexual harassment	
3. Explosives	10. Theft	
4. Alcohol	11. Any violation of civil or federal law	
5. Assault	12. Inappropriate sexual activity	
6. Tamper with fire alarm		
7. Physical abuse		

A student's behavior could result in being administratively removed from Columbus High School. This consequence could be the result of a single incident or a series of incidents. **Any student who is sent to Tribunal will be administratively removed from Columbus High School.**

Summary of Consequences for Common Infractions

ELECTRONIC DEVICES (NON-CELL PHONE) AND OTHER ITEMS

1 st Offense	Central Detention - 1 day	Item confiscated for 3 days
2 nd Offense	In-School Suspension	Item confiscated for 5 days
3 rd Offense	Detention Saturday School	Item confiscated 10 days

SKIPPED/MISSED DETENTIONS

1 st Offense	Saturday School
2 nd Offense	Saturday School
3 rd Offense	Saturday School
4 th Offense	Saturday School
Each additional skipped detention	In-School Suspension

EXPECTATIONS OF STUDENTS

BEFORE SCHOOL

Students are not allowed to enter the main building before the 7:55 a.m. bell rings. If you arrive at school prior to 8:10 a.m. you are allowed to enter the cafeteria where breakfast is served daily. All school rules are in effect once students arrive on school grounds or boards a school bus. Students who wait in front of the main school entrance (doors in the front of the building) for the bell to ring must keep the stairs and main doors clear and accessible. Faculty, staff, parents and visitors, etc. must have access to enter the building. All book bags and personal items should not be spread out all over the stairs. It would be preferable that students wait in the cafeteria or in one of the three courtyards (commemorative plaza, fountain courtyard, flower courtyard). **Once a student is on campus, he/she cannot leave without going through the proper checkout procedures.**

IN THE CLASSROOM

The following habits are necessary for success in the classroom. As a Columbus High student, you are expected to follow these expectations.

1. Be on time to all classes.
2. Show respect to all. This includes all staff members, your fellow students and yourself.
3. Stay on your assigned task. A sign of maturity is the ability to stick with a task until it is finished.
4. Give your best effort. This includes your worst subject as well as your best subject.
5. Handle correction with maturity. It might make you angry that a teacher asks you to be quiet or stop a behavior that the teacher feels gets in the way of class goals.
6. Show respect for school property and the classroom environment. Columbus High is your home away from home and the staff works hard to keep the facilities nice for you and everyone else who uses it. Students are asked to help by:
 - a. Not bringing food or drink to class.
 - b. Sitting on desk seats, not on desktops or tables.
 - c. Not writing on, scratching on, or damaging desks, furniture, bulletin boards, or walls.
 - d. Respecting other people's property and not bothering items that do not belong to you.
 - e. Throwing away your trash in proper areas.
7. Honor the specific classroom rules of each teacher.

IN THE HALL

The following rules were developed to help keep traffic moving as quickly as possible:

1. Keep to the right and don't speed-walk, run, or stop in the middle of the hall.
2. Be courteous to other students.
3. Don't walk several abreast with your friends. This prevents others from getting around you.
4. Keep moving. If you need to stop and visit, move off to the side or set another time and place to meet.
5. Don't push or shove.
6. No public display of affection.

Behaviors such as running, yelling, pushing, or eating in the halls are grounds for disciplinary action. Once the bell rings to begin a class, students should not be in the halls at all, but in their seats. Between classes, students must have a hall pass if they are in the halls. Expect teachers and administrators to check passes of students in the halls during class.

IN THE CAFETERIA

The cafeteria serves a large number of people in a very short time. To help things run smoothly, you are expected to:

1. **Enter the cafeteria through the front entrance only.**
2. **Walk, do not run.**
3. Stand at the end of the line and wait your turn. Do not break in line.
4. Use good table and eating manners. Keep your table clean.
5. Return trays and trash to proper locations.
6. **Food purchased in the cafeteria must be eaten in the cafeteria. It is not to be taken outside.**
7. Tell a staff member if you spill food onto the floor so the spill can be cleaned up before someone slips on it.

DURING ASSEMBLIES

Students are expected to be on their best behavior during school assemblies and pep rallies. We often have outside guests present and want them to be impressed with the maturity and respect of our student body. One student's poor behavior can make us look rude and disrespectful. Students are expected to:

1. Move to the front of the auditorium and quickly take a seat.
2. Fill in the center seats in each row so that other students will not have to step over you.
3. Talk quietly until the assembly begins.
4. Pay attention to the speaker and refrain from making comments to the students sitting around you.
5. Leave the auditorium quickly and quietly when the program has ended.

ON FIELD TRIPS & DREAM TRIPS

Students are reminded that school rules including Dress Code rules continue to be in effect while they are on field trips. Use your best manners when you are away representing our school. Specific guidelines will be distributed for each trip. **No refunds due to disciplinary actions.**

AT SCHOOL DANCES

At Columbus High School we have a variety of dances and socials throughout the school year. When students attend dances, we expect that they adhere to the standards of proper dance etiquette. Some of the standards are listed below.

1. All students are expected to dance face to face.
2. Popping or sexually suggestive dancing is not allowed.
3. Body surfing is not allowed.
4. Students may not stand or dance on the masonry flower boxes should the dance be held in the courtyard.
5. Students are not allowed to leave the dance and reenter.

If a student does not follow the guidelines, he/she will be asked to leave the dance, the parent will be notified, and a Saturday School will be assigned. **No refund will be given if you are made to leave.**

AT SCHOOL PERFORMANCES / ATHLETIC EVENTS

Throughout the school year, you have the opportunity to support the student performers by attending athletic, musical, and drama events. Some expectations or “rules of behavior” apply to every event you attend, and some are more specialized. Please know what behavior is expected before you attend an event and always demonstrate respect for the performers, other audience members, and property.

AT SCHOOL PERFORMANCES

- Arrive on time for the event and select your seating location. If there is specified seating provided for you or your group, use that seating. Only leave your seat at designated times such as intermission.
- Turn off cell phones or other electronic devices while attending the event.
- Follow instructions that are provided verbally or in writing before or at the event.
- Always support the performers in a positive way. NEVER demonstrate negative behavior.
- Be a good listener. Do not say or do anything that will distract the performers or other audience members. NEVER hold a conversation or make verbal comments during a performance.
- Always remove hats during a musical or dramatic performance. Hats should never be worn in a building. Removing your hat also demonstrates respect for the performers and the event.
- Clap politely in the appropriate places. Do not cheer or yell at a musical or drama performance.
- Stay for the entire performance. Only leave if you have an emergency situation.
- Use restrooms before the performance or during the planned intermission where you can leave.
- If a program is provided, use it to learn more about the performance. Keep the paper quiet during the performance and be sure to take the program at the end and dispose of it properly.

AT ATHLETIC EVENTS

- Cheer for Columbus High School, never cheer against or mock opponents.
- Display only positive signs and do not use noisemakers.
- Use appropriate language: no profanity, negative chants, booing, trash talking, or name calling.
- Be considerate of opposing players, fans, coaches and officials.
- Personal attacks and taunting are unacceptable.
- The behavior of opposing fans should never be used as an excuse for rude or obnoxious behavior.
- **Appropriate dress is required even when using body paint.**
- All MCSD rules of conduct apply at athletic events on or off campus.
- Always stand respectfully and quietly and remove your hat during the National Anthem. You may cheer with others after the National Anthem is played.

Failure to follow the established guidelines will result in removal from the event. No refund for the ticket will be given if you are asked to leave.

AT COLUMBUS HIGH SCHOOL GRADUATION



Graduation is a very special time of the year for our senior students and their families. In order to prepare for this monumental moment, a lot of hard work and dedication takes place on the part of the students, parents, faculty and administration. In order for every student to enjoy a formal graduation ceremony with their families, friends, teachers, and peers, certain policies and procedures must be in place. Students and their guests must follow MCSD graduation policies and procedures.

Students are advised that they will receive a consequence upon graduating if their guests do not follow the MCSD/CHS policies and procedures. Students are advised to be conscientious when choosing their guests and to whom they give their tickets. The CHS graduate is accountable for their guest's behavior. MCSD and CHS ask that all guests wait to applaud and cheer until every student in a row has been identified and recognized and has accepted a diploma in hand. Police Officers are on hand to escort out any guests who choose to make comments or noise at inappropriate times during the ceremony. Students whose guests do not comply with the MCSD/CHS policies and procedures will be assigned one week of community service to be served at Columbus High School.

AFTERSCHOOL

FOR STUDENTS RIDING BUSES

As soon as the dismissal bell rings, you should move quickly to the bus area and get on your bus. Some buses leave five minutes after the dismissal bell has rung, so you will have to move quickly so as not to miss your bus. Once inside your bus, you may not get off the bus until the driver stops at your drop-off point.

FOR STUDENTS DRIVING OR RIDING IN VEHICLES

Students should leave campus immediately after school and not sit in their cars or congregate in the parking lot.

FOR DRIVERS PICKING UP STUDENTS

Parents who come to the school to pick up students after school may use the front driveway or the back driveway. Please make sure that you do not block the flow of traffic while waiting for your child. The latest time that a student should be picked up from a normal school day is **3:30 pm**. Students are not allowed to stay at school after that time unless they are under the direct supervision of a coach or teacher. **Unsupervised students will receive a consequence. Students waiting for rides, must wait in front of the cafeteria.**

IN THE PARKING LOT

1. If you drive to school, you must buy a parking permit each year. You will also need to obey all traffic laws and use proper driving habits. Students who break these rules are subject to having their parking privileges taken away.
2. Students are NOT to be in the parking lot during the school day without administrative approval. Once you arrive on campus you must come to the building and not return to your vehicle until school is dismissed. Permission will not be granted for students to go to the parking lot during the school day. Students may call a parent from the Attendance Office if items are left in the vehicle.
3. Cars are subject to search and inspection by school officials.
4. Leaving campus without permission will result in the student being assigned to Saturday School and the suspension of parking privileges for the remainder of the year.
5. Should you have a problem while driving on campus, such as damaging another vehicle or school property, you should immediately report it to the Attendance Office.
6. Students must display your parking decal from your rearview mirror at all times.
7. **Do not gather in the parking lot. By 8:00 am students must exit their vehicles and the parking lot.**

GUIDELINES FOR PARKING AND THE PARKING LOT

- Early arrival to school will help prevent someone from taking your parking space.
- Do not block entrances, exits or access roads, including the thoroughfare behind the gym.

- Leave the bus route clear at all times, allowing ample room for buses, delivery trucks, and emergency vehicles to come through. Buses arrive not only in the mornings and afternoons, but frequently they arrive for field trips during the school day.
- Speed in the parking lot should be kept to **10 miles per hour** until completely off campus.
- Move with caution in and out of parking places to avoid fender benders.
- Stereo volume should be kept at a minimum. Volume of music must be lowered when entering the residential areas bordering the school.
- Check to ensure that your car is in park, lights are off, keys are out, windows are up, all supplies that are necessary for the day (including your student ID) are out of the car, and the car is locked before leaving your vehicle.
- Do not throw trash in the parking lot or anywhere on the campus grounds. Trash receptacles are conveniently located throughout the school grounds.
- Do not play in, on or around a moving vehicle.
- **Do not gather in the parking lot. Once a student arrives, he/she must exit their vehicle by 8:00 am and report to the cafeteria or one of the courtyards.**
- **Report motor vehicle accidents to MCSD Police at 706-748-2860 or 911**

Parking Lot Violations (Minor Violations):

1st Offense

2nd Offense

3rd Offense

Central Detention - 1 day

Detention Saturday School - Parent notified

In-School Suspension - Student loses parking privileges permanently. This includes subsequent years at CHS.

ON THE BUS

Proper conduct on the school bus is the combined responsibility of the students, parents, bus driver, and school officials. Inappropriate behavior on the bus risks lives.

Students must observe the following rules:

1. Students must show proper respect to the driver at all times and obey all drivers' instructions.
2. Drivers may assign seats to students.
3. Students must be seated at all times unless directed otherwise by the driver.
4. A student will keep his/her arms, feet, and head inside the bus at all times.
5. No objectionable or dangerous objects should be taken on the bus.
6. Nothing is to be thrown inside or out of the bus
7. No weapons, tobacco, Juuls, drugs, or alcohol.
8. No obscene language or gesture.
9. No fighting, bullying, or physical play.
10. No eating or drinking on the bus.
11. No unnecessary or loud noise.
12. Students must be quiet at railroad crossings.
13. Students are prohibited from using electronic devices in a manner that may interfere with the school bus driver's operation of the school bus.
14. The emergency door is to be used only at the direction of the driver.

NOTE: No student will be allowed to ride to or from school on a MCSD bus other than the one to which the student has been assigned.

EMERGENCY SITUATIONS

ARMED INTRUDER ON CAMPUS

Under no circumstances should an armed intruder be challenged! Do not try to be a hero. Survive the encounter!

- If you are in a classroom and hear the words **"Lock Down"**:
- Make sure the door is locked and help cover all windows if possible.

- Lie on the floor or move to a secure location within the room away from the shooter's line of fire.
- Stay calm.
- If you are in the hallway when you hear the word "Lock Down".
- Move to a secure room if possible.
- Lie on the floor within the room away from the shooter's line of fire.
- If you know the location of the intruder(s) and you are near an exit door, exit as quickly as possible.

BOMB THREAT

If the school receives a call indicating that a bomb has been placed in the building, the administration will determine the credibility of the threat. Should an evacuation be warranted, you will be notified over the intercom system. If evacuation is warranted, the building must be evacuated in an orderly manner.

- All students should stop work immediately.
- Students should not stop to take books or other personal belongings with them. (Exception: valuables immediately at hand, such as purses).
- Students must leave the building immediately under the supervision of the teachers and should stay with their classes.
- Do not move near buildings and dumpsters where a bomb may be located.
- Do not use radios, pagers, or cell phones as these items may detonate the bomb.
- Remain in the designated evacuation area until further instructions are received.

FIRE DRILLS

State law requires periodic drills, which provide practice for a quick and safe evacuation of the school building. Students should observe these drills seriously, and when the alarm sounds leave the school building as instructed.

- All students should stop work immediately.
- Students should not stop to take books or other personal belongings with them (Exception: valuables immediately at hand, such as purses).
- Students must leave the building immediately under the supervision of the teachers and should stay with their classes.
- Control and order are top priority. No running, pushing, or skipping stair-steps will be allowed.
- Students must move to assigned places on the school grounds and away from the building.
- Students in restrooms or out of their classroom should join the nearest line exiting the building and then report to their own group once outside.
- Should the alarm sound during a class change, students must leave the building through the nearest exit and wait at a safe distance from the building in an orderly fashion until given instructions by school staff.

PANDEMIC INFLUENZA

Muscogee County School District has developed guidelines in the event we experience one or more cases of pandemic influenza.

A **confirmed case** will result in the closing of only the school where the affected child attends. The school will be closed up to seven days based on the direction from the Health Department during which time the school will be sanitized prior to reopening. All employees who work in the affected school will be required to stay home until cleared by the Health Department. The family of the affected child will be on voluntary quarantine for seven days. The parents/employees will be notified through Connect-Ed and the local media when a school is closed. Decisions concerning whether or not our students will participate in extracurricular events will be determined on a school by school basis.

www.muscogee.k12.ga.us and www.pandemicflu.gov

SUDDEN ILLNESS OR INJURY

Students who suffer a sudden illness at school should tell a staff member immediately. If no staff member is close by, the student should ask another student to go to a staff member for help. Students who know that another student has become

ill or injured during the school day should tell a staff member rather than dealing with the situation individually. All injuries should be reported to the Attendance Office.

TORNADOES

Tornadoes are local storms with whirling winds of tremendous speeds that can exceed several hundred miles per hour. Georgia is in one of the principal areas of tornado frequency and we must be prepared to take emergency action. Tornadoes can occur at any time that conditions are favorable for thunderstorms.

If indoors, students shall immediately:

1. Get under equipment (desk, table) when it is not practical to move to the hall or to a lower level.
2. If time allows, move to the assigned location for your class.
3. Drop to their knees with their backs to windows or other sources of glass.
4. Clasp hands firmly behind their heads.
5. Bury their faces in their arms and close their eyes tightly.
6. Stay in this position until they receive further instructions from a teacher or an administrator.

If outdoors, with no time to get inside, students shall immediately:

1. Move in a right angle to the path of the storm.
2. Find a hollow or a sheltered place, such as a ditch, and cover the face with a cloth or part of the clothing to prevent suffocation from dust.
3. Cover your head with your arms for protection from flying debris.

If in a vehicle, the following steps should be taken immediately:

1. Drive away from the tornado's path at a right angle. If possible, leave the vehicle and seek a protective area.
2. Evacuate buses and take shelter in a designated building or other substantial building along the route.
3. If no shelter is available, move to a ditch or hollow and lay face down, arms covering your head.
4. Move far enough from the bus so it cannot be turned over on you.

OPPORTUNITIES

ACADEMIC AWARDS

Academic Letter of Distinction

The Academic Letter of Distinction will be awarded to students in grades 9-12 during our annual Day of Distinction Program. The purpose of the award is to recognize the academically talented student who has demonstrated academic accomplishment and leadership in the academic arena. **A minimum overall weighted grade point average of 3.75 is a basic requirement.** Students will earn points for Academic performance, leadership, and participation completed during the **current academic** school year only. The Student is responsible for submitting the total listing of points earned to their grade level counselor. Each activity listed must be verified by the signature of the sponsor. **The total number of points obtained must come from two or more categories.**

The following total points must be earned to qualify:

Freshmen.....a minimum of 11 points
 Sophomores.....a minimum of 20 points
 Juniors.....a minimum of 23 points
 Seniors.....a minimum of 25 points

Points are awarded for the following categories:

Academic Honors

Honor Roll (current year only A's & B's – 1 pt. per 9 wks.)

Straight A's (current year only - 2 pts. per nine weeks)

Honor Student – (if you were selected as a teacher's Honor Student for the 2018-19 Honors Night Awards Program- 2pts.)

Do not take credit for both Honor Roll and A's for same grading period.

AP Courses Completed (1 point for every AP course attempted after 3rd AP course taken)
 Star Student: (CHS-2 pts.; Dist. Winner-3 pts.; State Winner-5pts.)
 Page One: Nominee (3 pts.)
 Exchange Club Student of the Month: CHS Nominee (1 pt.); MCSD winner (3 pts.); Youth of the Year (5 pts.)
 GHP: Nominee (1 pt.); Semifinalist (3 pts.); State (5 pts.)
 Hugh O'Brian Delegate: Ambassador (3 pts.); Alternate (2 pts.) Ambassador for State (5 pts.)
 DAR: CHS Winner (1 pt.); District (3 pts.); State (5 pts.)
 National Achievement Semifinalist (2 pts.)
 Wendy's High School Heisman Award: CHS Winner (1pt.); Regional Winner (3 pts.); National Winner (5 pts.)
 National Merit Semifinalist (2 pts.)
 Columbus Youth Advisory Council (2 pt.)
 State Board Youth Advisory Council (2 pts.)
 Columbus Chamber of Commerce Youth Leadership Participant (5 pts.)
 National Honor Society (1 pt. per yr., 2 pts. max.)
 National Beta Club (1 pt. per yr., 2 pts. max.)
 National Beta Club Convention (1 pt. per yr., 3 pts. max.)
 Youth Senate: Nominee (1 pt.); MCSD winner (3 pts.); State winner (5 pts.)
 Academic Decathlon: Local Winners (1 pt.); District (3 pts.); State (5pts.)
 Scholar Athlete for Team: Winner (3 pts.)

English

National English Honor Society (1pt per year, max.2pts.)
 Literary Meet: Team Member (1 pt.); Region Place (2 pts.); Region Winner (3 pts.); State Winner (5 pts.)
 Columbus Museum Poetry Slam: Participant (1pt); 2nd Place (2 pts.); Winner (3 pts.)
 Writing Contest: Entered one or more contest (1 pt.), District or sponsor group winner (3pts.), State or national winner (5 pts.)
 Oratory Contest: Participant (1 pt.); District Winner (3 pts.); State Winner (5 pts.)
 Speakers for CHS events (up to 3 pts.; 1 per event)
 Debate Team: Participant (1 pt.); Tournament Winner (3 pts.) State Winners– 1st (5 pts.), 2nd (4 pts.), 3rd (3 pts.)
 Laws of Life: CHS Participant (1pt), Grade level or School Winner (3pts.), District, State, or National Winner (5pts.)

Math

Math Team: Individual Tournament Place (1 pt.); Individual Tournament Place (District) (1 pt.); Team tournament place (1 pt.);
 Mu Alpha Theta: Participant (1 pt.); Presenter (2pts.)
 Math Club (up to 2 pts.)
 GA Math Leagues: Top 5% CHS scorer (1 pt.); GAML Leaderboard (2 pt.); Competition Participation (1 pt. per 3 rounds)
 American Math Competition: W/H AMC scorer (2 pt.); Competition Participation (1 pt.)
 Elementary/Middle School Math Tournament (1 pt. per tournament)

Science

National Science Honor Society (1 pt. per year, max 2pts.)
 Science Fair:
 Grades 10-12: CHS Fair Participant (1 pt.);
 Grades 9-12: Placing in CHS Fair (2 pts.);
 Grades 9-12: Participation in Region (3 pts.);
 Grades 9-12: Placing in Region (4 pts.);
 Grades 9-12: Participation in State (5 pts.)
 Science Olympiad:
 Participation in the organization (1 pt.)
 Regional competition but did not place (2 pt.)
 Regional competition and placed in top 5 (3 pt.)
 Regional competition and won 1st place (4 pt.)
 State competition and placed in the top 5 (5 pt.)
 State/National Science Contests: Robotics – On Team Roster (2 pts.); State Winner (5 pts.)
 Columbus Space Program: Major Project Participant (2 pts.); National Recognition (5 pts.)
 T.E.A.M.S Engineering: Regional Participant (2 pts.); Placing in Region (3 pts.); State Winner (4 pts.); National Winner (5 pts)
 Envirothon: Participation (2pts.) Regional Winner (3 pts.); State Winner (5 pts.)

Social Studies

National Social Studies Honor Society (1 pt. per year, max 2pts):

Voice of Democracy: Participant (1 pt.); Regional Winner (3 pts.); State Winner (4 pts.); National Winner (5 pts.)

National History Day: CHS (1 pt.); Dist. Winner (3 pts.); State Winner (4pts.); National Winner (5 pts.)

Model U.N.: Participant (1pt.); Winner (3pts.)

US Senate Youth: CHS Winner (2 pts.); Regional Winner (4 pts.); National Winner (5 pts.)

Anna Mims Heritage Bowl: Participation (2pts.); Winner (5 pts.)

Social Studies Fair: Participant (2pts.); MCSD Winner (3 pts.); State Winner (5 pts.)

Foreign Language

Foreign Language Honor Society (2 pts.)

Foreign Language Essay Contest: Participant (1 pt.); 1st place 4pts), 2nd (3pts), 3rd (2pts)

Georgia Junior Classical League Fall Forum: Participant (1pt.); State Winners 1st (4pts), 2nd (3pts), & 3rd place (2pts)

Foreign Language State Convention Immersion Participant 1pt; cultural competitions: 1st (4pts), 2nd (3pts), 3rd (2pts)

Academic/composition: 1st (5pts), 2nd (4pts), 3rd (3pts)

National Foreign Language Test: Participant (1 pt.); 1st place (5pts), 2nd place (4pts), 3rd place (3pts), 4th place (2pts)

FLAG Spoken Language Contest: Superior (3 pts.); Excellent (2 pts.); Notable (1 pt.)

National Level – Top 10 high schools (5 pts.); Top 15 high schools (4 pts.); Top 20 high school (3 pts.)

Dramatic Arts

Major Dramatic Productions: Additional Participant (3pts.); Minor Role/Tech (4pts.); Major Role/Tech (5pts.)

One Act Play: Participant: Additional Participant (3pts.); Minor Role/Tech (4pts.); Major Role/Tech (5pts.)

Regional Winner (+ 1 pt.), State Winner (+1 pt.)

Thespian Society (1 pt. per year, 2 pts. max)

Black History Month Program (2pts.)

GA Thespian Conference: Leadership/Individual or Team Event (3pts.); Participant (2pts.)

All-State Productions: (3 pts.)

Open House Show Participant (2 pts.)

Music

All District Band/Orchestra/Chorus (2 pts.)

College Honor Band/Orchestra Participant (2 pts.)

Drum Major (2 pts.)

Solo, Ensemble and Select Ensemble Participants (2 pts.)

Marching Band (2 pts.)

All-State Chorus, Band or Orchestra (3 pts.)

Youth Orchestra of Greater Columbus (3 pts.)

Art

Art Competitions: Entry (1 pt.); Local Winner (2 pts.); Region Winner (3 pts.); State/National Winner (5 pts.)

National Art Honor Society (1 pt. per year, up to 2 pts.)

JROTC

SGT Harry Lanier Award: District Winner (2 Points)

CSM Jimmy J. Richards Memorial Award: District Winner (2 Points)

Superior Cadet Award: Local Winner (1 Point)

Military Order of World War Award: Local Winner (1 Point); District Winner (2 Points)

American Legion Medal for Military Excellence: Local Winner (1 Point)

American Legion Medal for Scholastic Excellence: Local Winner (1 Point)

Civitan Medal: Local Winner (1 Point)

Master Sergeant Vincent Melillo Leadership Award: Local Winner (1Point)

Other

PTSA Reflections Competition: Entry (1 pt.); Local Winner (2 pts.); District Winner (3 pts.); State Winner (5 pts.)

Odyssey of the Mind: Participation (1 pt. per year); Regional Win (+1pt.); State Win (+1pt.); World Win (+1pt.) Student Council: President (5pts.); Vice President (4pts.); Community Service (3pts.); Public Relations (2pts.); Secretary (1 pt.) Senator (1 pt.) Committee Chair (2 pt.)

Class Officer (5 pts.)

Academic Club Officer (2 pts.)

A student may earn no more than half of the points required in a given area: Example: A sophomore may earn no more than 10 points through foreign language competitions/participation.

Teachers may NOT write in additional activities. The amount of points awarded should reflect the amount of EFFORT the student has given to that activity and representing CHS.

Alpha Scholar

Students who maintain all A's every nine weeks will be eligible for recognition by the school. Seniors who have maintained all A's all four years will be formally recognized by the school at the end of the year awards program.

Class Rank Honors

Due to the competitiveness of the Liberal Arts Magnet Program a decision was reached after extensive study by our management team, that ranking is not in the best interest of our students. Although class rank will be not be specified on a transcript, a ranking for in-house purposes will be done to select graduation speakers, Day of Distinction, etc. However, the Valedictorian, Salutatorian, and the top ten students in the senior class will be recognized in the graduation program.

The following guidelines will be used for in-house ranking:

1. The initial class rank is computed at the end of the junior year and at the end of the first semester the senior year.
2. If numerical grades are not available, letter grades are converted to numerical grades as follows: A-95, B-85, C-75, D-70, F-60.
3. College courses will be computed into the grade point average. Some college courses will be weighted. The course will be weighted if the academic level is beyond what is offered at CHS (i.e. Calculus III). The decision will be made by the principal.
4. Specific advanced courses are weighted. The numerical average of all courses is averaged to four decimal places. The grade averaging process is listed below:
 - a. 1/2 unit courses count one (1x)
 - b. 1 unit courses count twice (2x)

Exchange Club Recognition Program

During the course of the year, outstanding graduating seniors are selected by the Awards Selection Committee to compete with other seniors in the Muscogee County School District. This competitive program is sponsored by the Exchange Club of Columbus and usually has six winners from the school district per year as well as a Youth of the Year. A nominee must exhibit excellence in scholarship, aptitude, industry and leadership. SAT scores, grades, activities, awards and honors are significant in qualifying for selection.

Georgia Certificate of Merit Awards

Each year, the University of Georgia and the State of Georgia award a Certificate of Merit to the top juniors throughout the state. It recognizes outstanding scholastic achievement in the first three years of high school.

Governor's Honors Program

Each year the Georgia State Assembly provides appropriations for a summer enrichment program for gifted students. This is held at a location on one or more of the State University System college campuses. Students who are selected to participate must meet the established criteria for the area in which nominated. Nominations originate with the classroom teacher. Students in the 10th and 11th grades are eligible to be nominated for the following summer. Preliminary nominations are made in October each year. Selections are made at the school level, the local district level, and the state level. There is a limit to the number of students who may participate from each district. Preliminary Scholastic Aptitude Test/ National Merit Scholarship Qualifying Test (PSAT/NMSQT) is required for participation. This test is administered at the school in October of each year.

HOPE Scholarship Program

The Hope Scholarship Program – Helping Outstanding Pupils Educationally - is Georgia's unique program that rewards high school students' hard work with financial assistance in degree, diploma, or certificate programs at any Georgia public or private college,

university, or technical institute. The purpose of the program is to increase academic achievement, to keep the best and brightest students in Georgia, and to expand educational opportunities beyond high school to all Georgians. Refer to page 15 for a detailed description of the HOPE Scholarship Program.

Hugh O'Brien Youth Leadership Program

This is a program designed to recognize outstanding academic ability and leadership traits from among students in the sophomore class. The Awards Selection Committee makes selection of the school nominee from the tenth grade students who meet the established criteria for selection. This information is provided through the homerooms and in all other ways of communication with faculty and students at Columbus High School. Selection is made in November.

Perfect Attendance Award

This award is given to students who do not miss an entire school day and who miss no more than four partial days per year due to checking in late or checking out before the conclusion of the school day. In order for a student to receive the four year perfect attendance plaque presented by AFLAC, the student must have missed no full days of school and may have missed no more than six partial days for all four years of high school.

Page One Awards Program

The Page One Awards Program originated in 1976 and is sponsored by the R. W. Page Corporation, Publisher of the Columbus Ledger Enquirer. The purpose of these awards is to recognize the outstanding seniors in area high schools for their unselfish service to their schools and communities through the use of outstanding talents and abilities. A Page One Award is an award for excellence. The awards consist of trophies and cash awards to the winners in each of thirteen categories. Certificates are presented to all nominees, and one Runner-up Award is made in each category.

Nominations for Columbus High are made by the Awards Selection Committee following the established criteria in each department. Students may self-nominate in the spring of their junior year to be considered by the Awards Selection Committee. Categories included in the awards are: Art, Athletics, Citizenship, Drama, English and Literature, Foreign Language, General Scholarship, Career-Technical, Journalism, Mathematics, Music, Science and Social Studies. These awards are made in May.

Qualifications/guidelines are established by the newspaper. The Columbus Ledger-Enquirer administers the selection of judges, judging of candidates and the presentation of the awards. The newspaper assumes all expenses for this program. An award naming a PAGE ONE TEACHER is part of this program. Each school may nominate a teacher to receive this award.

STAR Student –Teacher Program

The STAR Student – Teacher Program (STAR Student – STAR Teacher) is sponsored by the Columbus Rotary Club of Commerce locally and is a part of a statewide recognition program for outstanding students and teachers. To obtain the STAR nomination, students must have the highest score in one sitting on the Scholastic Aptitude Test (SAT) taken on any grade level through the November test date of their senior year and be in the top 10 percent or top 10 students of their class based on grade point average. The STAR Student selects the STAR Teacher. The STAR Student is identified in December / January prior to graduation. Further competition is held for the district, region, and the state winner.

Valedictorian / Salutatorian

At the end of the first semester or term of the senior year, the Valedictorian and Salutatorian positions will be finalized using numerical averages. AP and Honor courses will be weighted. A factor of ten (10) points will be added for advanced placement courses and five (5) points for Honor courses when calculating the cumulative numerical average. Alternate day classes will be calculated with a course credit of 0.5.

<p style="text-align: center;">Muscogee County School District High School Valedictorian and Salutatorian Selection Requirements</p>

<p>Based on High School Principal recommendations, the following criteria will determine Valedictorian and Salutatorian at all district high schools. All high schools are required to follow the selection criteria, post in their student/parent handbook and on their school website.</p>
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- Student must have been in attendance their full junior and senior year
- Student with the highest calculated Weighted Academic GPA - Numeric GPA
- If tied, student with the highest calculated Weighted Numeric GPA – Hope GPA
- If tied, student with the highest number of Advance Placement, and/or International Baccalaureate and/or Dual Enrollment courses
- If tied, student with the highest number of Advance Placement, and/or International Baccalaureate, and/or Dual Enrollment courses plus the highest number of Honors/Pre-AP/Pre-IB courses
- If tied, student with highest Weighted Academic GPA (quality points)
- Final determination will be calculated at the end of third nine weeks

CLUBS, TEAMS, & ORGANIZATIONS

Annual (COHISCAN) – The annual staff works to develop the yearbook. Each member is selected by the COHISCAN advisor based on academic success and teacher recommendations. Staff members must be committed and dedicated to publishing a yearbook that will be a history of the best of times at CHS.

Art Club – For students interested in art and design.

Chess Team – The CHS Team is open to all students. Members of the chess team compete with area schools in tournaments that are sanctioned by the US Chess Federation. Chess team dues and membership in the USCF are less than \$10.

Color Guard – The Flag Corps performs with the band at football games, community activities and band day festivities. Tryouts are held in the spring.

Debate Team – Students have an opportunity to use policy debate skills in competition throughout the state. Debaters attend summer camp and compete in regional and state competitions. Varsity, junior varsity, and novice debaters all participate and compete for honors.

Drill Team – A thirteen-member team (male or female) composed of JROTC cadets who perform precision drills using the M-1903 demilitarized rifles. There are normally five competitions each year. (See ROTC instructor)

French Club – French food! French friends! French fun! The French Club has a variety of activities that focus on fun. We have had fortunes told in French by a French gypsy. We have had a Tour de France on tricycles and soccer in the park has become a major event. Come join us. Open to all CHS students.

Japanese Club - The Japanese Club offers a variety of fun cultural activities to club members once a month. Japan Fest bus trips to Stone Mountain Park, Japanese restaurant visits, bowling with Japanese cheers, and movies are some of the highlight activities. Anyone is welcome to join.

Junior Civitan – Junior Civitan works to represent Columbus High School in service programs within the community including the Valley Rescue Mission, Special Olympics, and Keep Columbus Beautiful. The CHS Chapter has earned state and international recognition.

Latin Club – Students have an opportunity to continue their study of Roman language and culture, as well as participate in service activities for the school.

Literary Magazine (SAMPLER) – Published annually, students may make submissions through their English teacher.

Literary Team – The Literary Team is comprised of students selected (usually by audition) to compete at literary Meets in the categories of boys' and girls' extemporaneous speaking, oral or dramatic interpretation, spelling, essay, solo and quartet. Participants selected any year remain on the team until they graduate.

Math Club – A weekly meeting of students who enjoy further study and investigations of math topics. Guest speakers, student speakers, math-related activities and competition practice are included in meeting. Any interested student is welcome.

Math Team – Students interested in mathematics are welcome to join the math team. With both junior varsity and varsity teams, students of all levels can practice to compete. The CHS math team boasts the most active competition schedule in the area, competing in math tournaments and contests at the local, state, regional and national levels.

Mock Trial Team – Student on the Mock Trial Team are involved in preparing for and participating in either a criminal or civil trial. Team members learn courtroom roles as attorneys or witnesses.

Model U.N. – Students participate in a mock session of the United Nations during which they role play delegates from a country represented in the real United Nations.

Newspaper (BLUE STREAK) – Students who have an active interest in improving writing techniques and are interested in reporting should consider this activity.

Rifle Team – This is a four-member team (male or female) that competes in approximately eleven matches per year using precision air rifles (See ROTC instructor).

Robotics Team (Botball) - Presented by the KISS Institute for Practical Robotics, in conjunction with M.I.T., the Botball Robotics Program provides for hands-on learning in science, technology engineering, and math. Students get hands on with high tech as they design, build, and program their own mobile robot. These robots have no remote control and are programmed using C-basic. Statewide and national tournaments are conducted each year. For more information visit: www.botball.org.

S.A.D.D. (Students Against Destructive Decisions) - SADD members promote good decision making practices by bringing awareness to their peers on issues such as drinking and driving, seatbelt safety, prom safety, bullying, etc. SADD students conduct Red Ribbon Week and mentors elementary students.

Science Club – Consists of students with a strong interest in science (pure science, medicine, environmental). Students are given an opportunity to extend these interests beyond the classroom through various activities.

GEORGIA HIGH SCHOOL ATHLETIC ASSOCIATION ACTIVITIES



The following activities are regulated by the GHSA, and students who participate in them must meet GHSA eligibility requirements.

ATHLETICS

Baseball	Rifle Team
Basketball	Soccer
Cheerleading	Softball
Cross Country	Swimming
Flag Football	Tennis
Football	Track
Golf	Volleyball
Gymnastics	Wrestling
Lacrosse	

ACADEMICS AND FINE ARTS

Debate Team
Literary Meet
One-Act Play

To
be

eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. A student is required to pass classes that carry at least 2.5 Units counting toward graduation the semester immediately preceding participation.

Exception 1: First semester ninth grade students.

Exception 2: A cheerleader who is academically ineligible for the spring semester may try out if she is passing ALL classes at the time of the tryout. The window of opportunity to try out under these conditions is available only during the ten (10) days set aside for tryouts that the school chooses.

(a) Passing in all GHSA member schools is a grade of seventy (70).

(b) Students participating in junior varsity or "B" team competition must meet all scholastic requirements.

(c) If an eligible student transfers from a school that uses a block-schedule format to a school using a traditional format (or vice versa) and that student cannot get a full schedule of classes with equivalent credit in the semester of the transfer, the school may petition the Executive Director for a waiver of this rule for the first semester after the transfer occurs.

(d) For schools offering courses with yearlong grading, eligibility must be computed for each semester.

(1) At the end of the first semester, the school must determine that the student has a grade of 70% or higher in classes carrying at least 2.5 Units.

(2) The second semester grade will be the grade given for the entire course and shall include the end-of-course test grade.

(3) Remediation programs designed to bring the student's first semester grade up to 70% or higher may be used (in accordance with GHSA guidelines) if the school allows such programs for all students.

Parents will be given a form to sign in acknowledgment that their student is participating in an extracurricular (school sponsored or non-school sponsored) organization.

HONORARY CLUBS

International Thespian Society

The International Thespian Society is the only organization to honor secondary school students for outstanding work in theatre. The Society focuses on students, their achievements, involvement, and access to quality theatre arts instruction. Columbus High School, troupe #5390, is a member of this honor society. In order to become inducted in the society, a student must earn points according to the official high school thespian point system. Each student must earn at least ten (10) points, which is equivalent to one hundred (100) hours of excellent work in theater. At least half the points must be accrued at Columbus High School. Members, in good standing, are allowed to represent Columbus High School at the Georgia Thespians State Conference in Atlanta. Our troupe has been honored to perform on the main stage of the conference. Our Thespians have won both performing and technical scholarships and awards at this conference.

National Art Honor Society

The National Art Honor Society (NAHS) program is for high school student's grades 9-12 and is for the purpose of inspiring and recognizing those students who have shown an outstanding ability in visual art or art history. The NAHS strives to aid members in working toward the attainment of the highest standards in art areas, and to bring art education to the attention of the school and community. Selection for membership requires that each student must be enrolled in a studio or art history class at the time of the induction.

National Beta Club

National Beta Club

The Beta Club of Columbus High School is a club designed to honor students who have academic promise, leadership qualities, and character. Beta is also a service organization dedicated to helping the school and the community. The requirements for membership are as follows:

Be a sophomore or junior who has attended Columbus High a minimum of one semester before selection.

Maintain a 92.00 cumulative average with no record of an "F" as a final grade in any course. AP and Honor courses will be weighted. A factor of ten (10) points will be added for advanced placement courses and five (5) points for Honor courses when calculating the cumulative numerical average.

Once academic eligibility has been established, the students are evaluated in the following manner:

1. The student will fill out a "Request for Membership" form and write a personal statement briefly explaining why they would be an excellent candidate for the National Beta Club and what they will do to maintain the high standards of the organization.
2. The student will fill out a service / leadership form. This form is evaluated and rated.
3. The teachers of eligible students are asked to give their approval for each candidate with regard to character and leadership in the classroom.
4. Eligible students are also screened for excessive tardiness to school, excessive absences, (no more than 7), and delinquent fines.
5. Students must not have a combination of two of the following discipline infractions during the last calendar year: **loss of parking privileges, placement in ISS, more than 7 detentions, 2 detention Saturday Schools.**

If a student is invited to apply for membership and they do not meet all of the above requirements, they may reapply the following year as long as they are academically eligible. Failure to apply for membership when invited (not submitting the request for membership and service/leadership forms along with their personal statement by the deadline) will result in the student's name being dropped for consideration for membership in the National Beta Club for the current year and in the future.

Suspension from school or referral to the Integrity Council during the last calendar year makes a student ineligible for the National Beta Club. If a student is ineligible during the screening process which begins February 1st, then the student is ineligible for induction. Members must continue to uphold the high standards upon which they were selected. A student may be dropped from Beta Club in any of the following circumstances:

1. Missing more than one (1) of the monthly meetings per semester
2. Not completing the required number of service hours
3. Failing to provide documentation of the completed services hours by the deadline each semester
3. Suspension or referral to the Integrity Council
4. Failure to maintain a 92.00 cumulative average
5. Excessive tardiness or absences (more than 7)
6. Discipline issues.

National Foreign Language Honor Societies

Students who have completed their third consecutive course of a foreign language at Columbus High School may be eligible for induction into a Foreign Language Honor Society in their respective language. The following requirements must be met to be eligible:

1. Student must have an "A" average in the language for all 3 consecutive courses. If a student is a Junior or senior in the third course, the first semester grade must be above a 90.
2. Student must have a 3.0 G.P.A.

3. Students must meet all other requirements including payment of dues, cords, and meeting attendance. Please note that each honor society has individual requirements which may include service, citizenship, and competitions.

Each honor society provides activities which will further the student's knowledge of the language and culture. The following language honor societies are active at Columbus High: French, Spanish, Japanese, and Latin. Please contact the sponsor of each language Honor Society for specific information.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is the highest honor a Columbus High School Student can achieve. High scholastic achievement enables a student to become eligible for membership but is not the only factor considered. Each candidate must also exhibit high standards of character, leadership, and service. The Faculty Council as specified in the National Honor Society charter elects members.

Membership decisions are based on the following:

Be a junior or senior who has attended Columbus High a minimum of one semester before selection.

Maintain a 93.00 cumulative numerical average with no record of an "F" as a final grade in any course prior to his/her selection. Only AP courses will be weighted. A factor of ten (10) points will be added for advanced placement courses when calculating the cumulative numerical average.

Once academic eligibility has been established, the students are evaluated in the following manner:

1. The teachers of eligible students are asked to rate each candidate on a scale of one to four with regard to character and leadership in the classroom.
2. Each eligible student is asked to fill out a service / activities worksheet. This form is evaluated and rated on a scale of one to four.
3. The scores from the teacher ratings and the service / activities form are tabulated with an average score of 3.0 needed for selection to the National Honor Society.
4. Eligible students are also screened for excessive tardiness to school, excessive absences (no more than 7) and delinquent fines.
5. Students must not have a combination of two of the following discipline infractions during the last calendar year: **loss of parking privileges, placement in ISS, more than 7 detentions, 2 detention Saturday Schools.**
6. Suspension from school or referral to the Integrity Council during the last calendar year makes a student ineligible for the National Honor Society. (If a student is ineligible during the screening process which begins February 1st, then the student is ineligible for induction).
7. Members must continue to uphold the high standards upon which they were selected.

A student may be dropped from the National Honor Society in any of the following circumstances:

1. Missing more than three (3) of the monthly meeting
2. Suspension or referral to the Integrity Council
3. Failure to maintain a 93.00 cumulative average
4. Excessive tardiness or absences (more than 7)
5. Discipline issues
6. Failure to actively participate in chapter activities

Induction is held annually in the spring for those juniors and seniors satisfying all requirements.

National Mathematics Honor Society (Mu Alpha Theta)

Mu Alpha Theta is the nationally recognized mathematics honor society dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school students. CHS students are considered for Mu Alpha Theta membership upon completion of the accelerated course sequences for Algebra 1, Geometry, Algebra 2, and Pre-calculus. For Mu Alpha Theta membership, students are selected based on coursework completed with distinction and teacher nomination. Members must also meet the following criteria:

1. An "A" average in all mathematics courses and an overall GPA of 3.8.
2. Achieve the minimum required community service hours.
3. Exhibit a dedication to academic and mathematical excellence.

Participating in various activities can fulfill the community service component of membership. Mu Alpha Theta members do not have to participate on our math team. However, competing in other math events offered at CHS will afford members community service requirements. Hours can be achieved by participating in events such as our elementary and middle school math tournaments, Georgia Math League competitions, and AMC contests. Another valuable part of the required community service is peer tutoring for CHS and other MCSD students.

National Social Studies Honor Society (Rho Kappa)

RHO KAPPA Social Studies Honor Society is the only national organization for high school juniors and seniors that recognizes excellence in the field of Social Studies. RHO KAPPA provides national recognition and opportunities for exploration in the social studies. NSHS hopes to encourage an interest in, understanding of, and appreciation for the social studies through the creation of RHO KAPPA. Membership requirements are:

- * At least 5 social studies courses taken or in progress, 2 of which must be AP
- * 90 or greater unweighted in all social studies courses including AP
- * 3.5 minimum GPA overall

National Science Honor Society (SNHS)

Science National Honor Society is a prominent scientific organization that will engender a new group of young thinkers who will be the future of industry, research, and scientific exploration for America. SNHS is a nationally recognized honor society. This chapter of SNHS was founded by Dr. Chris Spraggins in 2010. The requirements are:

- Minimum overall GPA of 3.5
- 4 science courses for juniors, 5 science courses for seniors
- Overall science course GPA of 3.8
- Membership in a science extracurricular activity or currently taking an AP science course
- 5 volunteer hours in a science related field or organization.

Membership requirements will be reevaluated prior to issuance of a SNHS cord at graduation. Attendance to monthly meetings is required. Members cannot miss more than 1 meeting each year. Volunteer opportunities will be offered throughout the school year.

National English Honor Society (Lula Carson Smith Chapter)

This is an honor bestowed upon students because of their exceptional abilities and work ethic in the areas of English and Language Arts.

In order to be invited to the Lula Carson Chapter of The National English Honor Society, a student must have a 90% or higher in the core English classes and all English electives prior to invitation in the junior/senior year. Junior and senior grades will be evaluated for membership after the second 9 weeks of the year for the purpose of invitation.

As a member, you will be asked to pay a one-time induction fee of \$20.00. This fee will enroll you in The National English Honor Society through the national office and will also be used for induction ceremonies, service project opportunities, and payment for your honor cord.

The following are responsibilities incumbent with membership:

1. Members are required to attend the induction ceremony as well as monthly meetings, held the fourth Tuesday of each month. Members may not miss more than three meetings to be considered an active member. The sponsor will use the same criteria as CHS to determine excused absences.
2. Members must participate in at least one hour of service per calendar year.
3. Members of The Lula Carson chapter of The National English Honor Society must maintain a 90% or higher in all English and Language Arts classes, core and elective.
4. Members are expected to obey MCSD and Columbus High School rules and regulations, and uphold the highest standards of honesty and good citizenship.
5. Members are expected to participate in and enhance the academic atmosphere of CHS.

Members must complete the hour of service no later than May 1st of each year.

Tri-M Music Honor Society

Tri-M is the only national honor society for student musicians in the country. Tri-M is a program of the National Association for Music Education, which is the largest arts education association in the world. It highlights your school's music program and gives students the opportunity to perform, lead, and serve. It recognizes exceptional music students that meet the specific music, academic, leadership, and character criteria.

Tri-M members will complete service projects and community service hours that involve our school and community and directly relates to our passion: music and music education.

Membership Criteria:

- Must be a member of Band, Orchestra, or Chorus
- Must have attended CHS for at least one semester
- Must have a 3.0 GPA in your music classes and a cumulative 2.0 GPA for all classes
- Complete 10 required service hours for music programs.

LEADERSHIP ROLES

Class Officers

Elections for all class officers will be handled essentially the same as Student Council. Elections will be held in the fall or spring as determined by the class advisor. Eligibility requirements are as follows:

1. Satisfactory teacher recommendations must be received from the homeroom teacher; one extra-curricular advisor and six of eight classroom teachers (9th grade election - three of four classroom teachers).
2. Documented proof of an overall 80 average.
3. Documented proof of payment of all class dues.
4. Signatures of 100 students for president, 75 for vice-president and 50 for other offices.
5. Candidate must not have been home suspended within the last calendar year.
5. Must not have a combination of two of the following discipline infractions during the last calendar year: loss of parking privileges, placement in ISS, more than 7 detentions, 2 Saturday Schools.
6. Referral to the Integrity Council during the last calendar year makes a student ineligible to run for a class office. If a student is ineligible during the screening process, then the student is ineligible as a candidate.
7. Clearance from an Assistant Principal.

Faculty members will count the votes. The candidates receiving the majority of the votes cast will be declared the elected officers. Run-offs between the top two candidates will be held if necessary.

Once elected, officers must maintain both the academic and behavioral standards under which they were elected. Senators from all four classes must attend weekly Student Government meetings and adhere to the Student Council constitution guidelines.

Student Government Association

Student Council

The student council is a unique group of students who possess strong leadership skills. This is a yearlong commitment that requires exceptional organizational and time-management skills. This group of exceptional leaders work together with advisors to plan and execute various school sponsored events. The Council members also act as goodwill ambassadors for outside visitors and organizations. Student Council is an excellent opportunity for students to develop teamwork, work habits, responsibility and citizenship.

To become a member of Student Council a student must:

1. be a model of responsible leadership
2. be dedicated and committed to all Student Council activities first and foremost
3. be in good academic standing
4. demonstrate good attendance, punctuality, and class behavior
5. possess leadership and teamwork experience
6. demonstrate exemplary school citizenship, and strong pride in school spirit
7. have the ability to cooperate with others and meet deadlines
8. have a mature and positive attitude
9. have demonstrated a strong dedication to school life (have actively participated in school activities and events)
10. plan special events or projects

Columbus High School Student Council

Student Council is comprised of 32 members from grades 9-12 with eight representatives coming from each grade. Interested students must submit an application along with a contract signed by both the applicant and his or her parent. Council members are chosen through class elections and evaluation of the application by an administrative committee made up of the Student Council advisors and school administrators. Student Council officers are selected from the general membership (the 32) by an advisor-administrator panel. They may be asked to submit to an interview by the advisor-administrator panel.

All members are required to obtain a certain number of points in order to remain part of the Council. The number of points is determined by the advisors at the beginning of the school year. Failure to accrue points can result in probation or removal from the Council.

Minimal Requirements to run for Student Council

1. Must have been a member in good standing for at least one year in order to apply for an office.
2. Must have an overall 80 average; and have documented evidence of having paid previous (if applicable) and current class dues.
3. Must not have been suspended from school or referred to the Integrity Council during the last calendar year. If a student is ineligible during the screening process, then the student is ineligible as a candidate.
4. Must not have a combination of two of the following discipline infractions during the last calendar year: loss of parking privileges, placement in ISS, more than 7 detentions, 2 detention Saturday Schools.
5. Must not have excessive tardies/absences.
6. Must have clearance from Assistant Principal.

RECOGNITIONS

Class Favorites

Freshmen, sophomores, juniors and seniors will nominate any two students from their entire class. Homeroom teachers will compile a list of all those nominated. The top twenty "Favorites" will be placed on a ballot based on receiving the majority of votes cast. Voting will take place through homerooms. A committee of three faculty members will count the ballots. The majority of votes cast will choose Ten Class Favorites per class. Runoffs will be held if necessary.

To be eligible to receive this recognition a student:

1. Must have at least a 3.0 GPA.
2. Must not have a combination of two of the following discipline infractions during the last calendar year: loss of parking privileges, placement in ISS, more than 7 detentions, 2 Saturday Schools.
3. Must have not been suspended from school, or referred to the Integrity Council during the last calendar year. If a student is ineligible during the screening process, then the student is ineligible as a favorite.

Homecoming Court

The Columbus High Student Government Association and faculty advisor will coordinate the selection of the Homecoming Court and Queen; all representatives will be female.

There will be twelve senior girls on the court.

The senior class will select the queen. She must receive a majority of votes cast.

A handout outlining the procedures for selection of the Homecoming Court will be distributed the day before nominations are made. No high heels can be worn during coronation. Dresses cannot be similar to prom dresses.

A committee of faculty members will count the ballots.

The queen will be announced during half time of the Homecoming football game.

Eligibility Requirements:

1. Each nominee must have an 80 cumulative average.
2. Any girl nominated as a princess or as a candidate for queen may not have been home suspended or referred to the Integrity Council within the last calendar year.
3. Must not have a combination of two of the following discipline infractions during the last calendar year: loss of parking privileges, placement in ISS, more than 7 detentions, 2 Saturday Schools.
4. Each nominee must be cleared by the administration.
5. Each nominee must be available to participate in the halftime activities when the queen is announced.

Senior Superlatives

Students of the senior class will nominate boys and girls for the ten superlative categories. The top five boys and top five girls receiving the majority of votes cast in each category will be placed on a ballot. The students of the senior class will vote a second time. The winners will be selected by a majority of votes cast. A committee of three faculty members will count votes.

The following criteria will be the minimum for a student to be selected as a superlative:

1. The senior must have an 80 cumulative average.
2. The senior must not have been home suspended or referred to the Integrity Council within the last calendar year.
3. The student must not have a combination of two of the following discipline infractions during the last calendar year: loss of parking privileges, placement in ISS, more than 7 detentions, 2 Saturday Schools.

MANAGEMENT

Accidents: A student who is injured on the campus must report the injury immediately to a teacher so that appropriate first aid may be administered. An accident form must be filed in the Attendance Office. Please note that neither students nor visitors to the campus are covered on any insurance policy carried by the school or school district.

Accident Insurance: The Muscogee County School District offers student accident insurance to all students in the Muscogee County School District. This insurance is available to you at a nominal fee. If you are interested, please contact an administrator for additional information. If parents do not wish to purchase the Student Accident Insurance, your child's health insurance is your responsibility.

Authorized Use Policy (AUP): A student must have an AUP to be able to use the Internet during the school day. Both a parent and the student must sign the AUP for it to be valid. Failure to provide the school with a completed and signed AUP may prevent the student from completing classroom assignments that use the Internet.

Book Bags: Students are allowed to carry a manageable book bag during the school day. Students are strongly encouraged to purchase a locker for storing books and items needed for class, so that they may utilize the time given to them between classes to retrieve and return items.

Book bags are not permitted in the Media Center.

Class Packages and Class Dues:

Class dues are optional, but are required if a student wants to participate in class-sponsored activities. The activities are determined by the elected class officers and all class dues are carried forward as students are promoted each year. Class sponsors encourage all students to pay each year's dues. Sponsors, also, stress a student must pay class dues for each year to run for a class office, be on a prom committee, attend prom, or attend the senior picnic.

The Class Package System of purchasing items at the beginning of the school year is used at Columbus High School. Each Class has multiple optional purchase items in the package. The basics included are a yearbook, Class Dues, and a Class Spirit Shirt. Junior packages and Senior packages have a Prom Ticket.

Class Package funds are used for College Fair, snacks for AP/EOC testing and other costs the class has each year. In the Senior Year, the student's Senior Dinner ticket is covered by the Class Dues portion of the package.

Class Dues are included in each Class Package. The only activity connected to payment of Class Dues is running for Class Officer. Each student must have paid class dues for all years they have attended Columbus High to qualify to run for Class Officer. Payment during August of the current school year qualifies the student to run, and payment of class dues the following year, allows the student to maintain any office they were elected to hold.

Costs associated with each Class Package and the school year's options are sent to parents and students in the Welcome to Columbus High School letter each summer.

See also information on required annual Magnet Fees - Social Fees and Field Trip Fees – which are not associated with the optional Class Packages and Class Dues are sent out during August (Field Trip Fees) and April (Social Fees).

Confidentiality & Comment Boxes: Students who wish to anonymously report Incidents of bullying or harassment may do so by placing a description of the incident in the confidentiality box that is located on the main floor in the hall outside the north elevator.

Fines: A student must pay all fees, including magnet social fees, and fines owed to the school in a timely fashion. Students must clear all fines or fees before they are given a schedule in the fall.

Hall Passes: Students are expected to remain in class for the entire class period. Due to emergencies exceptions may need to be made. No student should be in the hall without a pass from an administrator or teacher.

The pass must include the following information:

Date	Destination
Time of departure	Signature of teacher or administrator
Name of the student	Return time

Students should not be allowed to leave class to get materials from their automobiles or to make phone calls that are not of an emergency nature.

Honor Code: Honesty and integrity are character traits that each student is expected to exhibit. With regard to academic integrity, the following honor pledge must be written on each quiz, test, or examination and signed by the student: ***"It is my word of honor that I have neither given nor received unauthorized aid on this test or assignment."***

Immunizations: All students enrolled at Columbus High School are required to have a current Georgia Certificate of Immunization on file in the counseling office. Students without a proper form will be notified by the school district. Students who do not comply with this state law will not be permitted to attend school until an updated Certificate of Immunization is on file.

Lockers: Each student has an opportunity to rent a locker at Columbus High School. Locker cost is \$5.00 per year. Funds collected for lockers are used for locker repair and the purchase of new lockers.

Medication: Students may not possess any form of medication (prescription/ nonprescription/over the counter) while on the school grounds or during attendance at a school function. Students who need to take medication during school hours must surrender their medication to the school clinician. The medication will be administered by the school clinician (In the Attendance Office) at the appropriate time. Medication authorization forms are available in the clinic and must be on file if students are to receive medication. All medication must be given to the school clinician in its original prescription container.

Consequences will be given to students who fail to comply with policy.

Parking Permits: All vehicles driven by a student must be registered with the attendance office. A CHS parking hang tag costs \$30.00.

Students will not get a pass to their cars once the school day starts.

Personal Items: Columbus High assumes no responsibility for the security of personal items. Students should not bring unnecessary electronic devices to school. Students should never bring large amounts of money to school.

Religious Holidays: If a student wishes to be absent from school for the observance of a religious holiday, the absence must be pre-approved. The parent must complete the pre-approval absence form three days in advance of the holiday and submit the completed form to the attendance clerk.

School Hours: Columbus High is open to students from 8:10 a.m. until 3:30 p.m. Early arrivals may go to the cafeteria until 8:10 a.m. All students must clear the building by 3:30 p.m. unless the student is under the direct supervision of a staff member and in their assigned area. It is the responsibility of the parent or guardian to provide transportation home if their student takes part in some after school activity. **Parents must be aware that there will be no direct supervision for their child after 3:30 p.m. unless the student is involved in a school-sponsored activity.** Students are expected to leave campus within twenty (20) minutes or less after the conclusion of the school activity. **Students must wait for their ride in front of the cafeteria.** Actual school hours are from 8:10 a.m. until 3:25 p.m.

Telephone Use: Telephones in the attendance office may be used by the students during the school day. The student is not permitted to use their cell phone to contact their parent or family member during the school day for any reason to include calling for illness, homework/assignments, textbooks, form, etc. There will be consequences for the student should they not adhere to the stated policy.

Telephone Messages: Any emergency telephone calls are to be directed to the Attendance Office. Only emergency messages will be delivered to students.

Visitors: Columbus city ordinance bans unauthorized visitors from either driving on campus or parking on campus during the school day. Being in the buildings without the permission of an administrator is against the law. Students should not invite a visitor to the campus without first clearing with an administrator. All school visitors, speakers or guests coming to Columbus High School must go by the attendance office to be issued a visitor's pass. Visits for strictly social purposes will not be approved. Teachers and students are asked to report suspected trespassers. Trespassers will be turned over to administration and/or police.

SERVICES

E-mail Correspondence with Faculty

Each faculty member has a Muscogee County School District e-mail address that has been established for parent - faculty communications. Please be aware that faculty members are only able to check their e-mail messages during their planning period and after school has been dismissed.

Electronic Bulletin

For those parents and students who provide Columbus High with their e-mail address, information will be posted on a weekly basis concerning upcoming events, student recognitions, testing schedules, sports events and other pertinent information.

GACollege411 - College Search Program

GACollege411 is an on-line resource to help students and their families select a college, apply for admission, and plan to finance higher education. The mission of GACollege411 is to (1) increase access to postsecondary education in the state of Georgia and (2) to simplify the tasks and processes related to planning, applying and paying for higher education.

GACollege411 offers access to comprehensive information about colleges, universities, and technical colleges in Georgia. The site also enables students to apply for admission to each school listed.

Counseling Services

School counselors are available to students, parents, and teachers. Individual and group counseling services are provided to help students resolve personal and school related concerns. Counselors assist with parent-teacher conferences, student-peer relationships, self-awareness, post-secondary educational planning, career planning, drug awareness, values clarification, and other areas of need.

Additional services are provided in regard to assisting students with information relating to scholarships, college representatives visitation, financial aid, testing, and test interpretation.

Health Services

The school clinician is available to assist if you are not feeling well or have an accident while at school. The school clinician is also available to supervise the dispensing of medications to students during the school day.

Homebound Services

Should a student become ill where he/she cannot attend school for at least ten school days, then the student becomes eligible for Homebound Services. A visiting teacher, provided by the school system, will serve as a liaison between home and school in order to allow a student to remain on track with schoolwork. The parent must contact the counseling department to make arrangements for these services.

Internet Use

The Muscogee County School District requires students to have an AUP (Authorized Use Policy) on file in the Media Center in order to use the internet at School. Both a parent and the student must sign the AUP. Students must have an ID and their AUP in order to use the computers in the CHS Media Center. During class visits to do Internet research, whether in the Media Center or in a lab, it is the teacher's responsibility to insure that AUPs are on file.

Chromebooks

All students have been issued a Chromebook (to include Case and Charger) to use during the school day. Students must be responsible for their Chromebook/Case/Charger at all times. In an effort to be good stewards of taxpayer dollars, students must be responsible for the care of their Chromebook and not damage it in any way. Chromebooks are to be carried in a case at all times when not in use. Students who damage Chromebooks and/or accessories can be assessed a replacement fee as per Board (see MCSD Board Policy JS: Student Fees, Fines, and Charges)."

Fines and Fees:

Care and Use of School Property - Chromebooks, Textbooks, and Media Center Checkouts: Students will be held responsible for the proper care of all books, supplies, Chromebooks, and accessories or equipment furnished to them by the school. A student who defaces, damages, or loses school property shall be required to pay for the damage or loss (see MCSD Board Policy JS: Student Fees, Fines, and Charges).

A Parent/Student must pay all fees and fines owed to the school in a timely fashion. Parent/Student must clear all fines or fees during the year the fines are assessed. Fines must be paid/cleared where they were assessed and before moving to the next level in school.

Media Center Services

- | | | |
|--------------------|---------------------|--------------------|
| • Art Exhibits | • Meeting Space | • Student IDs |
| • Book Circulation | • Mindfulness Break | • Student Printing |
| • Chromebook Help | • Research Help | • Study Space |

Student Procedures for Visiting the Media Center

1. Offer greetings.
2. Present media center pass. Passes will be kept on circulation desk during visit.
3. Sign in the sign-in book near the circulation desk.
4. Ask for help as needed.
5. Clean up area before leaving.
6. Sign out of the sign-in book near the circulation desk.
7. Pick up pass from the circulation desk.

Media Center Visits

Before School

- The media center opens at 7:55 a.m.

1st – 3rd and 5th – 7th periods (including homeroom).

- An individual blue pass from a teacher is required during regular these periods.

4th period (including lunch).

- Students may visit the media center with an individual blue pass from their 3rd/4th period teacher or a media center loyalty pass issued by Dr. Scott.
- “A” lunch students may receive a pass from their 3rd period teachers.
- “B” and “C” lunch students will receive a pass from their 4th period teachers. Please leave book bags in class.
- “D” lunch students will receive a pass from their 4th period teacher.

After School

- The media center closes at 3:50 p.m.

Media Center Loyalty Pass

- Students will request a media center loyalty pass by completing the [request form](#).
- Dr. Scott will issue media center loyalty passes.

SAT / ACT Waivers

SAT and ACT waivers are provided for those students who meet certain financial guidelines. One way to determine financial need is if the student qualifies for free or reduced lunch in the school cafeteria. The fee waiver not only waives the

cost of the SAT, it also gives the student the opportunity to submit applications (waiving application fees) to participating colleges.

Website

You can view the Columbus High website at www.columbushighga.org for a wide range of information about the school. The website is continually updated during the school year.

MCSD SCHOOL NUTRITION PROGRAM

Mission Statement of the Muscogee County School Nutrition Program is to provide a nutrition program that will maintain and improve the health of school children and the educational community and encourage the development of sound nutritional habits that will foster academic success.

USDA has regulations that the School Nutrition Program (SNP) has to meet to be in compliance with their guidelines. Caloric and nutrient requirements are based on age and grade. Also, MCSD Board Approved Wellness Program (EEE and EE-R) encourages and promotes healthy guidelines to be followed including, but not limited to, elimination of the consumption of fried foods, foods containing > 35 % sugar by weight, and FDA standards for portion sizes. School lunches also offer a variety of foods, whole grains, and fat free and low fat milk choices. Muscogee County School District shall abide by nutrient standards of the School Nutrition Program for all foods sold and served on campus during the school day. The sale of foods or beverages to students on school premises other than through SNP is prohibited from 12:01 a.m. until 30 minutes after the end of the school day. Food shall not be used as a reward or punishment and shall prohibit the use of candy and other food rewards for academic performance or good behavior. **Fundraising efforts** shall be supportive of healthy eating, encouraging the sale of non-food items or nutrient dense foods. USDA regulations ban the sale of foods of minimal nutritional value.

School Nutrition Program provides a healthy breakfast and lunch choice for students every day. Students may bring their own lunches from home. **Restaurant containers are not allowed in the cafeteria.** Parents are encouraged to have lunch with their children and a school lunch may be purchased to eat in the cafeteria with the students.

School meals are captured using palm scanners for identification, capturing only the image of the veins in their hand. If the parent opts out on their children being scanned, the meal will be rung up under the name.

Community Eligibility Provision (CEP)

The Community Eligibility Provision (CEP) was established by Congress through the Healthy, Hunger-Free Kids Act of 2010, which reauthorized the Child Nutrition Programs. CEP aims to increase access to the School Meal Programs by offering breakfast and lunch at no charge to all students, without the need to process or collect individual free and reduced meal applications. 41 of our schools are CEP schools. **Please contact your student's school office or call the School Nutrition Office at (706) 748-2386 to see if your student's school is a CEP school.**

Free and Reduced Meal Priced Meal Applications (Non-CEP Schools Only):

If your student is **not** enrolled in a CEP school, a new application has to be completed and approved every school year before your child can qualify for free or reduced price meal benefits. For quicker processing, an online application is available at www.myschoolapps.com. If you prefer, a paper application is available upon request at your child's school or at the School Nutrition Office at 2960 Macon Road. If completing a paper application, we must receive an original since these applications are scanned. We cannot accept a faxed or copied application. **ONLY ONE** application needs to be completed for your entire household. If someone receives SNAP (Supplemental Nutrition Assistance Program) OR TANF, you must include the current CASE number on the application (NOT the EBT or food stamp card number) and indicate whether the program is SNAP or TANF. We receive thousands of applications every year. Completed applications are processed within 10 days. A letter will be sent home from school with your child stating if you have been approved or denied. Applications **CANNOT** be approved if they are not completely filled out so please **COMPLETE ALL REQUIRED FIELDS** on the application. **Until your application is approved, please provide your child(ren) with money to purchase meals.**

If you have an approved MCSD 2021-22 application on file, then benefits will be extended for the first 30 days of the 2022-2023 school year (or until a new eligibility determination is made, whichever comes first). After that, your child's status will change to PAID and they will be charged for meals until a new application is approved. If your application has been denied or is incomplete, please call our office if you have any questions: 706-748-2389. Applications can be submitted at any time throughout the year, especially if your income goes down, you lose your job, your family qualifies for SNAP or TANF benefits, or there is a change in your family size. **For quicker processing of meal benefit applications, the Family Meal Application is available online at <https://www.MySchoolApps.com/>. If you prefer, you may complete a paper application at your child's school or at the School Nutrition Office located at the Muscogee County Public Education Center, 2960 Macon Road.**

Paying for School Lunch

Muscogee County SNP no longer accepts personal checks as payment for meals in our cafeterias. Payments may be made by cash, money order, cashier's check, traveler's check, or on-line via **our online payment system, My School Bucks**, using your credit or debit card.

Pre-pay for your child's school breakfast, lunch, and a la carte food items. On-line payments include a transaction fee per school site. You must know your child's birthdate and/or PersonID Number from Infinite Campus (available at the school office). Allow 24 hours for payments to be posted to your child's account. From the Muscogee County School District web site, on the home page, click on the Families tab, then click on the My School Bucks link to access our online payment system.

School Meal Prices:

BREAKFAST PRICES	
Elementary, Paid	1.00
Middle/High, Paid	1.25
Reduced	.30
Adult, MCSD Staff	1.50
Adult, Outside MCSD	2.00
LUNCH PRICES	
Elementary, Paid	2.45
Middle/High, Paid	2.70
Reduced	.40
Adult, MCSD Staff	3.75
Adult, Outside MCSD	4.50
Free and reduced priced meals for breakfast and lunch are available for eligible students. Applications can be picked up at the School Nutrition Office, or parents may contact the School Nutrition Manager at any school.	

Food Purchases

Only students purchasing a reimbursable meal may also purchase extra foods from the menu. Students bringing a lunch from home may purchase milk, juice, water, or ice cream.

Menus

Monthly menus can be found on the MCSD website. Menus may change on a very short notice due to market conditions, deliveries, or special school activities.

Special Dietary Needs

MCSD School Nutrition will make modifications and substitutions to the regular school meals for a student **with a disability that restricts their diet**. The Special Dietary Needs Prescription Form **must be** completed and signed by a licensed physician or an active 504 Plan for a student with a disability before the school cafeteria can provide any modifications or substitutions. The completed form must be provided to the school cafeteria Manager, the clinic worker, and the special needs dietitian. A form and instructions can be found on the School Nutrition page of the MCSD web site, or at the school clinic or cafeteria. Nutrition analysis chart for menu items is available on the website.

Please be aware that there are factors that may affect a product's actual nutritional value and/or ingredient composition at any given time: Manufacturers' formulations may change without notice. USDA donated products may become available at any time during the year and may replace a purchased item. Product brands may change during the year as new bids are approved. Schools may be using inventory from a previous bid or manufacturer. Our recipes may change during the school year. A la carte snack items vary from school to school so check with the Nutrition Manager at your student's school for specific information.

Seamless Summer Option

SNP provides breakfast and lunch at various schools throughout the district during the summer. Please check the web site or call 706-748-2386 for locations. All children up to 18 years of age receive a free meal. Adults may purchase a lunch.

This institution is an equal opportunity provider.

Updated 5/12/2020

SUPPLEMENTS

ABSENCE PRE-APPROVAL FORM

Student Name: _____

Dates	Checkout Time (If applicable)	Reason for Absence/Institution Visiting

***ADMINISTRATION MUST APPROVE THIS REQUEST BEFORE TEACHERS SIGN THE FORM**

*Completion of this form does not guarantee approval.

*Student must provide official documentation of visit upon return to school in order for the absence to be marked excused.

Step 1: Complete the top part of this form and get parent signature

Step 2: Submit form to ATTENDANCE OFFICE for administrative approval

Step 3: After 24 hours, retrieve form from Attendance Office and get teachers' signatures

Step 4: Return fully completed form to the Attendance Office

Printed Parent's Name: _____ Parent's Phone # _____

Parent's Signature: _____

Course	Teacher Signature	Date

Approved: _____ * Denied: _____

Administrator's Signature: _____ Date: _____

***School work missed from an unexcused absence must be made up in Academic Saturday School**

BELL SCHEDULE

1st Period	8:10-9:00	50 min.	
Class Change	9:00-9:04	4 min.	
2nd Period	9:04-9:54	50 min.	
Class Change	9:54-9:58	4 min.	
3rd Period	9:58-10:48	50 min.	
Class Change	10:48-10:52	4 min.	
4th Period	10:52-11:14	22 min.	LUNCH A
	11:14-11:17	3 min.	
	11:17-11:39	22 min.	LUNCH B
	11:39-11:42	3 min.	
	11:42-12:04	22 min.	LUNCH C
	12:04-12:07	3 min.	
	12:07-12:29	22 min.	LUNCH D
Class Change	12:29-12:33	4 min.	
5th Period	12:33-1:23	50 min.	
Class Change	1:23-1:27	4 min.	
6th Period	1:27-2:17	50 min.	
Class Change	2:17-2:21	4 min	
HOMEROOM	2:21-2:31	10 min.	
Class Change	2:31-2:35	4 min	
7th Period	2:35-3:25	50 min.	

← **ACADEMIC INTEGRITY CONTRACT** →

COLUMBUS HIGH SCHOOL LIBERAL ARTS COLLEGE PREPARATORY MAGNET

CODE OF ACADEMIC INTEGRITY

Academic dishonesty jeopardizes the quality of education and depreciates the genuine achievement of others. It is the responsibility of all members of Columbus High School to actively deter academic dishonesty.

Academic dishonesty is the giving, taking, or presenting of information or material by a student that unethically or fraudulently aids oneself or another on any work which is to be considered in the determination of a grade or the completion of academic requirements or the enhancement of that student's record or academic career.

A student shall be guilty of a violation of academic integrity if he or she:

- represents the work of others as his or her own;
- gives OR obtains assistance in any academic work from another individual in a situation in which the student is expected to perform independently;
- offers false data in support of research or lab work.

DEFINITIONS OF ACADEMIC DISHONESTY

1. PLAGIARISM

- a. Submitting written materials without proper acknowledgment of the source.
- b. Deliberate attribution to, or citation of, a source from which the referenced material was not in fact obtained.
- c. Submitting data which has been altered or contrived in such a way as to be deliberately misleading.

2. AIDING OTHERS TO CHEAT OR PLAGIARIZE

Aiding others to cheat or plagiarize includes but is not limited to the following:

- a. Giving unauthorized assistance to another or others during a test or evaluation, including allowing someone to copy from a test or examination, or arranging with others to give or receive answers via signals. Talking during a test will be treated as cheating regardless of the content of the conversation.
- b. Providing specific information about a recently given test, examination, or assignment to a student who thereby gains an unfair advantage in an academic evaluation.
- c. Providing aid to another person, knowing such aid is expressly prohibited by the teacher, in the research, preparation, creation, writing, performing, or publication or work to be submitted for academic evaluation.
- d. Removing or attempting to remove, without authorization, any material relating to a class that would give another student unfair academic advantage.

3. CHEATING

Cheating includes but is not limited to the following actions:

- a. Copying from someone else's test or examination paper is cheating.
- b. Possessing, buying, selling, removing, receiving, or using at any time or in any manner not prescribed by the teacher, a copy or copies of any materials (in whole or part) intended to be used as an instrument of academic evaluation in advance of its administration.
- c. Using materials, equipment or electronic devices during a test or other academic evaluation which have not been authorized by the teacher, such as crib notes, calculator, cell phones, translators or tape recorder. Possession of any type of aid, brought into the classroom on the day of any type of assessment for which the students may not use aids, will be considered a violation of the cheating policy.

- d. Working with another or others in completing take-home examination or assignment when the instructor has required independent and unaided action.
 - e. Being in possession of another student's work.
 - f. Marking or submitting an examination or evaluative material in a manner designed to deceive the grading system.
 - f. Willfully damaging the academic work or efforts of another.
 - g. Failing to comply with a specific condition of academic integrity which has been clearly announced in a particular course.
 - h. Submitting any work which has at any time been submitted in identical or similar form by that student (to include self) in fulfillment of any other academic requirement at any school.
 - i. Submitting of material in whole or part for academic evaluation that has been prepared by another individual(s) or commercial agency.
 - j. Permitting one's academic work to be represented as work of another.
4. Additional consequences may be established by the teacher and/or Honor Council, e.g., participation in academic integrity seminars, letter of apology.

HONOR PLEDGE (to be written at the end of all tests, exams, and assignments):

It is my word of honor that I have neither given nor received unauthorized aid on this test or assignment.

I have read and understood the Code of Academic Integrity and agree to abide by all portions.

Student's Signature

Date

Columbus High School Guest Permission Form

This form must be filled out completely by the principal of your requested guest and signed by a CHS Administrator in order to bring that person to a CHS event. Only **ONE GUEST** is permitted for each CHS student attending the dance/event. ***This form must be submitted to THE ATTENDANCE OFFICE and approved BEFORE a ticket is purchased for the guest. **NOTE** No person may attend who is 21 years of age or older. **NOTE** Middle/Jr. High School students are not permitted to attend.***

Student Name (printed): _____

Guest Name (printed): _____

Current School of attendance and address:

Principal of Guest to complete the following:

___ Student is recommended to attend CHS dance/event

___ Student is not recommended to attend CHS event (please check if the student has any serious discipline issues).

Phone Number: _____

(Guest Student Principal's Signature)

Guest of student to complete the following:

If student no longer attends high school please provide two character references with phone numbers below:

Character Reference: _____ **Phone Number:** _____

Character Reference: _____ **Phone Number:** _____

GUEST STUDENT INFORMATION

I will follow the CHS student code of conduct while attending the dance. I understand that I must provide a photo ID to be admitted to the event. If I fail to bring the ID, I will not be able to attend.

Guest Signature: _____

Guest's Parent Signature: _____

CHS Student's Signature: _____

CHS Student's Parent Signature: _____

CHS ADMINISTRATOR APPROVAL: Approved _____ Denied _____ Date: _____

ADMINISTRATOR SIGNATURE: _____

ALMA MATER



Our Alma Mater so strong,
Honor untarned by any wrong,
Far rings our triumphant song.

Dear Old Blue Devils,
in work or revels,
Earth shall know our worth.

Always taunted,
Never daunted,
We are, as always,
COLUMBUS HIGH!