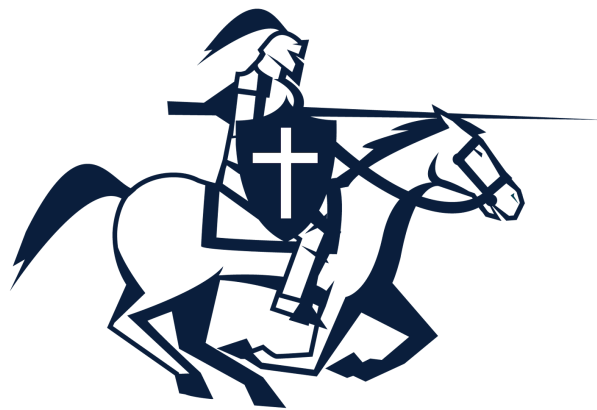


HIGH SCHOOL HANDBOOK



COLUMBUS
CATHOLIC
SCHOOLS

“So we, though many, are one body in Christ.”

Romans 12:5

Revised 8/04/2025

TABLE OF CONTENTS

| | |
|--|-----------|
| MISSION STATEMENT | 6 |
| PHILOSOPHY | 6 |
| CHANNELS OF COMMUNICATION/ADMINISTRATIVE RECOURSE | 7 |
| CAMPUS MINISTRY | 7 |
| Non-Catholic Student Participation | 8 |
| Faith Development | 8 |
| Religion Curriculum | 8 |
| Parish and Church Involvement | 8 |
| ADMISSIONS | 9 |
| Registration | 9 |
| Student Photographs and Right to Privacy | 10 |
| Proof of Guardianship | 10 |
| ACADEMIC POLICIES | 10 |
| Philosophy | 10 |
| Graduation Requirements | 10 |
| Honors & Advanced Placement Programs | 11 |
| Permanent Records | 11 |
| Course Additions/Changes/Withdrawals | 11 |
| Grades | 12 |
| Grade Point Average (GPA) | 12 |
| Report Cards/ Progress Reports | 13 |
| Honor Roll | 13 |
| Valedictorian and Salutatorian | 13 |
| Service Hours Requirements | 13 |
| GUIDANCE PROGRAM | 15 |
| Guidance Services | 15 |
| ACT Testing Dates | 16 |
| ATTENDANCE POLICIES | 16 |
| School Day | 16 |
| Wisconsin Statute 118.15 | 16 |
| Wisconsin Statute 118.16 | 17 |
| Early Release from School | 17 |
| Tardiness | 17 |
| Absence Procedures | 17 |
| Leaving the Building or Grounds without Permission/Truancy | 18 |
| Illness during School | 19 |
| Ten Days of Absence | 19 |

| | |
|--|-----------|
| Fifteen Day Absence | 19 |
| Attendance and Extra-Curricular Participation | 19 |
| SCHOOL SAFETY AND VISITORS | 20 |
| SAFE ENVIRONMENT (PROTECT AND HEAL) PROGRAM OF THE DIOCESE OF LA CROSSE - | 20 |
| CHILD SEXUAL ABUSE POLICIES AND PROCEDURES | 20 |
| MEDICATIONS | 20 |
| Diocesan Drug/Medication Administration Policy | 20 |
| Prescription Medications | 21 |
| Prescription/Non-prescription Medication Distribution | 21 |
| Inhaler Law Wisconsin Statute 118.291 | 21 |
| IMMUNIZATION REQUIREMENTS | 21 |
| STUDENT BEHAVIOR | 22 |
| Discipline Policy | 22 |
| Detention policy | 22 |
| In-school suspension policy | 22 |
| Suspension, Dismissal, and Expulsion | 22 |
| Appeals Process for Dismissal | 23 |
| Conflict Resolution | 23 |
| School Reputation and Student Behavior | 23 |
| Bus Behavior | 24 |
| Cafeteria Policy | 24 |
| Behavior at Dances | 24 |
| Smoking/Vaping | 25 |
| Drugs and Alcohol | 25 |
| Child Abuse | 25 |
| Harassment Policy | 25 |
| Verbal Harassment | 26 |
| Physical Harassment | 26 |
| Intimidation | 26 |
| Sexual Harassment | 26 |
| Obscenity | 26 |
| Battery | 26 |
| Cheating | 26 |
| School Property | 27 |
| Theft | 27 |
| Policy on Dangerous Articles in and on School Property | 27 |
| GENERAL POLICIES AND PROCEDURES | 28 |

| | |
|--|-----------|
| Central Office | 28 |
| Personal Belongings | 28 |
| Electronic Devices | 28 |
| Expectations | 29 |
| Exceptions | 29 |
| Disciplinary Actions | 29 |
| Additional Notes | 29 |
| Identification Cards | 29 |
| Lockers | 30 |
| Student Parking | 30 |
| Lost & Found | 31 |
| Bulletin Boards | 31 |
| Collections | 31 |
| Bake Sales | 31 |
| Work Permits | 31 |
| Assemblies | 31 |
| Gym/Weight Room | 32 |
| Field Trips | 32 |
| Change of Personal Information | 32 |
| Student Insurance | 32 |
| Letter Jackets | 32 |
| Class Rings | 32 |
| Student Planners | 32 |
| Textbooks | 32 |
| Study Hall Regulations | 33 |
| EMERGENCY PROCEDURES | 33 |
| Fire Drills | 33 |
| Tornado Drills | 34 |
| Intruder Alert/Lockdown Drill | 34 |
| Canine Searches | 34 |
| Emergency School Closings | 34 |
| STUDENT ORGANIZATIONS | 35 |
| Ambassadors | 35 |
| Student Council | 35 |
| National Honor Society | 35 |
| Other Student Organizations | 36 |
| Grounds for Dismissal from Student Organizations | 36 |
| ELECTRONIC RESOURCES/INTERNET ACCEPTABLE USE POLICY | 36 |

| | |
|---|-----------|
| Overview | 37 |
| Guidelines | 37 |
| Computer Login Policy | 39 |
| ATHLETIC PROGRAM | 39 |
| Sportsmanship Mission Statement | 39 |
| FINANCES | 40 |
| Tuition | 40 |
| Payments | 40 |
| Non-payment of Tuition | 41 |
| Tuition Assistance | 41 |
| Scholarships | 41 |
| Sponsoring Organization Scholarships | 41 |
| Wisconsin Parental Choice Program | 41 |
| Business/Finance Office | 41 |
| ASBESTOS UPDATE | 41 |
| DRESS CODE | 42 |
| General Items | 43 |
| Jackets | 43 |
| Senior Privilege | 43 |
| Shorts | 43 |
| Physical Education | 43 |
| Non-marking athletic shoes are required | 43 |
| Young Women | 43 |
| Young Men | 44 |
| Students may NOT Wear | 44 |
| Backpack Policy | 44 |
| Dress Down Fundraisers | 45 |
| Semi-Formal Dance Dress Code | 45 |
| Bullying Policy | 46 |

MISSION STATEMENT

Columbus Catholic Schools are dedicated to excellence in Catholic education, founded in the love of Jesus Christ, and designed to instill in our students faith, knowledge, and the desire to serve others.

PHILOSOPHY

Columbus Catholic Schools are committed to the education, development, and spiritual formation of our students. Within the context of the Gospels and the teachings of the Catholic Church, we believe we are called to....

1. Faithfully teach Catholic doctrine and nurture in our students an abiding love of the Catholic faith through participation in religious instruction, prayer, devotions, and the Sacraments, particularly the celebration of the Liturgy, preparing each to take his/her place as the Church leaders of tomorrow.
2. Carry out the educational ministry of the Catholic Church by providing a quality, affordable Catholic education to all those children entrusted to our care, regardless of race, creed, or socio-economic status.
3. Fulfill the academic needs of each individual student through a curriculum and through teaching methods that encourage and enable each student to reach his or her maximum potential in all areas, placing an emphasis on nurturing a sense of responsibility to develop God-given gifts to their fullest.
4. Prepare our students to meet the academic, spiritual, and moral challenges of the future by providing opportunities to develop Christian values and the skills of critical thinking that will be the basis for future decision-making, growth, and development.
5. Provide an atmosphere of love and compassion for each individual student, offering them a sense of belonging and respect in order to foster their growth as caring, responsible, and confident Christians inspired to loving service of God and neighbor.
6. Help each student learn to appreciate and respect the rights and differences of others so that at school, at home, and in the community, they might act as true Christians who nobly grace our society with peace.
7. Provide a safe, nurturing environment with clear expectations for behavior and decorum,. These expectations are based on the Christian model of peace and respect. We are compassionate to the developmental, social, and emotional needs of each student.
8. Provide a variety of opportunities in athletics and other extra-curricular and co-curricular activities in order to allow our students to explore diverse areas of personal interest and fulfillment.

Columbus Catholic Schools is a Catholic School in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

CHANNELS OF COMMUNICATION/ADMINISTRATIVE RECOURSE

On occasion, school policies or the action of an individual will cause a reaction from a parent or student. To assist communication in these situations, please follow the procedures below.

Step 1 *Communication should begin with the **person(s)** directly involved with the situation that concerns you. Contact and discuss the situation with that person first. If this does not result in a satisfactory resolution, please proceed in the following manner:*

If the concern is about:

| | Academics | Athletics | Attendance | Discipline |
|---------------|--------------------|-------------------|-------------------|-------------------|
| Step 1 | Teacher | Head Coach | Secretary | Teacher |
| Step 2 | Guidance Counselor | Athletic Director | Dean of Students | Dean of Students |
| Step 3 | Principal | Principal | Principal | Principal |
| Step 4 | President | President | President | President |

If the initial contact does not resolve the issue satisfactorily, then the concerns should be submitted in writing to the next level. This method helps handle problems and concerns on the level at which they occur. It also provides for several levels of appeal. When you telephone the school regarding a concern, the receptionist in the general office will direct your concern to the appropriate staff member.

The Diocesan Policy and Regulation Manual for Schools contains the complete communication policy and is available in the Central Office.

CAMPUS MINISTRY

The Campus Ministry program seeks to integrate and encourage the faith life of the students, faculty and staff of Columbus Catholic High School with their personal and professional lives.

The Campus Ministry Program seeks to do this in the following ways:

1. Providing opportunities for the communal celebration of our faith.
 - a. weekly Eucharist celebrations
 - b. Advent and Lenten Penance Services
 - c. all CCS Masses
 - d. Masses as a part of other events (i.e. Baccalaureate)
2. Providing a yearly retreat for each grade level to grow in their relationships, nurture their spirituality, and contribute to a supportive Christian community.
3. Providing opportunities for service and reflection.
 - a. planning the liturgical celebrations
 - b. ministers of the Eucharist

- c. lectors
- d. musicians and/or liturgical choir
- 4. Providing opportunities for justice and service via volunteerism and our stewardship program. The goal of our service program is to grow in the love of Jesus Christ through serving God's people.
- 5. The Campus Minister is available to provide services as needed (i.e. Confession or to discuss personal, family, school, or religious concerns)
- 6. Prayer is strongly encouraged at Columbus Catholic on a daily basis.

Non-Catholic Student Participation

Non-Catholic students fully enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Canon law. DSP 6225. All students are expected to be present during all school Eucharistic worship and prayer. No matter what faith, tradition, or religion, all students are expected to show respect for the Catholic Liturgy and worship. This includes standing and sitting with the congregation. It also means showing respect for Catholic worship by refraining from talking and whispering, gum chewing, inappropriate body postures, and other signs of disrespect. Students from faith traditions other than Roman Catholic are not required to pray aloud with the assembly, sing, or complete any ritual considered a part of Catholic worship; however, we extend an invitation to all to participate and pray in our Catholic worship.

Faith Development

As a Catholic high school, one of Columbus Catholic's primary missions is to strengthen and enhance the growth and spirituality of its students, staff, and parents. Columbus Catholic strives to uphold and promote the Catholic spiritual tradition and identity. Rooted in the Catholic tradition, Christ is the animating center of the school. We offer various programs and activities to assist faith growth intellectually, personally, and morally.

Religion Curriculum

As part of catechesis and faith formation, we provide a comprehensive religious education program for all students. The Theology Department's primary responsibility is to give students a deeper understanding and appreciation of faith. We offer a broad background of diverse topics in Catholic teaching so that our students become future leaders for our churches and parishes.

All students of Columbus Catholic High School are expected to complete the requirements of the religion curriculum for graduation.

Parish and Church Involvement

All members of our school are invited to be nourished by God's Word and sacraments in their local parishes and churches especially for weekly Sunday worship. We believe strongly that we are an extension and part of the Catholic parish life in Marshfield. Students are strongly encouraged to take part in their parishes' confirmation program and to be active participants in parish life.

ADMISSIONS

Columbus Catholic administration reviews the application and records of each student interested in placement within the system. Administration determines if a student is qualified for admission based on the student's demonstrated potential to succeed within our educational environment. The following factors are taken into consideration on determining if a student seeking admission to the Columbus Catholic School system is qualified:

1. Demonstrates a sincere desire to attend the Columbus Catholic School system.
2. Successfully completed the previous grade.
3. Provide evidence of ability and desire to successfully follow CCHS course of studies.
4. Ability is assessed by examination of:
 - a. Scores on standardized tests
 - b. Recommendation of the previous school
 - c. Grades received from previous school
5. Provide a conduct record consistent with the standards of the Columbus Catholic School system. (behavior, financial obligations, and attendance)
6. Any student applying to the Columbus Catholic School System who has been expelled from their former school or school district will not be considered for admission.
7. Full disclosure is required of any and all documents pertinent to the student's tenure at school. Failure to disclose may lead to denial of admission or withdrawal if the student has already been admitted.

Columbus Catholic High School operates under an admission policy of non-discrimination. Columbus Catholic will admit students of any race, color, national or ethnic origin; we will not discriminate against any applicant based on such factors.

Registration

Registrations are for one school year only: re-enrollment normally takes place in January. At this time, the parents/guardians receive Re-enrollment information. Students receive a Course Description Guide containing a summary of the courses that will be offered in the following year and a Course Selection sheet on which they indicate the courses they wish to take.

All students are reevaluated on a semester basis, and if their attendance record, conduct, or academic status is not acceptable, Columbus Catholic reserves the right to deny readmission for the following semester.

Student Photographs and Right to Privacy

During the course of a school year, individual students and student groups are occasionally videotaped and/or photographed in classroom situations, during fine arts performances, on field trips, while participating in athletics, etc.

The resulting photo and/or videotape may be used in a variety of ways: to promote the school, to instruct students or staff members, or to orient new parents, staff, and students. The final product could also take a variety of forms: photo displays, slide presentations, newspaper articles, pamphlets, video programs, school yearbook, and/or school website. Please note that while on a school sponsored field trip chaperones may not take pictures of students, other than their own, and post these on social media sites.

Parents/Guardians are asked to complete a form allowing CCS and the Diocese of La Crosse to use photos and/or video of students for promotional purposes. This is optional (see below).

Pursuant to the Family Educational Right and Privacy Act and State Statute 118.125, any parent/guardian or eligible student (18 years of age or older) may inform the school of their desire that their child not be photographed or videotaped.

Proof of Guardianship

In any situation where there is a custody agreement, Columbus Catholic High School must have on file the portion of the agreement that stipulates custody, financial responsibility, and any other information pertinent for the school.

ACADEMIC POLICIES

Philosophy

Columbus Catholic expects much from its students academically. Students will be expected to do their best in all phases of their academic work. They will be enriched by a fine faculty who will challenge them to further develop their talents while providing the time and support students need to succeed.

Graduation Requirements

The Requirements listed below either meet or exceed the standards set by WRISA and the Wisconsin Department of Public Instruction (DPI). To graduate from Columbus Catholic High School, a student must have a minimum of 28 credits distributed as follows:

| | |
|-----------------------|-----|
| Theology | 4.0 |
| English | 4.0 |
| Social Studies | 3.5 |
| Mathematics | 3.0 |
| Science | 3.0 |
| Physical Education | 1.5 |
| Health | 0.5 |
| Computer Applications | 0.5 |
| Fine Arts (Music/Art) | 0.5 |

| | |
|---------------------------------|-----|
| Foreign Language (College Prep) | 2.0 |
| Electives | 5.5 |

The minimum yearly course load for freshmen, sophomores, juniors, and seniors is 8.0 credits. Depending on available staff members and their certifications, some classes will be offered on-line through Wisconsin Virtual School (WVS) for high school credit and through distance learning with the other Catholic high schools in the La Crosse Diocese. This does entail additional cost to the family.

Honors & Advanced Placement Programs

Honors courses are offered to qualified students and are geared to provide enrichment to students whose skills are advanced. Expectations in these courses are greater than in standard courses; therefore, grades are weighted in honors courses.

The curricula in Advanced Placement classes are similar to those in other Honors courses; they are not strictly curricula designed to help students to pass the AP tests, but rather to advance their knowledge and improve their skills in specific subject areas.

It is the expectation of Columbus Catholic's administration and faculty that students enrolled in Honors and Advanced Placement programs should consistently earn A's and B's in those classes. Students who fail to reach that level of achievement may not be placed in such courses the following school year and may be removed from AP classes in mid-year.

College credit can be received through the College Board Advanced Placement Program, Mid-state Technical College Dual Credit Program, or The Wisconsin Early College Credit Program (ECCP). Credit or advanced standing can be achieved by participation in the College-Level Examination Program (CLEP tests) or participation in testing programs offered by individual colleges and universities. Students desiring college credits or advanced standing are encouraged to investigate the options available to them by contacting Columbus Catholic's Guidance Department.

Permanent Records

1. A student's permanent record contains the semester grades, credits earned, grade point average, rank in class, attendance and tardy record
 - a. the permanent record is available only to the student, his/her parents or guardians, and Columbus Catholic personnel
2. Students' transcripts will be released at parent/guardian request or by the graduated student

Course Additions/Changes/Withdrawals

A course may be added after the course selection forms are entered into the computer only if it fits into the student schedule, is approved by the instructor, and if there is room in the class without overcrowding. The Principal must approve exceptions. Courses may be changed for the following reasons:

- A student fails a course that was a prerequisite of a requested course
- A teacher recommends the change

- The change is necessary to resolve conflicts
- Columbus Catholic reserves the right to change teacher or student schedules if needed in order to provide the best educational experience for its students

There is a two-week grace period after the start of each semester to change/drop/add a class. It is also the last day to withdraw from a class without receiving a WP (withdrawn-pass) or a WF (withdrawn-fail) on the permanent record. If a student needs to drop a class for a health reason, it will be recorded as WM (withdrawn-medical). A student who is withdrawn from a course by school authorities for any reason will not receive credit and may receive a failing grade (F) for the semester in that course.

Grades

Grades are an indication of student achievement. They become a part of a student's permanent record. Institutions of higher learning, potential employers, and various branches of military service are all interested in one's high school records. Grades are earned according to the following assessment.

| | |
|----|-------------|
| A+ | 97.00-100.0 |
| A | 93.00-96.99 |
| A- | 90.00-92.99 |
| B+ | 87.00-89.99 |
| B | 83.00-86.99 |
| B- | 80.00-82.99 |
| C+ | 77.00-79.99 |
| C | 73.00-76.99 |
| C- | 70.00-72.99 |
| D+ | 67.00-69.99 |
| D | 63.00-66.99 |
| D- | 60.00-62.99 |
| F | 0.00- 59.99 |
| I | Incomplete |

Grade Point Average (GPA)

Quality points for the current semester are obtained by extending the semester credit (in Carnegie units) for each course taken by the point balance of the academic letter grade given. The formula used for grade point average is as follows: the earned grade point of the courses, times the length of the class taken.

Subjects will be weighted and the rank computed according to the following scale of point per grade.

| Grade | Honors Point Value | Non-Honors Point Value |
|-------|--------------------|------------------------|
| A+ | 5.3 | 4.3 |
| A | 5.0 | 4.0 |
| A- | 4.7 | 3.7 |
| B+ | 4.3 | 3.3 |

| | | |
|----|-----|-----|
| B | 4.0 | 3.0 |
| B- | 3.7 | 2.7 |
| C+ | 3.3 | 2.3 |
| C | 3.0 | 2.0 |
| C- | 2.7 | 1.7 |
| D+ | 2.3 | 1.3 |
| D | 2.0 | 1.0 |
| D- | 1.7 | 0.7 |
| F | 0 | 0 |

Report Cards/ Progress Reports

- Report cards are issued quarterly. The school calendar lists the dates that each quarter will end. Report cards are emailed to parents of high school students.
- Progress reports are issued shortly after mid-quarter. High school parents will receive a progress report by email. You may access your child's grades by using Family Portal at any time.

Honor Roll

The Columbus Catholic High School Honor Roll is based on quarter grades and set up on a quarterly basis. To qualify for the honor roll, a student must fulfill the following requirements:

- Overall average of B or better.
- No failing grades.
- Not on any type of probation.

High Honors A (4.0 or better)

Honors B+ (3.5 to 3.99)

Valedictorian and Salutatorian

The valedictorian and salutatorian are the highest academic awards given to graduating seniors. They are determined after the third quarter of the senior year and are based on a student's cumulative grade average through the third quarter of his/her senior year. Students need to have 3.0 theology credits by graduation in order to be considered. The weighted average calculation will be carried out as far as necessary. Final decisions are the responsibility of the administration.

Service Hours Requirements

Columbus Catholic Schools are dedicated to excellence in Catholic Education, founded in the love of Jesus Christ, and designed to instill in our students faith, knowledge, and a desire to serve others. In keeping with this mission, all students are required to complete service work within our community. The goal for our students is to serve our community in various ways, helping others. Through service, our students will gain a sense of empathy for others, leading to a desire to contribute to our community through acts of service.

A minimum of 10 hours of service are required at Columbus Catholic High School each year.

The emphasis of this work should be “outreach” to our community, primarily with non-profit organizations. In order to graduate, each senior must have their service hours submitted by the Friday prior to graduation. Non-graduating students must have their service hours submitted by June 1.

1. **If possible, a minimum of 5 hours are to be parish hours.** This is your way to thank our parishes for their continued support of Columbus Catholic Schools. Examples: Lector, Eucharistic Minister, Choir, Bible Camps, Altar Server, or Parish chores (Students who are not a member of a parish or congregation are still required to complete 10 hours annually.)
2. **The remaining hours, until the requirement has been met, should be community-based, primarily with non-profit organizations. Examples:**
 - Marshfield Medical Center Volunteer
 - St. Vincent de Paul
 - Alpine Holiday
 - Galleon
 - Special Olympics
 - Wildwood Zoo
 - Girl/Boy Scouts Community Service Projects
 - Habitat for Humanity
 - Home Delivered Meals Program
 - Marshfield Area YMCA
 - Marshfield Public Library
 - Provide support for someone with a disability
 - Recreation Department (volunteer coaching or maintenance)
 - Ronald McDonald House
 - Environmental Projects - Recycling, Park Clean Up, Etc.
 - Soup-&-Socks
 - Humane Society
3. Fill out the online Form. Specific dates should be listed, not a general time period. Don't wait until the last minute. You can turn your hours in throughout the school year. [Service Hours Link](#)
4. Extra service hours earned in one school year are appreciated, but may not be carried over to count towards future year(s) service hour requirements.
5. Service hours should be volunteered time. You should not get paid for completing these hours.

6. Service hours may be offered during the school day and should be recorded.
7. All service hours are subject to approval and are not considered valid until your volunteering supervisor confirms your hours. The Principal and the Dean of Students will determine the validity of questionable service hours.

What does not count for Service Hours?

1. Activities required for a class (graded or not graded)
2. Fundraising events for you to attend a mission trip, school trip, scout trip, or extracurricular school activity trip
3. Fundraising events necessary for you to have membership in a sports team, club, or travel league team

GUIDANCE PROGRAM

At Columbus Catholic High School, guidance is recognized as a continuous function, which is related to all phases of the educational program at the school. Our faculty recognizes the need to care about our students and to help them in every way to make a success of their lives now and in the future. Teachers and administrators are all involved in student guidance. As a guide for our program, we make use of the objectives:

1. To assist each student in knowing himself/herself as an individual and as a member of society.
2. To assist him/her in making the most of his/her strengths and in correcting or compensating for weaknesses that interfere with his/her progress.
3. To assist him/her in learning about occupations so that he/she may intelligently plan and prepare, in whole or in part, for a career.
4. To assist him/her in learning about educational opportunities available to him/her.
5. To assist him/her in discovering and developing creative and leisure interests.
6. To assist him/her in counseling about college choices.

Guidance Services

The program at Columbus Catholic High School offers four guidance services to every student. An indication of what each of these services provides is briefly indicated here.

1. **INDIVIDUAL INVENTORY SERVICES:** Comprehensive information about students is available for counseling purposes. This information is contained in the Guidance Office and includes test results and records submitted by teachers which will help in counseling a particular student. The Permanent Record, kept in the Central Office, is part of the individual inventory.
2. **INFORMATION SERVICES:** On this record are kept the marks of achievement in class subjects, the type of curriculum being pursued by the student, his/her rank in class, his/her summary of activities, standardized test results, scholastic awards, and the school to which a transcript of his/her marks may have been sent.
 - a. College days hold an important place in our program. Throughout the year, representatives of numerous colleges visit Columbus Catholic High School and

- speak with interested upperclassmen about programs offered by their respective schools.
- b. The Guidance Office is equipped with a computer and software for college search, ACT preparation, and career information.
 - c. Juniors and Seniors are encouraged to make college visits, but advised to avoid missing school days if possible.
3. GUIDANCE AND COUNSELING SERVICES: Counseling is available to all students for personal problems, for college and career choices, and class scheduling.
4. TESTING SERVICES: A testing program is employed to obtain objective evidence of the individual student's aptitude and degree of achievement. These results are made known to teachers, parents, and students to help in the guidance and counseling of students. Educational diagnostic testing is available on an individual basis through the public school system.
- a. Freshmen
 - b. Sophomores- Aspire Test (academic & career information)
 - c. Juniors- PSAT & ACT (potential college success- optional)
 - d. Seniors- ACT (potential college success- optional)

ACT Testing Dates

ACT tests are offered regularly at UW-Wood County. Juniors take the ACT at Columbus Catholic in February or March each year. Our school's code number is 501-225.

ATTENDANCE POLICIES

School Day

The school day

- Is from the time you arrive at school until the time you leave
- Classroom schedule is from 7:40 am- 2:45 pm
- Includes "early bird classes" which start at 7:00 am
- **Explicit written permission from a parent/guardian is required to leave anytime during the school day**

After 3:00 pm each day, if a student is in the building, he/she is expected to be with a teacher, coach, or a staff member. If a student is not with a Columbus staff member, he/she should make arrangements to leave the building and not loiter unnecessarily inside of school or on school property. While waiting for a ride, students must remain in the lobby.

Wisconsin Statute 118.15

Wisconsin state law requires that students be in attendance every day unless excused. (Wisconsin State Statute 118.15) In accordance with state law, all children between the ages of six and eighteen years of age must attend school or have graduated from high school.

Wisconsin Statute 118.16

Wisconsin Statute 118.16 states that **the school attendance officer shall determine daily which enrolled pupils are absent, whether that absence is excused**, and shall have access to information regarding the attendance of any enrolled child.

The statute further defines truancy as an absence of part or all of one day during which the attendance officer, principal, or teacher has not been notified of the legal cause of such an absence by the parent or guardian.

Chronic truancy and/or absence will result in disciplinary action.

Early Release from School

- Parent/guardian must complete the online absence form by 7:30 am.
- Students must sign-out when leaving.
- Students must sign-in upon returning.

Families are to take care of personal business (i.e., doctor appointments, drivers test, etc.) preferably on non-school time. The school reserves the right to determine whether the reason for leaving school early is excused or unexcused (Statute 118.16)

Tardiness

- Is arriving later than 7:00 am for an early bird class
- Is arriving later than 7:40 am for regular classes
- Students must be present in the classroom prior to the bell to not be considered tardy

Procedures for late arrivals

- Report to Central Office
- Parent/guardian must submit online form stating the reason for the tardiness
- Sign-in
The school reserves the right to determine whether the reason for being tardy is excused or unexcused (Statute 118.16)
- Detentions will be given after the third unexcused tardy
- Chronic tardiness, which is defined as more than 9 tardies will result in further disciplinary action

Absence Procedures

- The online form should be used for all absences. This online form replaces the phone call and parent notes for all absences.
- Illnesses should be reported by 7:30 am on the day of the illness.
- Future absences should be reported at least one week in advance.

Single day absence

- Upon return, check with each teacher for missed work
- Schedule test make-up times (as needed)
- Check Family Portal for homework

Multiple day absence

Family vacations and other extended absences should be planned within the Columbus Catholic scheduled vacation days. **If vacations/absences are planned outside of scheduled vacation days, prior notification and an agreed upon contract for making up the missed work are required.** Per Wisconsin State Statutes a parent may excuse their child up to 10 days each year regardless of reason, provided they inform the school prior to that day's absence. Absences beyond 5 consecutive school days will be considered unexcused.

- Follow Absence Procedures as listed above at least one week in advance so a "Homework Contract" can be issued.
- Failure to follow the one week guideline for known future absences may result in no credit being received for work or examinations missed.
- Student gets "Future Absence" slip signed by all teachers
- Advance homework is at the discretion of each teacher
- Check Family Portal and/or Google Classroom for homework
- **If more than three days are missed in succession due to illness, a doctor's note is required, or the additional days will be deemed unexcused**

Examples of Excused Absences (not all inclusive)

- Faith/Church events or trips
- Family events or trips (with prior approval)
- Family illnesses and deceased relatives
- Medical appointments
- Educational trips or events
- Personal illnesses or injuries

Examples of Unexcused Absences (not all inclusive)

- Another school's events or trips
- Attending regional, sectional, or state competitions when the Dons or a family member are not involved
- Oversleeping
- Incomplete homework
- Stopping for breakfast
- Stopping for gas
- Organized "skip day" by any group
- Preparing oneself for special events (prom, recitals, other special events)

Leaving the Building or Grounds *without* Permission/Truancy

- Columbus Catholic maintains and enforces a closed campus
- Students are not allowed off campus at any time during the day, including lunchtime, with the exception of excused absences
- Leaving the grounds without written notification to the Central Office from a parent/guardian will be considered truancy and will result in disciplinary measures. The student forfeits the right to make up any missed work due to truancy.

Illness during School

In case of illness or any other emergency situation, a student is to report to the Central Office and sign out. At no time is a student allowed to leave during the school day without first obtaining permission from the Central Office and a parent/guardian.

Ten Days of Absence

Any student will be allowed 10 parent-excused absences per year due to illness or pre-arranged approved absence. If there are more than 10 days, a doctor's note is required, or the additional days will be deemed unexcused. These 10 days do not need to run consecutively.

Unexcused Absence

Due to the fact that attendance and academic performance are so closely related, absences of any kind are continually monitored. If a student's absence has not been reported to the school before 8:30 AM on the day of the absence, the absence is assumed to be unexcused. All unexcused absences must be made up either by detention or with the teacher(s) whose class(es) was/were missed.

Truancy

Habitual truancy is defined by state statute 118.15 as a student absent from school without an acceptable excuse for part or all of 5 days in which school is held during the school semester. Habitual truancy will be referred to the Dept. of Human Services or a municipal citation will be issued.

Fifteen Day Absence

Any student who is absent more than fifteen (15) days in a particular class per semester will not receive academic credit for that class for the semester. These fifteen days do not need to run consecutively. Prior arrangements with the administration and the staff would qualify as an exemption to this policy.

Attendance and Extra-Curricular Participation

Attendance in school for the entire day is mandatory for participation in any extra-curricular scheduled for that day.

- Illness automatically eliminates the student from after school activities for that day
- Sleeping in constitutes being too ill to come to school and therefore eliminates the student from all after school activities that day
- Administration will determine any exceptions to this policy (i.e. funerals or pre-approved doctor appointments)

SCHOOL SAFETY AND VISITORS

In order to keep our students safe, Columbus has several safety policies in place. All of the school doors will be locked prior to the start of the school day. Jazz band students will be identified as they enter the building through the band door prior to 7:00 early bird class starting. All other students will be identified as they enter through the main door or the science lab door starting at 7:20.

All of the doors at Columbus are locked during the school day. Visitors must enter through the main door. The door has a security system, so visitors must identify themselves, or be identified, before entering. Visitors must then check into the main office.

Parents: If you are coming into the building to see someone in the Development Office, to see the Athletic Director, to see a teacher... Please check-in at the Main Office first.

Prospective students are welcome to make classroom visits during regular school days if the following procedures are followed:

1. Contact the Admissions Office to arrange the visit.
2. The visitor's first stop should be the Central Office where he/she brings a note from parent/guardian giving permission for the visit.
3. The tour guide will meet the visitor in the Central Office and proceed to take him/her to daily classes.

SAFE ENVIRONMENT (PROTECT AND HEAL) PROGRAM OF THE DIOCESE OF LA CROSSE - CHILD SEXUAL ABUSE POLICIES AND PROCEDURES

The Diocese of La Crosse, including all CCS pastors and staff members, are fully committed to protecting students from child sexual abuse and maintaining a safe Catholic school environment. Therefore, the Diocese of La Crosse has developed a Safe Environment (Protect and Heal) program. The diocese requires all staff members, volunteers working directly with students, and parents to complete the required online training. This training includes *On Sexual Misconduct for the Diocese of La Crosse* (red book), *Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse* (green book), and the *Protect and Heal* video. Staff members and volunteers must also provide the required background check information and complete the required forms. The training program is available through the Diocese of La Crosse website at <https://www.surveymonkey.com/r/safe-environment>.

MEDICATIONS

Diocesan Drug/Medication Administration Policy

The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school employee or volunteer authorized in writing by the private school administrator or Principal, as well as any licensed school bus operator authorized by the proper school authority, may be required to administer a drug to a pupil under this law by any means other than ingestion.

The party authorized to administer the drug and the school Principal/Administrator are immune from civil liability for their acts or omissions unless there is a high degree of negligence. “High degree of negligence” is defined as “conduct which demonstrates ordinary negligence to a high degree, consisting of an act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily harm to another.” (This immunity does not apply to health care professionals.) (S. 118.9.) DSP 5505.

Prescription Medications

- Students must have a prescription and/or written permission from a parent/guardian allowing the use of any prescribed medication.
- That medication must be stored in the original container with the student’s name, dosage, and directions clearly printed on the label.
- The medications and permission forms may be dropped off at the Central Office along with the completed Comprehensive Medical Release Form.
- It is the responsibility of parents/guardians to update medical information for each student on a yearly basis.

Prescription/Non-prescription Medication Distribution

- ALL medications, including aspirin, aspirin substitutes, and other over-the-counter (OTC) medications, require written permission from a parent/guardian in order to be administered and must be on file in the main office.
- They must be kept in the office safe and administered there.
- Due to medical and liability issues, Columbus Catholic High School is unable to administer aspirin or other medications via telephone. Some form of written verification must be on file (FAX or email acceptable).

Inhaler Law Wisconsin Statute 118.291

A child may carry inhaled asthma medication with him/her at school (locker, pocket, backpack, etc.). Inhaled asthma medications do not need to be locked away in a central location if the parent/guardian and the physician provide the school with written permission. According to Wisconsin Statute 118.291 from the American Lung Association of Wisconsin Section 1, #2 states that staff and school districts are not liable if the student uses the inhaler improperly.

IMMUNIZATION REQUIREMENTS

Wisconsin law requires that a record of immunization history be maintained for every pupil. Please refer to your physician or the following website for current requirements. <https://www.dhs.wisconsin.gov/immunization/reqs.htm>. Our student information system collects immunization data for our students from the Wisconsin Immunization Registry. If you do not wish this information to be collected from the Wisconsin Immunization Registry, please notify our admissions office in writing.

STUDENT BEHAVIOR

Discipline Policy

Discipline will follow the general guidelines listed below, but always allowing for the individual teaching style of the teacher.

- least invasive method of correction (proximity, hand on shoulder, etc.)
- statement in class to please change the behavior
- conference with the student/counseling
- parental contact
- detention

Should the behavior become chronic or pervasive, further steps will need to be taken. Those could include, but are not limited to additional detentions, involvement of the dean of students, a conference with the principal with or without parental presence, in-school suspension, suspension, or dismissal.

Conduct which takes place and substantially interferes with the educational process is prohibited- including the use of obscene, profane language and inappropriate gestures.

All administrators, teachers, and in fact all persons employed by the Columbus Catholic Schools, have the responsibility and authority to discipline students who see fit not to conform to this common sense guideline of student behavior.

Detention policy

- Detentions may be assigned for excessive tardiness, dress code violations, or behavior issues.
- Detentions are typically served after school from 2:50-3:20.
- If a student fails to serve a scheduled detention or shows up late for a detention, the student will be given an additional detention.

In-school suspension policy

- In-school suspensions will be assigned by the principal, and parents will be notified.
- A student serving an in-school suspension will be allowed to work on homework.
- A student serving an in-school suspension will be ineligible for after school athletic/extracurriculars, including practice, that occur that day.

Suspension, Dismissal, and Expulsion

Because of its responsibility to the parents, students, and community, the school reserves the right to restrict from school participation any student whose conduct or academic work is seriously undesirable.

- A suspended student is temporarily removed from the school either as a punishment or as a precautionary measure during investigation and/or assessment. The suspension may be in school or out-of-school. Students will receive ½ credit on homework or class activities (i.e. labs, tests, speeches, projects, etc.) for the duration of out-of-school-suspensions.
- The expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered

to the student in the process of expulsion. All dismissals and expulsions are to be approved by the Diocesan Director of the Office for Catholic Schools. (DSP 5115)

- The term “expulsion” is: Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).
- The term “dismissal” is: Termination of a pupil as a student from the school less than permanently (indefinite for a given term). (DSP 5115)

Appeals Process for Dismissal

Students and parents who consider that correct procedures have not been followed or that an unreasonable decision has been made may appeal. Appeals may be in writing, stating the grounds on which the appeal is made. Appeals are made to the President about a recommendation to expel a student.

The Principal/President will:

- Respond within four school weeks of the parents’ appeal submission.
- Ensure that communication lines are maintained with the person or persons making the appeal and that they are kept aware of the progress of the appeal.
- Review all relevant material.
- Ensure that appropriate material has been made available to the student and his or her parents/guardians.
- Where an appeal for a dismissal is upheld, the Principal will determine what further action is to be taken.
- The fact that an appeal has been lodged does not put on hold the Principal’s decision to suspend with a recommendation to dismiss from the school system.

Conflict Resolution

Conflict resolution and the situations presented by such will be overseen by the principal, president, and/or pastor and treated on an individual basis.

School Reputation and Student Behavior

Students attending a Catholic school are representatives to the civic community of the school they attend and the Diocese that sponsors the school.

- CCHS students are expected to be polite, respectful and truthful
- CCHS students are expected to practice common courtesy
- CCHS students are expected to protect the health, safety, and welfare of themselves, their peers, and their teacher to the best of their ability
- CCHS students are expected to express their thoughts in ways that do not offend, slander, or ridicule anyone else
- CCHS students are expected to demonstrate good sportsmanship at all athletic events

Any behavior on the part of the student, which causes negative or adverse publicity for the school, may be a cause for disciplinary action on the part of the school. Behavioral records will be kept for one year after graduation; behavioral records will be expunged; however, academic records will be kept for perpetuity.

Bus Behavior

A Columbus Catholic High School student is expected to behave as a Christian at all times. This applies to behavior on buses operated by the public school for the convenience of our students. The bus company does notify CCS of infractions. Discipline will be applied appropriately in each situation.

Cafeteria Policy

Because of federal regulations, students are to report to the cafeteria at the beginning of the lunch period, whether they are eating or not.

The school lunch program is available to all students in CCS.

- Each lunch meets the guidelines established for the National School Lunch Program
- Each lunch provides one-third of a student's daily nutritional needs
- Free or reduced-price lunches are available for those families that are eligible
- A new application for free and reduced-price lunches must be filled out yearly
- The guidelines will be sent to all families

The cafeteria is a place for students to enjoy good food and friendly conversation. Students are expected to behave in a way that promotes respect for one another and for their school.

- Cafeteria workers and faculty supervisors expect mature behavior and good table manners.
- Columbus Catholic students are to remain in the cafeteria until the lunch period is over, unless otherwise directed. (Columbus Catholic is a closed campus)
- Eating is limited to the cafeteria. Food is not to be taken out of the cafeteria.
- Lunches taken out of the cafeteria for meetings, etc. must have prior approval from the supervising faculty member.
- Any food ordered in must have prior approval of the administration.
- Fast food is not considered cold lunch and is not permitted.

General Rules:

- Form a single line
- Allow faculty and staff into the line
- Place all garbage in the waste containers
- Return and stack trays in the tray windows
- Clean up your individual eating area

Behavior at Dances

Columbus sponsors dances to enhance the social development of students, foster wholesome friendships, and provide healthy entertainment in a secure environment. Some dances are held as fundraising for student activities. Students may bring a guest from another school, but they must fill out a guest approval form. Guests must also follow our dance dress code. Once a student/guest leaves a dance, he/she is not permitted to return.

Smoking/Vaping

No one is allowed to smoke/vape on the grounds or in the buildings of Columbus Catholic Schools. Possession or use of tobacco in any form, including vaping, by students is not permitted on the school property at any time. This includes all extra-curricular activities, even those open to the public. The violation of this rule or the intent to violate this rule will result in notification of parent/guardian, confiscation of cigarettes (vaping device) and/or tobacco, and disciplinary action at the discretion of the administration.

Drugs and Alcohol

“Every individual, precisely by reason of the mystery of the Word of God who was made flesh (cf. Jn 1:14), is entrusted to the maternal care of the Church. Therefore, every threat to human dignity and life must necessarily be felt in the Church’s very heart; it cannot but affect her at the core of her faith in the Redemptive Incarnation of the Son of God, and engage her in her mission of proclaiming the Gospel of life in all the world and to every creature” (cf. Mk 16:15)

- Students have the right not to be subjected to the influences or related problems associated with the issues of alcohol, non-prescribed drugs, chemicals, or illegal substances.
- Students have the responsibility of abstaining from the use or possession of alcohol, non-prescribed drugs, chemicals, or illegal substances.
- Students have the responsibility of adhering to Wisconsin Statutes relating to alcohol, non-prescribed drugs, chemicals, or illegal substances.
- The use, possession, sale, or furnishing of alcohol, non-prescribed drugs, chemicals, or illegal substances anywhere on the school premises by a student at any time is prohibited.
- No student may appear at any school-sponsored function under the influence or possession of alcohol, non-prescribed drugs, chemicals, or illegal substances.

The Complete Drug and Alcohol policy is available in the Diocesan Policy and Regulation Manual for Schools in the school office. The complete policy includes definitions, prohibitions, minimum sanctions, investigatory and remedial measures, reporting and consultative requirements, relationship to other codes, and information on the drug and alcohol education program.

Child Abuse

By law, teachers are mandated reporters of suspected child abuse. Columbus Catholic will abide by DSR 5510 for reporting purposes.

Harassment Policy

Everyone is entitled to learn in an environment free from harassment. Harassment both limits and denies the rights of students and staff to study, work, and play in the school setting. At Columbus Catholic, we want all students, staff, and guests to feel safe and cared for. Harassment is defined as any unwelcome advances, unwelcome physical contact, or unwelcome verbal or physical conduct. There are many forms of harassment. Among the types which will not be tolerated are the following:

Verbal Harassment

Verbal harassment is UNWELCOME verbal comments which make a person feel uncomfortable or unsafe. Examples included teasing to cause embarrassment, threatening to cause harm to the person, or speaking disrespectfully about a person's clothing, appearance, religion, race, etc.

Physical Harassment

Physical harassment is UNWELCOME behavior of a physical nature. Examples include pushing, tripping, striking another student, or causing harm. Physical harassment in some cases is against the law and is defined as battery, assault, or disorderly conduct.

Intimidation

Intimidation is UNWELCOME threats to cause harm. Telling someone to watch his/her back or that someone else is going to cause bodily harm are examples of intimidation.

Sexual Harassment

Sexual harassment is UNWELCOME behavior of a sexual nature. State and Federal laws prohibit sexual harassment. Some examples include inappropriate gestures or touch, sexual remarks, name calling or spreading rumors, making sexual comments about one's body, or drawing or displaying offensive pictures.

All forms of harassment are wrong and **will not be tolerated at Columbus Catholic School**. Violations of this policy are taken seriously and all complaints will be investigated thoroughly. Students who choose to engage in any form of harassment can anticipate disciplinary consequences which may include:

1. Administrative reprimand
2. Parent conference
3. Police referral
4. In-School Suspension
5. Out-of-School Suspension
6. Dismissal

Obscenity

A student who imports, prints, advertises, sells, has in her/his possession for sale, publishes, exhibits, or transfers commercially any lewd, obscene, or indecent written matter, picture, sound recording, or film or who has in her/his possession with intent to transfer to a person under 18 years of age any of the above materials or whoever makes any lewd, obscene, or indecent drawings or writings in school is guilty of a felony by state statutes (s.94421 and s.94423).

Battery

Battery is the unlawful beating or use of force on a person without his/her consent (aka fighting). (Wisconsin Statute 940.19.) Such unchristian action may result in suspension and/or expulsion.

Cheating

The Catechism of the Catholic Church states that "truth or truthfulness is the virtue which consists in showing oneself true in deeds and truthful in words...." (2505)

- All Columbus Catholic students are responsible for completing their own work on school assignments.
- Copying the work (cheating) of another student is unacceptable.
- **Plagiarism is unacceptable.**
- Use of a cell phone/text messaging answers is unacceptable
- A student who assists another student with cheating or plagiarizing will be subject to the same consequences as the person who was attempting to cheat.
- Anyone caught cheating will receive a zero for the work.
- Further disciplinary action is left to the discretion of the teacher and/or Principal.

School Property

- Students have the responsibility to protect school property assigned for their use which includes books, school-issued electronic devices, and lockers.
- Students have the responsibility for reporting damage and/or theft of school or personal property to the Principal.
- They have the responsibility to secure belongings to avoid theft and to respect the property of others as well as property of the school.
- Desks, lockers, and equipment loaned to students remain school property while in students' possession.
 - Such property is provided for the convenience of the students and shall be used only for authorized purposes.
 - They may be opened and inspected by school authorities at any time.
- Any damage to the school building or its contents and equipment will result in fines sufficient to cover the cost of replacement, including labor.
- The student may receive disciplinary action.

Theft

Theft is the unauthorized taking of the property of another. Violators are subject to, but not limited to:

- Notification of parent/guardian
- Notification of school personnel and/or police department
- Suspension
- Expulsion

Lost or stolen items: Lockers are provided to secure student personal belongings. Columbus Catholic is not responsible for lost or stolen items, especially if the student chooses to leave the locker unlocked. In case something is lost or stolen, Columbus Catholic will do its best to recover the stolen items.

Policy on Dangerous Articles in and on School Property

Both the purpose and mission of Columbus Catholic depend on providing a safe school environment and ensuring the welfare of all students, staff, and visitors. Because many articles can present danger or the risk of harm, even if possessed or utilized innocently, Columbus Catholic adopts the following policy.

Students are absolutely prohibited from bringing dangerous articles or items to school or possessing them on school premises. Such articles and items include, by way of example, but are not limited to, the following: any firearm or weapon, any instrument or device prohibited under Wisconsin law, or any instrument and any device which is hazardous or presents a threat of harm to students or others, including pocket knives, fireworks, squirt guns, chains, and shaving cream. Narcotic substances prohibited under Wisconsin law and drug paraphernalia are also considered dangerous articles.

Should any of the aforementioned articles or items, or others of the same or similar nature, be found on any student or in his/her locker, such articles(s) or item(s) will be confiscated and the parents of the student will be notified. Depending on the circumstances, and at the discretion of the principal upon consultation with law enforcement, additional sanctions may include:

1. Administrative reprimand
2. Parent conference with the principal and/or pastor
3. Police referral
4. In-school suspension
5. Out-of-school suspension
6. Dismissal

GENERAL POLICIES AND PROCEDURES

Central Office

The office is open Monday through Friday during regular school days from 7:00am to 3:30pm. Summer office hours Monday through Thursday from 7:00am to 3:30pm and closed on Fridays.

Personal Belongings

For safety and security reasons, students are discouraged from bringing personal property to school. This includes, but is not limited to, any type of music player/recorder, toys, laser pointers, and skateboards. If these types of items are brought to school, they must be stored in the student's locker throughout the time they are in school. Failure to do so may result in the confiscation of the item and/or detention depending on the number of occurrences.

Electronic Devices

During class hours of 7:40am – 2:45pm, high school students are allowed to use their iPads/Chromebooks in accordance with the guidelines set in the iPad/Chromebook handbooks.

- Chromebook use must follow rules listed in the iPad/Chromebook handbooks.
- The rules may allow for the use of such a device by a pupil if administration determines that the device is used or possessed for a medical, educational, vocational, or other legitimate reason.
- Unless such permission has been secured, pagers, digital cameras, and other communication or photographic devices will be confiscated if seen in school- especially in classrooms, locker rooms, or restroom areas.
- Such devices are specifically and continuously prohibited in locker rooms, bathrooms, and other areas where privacy is assumed.

Cell Phone Policy

At Columbus Catholic Middle and High School, the use of cell phones and other personal electronic devices can sometimes interfere with the learning environment. To support a focused academic experience, **cell phones must remain in student lockers between 7:40 AM and 2:45 PM**. This policy applies to all students in both the middle and high school.

Expectations

1. Cell phones must be turned off or placed on silent mode and secured in lockers during school hours.
2. Students may not access or use cell phones at any point during the instructional day, including passing periods, lunch, or other breaks, without prior permission from an administrator.

Exceptions

In rare situations where cell phone access may be necessary for medical or emergency purposes, students may request permission from an administrator.

Disciplinary Actions

Failure to comply with this policy will result in the following consequences:

- **First Offense:** The device will be confiscated and will be returned to the student at the end of the day
- **Second Offense:** The device will be confiscated and will be returned only when a parent or guardian retrieves it in person. The student will be issued a detention.
- **Third Offense:** The device must be turned in daily to the principal's office upon arrival at school. The student may retrieve it after dismissal for the remainder of the school year. The student will be issued two detentions.
- **Fourth Offense:** Two days of In-School Suspension and a parent meeting before the student returns to classes.

Additional Notes

- The school is not responsible for lost, stolen, or damaged devices.
- Any use of cell phones for inappropriate or disruptive purposes may lead to escalated consequences regardless of the offense level.

This policy is in place to ensure the safety, respect, and educational focus of our school community.

Identification Cards

A picture ID card is issued to every student and faculty/staff member of the CCS system at the beginning of the school year and will be visible during school hours.

- used for identification of the student and faculty/staff on any school activity whether internal or external (e.g. field trip)
- used to get free admission to all home games, with the exception of playoff games
- Students have a responsibility to identify themselves when requested by authorized personnel.

A replacement ID card will be issued for a \$5.00 fee if the card is damaged or lost.

Lockers

Lockers (both hall and athletic/P.E.) are the property of the school and remain so throughout the school year. A student's locker may be opened at any time by a school administrator.

- Students are not to share their lockers with other students.
- Lockers should be locked at all times.
- Students should not give their combination to other students.
- No student should open another student's locker.
- Anything displayed on your locker needs prior approval of administration.
- Report any difficulty with your locker or its combination to your homeroom teacher.

Unauthorized items found in the locker will be confiscated and held until they are turned over to the student's parents or guardian. If the Principal suspects contraband in violation of the law, law enforcement officials may be notified. The student and the parent/guardian will be notified by the Principal if items are removed from the locker and turned over to law enforcement.

Student Parking

All vehicles driven by students will be registered with the office by the make, model, and license number of the vehicle. By parking in the Columbus Catholic parking lot, you agree to have your car searched when deemed necessary by Columbus Catholic Administration. Violations of student parking regulations may result in fines, denial of parking privileges, or the towing of the vehicle.

A student may lose his/her parking privileges for any of the following reasons:

1. Speeding on school grounds (warned)
2. Riding over playing fields or lawns
3. Complaints from neighbors about student speeding
4. Violations of school parking regulations

Parking Regulations:

1. The speed limit on school property is **5 M.P.H.**
2. Columbus Avenue is posted for "1 hour parking." Students are not to park on Columbus Avenue.
3. Parking is not permitted along the driveway. These are fire lanes- **NO PARKING.**
4. No parking North of the garage door on the shed.
5. Vehicles should be locked at all times.
6. Bicycles should be locked to the bike racks under the links.
7. In the event that a student's car must be towed or a license plate/registration checked by the local police department, the student will be required to pay the cost of these services.

8. Vehicles are to be parked only in designated areas of the south parking lot.

Students are not to enter vehicles during the school day except with explicit permission from the Principal or teacher.

Columbus Catholic is not responsible for any theft or damage done to any vehicle that a student brings to school.

Lost & Found

The main office maintains a lost and found collection. The loss of money or valuable articles should be reported to the main office immediately. Unclaimed items will be donated to local charities at the end of each semester.

Bulletin Boards

Students posting signs or notices on classroom bulletin boards must have the approval of the individual teacher in charge of the room. All posters from outside organizations must have the approval of the Principal before being posted. No materials may be taped, glued, stapled, or tacked to a wood surface.

Collections

From time to time, charitable collections take place to raise money for worthy causes. Students and organizations must check with the Development Office and the Principal prior to arranging for charitable collections.

Bake Sales

All bake sales must be approved by the Principal before they are allowed. Any sale of food during the school day must abide by DPI and fundraising guidelines.

Work Permits

Columbus Catholic High School is authorized to issue work permits. Students under the age of 16 must apply for these permits prior to working in the State of Wisconsin. Work permits can only be issued by Central Office personnel only.

In order to obtain a permit, you must be at least 14 years old and bring the following information to the office:

1. Birth certificate, driver's license, or baptismal certificate
2. Letter of "intent to hire" from employer describing the job they will be performing
-limited work hours for students (state policy)
3. Letter from parent(s)/guardian(s) granting permission to work
4. \$10 (to be reimbursed by employer)
5. Social Security number

Assemblies

Before each assembly, specific instructions will be given for students to move to the area of the assembly. Students are expected to cooperate with the assembly program. Students who are

inattentive or who are distracting the audience or the presenter will be subject to disciplinary action.

Gym/Weight Room

All use of the gym/weight room is to be scheduled through the Athletic Department. **Any student use of these Columbus facilities MUST be with adult supervision. Because of liability issues, any violation will result in disciplinary action.**

Field Trips

All Columbus Catholic High School rules and regulations, e.g., “dress code,” are in effect for trips, unless waived by administration. Appropriate paperwork must be on file before a student is permitted to go on any trip.

Change of Personal Information

Change of personal information such as home address and/or telephone number and work phone numbers must be reported to the admissions office as soon as possible.

Student Insurance

Student insurance may be obtained through local insurance agents. Columbus Catholic is not responsible for accidents that occur on school property.

Letter Jackets

Students interested in purchasing a jacket will be notified in September of their opportunities to try on the sample jackets. At the time an order is placed, a 50% deposit is required, with the balance due when picking up the order.

There are two styles of jackets:

- The following items are included in the basic jacket price:
 - Columbus “C”
 - Chevron for the sleeve
 - Graduating year numbers
- The Athletic Department oversees all Letter Jacket purchases.

Class Rings

- rings are typically ordered in November
- ring orders are handled through the Guidance Department
- rings are usually ordered during freshman year but can be ordered any year of HS
- rings are ordered through Jostens (www.jostens.com)
- CCHS is listed in Jostens shopping section

Student Planners

High school students may use an app on their iPad in place of a planner, but students may purchase a planner if they prefer a paper copy.

Textbooks

Students are expected to take proper care of their textbooks.

- It is highly recommended that students use book covers.
- Students will be assessed a fine for any marks, undue wear, or other damage done to textbooks.
- Lost books are the responsibility of the student to whom they were assigned.

To prevent damage to book bindings, be sure to use covers that are large enough for the book. “Stretchy” covers cause damage if they are too small for the textbook.

Study Hall Regulations

Study hall is part of the total education at Columbus Catholic High School.

- Using study hall time wisely can help improve the student’s grades and reduce the student’s after-school workload.
- Study hall time can be used as an opportunity to receive academic help from faculty members.
- When not scheduled in a class, students are scheduled into a silent study hall under the direct supervision of a teacher.
- This is the time given to complete daily class assignments, short-range assignments, and long-range assignments.

Study Hall Expectations:

1. Students must come to study hall with enough work to last the entire study hall period.
2. Students are to be in their assigned study hall seats by the beginning of the period.
3. Students are to maintain a quiet atmosphere during the entire study hall period.
4. Students are to ask the study hall moderator’s permission to talk /work with another student prior to talking/working with that student.
5. Students needing to use the bathroom or go to their lockers must ask the study hall moderator’s permission first. The study hall moderator will sign the student out and in on the Study Hall Sign-Out Sheet.
6. Students wishing to work with a teacher during study hall must bring a pre-arranged pass to study hall from that teacher and be under the direct supervision of the teacher for the entire period. The study hall moderator does not have the authority to give students passes to see other teachers.

EMERGENCY PROCEDURES

Fire Drills

The fire alarm is sounded to signal the immediate evacuation of the building via the nearest safest exit. When an alarm sounds:

- Absolute silence is necessary during the fire drill movements, and all movement by class should be single file.
- Follow instructions posted in each classroom.
- Fire drills are of utmost seriousness since not only are the good order and discipline of the school involved, but also human lives are at stake.
- Teachers are to see that the lights are turned off and the door is closed.
- The teacher is to take his/her attendance or grade book along.

Vandalizing or setting off extinguishers or fire alarms for improper reasons is a violation of state law. Wisconsin State Statute 941.13 reads: “Whoever intentionally does any of the following may be fined not more than \$500 or imprisoned not more than one year in county jail or both:

1. Gives false alarm to any public officer or employee, whether by means of a fire alarm system or otherwise;
2. Interferes with the proper functioning of a fire alarm system;
3. Interferes with the lawful efforts of firemen to extinguish a fire;
4. Interferes with, tampers with, or removes, without authorization, any fire extinguisher, fire hose, or any other fire fighting equipment.”

Tornado Drills

The U.S. Weather Service is responsible for issuing tornado and severe weather watches. They have asked all schools to establish a policy to deal with this matter. The following is Columbus Catholic’s Tornado Policy:

- All personnel and students should be familiar with the tornado safety procedures as posted in the rooms.
- School authorities would be notified of the potential situation through the radio/TV forecasts.
- The signal to move would follow notification through the City of Marshfield and/or Wood County emergency siren system.
- The students and staff will be informed over the PA to move to the designated areas of the school.
- Upon announcement, students and teachers are to leave the classroom and proceed to the Home Team Locker Room.
- Students should sit with their backs to the wall with hands covering their heads.
- They are to remain this way until administration or emergency government personnel give the “all clear.”

Intruder Alert/Lockdown Drill

Upon announcement of school code, students are to remain in the classroom, or, if in the hallway, proceed to the nearest classroom. Classrooms are to be secured by shutting the door and turning off the lights with everyone moving away from the view of the classroom door. Students are to remain quiet until the conclusion of the drill.

Canine Searches

The school will invite law enforcement into the school to search for drugs and other illegal substances at random times. The student body will go into a lockdown while the school is searched. The canines will also search the parking lot.

Emergency School Closings

If school must be closed or started late because of a snow emergency, etc. this decision will be made before 7:00am.

- Please use the radio (WDLB, 1450AM), or the television (Channel 7 or 9), to find out if school is canceled or starting late for that day.
- School closings will be posted on our website: www.columbuscatholicschools.org
- Parents will receive an email notification of school closings.

- If there is no announcement of school cancellation, it is to be assumed that school will operate as usual.
- Columbus Catholic will follow the decision of the Marshfield Public School System. If the public school system in Marshfield cancels classes, we will also close our school. Listen or watch for Columbus Catholic Schools to be listed.
- Please DO NOT call the regular school lines.

It is school policy that the cancellation of school means that all school activities such as practices, club meetings, performances, etc. are canceled for that day. Information regarding the cancellation of games that involve other schools or other special activities will be put on the news when the information becomes available. It is always the parents'/guardians' decision to keep a student home in the event of dangerous road conditions locally, even if school is not closed.

STUDENT ORGANIZATIONS

Ambassadors

The Columbus Catholic High School Ambassadors work in conjunction with the Development Office to promote CCS through recruitment activities, community service, and school involvement. The selection process is based on a written application and oral interview with the development staff or other faculty. All sophomores, juniors, and seniors are eligible to apply for the distinguished role as an ambassador. All members must meet participation regulations in order to maintain membership status.

Student Council

The Student Council works along with the faculty and administration to provide a school atmosphere that is conducive to learning. It coordinates school activities and provides a forum for student expression. The Student Council consists of elected officers and class officers. Meetings are held at least once a month and are open to all students, faculty, administration, and parents.

National Honor Society

The purpose of the Columbus Catholic High School Chapter of the National Honor Society is to create an enthusiasm for *scholarship*, to stimulate a desire to render *service*, to promote worthy *leadership*, and to encourage the development of *character* in the students.

Scholarship

- Students who have attended Columbus Catholic High School for at least one semester and have a GPA of 3.5 or higher
- Students apply in the fall of their junior and/or senior year.
- Students who are inducted must maintain this aspect to remain a member.

Service

- Students should have an average of 10 documented verifiable service hours per semester of high school (40 hours for juniors, 60 for seniors).
- Service hours before high school age do not count.

- Service can be to the school, community, or church. This is volunteer work, not required for a grade for a certain class or for membership in a club/team or what is required of every student at Columbus (i.e. Alpine shifts are required for everyone). Volunteer work means you didn't get compensated with pay or grades.
- If you choose to do more than what is required, that would count as volunteer work.
- To maintain membership in NHS, you must continue your service work and participate in the chapter's group service project.

Positive leadership and positive character

- Judged by all CCHS faculty members and by advisors of clubs/organizations.
- Reference letters might aid in assessing these two areas.
- To maintain membership in the chapter, you must maintain positive leadership and positive character.

The Faculty Council is a 5-person committee that looks at the completed Student Activity Form, the two reference letters, the student's letter, and the faculty/advisors' assessments to make the final selections by majority vote. Students who have not followed directions or completed all of the requirements on time will not be considered. The NHS advisor is not a voting member of this committee.

The principal approves the student selections. The students will then be notified of their acceptance into the CCHS chapter of NHS. Appeals may be made to the Principal. Juniors who are not accepted may re-apply senior year if they still meet the criteria. There is a fall induction ceremony.

NHS membership can be mentioned on job and college applications. Members may apply to the national scholarship program. Seniors have the honor of wearing a gold cord at graduation festivities.

Other Student Organizations

Columbus Catholic High School also offers students an opportunity to participate in the Lit Mag known as The Side Inside, the school newspaper-The Log, the creation of the annual yearbook, and drama productions. Columbus Catholic High School also offers the opportunity to be a part of the Mission Club.

Grounds for Dismissal from Student Organizations

The following violations are grounds for immediate dismissal from Student Council, Ambassadors, National Honor Society, or other student organizations:

- Academic cheating
- Drug, alcohol, tobacco use, vaping
- Harassment
- Any other severe violations as determined by the administration

ELECTRONIC RESOURCES/INTERNET ACCEPTABLE USE POLICY

Overview

Electronic communications provide vast, diverse, and unique resources. The educational goal in providing a technologically-rich environment to teachers, staff, and students is to enhance and promote educational excellence through resource sharing, innovation and communication.

Electronic resources provide an alternative mode of finding information in greater depth and at a faster rate than traditional research and communication opportunities afford.

Electronic Resources are defined as information stored on a variety of devices including, but not limited to: computers, tablets, laptops, CDs, programmable calculators, digital cameras, video play/recording devices, audio play/recording devices, and Internet connections.

The Columbus Catholic Schools views information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment, with direct guidance from the faculty and staff. Independent exploration is also encouraged. However, access to computers and people all over the world also offers the availability of material that may not be considered of educational value in the context of a school setting. The faculty and staff of Columbus Catholic Schools cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the high school and district. **It is the responsibility of users and their parents/guardians to honor the use restrictions and help enforce appropriate use of electronic resources and Internet access.**

Guidelines

Internet access is a privilege, not a right. If a user violates any of the acceptable use guidelines outlined in this document, future access may be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom policies is subject to loss of access privileges and other disciplinary actions.

1) Acceptable Use

- Must be in support of education and research consistent with CCS policy

2) Unacceptable Use

- Installing any programs on any school devices
- Participating in commercial activities – user may not offer, provide, advertise, or purchase products or services through the network (i.e. stock trading, eBay)
- Downloading media files, programs, games, or music using the school's computers or playing music, videos, animation or film clips without permission (only class-related activities of this kind will be allowed); installing programs; using, or storing unauthorized programs on any school computer
- Transmitting any material in violation of any local, state, or federal regulation including, but not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret
- Transmitting or receiving material that is pornographic, violent, threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or

disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs

- Playing computer games, participating in chat rooms (including online or network communication programs), connecting to other networks, such as Facebook or Twitter
- Running programs from “removable media” (i.e. USB drives) or CDs without permission.
- Plagiarizing (taking the ideas or writings of others and presenting them as your own)
- Attempting to compromise, defeat, or disable any security features
- Attempting to bypass the district proxy server (Internet filters)
- Attempting to interfere with or alter network configurations
- Using a virtual private network (VPN) or proxy server to get around the school's firewall

A student aware of any misuse or infraction of the regulations who does not report it to a teacher or administrator shall be subject to disciplinary action.

3) Privacy

- Electronic information, including email, is not private

4) Privileges

- Access to the Internet/network is not a right, but a privilege
- Unacceptable usage may result in cancellation of access

5) Netiquette

- Be polite and abide by the generally accepted rules of network etiquette
- Do not use vulgar or obscene language
- Do not reveal your address or phone number or those of others
- Do not intentionally disrupt the network or other users
- Volume should be mute, unless given permission by the teacher
- Headphones are not allowed without teacher permission, and the volume needs to be kept at a level that others cannot hear

6) Security

- If passwords or account numbers are assigned, do not reveal them, or use or reveal another person's password, or allow another person to use yours. Do not write them down in an easily accessible place. Periodically change passwords.
- Attempting to log on as another user will result in cancellation of privileges
- If a security problem is identified, notify a system administrator immediately
- Do not show or identify a security problem to other students
- Do not attempt to compromise, defeat, bypass or disable any security features, district proxies (Internet filters), or network configurations

7) Vandalism/Harassment

- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks. This includes, but is not limited to, creating and/or uploading computer viruses, malicious software, or unauthorized programs.
- Harassment is defined as the persistent annoyance of another user, or interference in another's work. This includes, but is not limited to, the sending of unwanted mail or messages.
- Vandalism and/or harassment will result in the cancellation of the offending user's access
- CCS will not tolerate cyber bullying, and students caught doing so will be subject to discipline under the school's bullying policy

8) Penalties

- Any user violating these provisions, applicable state and federal laws, or posted classroom, library, or district rules is subject to loss of network privileges and any other district disciplinary options, including criminal prosecution.
- School and district administrators will make the final determination of what constitutes unacceptable use, and their decision is final.

The Columbus Catholic Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Columbus Catholic Schools will not be responsible for any damages a user may suffer, including loss of data. CCS will not be responsible for the accuracy or quality of information obtained through the Internet connections.

All terms and conditions as stated in this document are applicable to all users of the network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Wisconsin and the United States of America, as well as policies from the Diocese of La Crosse.

Computer Login Policy

Students, faculty, and staff are issued a computer login upon entering Columbus Catholic. This login allows each person access to only his/her own files. Logins are issued by the Technology Director of CCS.

ATHLETIC PROGRAM

The purpose of the Columbus Catholic High School Athletic Program is to provide an opportunity for students to explore their potential, learn team play, and enjoy the spirit of competition. The aim of the program is to build character, sportsmanship, and physical fitness through a cooperative team effort.

- The athletic program will attempt to enhance each student's self-esteem, teach the Christian values of respect and fairness, and develop athletic skills.
- Emphasis will be placed upon team spirit and mutual consideration for one another.
- We uphold the concept that an athletic program is a cooperative effort involving parents, students, coaches, and other staff.
- Any student who wishes to participate in a sport will be allowed to compete.

The Athletic Handbook contains all the information, policies, and regulations covering the Columbus Catholic High School Athletic Program. A copy of the Athletic Handbook may be obtained from the Athletic Director. [Columbus is in the Cloverbelt Conference.]

Sportsmanship Mission Statement

The idea of good sportsmanship, Catholic values, ethical behavior, and integrity permeate our schools. High behavioral standards apply equally to all school activities. In perception and practice, good sportsmanship shall be defined as those qualities of behavior that are characterized

by generosity and Christian concern for others. Further, there should be an awareness of the impact of an individual's influence on the behavior of others.

Good sportsmanship is viewed by WIAA and the seven (7) high schools of the Diocese of La Crosse as a concrete measure of the understanding and commitment to fair play, Christian values, ethical behavior, and integrity.

It is the belief of the member schools of the Cloverbelt Conference that athletic competition should be a positive educational experience for the fans as well as for the athletes. As a Catholic school, we believe that certain behaviors are inconsistent with a positive, Christian educational experience.

The following are *WIAA Guidelines for Students Attending Athletic Contests*:

1. No liquor or controlled substance - a person who has been drinking before the games will be denied attendance to the game.
2. No smoking or vaping.
3. Noisemakers are forbidden (examples: bells, horns, whistles, kazoos).
4. Throwing anything on the floor will lead to expulsion from the game.
5. Interrupting the game by running on the floor will lead to removal from the game.
6. Cheerleaders should work together so that both cheerleader groups are not on the floor at the same time. Derogatory cheers are forbidden.
7. Damage to school and stadium property can lead to disciplinary action by the school plus payment for all damages.
8. Fighting or any form of harassment before, during, and after games is forbidden.
9. No bottles or cans of any kind will be allowed in the gym or stadium.
10. Groups that come to a game for the purpose of initiation into some school club or group can be denied admission.
11. All cheering should be of a positive nature.
12. Stealing uniforms, balls, or other school equipment will lead to disciplinary action by the school.
13. Any physical signs of a derogatory nature are forbidden.

Penalties for misconduct or violations of the above may result in suspension from participation in activities or suspension from school.

Columbus Catholic student behavior is to be consistent with Christian values, basic human respect, and common courtesy. Students respect one another's person, talents, and property by appropriate speech, appreciation of the abilities of others, and careful use of school material and property. Self-discipline is expected of each Columbus Catholic student.

FINANCES

Tuition

Please refer to the current Tuition Information sheet for details regarding tuition and fees.

Payments

CCS uses the FACTS Payment Program for tuition payment collection. Please refer to the current Tuition Payment Agreement & Authorization Form for payment options.

Non-payment of Tuition

Families who fail to make a “good faith” effort to pay tuition or fail to make payment for an extended period **may** receive *any or a combination of the following*: Referral of delinquent accounts to a collection agency or the holding of report cards.

Tuition Assistance

Financial aid and scholarships are available to assist families. Our policy is that no student will be denied a Catholic school education due to financial need. Below is a list of financial assistance available.

FACTS Grant and Aid Application is based on financial need. You can apply by going to: <https://factsmgt.com/parent-resources/grant-and-aid/> . If you've applied before, you should be able to log into your existing account and update your information. If this will be your first time applying through FACTS, you'll be able to create an account and then search for our schools by zip code so you know you're applying to Columbus Catholic Schools.

Scholarships

Available for students that meet eligibility requirements and will require an essay to be written on a predetermined topic. Forms are available online. Check the school website for scholarship deadlines.

Sponsoring Organization Scholarships

Forms are available on the school website. Each sponsoring organization has its own guidelines.

- Knights of Columbus 4th Degree Scholarship
- Catholic Financial Life
- Catholic Order of Foresters
- Youth Football/Cheer Squad Scholarship

Wisconsin Parental Choice Program

Columbus Catholic Schools participates in the Wisconsin Parental Choice Program. This program offers full-tuition vouchers for eligible students in 4K through 12th grade. For more information on the program, including income eligibility, other qualification factors, and a link to the online application, go to: <https://dpi.wi.gov/sms/choice-programs>. Typically, the online application period is from February 1st to April 20th each year.

Business/Finance Office

To contact the business office please call 715-387-1177 ext. 3306 or email Krautkramer.amanda@columbusdons.org. The business office is open during the school year from 7:30am to 4:00pm Monday through Friday.

ASBESTOS UPDATE

Asbestos is an issue that schools across the country have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was enacted to determine the problems schools may have with asbestos and to develop solutions to these problems.

In the summers of 1988, 1995, and 1998, and every three years thereafter, Columbus Catholic High School and Columbus Catholic Middle School has its facility inspected by a certified inspector, as required by AHERA. The inspector locates, samples, and rates the condition and hazard potential of suspected asbestos material in the building. Most asbestos-containing material is covered and, therefore, undisturbed year-to-year.

Columbus Catholic High School and Columbus Catholic Middle School contain both friable and non-friable suspected asbestos-containing building material (ACBM), assumed to be asbestos-containing material (ACM). The last inspection found no concerns with these materials being disturbed.

The efforts of CCS to meet AHERA regulations include this notification, education, and training of facility employees, plans, and procedures to minimize the disturbance of asbestos containing materials, and plans for removal, repair, and surveillance of asbestos containing material.

A copy of the asbestos management plan is available for perusal at the administrative offices at Columbus Catholic High School and Columbus Catholic Middle School.

DRESS CODE

Columbus Catholic believes that following an established dress code is an integral part of the preparation of your son/daughter for life in future professional, academic, and religious environments. Faculty and students at Columbus Catholic are expected to dress in a God-pleasing manner with focus on the dignity of the human body. It is Columbus Catholic's expectation that parents will offer proper guidance to their son/daughter in matters of dress.

DSP 5690 (Diocesan School Policy 5690) states that the manner of dress helps the student grow in the virtue of modesty which is at the foundation of self-respect and respect of others. It further states that dress codes safeguard & promote the Christian learning environment and that expectations are raised positively when there is a different style of dress for school than for other more casual and relaxed venues. For additional reflection on clothing choices, refer to [CCC 2522 \(Catechism of the Catholic Church 2522\)](#).

The dress code is in effect from the time the students enter the building and remains in effect until their departure. Any exceptions to the dress code will be announced during morning or afternoon announcements. Violations are to be addressed immediately. Students in violation may be asked to change, given detention (for 3 or more violations), and/or have parents notified. The faculty and administration of Columbus Catholic have final determination on the acceptability of student dress in cases where there is a difference of opinion.

All clothing should be neat, clean, fit reasonably, be modest, and be in good condition. Student appearance should be neat, well-groomed, and dignified. Please remember that due to growth and frequent washings, clothing that met dress code stipulations in September may not be appropriate later in the year.

Our dress code is designed to specify allowed attire; if not mentioned, it's not permitted.

General Items

- **Jackets**
 - Plain colored or Columbus Catholic fleece/dry-fit collared ¼ zip and full zip jackets may be worn (on Mass days, boys' ties must show)
- **Senior Privilege**
 - Seniors may wear a sweatshirt/hoodie (NOT T-shirt) of any Catholic university/college on Mondays
 - Seniors may wear a sweatshirt/hoodie/shirt of the university/college to which they have been accepted on Mondays
- **Shorts**
 - Non-athletic/non-blue jean shorts are acceptable year-round, except on Mass days
 - Shorts must extend to the knee or longer
- **Physical Education**
 - Shorts must extend to the knee or longer or leggings need to be worn underneath
 - T-shirts cannot be cut, torn, or altered
 - Non-marking athletic shoes are required

Young Women

- **Tops:**
 - Button-up, blouse, polo, turtleneck, sweater, dress shirt, plain or Columbus crewneck sweatshirt, plain or Columbus hooded sweatshirt
 - Shirts must meet modesty standards, especially concerning full coverage of the midriff, shoulders, neckline, and backline
 - Necklines must have coverage starting at 3 fingers' width from the collarbone, front and back (no cleavage)
 - Bra straps must be covered
 - Bras cannot be visible through shirt material
- **Pants:**
 - Dress pants, capris, khakis, colored jeans, or cargo pants worn at the natural waistline
- **Dresses/Skirts:**
 - Must have a hemline that extends to the knee or longer
 - If leggings worn underneath, hemline must fall below fingertips
 - Must meet all modesty standards
- **Shoes:**
 - Dress shoes, tennis shoes, or acceptable sandals must be safe and remain on the feet (no flip flops or athletic sandals/slides)
 - Crocs and similarly styled shoes are allowed on non-Mass days
- **Hair:**

- must be well-groomed, may not be dyed a non-natural color including streaks, and may not be an extreme style
- **MASS DRESS:**
 - Dress pants (no cargo pants or colored jeans) or skirt with blouse, dress shirt, or sweater
 - Dress

Young Men

- **Tops:**
 - button-down, dress shirt, polo, collared shirt, sweater, plain or Columbus crewneck sweatshirt, plain or Columbus hooded sweatshirt
- **Pants:**
 - Dress pants, khakis, colored jeans, or cargo pants worn at the natural waistline
- **Shoes:**
 - dress shoes, tennis shoes, or acceptable sandals must be safe and remain on the feet (no flip flops or athletic sandals/slides)
 - Crocs and similarly styled shoes are allowed on non-Mass days
- **Hair:**
 - must be well-groomed, may not be dyed a non-natural color including streaks, and may not be an extreme style
- **MASS DRESS:**
 - Tucked in dress shirt and appropriate length tie must be worn with dress pants or khaki pants (no cargo pants or colored jeans)
 - A sports coat/blazer, sweater, sweater vest, or plain/Columbus dry-fit zip-up may be worn with a shirt and tie (dress shirt collar and tie must be visible)

Students may NOT Wear

- Blue Jeans
- Yoga pants, jeggings, or other tight-fitting pants
- T-shirts with graphics
- Tank Tops
- Clothing with large brand names/logos/symbols/pictures
 - Brand names/logos/symbols/pictures must be smaller than 3.5"x3"
- Hats or bandanas (hoodies must remain **off** the head)
- Visible tattoos, writing on hands or arms
- Facial piercings (students should use a clear piercing retainer if necessary)

Backpack Policy

To ensure a safe and orderly environment, all backpacks must be stored in student lockers during the school day.

- Students are expected to place their backpacks in their lockers before The start of homeroom
- Backpacks are not permitted in classrooms, hallways, the cafeteria, or other common areas during instructional hours.
- Exceptions to this policy may be made for documented medical reasons or with prior approval from school administration.

Dress Down Fundraisers

Dress Down Days are an opportunity for students and faculty to support various charities. Those charities are selected by Mission Club/Student Council. On dress down days, students are allowed to wear clothes outside of the normal dress code, provided they meet the modesty requirements in the dress code above. Clothing must be school appropriate; graphics and/or advertisement of illegal substances, inappropriate or offensive graphics, references to sex, drugs, profanity, racial or ethnic slurs are in violation of dress down guidelines. Jeans cannot have holes or frays and must remain at waist level (no sagging, low rise, low riding pants). Leggings or yoga pants are not permitted, but sweatpants are allowed. These guidelines are also used for final exam/state/AP test day testing protocol.

Mission Club and Student Council Advisors, Dean of Students, and Principal reserve the right to modify this statement as necessary and reserve the right to determine what might be disruptive, unsafe, or inappropriate.

Semi-Formal Dance Dress Code

At Columbus Catholic High School we strive to instill character in our students through virtues. According to the Catechism of the Catholic Church: “*Modesty is decency. It inspires one’s choice of clothing. It keeps silence or Reserve where there is an evident risk of unhealthy curiosity. It is discreet.*” (CCC 2522) For this reason we have created the following guidelines to ensure that all students are safe and respected at school dances to allow for an enjoyable, positive, and memorable experience for everyone. A final decision on the appropriateness of attire is at the discretion of the dance faculty supervisor.

Ladies:

- Skirts/dresses must be no higher than 6 inches from the true knee (this can be measured while dress shopping as the length of a dollar bill when kneeling).
 - If movement causes the dress to ride up, it may not go higher than 6 inches from the knee.
 - The dress should not have to be pulled down to maintain this measurement expectation.
 - If the dress has a slit, the slit must not be higher on the leg than the tip of the thumb when the arm and fingers are fully extended downward at the side.
- Tops cannot be low cut, revealing, or have a deep scoop neckline.
- No skin should be visible in the midriff area (midriff is defined as the front side of the body, between the waist and the chest). This prohibits sheer, mesh, and see-through fabrics.
- Jeans, T-shirts, and shorts are not allowed.
- Clothing should be clean and presentable – no rips or tears.

Gentlemen:

- A properly buttoned dress shirt and tie are required.
- Clean, presentable shoes in good condition are required (dress shoes preferred).

- Jeans, T-shirts, and shorts are not allowed.
- Clothing should be clean and presentable – no rips or tears.

Anyone who attends Coronation must follow the modesty standards of Columbus' daily dress code.

*Students who do not uphold these expectations will receive consequences which may include detention and/or being asked to leave the dance.

Bullying Policy

Columbus Catholic Schools believes in creating a Christ-centered learning environment where all students feel safe and comfortable. We hold our students to a high standard regarding their behavior. We believe in helping to develop students who have strong character and values. It is our first priority to prevent bullying and to reward positive behavior. Bullying will not be tolerated at CCS.

Bullying is deliberate behavior that harms another student. There are three main types of bullying.

1. Physical—includes hitting, throwing objects at, stealing from, etc.
2. Verbal—includes name calling, threatening, vulgar language, etc.
3. Non-direct—includes spreading rumors, cyber bullying, excluding others, etc.

Bullying can have many detrimental effects on students. Bullying can cause students to struggle on their academic work, and it can be emotionally draining to students.

Many steps will be taken to prevent bullying, including character education and student surveys. Positive behavior will be recognized and encouraged.

At times, bullying may occur outside of the teacher's vision. If bullying is not reported to teachers/administration it can become more frequent.

Steps to report bullying:

1. Parents are encouraged to notify their child's homeroom teacher if any bullying is discovered.
2. The teacher will document all reports and report them to the principal.
3. Students may also report bullying at any time to any teacher that they feel comfortable talking to.

Discipline steps:

1. A verbal warning will be given to the student, and it will be documented.
2. Parents will be notified.
3. If the behavior continues, the Principal will discipline the student as deemed necessary.

Counseling:

If a student has been bullied, counseling will be available to that student. We do have a guidance counselor available, but a student may prefer to speak to a teacher. The students will have the option of whom they talk with.

Counseling will also be given to the student who did the bullying. The goal of the counseling will be to ensure that the detrimental activities do not continue.

Yearly Assessment:

The Education Commission and administration will review this plan yearly to check for effectiveness. As always, the safety and well-being of the students will be the first priority.

Bullying Policy approved on March 19, 2012.