

# **COLBY HIGH SCHOOL**



**2023-2024**

**STUDENT HANDBOOK**

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# WELCOME

This handbook has been prepared to help students and parents/guardians get acquainted with the rules and regulations of Colby High School. Read it carefully, and keep it to consult when there are questions about the rules and regulations that need to be followed at this school. If you have any unclear questions about the rules and regulations in this handbook, please stop by the office and talk with the principal. We hope that your education at Colby High School will be a pleasant and profitable experience.

**Our Mission:** Learning for All.

**Our Vision:** Our vision is to collectively prepare students with the social, emotional, and academic skills needed to ensure students achieve their fullest potential to be productive members of society.

To honor and advance our shared purpose, vision, and goals, we pledge to honor the following collective commitments.

As a result of That Mission and Vision:

- The staff will contribute to a culture of celebration by acknowledging our students' and colleagues' efforts and achievements as we continually strive for even greater success.
- The staff will create clear learning outcomes and encourage students to strive to understand what they can do with that knowledge.
- The staff will use the results from our common assessments to improve our individual and collective practice and to meet the extension and intervention needs.
- The staff will agree to common behavioral expectations of students, model and teach that behavior, and consistently reinforce our expectations.
- The staff will come to work each day and present the best versions of ourselves.
- The staff will respect all points of view and honor our colleagues' individuals and unique qualities.
- The staff will create strong partnerships with parents and provide them with the information they need to monitor and support their children's learning.
- The staff will engage in meaningful, job-embedded staff development to enhance our professional skills.



# BELL SCHEDULE

Monday	
AST	9:15 -9:30
1	9:34-10:11
2	10:15-10:52
3	10:56-11:33
Early Lunch	11:33-12:03
4	12:07-12:44
4	11:37-12:14
Late Lunch	12:14-12:44
5	12:48-1:25
6	1:29-2:06
7	2:10-2:48
8	2:52-3:30

Tuesday-Friday	
1/5	8:15 -9:42
2/6	9:46-11:12
3/7	11AST:16-12:08
Early Lunch	12:08-12:38
3/7	12:42-1:13 PM
3/7	11:16-12:43
Early Lunch	12:43-1:13
4/8	1:17-2:44
AST	2:48-3:30

Fast Forward Early Release	
1	8:15-8:43
2	8:47-9:15
3	9:19-9:50
4	9:54-10:22
5	10:26-10:54
6	10:58-11:26
7	11:30-11:58
8	12:02-12:30

(Lunch is not served on Early Release days)

\*AST=Academic Support Time



# ACADEMIC HONESTY

Academic honesty is a fundamental value of Colby High School. The school's academic honesty policy is designed to promote integrity and fairness in all academic work. The following guidelines outline the school's policy on academic honesty.

1. **Plagiarism:** Plagiarism is the act of presenting someone else's work as your own. This includes using direct quotes, paraphrasing, or summarizing without giving proper credit to the original source. Plagiarism is unacceptable at Colby High School and can result in severe consequences.
2. **Cheating:** Cheating is the act of obtaining or attempting to obtain an unfair advantage in an academic setting. Cheating can include but is not limited to copying from another student, using unauthorized materials during an exam, or collaborating with others on assignments that are supposed to be done individually. Cheating is unacceptable at Colby High School and can result in severe consequences, including failing the assignment, course, or even expulsion.
3. **Use of Artificial Intelligence:** The use of artificial intelligence, including ChatGTP or any other form of AI, is strictly prohibited at Colby High School unless designated to do so by the teacher. All assignments and assessments must be completed by the individual student without using AI. Any attempt to use AI for academic work is considered cheating and will result in severe consequences.
4. **Reporting Academic Dishonesty:** Students are expected to report any instances of academic dishonesty to a teacher or administrator.
5. **Consequences for Academic Dishonesty:** The consequences of academic dishonesty at Colby High School are severe and may include failing the assignment or failing the course. The severity of the consequences will depend on the nature of the offense and the number of times the student has committed academic dishonesty.
6. **Prevention of Academic Dishonesty:** To prevent academic dishonesty, Colby High School provides education and resources to students on proper citation methods, research techniques, and time management. Additionally, teachers will provide clear guidelines for assigning student work to ensure academic honesty.

In conclusion, Colby High School takes academic honesty seriously, and all students are expected to adhere to the school's academic honesty policy. Any violation of the policy may result in serious consequences. It is the responsibility of every student to uphold the school's standards of academic honesty and report any instances of academic dishonesty.

On all offenses, the teacher shall complete a behavioral referral, contact the parents, and contact the principal regarding the incident. (Refer to G-3, Discipline Infractions.)



## ACCIDENTS

Every accident on school grounds or at any athletic event sponsored by the school must be reported by the student immediately to the person in charge and any other necessary authorities. The District no longer offers student insurance.

## ATTENDANCE REGULATIONS

State Law under Articles 118.15, subsections 1-5 states: “*Any person having a child who is between the ages of 6 and 18 years of age shall cause such a child to attend school regularly during the full period and hours.*” All students need to establish a positive attendance record. Absence from school, whether excused or unexcused, often has an adverse effect on a student’s academic progress. Each student at Colby should be in every class or study hall for which they are scheduled each day school is in session.

When a student must be absent for illness or other emergency reasons, parents should contact the office on the day of the absence or may send a signed note with the student on the day they return.

Students returning during the day must check in at the office and receive a pass before returning to class. Any student who abuses the expectations listed above could face disciplinary action. An 18-year-old or older student can only excuse themselves if an adult contract is on file with the principal’s office.

## ABSENCES

Absences will be entered into the computer using the following labels.

- Parent excused(10)per year
- Medical (verification needed)
- Legal (verification needed)
- Funeral
- Family Emergency
- School Activity
- Religious Service
- Unexcused (unx)
- Unexcused Parent Excuse (uxp)

An excused absence allows the student to make up missed assignments and/or class time. The student assumes responsibility for requesting and completing make-up assignments.

## 8 ADDITIONAL PARENT EXCUSED ABSENCES (P+8)

8 additional may be applied for and approved **if** specific criteria are met. Forms can be found in the office.

## ANTICIPATED ABSENCES

Students knowing they will miss school in the future, should request an “anticipated absence form” in the school office. A parental note will be required which states the reason for the anticipated absence. If it is school related, you do not need to complete the form, but work will



need to be completed. Anticipated absences will count towards your student's ten(10) parental excuses

## ATTENDANCE PROCEDURES

After a student has six absences, a letter will be sent to the parents alerting them to the attendance issue. A second letter will be sent after a student has 12 absences, and additional unexcused absences will be monitored closely. A meeting may be set up with the parents, the student, and the principal to discuss improving attendance. When the student reaches 18 absences, truancy may be filed against the parents and student.

The following types of absences are not counted towards the 10-day parent excused absences:

- Doctor appointment with verification
- Medical situation, i.e., a broken leg, surgery, pink eye, lice (with verification)
- Family emergency, i.e., family funeral, car accidents, fires, broken water pipes
- Court dates (with verification)
- School activities
- Religious services (i.e., youth group activities will be counted as parent excuse absence.)

This attendance plan does not supersede state law concerning truancy.

## ABSENCES

Students who are suspended from school will be allowed to make up significant assignments impacting the student's grades according to board policy.

## UNEXCUSED ABSENCES

After using ten parent excused absences, any half-day absence without medical excuse will be one detention. Any full-day absence will be two detentions issued at the principal's discretion. Wisconsin Statutes (118.15) pertaining to school attendance are in effect in addition to the above items.

CHS does have an open campus for lunch (only Seniors and second-semester Juniors), Study Hall, and AST on Tuesday, Thursday, and Friday. (All students are required to stay on campus for AST on Mondays and Wednesdays) for those students that have signed parental permissions slips and are NOT on the NME (Not Meeting Expectation List).

Students with unserved detentions, unexcused absences, tardiness for school, continuous tardiness for class, and continuous behavior infractions will not be able to leave for open campus.

AST is a time period used for academic and behavioral intervention. Open campus is a privilege, and students must remain on campus due to attendance, tardiness, behavior, academic/career planning, pupil services request, academic achievement, school meetings, or admin requests.



The school day ends at 3:30, and any personal activities and work should be planned after the school day ends at 3:30.

## TARDINESS

**A little late is too late!** If you arrive late to school or class, your teacher may mark you tardy and will inform you that you are tardy and implement their classroom tardy policy. If you have been detained in the office or by a teacher, ask for a pass from the person **who detained you** before going to your next class. Students arriving late to school without a legitimate reason (determined by the principal) will be assigned a 30-minute or 60-minute detention, and the student cannot leave for open campus that day.

An excused tardy constitutes a legitimate detainment by a teacher, by office personnel, or from home, verified by a parent's call and approved by the principal.

Students that receive three cumulative tardies (i.e., 3-6-9-12) during a quarter will be placed on the proper step of the discipline code.

- 3 = Warning
- 6 = 1/2-hour detention & unable to leave for open campus
- 9 = 1-hour detention & unable to leave for open campus
- 12= 2- hour detention & unable to leave for open campus
- 15= In-School suspension (does not remove previous detentions)

## DETENTION

Detention is held from 3:30 PM - 5:30 PM on Tuesdays and Thursdays. The principal will schedule detentions for students. Other times may be arranged with the principal ahead of time. A student wishing to be excused from an assigned detention must be excused by a principal **prior to missing the detention**. Students who miss the detention will have 30 min added on for each scheduled detention missed if they have not rescheduled the detention prior to missing the detention.

### Expectations for Detention:

- Students assigned to detention shall arrange their own transportation.
- Be prompt.
- Be prepared to work on academics.
- Utilize time constructively.
- Be cooperative.

Any time students do not follow the listed expectations, they must make up that time in detention.

Unserved detentions may lose privileges until made up and may include but are not limited to participation in extracurricular events, school dances, or other school activities.





Seniors who have not completed their detentions, financial obligations, or met other expectations **will not be allowed to participate in the graduation ceremony. Participation in this ceremony is a privilege!**

## BUS RIDERS RULES

Students must be on time at the designated school bus stops and must wait until the bus comes to a complete stop before attempting to enter. Remember that loud talking and laughing diverts the driver's attention and makes safe driving difficult. Horseplay is not permitted around or on the school bus.

- Listen and obey the driver's instructions the **first** time they tell you.
- Be polite and courteous to your fellow passengers and the bus driver.
- Do not stand or extend your hands, arms, or head out of the windows. Do not throw any objects or debris out of the window.
- Eating or drinking any food or beverages is not permitted on the bus.
- The rider shall pay for damage done to seats or other bus equipment.
- Students can only be picked up and dropped off at points jointly established by school authorities, parents, and the bus contractor.
- Only scheduled bus riders will be allowed to ride the bus. Guests are not allowed on any regular bus routes.
- Any type of disturbance, which might interfere with the safe operation of the bus or with the comfort of passengers on the bus, cannot be allowed. Fighting and objectionable language will not be tolerated. Violators will be subject to suspension of their riding privileges.

The school schedules all buses to games or field trips, and each bus is under the direction of a faculty member. All students must return to the school on their assigned bus unless arrangements have been made with a school administrator. Reasonable dress and conduct appropriate to the situation are expected.

Remember, transportation to and from school is a privilege that can be terminated (per Attorney General Opinion-Date 10/17/74). Parents will be notified if there is misconduct on the bus. If such misconduct continues, a student's privilege to ride the bus may be suspended by school authorities, or they may receive disciplinary action. This does not excuse a student from missing school.

## DISCIPLINE

### EXPECTATIONS

We believe that parents/guardians are primarily obligated to develop self-discipline, responsibility, and respect for others in their children. Children who have developed these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits, and behavior and maintaining a proper climate for learning; therefore, it attempts to work cooperatively with parents in the pupil's development. When students do not follow the rules of appropriate conduct, the school has a responsibility to take action in the



interest of those students and other students in the school. Good behavior is a shared responsibility between parents, students, and educators:

**PARENTS SHOULD:**

- Maintain regular communication with the school concerning their child's conduct and progress.
- Ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to the school.
- Assist their child in being healthy, well-groomed, and clean. Bring to the attention of school authorities any problem or condition which affects their child and/or other children of the school community.
- Maintain up-to-date home, work, and emergency telephone numbers and/or email addresses at the school.

**STUDENTS SHOULD:**

- Attend all classes daily and be on time.
- Be prepared to come to class with appropriate working materials.
- Refrain from profane and inflammatory statements.
- Be respectful to all individuals and property.
- Conduct themselves safely and reasonably.
- Be well-groomed and clean.
- Be responsible for their work.
- Abide by the rules and regulations set forth by the school and individual classroom teachers.
- Seek changes in an orderly and approved manner.

**EDUCATORS SHOULD:**

- Encourage parents to communicate regularly with the school.
- Promote discipline based upon fair and impartial treatment of all students.
- Maintain an atmosphere conducive to good behavior.

**DISCIPLINE POLICIES AND PROCEDURE**

The classroom teacher will be responsible for maintaining an effective learning environment. All teachers must apply their Classroom Discipline Plan or expectations in a manner that is both fair and consistent. The classroom Discipline Plan provides a set of clearly established and understood rules and consequences.

A copy of this plan will be distributed to the students at the beginning of each course, and a copy of each teacher's Discipline Plan will be kept on file in the office.



Disciplinary problems that are beyond the scope of the classroom teacher's responsibility and are referred to the office will be dealt with using the Administrative Discipline Plan at the discretion of the Administration.

Colby High School uses a major and minor discipline system. Minors are student behaviors that do not rise to the level of needing to be office managed. Examples are cheating, defiance, disrespect, disruption, dress code, inappropriate physical contact, not engaged in class, misuse of property, technology violation, and unsafe behavior. Three minors equal a major with a consequence of 1 detention. Majors are student behaviors that are more serious and must be office managed.

#### Alternative Learning and Attendance Center (ALAC)

The student may be removed to the ALAC room for the remainder of that class period when their behavior interrupts learning and the staff's ability to teach. The student may not return until the ALAC room procedure is completed.

## ADMINISTRATIVE DISCIPLINE PLAN:

*ISS=In School Suspension *OSS=Out of School Suspension
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#### Step 1:

- Warning to discontinue behavior
- Possible detention
- Meeting with teacher and/or Principal

#### Step 2:

- Parent contacted
- Detention

#### Step 3:

- Additional Detentions
- Parent meeting
- Possible student contract.

#### Step 4:

- One day ISS or OSS
- Referral to Guidance, At-Risk, etc.

#### Step 5:

- One to three day ISS or OSS
- Parent conference required before return to school
- Student contract.

#### Step 6:

- 5-day OSS.
- Pre-expulsion contract

#### Step 7:

- Recommend expulsion hearing before the school board

## Provisions for the use of the Administrative Discipline Policy:

All teachers will maintain a Discipline Plan or classroom expectations within their classrooms to handle any problems that occur within the classroom. As part of this Discipline Plan, each teacher will incorporate provisions for notifying the parent(s) or guardian(s) when a problem exists within the classroom. Parents/guardians of students sent to the office on a discipline referral will be informed by the teacher and/or Administration regarding the reason for the referral. A disciplinary file will be initiated for each student referred to the administration. A



record of each violation will be maintained. Parents will be notified in writing of all violations of the Administrative Discipline Policy. All staff shall be responsible for seeking the assistance of counselors, teachers, school psychologists, social workers, and other professionals to help students correct their behavior problems.

## DISCIPLINE INFRACTIONS AND CONSEQUENCES:

### A. SCHOOL ATTENDANCE

**A-1)Truancy/Unexcused Absence:**

The act of being absent from school part or all of a school day without permission of parents or school administrators. **Step 1-4**

**A-2)Leaving Campus Without a Permission:** The act of being absent from school without a pass. **Step 1-4**

**A-3)Tardiness:** The act of reporting late for school, class, or other required activities without an acceptable excuse. **Step 1-6**

### B. STUDENT/STUDENT RELATIONSHIPS

**B-1.)Threatening or Intimidating Acts:** The act of verbally or by gesture threatening the well-being, health, or safety of any student on school property or en route to or from school. **Step 1-5**

**B-2.)Physical Attack:** The act of physically assaulting or in some manner attempting to injure any student on school property or going to or from school. **Step 5-7** (police may be contacted)

**B-3.)Disrespect:** The act of insulting, calling derogatory names, using obscenity toward, dishonoring, or, in another manner, abusing verbally or in writing any member of the student body. **Step 1-4**

**B-4.)Shake Down:** The act of extorting things of value from a person in the school under pressure of either implied or expressed threats. **Step 5-7**(police may be contacted)

**B-5.)Fighting:** Involves hostile bodily contact in or on school property or going to or from school, including any activity under school sponsorship. **Step 5-7**(police may contacted)

**B-6.)Property Damage:** **Step 1-4** (restitution required)

**B-7.)Theft:** **Step 3-5** (restitution required and referral to police when appropriate)

**B-8.)Use of another student's computer login. Step 1-5, in addition to the loss of computer privileges as determined by the administration.**

**B-9)Revealing individual network passwords. Step 1-5, in addition to the loss of computer privileges as determined by the administration.**

### C: STUDENT/STAFF RELATIONSHIPS

**C-1.)Insubordination:** The act of willfully failing to respond or carry out a reasonable request by authorized school personnel. **Step 1-4**



**C-2.)Threatening or Intimidating Acts:** The act of verbally or by gesture threatening any school staff member's well-being, health, or safety. **Step 5-7** (police may be contacted)

**C-3.)Physical Attack:** The act of physically assaulting any school staff member on school property or at any activity under school sponsorship. **Step 7** (police shall be contacted)

**C-4.)Disrespect:** The act of insulting, calling derogatory names, dishonoring, making gestures, or in other manner abusing verbally or in writing any member of the school staff. **Step 1-4** (police may be contacted)

**C-5.)Disrespect for the Property of a Member of the School Staff:**

**C-5a.)Damage. Step 2-7** Restitution required. (Police may be contacted)

**C-5b.)Theft: Step 3 - 7** Restitution required and referral to police when appropriate.

**C-6. Using Teacher Login:** Step 5 and loss of computer privileges as determined by the administration.

## D. SCHOOL PROPERTY

**D-1.)Vandalism:** The act of willfully destroying public property.

**D-1a.)Destruction.** The act of rendering the property unusable. **Step 4-7** (restitution required and referral to police)

**D-1b.)Defacing.** The act of damaging property requires cleaning or repair. **Step 4-7** (restitution required)

**D-1c.)Misuse of Printed Material.** The act of destroying or defacing magazines, books, or other printed material. **Step 2** (restitution required)

**D-1d.)Misuse of Digital Material.** The act of destroying, damaging, or sabotaging digital material (ex., Loading computer viruses, erasing files of others, loading software, and relocating files of others). **Step 2-7 Restitution required** (police may be contacted)

**D-2. )Theft**

**D-2a.)Theft.** Not serious enough to report to the police. **Step 3** (restitution required).

**D-2b.)Major Theft.** Considerable enough to be reported to the police. **Step 5-7**(restitution required and referral to police)

**D-3.)Abuse of School Grounds: Step 4-7** (restitution required and police may be contacted)

**D-4.)Littering: Step 1-3**

**D-5.)Misuse of Food: Step 1-5**

## E. PROTECTION OF THE PUBLIC SAFETY

**E-1.)Detonation of Explosive Devices: Step 4-7** (referral to police)

**E-2.)False Alarms:**

**E-2a.)**The act of initiating a fire alarm or initiating a warning of a fire or other catastrophe without just cause. **Step 5** (referral to police)

**E-2b.)Bomb Threat. Step 7** (referral to police)



**E-3.)Arson.** The act of willfully and maliciously burning or attempting to burn any part of any building or property of the school or its staff and students. **Step 7** (referral to police)

**E-4.)Improper Use of Motor Vehicles:**

**E-4a.)Reckless Driving. Step 1-4** (police may be contacted) Loss of privilege to use the vehicle on school property

**E-4b.)Unauthorized Driving:** The act of using a vehicle during the school day. **Step 1-4** (reported violations of automobile policies will result in the offenders not being allowed to drive an automobile on school property)

**E-4c.)**The act of parking in an unauthorized area. **Step 1-4** (vehicle may be towed at owner's expense if appropriate)

**E-5)Possession of Weapons.** The act of having possession of a weapon. Possession includes having the weapon on your person or in a locker. **Step 7** (referral to police)

## F. ALCOHOL, TOBACCO AND DRUGS

**F-1)Alcohol and Drugs or Look-alike:**

**F-1a.)Possession: Step 5-7** (police involved and referral to Student Assistance Program)

**F-1b.)Selling or Transmitting: Step 7** (referral to S.A.P. for informal assessment and appropriate services and referral to the police for prosecution)

**F-1c.)Noticeably Under the Influence: Step 5-7** (referral to police and referral to S.A.P. for informal assessment and appropriate services)

**F-1d.)Observed Use: Step 5-7** (referral to police and referral to S.A.P. for informal assessment and appropriate services)

**F-2)Tobacco/Vapor Pens/Juuls**

**F-2a.)Possession and/or use. Step 1-5** The tobacco substance will be confiscated and possible referral to the police for an ordinance violation.

## G. OTHER DISCIPLINARY INFRACTIONS

**G-1.)Repeated or Serious Classroom Disruption: Step - at the discretion of the administration**

**G-2.)Disruption of Meeting or Assembly: Step - at the discretion of the administration**

**G-3.)Cheating:** The act of stealing a test, tampering with grade book, copying work, etc. **Step 1-3**

**G-4.)Forgery:** The act, written or spoken, of misrepresenting the truth (i.e., forged passes, parent signature, false phone calls, misinformation to school personnel, etc.) **Step 1-5**

**G-5.)Carrying Radios, CD's, Gameboys, Tape Recorders, Electronic Devices. (Lasers, Pagers, Cell phones)**

**G-6.)Being in an Unauthorized Area: Step 1-5**

**G-7.)Being an Accessory to a School Violation: Step** (step assignment at the administration's discretion upon offense and level of involvement)



**G-8.)Abusive Offensive Language:** The act of using such language in the presence of staff members and/or students, including written or electronic notes and published material, as well as oral. **Step 1-6** (police may be contacted)

**G-9.)Personal Displays of Affection or Improper and/or Disruptive Behavior Step 1-5**

**G-10.)Inappropriate Dress and Attire:**

The act of wearing clothing that is a distraction in school or detrimental to the health, safety, or reputation of the student or school (i.e., sunglasses, short shorts, bare midriff, headgear, indecent style of clothes, and inappropriate T-shirts). Shoes must be worn at all times. **Step 1** (the student may be sent home and/or asked to change their attire)

G-11.)Misuse of School Technology:

**Steps 1-7** and Restricted Access.

## H. HARASSMENT

Harassment is unwanted behavior that interferes with life. It limits and denies the rights of students to study, work, and play in the school setting. Harassment makes people feel bad. Everyone has a right not to be harassed, and the Colby staff feels strongly that all students should feel safe at school.

- Sexual harassment is unwelcome behavior of a sexual nature.
- Racial harassment is unwanted comments regarding a person's ethnic makeup.
- Verbal harassment is unwanted verbal comments which make a person feel bad or unsafe.
- Physical harassment is unwanted behavior of a physical nature.
- Intimidation is unwanted threats to cause harm.

What can you do about harassment?

1. Say, "Stop!"
2. Tell someone! Talk to a teacher, counselor, or administrator.
3. Keep records! Record what happened: date, times, places, and witnesses.

Any form of harassment is wrong and will not be tolerated at Colby. Harassment complaints are investigated, and the consequences can include: **Steps 1-7** (police may be contacted)

## I. GANGS AND GANG-RELATED BEHAVIOR

The School District of Colby will not tolerate gang-related behavior in the school, on school property, on buses, or at school-sponsored events. Gang behavior creates an atmosphere where unlawful acts or violations of school regulations may occur. Such behavior intended to initiate, advocate or promote activities that threaten the safety or well-being of persons or property is harmful to the education process and school environment and interferes with the school district's mission.

A "gang" is an ongoing organized association of three or more persons, whether formal or informal, who have a common name or common signs, colors, or symbols, and members of associates who individually or collectively engage in or have engaged in criminal activity.





The following gang-related behaviors are prohibited in school buildings, buses, and school-sponsored activities.

- The presence of jewelry, accessories, chains, manner of grooming, or apparel that implies membership, affiliation, or sympathy with a gang.
- Displaying gang markings or slogans on personal property or clothing.
- Uses of gang-related hand signs or signals.
- Possessing literature that indicates gang membership.
- Antisocial or criminal activities which disrupt school or school-sponsored activities.
- Initiations, hazing, and intimidation.

Violation of this policy will subject students to appropriate disciplinary action, which may include **Steps 1-7**.

**Any situation not specifically covered by the above policies will be dealt with individually, and the administration will determine the penalty to fit the offense.**

## CELL PHONES IN UNAUTHORIZED AREAS:

(Except for educational purposes)

**1st offense:** Staff will immediately confiscate the Phone or electronic device, and may be picked up in the office at 3:30 by the student.

**2nd offense:** Staff will immediately confiscate the Phone or electronic device, and they may be picked up at 3:30 by the student. A 1/2-hour detention will be served. The student will have to drop off the phone in the office in the morning for two straight days, and the phone may be picked up at 3:30 by the student each day.

**Any further offenses:** Staff will immediately confiscate the Phone or electronic device. A 1-hour detention will be served. Students will have to drop off the phone in the office in the morning for five straight school days, and it may be picked up at 3:30 by the student each day. Phone call home to parents to decide on future phone/electronic device plan.

An exemption to this policy may be allowed for the use of possession of a cellular phone if the Board of Education's designee (building principal or district administrator) determines that the device is to be used for or is possessed for a medical, school, education, vocations, or other legitimate use and permission is granted by the designee.





# DRESS AND APPEARANCE

All students are expected to dress and groom themselves neatly in clothes suitable for school activities. Students that choose not to follow these expectations will be asked to go home and change, have parents bring in acceptable clothes, or we will provide them with a t-shirt or pants (school clothing must be returned the following day, or the student will be billed).

## **NOT ACCEPTABLE:**

- Any clothing item that displays and/or promotes the use of alcohol and/or tobacco products or that has sexual suggestions or references.
- Any clothing that attracts undue attention to the wearer and creates a disturbance.
- Shirts that do not cover the cleavage, undergarment straps, or midriff area when a student stands up or sits down.
- Shorts that are higher than the fingertips when arms are at the side.
- Any clothing that the administration and/or staff determine to disrupt the learning environment or cause students and/or staff to be uncomfortable because of the undergarments and/or body parts showing.
- Sunglasses, hats, hoods, and/or headgear, which includes bandanas covering all or part of the head.
- The Principal will determine the type of attire that is acceptable.
- For health and safety reasons, backpacks, purses, tote bags, and other baggage-type carrying devices are not allowed during the school day unless approved by the principal.
- Students are given a district-purchased backpack for their chrome book, which may be carried during the school day.
- Coats, blankets, jackets, or other outdoor wear are prohibited during the school day.

# EMERGENCY SCHOOL CLOSING

Students and parents are asked not to call the school in case of an emergency school closing. Parents will receive an automated phone call or text. In addition, announcements of a school closing will be placed with the five radio stations listed:

Marshfield -WDLB - 1450 AM

Medford - WIGM – 1490 AM

Wausau - WIFC – 95.5 FM

Eau Claire -WAXX - 104.5 FM

Marshfield - WSOX - 92.1 FM



## ENTERING THE SCHOOL BUILDING BEFORE AND AFTER HOURS

All students should be out of the building within thirty minutes after school is closed for the day unless they are under direct supervision of one of the faculty members.

Students should not enter the building before 7:30 AM or remain in the building past 4:00 PM unless under the supervision of a teacher or coach.

## FACULTY PLANNING CENTER AND COPY ROOM

These areas are off-limits for students except for teacher assistants. If you need a teacher, come to the main office for assistance.

## COUNSELING SERVICES

Counseling services are available for every student in the Colby School District. These services include assistance with education planning, interpretation of test scores, occupational information, career information, help with home school and/or social concerns, or any questions the student may want to discuss with the counselor. Students wishing to see a counselor should visit the office and obtain a pass from the counselor. This must be done in advance.

## HEALTH SERVICE

If a student becomes ill in school, they should report to the main office. The teacher in charge will notify the main office via phone. Students must not leave the class or the building without authorization (this constitutes an unexcused absence). The office will notify the parent or guardian of the illness or injury.



# STUDENTS MEETING ACADEMIC EXPECTATIONS:

Colby Schools wish to honor excellence in academic achievement. The area newspaper will list students on the nine-week honor roll for grades 9-12.

Staying off The NME List (Not Meeting Expectations) - Students must have a 2.66 or better GPA with **no** incompletes, D'S, or F's.

## Grade Point Average Conversion

A = 4.00	C = 2.00
A- = 3.66	C- = 1.66
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.66	D- = 0.66
C+ = 2.33	F = 0.00

### WEIGHTED GRADING SYSTEM

Colby High School uses a weighted grading system. Any course that earns post-secondary credit will be designated as weighted. These are any Advanced Placement (AP) course, any university or technical college course, and dual credit course. Students shall receive one additional grade point for these courses, specifically (A=5, B=4, C=3, D=2, F=0). Courses will not be weighted if taken by correspondence, independent study, online, or as a summer enrichment course unless prior approval is granted by the department involved and the principal.

## *Weighted* Grade Point Average Conversion

A = 5.00	C = 3.00
A- = 4.66	C- = 2.66
B+ = 4.33	D+ = 2.33
B = 4.00	D = 2.00
B- = 3.66	D- = 1.66
C+ = 3.33	F = 0.00

Academic letters will be awarded to:

- Freshmen that are on the "A" Honor Roll for the first three quarters.
- Sophomores, Juniors, and Seniors that have a cumulative GPA of 3.50 or above. GPAs will be determined at the end of the third, fifth, and seventh semesters.

Any senior having a GPA of 3.6667 or above after seven semesters will be recognized for academic excellence at graduation.



## LOCKERS

All lockers are the property of the School District of Colby and are under its jurisdiction. School authorities may search student lockers and the contents within at any time. Each student at Colby is assigned an individual locker, with the opportunity to rent a school combination lock. Only school combination locks will be permitted. Once assigned a locker, students will not be allowed to switch lockers unless approved by the office.

Only school-related articles may be stored in lockers. No alterations are to be made to these lockers by pasting decals or gluing carpeting or wood panels to them. A student will be charged a minimum of \$5.00 for any damage done to the locker.

Periodic general inspection of lockers may be conducted by school authorities for any reason, and at any time, without notice, without student consent, and without a search warrant.

Do not leave items of value in your locker. The School District is not responsible for lost or stolen property.

## CANINE SEARCHING

The School District of Colby is committed to maintaining drug-free schools. Therefore, in cooperation with law enforcement, the School District of Colby in cooperation with law enforcement may conduct unannounced canine searches in the school and the parking lot. Those who bring illicit substances to school violate the Federal Safe and Drug-Free Schools Act and can expect the consequences which accrue.

## LOITERING

There will be no loitering on school property, which includes the parking lot. Also, no loitering on private property adjacent to the school. Following evening school events, the building will be cleared as soon as possible.

## LOST AND FOUND

Students who find lost articles are asked to take them to the office. (The owner can claim them at the office within one week.) Keep your belongings under lock and key. The school is not responsible for lost or stolen articles.

## MESSAGES

Students will be called to the phone during the regular school day **only in an emergency.** Otherwise, a message will be taken and delivered to the students.

## PARENT CONFERENCES

Parents are encouraged to email or call the school (223-2338) any time they wish to make an appointment for a conference with teachers, counselors, or the principal.



## PASSES

Passes will be issued if any student needs to leave school during the day. Passes will be issued only for those reasons that are considered excused. Students who are going to a medical appointment or dental appointment must bring back a slip from the doctor's office verifying the appointment. **It is essential that no student ever leave the building without signing out in the office.**

## PERMISSION TO LEAVE THE SCHOOL BUILDING

Students will be given a pass to leave the building only when the school is contacted by: A written note from a parent or guardian explaining the reason for leaving the building along with the date and time or a telephone request by a parent or guardian indicating a personal emergency.

## POSTERS

All posters or announcements to be displayed anywhere in the building, including the bulletin boards, must be approved by the principal's office.

## PROGRESS REPORTS

Progress reports will be mailed only upon request. Grades can be checked at any time online. Contact the office for assistance in accessing online grades. Mid-quarter progress reports will be sent home for those students receiving D's or F's at that time. Every Monday, 3rd, or randomly, a "Not Meeting Expectations" list is printed for all students receiving D's and F's.

## REHEARSALS AND PRACTICE REGULATIONS

Because of the many school activities, it becomes necessary for some practices and rehearsals to be held in the evenings. Seldom will such activities run later than 10:00 PM. With Wednesday night being family night in the community, all activities at school will close in time for students to be out of the building by 5:30 PM.

## RULES FOR SCHOOL DANCES/PARTIES

- Students must be in good academic and behavioral standing.
- The closing time for a school dance shall not be later than 12:00, midnight.
- School dances shall be properly supervised by the organization's advisors sponsoring the dance.
- Middle School pupils cannot attend high school dances and vice versa.
- Once students enter the dance, they will remain in the building. Students leaving the building will not be allowed to return to the dance.
- No dances shall be scheduled on Wednesday or Sunday nights.
- Any non-Colby student guest must register in the main office by the announced date to attend the dance. Non-Colby students must be a guest of a Colby student.
- Proper school dress must be worn to all school dances.



# SCHOOL-SPONSORED ACTIVITIES AWAY FROM SCHOOL

Students who attend any school-sponsored activity away from school are expected to travel to and from the activities with the team/club and/or coach/advisor. Participants will be allowed to return home with their parents/guardians if the parents/guardians are present and sign a written request. Any exception to this rule must be approved in advance by completing a transportation request form.

Students must obey all rules and regulations established by the school and the activity sponsor. Failure to comply with these rules and regulations may result in the student losing their privilege to attend school-sponsored activities away from school.

## STUDENTS DUE PROCESS POLICY

- Students will have the opportunity to be heard and respond to the evidence or the witnesses against them.
- Students will be able to show that the rules or laws being applied to them are unreasonable, arbitrary, or discriminatory.
- Students issued a suspension from school will be given a notice of the specific charge against them and an opportunity to give their side of the story in an informal or formal procedure.

## STUDENT RECORDS

According to law, parents can access their minor child's records. Age of majority, students have access to their own records. Please contact the principal if you have questions regarding your child's records.



# STUDENT VEHICLES

Safe and courteous driving is mandatory. The student who is granted the privilege of driving a car to school must understand and accept the following limitations on the privilege.

- The privilege of driving to school carries with it the responsibility of driving with caution and regard for life and property. The speed limit around the school is 15 m.p.h. and violators will be reported to the local police.
- Students are to park their vehicles upon arrival at school in the parking lot (within the yellow lines). You are not to park on the street or behind the school building. Motorcycles are to park in the parking lot.
- Students will be permitted to use their vehicles during the school day only upon request made through the main office. This also applies to students working on their vehicles in the shop area.
- Students will not be allowed to go to their vehicles during the school day and then return to school. An exception may be made for shop classes with teacher approval.
- Violating sensible driving restrictions will result in disciplinary action and/or loss of student parking and driving privileges.
- All drivers must adhere to posted signs. This is a city ordinance, not a school regulation. Violators may be ticketed.
- All vehicles must have a school-issued parking permit displayed.

# STUDENT VISITORS

All guests and/or visitors are to get permission from the principal's office before touring the building.

If a student wishes to bring a visitor to the school, the student should request a visitor's pass at least 48 hours before the visit. Only high school-age students who are legally excused from their school and who are personal guests of Colby students may be brought as visitors to the school. Student visitors are expected to limit their visit to one day. Visitors must follow all rules and regulations of Colby High School.

# STUDY HALL PROCEDURES

- Students should bring books and other schoolwork to study halls.
- Card playing and computer games will not be permitted at any time.
- Seniors and 2<sup>nd</sup> Semester Juniors Meeting Academic Expectations may sign out to leave the study hall with parent permission.
- Students may work together only with the permission of the study hall supervision.



## TEXTBOOKS

All essential texts are loaned to students for their use during the school year. The students pay for workbooks and other supplies. Textbooks are to be kept clean and handled carefully. Name, grade, and school should be written in the book in case they are misplaced.

Fines will be assessed to students for lost or damaged textbooks and LMC materials. Any found books are to be taken to the office.

## CLASS FEES

Bills for class fees will be mailed home after students complete class changes.

## NOTICE OF NON-DISCRIMINATION

The School District of Colby does not discriminate against pupils based on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education program or activities. Federal law prohibits discrimination in employment based on age, race, color, national origin, sex, religion, or handicap.

The district encourages informal resolution of complaints under the policy. If any person believes the Colby School District or any part of the school organization has failed to follow the law and the rules of s.118.13, Wis. Stats., and PI 9, WI. Admin. Code, or in some way discriminates against pupils on the bases listed above; they may bring or send a complaint to the following address: Superintendent of School, 705 N 2<sup>nd</sup> Street, PO Box 110, Colby, WI 54421, telephone number 223-2301.

