



COLBY HIGH SCHOOL

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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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. Any questions about rules and regulations contained in this handbook that seem unclear, please stop by the office and talk with the principal. It is our hope that your education at Colby High School will be a pleasant and profitable experience.

MISSION OF COLBY HIGH SCHOOL:

The mission of Colby High School is to prepare our students to be life-long learners who will be productive community and global citizens.

VISION OF COLBY HIGH SCHOOL:

The vision of Colby High School is for every student to be successfully prepared for their future through gaining knowledge, skills, and experiences.

WE BELIEVE:

1. *All students will be provided the opportunity to reach their potential through our district PLC endeavors and daily AST.*

2. *We will foster a caring and nurturing school environment with the implementation of PBIS.*

3. *PBIS will aid in the development of character traits such as respect, integrity, responsibility, honesty, empathy, and a strong work ethic.*

4. *RTI, district technology, distance learning, and transcript credits allow us to meet individual academic student needs.*

5. *Education is a partnership among students, teachers, administrators, parents, and the community that is enhanced through the ways of our district website, the online grading, common cores, and curriculum council.*

6. *Our students will be prepared to be lifelong learners with the necessary skills to be productive 21st Century citizens.*

I am a:

- Helping
- Others
- Reach
- Newfound
- Excellence
- Together

BELL SCHEDULE

Monday

1	9:15-9:55
2	9:58-10:38
3	10:41-11:21
4	11:24-12:04
Early Lunch	11:24-11:54
4	11:58-12:38
Late Lunch	12:08-12:38
5	12:41-1:21
6	1:24-2:04
7	2:07-2:47
8	2:50-3:30

Tuesday-Friday

1	8:15-9:00
2	9:03-9:48
3	9:51-10:36
4	10:39-11:24
Early Lunch	11:24-11:54
5th Hour	11:57-12:41
Late Lunch	12:11-12:41
5th Hour	11:24-12:08
6	12:44-1:28
7	1:31-2:15
8	2:18-3:02
AST	3:05-3:30

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

ACADEMIC HONESTY

Cheating is defined as taking the work, words, ideas, and/or efforts of another and presenting it as one's own or providing one's own work to be presented as another's.

Cheating on any type of assignment will not be tolerated.

All students involved should not receive credit for the assignment and shall be required to complete a similar assignment.

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 to 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.*" It is important for all students to establish a positive attendance record. Absence from school, whether excused or unexcused, often has an adverse effect upon a student's academic progress. Each student at Colby should be in every class or study hall for which he/she is scheduled each day school is in session.

When a student must be absent for illness or other emergency reason, 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 will only be allowed to 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
- Unexcused Parent Excuse

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

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

Anticipated Absences

Students knowing that 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 students ten(10) parental excuses.

Attendance Procedures

After a student has 6 absences, a letter will be sent to the parents alerting them to the attendance issue. After a student has 12 absences, a second letter will be sent and additional unexcused absences will be monitored closely. A meeting may be set up with the parents, the student and the principal to discuss how to improve 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.: 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 major assignments impacting the student's grades according to board policy.

Unexcused Absences

After using 10 parent excused absences, any half day absence without medical excuse will be 1 detention. Any full day absence will be 2 detentions issued upon discretion of the principal. Wisconsin Statutes (118.15) pertaining to school attendance are in effect in addition to the above items.

CHS does not have an open campus. With the exception of senior open campus during lunch/AST time for those seniors that have signed parental permissions slips and are not on the NME (Not Meeting Expectation List)

DETENTION

Detention is held from 3:30 PM - 5:30 PM on Tuesdays and Thursdays and 7:00 AM – 8:00 AM on any morning if arranged with the principal. 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 assigned to detention shall arrange their own transportation.

Expectations for Detention:

- Be prompt.
- Be prepared to work on academics.
- Utilize time constructively.
- Be cooperative.

For any time that a student does not follow the listed expectations, he/she will be required to make up that time in detention.

Detentions may lose privileges until made up. Seniors who have not completed their detentions, Saturday Schools, 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 state them to 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 of 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 are required to return to the school in their assigned bus unless arrangements have been made with a school administrator. Reasonable dress and conduct appropriate to the situation are expected.

Remember, the transportation to and from school is a privilege, which 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 have the primary obligation for developing self-discipline, responsibility and respect for other people 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 proper 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.
- Insure 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 address 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 in a safe and reasonable manner.
- Be well groomed and clean.
- Be responsible for their own 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 keep in regular communication 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 assume the responsibility 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.

Students whose behavior interrupt student learning and the ability for the staff to teach may be removed to the ALAC room for the remainder of that class period and may not return until the ALAC room procedure is completed.

Administrative Discipline Plan:

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 prior to 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 psychologist, social worker and other professionals to help students correct their behavior problems.

<p>DISCIPLINE INFRACTIONS AND CONSEQUENCES:</p>
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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 enroute 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 other 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: The act of involving 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 be 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-7.)Use of another student's computer login. Step 1-5 in additions to loss of computer privileges as determined by administration.

B-9)Revealing individual network passwords. Step 1-5 in addition to loss of computer privileges as determined by 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 the well-being, health or safety of any member of the school staff. **Step 5-7** (police may be contacted)

C-3.)Physical Attack: The act of physically assaulting any member of the school staff 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 administration.

D. SCHOOL PROPERTY

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

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

D-1b.)Defacing. The act of damaging property requiring 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 other). **Step 2-7** Restitution required (police may be contacted)

D-2.)Theft

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

D-2b.)Major Theft. Considerable enough to be reported to 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 any property of the school or of 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 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 owners 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, TABACCO 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

police for 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 in unauthorized areas: (Except for educational purposes)

Step 1. Item will be confiscated and returned to student at the end of the day.

Step 2. Item will be confiscated and must be picked up by student parent.

Step 3. Item will be confiscated until the end of the school year unless other arrangements are made with the principal.

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

G-7.)Being an Accessory to a School Violation: Step (step assignment at the administrations 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 his or her attire)

G-11.)Misuse of School

Technology:

Step 1-7 and Restricted Access

H. HARASSMENT

Harassment is unwanted behavior which 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 to not 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 make-up.
- 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: **Step 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, which threaten the safety, or well-being of persons or property is harmful to the education process and school environment and interferes with the mission of the school district.

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, school buses, and at school-sponsored activities.

- The presence of jewelry, accessories, chains, manner of grooming, or apparel which 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 **Step 1-7**.

Any situation not specifically covered by the above policies will be dealt with on an individual basis and the penalty will be determined by the administration to fit the offense.

DRESS AND APPEARANCE

All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Students that choose not to follow these expectations will be asked to go home and change, have parent bring in acceptable clothes or we will provide them with a t-shirt or pants (school clothing must be returned the following day or 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 is standing up or sitting down.
- Shorts that are higher than the fingertips when arms are

at the side.

- Any clothing that the administration and/or staff determine to be a disruption to the learning environment or causes 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, that may be carried during the school day.
- Coats, jackets or other outdoor wear are not allowed 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 7:30AM or remain in the building past 4:00PM 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 feel he/she would like 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, he/she 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. Students on nine-week honor roll for grades 9-12 will be listed in the area newspaper. Student must have a 1.6667 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 any 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, on-line 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. GPA's will be determined at the end of the third, fifth, and seventh semester.

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

IN-SCHOOL PASSES (AGENDAS)

If a student wishes to see a teacher, he/she must arrange for this in advance. The teacher must sign the student's agenda or fill out a pass to be excused to the other teacher's room. Teachers will not allow students to leave their class without a paper pass, agenda pass or a teacher's object pass.

Teachers will not allow students to leave class without an agenda or pass or call from the main office. Failure to comply will constitute one detention session per period skipped.

All students must have their agendas to be in the hall.

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 either pasting decals or by 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 schools that are drug free. Therefore, the School District of Colby in cooperation with law enforcement, may conduct unannounced canine searches in 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 student's.

PARENT CONFERENCES

Parents are encouraged to email or call 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 important 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 are able to 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 Tuesday 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 5:45PM.

RULES FOR SCHOOL DANCES/PARTIES

- The closing time for a school dances shall not be later than 12:00, midnight.
- School dances shall be properly supervised by the advisors of the organization sponsoring the dance.
- Middle School pupils will not be allowed to attend high school dances and vice versa.
- Once students enter the dance, they are to 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

attending the dance. Non-Colby student 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 by the activity sponsor. Failure to comply with these rules and regulations may result in the student losing his/her 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 him/her.
- Students will have an opportunity to show that the rules or laws being applied to him/her are unreasonable, arbitrary, or discriminatory.
- Students issued a suspension from school will be given a notice of the specific charge against him/her and an opportunity to give his/her side of the story in an informal or formal procedure.

STUDENT RECORDS

According to law, parents have access to 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 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 vehicle in the shop area.
- Students will not be allowed to go to their vehicles during the school day and then return to the school. An exception may be made for shop classes with teacher approval.
- Violation of 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.

STUDENT VISITORS

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

If a student wishes to bring a visitor to school, the student should request a visitor's pass at least 48 hours in advance of 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.
- Students on the Not Meeting Expectations list may not sign

out to leave the study hall unless they have permission from the teacher whose class they are not passing.

- Students may work together only with the permissions of the study hall supervision.

TARDINESS

A little late is too late! If you arrive late to school or to class, your teacher may mark you tardy, 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 slip by the person **who detained you** before going to your next class. Students arriving late to school without a legitimate reason (determined by principal) will be assigned a 30 minute or 60 minute detention.

An excused tardy is one which 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 3 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
- 9 = 1 - hour detention
- 12= 2- hour detention
- 15= In-School suspension
(does not remove previous detentions)

TELEPHONE

The telephone in the main office is for school business or emergencies only.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Workbooks and other supplies are paid for the students. Textbooks are to be kept clean and handled carefully. Name and 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. Any books found are to be taken to the office.

CLASS FEES

Bills for class fees will be mailed home after class changes are completed by students.

NOTICE OF NON-DISCRIMINATION

The School District of Colby does not discriminate against pupils on the basis of 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 on the basis of 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, he/she may bring or send a complaint to the following address: Superintendent of School, 705 N 2nd Street, PO Box 110, Colby, WI 54421, telephone number 223-2301.