COLDWATER MIDDLE SCHOOL

STUDENT HANDBOOK
2021-2022

Principal: Mr. Dan Pohlman

Coldwater Middle School
310 N. Second Street
Coldwater, Ohio 45828
Phone: 419-678-3331

Coldwater Middle School

WELCOME TO COLDWATER MIDDLE SCHOOL

On behalf of the teachers and staff of Coldwater Middle School, we would like to welcome you to the middle school. We have a personal interest in you and we hope your experiences here will be meaningful and memorable. We will provide you with many opportunities for an excellent education.

We want you to become involved in the life of Coldwater MS and help us to carry forward our proud tradition of excellence and emphasis on positive character traits. If you have any questions or concerns at any time during the year, please feel free to ask.

Good luck during the 2021 - 2022 school year!

Sincerely,
Coldwater Middle School Staff

Note to Parents:

Although this handbook was developed as a source of information for students attending Coldwater Middle School, it can also be of value to parents wishing a clearer understanding of the school and its activities. For attendance purposes, please call 419-678-3331 for ALL ABSENCES grades 5-8. Regular office hours are 7:30 AM – 4:00 PM.

Building Mission:

The mission of the Coldwater Middle School is to provide educational experiences that are a continuation of the elementary school and a transition to the high school. We want to prepare students with academic and co-curricular experiences that will contribute to their academic competency, personal growth, physical and mental health, citizenship, self-expression, and self-esteem. We will assist each student in understanding and resolving the social, physical and emotional changes of adolescence during the middle school years.

Goals

The middle school program will provide the opportunity for students:

1) To build on their educational background and to prepare themselves for high school.
2) To pursue the development of skills, knowledge, and their potential.
3) To experience group interaction which will contribute to the student's personal growth.
4) To grow mentally and physically.
5) To become a participating citizen of his/her school and community.
6) To develop self-expression through the arts.
7) To develop a positive self-image.
8) To understand and resolve the social, physical, and emotional changes of adolescence.

Mission Statement:

The mission of the 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 supercedes items not specifically covered in it.

School Directory

Middle School Office	419-678-3331 (Grades 5-8)
FAX (Middle School Office)	419-678-1391
Athletic Director	419-678-4821
Elementary Office	419-678-2613
Food Service	419-678-2611
High School Office	419-678-4821
Mercer County Health Dept.	419-586-3251
Speech & Hearing Therapist	419-678-2613
Superintendent & Treasurer	419-678-2611
Transportation Director	419-678-2611

Board of Education Members

Gary Hoying	419-678-2696
Jack Waite	419-852-9366
Jim Miller	419-305-0528
Mike Hoying	937-417-0213
Terry Schroyer	419-678-4785

No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activities receiving federal financial assistance. The Title IX of the Education Amendments of 1972-Public Law 92-318.

BELL SCHEDULE

The Middle School will function on an eight period day.

7th/8th Grade Bell Schedule	**7th/8th Grade 2 Hour Delay**	**7th/8th Grade 3 Hour Delay**
Enter Building: 8:00	Enter Building: 10:00	Enter Building: 10:47
First Bell: 8:08	First Bell: 10:08	First Bell: 10:55
Period 1: 8:13-8:55	Period 1: 10:13-10:42	Period 1: 11:00-11:26
Period 2: 8:58-9:40	Period 2: 10:45-11:14	Period 2: 11:29-11:52
Period 3: 9:43-10:25	Period 3: 11:17-11:46	Period 3: 11:55-12:18
Period 4: 10:28-11:10	Period 4: 11:49-12:18	Period 4: 12:21-12:44
Period 5: 11:13-11:55	Period 5: 12:21-12:50	Lunch: 12:47-1:17
Lunch: 11:58-12:28 Cav Pride: 12:30-12:45	Lunch: 12:53-1:24	Period 5: 1:20-1:43
Period 6: 12:48-1:30	Period 6: 1:27-1:56	Period 6: 1:46-2:09
Period 7: 1:33-2:15	Period 7: 1:59-2:28	Period 7: 2:12-2:35
Period 8: 2:18-3:00	Period 8: 2:31-3:00	Period 8: 2:38-3:00
5th/6th Grade Bell Schedule	**5th/6th Grade 2 Hour Delay**	**5th/6th Grade 3 Hour Delay**
Enter Building: 8:00	Enter Building: 10:00	Enter Building: 10:47
First Bell: 8:08	First Bell: 10:08	First Bell: 10:55
Period 1: 8:13-8:53	Period 1: 10:13-10:40	Period 1: 11:00-11:22
Period 2: 8:55-9:35	Period 2: 10:43-11:10	Period 2: 11:25-11:47
Period 3: 9:37-10:17	Period 3: 11:13-11:40	Period 3: 11:50-12:13
Period 4: 10:19-11:00	Period 4: 11:43-12:10	Lunch/Rec: 12:13-12:51
Lunch/Rec: 11:01-11:51 CAV Pride 11:54-12:10	Lunch/Rec: 12:13-12:57	Period 4: 12:54-1:17
Period 5: 12:12-12:52	Period 5: 1:00-1:27	Period 5: 1:20-1:43
Period 6: 12:54-1:34	Period 6: 1:30-1:57	Period 6: 1:46-2:09
Period 7: 1:37-2:17	Period 7: 2:00-2:28	Period 7: 2:12-2:35
Period 8: 2:20-3:00	Period 8: 2:31-3:00	Period 8: 2:38-3:00

Arrival at School
Students will not be permitted into the building until 8:00 each morning unless they are there for a special meeting or activity such as Math Counts or Power of the Pen. The warning bell will ring at 8:08 a.m. with the final bell ringing at 8:13 a.m. All students are expected to be seated in their first period class by the 8:13 bell or they will be considered tardy.

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 that fall within the legal categories. For those cases not covered below, the building principal has full authority to handle each according to his/her best judgment.

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 that 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/her parents.
   e. Possession of an age and schooling certificate.

2. The Coldwater Board of Education has defined the word "excused" to refer to any absences from a class based on the following:
   a. Personal illness (**verification from a licensed physician may be required**).
   b. Illness in the family.
   c. Death of a relative.
   d. An emergency or set of circumstances which, in the judgment of the Principal, constitutes a good cause for absence.

***Excessive Absences** – If a student misses more than 10 days total in a school year he or she will be required to bring a doctor's excuse for any subsequent absence due to illness or medical. Absences prior to 10 with a doctor's note will not count towards the 10. If proof is not provided, the absence will be counted as unexcused and may result in a possible conference and/or notification to the truancy officer.

Excused Absence – any absence from school excused by Ohio attendance laws.
Unexcused Absence – absences from school with the parent's knowledge but for an unacceptable reason.
Truancy – any absence from school without a parent's or the school's knowledge is prohibited.
Unexcused Tardies - Tardy from school with an unacceptable excuse.

3-5 Unexcused Tardies	-	30 minute after school detention
6 -9 Unexcused Tardies	-	60 minute after school detention
10+ Unexcused Tardies	-	Truancy contacted, 60 minute detention

3. Parents or guardians of students absent from school are expected to call the Coldwater Middle School Office at 419-678-3331 (GRADES 5-8) by 9:13 a.m. the morning of each absence to inform the school of the reason and probable duration of the absence. If the parent/guardian fails to call the office by 9:13 a.m., and attempts by the office to contact the parent/guardian are not successful, the truant officer will be contacted, and the absence will be considered unexcused. The office will be open by 7:30 AM each school day. A voice-mail box has been established for those parents unable to contact the office during normal hours. Also attendance can be e-mailed to Linda Stalder at any time (stalder.linda@coldwatercavs.org). 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 a note from a parent/guardian or medical excuse listing the DATE and REASON of the absence.

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

   If a student arrives at school after 8:13 a.m. but prior to 8:57 a.m. for an excused absence, he/she will be marked "Excused Other." If a student arrives after 8:57 a.m., he/she will be marked "Excused Absent" for one-half day. If a student leaves school after 2:16 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 one-half day.

4. Students arriving at school at 8:13 a.m. and after must first sign in at the Office.

5. Arrangements with the Office for doctor, dentist, etc. appointments, should be made **PRIOR** to the scheduled time. This may be done by a parent calling the office or by sending in a note.

6. Students who need to leave school during the school day **(for any reason)** must report to the Office to sign out. **Students leaving the Middle School during the school day must be signed out by a responsible adult. If the adult picking the child up is NOT the parent or guardian, the note or phone call must indicate this. No exceptions.**

7. Students will be given the opportunity to do make-up work following an excused absence. One day's time for each day's absence will be given for make-up work. This does not apply to assignments known in advance and/or prior to a scheduled or excused absence. The Principal retains the authority to make a determination of appropriate length for make-up for extended illnesses.

   Absence from school for family vacations is discouraged. However, should a family elect to take a student on vacation, the student needs to pick up a Vacation Permission Form from the office and meet with each of his/her teachers. The form needs to be signed by the student, the student's parents, the student's teachers and the Principal. The form should be picked up 7 – 10 days prior to the vacation. 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.

Student Bus Riders' Responsibility

Students have duties and obligations that contribute to their safe and orderly transportation. The following are rules that are to be observed by students riding school buses:

The Coldwater 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 the 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 Of Education and made available to all parents and students.

In order to assure the safety and welfare of the students it transports, Coldwater School District 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. Students riding Coldwater School buses must meet the following standards of behavior:
   a. Students shall arrive at the bus stop before the bus is scheduled to arrive.
   b. Students 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. Students must go directly to an available or assigned seat.
   e. Students must remain seated, keeping aisles and exits clear.
   f. Students must observe classroom conduct and obey the driver promptly and respectfully.
   g. Students must not use profane language.
   h. Students must refrain from eating or drinking on the bus, except as required for good health practices.
   i. Students must not use tobacco on the bus.
   j. Students must not have drugs or alcohol in their possession on the bus, except for prescription medication required for a student.
   k. Students must not throw or pass objects on, from, or into the bus.
   l. Students may carry on the bus only objects that can be held in their laps.
   m. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative permission to do otherwise.
   n. Students must not put heads or arms out of the bus windows.
   o. Students must remain on school property once they leave the bus before school starts.

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

Academic Information
Academics – May vary slightly

Requirements for Fifth Grade Students
The following are course requirements for Fifth Grade:

Language Arts 5	Physical Education
Math 5	STEM
Science 5	Art
Social Studies 5	Computer Skills
Music	Band – Available for those students in the program

Requirements for Sixth Grade Students

The following are course requirements for Sixth Grade:

Language Arts 6	Physical Education
Math 6	STEM
Science 6	Art
Social Studies 6	Computer Skills
Music	Band – Available for those students in the program

Requirements for Seventh Grade Students

The following are course requirements for Seventh Grade:

Language Arts 7	Art
Math 7	Physical Education
Pre-Algebra (w/ Teacher Recommendation)	Band – Available for those students in the program
Science 7	Choir/Music
Social Studies 7	STEM

Requirements for Eighth Grade Students

The following are course requirements for Eighth Grade:

Language Arts 8	Health
Math 8	Physical Education - elective
Algebra 8 (With Teacher Recommendation)	Band – Available for those students in the program
Science 8	Choir/Music
Social Studies 8	Art - elective
STEM - elective	Makers Skills

Report cards will be issued every nine-week period and sent home with the students. Students are required to get their agenda book signed by their parent/guardian in the designated area stating that they have seen their child's report card. Disciplinary action will be assigned if students fail to get parent signature.

Grading Policy:			
	A+ 99-100	A 96-98	A- 94-95
	B+ 92-93	B 88-91	B- 86-87
	C+ 84-85	C 77-83	C- 75-76
	D+ 73-74	D 69-72	D- 67-68
	P – satisfactory	F – 66 and below	

The following reflects the policy used for retaining a student in fifth, sixth, seventh, or eighth grade:

1. The process for retention will start at mid-terms of the 3rd nine weeks.
2. The process will begin with notification of possible student failure to parents.
3. Retention eligibility will be reviewed by
    1. Staff members and principal.
    2. Principal and counselor.
    3. Principal/parent.
    4. The decision will be made by the Principal.

4. If a student fails 3 out of 5 core classes, the student will not pass that grade level. If a student fails 2 out of 5 core classes, eligibility for retention will be considered.

    Core Classes

    a. Language Arts (considered two classes – English and Reading)
    b. Social Studies
    c. Science
    d. Math

5. Parents/guardians have the right to appeal the retention policy by scheduling an appointment with the principal.

Announcements
The announcements will be given every day at the start of first period for the middle school students. This will inform students and staff of any events which are going to occur.

Assignment Book
All students are provided an assignment book/homework organizer. The book is to be with the student at all times and shall be used to record important dates, assignments, etc. If lost, an extra assignment book may be purchased in the office.

Eligibility
All students at Coldwater Middle School are encouraged to participate in extracurricular activities, including, but not limited to, Athletics, Drama Club, Lego League, Math Counts, Power of the Pen and Scholastic Bowl.

Participation fosters student growth related to the development of important life-long skills, habits and practices. Through involvement in extracurricular activities, students learn the true meaning of responsibility, competition, accountability and teamwork. Further, students are exposed to valuable lessons related to socialization, time management and leadership.

--Extracurricular
To be eligible to participate in an extracurricular activity, a student must:

1. Be passing 5 credits of classes
2. Maintain a C- average and minimum of 3.51 GPA on a 12.0 scale for the duration of the extracurricular activity.

A student who has been deemed ineligible for academic reasons will be removed from the program. To be reinstated, a student must be passing 5 credits of classes, attain a C- average and hold a minimum of 3.51 GPA.

--Athletics
Sports programs available at Coldwater Middle School include: football, volleyball, cross country, basketball, wrestling, track, and cheerleading.

To be eligible to participate in a sport activity, a student must:

1. Be passing 5 credits of classes by OHSAA guidelines
2. Maintain a C- average and minimum GPA by OHSAA guidelines. To be eligible for the next nine weeks, each athlete must maintain a C- average (3.51 on a 12.0 scale) for the preceding nine weeks grading period.

Rules and Regulations:

1. All incoming seventh graders are eligible for the fall season to participate regardless of the past academic performance in the sixth grade.
2. All athletes must meet the eligibility requirements as determined by the OHSAA.
3. The athletes 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 the athlete and work, the participant will need to make a choice.
5. All athletes, co-curricular, extra-curricular students shall ride the bus to and from events. If a feasible reason is given with a written note by a parent to the coach, the student may ride home with the parent.
6. All participants will complete a medical examination (physical) before practicing a sport.
7. All participants will adhere to the alcohol, drug, and tobacco policy (refer to policy for complete description).

Classroom Conduct:

1. According to the OHSAA, to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades. Students must also have a grade point average (G.P.A.) of 3.51 or higher on a 12 point scale to be eligible."
2. Summer school grades may not be used to substitute for failing grades.
3. Language Arts in the middle school is considered two classes (English and Reading).
4. A student can practice if ineligible. This is at the discretion of the parent, coach, athletic director, and principal.

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 as 4 periods. The principal can waive this with prior permission.
3. Students involved in an out-of-school suspension may not practice or play in a game during the suspension.

Bicycles

Middle School students may ride bicycles to school. Bicycles must be parked in the designated areas.

Cancellations or Delays

School delays or cancellations will be announced on the following radio/television stations:

Radio:	WCSM – Celina 96.7FM	1350AM	WKKI – Celina 94.3FM
Television:	WHIO - Dayton	WDTN - Dayton	WLIO - Lima

Code of Conduct

Student self-discipline is a goal that Coldwater Middle School seeks to foster. It is an attempt to insure that each student has the right to an education and the commensurate responsibility not to interfere with or threaten the education of others by personal actions. Our goal is a responsible student who respects authority and the rights of fellow students. Violations on the part of a student of any of the following rules of conduct may result in disciplinary action, including, but not limited to: loss of privileges, assigned detentions, Saturday School, suspension, expulsion, or referral to an appropriate court. Students who have been suspended will be given the opportunity to receive full credit for work missed during that period if it is submitted on the day of return.

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, coercion, threat, harassment, insubordination, 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 a student or other school personnel.
4. Dangerous weapons and instruments or other objects which might be considered a dangerous weapon or instrument of violence.
5. Theft of public or private property.
6. Frightening, degrading, disgraceful acts, or bullying behavior directed towards a teacher, student, or other person by written, verbal, or gestural means as outlined in board policy JFCF-R.
7. Insubordination – disregard or refuse to obey reasonable directions given by school personnel.
8. All students shall cooperate with the bus drivers and comply with the basic safety regulations.
9. Truancy
10. Excessive tardiness
11. Forgery/cheating
12. The use of cellular phones, or like communication devices (i/e watch) are prohibited during school hours (8:00-3:00). If students bring them to school, it must be stored in their locker or book bag. Students will not be permitted to carry such device on their being.
13. Skipping class.

14. Leaving school grounds without permission.
15. Profane and obscene language.
16. Public display of affection.
17. Soft drinks, beverages (with the exception of water), gum and candy are not permitted in the building (unless prior approval or given to the students by the teacher).
18. Radios, headphones, video games and other audio equipment are not to be brought to school.
19. Laser lights are not to be brought to school, as well as other toys of distraction (i/e figit spinners, figit cubes).
20. Continued refusal to complete assigned class work.
21. Tobacco use/possession as well as possession of lighters, matches, or other paraphernalia by students.
22. Narcotics, alcoholic beverages, and stimulant drug use.
23. Possessions or use of electronic cigarettes
24. Rip Sticks, skateboards or any other recreational equipment of this kind are prohibited inside the school.
25. Video recording, audio recording or social media posting on any device at school/school functions without prior consent is prohibited.

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. 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.

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.

Tobacco Use by Student

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. Electronic cigarettes, vaporizers, look-a-like cigarettes, nicotine, any type of inhalants mechanism, or products with nicotine will be considered and treated as a tobacco or illegal drug product as well.

Hazing and 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

1. 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.
2. 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.
3. 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.

Computer Network/Acceptable Use Policy

Computer and internet usage are an integral part of the everyday learning environment at CMS. We require every student and a parent to review and sign a "Computer Acceptable Use Policy" before allowing students to utilize computers in the middle school (completed upon the student enrolling at the middle school). Violations of this policy may result in loss of privilege to use the school computers.

Chromebooks

Chromebooks are a privilege that we provide to our students. Whether the Chromebook is assigned to the student to take home or the use is limited to the school day, Chromebooks may only be used for schoolwork. Students are not allowed to use another student's login. Students are prohibited from downloading any additional browsers, apps or extensions on their Chromebook without consent of the school administration. Student Chromebook privileges can be revoked at any time that a student's Chromebook behavior is deemed inappropriate by school staff.

Discipline

It is the responsibility of the student to adopt patterns of behavior, which will contribute rather than disrupt the educational process. In dealing with disciplinary situations, the following actions are considered within the scope of Ohio School Law to be suitable approaches:

1. Student counseling
2. Parent conference
3. After school detention
4. Saturday School
5. Suspension
6. Expulsion

While under the jurisdiction of the school, on school property, or at any school-sponsored activity on or off school grounds, a violation on the part of a student of any of the Student Conduct Code adopted by the Board of Education will result in disciplinary action.

Video Surveillance

Surveillance cameras are installed throughout the building and the surrounding areas of the school. The images from these cameras are confidential and can be viewed by school officials only. A parent or guardian may view the images, with an administrator, only if their son or daughter is the only student on the images. If other students are on the images, their privacy rights must be protected. In the event of criminal prosecution, the images may become evidence at the trial and therefore will probably end up becoming public. Under such circumstances, the images are under the control of the courts, not the school.

Dress Code

Proper dress, manners, and attitudes will be expected at all times. Each student should realize that how he or she dresses has an affect on his/her behavior and the behavior of other students as well. The following dress code will help to maintain 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. Shirts with sleeves removed or leaving the armpit exposed, or shirts showing the student's stomach may not be worn unless another shirt is worn underneath.
4. Shirts displaying chemical advertisements (alcohol, drugs, tobacco, drug paraphernalia) shall not be worn.
5. Pants/jeans or shorts, which are tattered, torn, or with any holes may not be worn if they are deemed, by the principal, to be a distraction to the education process. No cut-off shorts permitted. **Shorts and skirts must be of modest length (close to the knees).** Acceptable shorts include capris, Bermudas, and sports shorts.
6. Pants must be worn at the hip at all times.
7. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions, and safety requirements.
8. When a student is participating in school activities, his/her dress and grooming will not disrupt his/her performance or that of other students or constitute a health threat to himself or other student.
9. Chains (that do not include jewelry) may not be worn. (Ex: chains that connect billfolds to pants and those worn on jackets)
10. No shoes with wheels are permitted.

Note: The Principal reserves the right to make judgments concerning other questionable modes of dress.

Extra-Curricular/Co-Curricular Activities

There are many things a student can get involved in at school. Participation is encouraged. In addition to athletics, there are many other organizations students may get involved in. If before school practice is scheduled, students are to enter the building via the middle school front entrance and wait for the advisor to let them in the school.

1. Math Counts - For 7th & 8th graders who enjoy solving problems in math. This group meets from late October through February.
2. Power of the Pen – For 7th & 8th graders who enjoy writing and who want to improve their writing skills. Competitions usually take place in February and April.
3. FCCLA – For 7th & 8th graders as part of our Life skills program. This group sponsors many activities in the school, and they take occasional field trips on Saturdays.
4. Builders Club – For 8th graders; this group is sponsored by the local Kiwanis organization. They work on many projects, which focus on fund raising, community service, and helping others within our country and worldwide.
5. Drama Club – For grades 6-8. They usually present a production in the early spring.
6. Scholastic Bowl Team – For 7th and 8th graders who enjoy competing in a variety of academic areas. Competitions take place locally, regionally and on-line.

Fire/Tornado/Lockdown Drills
Student safety is of utmost importance to the administration. Directions for fire and tornado exits are posted in each room.

When the fire or tornado alarm sounds, students should:
1. Walk single file from their rooms in a quiet and orderly manner.
2. For a fire drill: The teacher will give directions as to how students should exit the building and where the students should stand outside the building.
3. For a tornado drill: areas of the middle school are designated as "safe" areas. Students will report to these areas with a textbook in order to place it over their head for protection. Students will return to their rooms when the principal gives the signal.
4. Evacuation and lock down drills will be held throughout the year. During lockdown drills students shall listen to the directions given by their teacher and sit very quietly.

Homework
Homework is an opportunity to practice and/or extend activities and assignments that have been experienced at school. Homework will be assigned at the discretion of the teacher. Students are expected to collect homework from teachers prior to a short term absence due to a vacation. Students have one day for every day they are absent for making up homework. Parents may pick up books, etc, from a student's locker at anytime, provided they check in at the office.

Book Bags
1. Students will not be permitted to carry book bags from class to class.
   *** BOOK BAGS MUST FIT INTO THE STUDENTS' LOCKER.**
2. Book bags cannot be of poor taste. This is up to the administration to decide.

Cell Phones are prohibited in the school.
1. If a student has a cell phone, it must be powered down at all times and in the student's locker.
2. Students may not use a cell phone in the school for any reason unless under the direction of school personnel.
3. Cell phones will be taken away if it is not in the student's locker.
   - **1st Offense** – Cell phone housed in the office for the day.
   - **2nd Offense** – Cell phone housed in the office for the day and parent contacted.
   - **3rd Offense & thereafter** – Cell phone housed in the office for the day, 60 minute detention and cell phone must be picked up by parent.

Locker Information
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. 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. Lockers are to be cleared of clutter and doors easily closed. **BOOK BAGS MUST FIT INTO THE STUDENTS' LOCKER. NO STICKERS, TAPE OR ANY OTHER ADHESIVES WILL BE PERMITTED ON OR IN THE LOCKERS. Students may use magnets to hang items on the inside of the locker. No papers, magnets, or decorations are permitted on the outside of the locker door.**

Lost and Found
Lost items will be kept in a container in the office. Student's names should be written in ink or permanent marker in all textbooks, on labels of clothing, on calculators, and in workbooks to facilitate the return if lost.

Lunch
Lunch is closed for all students in grades 5-8. Students may go home occasionally for lunch with parental permission, but they **MUST BE SIGNED OUT BY A PARENT/GUARDIAN**. Students may not, on their own, leave for lunch. Applications for free and reduced lunches are available in the office.

Medication Policy
The Coldwater Board of Education recognizes its share of the responsibility for the health, welfare, and safety of the students who attend Coldwater Middle School. 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, unprescribed drugs, look-alike drugs, or any mind-altering substances 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, tobacco, and tobacco products, herbal remedies, and drug paraphernalia.

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 middle 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 middle 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.

Permission forms to administer prescription and nonprescription medication can be picked up in the office. Students in violation of the above Medication and Drug Policy will face disciplinary action (reference Board Policy JHCD).

Search and Interrogations
To insure safety and protection of the entire student body, search and seizure of individuals and property is permissible without consent.

Telephone Calls
Students may only use the telephone in the office with permission of the school secretary.

Textbooks
It is recommended that textbooks be covered. Use of cloth covers is discouraged. They are generally too small and therefore they can damage the binding of the book. Students losing or damaging school books beyond repair will be required to pay a fine in the amount of the replacement value.

Visitors
Visitors to Coldwater Middle School are appreciated and welcomed. Please report to the office upon arrival. Also, CMS students are permitted to bring visitors with Principal approval.

COMMUNICATION is important. To assist in the process of communicating grade reports, we ask that you sign below acknowledging that you have seen your child's grade report.

1st Nine Weeks: _____
Parent Signature

2nd Nine Weeks: _____
Parent Signature

3rd Nine Weeks: _____
Parent Signature

STUDENT INFO:

First Name_____ **Last Name**_____

Grade_____

COLDWATER MIDDLE SCHOOL
FIELD TRIP RELEASE FORM
2021 – 2022

STUDENT NAME _____

I, as the legal guardian or parent of the above named student, do hereby release my child to travel on any Coldwater Middle School sponsored activity or field trip during the 2021-2022 school year. I also understand that the trip / activity leader will follow the Emergency Medical Authorization Form on file, if necessary.

PARENT/GUARDIAN SIGNATURE_____

PLEASE RETURN THIS PAGE <u>WITH BOTH FRONT AND BACK PAGES SIGNED</u>
TO YOUR SCIENCE TEACHER
DURING THE FIRST WEEK OF SCHOOL

PARENT/STUDENT SIGNATURE PAGE
2021 – 2022

We ask that parent(s)/guardian(s) read and become familiar with this handbook so that you know what is expected of your children. Please make sure your son or daughter has read this handbook as well, and takes it to school every day.

Your signature below indicates that you have read and understand the handbook rules and regulations. If you have any questions, please feel free to contact the middle school office: 419-678-3331.

Student Agreement

_____

STUDENT NAME (Please Print) **GRADE LEVEL**

- I have read the Student/Parent Handbook.
- I agree to follow the rules contained within.
- I understand that if I violate the rules I may face disciplinary measures and my network account may be terminated.

STUDENT SIGNATURE _____

PARENT/GUARDIAN SIGNATURE_____

DATE_____