

# WELCOME to Columbia High School

New Student Orientation

# Columbia High School Administration

## Interim Principal

Dr. Morgan

### Assistant Principals

Ms. Denman--- Ms. Hewitt

Mr. Mason--- Mr. Woolard

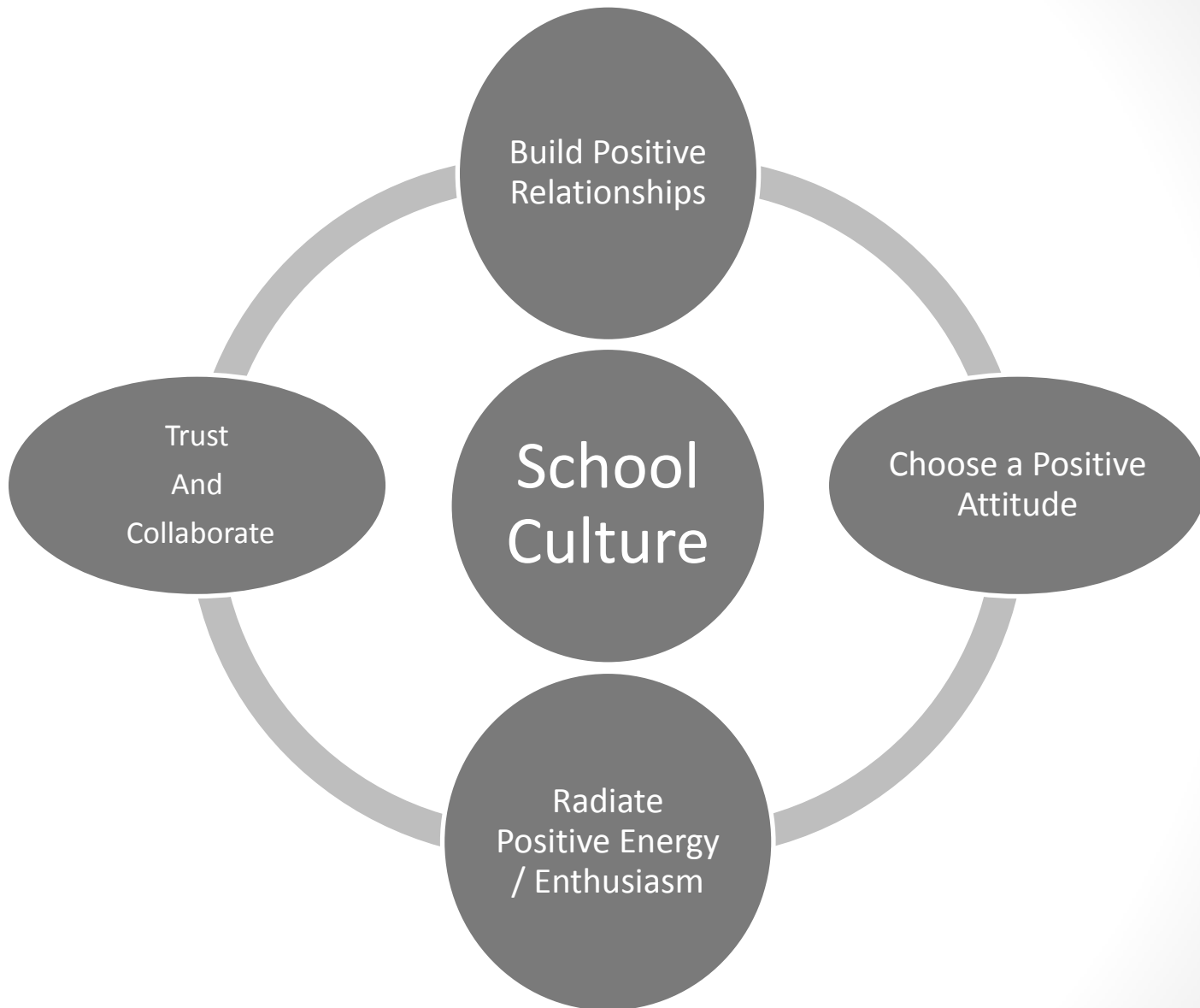


Columbia High School must be a place where administrators, staff, students and the community value and work together in a mutually supportive environment to encourage academic and personal excellence and respect for self, for others, and for the educational process.

# Mission



EDUCATE,  
INSPIRE,  
and  
ENCOURAGE



# Student Attendance

On-time arrival and consistent attendance is essential to achieve the maximum benefit of the educational experience.

# Role of Students

- **Choose to be in class on time every day prepared**
- **Know attendance standards and expectations**
- **Accept responsibility for their attendance**
- **Be accountable for their daily attendance record by checking the PowerSchool Parent Portal at least weekly**
- **Be aware of the importance of daily attendance**
- **Be responsible for completing activities to compensate for lost learning opportunities after absences**
- **Complete make-up work on a timely basis in accordance with policy**

# Role of Parents/Guardians

- **Share responsibility for the student's daily attendance with your child**
- **Check daily attendance on PowerSchool Parent Portal.**
- **Work in collaboration with the school to attain the highest possible attendance rate for their child**
- **Stress the importance of daily attendance to their children**
- **Recognize that learning opportunities missed due to absences cannot be exactly duplicated at a later time**
- **Support the school in its effort to maximize student learning**
- **Inform the attendance secretary when students are absent by phone on the day of absence and by note upon the student's return to school.**



# Maximum Number of Absences

Students are expected to attend every class, study hall, independent study and homeroom period. Board Policy 5200 requires each student to be present for at least 90% of class meetings in order to be eligible to receive credit.

# Maximum Number of Absences

- Full Year Course 18 Cumulative Absences
- Semester Course 9 Cumulative Absences
- Quarter Course 5 Cumulative Absences  
(PE/Health)

# EXCEPTIONS

- **Religious observances**
- **Death in the immediate family**
- **Mandatory court appearance as documented by judicial authority**
- **Long-Term illness**
- **Suspensions**

# Attendance Appeals

A student who has exceeded the maximum number of cumulative absences (18 or 9 or 5) may appeal for a waiver of the loss of credit. Appeal forms may be obtained from the office of the Principal.

# Tardy Policy

- Tardy arrival to class disrupts the learning in progress and deprives the tardy student of valuable instruction. Students are required to be on time to their classes. We expect students to be in their seats ready to learn at the bell. Unexcused tardiness to class (TUX) is defined as failure to be in your classroom seat when the bell rings to begin the class period. Tardiness of more than 10 minutes will count as a T10.
- **Three (3) tardies (TUX-fewer than 10 minutes) to class will count as one cumulative absence.** These absences will count toward the 18 (or 9 or 5) day limit. Excessive tardiness may cause a student to accumulate so many absences that the student loses credit for a class. Students will be assigned one after-school detention for every 3 tardies. Continued violations of attendance expectations may result in more severe disciplinary consequences and interventions.
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# Guidance

## Requirements for Graduation

- **Language Arts**    **20 credits**
- **Mathematics**    **15 credits** (must include Algebra 1 and Geometry)
- **Science**    **15 credits** (must include Biology and one additional lab science)
- **Social Studies**    **15 credits** (includes World History 2, US History I and II)
- **Physical Education** **20 credits** (includes 3 quarters Health/Family Life/1 quarter DriverTheory)
- **World Languages**    **5 credits**
- **Fine/Performing Arts**    **5 credits**
- **Practical Arts**    **5 credits**
- **Technology**    Technological Literacy, consistent with the Core Curriculum Content Standards, must be integrated throughout the curriculum
- **Electives**    **17.5credits** (most students will take more)
- **Financial Literacy**    **2.5 credits**

# Promotion Policy

## High School Credits



Sophomore  
30 Credits

Junior  
60 Credits

Senior  
90 Credits

# How Do I Earn Credits?

**Each Full Year Class = 5 credits per year**

**Each Semester Class = 2.5 credits per semester**

**Each Quarter Class = 1.25 credits per quarter**



# State Assessments

## PARCC

- **The Class of 2021 and Beyond** – Starting with the Class of 2021, students will only have **two pathways** to meet the high school graduation assessments requirements:
- Pass the PARCC Algebra 1 and English language arts/literacy (ELA) grade 10 assessments; or
- The submission by the district of a student portfolio through the NJDOE's portfolio appeals process, **assuming the student has taken all PARCC assessments** associated with the high school level courses for which they were **eligible\* and received valid scores.**
- **Each school year the NJDOE will determine the proficiency level** needed on the assessments to meet the requirements.

# College Admissions Testing

**SAT-** Most colleges require the SAT test for college admissions. Most students consider taking the SAT in March, May, or June of their Junior Year, and seniors often take the SAT again in October of their Senior Year.

**ACT-** The ACT is somewhat different from the SAT. It including four tests that “measure academic abilities in the areas of English, Mathematics, Social Studies, and Natural Sciences.” Although these four subject areas are being tested, the “tests contain a large portion of analytical, problem-solving exercises and few measures of narrow skills.” Students receive scores for each of the four tests and a composite score. Students who feel that their strengths might be better measured by a test of this nature, with less emphasis upon mathematical ability, should consider the ACT as an option. Additional information regarding the ACT is available in the Counseling Center.

# College Admissions Testing

**By taking the PSAT/NMSQT students practice for the SAT, compete for national scholarships, receive information from colleges, and get feedback about important academic skills. Taking the PSAT/NMSQT is an excellent way to prepare for college.**

**All CHS students in grades 10 and 11 will take a free PSAT**

# Code of Conduct

Columbia High School students are expected to follow the school rules listed in the Code of Student Conduct (Board Policy 5500) and to exercise good judgment regarding their behavior at all times. If a student chooses to break the rules or interfere with the learning of other students, she/he must accept the consequences and take responsibility for her/his actions. The following corrective measures may be utilized by teachers:

- Assertive discipline interventions – redirection and classroom consequences

- Change seating location.

- One on one conference with student.

- Phone contact and/or conference with parents.

- Assign detention.

- Refer student to Counselor or the Assistant Principal

# Code of Conduct

Student engages in conduct that includes, but is not limited to the following:

Continued and willful disobedience;

Open defiance of the authority of any teacher or person having authority;

Conduct of such character as to constitute a continuing danger to the physical well-being of other

Physical assault upon another pupil;

Taking, or attempting to take, personal property or money from another pupil, or from his/her presence, by means of force or fear;

Willfully causing, or attempting to cause, substantial damage to school property;

Failure to leave promptly after having been directed to do so by the principal or other person then in charge of the building or facility;

Incitement which is intended to and results in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district which can create a dangerous situation;

Incitement which is intended to and does result in truancy by other pupils; and,

Possession or consumption of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises or at school-sponsored events.

# Code of Conduct

Student engages in repeated prohibited behavior of a serious nature;

The serious nature of a single act presents a clear possibility of danger to others;

Student commits an assault upon a teacher, administrator, Board member or other Board employee, who is acting in the performance of his/her duties and in a situation where his authority to do so is apparent, or as a result of the victim's relationship to the District. In addition, legal action may result.

# Code of Conduct

## Detention

### Saturday Detention (SD)

### Out of School Suspension (OSS)

1. **Suspension** is the temporary exclusion of a student from the regular instruction program and may include assignment of a student to Out-of-School suspension.

(a) "Short-term suspension" is a suspension of one to ten school days.

(b) "Long-term suspension" is a suspension in excess of ten school days.

2. **Expulsion** is the permanent exclusion of a student from the South Orange Maplewood School District. Any student who is expelled shall be provided an alternate educational program to the extent required by law.

# Cell Phones

In classrooms, students may use cell phones for educational purposes and only with teacher permission.

Students may not text, make or receive phone calls while in hallways, offices, or bathrooms.

Phones must be off or on silent mode during classes.

Students are permitted to use phones for recreational purposes (with the exception of phone calls) in the cafeteria, or courtyard. Students must adhere to the acceptable use policy during these activities.

If phones are being used for music, student must wear headphones and have one ear free in the hallways.

Photo or video recording is allowed only when permitted by teacher for educational purposes.

If students are found to violate these regulations, the phone will be confiscated and will be released to a parent through the Assistant Principal.





Students who choose to bring wireless communication devices to school do so at their own risk. Cell phones and other wireless communication devices are small and easily lost. There is also a high incidence of theft of these devices. Columbia High School will not be responsible if these devices are lost or stolen.

# Dress Code

Students are expected to wear clothing that is safe and conducive to creating and supporting an optimal learning environment. Because no dress code is all inclusive, the administration makes the final determination in deciding the appropriateness of student attire. At CHS, we expect all students and staff to dress appropriately for the educational and professional community we are.

# Cafeteria Expectations

The cafeteria is available to students during their assigned lunch periods. To reduce episodes of critter infestation, CHS asks students and staff to not eat in hallways, classrooms, the library or other areas. Violations of this rule will be handled by the appropriate assistant principal.

# Cafeteria Expectations

In order to keep the cafeteria clean and attractive, the following rules are observed by all students.

Keep tables, chairs, and floors clean.

**Food and beverages may not be taken out of the cafeteria into other areas of CHS.**

Each student is responsible for cleaning his/her table before leaving the cafeteria. If directed by CHS staff to clean up the table, students are expected to cooperate.

Students will not be permitted to leave the cafeteria without a written pass from the teacher or counselor who expects to meet with them.

Students may use the lavatories in D-wing 1st floor during lunch. Vending machines can only be used during lunch periods and after school. Students are permitted to use cell phones for data only in the cafeteria.

Students are not allowed to make cell phone calls while in CHS.

# Cafeteria Expectations

Students have the privilege of leaving the building for lunch. Students should either leave the building or report to the cafeteria promptly. Students may choose to eat lunch in the cafeteria and then go outside for the remainder of their lunch period. The privilege of leaving the building may be revoked for violations of the guiding principles for responsible and courteous behavior or for behavior deemed inappropriate by the school administrators. Students who leave will be able to enter through main door at the bell.

# Sports and Extracurricular Activities and Clubs

Participation in interscholastic athletics and extracurricular activities serves a wide range of purposes and meets the following goals:

1. To provide a variety of experiences which foster a sense of teamwork and opportunities for student leadership;
2. To allow youngsters to gain a sense of self as well as an appreciation for the value of each individual as a contributing member of a group working toward a common goal;
3. To insure that the interests and talents of the vast majority of students can be cultivated and nurtured;
4. To involve students in worthwhile, productive, and positive after school activities

# The Loft @ Columbia High School

Managed by Family Connections, Inc.

Funded by Department of children & Families- DFCP

# Loft SERVICES Provided at CHS

- **Counseling** (Individual & Family- during lunch, study hall, after school)
- Skill-Building & Peer Support **Groups**
- **Employment Services** (Interviewing skills, resume writing, assistance with job search & best fit etc.)
- **Homework Club** (Partnering with Achieve Tutoring)
- **Trips** (i.e. College tours, snow tubing, bowling, rock climbing)
- **Recreation**
  - Open during all 3 Lunch Periods
  - Free 9<sup>th</sup> Period (Study Period)
  - Afterschool until 5:30pm
- **Events**
  - Positive Prevention Topics, Celebrations, Tournaments, etc. (i.e. Welcome Back BBQ with Maplewood Police on 9/28 Afterschool)



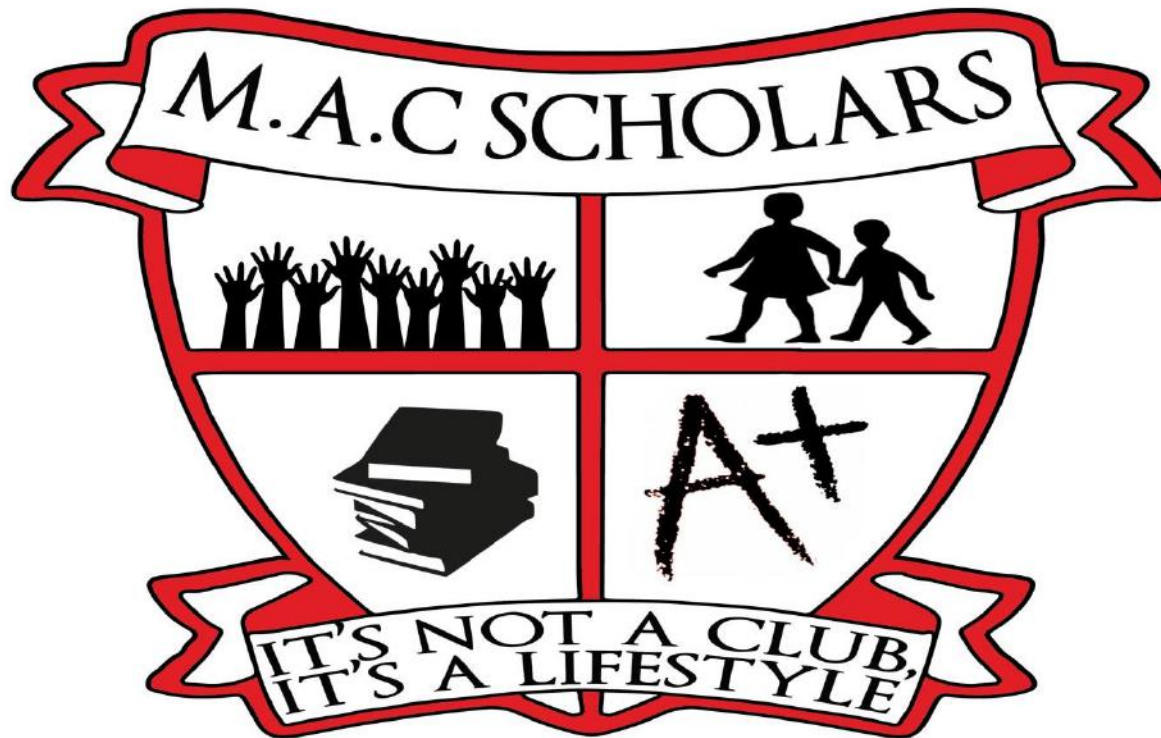
# WHO Can Participate & How Often?

- Only requirement is that the student must be enrolled in Columbia HS.
- After the student's 1<sup>st</sup> visit, they must submit a consent form completed by their parent/guardian, before returning.
- **All services are FREE & VOLUNTARY.**
- Students choose which activities they would like to participate in and how often.

# WHERE is The Loft???

- Located on the **Ground Floor D-WING**, across from the Black Box Theater. Students can also enter the Loft from the GYM Parking Lot.

# Minority Achievement Community



# Thank You

Please join us in the student cafeteria for refreshments.

Our Home and School Association representatives are here to speak with any parents who are interested in finding out about the functions of the HSA.