

# Columbia Middle School

2020-2021

## STUDENT HANDBOOK

Hill Campus: 901 Ironville Pike, Columbia, PA 17512 (717) 684-7500  
Taylor Campus: 45 North Ninth Street, Columbia, PA 17512 (717) 684-4010  
www.columbia.k12.pa.us

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Middle School Principal

Mr. Christopher Patterson  
Dean of Students—Taylor Campus

Mr. Robert Kedney  
Assistant Principal 7-12/Director of Extra Curricular Activities

Mrs. Erica Ware  
School Counselor

### Hill Campus

Ms. Sarah Garner  
Secretary to HS Principal

Mrs. Deborah Nissley  
Extra-Curricular Secretary

Mr. Aaron Walny  
School Counselor

Mrs. Laura Pavelko  
School Nurse

TBD  
Student Services Secretary

Ms. Alaina Melendez  
Director of Food Services

### Taylor Campus

Mrs. Rebecca Williams  
Secretary to MS Principal

Mrs. Lauren Lutman  
School Nurse/Office

Ms. Peg Duke  
Taylor Cafeteria Manager

Name \_\_\_\_\_  
Home Room \_\_\_\_\_

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## Bell Schedule—CMS Hill Campus

### Regular Schedule

Teachers Arrive: 7:45 a.m.

Period	Time
Homeroom	8:00-8:05
Period 1	8:05-9:02
Period 2	9:05-10:02
Period 3	10:05-11:02
SP 1	11:05-11:45
Lunch	11:48-12:18
SP 2	12:21-1:01
Period 4	1:04-2:01
Back to period	2:04-2:37

Student Dismissal: 2:37 p.m.

### Early Dismissal

Teachers Arrive: 7:45 a.m.

Period	Time
Homeroom/Period 1	8:00-8:46
Period 2	8:49-9:34
Period 3	9:37-10:22
Period 4	10:25-11:10
SP1	11:13-11:50
Lunch	11:53-12:23
SP 2	12:26-1:00

Student Dismissal: 1:00

### 2 Hour Delay

Teachers Arrive: 9:45 a.m.

Period	Time
Homeroom/Period 1	10:00-10:30
Period 2	10:33-11:02
SP 1	11:05-11:45
Lunch	11:48-12:18
SP 2	12:21-1:01
Period 3	1:04-1:44
Period 4	1:47-2:37

Student Dismissal: 2:37 p.m.

## **Bell Schedule—Taylor Campus**

### **Regular Schedule:**

Teachers Arrive: 7:45 a.m.

Breakfast begins at 7:30 a.m.

Students enter the building: 8:00 a.m.

Homeroom: 8:05 a.m.

Morning classes: 8:10-10:59

Lunch/Recess: 11:05-11:57

Afternoon Classes: 12:00-2:50 p.m.

Student Dismissal: 2:50 p.m.

### **Two-Hour Delay Schedule:**

Teachers arrive: 9:45

\*\*No breakfast served on Two-Hour Delay days

Students enter the building: 10:00 a.m.

Homeroom: 10:05 a.m.

Student Dismissal: 2:50 p.m.

### **Early Dismissal Schedule**

\*\*Follow regular schedule

Student Dismissal: 1:15 p.m.

## **Columbia Grades 5-8 TIDE GUIDE 2020-2021**

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

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

### **Core Purpose**

#### **Mission Statement**

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

#### **Vision Statement**

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

#### **Shared Values**

We believe:

- All students possess the ability to learn.
- Education is a partnership between family, school, and community.
- All students and staff are treated equally, fairly, and with respect.
- All students and staff are accepted and appreciated for their individuality and diversity.

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

#### **Equal Opportunity Institution**

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

#### **School Colors: Crimson and Gold**

#### **School Nickname: Crimson Tide**

#### **Alma Mater**

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

## **Foreword**

The Administration and staff wish to welcome all students to Columbia Middle School, Hill and Taylor Campuses. This handbook has been prepared to acquaint students and parents with the necessary rules, regulations, and policies of our school. Parents are requested to contact the Principal's office for clarification of any issue not covered in this handbook. The principal has the ability to make changes to the handbook at their discretion when needed during the school year. It is the responsibility of the students and parents to read this handbook. The doors of the Columbia MS are always open to parents and residents. All teachers may be reached via e-mail or through the voice mail system by calling the office line at 717-684-7500 (Hill) or 717-684-4010 (Taylor).

## **General Information**

### **Agendas**

The administration, faculty, and staff take great pride in distributing this agenda to all Columbia students. The agendas will be used in place of passes. Therefore, agendas must be with the student at all times. A student may only use his/her own agenda. Sharing of agendas is not allowed, and consequences will be assigned to any student who willingly uses or allows another student to use their agenda. Homeroom teachers and assigned mentors will check agendas periodically.

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

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

### **Homeroom**

Hill Campus students are to report to school and arrive in homeroom by 8:00 a.m. and Taylor Campus students are to arrive by 8:05. Students who arrive after this time are considered late to school and must report to the office to receive a pass.

### **Announcement Exercises / Flag Displays**

Each student shall be encouraged to salute the flag and recite the Pledge of Allegiance or the National

Anthem during announcement exercises. A student may refuse to recite and choose to remain silent during the Pledge of Allegiance or salute the flag based on religious conviction or personal belief. A student who declines to participate in opening exercises shall follow the procedure the administration deems necessary. The building principal shall provide written notice to parents/guardians of a student who refuses to remain silent and salute the flag or recite the Pledge of Allegiance. A copy of the full policy may be obtained by contacting the building principal or from the district's website.

### **Student Assistance Program (SAP)**

The SAP Team is a caring group of people who want to get students the help that they need. If you or anyone you know are having difficulties in school, contact your teacher, school counselor, school nurse, home and school visitor, school psychologist or administrator. Circumstances either here or outside of school could be making the school day hard to deal with. Circumstances that may cause difficulties in school include, but are not limited to, depression, anger, drugs, and alcohol and problems at home. Let us know if you are having problems. We are here to lend a helping hand.

You can refer yourself or a friend by using a referral form found next to SAP mailboxes in the library and on the 2<sup>nd</sup> floor outside of room 220. See Board Policy 236 for more information.

### **Emergency Drills and Procedures**

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

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

### **Emergency Closing of School**

School closure and delays will be announced through our automated phone system, school district website, LNP Online, and over the following stations:

**Television**

WGAL TV  
 ABC 27  
 FOX 43  
 WHP 21  
 CW TV 15

**Radio**

WROZ 101.3  
 WARM 103  
 WSBA 910 AM  
 WDAC 94.5  
 WHP 580 AM  
 WRVV 97.3

**Hotlines for Students**

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

- Depression and suicide – The National Hotline Network (800-784-2433)
- Drug abuse – U. S. Department of Health and Human Services, Substance Abuse Services Administration (800-662-4357)

**Special Education**

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

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

**Confidentiality of Records**

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

**Type of Program and Services**

A full range of special education programs and services are provided by Columbia Borough School District. Some are operated directly by the district, and others are provided through contracts with the Lancaster-Lebanon Intermediate Unit 13. Depending upon identified needs, exceptional students may be in classes or receive services in the following categories:

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

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

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

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

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

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

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

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

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

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

**Health Services****Health Clinic Services Not Available in School**

The primary function of school health services is preventative in nature. Through classroom presentations and health screening activities, nurses try to teach sound health habits and to detect health problems early. **Health room care is available for students who become ill or are injured while in school. Please do not expect the school to handle sickness or injury**



**occurring outside of school. If you are having difficulty in finding or providing care for your child, the school nurses may be able to assist you in obtaining proper care.**

#### **Illnesses and Injuries**

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

#### **Immunizations**

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

#### **Emergency Form**

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

#### **Mandated Services**

**Physical Exams:** The School Health Law requires Physical Exams for children upon original entry to school, Grade 6 and Grade 11. The exam may be performed by the school physician or private doctor. *Completed and signed forms must be returned to the school by the designated date.*

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

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

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

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

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

#### **Medication Policy (Board Policy 210)**

The District's policy requires that a signature from the prescribing physician must be documented in order for medication to be administered to a student. **ALL MEDICATION, including over the counter medication, MUST be in the original container and kept in the nurse's office in a locked cabinet.** A Medication Information Form is available on the district website. It must be completed and signed by the physician and the parent/guardian.

#### **Portal to Portal**

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

#### **Operational Guidelines**

##### **Lockers (Hill Campus only)**

Students may use their locker at the designated times before or after scheduled classes. **Locker usage is not an acceptable reason for being late to class.**

The Board of Education has authorized the administration to conduct sweeps of the school property/premises (including lockers) for the purpose of detecting any unauthorized substances as defined by the Drug and Alcohol Policy. No prior notice will be given to students regarding the time or date when a sweep is scheduled. Students are totally responsible for anything found in their lockers (See #226-G1).

School authorities may search a student's locker to seize any illegal material. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.

**Students are not permitted to share lockers.**

The school is not responsible for lost or stolen items. Students may not write on or inside lockers. Students are strongly encouraged not to share locker combinations with other students. Lockers are to be decorated externally with only school appropriate artwork. Personal items may be displayed on the inside of the locker as long as the material is school appropriate.

**Food/Drink in Classes**

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

**Personal and School Property**

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

**Assembly Behavior**

1. Remain quiet for all assemblies.
2. Remain attentive during the entire assembly.
3. Applaud at the end of a speech or performance regardless of your personal feelings about the event.
4. Observe rules of etiquette.

Students who fail to observe these guidelines will be asked to leave the assembly, report to in school suspension, or report to the office where further disciplinary consequences may be assigned.

**Cafeteria Conduct**

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

**Cafeteria Guidelines**

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

**A.M. Cafeteria Procedures**

1. The exterior entrance to cafeteria is the only entrance that is to be used and will open at 7:30 a.m.
2. The breakfast line will be closed at 7:45 a.m.
3. All students will remain in the cafeteria until dismissed.
4. Students who act inappropriately or fail to follow proper cafeteria procedures will lose the privilege of eating breakfast in the cafeteria for the remainder of the year.
5. If there is inclement weather, all students may enter the cafeteria at 7:30 a.m. (Taylor Campus) or the lobby (Hill Campus).

**Hall Traffic**

All students in the hall between classes are asked to move to their next class as quickly and as orderly as possible. Students are asked to stay to the right side of the halls and stairways and walk in a single file line. Students are also asked not to congregate in the hallways. Traffic returning from the cafeteria needs to cause as little disruption as possible. Failure to follow this rule may result in a referral to the office.

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

**Use of Bicycles, Skateboards, and Scooters (Hill Campus Only)**

**Rules and Regulations** (Board Policy 223)

Bicycles are to be parked in an area identified by the building principal.

Bicycles, skateboards, and scooters are to be walked on school property and are to be parked in assigned locations. Failure to walk the bicycle,

skateboard, or scooter on school property will result in loss of the bicycle privilege.

**A student's bike, skateboard, or scooter privilege may be revoked at any time. Hover boards are prohibited.**

#### **Computer/Internet Usage**

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

The building administrator shall have the authority to determine what is inappropriate use in accordance with Board Policy #815. Consequences for inappropriate use could include any or all of the following:

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

#### **Care of District Technology**

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

#### **Electronic Devices (Board Policy 237)**

The use of electronic devices, which include but are not limited to, cell phones, MP3 players, iPads or iPods, pagers, two way radios, video games, laser pointers, video and audio data, and cameras are prohibited during the academic school day unless permission has been granted to the student for classroom usage or for common area usage as designated by the school administration. Cell phones and other electronic communication devices must be in the locker or backpack inside the locker. The definition of an "electronic device" is left to the discretion of the administration.

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

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

#### **Refusal to hand over an electronic device to school staff or administration may result in In School Suspension**

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

#### Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. All violations that constitute a crime under state and/or federal law will be reported to the SRO. Violations of this policy by a student shall result in disciplinary action and shall result in confiscation of the electronic device.

Earbuds/Headphones are not permitted in the hallways or classrooms unless for instructional

use. Earbuds/Headphones must be placed in the locker and may not be around the neck or ears at any time during the school day.

### **Academics**

#### **Student Records Policy**

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

1. Parents of eligible students shall have the right to review their child's records by submitting a written request to the Superintendent. The school shall comply within thirty days.
2. The district respects the confidentiality of each student's records. The parent must give written permission for release of the school records to all persons or agencies except for several state and national agencies. If a student is transferring to another school, records will be forwarded when CMS receives notification from the new school.
3. Parents have the right to challenge any information in their child's records by submitting a written statement describing the specific information to which the parent objects and the reason for the objection to the Superintendent. Parents will receive a reply to their request within ten (10) working days.
4. There are two types of record classification: Administrative (Name, address, phone, parent name, etc.) and Supplementary (standardized test scores, observations, etc.)

#### **High/Honor Roll Requirements**

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

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

#### **Grading Scale**

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

#### **Service Learning Graduation Requirement (Hill Campus)**

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

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

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

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

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

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

#### **Schedule Change Policy (Hill Campus only)**

School officials cannot properly plan schedules for teachers, students, and classrooms unless they know that student course selections are final and binding. Until the last day of the school year in which the schedule for the following year is selected, students may change elective courses by bringing a note from their parents stating the requested change to the Student Services Office. After the last day of the school year in which the schedule for the following school year is selected,

no student-initiated schedule changes will be made except for the following reasons:

1. A change in educational needs.
2. A student's inability to perform course requirements as determined by the teacher, counselor, or principal.
3. A school-related error in the schedule.

Schedule changes cannot be made if courses are already full.

### **Dropping and Adding Courses**

At the beginning of the next school year, a student may request to drop or change a course only during the first five days of school or with the approval of the administration. Subjects required for graduation may not be dropped. No course may be dropped unless there is another replacement course available.

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

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

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

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

### **Exemption from Instruction**

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

1. To assist the school district in ensuring that the student is excused from the specific instruction, the request must be made in writing and must describe the specific instruction from which the student is to be excused.

2. The written request for exemption from instruction should be sent by the qualifying parent or student to the administration.

3. It is not the responsibility of the District to ensure that the student exercises his/her right to be excused. It is the responsibility of the student to ask permission to leave class when the specific instruction objected to is being presented or is about to be presented. When a student seeks to be excused, the administrator is to excuse the child if a) the administrator has a copy of the written request, or if; (b) the written request adequately describes the instruction that is taking place or is about to take place.

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

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

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

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

7. Students excused from specific instruction shall be required to achieve the learning outcomes

established by the District necessary for graduation

### **Summer School Requirement**

A student who fails a course during the school year must have a minimum final grade of 50% in order to qualify for summer school **when or if CBSD offers a summer school program**. If the final grade is below 50% the student **may not** make up the course through summer school. If a student fails three courses, he/she may be offered summer school for promotion. However, **if a student fails four or more core courses, he/she will not be offered summer school and will be retained.**

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

### **State Testing Requirements**

PSSA exams are administered to all CMS students. There are three PSSA exams: English Language Arts, Math, and Science (Grade 8 only). These exams are recorded in the student's permanent record and are used for determining course and section placement.

### **Student Behavioral Policies**

#### **Alcohol & Controlled Substances Policy**

(See Board Policy 227) The Columbia Borough School District prohibits the use, possession, and distribution of any alcohol and/or controlled substances (legal and illegal) during school hours, on school property, and at any school-sponsored event.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other employees shall be respected; and no confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent unless the best interests of the student can be served only by such release.

Incidents of possession, use, and distribution of controlled substances and/or alcohol by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

Any student found under the influence of alcohol and/or controlled substances or who possesses, uses, dispenses, sells, aids or conspires in the procurement, use or dispensation of alcohol, or controlled substances, while on school property or at a school sponsored activity, will be suspended for ten (10) days out-of-school and will be referred to the Board for an expulsion hearing. In addition, said student and the incident will be reported to the local police authorities for any appropriate criminal or juvenile prosecution.

Any student may voluntarily approach any member of the Student Assistance Team to seek help for an alcohol or substance abuse problem for him/herself or a peer prior to discovery by the district of violation of this policy by said student or peer, as set forth in the guideline directly above.

When a student is suspected of abusing alcohol or controlled substances, without sufficient evidence to warrant disciplinary action under the guidelines above, the student shall be referred to the Student Assistance Team.

#### **Anabolic Steroids (Board Policy 227)**

The Board prohibits the use of anabolic steroids by students involved in school related athletics, except for a valid medical purpose. Body and muscle building and enhancement of athletic ability are not valid medical purposes. The use of anabolic steroids will result in suspension from school athletics and could result in suspension or expulsion from school and/or criminal prosecution

#### **Cheating / Plagiarism**

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

1. The first offense will result in a grade of zero being given. The teacher will notify an

- administrator who will contact the parent and may schedule a conference with the parent, student, and teacher.
2. Additional incidents will also be reported to the appropriate principal and counselor for further investigation and disciplinary follow-up. A parent conference will be held to discuss the situation.
  3. All plagiarism will be considered actionable for members of the National Honor Society.

**Corporal Punishment** (Board Policy 218)

The board prohibits the use of corporal punishment as a form of discipline for students in the district. In situations where a parent or the Board prohibits corporal punishment, reasonable force may still be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

**Unlawful Harassment** (See Board Policy 248)

The Board strives to provide a safe positive working climate for its students and staff. Therefore, it shall be the policy of the district to maintain an environment in which harassment in any form is not tolerated.

**Harassment** – includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual’s race, color, religion, ancestry, sex, national origin, age, or handicap/disability.

**Ethnic Harassment** – includes the use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an offensive educational environment.

**Sexual Harassment** – for purpose of this policy includes any action, verbal or physical and including touching or verbal suggestions, in its slightest or subtlest form, as well as written, pictorial or other forms that have sexual overtones. Students may report harassment complaints to:

- Teachers/Administrators
- Counselors
- Nurses

Complaints of harassment shall be investigated promptly, and corrective action shall be taken

when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations. Extreme or repeated offenses may result in police involvement. A copy of the full policy may be obtained by contacting the building principal or from the district’s website.

**Bullying/Cyberbullying** (See Board Policy 249)

Bullying is defined as an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent, or pervasive and has the effect of doing any of the following: Substantial interference with a student’s education; Creation of a threatening environment or an imbalance of power; Substantial disruption of the orderly operation of the school. This includes cyberbullying. School setting means in the school, on school grounds, in school vehicles or at any school sponsored activity. Bullying should be reported to building principals and will be investigated promptly and corrective action will be taken when allegations are verified.

**Search of Students** (See Board Policy 226)

The search of a student’s person shall be permitted when there is a reasonable belief that the student has on his or her person items in violation of federal, state or local laws (see #226 G2). Under no circumstance shall anyone other than a building administrator conduct the limited form of searches described in this policy.

1. Searches of personal effects of students, such as gym bags, handbags, purses or similar items, may be conducted by the building administrator and shall be performed in the presence of another authorized school official whose function shall be to witness the search. Contraband items found in the possession of the student may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. The search must be based on reasonable suspicion and cannot be random in nature.

2. Searches of a student’s person shall be limited to and meet the following guidelines: (a) Students may be requested to empty the contents of his/her pockets and/or turn their pockets inside out based upon reasonable belief that their pockets contain items which violate provisions contained in this

policy. Their failure to cooperate with district officials could warrant contact of the police for assistance by the building administrator; (b) Under no circumstances shall students be requested or forced to disrobe, partially or completely by any school administrator. If such conditions exist that would warrant such a search, the administrator should isolate the student and contact the police for their assistance. Parent(s)/guardian should also be notified of the suspicion and intended action of district officials.

**Smoking/Tobacco** (See Board Policy 222)

The Columbia School Board policy in prohibits students from possessing or using tobacco in a school building, a school bus, or on or within fifty (50) feet of school property. School Districts are granted the authority to initiate prosecution for any such offense. Upon conviction, a student will be found guilty of a summary offense and subject to a fine of up to \$50.00 plus court costs. Fines collected will benefit the student's school district.

Any student and/or person found in possession of or smoking a tobacco product will be subject to prosecution initiated by the Columbia Borough School District and shall, upon conviction, be sentenced to pay a fine of not more than \$50.00 for the benefit of the school district and to pay court costs. In addition, disciplinary consequences will be assigned.

**Weapons Policy** (See Board Policy 218.1)

The Columbia Borough School Board recognizes the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

**Definitions:**

**Weapon** – The term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, look-alike gun, and or any other tool, instrument or implement capable of inflicting serious bodily injury.

Any tool, instrument, or implement may be considered a weapon for purposes of this policy if the tool, instrument, or implement is used for the

purpose of inflicting or threatening to inflict bodily injury.

**Possessing** – A student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while he/she is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is on his/her way to or from school. The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, on to school property, to any school sponsored activity, and on to any public conveyance providing transportation to school or a school sponsored activity. The Board prohibits students from using any weapon, including any tool, instrument, or implement for the purpose of inflicting, or threatening to inflict, bodily injury while on school property, while on property being used by the school, at any school function or activity, at any school event held away from the school, on any public conveyance providing transportation to school or a school sponsored activity, or while the student is on his/her way to or from school.

The school district shall expel for a period of not less than one (1) year any student who violates this weapon policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. A copy of the full policy may be obtained by contacting the building principal or from the district's website.

**Dress Code** (See Board Policy 221)

Students are expected to dress in a fashion appropriate for school. Any student dress that could potentially disrupt the learning process or be harmful to any student will not be tolerated. The following are not allowed:

1. Shirts and blouses baring midriff or cleavage, shirts exposing shoulders (includes varieties of tank tops-3 fingertip width or muscle shirts), see through or mesh tops with undershirt.
2. Boxers, running, or biking shorts.
3. **Shorts and skirts must reach 6" above the knee or be at figure tip length, or they will require leggings under them.**



4. Hats, hoods, bandanas, head scarves, or doo-rags and all other head coverings worn inside buildings. They also may not be worn around the neck or hanging out of pockets.
5. Hooded sweatshirts may be worn, but the hood must remain down during the school day.
6. **Slippers or pajamas (tops or bottoms).**
7. Manufactured holes in clothing must be covered with a second layer of clothing, if hole is above fingertip length.
8. Coats, jackets, gloves, and other similar outdoor wear must remain in student lockers during the school day.
9. Book bags/backpacks/purses/totes. These items must remain in the student lockers during the school day. Purses must be no larger than the agendas.
10. Gym bags may only be used on days when students have gym classes and should only be used for gym related clothing. Bags must be kept in the student's gym locker at all times. Gym bags are not permitted to be carried during the school day. All gym bags are subject to searches per CBSD policy.
11. No sunglasses, designed contacts.
12. No exposed undergarments.
13. No shoes/sneakers containing wheels, and shoes must have soles appropriate for outdoor use.
14. **Leggings may be worn only if shirts, sweaters, or sweatshirts reach fingertip length front and back.**
15. Flip-flops/Sliders are permitted at the individual teacher's discretion due to safety concerns (P.E., Tech Ed., Science) **No flip-flops or sliders are permitted at Taylor campus.**
16. Clothing with inappropriate or suggestive lettering or drawings. Anything dealing with sex, drugs, alcohol, tobacco, profanity, weapons/firearms in regards to terrorism. The administration has the final decision on questionable content.

### **Behavioral/Discipline Management Procedures**

#### **Administrative/Saturday Detention**

Administrative detention will be held on Monday through Friday for 30 minutes at the end of the school day or on Saturdays for three hours. Students assigned to serve administrative detention are responsible for their own transportation. Parents will be notified as to the time the detention(s) must be served. The number

of days assigned will be based on the offense of the student and determined by the school administration. **Skipped detentions could result in a double detention or a half-day of in-school suspension.**

#### **Lunch Detention**

Lunch detention will be assigned during the student's regularly scheduled lunch period. The student will report directly to the lunch detention room after purchasing their lunch. A student may bring a lunch from home (no candy, soda, power drinks, or fast food is permitted), or they can purchase a school lunch. A student who is absent on the day that a lunch detention is assigned will have it rescheduled for the next day that the student is in attendance. **Refusal to attend or cooperate with lunch detention will result in further consequences. Students must report to lunch detention within 10 minutes of the start of lunch.**

#### **Detention Rules**

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

#### **In School Suspension**

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

**While serving ISS students may not attend or participate in any school or extra-curricular activities.**

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

**All ISS referrals will be subject to the condition and guidelines established by the discipline review committee and could lead to a student's expulsion from school or being placed in an alternative education program.**

**In School Suspension Rules**

1. Students must sign in upon entering the room.
2. No cellphones can be utilized during ISS or lunch detention.
3. Students must sit in the seat assigned by the ISS teacher, and this seat may be changed at any time.
4. Students may use technology at ISS monitor's discretion and only for academic purposes.
5. Students are not permitted to have/use food or gum.
6. Students may not sleep, must be sitting up straight, and must keep heads up.
7. Students must keep hoods down and faces visible.
8. Students may not leave assigned seats without permission.
9. Students must be working on appropriate subject materials at all times.
10. Students are encouraged to have independent reading materials with them.
11. Students will receive a maximum of 2 restroom/water breaks per day.
12. Students may not receive/use hall passes unless an administrator has made exceptions.
13. Students must be escorted to the nurse's office.
14. Student must remain quiet or raise their hand to talk with the ISS monitor.

15. Students who are insubordinate or refuse to work in ISS will receive further disciplinary action.

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

**Out of School Suspension**

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

**All OSS referrals will be subject to the condition and guidelines established by the discipline review committee and could lead to a student's expulsion from school or being placed in an alternative education program.**

**Alternative Education Program**

Behavior concerns may warrant the building administrator to recommend placement in the alternative education program. Student placement into this program is NOT voluntary. Specific criteria will be developed and reviewed with students and parents to determine if the student can return to the regular school setting. At dismissal, students must leave school property immediately.

**Expulsions**

Students may be recommended for expulsion under the following conditions:

1. The administration and other appropriate

staff members meet to review the student's discipline.

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

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

#### **Discipline Review Committee (Grades 5-8)**

Purpose: While our desire is to keep students in school to receive a good education, there are situations where discipline problems have reached the point where school personnel, acting independently, cannot resolve the problem.

Function: The primary function of the committee will be to review persistent discipline cases within the building and make an attempt to coordinate the resources of the school, community, and parent/guardian(s) to resolve the situation through individualized contracts. If the guidelines of the contract are not met the student may be referred to the school board.

#### **Building Discipline Committee**

The committee will also meet periodically to review the Tide Guide and recommend any additions, deletions, or modifications for the next printing.

#### **Student Code of Conduct**

Rules governing student conduct shall require students to:

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

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

#### **Procedure:**

1. When a student has committed Level II, III, and IV violations, parents will be notified of the offense and consequences.
2. The discipline policy also applies to students involved in any school activity.
3. Parents will be notified if their child is suspended in or out of school.
4. A student serving school suspension, in or out, will not be eligible to participate in or attend any events or extra-curricular activities during the term of suspension. This includes activities that occur on weekends.
5. The administration shall follow procedures for gathering documentation on all violations as needed or required for future use.
6. Parents are encouraged to contact the middle school office regarding discipline actions incurred by their child.

#### **Level I Violations**

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

#### **Examples of Level I Violations:**

- Cheating – 1<sup>st</sup> offense
- Classroom misconduct/misbehavior
- Classroom tardiness
- Failure to follow directions
- Neglecting to return school/class forms
- Violations of food, drink or gum. **Gum chewing is not permitted.**

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

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

**Level II Violations**

The Level II Violation is to be handled by the classroom teacher with the assistance of the middle school administration. This type of violation is more serious in nature than Level I. The administration is mainly responsible for handling this type of violation. Level I misbehaviors may be moved to this level if the situations are not corrected. Misbehaving at this level tends to disrupt the learning climate of the school. However, these infractions do not represent a direct threat to the health and safety of others.

**Procedure:**

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

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

**Examples of Level II Violations:**

- Continuation of Level I offenses
- Agenda misuse
- Assembly misconduct
- Cafeteria Misconduct
- Dress code violation
- Electronic device violation
- Failure to report to teacher detention
- Gambling / Arm wrestling
- Hall/Lav. pass misconduct/abuse
- Horseplay (any physical contact without serious intent)

- Inappropriate displays of affection
- Middle School hall violation
- Misbehavior at school sponsored activities
- Misconduct/misbehavior outside the classroom
- Possession of inappropriate material
- Tardiness
- Use of profanity/obscene gestures

**Consequences may include, but are not limited to:**

1. Continuation of Level I consequences
2. Lunch detention/After School detention
3. Confiscate electronic devices, food and/or drink, inappropriate materials, lighters/matches
4. Referral to school counselor and/or outside agency
5. In School Suspension (one to five days)

**Level III Violations**

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

**Procedure:**

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

**Examples of Level III Violations:**

- Continuation of unmodified Level I and Level II offenses
- Abuse of bike or skateboard privileges
- Abuse of rider privileges
- Physical Altercation – serious physical contact that results in a general disruption of school activity and where physical harm is a definite possibility.
- Blatant Insubordination - defiant refusal to obey a reasonable request
- Consumption of prescribed or over-the-counter medication without following school procedures
- Forgery
- General safety hazard

- Leaving an assigned location. This includes a class cut
- Leaving school without permission
- Malicious verbal, physical and/or written harassment of students or school personnel including libel and slander
- Possession of lighters/matches
- Possession and/or use of smoke or stink devices

**Consequences may include, but not limited to:**

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

**Level IV Violations**

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

**Procedure:**

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

**Examples of Level IV Violations:**

- Assault - bodily harm or injury inflicted by one student to another student or school personnel (suspension, police

notification, and charges filed with District Justice)

- Extortion
- Fighting - aggressive physical contact involving two or more students where physical harm is intended and each student is engaged in physical contact. (suspension, police notification, and charges filed with District Justice for each individual involved) The rationale of self-defense is not justification for physical contact
- Furnishing, selling, or possession of unauthorized substances and devices. This includes "look-alikes"
- **Institutional Vandalism** is any defacing or destruction of a public building or property, including a school (includes school pranks) **This violation may be prosecuted as a felony.**
- Involvement in bomb threat and/or false fire alarm, including use of smoke bombs
- Libel and/or slander involving issues that may threaten a person's safety, reputation, or ability to continue in the school.
- Possession or sale of stolen property
- Possession of weapons and/or "look-alikes"
- Theft
- Threatening a school official
- Unauthorized entry in school buildings/on grounds
- Use/possession of tobacco/vaping products (suspension and fine)
- Use/possession of alcohol
- Vandalism - destruction of school or personal property
- Violation of local, state, or federal laws

**Possible Consequences:**

1. Full restitution for damages
2. Out of School Suspension (one to ten days)
3. Referral to local, state or federal authorities
4. School board hearing
5. Indefinite exclusion from all extra-curricular and other school related activities

6. Other Board action, which results in appropriate placement
7. Expulsion from school (ten days/until the end of school) must apply to Superintendent for re-admission
8. Referral to CHAP (Student Assistance Program) and student must follow the recommendations of the formal assessment
9. Referral to building Discipline Committee
10. Alternative Education Program

### Attendance

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

#### **Definitions:**

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

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

**Doctor's Excuse** – A doctor's excuse is required for any subsequent absences after a student has accumulated 10 absences within the academic year. If a student leaves early for an appointment, a doctor's note is required to be excused.

**Excessive Absence** – Pa. attendance law requires schools to address attendance issues. After 10 days of consecutive unexcused/unlawful absences, the student will be dropped from the rolls, if the student is 17 or older.

**Subsequent Unexcused/Unlawful Absence**  
Unexcused absences after the School Attendance

Improvement Plan Meeting (SAIP) Truancy Elimination Plan meeting will result in one or more of the following:

1. Referral to school or community based attendance improvement program.
2. Referral to the Office of Children and Youth
3. Filing of Truancy Citation

#### **Truancy Citations:**

Citations could be issued for all unlawful absences.

#### **School Absence Procedure:**

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

#### **Educational Trips**

No student may spend more than a total of five (5) school days on approved educational trips in any given school year. At least five (5) days prior to the trip, the student must submit a completed

*Education Tour/Trip Request* form to the Main Office. These forms are available in the Main Office. Students will be responsible for all work missed during their absences. All requests are subject to approval of the Administration and no trips will be approved during PSSA exams.

**Late to School (Hill Campus)**

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

1. The 1<sup>st</sup> through 3<sup>rd</sup> incidents in a semester are recorded and the student is warned about future consequences.
2. The 4<sup>th</sup> through 6<sup>th</sup> incidents in a semester results in a lunch detention.
3. The 7<sup>th</sup> and 8<sup>th</sup> incidents in a semester results in a week of lunch detention
4. The 9<sup>th</sup> and 10<sup>th</sup> incidents in a semester results in an administrative detention.
5. Any incident in a semester after the 10<sup>th</sup> in a will result in a counselor/administrative referral and Saturday detention or ISS may be assigned.
6. After 192 accumulated tardy or unexcused early dismissal minutes, a half-day unexcused absence will be documented.
7. This procedure starts fresh at the beginning of each semester.

Tardy minutes will accumulate, and when a student reaches 380 minutes, an unexcused/unlawful day will be added to the attendance record.

**Any assignments or classwork missed due to tardiness or unexcused early dismissals will receive a zero.**

**Half-Day Absences**

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

**Early Dismissals**

Any student who is leaving school early for any reason must have a written note from a parent/guardian stating the reason for the dismissal

and time. This must be turned in prior to leaving. **No phone calls will be accepted for early dismissals. Adults must show photo ID to pick up students and must be listed as an emergency contact.**

**School Truancy**

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

Students who leave school without permission will receive an unlawful absence and will be assigned administrative consequences.

**Extra/Co-Curricular Activities/Absence**

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

**Partial Day Activity Participation**

A student must be in attendance at school no later than 8:10AM in order to be able to participate in any extra-curricular activity that day. A student that leaves school early due to illness may not participate in any extra-curricular activity. Doctor’s appointments or other special circumstances must be pre-approved by the Director of Extra-Curricular Activities.

**Extra-Curricular Athletic Teams  
(Hill Campus only)**

**Fall**

**Middle School:** Cross Country, Girls Volleyball

**Winter**

**Middle School:** Boys Basketball, Girls Basketball, Cheerleading, Wrestling

**Spring**

**Middle School:** Boys & Girls Track

**Organizations**

Marching Band                      Student Council  
Quiz Bowl                              Drama Productions  
Junior National Honor Society

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

- 1) Student must be in attendance for a school day prior to the event/activity.
- 2) During the last 45 days the student:
  - Must be passing core courses.
  - Have no more than 5 lates to school.
  - Have no more than 4 absences.
  - Have been assigned no ISS/OSS for behavior reasons.

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

**Activities Included in This Policy**

Student Council  
Safety Patrol (Taylor Campus)

**Drama Productions:**

Students must secure a procedural application from the Director of Extracurricular Activities. A student who is failing more than one major subject at the time of sign-ups or auditions will be required to contact the subject teacher immediately for possible assistance. Failure to cooperate and demonstrate sincere effort throughout the duration of the production (as determined by the subject teacher and the Director of Extracurricular Activities), will result in a teacher recommendation to the administration for termination from the activity.

**Drug and Alcohol Testing for Athletic and Extracurricular Participation**

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

school, Cyber School or other recognized off-campus alternatives are subject to the same rules of testing (See board policy 227.2).

**Title I Information**

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

- Right to Know Parent Letter
- Title I Complaint Procedure
- Parent Involvement Policy
- Title I School-Parent Compact

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

Sample of Right To Know Letter:

Date

Dear Parents:

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

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

We are happy to provide this information to you.

At any time, you may ask:

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

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.



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

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

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all teachers and paraprofessionals meet applicable Pennsylvania state requirements. We look forward to the upcoming school year, and Applicable Pennsylvania state requirements. We look forward to the upcoming school year, and together we will make a difference in your child's life.

Sincerely,

#### **CBSD-CMS Parent Involvement Policy**

In recognition that the parent is the child's first and most important teacher and that the parent's continued involvement is essential for the success of students. The Columbia Borough School District (CBSD), particularly Columbia Middle School, is committed to building a strong parent school partnership. Furthermore, federal regulations state that funds may be received only if programs, activities, and procedures for the involvement of parents of participating children are implemented. Such activities shall be planned and implemented with meaningful consultation with parents of participating children. Consultation shall be ongoing and timely.

At the beginning of each school year, this policy shall be distributed to parents of Title I students and, to the extent possible, provided in a language

the parents can understand. This policy shall also be made available to the community and reviewed annually. Parents will be involved in the timely review and update of the policy.

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

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

- Hold an annual Title I parent meeting
- Hold periodic parent steering committee meetings at each building to inform parents of their school's participation in the Title I program. The school will explain its requirements and the parent's right to be involved.
- Offer several meetings throughout the school year.

The Columbia Middle School will also provide parents of Title I students with:

- Timely information about the program
- If requested, provide a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.
- If requested by the parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate in decisions relating to the education of their children, and to respond to any such suggestions.
- Conduct any or all of the following:
  - Back to School Nights
  - PTP meetings
  - Parent Conferences in November
  - Book Bloom in the spring- Parents can accompany their

- children and may also participate in book swaps.
- Field days
  - PSSA Pep Rallies
  - CMS Hill Campus Orientation nigh
  - Technology Night for parents
  - Science Fair for parents
  - History Fair for parents
  - College visits for students
  - Student visits to Career and Technology centers
  - Meet and greets for parents/friends/grandparents
  - Participation in BizTown
  - Academic family and student nights.

in the school where they are temporarily housed, even if lacking paperwork normally required.

\*Participate in all applicable school programs, including supplemental services.

\*Receive free lunch

\*Receive assistance with school related expenses.

If you suspect that a student may be experiencing homelessness or is in jeopardy of homelessness, please contact Kelly Smith, Home and School Visitor or a school counselor to make a referral.

### **Students Experiencing Homelessness**

The Education for Children and Youth Experiencing Homelessness program (ECYEH) is an initiative of the Pennsylvania Department of Education, and is based on the federal McKinney-Vento Homeless Assistance Act. This federal regulation ensures that homeless children and youth have access to a free, appropriate, public education.

Children and youth are eligible for services under the McKinney-Vento Act if they have been displaced from their homes and are living in a place that is not fixed, regular, or adequate, such as:

\*Sharing the housing of others due to a loss of housing, economic hardship, or similar reason.

\*In a place not designated as a regular sleeping accommodation, such as a vehicle, park, hotel, or camp ground.

\*In a homeless or domestic violence shelter or transitional housing placement.

\*Outside of his/her home as an unaccompanied youth.

\*In any of the situations listed above as the child of a migrant family.

Children and youth experiencing homelessness have the right to:

\*Continue their education in their current school, and receive transportation OR enroll immediately

**Columbia MS School - Discipline Matrix**

**Be Safe.  
Be Responsible.  
Be Respectful.**

INFRACTION	Potential action to be taken		
	First Offense	Second Offense	Additional Offenses
<b>Insubordination/disrespect/directed profanity</b>	<ul style="list-style-type: none"> <li>▪ Warning</li> <li>▪ Lunch detentions</li> <li>▪ After-school detentions</li> <li>▪ Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>▪ After-school or lunch detentions</li> <li>▪ ISS</li> <li>▪ Saturday detention</li> <li>▪ Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>▪ After-school detentions</li> <li>▪ Saturday Detention</li> <li>▪ ISS</li> <li>▪ OSS</li> <li>▪ Parent notification</li> </ul>
<b>Bullying/harassment</b> Potential SRO involvement	<ul style="list-style-type: none"> <li>▪ Warning</li> <li>▪ Lunch detentions</li> <li>▪ Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>▪ After-school/lunch/Saturday detentions</li> <li>▪ ISS</li> <li>▪ Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>▪ After-school/Saturday detentions</li> <li>▪ ISS</li> <li>▪ OSS</li> <li>▪ Parent notification</li> </ul>
<b>Dress code violation</b>	<ul style="list-style-type: none"> <li>▪ Change personal clothes</li> <li>▪ Change to CHS issued items</li> <li>▪ ISS room</li> </ul>	<ul style="list-style-type: none"> <li>▪ Change personal clothes</li> <li>▪ Change to CHS issued items</li> <li>▪ ISS room</li> <li>▪ Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>▪ Change personal clothes</li> <li>▪ Change to CHS issued items</li> <li>▪ Saturday detention</li> <li>▪ ISS</li> <li>▪ Parent notification</li> </ul>
<b>Cell phone/Electronics violation</b>	<ul style="list-style-type: none"> <li>▪ Warning</li> <li>▪ Phone sent to office</li> </ul>	<ul style="list-style-type: none"> <li>▪ Phone sent to office</li> <li>▪ Parents must pick up phone</li> </ul>	<ul style="list-style-type: none"> <li>▪ Phone sent to office</li> <li>▪ Parents must pick up phone</li> <li>▪ ASD or ISS</li> </ul>
<b>Class room tardiness per marking period</b>	<ul style="list-style-type: none"> <li>▪ Warning</li> <li>▪ Lunch detentions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lunch detentions</li> <li>▪ 1-2 After-school detentions</li> <li>▪ Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1-3 Lunch detentions</li> <li>▪ 1-2 ASD or ISS time</li> <li>▪ Parent notification</li> </ul>

## **Crimson Code of Conduct Co-curricular & Extracurricular Participation**

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

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

Co-curricular and extracurricular participants are often in the public eye, so, their personal conduct must be of the highest standard. They have an obligation to project at all times a positive image of themselves and the Columbia community they represent. The school district adheres to all of the regulations set forth by the Pennsylvania Interscholastic Athletic Association, Inc. (PIAA) as listed in their constitution and by-laws. In addition, the regulations stated in this policy will determine a student’s ability to participate in extra-curricular activities for the Columbia

Borough School District. It is also understood that a coach/advisor has the authority to hand out additional consequences within his/her program.

### **Scope of the Crimson Code of Conduct**

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

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

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

### **A. School Attendance Requirements**

1. A student must be in attendance at school no later than 8:10 AM in order to attend or participate in any activity, practice, or contest that day. Exceptions can be made for funerals, college visitations, medical appointments and other reasons as long as written notice has been provided to the administration for approval prior to the day of absence. The administration will notify the coach/advisor of the student’s eligibility based on attendance.
2. Students involved in Charter, Cyber Charter Schools or in Home-Schooling may participate

in extracurricular activities that occur outside the normal school day. Any of these students who wish to participate must provide the athletic department with the name of the program they are using, along with a contact name and telephone number or e-mail address.

3. It is the responsibility of the Charter, Cyber Charter School and the Supervisor of the Home-Schooling Program to notify the attendance officer of each building by 1:00 p.m. of any student's absence.
4. Transportation to and from all practices, activities, and the school for games will be the responsibility of the parent. Charter, Cyber Charter, and Home-School students are expected to travel to and from away games with the team.
5. A student who is absent on the last day of a week may not participate in any extracurricular activity until the student attends a day of school or provides a doctor's note stating that the student is well enough to participate. *The doctor's note must be given to the coach/advisor who will then forward it to the school administration.* Absences that have prior administrative approval as stated above are exempt from this requirement.
6. A student who leaves school early due to illness may not participate in any extracurricular activity until the student attends school again.
7. A student who is suspended (In-school or Out-of-School) or expelled from school for any infraction may not attend or participate in co-curricular and/or extracurricular activities for the duration of the suspension or expulsion.
8. A student who has four or more unlawful or unexcused absences from school during the school year will be ineligible to participate in any extracurricular activities for two weeks following the fourth unexcused absence. For each additional unexcused absence there will be an additional two weeks of suspension from extracurricular activities. Any student who is absent for twenty or more days during a semester, whether excused or unexcused, is ineligible for extracurricular activities until he/she is in attendance for sixty consecutive

school days beyond the twentieth day of absence.

## **B. Attendance for Co-curricular and Extracurricular Activities**

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

### **C. Academic Eligibility**

1. To be academically eligible to participate in an extra-curricular activity a student cannot be failing more than one full block or two core courses.
2. The grades used to determine academic eligibility will be the cumulative quarterly grades, except in the case of report card eligibility. Grades will be as of the close of school on the last day of the school week. The Director of Extra-Curricular Activities or his designee will use the student information software to access the students' class grades.
3. It is the responsibility of the Charter, Cyber Charter School and the Supervisor of the Home-Schooling Program to send written notification of the student's grades to the Director of Extra-Curricular Activities by 1:00 p.m. of the last day of the school week, based on the Columbia Borough School District's schedule. The notification may be faxed to the attention of the Director of Extra-Curricular Activities at the Columbia Middle School-Hill Campus office.
4. A student who is not passing the required number of credits will be declared academically ineligible for participation in co-curricular and extracurricular activities. The ineligibility period will be one week and will begin on a Monday and end the following Sunday. A student may not return to eligible status mid-week unless it has been determined that the failing grade is the result of a reporting error. While ineligible, the student is expected to practice but may not participate in public. An ineligible student may not wear a school issued uniform or costume and may not travel with an extracurricular organization. An academically ineligible student may be reinstated when her/his academic problems have been corrected.
5. A student who has been declared academically ineligible for three or more consecutive weeks may be removed from an extra-curricular activity by the school administration. The Director of Extra-Curricular Activities or designee will meet with each ineligible student

in person, to explain his/her academic eligibility status.

9. A student not meeting the eligibility requirements on his/her report card will become ineligible for a period of fifteen school days starting with the day that the report card is issued. The student may practice but may not participate in public for the duration of the fifteen day ineligibility period. This period does carry over from one school year to the next. Eligibility may be re-established by making up credits in summer school.

### **D. Sportsmanship**

1. Students representing the Columbia Borough School District in co-curricular and extracurricular activities are required to always show respect to all participants, coaches/advisors, and spectators.
2. Specific examples of behavior not tolerated by this policy include, but are not limited to: profanity, mockery, intimidation, or malicious contact.
3. A coach who witnesses any unsportsmanlike behavior will bench the students involved for an amount of time consistent with the misbehavior and the student's history of behavior.
4. The School Board of Directors has developed the following stipulations as part of this policy and they must be included into the rules of each co-curricular and extracurricular activity:
  - a) Any student removed from a contest by an official for a sportsmanship violation shall not be allowed to participate in the next contest and must complete all assignments given by the coaches and the administration.
  - b) Any student removed by officials from a total of two (2) contests in a single school year for sportsmanship violations shall be removed from participation in all sports for the remainder of the school year. The removals could occur in more than one sport.

- c) The calls made by an official are final and shall not be reconsidered by any school district personnel.
  - d) The head coach shall notify the student's parent/guardian and the Director of Extra-Curricular Activities within twenty-four (24) hours in regards to any sportsmanship violations.
5. Any team member who demeans a teammate or coach through verbal or written communication – including social media – shall be subject to the disciplinary penalties for violation of the Crimson Code.
  6. Any team member who engages in conduct that reflects negatively on the team or the school shall be subject to the disciplinary penalties for violation of the Crimson Code.

**E. Multiple Co-Curricular and/or Extracurricular Activities**

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

1. Multiple Co-Curricular and/or Extracurricular activities during the Same School Year
  - a) Students, who are involved in a school sport that is in-season, are to refrain from participating in out-of-season workouts for another sport. An exception will be made for participation in League associated All-Star games and League associated recognition activities. Exceptions will also be made when the coach of the in-season sport agrees to allow the athlete to participate in non-physically demanding or strength training activities.
2. Multiple Co-Curricular and/or Extracurricular activities during the Same Season
  - a) A student may participate in more than one co-curricular and/or extracurricular activity during the same season as long as the coaches/advisors agree to such participation. This includes sports with music, drama and/or other school activities or any combination of these activities. Activities that have the same practice and/or contest schedule will not work for this type of arrangement.
  - b) The student must complete the Multiple Activities form and have it signed by a parent or guardian and appropriate coaches and advisors. This form designates which activity will be considered the “Prime” activity and that activity will take precedence when scheduling conflicts arise. This form must be completed prior to the start of the specific activities and kept on file in the Athletic Office. The coaches and advisors will be responsible to work out the schedules for the student's involvement in these activities and to provide that schedule to the student and to the Athletic Office.
  - c) Regardless of which activity is listed as the “Prime” activity, contests and performances will take precedence over practices or
    - b) Students who are involved in a varsity sport that qualifies for the postseason and who also intend to participate in a sport the following season are exempt from participation in the second sport for up to three calendar days following the final contest of the postseason.
    - c) It is expected that students involved in a school program will put that program before any out-of-school program. Absences due to attendance at an out-of-school activity, including any type of employment, must be approved by the head coach prior to the absence. An absence from a contest or performance due to attendance at an out-of-school activity will be counted as an unexcused absence and the student will be required to meet with the head coach and an administrator to discuss the student's future with the program.

rehearsals unless prior permission is given by the coach/advisor of the activity that is having the contest or performance and the administration is in agreement.

#### **F. Quitting**

1. For this policy, quitting is defined as a student ending their participation in a school activity prior to the official completion of that activity for the season in question. The official completion date includes any post-season activities that the organization may qualify for.
2. Completion of the season, including post-season, playoffs, tournaments, exhibitions and events is required in order for a student to be eligible for the awarding of a varsity letter or other team and individual awards. The obvious exception to this policy is when injury or illness limits participation. In such a case, the awarding of a varsity letter or other honors will be at the discretion of the advisor/coach.
3. A student may only quit one activity and participate in another during the same season prior to the completion of the first two weeks of practice for that season. This type of change can only take place with the administration's consent, and the consent of the coach/advisor of the activity that the student is leaving. The coach's consent must be received during a face-to-face discussion with the student. The student's parents may be present during this discussion if they so choose.
4. A student who quits an activity must have all of the equipment that was issued to them for that activity returned to the coach/advisor or to the athletic office within one week of the date that they stopped participating in that activity.
5. Any student who quits twice (either the same activity two times or two different activities once each) during their career at CHS, must meet with the Director of Extra-Curricular Activities and the appropriate coaches and advisors to receive approval prior to his/her participation in any future activities.

#### **G. School Issued Equipment**

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

#### **H. School Athletic Lockers**

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

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

#### **I. Transportation to Extracurricular Activities**

Students must use school provided transportation to travel to and from activities away from the Columbia Middle School-Hill Campus or its approved home facilities. The only exceptions are as follows:



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

#### **J. School Behavior**

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

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

#### **K. Tobacco**

1. The use or possession of any form of tobacco or related tobacco products (lighters, matches, pipes, papers, etc.) is prohibited at all times for students involved in co-curricular and/or extracurricular activities. Any reasonable evidence of smoking shall justify disciplinary action under this policy. Direct observation of smoking is not required.

2. For a first offense, the participant will receive a ten school day suspension from all co-curricular and/or extracurricular activities and a CHAP referral.
3. Any additional offense will result in the consequences of this Code of Conduct being initiated, starting with Consequence 1.

#### **L. Drugs**

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

premises where these products or behaviors are evident)

3. All students participating in co-curricular and/or extracurricular activities are subject to random, suspicion less drug testing in following with Board Policy 227.2.

#### **M. Theft and/or Vandalism**

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

#### **N. Criminal Violations**

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

#### **O. Hazing**

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

#### **P. Authority**

The Middle School Principal shall have full authority to institute this policy. Notification of a student's suspension will be made to the Superintendent, Board President and Extracurricular Committee Chairperson. The Director of Extra-Curricular Activities and the respective head coach may be involved in the

notification of action with the student. Parent(s) will be notified, by both mail and personal contact, of the action and its rationale.

#### **Q. Consequences for Violations of This Policy**

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

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

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

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

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

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

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

#### **S. Grievance Procedure**

1. No student shall be suspended from co-curricular and/or extracurricular activities under the Crimson Code of Conduct until the administration has determined that the student has violated the regulations. The following

procedures apply to reports of alleged violations of the Crimson Code of Conduct:

- a) Any reports of alleged violations of the Crimson Code of Conduct are to be made to the Director of Extra-Curricular Activities or Middle School Principal.
- b) The Middle School Administration shall investigate all reported or suspected violations of the Crimson Code of Conduct to determine their credibility.
- c) If a report is determined to be credible, the Middle School Principal and the Director of Extra-Curricular Activities shall meet with the student to explain the information and to allow the student to respond. The administration will ultimately decide whether or not the student violated the Crimson Code of Conduct and what consequence is appropriate as defined by the Crimson Code.
- d) If the administration finds the student violated the Crimson Code of Conduct, the student's parents/guardians shall be verbally informed of the violation and the resulting consequence. They will also be informed of the appeal process. Notice of the situation shall be provided to the appropriate coach or advisor. Written notification to the student's parents/guardians will follow up the verbal notice.
- e) The student and the parent/guardian then have 5 calendar days from the verbal notification to file a written appeal with the High School principal.
- f) The principal will then reply to the parents within 48 hours to schedule an appeals hearing. The hearing shall be run by the principal, and heard by three coaches and/or advisors who are not involved in the student's activities. The original consequence shall remain in place until the appeal has been decided.
- g) The appeal board shall review the information provided by the Director of Extra Curricular Activities and the student, to determine if the original decision was

valid. The appeal board does not determine any alternate consequences. Any appeal board recommendation shall be subject to the final approval of the building principal.

2. For purposes of the Crimson Code of Conduct, "verified information" means the accuracy of information is confirmed by any of the following methods:
  - a) self-admitted involvement by the student
  - b) student involvement witnessed by an advisor, coach, sponsor, school district employee, or other credible witness
  - c) acknowledgment by a parent/guardian of their child's involvement
  - d) an official police report given to the school
  - e) notification of an adjudication, a delinquency finding or other admission of wrong doing before a court