

COLUMBUS HIGH SCHOOL



STUDENT HANDBOOK 2024-2025

Sonya Allen, Principal
Michele Grier, Assistant Principal
Troy McGarr, Assistant Principal
Wilson Dupre, Assistant Principal
Patricia Willis, Magnet Director

School Website: www.columbushighga.org
Facebook: www.facebook.com/THECHSGA
Instagram: @COLGABLUDEVILS



Any revisions to the handbook will be posted to the school website.



Columbus High School

Liberal Arts College Preparatory Magnet

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MAGNET DIRECTOR
PATRICIA WILLIS

Dear Blue Devils,

I am excited to welcome both new and returning students to Columbus High School for the 2024-2025 school year! Since our beginning in 1890, the CHS family has been committed to setting high standards and maintaining a tradition of hard work in academic and extracurricular endeavors. 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.

Our mantra is **BE YOUR BEST AT CHS!** The faculty and staff of CHS are committed to giving you our **best** in instruction, leadership, and service. We will also challenge our students to be their **best** in scholarship, character, and ingenuity as we guide them towards achieving their personal goals for college and career readiness.

The purpose of this handbook is 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. We all look forward to another traditional outstanding year at Columbus High School.

Sincerely,


Sonya Allen
Principal

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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 they may achieve their highest potential. Each student is recognized as an individual whose unique abilities and talents are channeled into areas where they may most benefit the school, the community, and the world at large, 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 over 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.

FACULTY & STAFF

Administration & Support Staff	Principal: Ms. Sonya Allen Assistant Principal: Mrs. Michele Grier Assistant Principal: Mr. Troy McGarr Assistant Principal: Mr. Wilson Dupre Magnet Director: Mrs. Patricia Willis Media Specialist: Dr. Kimberly Scott School Secretary/Bookkeeper: Mrs. Tracee Patrick Magnet Clerk: Mrs. Dawn Ripple Attendance Secretary: Ms. Ebonie Johnson Clinic Worker: Ms. Brenda Canty School Clerk: Ms. Erica McKenzie ISS Teacher: Mr. Eric Derhammer Cafeteria Manager: Mrs. Yolanda Johnson Lead Custodian: Mr. Mark Newsome
School Counseling Office	School Counseling Director: Dr. Chris Porch Counselor: Ms. Sabrina White Counselor: Mrs. Rachel Gallivan Counselor: Mrs. Jonelle Karasow Counseling Secretary: Sheryl Lee
Athletics & Physical Education	Coach Chad Mathis - Athletic Director Coach Danielle McCoy – Co-Athletic Director Coach Robert Peters - PE Department Chair Coach Millicent Brooks-Millender Coach Terrance Hill
English Department	Ms. Jacqueline Williams - English Department Chair Ms. Aya Fakh (Yearbook) Mr. Will Ginn Mrs. Lynne Jenkins Mrs. Jennifer Laxton Ms. Carson Laye Ms. Angela McCabe Ms. Lisa Mills Mr. Jalin Murphy Mrs. Chelsie Sawyer Mrs. Shannon Williamson
Fine Arts Department	Mrs. Gina Moody (Orchestra) – Fine Arts Department Chair Mrs. Allison Freeman (Chorus) Mr. Joshua Milam (Band) Ms. Rachel Short (Art) Ms. Jessica Stephens (Theatre)

Foreign Language Department	Mrs. Jamie Wilson (Spanish) – For. Lang. Department Chair Mrs. Diana Espinosa (Spanish) Mr. Felix Jimenez (Spanish) Mrs. Lisa Keller (Spanish) Ms. Lesya McGee (French) Ms. Suzette Trahan (French)
JROTC Department	LTC Roy Bolar – JROTC Department Chair SGM Frank Tuggle
Math Department	Mrs. Storie Atkins – Math Department Chair Mr. Ken Bentley Ms. MikelAnna Hill Ms. Melissa James Mrs. Min Jiang Mr. Steve Meredith Mrs. Melina Quispe-Saldana Ms. Kirsten Schwarting Mr. Steven Swinehart
Ready for Life (Special Education)	Mrs. Stephenie Jackson – PES Department Chair Mrs. Monica Harper Mrs. Lara King, Para Mr. Carter Singletary, Para
Science Department	Mrs. Karlyn Mace – Science Department Chair Mr. Bradley Casper Mrs. Megan Catchings Mr. William Hayes Mrs. Amanda Hefner Mr. John Randall Lasseter Mr. Robert Morgan Ms. Brendle Moyer Mrs. Hannah Rustad-Williams Mrs. Laura Solomons
Social Studies Department	Mr. Ronald Diquattro – Social Studies Department Chair Mr. Ken Broda Dr. William Brown Mr. Mark Day Mr. George Elder Dr. Julianne Garner Ms. Meghan Hershman Ms. Catherine Lovin Mr. Brantly Medders Ms. Gaye Wells Mrs. Mary Helen Williams

EXTRACURRICULAR CLUBS & ACTIVITIES

Academic Decathlon

Art Club

Blue Streak (Newspaper)

Debate

Drama / Theatre / One Act Play

French Club

Governor's Honor Program

Helen Ruffin Reading Bowl

Investment Club

Junior Civitan

Latin Club

Literary Meet

Marching Band

Math Team

Mock Trial

Model UN

Mu Alpha Theta Math Honor Society

NASA Student Involvement Program

National Art Honor Society

National Beta Club

National English Honor Society

National French Honor Society

National History Day Competition

National Honor Society

National Latin Honor Society

National Social Studies Honor Society

National Science Honor Society

National Spanish Honor Society

Orchestra

Robotics

S.A.D.D.

Science Club

Science Olympiad/Science Fair

Student Council

Student to Student (S2S)

Thespians/National Thespian Honor Society

Dr. Julianne Garner

Ms. Rachel Short

Mrs. Shannon Williamson

Mrs. Jennifer Laxton

Ms. Jessica Stephens

Ms. Suzette Trahan

Counseling Department

Dr. Kimberly Scott

Mr. Steven Swinehart

Ms. Jackie Williams

Ms. Meghan Hershman

Mrs. Allison Freeman

Mr. Joshua Milam

Mrs. Storie Atkins

Dr. William Brown

Mr. Ken Broda

Ms. Storie Atkins

Mr. Ken Bentley

Ms. Rachel Short

Ms. Brendle Moyer

Ms. Jackie Williams

Ms. Suzette Trahan

Mr. Mark Day

Mrs. Jennifer Laxton

Ms. Meghan Hershman

Mr. Mark Day

Mrs. Laura Solomons

Mrs. Jamie Wilson

Mrs. Gina Moody

Mr. Ken Bentley

Ms. Gaye Wells

Ms. Brendle Moyer

Mrs. Karlyn Mace

Mrs. Catchings & Mr. Medders

Counseling Department

Ms. Jessica Stephens

Check the school website for the full list of clubs & activities available to students.

ATHLETICS

Athletic Directors: Coach Chad Mathis & Coach Danielle McCoy

Any questions regarding Athletics should be directed to our Athletic Directors

Baseball	Coach Chad Mathis	Spring
Basketball	Coach Terrance Hill (boys)	Winter
	Coach Lashawnda Adams (girls)	Winter
Bass Fishing	Mr. Steven Swinehart	Winter
Cheerleading, Basketball	Coach Chelsie Sawyer	Winter
Cheerleading, Football	Coach Janessa Elder	Fall/Winter
Cheerleading, Competitive	Coach Amanda Duncan	Fall
Color Guard	Mr. Joshua Milam	Fall
Cross Country	Coach Danielle McCoy	Fall
Drill Team	SGM Frank Tuggle – JROTC	All Year
Flag Football	Coach Chris Grier	Fall
Football	Coach Robert Peters	Fall
Golf	Coach John Parker (boys)	Spring
	Coach Angela McCabe (girls)	Spring
Lacrosse	Coach Meghan Hershman	Spring
Rifle Team	SGM Frank Tuggle – JROTC	All Year
Soccer	Coach Brad Casper (boys)	Spring
	Coach Catherine Lovin (girls)	Spring
Softball	Coach Jamie Wilson	Fall
Swimming	Coach George Elder	Winter
Tennis	Coach Milli Brooks-Millender (boys)	Spring
	Coach MikelAnna Hill (girls)	Spring
Track & Field	Coach Jalin Murphy & Coach McCoy	Spring
Volleyball	Coach Carson Laye	Fall
Wrestling	Coach Namu Keys	Winter

GEORGIA HIGH SCHOOL ATHLETIC ASSOCIATION ACTIVITIES (GHSA)

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.

- **Passing in all GHSA member schools is a grade of seventy (70).**
- **Students participating in junior varsity or "B" team competition must meet all scholastic requirements.**
- **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.**
- **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.

WHO TO SEE FOR...

Absence Approval Forms	Ms. Ebonie Johnson - Attendance Office
Advanced Placement (AP)	Mr. Wilson Dupre, Assistant Principal – Attendance Office
Athletic Tryouts	Athletic Directors: Coach Mathis & Coach McCoy
Attendance Appeals	Mr. Wilson Dupre, Assistant Principal – Attendance Office
Bus Pass	Ms. Ebonie Johnson – Attendance Office
Car Registration/Parking	Ms. Ebonie Johnson – Attendance Office
Checking In/Out	Ms. Ebonie Johnson – Attendance Office
Club Inquiries	Mrs. Patricia Willis, Magnet Director
Community Service	Mrs. Patricia Willis, Magnet Director
Curriculum Issues	Mrs. Michele Grier, Assistant Principal
Discipline Issues 9 – 12	Assistant Principals (McGarr, Dupre, & Grier)
Dress Code Issues	Assistant Principals (Grier, Dupre, McGarr)
Driver's License Form	Ms. Ebonie Johnson – Attendance Office
Field Trip Questions	Mrs. Patricia Willis, Magnet Director
Free Lunch Applications	Mrs. Yolanda, Cafeteria Manager
Health Issues & Medication	Ms. Brenda Canty, School Clinician – Attendance Office
Homebound Services	Mrs. Sheryl Lee, Counseling Department
Honor Council	Mr. Troy McGarr, Assistant Principal
ID Cards	Dr. Kimberly Scott, Media Specialist
Lost and Found	Attendance Office
Lost Book Fines	Mrs. Tracee Patrick, Bookkeeper & School Secretary
Payment of Fines/Fees	Mrs. Tracee Patrick, Bookkeeper & School Secretary
Planned Absences	Mr. Wilson Dupre, Assistant Principal – Attendance Office
Schedule Changes	Mrs. Michele Grier, Assistant Principal
School Records	Counseling Department
School Pictures	Ms. Aya Fakih, Yearbook Sponsor
Student Council	Mrs. Megan Catchings & Mr. Brantly Medders
Transcripts	Counseling Department
Yearbook	Ms. Aya Fakih, Yearbook Sponsor
Class Sponsors & Class Dues	9 th grade sponsor: Mrs. Allison Freeman, Choral Room 10 th grade sponsor: Mrs. Karlyn Mace, Room 124 11 th grade sponsor: Mr. Robert Morgan, Room 101 12 th grade sponsor: Ms. Brendle Moyer, Room 210

MEDIA CENTER

Dr. Kimberly Scott is our award-winning Media Specialist. The media center is located on the lower level. Students are welcome to visit the media center throughout the school day. The media center is also available to students 15 minutes before school and 15 minutes after school. The media center offers art exhibits, book circulation, Chromebook help, makerspace activities, meeting spaces, replacement student ID, research help, student printing, study spaces, and so much more.

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.

Media Center Services

- | | | |
|--------------------|------------------|--------------------|
| • Art Exhibits | • Makerspace | • Student IDs |
| • Book Circulation | • Meeting Spaces | • 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 is available to students 15 minutes before school (8:30 am – 8:45 am).

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

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

4th period (including lunch).

- Students may visit the media center with an individual blue pass from their 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.

Students in the media center without an appropriate pass will be assigned the consequence for SKIPPING.

After School

- The media center is available to students 15 minutes after school (4:00 pm – 4:15 pm).

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.

***Students are not permitted to eat or drink in the Media Center.**

***Students are not permitted to use their cell phone in the Media Center.**

***Students are not allowed to be in the Media Center other than the times listed.**

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.

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 2025

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	
HUMANITIES	
ACADEMIC ELECTIVES	1 unit
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 & summer work 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

INSTRUCTIONAL PROGRAMS

DUAL ENROLLMENT

The purpose of the Dual Enrollment 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 Dual Enrollment 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 program. In order to participate in the Dual Enrollment program, a student must withdraw and attend their zone school or other participating Dual Enrollment school. **YOU WILL NOT BE ALLOWED TO RETURN TO COLUMBUS HIGH SCHOOL.** To help students complete the application process required for admission to the Dual Enrollment 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 high school where they will enroll to participate in the Dual Enrollment Program. Interested students must complete an application to the participating Georgia institution, as well as a Dual Enrollment application, using the following guidelines:

The application process for Dual Enrollment:

- 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 Dual Enrollment 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 GA Futures website.
- To qualify for payment, all college courses taken under Dual Enrollment must have a match from the list of high school courses included in the Dual Enrollment Course Directory. No payment will be made for courses not listed in the Dual Enrollment Course Directory. (Please remember that there are fees associated with taking a college course that HOPE/Dual Enrollment 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 (AP)

Advanced Placement 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 typically offers thirty (30) Advanced Placement (AP) courses from year-to-year 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 Pre-Calculus, 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 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 \$97 per exam. \$145 for AP Capstone) Students who are removed from an AP course will lose the extra weight that is assigned to the course. AP exams 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 are advised to limit themselves 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.

AP CAPSTONE DIPLOMA

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.

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

GIFTED EDUCATION

Students who meet the requirements for Georgia Gifted Eligibility Services and are identified as Gifted by MCSD will be scheduled into gifted course sections on their schedule. A student may be referred for consideration for gifted educational services by teachers, counselors, administrators, parents or guardians, self, and other individuals with knowledge of the student's abilities. If a student is found ineligible at the time of assessment, the student may be reassessed in a period of one to two years as deemed appropriate by the Eligibility Team provided the parent and/or teacher refers the student for reassessment.

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.

TESTING & ASSESSMENTS

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:

Algebra 1

American Literature and Composition

Biology

US History

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.

QUARTERLY BENCHMARK ASSESSMENTS (QBA)

Student learning is the ultimate measure of the success of a teacher and an instructional leader. Tested subjects include ALL Georgia Milestones courses (Algebra 1, American Literature, Biology, & US History). QBAs are district-mandated quarterly assessments. The primary purpose of QBAs is to improve student learning at the classroom level. An equally important purpose of QBAs 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.

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.

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 register for AP exams at the beginning of the school year. Students must create an account through College Board and join the AP course in their MyAP account. Students pay for AP exams on the My Payments Plus website or by check/cash/money order in the Academic Dean's Office. 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 to better prepare students for AP exams.

AP Exam Schedule 2025

Week 1	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time	Week 2	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Monday, May 5, 2025	Biology	European History	Monday, May 12, 2025	Calculus AB	Music Theory
	Latin	Microeconomics		Calculus BC	Seminar
Tuesday, May 6, 2025	Chemistry	United States Government and Politics	Tuesday, May 13, 2025	French Language and Culture	Environmental Science
	Human Geography			Precalculus	Physics 2: Algebra-Based
Wednesday, May 7, 2025	English Literature and Composition	Comparative Government and Politics	Wednesday, May 14, 2025	English Language and Composition	Physics C: Mechanics
		Computer Science A		German Language and Culture	
Thursday, May 8, 2025	African American Studies	Japanese Language and Culture	Thursday, May 15, 2025	Art History	Computer Science Principles
	Statistics	World History: Modern		Spanish Language and Culture	Physics C: Electricity and Magnetism
Friday, May 9, 2025	Italian Language and Culture	Chinese Language and Culture	Friday, May 16, 2025	Physics 1: Algebra-Based	Psychology
	United States History	Macroeconomics		Spanish Literature and Culture	
Art and Design: Friday, May 9, 2025 (8 p.m. ET), is the deadline for AP Art and Design students to submit their three portfolio components as final in the AP Digital Portfolio.					

REPORT CARD DATES

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

SEMESTER I

Progress Report	September 9
1 st Nine Weeks Ends	October 11
Report Card	October 15
Progress Report	November 13
2 nd Nine Weeks Ends	December 20
Report Card	January 9

SEMESTER II

Progress Report	February 7
3 rd Nine Weeks Ends	March 13
Report Card	March 17
Progress Report	April 22
4 th Nine Weeks Ends	May 23
Report Card	May 28

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 available for parents to view in the Infinite Campus Parent Portal on the dates mandated by the Muscogee County School District.



COUNSELING SERVICES

The school counseling department is led by Dr. Chris Porch. The counseling office is located on 3rd floor. 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.

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.

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.

SCHOOL COUNSELING DEPARTMENT

Dr. Chris Porch, Head of Department

Ms. Sabrina White, Counselor

Mrs. Rachel Gallivan, Counselor

Mrs. Jonelle Karasow, Counselor

Mrs. Sheryl Lee, Secretary

PHONE: 706-748-2548

FAX: 706-748-2545

OPPORTUNITIES

Academic Awards

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, Honors Night, etc. However, the Valedictorian, Salutatorian, and the top ten percent in the senior class will be recognized.

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.

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.

Muscogee County School District High School Valedictorian and Salutatorian Selection Requirements

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.

- 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

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

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. Alternate day classes will be calculated with a course credit of 0.5.

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 Beta Club.
4. Eligible students are also screened for excessive tardiness to school, excessive absences, (no more than 7), and delinquent fines.
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 detention Friday/Saturday Schools.**

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 three (3) of the monthly meetings
2. Not completing the required number of service activities
3. Suspension or referral to the Integrity Council
4. Failure to maintain a 90.00 cumulative average
5. Excessive tardiness or absences (more than 7)
6. Discipline issues.

National English Honor Society (Lula Carson Smith Chapter)

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

In order to be invited for induction to the Lula Carson Chapter of The National English Honor Society, a student must maintain a grade of 90 or higher in all the core English classes and all English electives prior to invitation during 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.

The requirements for NEHS Membership are as follows:

- Student must be a junior or senior, in good standing, that has attended Columbus High a minimum of one full semester before consideration.
- Student must have a grade of 90 or better in all core English classes from 9th grade to 11th/12th grade (year of consideration for induction) and a grade point average of 4.0 or better GPA.
- Student must be in good standing with no in school out of school suspensions, no Friday or Saturday School or discipline infractions, or academic integrity violations.
- Students must meet CHS teacher evaluations.

NEHS Members can be dismissed for the following reasons:

- Missing 4 or more monthly meetings
 - Not completing the required 8 hours of service.
 - Suspension or referral to the Academic Honor Council
 - Failure to maintain 90 in any core or elective English Class
 - 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 must be AP, with a 90 or greater in all of the courses taken or in progress

National Science Honor Society (SNHS)

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
- 3 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.

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 & RECOGNITIONS

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

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 for 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.
-
- No member may serve both as a class officer and a member of Student Council.
 - Any previous member who has been removed from Student Council due to demerits is ineligible for Student Council for a full academic year.
 - If a member is found guilty of an Honor Code violation during the school year, he/she will be immediately removed from Student Council.

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.

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.

ATTENDANCE

Each student is responsible for reporting to each class in accordance with his/her approved schedule. Each teacher is required to check attendance daily in each class and to record the student's absence. If the student is out of class for any reason for more than one-half of the regular class period, he/she will be marked absent.

Make up work for an excused absence must be arranged with the teacher within three school days following the absence. Work for unexcused absences must be completed in Academic Saturday School before a student can receive credit for the missed work. The importance of regular school attendance is emphasized in the Georgia Compulsory School Attendance Law and the Muscogee County School District Policy and Procedures Handbook. School attendance is the responsibility of both parent/guardian and the student. Absence is the single most important reason for poor academic performance!

Excused Absences

In order to have an excused absence, a note or appropriate documentation for the absence must be brought from the parent/guardian stating the reason for the absence. **This note must be provided to the Attendance Office within three (3) days of the last date of absence.** The student will then be issued an admittance slip initialed by a staff member indicating whether or not the absence is excused. The student is to present the admittance slip to each of his teachers who will initial the slip and record the absence from class as excused or unexcused **(a student must attend Academic Saturday School to make up work for an unexcused absence: NO EXCEPTIONS).** The student retains the initialed admittance slip for his/her record (admittance slips should be retained by students/parents for future reference in case there is a question of whether or not an absence was excused for make-up work).

Excused absences include, but are not limited to, the following:

1. The student is personally ill. **(A note from the parent describing the student's illness will be accepted as appropriate documentation no more than three (3) times per semester (6 TOTAL). Thereafter, only validated excuses (doctor's appointments, directed court appearances, etc.) may be submitted for the absence to be excused.**
2. Someone in the student's immediate family has a serious illness or death.
3. The student is absent for a special and recognized religious holiday.
4. The student's absence is mandated by a governmental agency.
5. Military Considerations: Due to some complexities of our military community, this administration will individually consider the request for excused absences submitted in advance. A student whose

parent is in military service in the Armed Forces will be excused a maximum of five days per school year to visit with his/her parent prior to parent's deployment or during parent's leave.

6. The student is participating in a school related activity at another location. The absence must be **"pre-approved by an administrator."**
7. College visits must be **approved by an administrator prior to the absence.** Please note that these days are considered unexcused absences until documentation from the college is received from the student at which time the absence becomes excused. **Seniors are allowed four college visits over the course of the academic year and juniors are allowed only two college visitations.** For both juniors and seniors, a **maximum** of two days **may** be excused for each college visit. Generally, only a one-day absence is necessary for college visits. A two-day absence will be considered on an individual basis. **All students must obtain approval from an administrator prior to a two-day absence to be considered "excused."**

***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 an Administrator.**

****Students must get the approval of an administrator prior to teacher approval using the absence pre-approval form.**

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.

Unexcused Absences

All other reasons for absences are considered to be unexcused and include, yet are not limited to, oversleeping; heavy traffic; missing the bus; baby-sitting; skipping school or classes; out of town visits for extracurricular events; or home suspension. An Academic Saturday School is available to allow students to make up work missed when the absence is unexcused. Failure to attend will result in a grade of zero for all assignments missed. **Students who are suspended will not be permitted to attend Academic Saturday School.**

Excessive Absences

Any student who misses three or more days of school during one term will be considered excessively absent. Students who miss more than ten days of school will be placed on an **Attendance Contract**. Violating the attendance contract may result in removal from Columbus High School. **Students who miss more than fifteen days from school could potentially lose credit for the course and must meet with an Administrator to discuss options for seat-time recovery.** Students who check out during the day will be marked absent from all classes that are missed and if the total class absences exceed fifteen, may risk losing credit in individual classes. A senior who is absent more than fifteen days will not be allowed to participate in the Columbus High School Liberal Arts Magnet graduation ceremony.

Loss of Credit Due to Excessive Absences

A student in any Muscogee County School who has missed more than fifteen (15) days during a term shall not receive credit. Appeals can be made after the MCSD Loss of Credit Notification has been received. In cases of prolonged absence due to illness, the parent or guardian should seek assistance from guidance or the administration.

After a student has been absent for more than fifteen (15) days in any class, there must be official documentation on file in the Attendance office to justify these absences from school. Documentation must

include letters from a physician, the court, a hospital, original excuses from a parent / guardian (limit of three per semester), and all check in and check out slips. This policy will be strictly enforced.

Appealing Loss of Credit

The parent or guardian of a student may appeal the loss of credit due to excessive absences. Appeals must be made to the principal in writing within two weeks of notification of loss of credit. Appeals should be submitted on the basis of hardship, extenuating circumstances or other extreme emergencies. All pertinent information – reason, excuses, doctor's excuses, must be on file in the Attendance office in order for the appeal to receive consideration. A decision to deny or grant the appeal will be made on a case-by-case basis at that time. This may mean the elapse of several weeks between the letter of request for an appeal and the review. If a student is absent additional days after the loss of credit letter is sent, the parent or guardian must provide additional pertinent information regarding the total number of absences.

In cases of prolonged absence due to illness, the parent or guardian should seek assistance from the principal for homebound instruction. The principal or designated assistant will contact Student Services.

Extracurricular / Fine Arts Participation & School Attendance

Students must attend school for half a day on the day of the school event in which he/she participates. Students must also attend school on the day following the participation in a school event and should not be tardy to school unless the school administration has made an exception for the entire organization, group or team.

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.

Partial Day Absences

Tardies

A pass from a teacher is not acceptable for being tardy. **The tardy bell rings at 8:45 a.m. Students arriving after 8:45 a.m. must first sign in through the Attendance Office.** This means that while you may have been only a few minutes late, the time spent in the long lines in attendance may cause some lost class time. If the reason for your tardiness is not excused then you will not be allowed to make up work for the class, even if you were initially only a few minutes late. **BE ON TIME AND PREVENT THE NEGATIVE CONSEQUENCES!**

We encourage all students to arrive at school on time. When circumstances develop that prevent a timely arrival, students must have an acceptable written excuse from their parent that can be verified by personnel in the attendance office. The attendance clerk will then mark "excused" on the admit slip and send the student to class. The original excuse will be kept in the attendance office. It is the responsibility of the student to give the admit slip to the 1st period teacher. Reminder: Only three notes (per semester) 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. For students with no excuse or an invalid excuse for being tardy, then the tardiness is unexcused and **the student will be signed up for Central Detention** on a day of the student's choosing (**Mon. – Thur. from 4:05 – 4:50 pm**). This occurs the first three times for unexcused tardiness.

Students who are late to school three or more times a year for unexcused reasons will be placed on a **Tardy Contract**. A Tardy Contract establishes more severe consequences for unexcused tardiness. The consequences begin with In-School Suspension and progress accordingly. **Students with more than 5 tardies can possibly lose their on-campus parking privilege.** MCSD provides bus transportation for those outside a 1.5 mile radius from the school. Military exceptions will be considered.

Checking In to School

Any student who arrives on campus after 8:45 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 an 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 8:45 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 4:00 p.m., the student must bring a signed note to the attendance office before 8:45 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 4:00 p.m. he is expected to bring a signed note to the Attendance Office before 8:45 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)
6. 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

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).

1. 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.
2. The parent must report to the Attendance office to check out the student.
3. 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.
4. 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 Garden (Flame) courtyard.

1st Offense - Two days of In School Suspension* 2nd 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.)

Withdrawing From School

Any student withdrawing from Columbus High School for any reason must bring a parent or guardian to school to sign the withdrawal form. The form along with the student's books must be carried to each class period on the last day of attendance and given to the teacher upon entering class. Each teacher must complete the withdrawal form indicating your grade and if you are clear to be released without fines or book charges. The media specialist and the cafeteria manager must also sign the withdrawal form. **Your chromebook, laptop bag, chromebook charging cord, student ID, and lanyard must be turned in to the media specialist.** Any fines must be paid before withdrawal is complete. The withdrawal process takes a minimum of one school day to complete.

CONDUCT & BEHAVIOR EXPECTATIONS

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.

ALL STUDENTS MUST TAKE THE STUDENT HANDBOOK EXAM AND PASS IT WITHIN THE FIRST 2 WEEKS OF SCHOOL.

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 through the Magnet Revocation Process 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 through the Magnet Revocation Process. Furthermore, students with a chronic disciplinary or lack of attendance record over the course of their

enrollment in the magnet will also be dismissed. The Magnet Revocation process requires a meeting with the principal, student and parent, as well as a written notification.

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.

Expectations of Students

BEFORE SCHOOL

Students are not allowed to enter the main building before the 8:45 a.m. bell rings. If you arrive at school prior to 8:45 a.m. you are allowed to enter the cafeteria where breakfast is served daily at 8:15 a.m. All school rules are in effect once students arrive on school grounds or board 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:

- Not bringing food or drink to class.
- Sitting on desk seats, not on desktops or tables.
- Not writing on, scratching on, or damaging desks, furniture, bulletin boards, or walls.
- Respecting other people's property and not bothering items that do not belong to you.
- 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:

- Keep to the right and don't speed-walk, run, or stop in the middle of the hall.
- Be courteous to other students.
- Don't walk several abreast with your friends. This prevents others from getting around you.
- Keep moving. If you need to stop and visit, move off to the side or set another time and place to meet.
- Don't push or shove.

- No public display of affection.
- Do not alter signs, fixtures, or displays.

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

Students are reminded that school rules including consumption of alcohol, use of vapes, & 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. Misconduct on a dream trip may require the student to be immediately dismissed to return home. **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. 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.
 6. Students not dressed properly will not be allowed admittance into the dance. No refunds.
- 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 and the student's diploma will be held until the completion of the service requirement.

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 **4:25 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 In-School Suspension 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 8:40 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 8:40 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 | Central Detention - 1 day |
| 2nd Offense | In-School Suspension - Parent notified |
| 3rd Offense | 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.
15. Students are not allowed to record/film others on the bus. All tech/media use rules apply on the bus.

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.

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. Take down campaign materials, posters, etc. from other students.
6. Alter, mutilate, reproduce, or deface a Columbus High ID card.
7. Steal, gamble or commit extortion. Cards, dice, etc., are prohibited.
8. 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.
9. Behave in any manner that threatens the safety, security or well-being of other students and faculty or other school personnel.
10. Behave in such a way as to threaten the orderly operation of school or a school-sponsored event.
11. Loiter or wander in the halls during the assigned lunch period.
12. Throw food in the cafeteria or remove food, bottles, or chairs from the cafeteria. Trays should be returned to the proper place.
13. Stand in the hall restricting the free movement of other students.
14. Run or play in the halls. Unnecessary noise and boisterous behavior will not be tolerated.
15. Participate in or attend extracurricular activities sponsored by the school if the student is suspended or in ISS for two or more days.
16. **Bring food, drink, candy or gum into the building except as packed for lunch.**
17. Display affection, such as kissing publicly, holding hands or embracing.
18. Enter the teachers' lounges or workrooms.
19. 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.

20. Sell items on campus for personal gain.
21. Play loud music in vehicles when driving through residential areas bordering the school.
22. Wear sunglasses during the school day.

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 Friday/Saturday School	4
In School Suspension (ISS)	3

Central Detention

Students may be required to stay before or 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 or In School Suspension. Central Detention will be held **Monday through Thursday from 4:05 p.m. – 4:50 p.m.**

DETENTION PROCEDURES

- Students must arrive no later than 4:05 and will not be allowed to leave until 4:50.
- 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 or In School Suspension. 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 or In School Suspension. 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 consequence. 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 (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 8:45 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 4:00 p.m. 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 before 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 ISS room or designated table in the cafeteria. 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 devices or use a cell phone/smart device.
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 zeros 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 (Marshall Success Center)

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 Director of 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 (Marshall Success Center) 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 & Harassment

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, academic dean, assistant principals, principal, teacher or other school district personnel verbally or in writing. Each reported incident of bullying behavior will be investigated by the administrator/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. **Student consequences include being put on a Behavior Notice, Behavior Contract, In-School Suspension, Out of School Suspension, Tribunal, and Magnet Revocation.**

Cyberbullying

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.

Student consequences include being put on a Behavior Notice, Behavior Contract, In-School Suspension, Out of School Suspension, Tribunal, and Magnet Revocation.

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.
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.
5. Students are not allowed to make phone calls. Students who need to make an emergency phone call must use an office phone (Attendance Office, Administrator's Office, or Counselor's Office).

*Note: The school is not responsible for lost/damaged/stolen cell phones.

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 or Week of Central Detention
- 4th Offense: 1 Day 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

Cheating/Academic Integrity Violation

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" to help determine the integrity of the papers. **Please note that the use of A.I. technology (ChatGPT) to complete assignments is considered an Integrity Violation and students will be required to go before the Honor Council. Integrity issues also include stealing or hacking login information for canvas, infinite campus, and other electronic platforms.**

There are several steps that are taken if a student is cheating or in violation of the integrity policy:

1st Offense: Zero on assignment, In School Suspension where the 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: Automatic recommendation for removal from CHS

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.

Chromebooks

"All students have been issued a Chromebook (to include Case and Charger) to use during the school day. Students must always be responsible for their Chromebook/Case/Charger. To be good stewards of taxpayer dollars, students must be responsible for caring for their Chromebook and not damaging it in any way. Chromebooks are to be always carried in a case 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)."

Care and Use of School Property - Chromebooks, Textbooks, and Media Center Checkouts: Students will be responsible for properly caring for all books, supplies, Chromebooks, and accessories or equipment furnished by the school. A student who defaces, damages, or loses school property must 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 promptly. Parents/Students must clear all fines or expenses during the year the fines are assessed. Fines must be paid/cleared where they were assessed before moving to the next level in school.

Deliveries

Deliveries of items such as balloons, flowers, fast food, and other like items are NOT PERMITTED AT ALL. Students are not permitted to use food ordering apps or other delivery services. Such deliveries constitute an interruption to the instructional environment 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 (through the Attendance Office).

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, project, 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.

Consequences include multiple days of Central Detention and In-School Suspension.

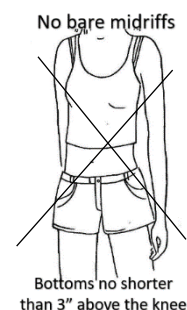
Dress Code & Grooming

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 midriffs 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 the 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, shorts, 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.

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.

IDs (Student Identification Cards)

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 going through the Cafeteria Line and for checking out Media Center materials. 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.**

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

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 items that violate MCSD policy, including 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.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature 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, academic dean, 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 – Sonya Allen, Principal; Michele Grier, Assistant Principal; Troy McGarr, Assistant Principal; Wilson Dupre, Assistant Principal; Chris Porch, Head Counselor. 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	Multiple Days of Central Detention
2nd Offense	In-School Suspension – 2 days
3rd Offense	Out of School Suspension

Tobacco & E-Cigarettes/Vapes

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 referred to the School Resource Officer and may be administratively removed from Columbus High School & returned to their zone school.**

Vending Machines

Students are allowed to purchase from the vending machines after their lunch period; 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. Students must have a pass from the teacher to go to the vending machine. Students are not allowed to congregate at the vending machines. Do not cause damage to the vending machines or you will lose the privilege of using them.

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.

CATEGORIES OF BEHAVIOR

LEVEL 1 OFFENSES

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 | 21. Parking in someone else's assigned parking space |
| 11. Excessive Tardies* | for departure of fieldtrip bus |

*NOTE: Once a student receives ISS for tardiness, they also lose their parking space permanently.

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

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.

LEVEL 2 OFFENSES

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 Friday/ Saturday School, In-School Suspension (ISS), or Out-of-school Suspension (OSS).

A. General Misconduct

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

These offenses will result in **OSS** /Removal from CHS

1. Profanity towards a teacher
2. Possession or use of tobacco or Juul / Vape / Dab Pen
3. Fighting

C. Integrity Violations

1. Cheating
2. Plagiarism
3. Integrity Issues
4. Misuse of A.I. technologies & apps such as ChatGPT

1st Offense: Zero on assignment, In School Suspension where the 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: Automatic recommendation for removal from CHS

LEVEL 3 OFFENSES

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 |
| 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 | 13. Racially motivated threats |
| 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. MCSD Police will be notified. Any student who is sent to Tribunal will be administratively removed from Columbus High School.



5 Steps to Seeking a Resolution

Protocol for Blue Devil Parents & Guardians

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.

Please call the school counseling department at 706-748-2534 and speak to the secretary Mrs. Sheryl Lee 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 Administrator.

If you are unable to find a resolution through a parent conference, you should contact an Assistant Principal or the Academic Dean. 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.

Troy McGarr, Assistant Principal – McGarr.Troy@muscogee.k12.ga.us

Michele Grier, Assistant Principal – Grier.Michele.A@muscogee.k12.ga.us

Wilson Dupre, Assistant Principal – Dupre.Wilson.P@muscogee.k12.ga.us

STEP 5: Seek assistance from the Principal, Ms. Sonya Allen. 706-748-2534 ext. 1004.

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. (Allen.Sonya.M@muscogee.k12.ga.us)

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. Patricia Willis, for issues or concerns beyond the scope of the classroom: Willis.Patricia.D@muscogee.k12.ga.us

SCHOOL SAFETY

EMERGENCY PROCEDURES

The Muscogee County School District requires schools to have a Safety Plan on file and have regular practices of safety drills: Fire Drill, Armed Intruder (Lock Down Drill), & Severe Weather.

Students should remain calm in the event of an emergency and follow the directions of the teacher or staff member.

FIRE DRILLS: Schools will conduct a "fire drill" in keeping with relevant fire code regulations and MCSD procedures each month (except for two severe weather months) that school is in session. This is a Fire Code requirement as well as a District requirement. We want each student to understand and be aware of the Importance of this drill when the fire alarm is sounded.

LOCKDOWN DRILLS: The schools will conduct periodic "Lockdown Drills"; perimeter doors to classrooms and the building will be locked and access will be limited. This type of drill will secure the school building and safely shelter all students, staff, and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a "lockdown drill" all of the perimeter doors to the classrooms and school building will be locked. They will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter or exit the building until the authorities authorize such a release.

SEVERE WEATHER DRILLS: Severe weather drills will be conducted twice a year; students and staff are moved to a secure location within the building. The purpose of this drill is to prepare students to move to a secure location within the building in case of severe weather or tornados.

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.

PERIMETER GATES

The perimeter gates around campus must remain secured & closed at all times during the school day. If you arrive late to school, you must enter through the front doors of the school and check in through the Attendance Office. Students are not permitted to let others enter the gates. Students who allow others to enter the gates during the school day will be assigned a consequence: **Multiple Central Detentions and/or In-School Suspension.**

VISITORS ON CAMPUS

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. **Students who invite unauthorized visitors will be given a consequence to include In-School & Out-of-School Suspension.**

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.

The price for **breakfast** for high school students is \$1.25 (\$0.30 reduced). The price for **lunch** for high school students is \$2.70 (\$0.40 reduced). If you believe you qualify for free or reduced price meals, you must complete the Free and Reduced Price Meal Application a new application must 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 the School Nutrition Office at 2960 Macon Road.

Parents may call the School Nutrition Office for additional information: 706-748-2389.

School Meal Prices	
Breakfast	
Elementary, Paid	\$ 1.00
Middle/High, Paid	\$ 1.25
Reduced	\$.30
Adult, MCSD Staff	\$ 1.75
Adult, Outside MCSD	\$ 2.00
Lunch	
Elementary, Paid	\$ 2.45
Middle/High, Paid	\$ 2.70
Reduced	\$.40
Adult, MCSD Staff	\$ 4.00
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.	

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**

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 Highs 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.
- k. Misuse of A.I. technologies used to represent the work as your own.

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

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!

BELL SCHEDULE

**CAFETERIA OPENS FOR
BREAKFAST AT 8:15 AM**



Students may enter the building at 8:30

1st Period 8:45 - 9:35

2nd Period 9:39 - 10:29

3rd Period 10:33 - 11:23

4th Period 11:27 - 1:04

5th Period 1:08 - 1:58

6th Period 2:02 - 2:52

Homeroom 2:56 - 3:06

7th Period 3:10 - 4:00

LUNCH PERIODS

LUNCH A 11:27 - 11:49

LUNCH B 11:52 - 12:14

LUNCH C 12:17 - 12:39

LUNCH D 12:42 - 1:04

**STUDENTS ARE
DISMISSED AT 4:00 PM**

Students must be picked up by 4:25

**BLUE DEVILS
BELL
SCHEDULE
2024-2025**



COLUMBUS HIGH SCHOOL