SIGNATURE PAGE

By signing below we acknowledge the terms and contents of the Coldwater High School Student Handbook for the 2014-2015 school year. Please tear out and return to the HS office.

Student Signature Date

Parent Signature Date

COLDWATER
HIGH SCHOOL

(CW.NOACSC.ORG**)**

STUDENT HANDBOOK 2014 - 2015

This agenda belongs to:

Name _____

Address _____

City/Town_____ Zip Code _____

Phone _____

Student ID _____

INTRODUCTION:

Welcome to Coldwater High School. The staff and I wish you the best of luck with your studies and extra curricular programs while you attend our school.

To assist you while you are in school we have completed this booklet outlining our school philosophy, programs, and policies. You will be responsible for the information contained within this booklet. If any questions arise which you feel are not adequately presented, please let us know in order that we might clarify these points for you. All students/parents are responsible for the contents of this handbook. Please refer to all sections, as this booklet will state policies and procedures that are the responsibility of students in the high school. This booklet also serves as your hall pass.

All students receive a copy of this handbook. There is no reason for a student to be unaware of any school policy or procedure that applies to the student. High expectations exist for our students in their classroom preparation, attendance, and conduct and involvement in extra-curricular activities

With hard work, a strong commitment, simple courtesy, and proper behavior, the school year will be an enjoyable and successful one. We hope that Coldwater's fine tradition, spirit, and pride will continue to be built upon. You, the student, are the most important ingredient to fulfill this hope.

Jason Hemmelgarn, High School Principal
Eric Goodwin, Assistant Principal/Athletic Director
Natalie Kanney, Guidance

OUR MISSION STATEMENT

The mission of Coldwater Exempted Village Schools, designated as one of Ohio's "B.E.S.T." schools, is to guarantee the best education for all students by using the quality resources in a caring environment.

Disclaimer

This handbook is not all encompassing. Board Policy will supercede items not specifically covered in this handbook.

TABLE OF CONTENTS

Athletic Code of Conduct	Page 38
Attendance	Page 26
Bell Schedule	Page 7
Computer Network	Page 24
Credit Flexibility	Page 35
Dance Policy	Page 20
Detentions	Page 13
Dress Code	Page 18
Grading System	Page 32
Graduation Requirements	Page 35
Hazing	Page 22
Lunch	Page 19
Medication	Page 23
Post Secondary Option	Page 34
Prom	Page 20
Student Activities	Page 36
Student Alcohol Use/Drugs	Page 11
Students' Bus Responsibilities	Page 25
Student Code of Conduct	Page 9
Tobacco use by Students	Page 13
Vehicle Registration	Page 21

BELL SCHEDULE (Semi-Block)

Monday, Tuesday & Friday	
Period 1	**8:13 – 8:57**
Period 2	**9:00 – 9:44**
Period 3	**9:47 – 10:31**
Period 4	**10:34 – 11:18**
Lunch	**11:18 – 11:48**
Period 5	**11:51 – 12:39**
Period 6	**12:42 – 1:26**
Period 7	**1:29 – 2:13**
Period 8	**2:16 – 3:00**

Wednesday	
Period 1	**8:13 – 9:44**
Period 3	**9:47 – 11:18**
Lunch	**11:18 – 11:48**
Period 5	**11:51 – 1:26**
Period 7	**1:29 – 3:00**

Thursday	
Period 2	**8:13 – 9:44**
Period 4	**9:47 – 11:18**
Lunch	**11:18 – 11:48**
Period 6	**11:51 – 1:26**
Period 8	**1:29 – 3:00**

SCHOOL DELAYS OR CANCELLATIONS
School delays or cancellations will be announced on the following radio and TV stations:

WCSM - Celina 96.7 FM &1350 AM	**Channel 2 & 7 - Dayton**
WKKI - Celina 94.3 FM	**Channel 35- Lima**

TWO-HOUR DELAY SCHEDULE

Monday, Tuesday & Friday	
Period 1	**10:13 - 10:42**
Period 2	**10:45 - 11:14**
Period 3	**11:17 - 11:46**
Period 4	**11:49 - 12:18**
Lunch	**12:18 - 12:48**
Period 5	**12:51 - 1:24**
Period 6	**1:27 - 1:56**
Period 7	**1:59 - 2:28**
Period 8	**2:31 - 3:00**

Wednesday	
Period 1	**10:13 – 11:14**
Period 3	**11:17 – 12:18**
Lunch	**12:18 – 12:48**
Period 5	**12:51 – 1:56**
Period 7	**1:59 – 3:00**

Thursday	
Period 2	**10:13 – 11:14**
Period 4	**11:17 – 12:18**
Lunch	**12:18 – 12:48**
Period 6	**12:51– 1:56**
Period 8	**1:59 – 3:00**

TRI-STAR STUDENTS - TWO-HOUR DELAY SCHEDULE

Tri Star students are expected to follow their home school bell schedules and attend all classes in which they are enrolled. Conflicts resulting from overlapping schedules do NOT exempt students from their responsibility for materials and assignments nor are the resulting absences counted toward the cumulative total as it relates to the attendance policy.

COLDWATER ALMA MATER

Alma Mater, Alma Mater
Heed our parting song
Honor, Truth and Joy
attend thee
We have loved thee long.

Alma Mater, Alma Mater
Ever wise and true
Once again with grateful
voices
We our vows renew.

COLDWATER HIGH SCHOOL FIGHT SONG

Coldwater High School I'll say is my school,
Coldwater High is where I belong.
Yell it or spell it, spell it or yell it,
Coldwater High School is where I belong.
Orange and Black, just one more score again,
Orange and Black, just one more score again.
Pass them, outclass them, keep fighting to the end,
Hey!
Coldwater High School, I'll say is my school,
Coldwater High is where I belong.
Yell it or spell it, spell it or yell it,
Coldwater High School is where I belong.
Rah, Rah, Rah-Rah-Rah! Coldwater High School
Rah, Rah, Rah!!!

STUDENT CODE OF CONDUCT

1. Jurisdiction: This code and its provisions shall be applicable during regularly scheduled hours, as well as other times and places, including, but not necessarily limited to: school sponsored events, field trips, and athletic functions where appropriate school personnel have jurisdiction over students.

2. General Consideration: Teachers and administrators are encouraged to develop and utilize a variety of informal disciplinary/guidance strategies to maintain effective learning conditions. It should be clearly understood that suspensions - both short and long term - and expulsions are penalties of the last resort, which should be imposed only after alternate forms of discipline have been attempted and have been proven unsuccessful.

Students who have been suspended or expelled from school shall not be eligible to participate in any school functions for the duration of such disciplinary action.

RESPONSIBILITIES AND DISCIPLINE

Methods of discipline may include, but not be limited to, the following:

1. Positive action by teachers to inspire correct behavior
2. Counseling by teachers, principal, and guidance staff
3. Parental conferences
4. Denial of privileges
5. Detentions
6. Saturday Detentions
7. Closed lunch
8. Alternative School
9. Suspension from class
10. Suspension from school
11. Expulsion from school
12. Referral to Juvenile Court

The following are areas of misconduct that will result in discipline measures:

1. Disruptions of School - A student shall not, by use of violence, force, coerce, threat, harassment, insubordination, bullying, or repeated lack of cooperation, cause material disruption or obstruction of the

educational process, including all curricular and extra-curricular activities.

2. Damage to school or private property
3. Assault and or fighting with a student or other school personnel
4. Dangerous weapons and **i**nstruments or other objects which might be considered a dangerous weapon or instrument of violence
5. Tobacco use by students
6. Narcotics, alcoholic beverages, and stimulant drug use
7. Theft of public or private property
8. Frightening, degrading or disgraceful acts to a teacher, student, or other person by written, verbal, or gestural means
9. Insubordination - disregard or refuse to obey reasonable directions given by school personnel
10. All students shall cooperate with the bus drivers and bus regulations as defined
11. Truancy
12. No student is allowed to leave school grounds without notifying school personnel
13. Excessive tardiness
14. Forgery/cheating
15. The use of cellular phones and other devices may be limited under the discretion of the classroom teacher and administration. Laser lights are prohibited during school hours, and extra-curricular events.
16. Profane and obscene language
17. Public display of affection
18. Soft drinks, coffee, and other beverages maybe limited in the building during regular school hours and it is under the discretion of the teacher and administration.
19. Dress code violations

CHEATING POLICY

It is the belief that all students should act responsible, with maturity, and integrity when making learning choices. The act of cheating illustrates academic dishonesty. The practice of plagiarism demonstrates negative ethical choices. The very act of taking work that is created by another and implying that it is your own contradicts the school's mission of developing responsible citizens while lowering the expectation of student behavior. Consequences for cheating or plagiarizing will be at the discretion of the involved teacher and/or administration.

STUDENT ALCOHOL/DRUG USE

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools.

The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful, and constitutes a hazard to the positive development of all students, participants and athletes.

The Board will not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, used or offer for sale any alcoholic beverages, illegal drugs, nonprescription drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; or in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, herbal remedies, and drug paraphernalia.

<u>The Board wishes to emphasize the following:</u>

I. A student is required to obey existing laws (Ohio legal drinking age is 21) and Board policies while on school grounds, and while involved in and/or attending school activities.

II. Parents and students will be given a copy of the school handbook which will include the standards of conduct and the statement of disciplinary sanctions and will be notified that compliance with the standards of conduct is mandatory.

   A. Disciplinary action for violation of the **prescription and over-the-counter medication policy** will be at the discretion of the principal. Disciplinary action may include assignment to Saturday School or suspension.

   B. Disciplinary action for violation of the **illegal drug policy** will be conducted independent of court action. Students will be subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs. The suspension will be for a period of 10 days to be served at the direction of the building principal. A 5-day reduction in the 10-day penalty may be considered by the

principal if the student receives professional assistance. Professional assistance may include a drug education program, assessment with follow-through based on the assessment findings, professional counseling from a certificated counselor, outpatient treatment or inpatient treatment.

C. Disciplinary action for violation of the **alcohol policy** will be conducted independent of court action. Students will be subject to immediate suspension or expulsion proceedings for possession or use of alcoholic beverages. The following consequences apply:

1. The first suspension will be for a period of up to 5 days to be served at the discretion of the building principal.

2. A second suspension will be invoked for second offenses for a period of 10 days to be served at the discretion of the building principal. A 5-day reduction in the 10-day penalty may be considered if the student receives professional assistance. Professional assistance may include an alcohol education program, assessment with follow-through based on the assessment findings, professional counseling from a certificated counselor, outpatient treatment or inpatient treatment.

3. A third suspension will be invoked for a third offense for a period of 10 days to be served as an out-of- school suspension. No reduction of the suspension will be permitted in the case of a three-time offender.

III. If conditions warrant, the administration will refer the student for prosecution and offer full cooperation in a criminal investigation. (This is also applicable for repeated violations of the prescription and over-the-counter medications.)

The Superintendent will establish detailed procedures, in conjunction with a certified professional counselor, for dealing with students who may have a drug or alcohol problem. These procedures will be in compliance with all applicable laws and observed by all staff members. It is the desire of the Board for students with problems to feel secure enough to ask for help from their teachers or counselors without fear of reprisal. This means that confidentiality will be maintained, within the limits of the law, and the long-range welfare of the student will be considered paramount.

D. TOBACCO USE BY STUDENTS

The Ohio Revised Code 3313.47; 3313.66; 3313.661; 3313.751 and Ohio Administrative Code OAC3301-35-03 have been determined tobacco products are illegal if possessed or purchased by persons under the age of eighteen (18). As well, health professionals have determined that the use of tobacco products can be detrimental to one's health. The Board wishes to be in compliance with the law and to encourage good health practices among the students of this District. Therefore, the Board prohibits the smoking, use or possession of tobacco in any form, including but not limited to, cigarettes, cigars, chewing tobacco, snuff and any other forms of tobacco by any student in any area under the control of the District or at any activity supervised by the District.

1.FIRST OFFENSE: Out-of-school suspension for up to three days.

2.SECOND OFFENSE: Out-of-school suspensions will be required for a minimum of three days/maximum - 5 days.

3.SUBSEQUENT OFFENSES: The student will be suspended from school for five to ten days pending action on a recommendation by the building principal. The principal may recommend expulsion from school for a period up to, but not exceeding, eighty (80) days for persistent offenders.

Disciplinary measures taken against students for violations of this policy will comply with the requirement of Ohio law and related District policies.

SCHOOL DETENTIONS

Serious violations of school policy will result in the assignment of after school detention. The missing of an assigned after school detention will result in the following:

1. 1st miss of school detention will result in Saturday School; 2nd miss will result in a suspension of up to three (3) days.

The only excuse accepted for missing school detention will be a doctor's excuse or PRIOR administrative approval.

The same rules apply to school detentions as they do to Saturday school with the exception of a 5-minute restroom break. Failure to adhere to ANY of the rules will result in being given another school detention.

SATURDAY DETENTIONS-SATURDAY SCHOOL

Serious violations of school policy and procedure will result in the assignment of a Saturday morning detention (8:00 a.m. to 11:00 a.m.)
The missing of an assigned Saturday School will result in the following:

1. 1st miss of Saturday School will result in suspension of up to three (3) days.

2. 2nd miss will result in a suspension of three (3) days minimum.

The only excuse accepted for missing Saturday School will be a doctor's excuse or PRIOR administrative approval.

DUE PROCESS IN SUSPENSION/EXPULSION

A. The superintendent or the principal may suspend a pupil from school for not more than 10 SCHOOL DAYS. No pupil shall be suspended unless prior to the suspension, the superintendent, the principal, or the assistant principal:

    1. Gives the pupil written notice of the intention to suspend him/her and the reasons for the intended suspension: and

    2. Provides the pupil an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent, or superintendent's designee, and challenge the reason for the intended suspension or otherwise to explain the actions.

B. The superintendent may expel a pupil from school. No pupil shall be expelled unless prior to his expulsion, the superintendent:

    1. Gives the pupil and his parents or guardian, or representative, an opportunity to appear in person before the superintendent or his designee, to challenge the reasons for the intended expulsion, or otherwise to explain the pupil's actions. The notice required in the division shall include the reasons for the intended expulsion, notification of the opportunity of the pupil, his parents, guardian, or representative to appear before the superintendent, or his designee, to challenge the reason for the intended expulsion, or

otherwise to explain the pupil's actions, and notification of the time and place to appear. The time to appear shall not be earlier than three (3) nor later than five (5) days after the notice is given, unless the superintendent grants an extension of time at the request of the pupil, his parent, guardian, or representative. If an extension is granted after giving the original notice, the superintendent shall notify the pupil and his parent, guardian or representative of the new time and place to appear.

C. If a pupil's presence poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, either within a classroom or elsewhere on the school premises, the superintendent, principal or assistant principal may remove a pupil from curricular or extra-curricular activities or from the school premises, and a teacher may remove a pupil from curricular or extra-curricular activities under his supervision, without the notice and hearing requirements of Division (A) or (B) of this section. As soon as practicable after making such a removal, the teacher shall submit, in writing, to the principal the reasons for removal.

If a pupil is removed under this division from a curricular or extra-curricular activity or from the school premises, written notice of the hearing and of the reason for the removal shall be given to the pupil as soon as practicable prior to the hearing, which shall be held in accordance with Division (B) of this section, except that the hearing shall be held within seventy-two (72) hours of the initial removal. The individual who ordered, caused or requested the removal to be made shall be present at the hearing.

If the superintendent or the principal reinstates a pupil in a curricular or extra-curricular activity under the teacher's supervision prior to the hearing following a removal, the teacher shall, upon request, be given in writing the reasons for such reinstatement.

D. The superintendent or principal shall within twenty-four (24) hours after the time of a pupil's expulsion or suspension, notify in writing the parent or guardian, and the treasurer of the Board of Education of such expulsion or suspension. The notice shall include the reasons for the expulsion or suspension and shall also include notification of the right of the pupil or his parent or guardian, to appeal such action to the Board of Education or to its designee, to be represented in all such appeal proceedings, to be granted a hearing before the Board or its designee in order to be heard against such suspensions or expulsions, and to request that such hearing be held in executive session.

E. A pupil or his/her parent or guardian may appeal his expulsion or suspension by a superintendent or principal to the Board of Education or its designee. Such pupil or his/her parent or guardian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee in order to be heard against such expulsion or suspension. At the request of the pupil, or his/her parent, guardian or attorney, the Board or its designee may hold the hearing in executive session, but shall act upon such suspension or expulsion only at a public meeting. The Board may, by a majority vote of its full membership or by action of its designee, affirm the order of suspension or expulsion, or may reinstate such pupil, or otherwise reverse, vacate, or modify the order of suspension or expulsion.

The Board or its designee shall make a verbatim record of hearings held under this division. The decision of the Board or its designee may be appealed under Chapter 2506 or the Revised Code. This section shall not be construed to require notice and hearing in accordance with Division (A), (B), or (C) of this section in the case of normal disciplinary procedures in which a pupil is removed from a curricular or extra-curricular activity for a period of less than twenty-four (24) hours and is not subject to suspension or expulsion.

SEARCH/SEIZURE (Refer to Board of Education Policy (JFG))

The Fourth Amendment of the United States Constitution, together with the Statutes of the State of Ohio, set forth procedures which must be followed in the search and seizure of individuals and property. They must, at all times, exercise great care in searching the persons and effects of students. The following should be observed:

a. Search of the student's person or personal effects for evidence of a violation of school regulations and not for evidence of a crime per se, is permissible without consent, under the theory that the Fourth Amendment applies only to evidence of a criminal offense.

b. First and foremost in the thinking of school officials is the protection and safety of the entire student body.

INTERROGATIONS

The District has responsibility for the control and management of the students during the school day and hours of approved extra-curricular

activities. While discharging its responsibility, the school administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed District regulations to be followed in the case of searches and interrogations.

SCHOOL BOOKS

It is recommended that school books be covered. Students losing or damaging school books beyond repair will be required to pay the following fine:

If the book is lost or damaged during the:

1st year (1st semester)	100% of the replacement cost
1st year (2nd semester)	80% of the replacement cost
2nd year	70% of the replacement cost
3rd year	60% of the replacement cost
4th year	50% of the replacement cost
5th year	40% of the replacement cost
After the 5th year	$5.00

(If the book is to be used in the future, an appropriate replacement cost will be charged.)

Damaged binding	$5.00 recovering charge

LOCKER ASSIGNMENTS

Lockers are assigned to students to allow them to have a place to store clothing and necessary school materials. The school assumes no responsibility for the contents of any locker. Report or turn in combinations or extra key to the principal's office. Lockers are the property of the school and, as such, are assumed to be under the control of the school. Lockers may be searched by school personnel to insure that school rules are not being ignored. A student is to use only the locker assigned for his/her use. No tape will be allowed on lockers.

VALUABLES

Students are urged to keep anything valuable at home. Many students bring too much money or other unnecessary possessions to school. You will need only a minimum amount of money at school. In the locker room, keep your lockers locked or ask your coach/advisor to lock up your valuables. If you know of a theft, report it to the office immediately.

LOST AND FOUND

Any student who loses an article should check whether it has been turned in to the principal's office. Students' names should be in all texts, on labels, and in workbooks in ink to facilitate return of items if lost.

COLLEGE VISITATIONS

Coldwater High School students may visit college campuses during school time and students will be given an excused absence provided they receive approval in advance from administration. Seniors may take three such visits and juniors may take two such visits. A college visitation form must be completed.

VISITORS TO SCHOOL

All visitors to Coldwater Schools are welcome and must report to the office. A student visitor wishing to accompany a student of our school during the day must obtain permission from the administration.

WORK PERMITS

Minor students seeking employment are required to obtain a work permit. Work permits are obtained in the high school office AFTER the student is employed. The employer must complete a portion of the work permit form, as well as the school district.

SCHOOL HOURS

No student is to be in the school before 7:55 a.m., nor after 3:15 p.m., unless accompanied by a coach or sponsor, or at the request of a teacher.

UNPAID BILLS

All school bills must be paid as soon as possible and before the end of the school year or grades and credits will not be released.

DRESS CODE

Proper dress, manners, and attitudes will be expected at all times. We feel that each student should realize that how he or she dresses has an affect on his/her behavior. Proper clothing can add to the learning climate while attention-getting clothes may detract. For this reason a dress code becomes necessary to insure a proper learning environment.

1. Hats, headbands, and other garments worn around the head are not permitted if they violate the intent of the dress code.
2. Clothing may not be disruptive to the educational system.
3. Spaghetti straps, halter tops or similar shirts may not be worn unless approved by the administration. Shirts displaying chemical advertisements (alcohol, drugs, tobacco, drug paraphernalia) shall not be worn. Clothing shall be worn as the manufacturer intended.
4. Pants/jeans which are tattered, torn, or with holes may not be worn. Shorts of modest length may be worn.
5. Pants must be worn at the hip at all times.
6. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions, and safety requirements.
7. When a student is participating in school activities, his/her dress and grooming will not disrupt his performance or that of other students or constitute a health threat to himself or other students.
8. Chains (that do not include jewelry) may not be worn. (Ex. - chains that connect billfolds to pants and those worn on jackets.)

NOTE: The principal reserves the right to make judgments concerning other questionable modes of dress.

SIGNS

Signs may be posted in the school after permission is obtained from the principal, but they cannot be placed on painted walls.

LUNCH

Lunch is open for all students in grades 9-12. During students' assigned lunch period they may eat in the cafeteria area or leave school grounds. Students are to be quiet and orderly when going to and from lunch so as not to interfere with classes that might be in session. Students eating in the building are to remain on the school grounds area throughout the entire lunch period. All food items, brought onto the school grounds or purchased from the school cafeteria, are to be consumed in the cafeteria while seated. Students are to take trays, paper plates, silverware, dishes, milk cartons, etc. to the proper place when finished eating. Also, students returning from open lunch are to come to the cafeteria area and remain there until the end of the lunch period. Students are not to be in the hallways during lunch. **ANY CHANGES TO LUNCH ROOM POLICY ARE UNDER THE DISCRETION OF ADMINISTRATION.**

Applications for Free and Reduced breakfast/lunch are available in the high school office. Applications must be completed each year in each building in which they are enrolled.

JUNIOR/SENIOR PROM

No one below junior class level is to be in attendance at the prom as a Coldwater student or guest. In addition, no one 21 years of age or older is permitted. Appropriate dress is required.

DANCE POLICY

In order to partially fill the needs of the young people of this community for wholesome recreation and social contacts, the school will occasionally sponsor after-game and other dances, with the following guidelines:

1. Dances are not public, but are open to Coldwater students and their guests.
2. Admission to certain dances, such as prom, may be further limited by school administration regulations.
3. The dance is the responsibility of the clubs sponsoring the dance.
4. Chaperons will consist of a head chaperon and at least four (4) other adults. The head chaperon and a teacher will assist primarily to admit students.
5. Once inside, students are not permitted to go outside and return.
6. School property is to be handled carefully at all times.
7. Cars entering and leaving school grounds are to be driven carefully and quietly.
8. Opening time will be as soon as possible after conclusion of the game.
9. Closing time will be no later than 11:00 p.m.
10. There is to be no possession or use of alcohol or any drugs on school grounds. Students will not be under the influence of any drug while in attendance at the dance.
11. There is to be no smoking in school buildings or on school grounds.
12. Students will obey all reasonable requests of the chaperons - including the request to leave if and when such a request is made.
13. The above regulations will be enforced by the chaperons and the school administration. Disciplinary measures available to the administration will include, but not be limited to, excluding the violators, whether Coldwater students or not. Violators will be excluded from further school sponsored dances, including the prom.

14. Appropriate dress is required for all school dances.

MARRIED STUDENTS

The Board Policy on married students states that married students may elect to remain in the regular school program and shall not be involuntarily excluded from any part of the regular program, nor any school sponsored activity, provided that reasonable safeguards are provided both for the school and the student's best interest.

CLASSROOM PARTIES AND TEACHER'S GIFTS

The high school and its students are to have no exchanges, gifts, treats, or parties during school hours, unless educational in nature and relevant to the course.

VEHICLE REGISTRATION AND USE

One responsibility and concern of the Board of Education is the safety of all students. Any licensed student may drive to school. All cars should be parked in the student parking lots. Other space will be designated if the parking lot gets too full. Proper safety should be observed at all times and care should be given to avoid excessive noise and disturbance of other students still in class.

1. All vehicles to be driven to school by students must be registered in the principal's office. This form must be signed by the parent or guardian. If you drive more than one vehicle, you are to make out a registration form for each.
2. Extreme caution must be taken in the vicinity of the school, particularly where elementary students attend.
3. Students shall park in designated areas and should not double park or block other parked cars in the student parking lots.
4. Failure to accept student vehicle regulation responsibility will result in appropriate disciplinary action.

Mopeds shall be parked in the bicycle rack. Motor bikes, three wheelers, etc., - are not authorized on school property. This includes the football stadium, stadium parking lot, the grassy strip south of the stadium, practice football field, playground north of Vine Street, front lawn of the school and the practice football field and playground behind the school. Students who ride bikes to school are to park them in the designated bike rack area. The police have been requested to take action on individuals driving vehicles of any type on the school grounds at any time.

TELEPHONE CALLS

Office telephones are for official school business only. In case of emergency, please come to the office.

Non-emergency use of the 911 Emergency number is prohibited by students - Any violation is subject to discipline and/or criminal charges.

ADDRESS - TELEPHONE CHANGES

Any change of address or telephone number should be reported immediately to the Principal's Office. Address and phone numbers are needed in order to maintain appropriate Education Management Information System (EMIS) records.

RESTROOMS

Custodians have been asked to make a special effort to keep our restrooms clean, sanitary and supplied. Students should have respect for school property and cooperate to keep restrooms clean by flushing toilets and keeping food and paper off the floors and out of urinals.

SKATE BOARDING/ROLLER BLADING

There will be no skate boarding/roller blading on school property at anytime.

HAZING/BULLYING

In order to assure the safety and welfare of the students from hazing/bullying, initiation or rites of passage, the District has adopted the following policy:

1. Hazing/bullying means doing any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission consent or assumption of risk by an individual subjected to hazing/bullying, initiation or rites of passage does not lessen the prohibition contained in this policy.

2. Hazing activities, initiations or other rites of passage are inconsistent with the education process and are prohibited at all times throughout the calendar year. No student, including leaders of

student organizations, may plan, encourage, or engage in any of these activities.

3. Any intentional written, verbal, graphic or physical act including electronically transmitted acts (Internet or cell phone) by a student or group of students toward other students with the intent to harass, intimidate, injure, threaten ridicule, or humiliate will not be tolerated. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, or on school provided transportation.

Sexual Harassment

Verbal: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, or pushing with a fellow student, staff member, or other person associated with the District.

Medication Policy

Over-The-Counter Drugs and Prescribed Medications: The Board also recognizes that prescription drugs and the over-the-counter medications are sometimes needed in order for students to attend school regularly. The following applies for those students with over-the-counter drugs and prescription medications.

Students in the high school are required to bring over-the-counter medications or prescribed medications to the office with the proper documentation required upon their arrival at school. These medications must be in the original package/container. Over-the-counter medications and prescription medications must be managed in the high school office and administered by the School Nurse, Principal, Secretary, or designee. In the case of inhalers, the medication should be carried by the student at all times, but a doctor's order requiring such shall be on file in the school office. The student must also understand and accept the responsibilities

associated with carrying such medication on their person. Students in violation of the above mediation and Drug Policy will face disciplinary action (reference Board Policy JHCD).

USE OF THE SCHOOL COMPUTER NETWORK

Students are encouraged to take advantage of the many resources available on the Internet. Responsible use of the Internet is important and students need to follow acceptable guidelines and rules with relation to use.

The Coldwater Telecommunications Network has been established for limited educational purposes. Hundreds of resources are available through the telecommunications network. One of the goals of the Coldwater Exempted Village Schools is to develop in its students and staff responsible and effective use of telecommunications. Individual accounts are available on the network for students. The network ensures limited privacy. Files placed on the school network are the property of the school. Services on the network include e-mail, Internet access, and school-licensed software packages. Students should not infringe on the rights of other users of our network.

LIMITATION OF LIABILITY

The District will make every effort to maintain the network so that each user has equal and fair access. The District will make every effort to maintain security and integrity of the system. The District cannot guarantee the security and ultimate privacy of material stored on the network. The District makes no guarantee of the functions and services provided by the network or the accuracy of information obtained through or stored on the network. The District takes no responsibility for the loss of date, files, or information on the network.

Violations of the Telecommunications Network rules fall under the Student Disciplinary Code and will result in disciplinary action and possible denial of privileges to suspension from school. Students will need to complete and sign a user agreement prior to receiving access to the technologies available to them in the Coldwater Schools. (Reference Board Policy, EDE, EDE-R)

STUDENT BUS RIDERS' RESPONSIBILITIES

Pupils have duties and obligations which contribute to their safe and orderly transportation. The following are rules which are to be observed by pupils riding school buses:

The Coldwater School District furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such times as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards the bus he/she becomes the responsibility of the school authorities. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student, once proper due process procedures have been followed.

Regulations regarding conduct on school buses, as well as general information about the school transportation program, will be approved by the Board and made available to all parents and students.

In order to assure the safety and welfare of the pupils it transports, the Board has adopted the following policy:

1. The school bus driver has the authority and responsibility to maintain control of the students riding his or her bus.

2. Pupils riding Coldwater School buses must meet the following standards of behavior:
    A. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
    B. Pupils must wait in a location clear of traffic and away from the bus stops.
    C. Behavior at school bus stops must not threaten life, limb or property of any individual.
    D. Pupils must go directly to an available or assigned seat.
    E. Pupils must remain seated, keeping aisles and exits clear.
    F. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
    G. Pupils must not use profane language.
    H. Pupils must refrain from eating or drinking on the bus, except as required for good health practices.
    I. Pupils must not use tobacco on the bus.

J. Pupils must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a student.
K. Pupils must not throw or pass objects on, from or into the bus.
L. Pupils may carry on the bus only objects that can be held in their laps.
M. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
N. Pupils must not put head or arms out of the bus windows.

3. In cases where it is determined by the Director of Transportation that a pupil's presence on a bus poses a danger to persons or property or a threat to the safe operation of the school bus, that pupil may be removed immediately by the Director of Transportation for a period not to exceed 10 days. The pupil will be given notice as soon as practical and the pupil has the right to a hearing within 72 hours of the action.

4. Suspension of a pupil for misconduct that is not considered a danger to persons or property, or a threat to the safe operation of the school bus can take place only after the pupil has been notified of the intended action, and has had the opportunity to appeal the action to the superintendent. Expulsion of pupils from riding privileges may be done only by the superintendent. The pupil has the right to a hearing.

5. Permission to Ride Other Buses:
Students must ride the bus to which they are assigned. Any exceptions to this policy are subject to approval by the transportation director.

HIGH SCHOOL STUDENT ATTENDANCE

Regular attendance in school leads to academic achievement at or above the level which can reasonably be expected. Just as importantly, Ohio Revised code Sections 3321.01.3321.99 make school attendance compulsory for every child who is an actual resident of the state. Therefore, the following is a statement of policy regarding pupil absences and make-up work for those absences which fall within the legal categories. <u>For those cases not covered below, the building principal has full authority to handle each according to his/her best judgment.</u>

1. The Ohio Revised Code 3321.04 defines a legitimate excuse from school as the following:
    a. Enrollment in another school
    b. A bodily or mental condition which does not permit attendance, verified by a licensed physician or psychologist
    c. Participation in an approved program for home instruction
    d. A demonstrated need for the child to remain home for a limited period of time to perform essential work for his parents
    e. Possession of an age and schooling certificate

    It is important to define what is acceptable for an absence to be deemed excused. Students with an unexcused absence will receive a "0" for any/all class work for that day. A day may be defined by individual class periods.

2. Under Section 3313.205 of the Ohio Revised Code it is the responsibility of the parent/guardian to notify the school of a child's absence. Except in the case of a student with excessive absences (defined as 6 or more days in a quarter), parent/guardian phone calls will substantiate excused absences as defined by Coldwater Exempted Village School District. A student is satisfactorily excused under the following circumstances for days absent (1-5) for the quarter:
    A. Personal illness
    B. Illness in family
    C. Death of a relative
    D. Home/farm work (maximum of 3 days)
    E. Observance of a religious holiday
    F. Emergency or set of circumstances which in the judgment of the superintendent or his/her designee constitutes a good and sufficient cause to be absent from school:
        1. College visits (maximum of 3 days for seniors and 2 days for juniors per school year)
        2. Court appearances
        3. Medical/dental appointments that cannot be scheduled outside school hours
        4. Driver's examinations which cannot be scheduled outside school hours (part day only)
        5. Educational/psychological testing
        6. Vacations or extended travel with parents when pre-arranged with building administrator
        7. Other reasons approved by a school administrator

Once a student has exceeded the five-day absence limit per course (class period) in a quarter, the criteria for classifying any further absence(s) as excused follows below. Any absence (past the five-day limit) that is deemed unexcused will result in that student's grade for that course to be a maximum of 50% for that quarter. A student is satisfactorily excused under the following circumstances for days absent (6 or more) for the quarter:

A. Note from Medical Provider
B. Death of a relative
C. Observance of a religious holiday
D. Emergency or set of circumstances which in the judgment of the superintendent or his/her designee constitutes a good and sufficient cause to be absent from school:
    1. College visits (maximum of 3 days for seniors and 2 days for juniors per school year)
    2. Court appearances
    3. School Sponsored Events
    4. Other reasons approved by a school administrator

A student who misses more than five-days per quarter and does not provide proper documentation or gain administrative approval for the absence will be considered unexcused for each day beyond the five-day limit until the proper documentation has been submitted or the approval granted. The expected time frame for the documentation to be submitted to the high school office is twenty-four hours after the absence; any extension of this time frame will need to be approved by the building principal. It is the students and/or parents responsibility to provide this documentation.

All reasonable attempts, via regular mail, electronic mail, phone calls, or parent conferences, will be made to inform the parent(s) or guardian(s) that the student is close to the five-day absence limit for the semester. When a student has missed the sixth day of school per semester, a representative of the district will contact the parent(s) or guardian(s) to inform them that the five-day limit has been exceeded. Subsequent parental contacts may be made for additional absences. The parent(s) and / or guardian(s) have the responsibility to monitor the student's attendance and report questions or concerns to the high school office.

Students are required to make up work when absent from school unless excused by the assignment teacher(s) due to lab work or other assignments, which cannot be completed outside of the school environment. It is the student's responsibility to arrange with the teacher for make-up work. Ohio Administrative Rule 3301-51-13

EXCUSED ABSENCE - Any absence from school excused by Ohio attendance laws

UNEXCUSED ABSENCE - Any absence from school with parent's knowledge but for an unacceptable reason

TRUANCY - Any absence from school without a parent's or the school's knowledge is prohibited.

TARDIES - Any student reporting to the school office prior to 9:00 a.m. will be marked tardy.

3. Parents or guardians of students absent from school are expected to call the office (High School 678-4821) by 9:30 a.m. the morning of each absence to inform the school of the reason and probable duration of the absence. The office will be open by 7:30 a.m. each school day. An office voice-mail box has been established for those parents unable to contact the office during normal hours. If parents are unable to call, and the office fails to reach a parent, the student, upon returning to school, must submit to the office by 8:13 a.m., the following day, a note from a parent explaining the reason and DATE of the absence. If there is no notification from a parent concerning a student's absence from school, the student will be considered unexcused and detention or Saturday suspension may be issued. It is the student's responsibility to make sure these guidelines are followed and that all absences which should be excused are excused. Students who are absent from school are not permitted to be present at any school function, unless previously approved by a school administrator. Any such incidents will make the absence from school unexcused.

   Students are required to be in school a minimum of a half day on the day of an extra curricular event in order to participate or receive prior administrative approval. (1/2 day is defined as 4 regular periods.)

   Parents may notify the school within one day after an unexcused absence has been issued and have the absence changed to an excused absence as long as the excuse is an acceptable reason for being absent. Unexcused absences from the preceding day will be posted through the attendance report provided to each teacher and with the attendance secretary. Students should check with teachers/attendance secretary/building administrator to verify unexcused absences upon their return to school to insure that their absence is fully excused.

   If parents are unable to call the school and wish to have another person responsible, please make the office aware of this in advance. Otherwise, calls from persons other than parents or guardians will not be accepted.

Parents are encouraged to call if they have any questions concerning their son's or daughter's attendance.

TARDINESS AND PARTIAL DAY ABSENCES:

1. If a student arrives at school after 8:13 a.m. but prior to 9:00 a.m. for an excused absence, he/she will be marked "Excused Other." If a student arrives after 9:00 a.m., he/she will be marked "Excused Absent" for a half day. If a student leaves school after 2:16 p.m. for an excused absence, he/she will be marked "Excused Other." If a student leaves prior to 2:16 p.m. for an excused absence, he/she will be marked "Excused Absent" for a half day.

2. Students arriving at school after attendance is taken must first sign in at the attendance office. Students must have a note explaining the lateness or a parent call in. Otherwise, the tardy is automatically unexcused. Repeated failure to sign in may result in an unexcused absence. Students tardy to 1st or 5th periods on three occasions during a semester will receive a Saturday School Detention.

3. An attempt should be made by parents and students to schedule routine appointments during study hall time. It is realized that because of busy schedules this is not always possible, but following this practice would prevent students from missing valuable class time.

4. Arrangements with the office for doctor or dentist appointments, driver's permit tests, driver's license exams, court appointments, or any other type of appointment that may be considered an excused absence must be made prior to its scheduled time. This may be done by a parent calling the office or by sending in a note. The note or telephone call should specify the time of the appointment. Under normal circumstances, students will be excused fifteen minutes prior to a scheduled in-town appointment.

   Students who have appointments scheduled from 9:15 a.m. and later are expected to be in their first period class. By making arrangements with the attendance office the day before the scheduled appointment, it will allow the school to be flexible regarding transportation problems. Students must return to school immediately upon the conclusion of their appointment.

5. If a student has a doctor's excuse, it must be provided to the office upon immediate return to school unless there are extenuating circumstances.

6. Students who find it necessary to leave school during the school day for any reason must first report to the high school secretary to sign out. A student's parent must be contacted before the student leaves school unless prior arrangements have been made. Students must sign out to leave the building and sign in upon their return. If a student fails to return to school because of an illness during the lunch hour, a parent must call to confirm knowledge of the absence. Calls from students, or any person other than a parent, will not be accepted unless prior arrangements have been made with the office.

7. Students who leave the building without checking out through the office first will be deemed unexcused and parental notification after the fact will not be accepted as authorization.

8. The school will continue to refer students with excessive unexcused absences to Mercer County Juvenile Court.

NOTE: Any class period absence that exceeds the five-day limit may result in additional disciplinary action.

INJURY/ILLNESS

If you become injured, be sure to report this to your teacher immediately. If illness or injury necessitates, obtain permission from your teacher to report to the office. Depending upon the extent of illness or injury, students will be given first aid and either sent back to class, kept in the office for a rest period, or sent home. In cases of more serious illness or injury, it will be necessary to notify your parents. The State of Ohio forbids our giving any medication, even aspirin.

HOMEWORK

Homework is an opportunity to reinforce practice and/or extend activities and assignments that have been experienced at school.

Homework will be assigned at the discretion of the classroom teacher.

ABSENCE AND MAKE-UP WORK DUE TO ILLNESS

A student will be given the opportunity to do make-up work following an excused absence. Extended absences will be dealt with by the teachers and administration. The Principal retains the right to make a determination of appropriate length for make-up for extended illness.

It is the responsibility of the student, not the teacher, to get assignments upon return to school. If a test is missed, a different or modified test should be given. This may be an essay test. Make-up work will be permitted for unexcused absences, however, any work or tests missed because of an unexcused absence will be recorded as an "F."

Incomplete work must be made up within two weeks after the "I" (incomplete) has been recorded on the report card. After two weeks, the "I" will become an "F." If extenuating circumstances prohibit the two-week deadline, administrative approval must be secured.

COLDWATER HIGH SCHOOL GRADING SYSTEM

Reports will be issued every nine-week period. Mid-term grades will be available to all students.

In order to receive any credit for a course, a student will need to accumulate points according to the grading policy listed below. Credit will be granted on a yearly basis for full credit courses. Semester courses will receive credit accordingly.

CLASS STANDINGS

The following are credit standards to reflect class standing by grade level:

Freshmen -	1 to 6 credits	Juniors -	13 to 18 credits
Sophomores -	7 to 12 credits	Seniors	19 to 21 (+) credits

GRADING POLICY

The Board believes students will respond more positively to the opportunity for success than to the threat of failure. The District will seek, therefore, in its instructional program to make achievement both recognizable and possible for students. It will emphasize achievement in its process of evaluating student performance.

1. A variety of evaluation measures will be used and accurate records shall be kept to substantiate the grade given.
2. Each individual must be given every reasonable consideration. An individual should not receive a failing grade unless he or she has not met stated minimum requirements.
3. Overall grades shall be used to motivate students. Poor or failing grades should trigger a variety of instructional and intervention activities to assist the student to achieve better grades.

4. A student will receive one credit for a course based upon the cumulative average of the two semester grades. The two semester grades, comprised of a 45% - 45% - 10% weight ratio, when averaged must result in a cumulative percent of 67% or higher. For a semester-long class, the average of the two quarter grades plus the exam grade must also result in a cumulative percent of 67 or higher for the student to receive half-credit for the course. Numeric grade designations, not alpha grades, will be the determiner for a student's final course average.

REPORT CARDS

Grading Policy:

99-100 = A+	96-98 = A	94-95 = A-
92 - 93 = B+	88-91 = B	86-87 = B-
84 - 85 = C+	77-83 = C	75-76 = C-
73 - 74 = D+	69-72 = D	67-68 = D-
P = Satisfactory for this student		66 - Below = F

This scale has been approved by the Board of Education. Each instructor will use this scale in a professional manner and be able to justify a student's grade if asked to do so.

A+ = 12	B+ = 9	C+ = 6	D+ = 3
A = 11	B = 8	C = 5	D = 2
A- = 10	B- = 7	C- = 4	D- = 1

The following grade point average score will be used for those students involved with the advanced placement classes: English; physics; calculus; American history; and chemistry.

A+ = 14	B+ = 11	C+ = 8	D+ = 5
A = 13	B = 10	C = 7	D = 4
A = 12	B- = 9	C- = 6	D- = 3

HONOR ROLL

The Honor Roll is computed each quarter. High Honors will require a grade point average of eleven (A). Honors will require a grade point average of nine (B+). Grades of D, F, W, or I in any quarter will make a student ineligible for honors that quarter. All grades other than on-the-job grades are used in computing point average. All incomplete must be completed within two weeks after the end of the grading period.

ACADEMIC LETTER "C" AWARD

This award is presented by the Coldwater Academic Promoters (CAP) in conjunction with Coldwater Schools. It is one of the means used to praise and honor Coldwater students for their academic success and desire to learn. The following are the revised requirements which are now in place for achieving this award.

High School – An academic letter will be awarded to a student once he/she has been on the High Honor and/or Honor Roll seven times (need not be consecutive). However, a freshman will be awarded an academic letter if the student earns High Honor Roll status in each of the first three nine-week periods of his/her first high school year. For each four times of High Honor and/or Honor Roll status achieved after the academic letter has been received, a bar for the letter will be awarded**.**

POST SECONDARY OPTION

The Post-Secondary Enrollment Options Program has been established to permit high school students in grades nine thru twelve to earn college and high school graduation credit through the successful completion of college courses. The program is intended to provide expanded opportunities for appropriately qualified high school students to experience course work at the college or university level. Any high school student admitted to a course by an institution of higher education will be expected and required to perform at the same level as the institution's regular students.

Students who are interested in the Post-Secondary Enrollment Options Program should contact the guidance counselor to receive specific information about it. Students who plan to participate in the post secondary options program must notify the principal by March 30. Students and their parents must understand the many opportunities, limitations, and responsibilities that are involved in the program. The guidance counselor also has information about various post secondary institutions' admissions policies which will determine a student's eligibility to enroll.

NOTE: The incompatibility of the scheduling and grading systems between the college and local high school may disqualify Post Secondary Option students from valedictorian/salutatorian recognition. Every effort will be made to protect the interest of students and their choices, however, the best option for those students who desire to be considered for such recognition is to participate in classes at Coldwater High School or to limit the number of courses taken at the college level.

To earn credit for a course that also is a graduation requirement, (2) approved semester classes must be taken to equal (1) high school credit. It is advised that the student checks with the post-secondary institution of their choice and the guidance counselor to be sure they can fulfill this requirement.

CREDIT FLEXIBILITY

High school students in grades 9-12 may earn high school credits using any combination of the following methods:

1. Successfully completing traditional high school level courses for which one credit shall be granted per 120 hours of class time.
2. Successfully completing an educational option plan.
3. Successfully completing a college-level course for dual credit in accordance with Board's policy on post-secondary enrollment options.
4. Successfully completing an online course offered by a provider and approved by the high school principal (credit recovery) or the district flexibility committee.
5. Successfully completing an examination, providing a portfolio of work that demonstrates mastery of academic content standards, completing speech/presentation, or a combination of these methods.

Students desiring to investigate these options should contact the high school counselor for a packet of information.

GRADUATION REQUIREMENTS

Credits required by Coldwater High School: English Language Arts – 4 credits; Health – ½ unit; Mathematics – 4 credits; Physical Education – ½ credit (from Jr. High) Science – 3 credits; Social Studies – 3 credits (including American History and Civics); Fine Arts – 1 credit, unless in a Tri-Star program; Electives – 6 credits; Minimum credits required for graduation are 21. Beginning with the graduating class of 2014 the Ohio Department of Education requires the students to complete four years of math and also a class in Personal Finance.

EARLY GRADUATION

Early graduation is available to high school students provided they follow all of the requirements established for this purpose. The student needs to request paperwork from the high school office.

Once approval for early graduation is established, the student becomes a member of the class in the school year in which his/her graduation requirements are completed. The diploma may be given at the completion of all requirements or at the next graduation ceremony.

EXTRA-CURRICULAR ACTIVITIES

To be eligible, each extra-curricular participant must: 1) maintain a C- (3.51) average for the preceding nine weeks grading period; 2) be passing in subjects at the end of the preceding nine weeks grading period that earn a minimum of five credits per year toward graduation; 3) be passing 75% of all subjects taken the preceding nine weeks for grades 7, and 8.

RULES AND EXPECTATIONS FOR ATHLETICS, CO-CURRICULAR EXTRA-CURRICULAR ACTIVITIES

Students attend Coldwater Exempted Village Schools under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They therefore can speak, act or behave as young citizens within a large scope of options. This code is published in conformity with the right of reasonable treatment from the coaches and advisors. The school, in turn, has the right to expect reasonable behavior from students involved in extra-curricular activities. The rules are in effect while the student is representing the Coldwater School System during the season in which the student is involved.

STUDENT ACTIVITIES

Student activities shall be regarded as a vital part of the total educational program and shall attempt to develop wholesome attitudes and worthy human relations, as well as skills and knowledge. The following lists most student activities:

Band	Baseball
Drama	Basketball Boys & Girls
FCCLA (Family Career & Community Leaders of America)	Cross Country Boys & Girls
Future Farmers of America	Football
Industrial Tech Club	Golf Boys & Girls
Jazz Band	German Club
Key Club	Bowling Boys & Girls
National Honor Society	Softball
Scholastic Team	Swimming Boys & Girls
Show Choir	Track Boys & Girls
Spanish Club	Volleyball
Student Council	Wrestling
Yearbook Staff	Cheerleading
Girls Soccer	SADD
Leo Club	

Activities may vary depending upon availability of advisors and student interest.

TRANSPORTATION FOR SCHOOL SPONSORED ACTIVITIES

Usually students who participate in out-of-town school sponsored activities will be transported. There may be exceptions if fewer than 10 students are involved. The rule is that if students go by bus, they will return on the bus.

STUDENT GOVERNMENT

There shall be established a representative student government with elective offices open to all students. This student government shall establish reasonable and non-discriminatory standards for candidates for office. All students shall be declared eligible voters.

The student government shall work cooperatively with the student body, faculty, administration, and Board of Education. Its purpose shall be to identify and solve problems in areas appropriate to student interests and responsibilities.

The student government shall have a faculty sponsor or sponsors. They shall be mutually agreeable to the student government and the principal.

ATHLETIC CODE OF CONDUCT

Students attend Coldwater Exempted Village schools under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They therefore can speak, act or behave as young citizens within a large scope of options. This code is published in conformity with the right of reasonable treatment from the coaches and advisors. The district, in turn, has the right to expect reasonable behavior from student athletes, managers, cheerleaders, statisticians and trainers. The term athlete will cover the above five titles. Additionally, student participants in clubs and activity groups in which the Board has approved an activity fund will also be subject to the same rules and rights. The rules are in effect while the athlete or participant is representing the Coldwater School System during the sport season or activity in which the athlete or participant is involved.

In the event that students violate the policy while a member of an approved co-curricular or extracurricular program, then compliance with the policy is as follows:

Consequences for violation of the policy by athletes/participants include:

Individual Sports/Activities
The following consequences apply to individuals who violate the alcohol policy during a single season or activity. Offenses are not cumulative except for the season in which they occur.

First offense in a season: An athlete found in violation of the drug/alcohol policy will be suspended from a number equal to 20% of the regular season contests immediately following a meeting with the athlete/participant. This number will be included in the rules for participation signed by parent and student at the beginning of the season or period of the activity. Any unfulfilled suspension resulting from incidents which occur at the end of a season will be applied to the next regular, full season in which the athlete/student participates using a formula which is relative to the length of that season and equal to any unfulfilled portion of the previous season consequences. In athletic post-season play, a one-game suspension will be incurred.

Second offense in a season or activity: The athlete will be suspended from the activity for the remainder of the season period. The athlete is ineligible for post-season awards.

Offenses occurring after the last contest or activity and prior to the conclusion of the season as determined by the final awards banquet will result in the student being denied end of season awards and participation in recognition ceremonies.

Cumulative Application of Consequences -- Three Strikes and You're Out Rule (**Third Offense)**

The following consequences apply to individuals who violate the alcohol policy during their High School **c**areer as a Coldwater High School athlete. In this case the consequences are cumulative and a third offense will result in the loss of participation for a calendar year.

Two incidents occurring within a single season or two separate incidents occurring in separate seasons will accumulate toward the three-strike rule during the same school year of an athlete.

Third offense: The athlete will be denied the privilege to participate in school-sponsored athletics for a period of one year.

Authority to Exceed the Minimum Rules

All head coaches have the right to make rules and regulations beyond these stated rules and these must be approved by the building principal prior to publication. Student athletes who violate the Athletic Conduct Code or the rules and regulations established by the coach may be denied the privilege of participation. All athletes and their parents are to be made aware of the rules, regulations and consequences of any infractions of these rules and regulations prior to participation in the co-curricular and extracurricular programs. Signatures of athletes and parents/guardians stating that they understand and have been made aware of such regulations are required before the athlete may participate in any manner (practice or games).

Due Process procedure

Pursuant to 3313.664 of the Ohio Revised Code, students may be suspended by the Superintendent or his designee from participating in co-curricular and extra curricular activities for a period of time as defined in this policy for any violation of the Student Code of Conduct or violations of posted rules and regulations established by the Coldwater High School Athletic Department, individual coaches and sponsors.

Before a suspension is imposed pursuant to this policy, the Superintendent or designee will provide notice to the student of his or her intent to suspend

the student from participation in co-curricular and extracurricular activities, which will include the reason for the intended suspension. The student will be given the opportunity to appear before the Superintendent or designee to present any reasons the student may wish to offer as to why he or she should not be suspended. After the meeting, the Superintendent or designee will provide the student and his or her parent or legal guardian with written notification of the suspension, the reason(s) for the suspension, and the length of the suspension.

1. When an infraction occurs, the coach/sponsor or/ director/principal has the responsibility to discipline the participant.
2. The coach/sponsor/director will confer with the athletic director and/or building principal to discuss the action and consequences as defined by this policy. The coach/sponsor/director will then meet with the athlete/participant being disciplined to present him or her with the charges. The athlete/participant will have an opportunity to explain his or her position. A decision will be rendered and written notification will be provided to the parent/guardian within twenty-four hours of the decision.
3. The athlete/participant will be given the right to appeal the decision of the coach/sponsor to the principal within twenty-four hours of the meeting.
4 The principal will be responsible for making a recommendation to uphold, overturn or modify the consequence of the infraction. During the appeal process, the athlete/participant will not be permitted to participate with the team or activity.
5. The final authority to accept or deny the appeal will be the responsibility of the principal. A decision will be rendered and written notification will be provided to the parent/guardian within twenty-four hours of the decision.

This policy will be posted in a central location in each school building. In addition, copies of this policy will be provided to students and parents in the same manner as the Student Code of Conduct.

Number of Games of Suspension per Each Sport (based on 20% of Regular Season contest for 1st offense)

Cheerleading (Fall)	2 games
Cross Country	3 meets
Football	2 games
Golf	4 meets
Volleyball	4 matches
Cheerleading (Winter)	4 games
Basketball	4 games
Bowling	2 matches
Wrestling	4 points

Baseball	5 games
Softball	5 games
Track	3 meets
Swimming	3 meets
Soccer	3 matches

INTERSCHOLASTIC ATHLETICS

Participation in athletic competition will be in accordance with Board policies and regulations. While the Board takes great pride in winning, it does not condone a winning at any cost and discourages any pressures which might tend to submerge good sportsmanship and good mental health beneath the desire to win.

Interscholastic sports programs are subject to approval by the Board. The building principal is responsible for the administration of the interscholastic athletic program within his school. In discharging this responsibility the principal will consult with the athletic directors, coaches and the athletic council on various aspects of the interscholastic athletic program. It is the responsibility of the principal and his staff to ensure the proper management of public attendance at all athletic and physical education programs and the safety of students and the public.

Coaches will be required to complete an approved course in sports-related first aid training and a course in cardiopulmonary resuscitation in order to qualify to serve as a coach. They will also complete a coaches' educational class.

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by the Ohio High School Athletic Association (OHSAA) must be followed. It will be the responsibility of the District's voting delegate to OHSAA to advise the management team of all pending changes in OHSAA's regulations.

Eligibility requirements for participating in athletic programs must conform to regulations of the OHSAA. They will include the requirements that a student have the written permission of his/her parent or guardian and shall have been determined as physically fit for the chosen sport by a licensed physician.

As character building is one of the major objectives of interscholastic athletics, the athlete assumes responsibility for regulating his/her personal life in such ways as will make him/her an efficient member of a team and a worthy representative of his school.

Any student may be suspended from an athletic team practice and competition for a period of time, designated by the principal, for infraction of school rules and regulations or for any other unacceptable conduct in or out of school.

RULES FOR ATHLETES

A. Citizenship of Athletes
   1. Athletes are generally leaders of student opinion and easily impress others. Being a good citizen is extremely important. Athletes are expected to set good patterns of conduct and citizenship rather than merely conform to school regulations. A true Coldwater Cavalier is the best student and citizen he/she can be. Misbehavior by a few athletes can spoil the image athletes should create for the school and the community.

B. Rules and Regulations
   1. All athletes must meet the eligibility requirements as determined by the Ohio High School Athletic Association.
   2. An athlete shall not behave in such an unsportsman like manner that could cause physical injury or damage to other athletes, students, school personnel or school property, or anything that can be unbecoming as an athlete (theft, vandalism, etc.).
   3. The athlete shall not fail to comply with directions of the coaches during the sports season. This includes practices, attitude problems, appearance, curfew violations, eligibility and theft of equipment.
   4. If a conflict occurs between athletes and work, the participant will need to make a choice.
   5. All athletes shall ride the bus to and from events. If a feasible reason to not ride the bus is given by a written note by a parent to the coach, the student may ride home with the parent.

C. Classroom Conduct
   1. To be eligible, each athlete must maintain a C- average for the preceding nine weeks grading period. L.D. student's eligibility is to be determined by the tutor, but still must meet state standards.
   2. Must be passing in subjects at the end of the preceding nine weeks grading period that earn a minimum of five credits per year toward graduation; be passing five (5) subjects taken the preceding nine weeks for grades 7 and 8.
   3. A student can practice if ineligible. This is at the discretion of the coach, principal and athletic director.

D. School Attendance
   1. All student/athletes must be at school for a half day to participate in practice/game that day. A half day is defined by the absence policy. The principal only can waive this with prior permission.

E. Suspensions
   1. No practice and or games.

F. Sports Banquet - All athletes are required to attend the sports banquet to receive any awards unless prior approval is given by the coach.

G. Season Definition - Start of the season begins as stated by the O.H.S.A.A. and the end of the season is articulated by the Athletic Director

STUDENT EXPRESSION

A. School Newspaper - The official school newspaper affords an educational experience for those students interested in this activity and should provide an opportunity for the sincere expression of all facets of student opinion.
   1. Faculty advisors shall advise on matters of style, grammar, format, and suitability of materials.
   2. The school newspaper should reflect the policy and judgment of the student editors. Materials of a controversial nature will be permitted, unless:
      a. Material clearly endangers health or safety of students.
      b. Material imminently threatens to disrupt the educational process of the school.
      c. Material is of a libelous or obscene nature or void of intrinsic value.
      d. Material threatens any person or a group within the school or advocates racial, religious or sex discrimination.
   e. Material advocates violation of the law or official school regulations
   f. Material is considered false in light of available facts.
   g. Material is not signed by the writer.

   3. The final decision as to the suitability of material shall rest with the principal, after consultation with the student editor and faculty advisor. Parties shall have the right of appeal to the superintendent.

B. Non-School Sponsored Publications and Materials
   1. Students must request authorization from the principal to distribute on school property: petitions, handouts, leaflets, and other literature. These shall be written and signed by the students.
      a. The source of such material must be indicated on any printed matter.
      b. Two copies of material to be distributed must accompany the request four (4) days prior to time of distribution.

FIRE AND TORNADO DRILLS

At fire alarms, all pupils should leave the building in a quick, but orderly manner. Directions are posted in each room. Emergency evacuation/lockdown drill will be held throughout the year. As an exercise in discipline, so necessary in case of a real fire, explosion, or other disaster, pupils should not talk while leaving the building.

When outside, each class should move 30 yards away from the building and remain as a group to facilitate taking attendance. Return to class at the signal of the teacher. If fire alarm sounds during class change, proceed to the nearest exit.

GENERAL RULE: Exit by the nearest available exit. If the exit is blocked, re-direct yourself to the nearest available exit. Teachers will be signaled to return by the principal or other school personnel.

HIGH SCHOOL TORNADO DRILLS

A. IN ROOM DRILL: (used if no advance warning has been given). An announcement will be made over the P.A. system for practice. This is an In-Room Tornado Drill. The teacher would then instruct the students to take cover (students are to lie flat with hands over heads). If this were the real thing and there would be no chance for movement to a shelter area, or an interior hallway, the students should follow the above directions.
B. SHELTER DRILL: (used when advance notice would permit students to move from the classroom to shelter area(s)

LOCKDOWN DRILL: Once notification is given for "Lockdown" students will remain in their classroom with doors locked until the "all clear" announcement is given.

SCHOOL DIRECTORY

Athletic Director	678-4821
Central Office	678-2611
Central Fax	678-3100
Elementary Office	678-2613
HS FAX	678-4962
Food Service	678-2611
High School Office	678-4821
Mercer County Health Department	586-3251
Middle School Office	678-3331
Middle School Fax	678-1391
School Psychologist	678-4821
Speech & Hearing Therapist	678-2613
Superintendent & Treasurer	678-2611
Transportation Director	678-4821
Tri-Star	586-7060

STAFF DIRECTORY (Intercom Extensions) - The High School is equipped with voice-mail capabilities for each teacher. Parents are encouraged to use this as one of the strategies of communication that will enhance the relationship between parents and classroom instructor. Messages and requests for return communication may be appropriately left during and after school hours. Access may be gained by dialing the regular High School telephone number (678-4821) and dialing the extension numbers at the appropriate command. If an extension number is not known, this information can be obtained from the High School secretary. Each teacher has e-mail capabilities, so if you would like, you can use that tool as a form of communication.