

**2018-2019
COSHOCKTON HIGH SCHOOL**

Student/Parent Handbook

The policies and regulations outlined herein are approved and adopted by the Coshockton City School's Board of Education. The Student/Parent Handbook applies to all Coshockton High School students, including those students 18 years of age and over.

Due process is practiced in the handling of all disciplinary situations. No student shall be denied admission to the Coshockton City School District, to any course, or to any school activity or otherwise discriminated against for reasons of race, color, national origin, sex, or handicap. To carry out this policy, the following compliance officer is responsible:

Superintendent of Coshockton City Schools, 622-1901

ADMINISTRATION

Dr. David Hire, Superintendent
Grant W. Fauver, Principal
Tim Jones, Associate Principal
Scott Loomis, Associate Principal
Tim Fortney, Director of Athletics
Todd Johnson, Director of Special Services

SCHOOL BOARD

Sam Bennett
Dr. Jere Butcher
Steve Clark
H. Tad Johnson
Dr. Todd Salmans

TELEPHONE DIRECTORY

Athletic Office	(740) 622-9433
Attendance Office	(740) 622-9433
Bus Coordinator	(740) 623-5804
Coshockton County Career Center	(740) 622-0211
Food Service Director	(740) 622-1901
Guidance Office	(740) 623-5807
High School Office	(740) 622-9433
School Psychologist	(740) 622-5514
Special Services Director	(740) 622-5514
Superintendent's Office	(740) 622-1901
High School Office/AD Fax	(740) 295-7717

Coshockton City Schools Webpage
www.coshocktonredskins.com

Coshockton High School Athletics Webpage
www.coshocktonathletics.com

ACCEPTABLE USE POLICY (AUP)

COSHOCTON CITY SCHOOLS-TECHNOLOGY, COMPUTER, NETWORK AND INTERNET

INTRODUCTION:

Coshocton City Schools is pleased to make available access to interconnected computer systems within the district and the worldwide network to provide various means of accessing educational materials. The following Acceptable Use Policy (AUP) is created to ensure that the technology available through Coshocton City Schools provides a safe learning environment for our staff and students.

This policy is reviewed and updated yearly to remain current with changes in federal and state legislation as well as technology enhancements and is part of the student handbook.

The AUP is signed annually. A signed AUP is required for use of the District's computer and networking equipment. If you do not want your student to have access to these resources, you must submit in writing a request for no computer privileges.

POLICY PURPOSE:

The purpose of this policy is to ensure school-level compliance with policies and guidelines concerning the use of Coshocton's technology equipment for educational purposes (*Coshocton Board of Education Policies 5136, 7540, 7540.01, 7540.02, 7540.03, 7540.06, 7542*). All activities that use our computer systems, whether they are during or after school, are covered by this policy. Use of a personal computing device follows the same guidelines as a school computer when connected to the network.

POLICY CHANGES:

The school policies may be altered by action of Coshocton City School Board of Education at any of its regular meetings.

NETWORK & INTERNET USE AGREEMENT:

Network and Internet access is coordinated through a complex association of government agencies, regional, and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must take responsibility for appropriate ethical and legal use of this access. Internet access for Coshocton City Schools is a privilege, not a right. The signatures on the *Acceptable Use Policy* are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance. (Appendix A)

COMPUTER TECHNOLOGY AND NETWORKS:

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations within the school system.

However, the use of the District's network and technology resources by students is a privilege, not a right. As a prerequisite, students and their parents must sign and submit a *Student Network and Internet Acceptable Use and Safety* form annually. (See also, Policy 7540.03)

The Superintendent shall develop and implement a written District Technology Plan (DTP). Procedures for the proper acquisition of technology shall be set forth in the DTP. The DTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of the District's network(s), as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.

Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying,

understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.

Social media shall be defined as internet-based applications (such as Facebook, MySpace, Twitter, et cetera) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the District's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the Principal.

However, personal access and use of social media, blogs, or chat rooms from the District's network is expressly prohibited and shall subject students and staff members to discipline in accordance with Board policy.

The Board authorizes the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the Superintendent.

The Superintendent shall review the DTP and make any changes, amendments or revisions.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY:

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet,

because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs. Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training

shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. Students will be assigned a school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Principals as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

DISTRICT WEB PAGE:

The Board of Education authorizes the creation of web sites by employees and students of the School District to be published on the World Wide Web. The creation of web sites by students must be done under the supervision of a professional staff member. These web sites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and is subject to prior approval of the Superintendent or designee. The purpose of such web sites is to educate, inform, and communicate. The following criteria should be used to guide the development of such web sites:

- A. Educate
Content provided in the web site should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.
- B. Inform
Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.
- C. Communicate
Content may communicate information about the plans, policies and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the web site should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

All links included on the pages must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, Children's Internet Protection Act).

Under no circumstances is a web site to be used for commercial purposes advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no web pages contained on the District's web site may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a web site of another organization if the other web site includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization. Pages should reflect an understanding that both internal and external audiences will be viewing the information. School web sites must be located on Board-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the standards permissible for web site use. The Board retains all proprietary rights related to the design of web sites and/or pages that are hosted on the Board's servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's web site must have written parent permission and expressly license its display without cost to the Board.

Prior written parental permission is necessary for a student to be identified by name on the Board's website.

COPYRIGHT-MULTI-MEDIA MATERIAL:

Coshocton City Schools encourages the use of electronic media in student and staff projects but the following guidelines must be followed to be acceptable.

Any audio or video clip, whether downloaded or copied from home, must be limited to 10% or 30 seconds for music or 10% or 3 minutes for video, whichever is less. If a longer duration is needed, you must have permission by the owner to redistribute.

Any inclusion of copied Internet material, such as, text, video, audio, or images, must include proper credit to the copyright holder or the work is subject to student rules regarding plagiarism.

DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT:

Students assigned a school e-mail account are required to utilize it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

This policy and any corresponding guidelines serve to establish a framework for student's proper use of e-mail as an educational tool.

Personal e-mail accounts on providers other than the District's e-mail system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources. Students shall not send or forward mass e-mails, even if educationally-related, without prior approval of their classroom teacher or the Technology Director, or Superintendent/Principal.

Students may join list serves or other e-mail services (e.g. RSS feeds) that pertain to academic work, provided the e-mails received from the list serves or other e-mail services do not become excessive. If a student is unsure whether s/he has adequate storage or should subscribe to a list serv or RSS feed, s/he should discuss the issue with his/her

classroom teacher, the building principal or the District's Technology Director. The Technology Director or Principal is authorized to block e-mail from list serves or e-mail services if the e-mails received by the student becomes excessive.

Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school.

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

PERSONAL COMMUNICATION DEVICES:

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type.

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an

invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and Principal are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one - or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form.

Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the

parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day at approved times with appropriate permission.

TECHNOLOGY PRIVACY:

The Board of Education recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All computers, telephone systems, electronic mail systems, and voice mail systems are the Board's property and are to be used primarily for business purposes. The Board retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system, telephone system, electronic mail system, and voice mail system. Staff members shall be notified that they have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. All passwords or security codes must be registered with the Board. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Computers, electronic mail, and voice mail are to be used for business and educational purposes. Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home. Because the Board's computer and voice mail systems are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

Staff members are encouraged to keep their personal records and personal business at home. The Board is interested in its resources being properly used. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the files/e-mail/voice mail constitute a public record or if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and technology staff members authorized by the Superintendent have the authority to search and access information electronically.

All computers and any information or software contained therein are property of the Board. Staff members shall not copy, delete, or remove any information or data contained on the Board's computers/servers without the

express permission of the Superintendent or designee or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on any Board computer and may not bring software from outside sources for use on Board equipment without the prior approval of the Technology Coordinator. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

CONFIDENTIALITY AND STUDENT INFORMATION:

Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm.

CONSEQUENCES OF INAPPROPRIATE INTERNET & NETWORK BEHAVIOR:

The staff or student's Building Principal or supervisor will reprimand any staff or student who does not comply with Policies and Guidelines accordingly. User infractions may result in appropriate disciplinary action as outlined in the disciplinary policy for the building/District. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed theft or destruction of school property. In addition to appropriate disciplinary actions, the user may be responsible for any charges, costs, liabilities or damages incurred by *Coshocton City Schools*. This includes (but is not limited to) the cost of time to repair the damaged component, cost of parts to repair the component, or the cost of outside companies to repair damaged components. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted using the school's technology. Penalties imposed under applicable federal, state, or local laws will supersede any local penalties.

USER FEE/BREAKAGE FEE(S):

All students in grades 3-12 will be assessed \$20 for a 1:1 Device User Fee at the beginning of the school year. In the event that a student breaks his/her device, the student will be assessed an additional \$20.

If a student breaks his/her second device, the student will be assessed an additional \$30.

If a student breaks his/her third device (and any thereafter), the student will be assessed all costs associated with the breakage repair. This may include associated labor costs and full-replacement costs.

Students who break another student's device will receive consequences from the office which may include financial responsibility.

Students who have not paid the initial \$20 1:1 Device User Fee prior to their breakage will be assessed all costs associated with the breakage repair. This may include associated labor costs and full replacement costs.

DISTRICT LIABILITIES:

Coshocton City Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Coshocton City Schools will not be responsible for any damages users may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. Coshocton City Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. The user and parent(s) or guardian(s) agree to cooperate with the school in the event of an investigation of a person's use of computer access to the network, whether that use is on a school computer or on another's outside the district's network.

A copy of these forms and the Board Policy can be found at: www.coshoctonredskins.com.

ASSEMBLIES

The administration and faculty, in order to promote interest and to contribute to the life of the student, plan a varied program of assemblies. In some cases, students are asked to pay a small charge for an assembly program to distribute the cost equally among the student body. Students are expected to attend all assemblies other than those that are optional. Students are expected to sit in their assigned areas and to conduct themselves in a manner suitable for the assembly.

ATTENDANCE

House Bill 410. Missing too much school can affect how successful your student is. That's why state lawmakers passed House Bill 410, which breaks student absences down from days to hours. That means tardiness and early sign-outs now count towards attendance. HB 410 defines absences as the following:

Habitual Truancy:

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one school month without a legitimate excuse;
- Absent 72 or more hours in one school year without a legitimate excuse.

When a student is habitually truant, Coshocton High School will assign the student to an Absence Intervention Team (AIT). The AIT will contact parents/guardians and create an intervention plan. If the student refuses to participate or fails to show satisfactory progress within 61 days after the plan is put into effect, Coshocton High School must file a complaint with Coshocton County Juvenile Court.

Excessively Absent:

- Absent 38 or more hours in one school month with or without a legitimate excuse;
- Absent 65 or more hours in one school year with or without a legitimate excuse.

When a student is excessively absent, Coshocton High School must notify the parents/guardians and an intervention plan will be created by all parties involved.

Chronic Absenteeism:

-Any student who misses 10 percent of the school year for any reason. This includes excused and unexcused absences.

Excused (legitimate) absences include:

1. Personal illness and/or medical appointments
2. Severe illness in the immediate family (requiring through doctor's orders or parent's need that the student remain at home)
3. Death in the family
4. Religious observances
5. Quarantine
6. College visits as per guidance office guidelines
7. Other legitimate reasons which receive prior approval of the principals

Unexcused absences include:

1. Oversleeping
2. Car trouble
3. Missed the bus
4. Shopping
5. Haircut and beauty shop appointments
6. Baby-sitting
7. Truancy
8. Other absences not listed as excused

Absence will be marked excused or unexcused for office use and court records as needed.

Attendance Requirements

- Students are cautioned to use the allotted hours of absence wisely.
- Students are not counted absent when attending a school function such as a field trip, participating in a school athletic event, etc. Students must secure their next day's assignment prior to being out of class for a school function.
- Students may use Friday School as make up attendance with permission from an administrator.

Procedure concerning absences. If a student is going to be absent, the parents must contact the school (622-9433) by 9:00 a.m. and provide an explanation. Students who are absent from school should bring a written excuse from parents or guardians to the attendance office (located on the second floor beside the principal's office) upon returning to school. This excuse must certify the reason for the absence and must include the following:

- Student's name
- Date(s) of absence
- Reason for absence
- Parent or guardian's signature

Students not providing a note or having a call to verify an absence will have the absence deemed unexcused, counted as truant, and may be denied credit for work that is missed.

Doctor's statement

Occasional doctor's visits with or without a doctor's excuse may count toward attendance limits. Students missing several consecutive days because of hospitalization, communicable disease, or other extended illness are required to present a doctor's statement to cover those days. Students should ask for assignments to be sent home during these days. Excessive absence due to illness may also require a doctor's statement. Students with a chronic absence history may be required to provide doctor's statements from the beginning of the year.

All doctors' statements concerning student illness must be presented to the attendance office within five (5) days of the absence and must include the following:

Student's name
Date(s) of absence
Reason for absence
Doctor or Nurse's (RN) signature – Medical secretary's signature is not acceptable.

Professional Appointment

Students are not counted absent when attending a professional appointment when the appointment including travel time does not exceed one hour and a half.

Professional appointments include:

1. Doctor appointment
2. Dental appointment
3. Orthodontist appointment
4. Physical Therapy
5. Court appearance

Special arrangements for counting attendance will be made for ongoing medical or dental treatments such as orthodontia. Parents should contact the office before appointments begin to discuss arrangements.

Students must secure assignments from their teachers prior to missing class for an appointment.

Credit Denial (Excessive Absence)

Excessive absence from school for any reason may result in denial of credit. To prevent credits from being denied, the student and student's parents will be informed as follows:

1. For any student missing more than sixty-three (63) hours in a nine-week grading period credit may be denied. A parental conference with the student may be held.
2. After ninety-five (95) hours in a semester credit may be denied.
3. After one hundred fourteen (114) hours of absence, credit may be denied. Parents will be notified in writing.

The attendance laws of the State of Ohio (HB 410) shall be enforced.

Students absent because of truancy may receive no credit for work missed.

Students absent for school-related activities will not have those days count against their total. They will be able to make up work missed and have no penalty for absence.

Make-up work for absences. Students absent from school for any reason other than truancy are expected to make up any work missed. Students will normally be given one day to do make up for each day of absence. It is the student's responsibility to contact teachers upon returning to school to make arrangements for completing

work missed during absence. Work not made up in a reasonable amount of time will result in assignment to Lunch Intervention, Study Tables or may be referred to the office. Students involved with school-related activities are permitted to make up work with no penalty.

Pre-arranged absence. This type of absence from school is recognized as a convenience to parents or guardians. The school recognizes that there are times when family events are important. The school is aware of medical and dental appointment difficulties. When taking advantage of pre-arranged absences, a note from parents or guardians should be presented to the attendance office prior to the date of absence. In case of an emergency, the attendance office should be contacted.

College visits. A junior or a senior is permitted to have three excused absences for a visit to a college campus to investigate enrollment. Pre-approval through the Guidance Office is required. In order to receive approval, the student must present a note signed by parent or guardian to the counselors indicating the date of the visit and the college. The student will receive a form to be completed by the Admissions Department of the college during the visit. The form must be returned to the Attendance Secretary upon return to school. These days are not included in the absence limits of each student.

Early dismissal (dismissal during school hours). If students have medical appointments, they should bring a note, written, signed and dated by their parents or guardians containing information as to when students should be dismissed and when they are expected to return. The note for these appointments should be brought to the attendance office for approval before the tardy bell. If approval is granted, students will be issued an early dismissal permit, which must be signed by a doctor or dentist before returning to school. Student must report to the attendance office before leaving. If students return to school the same day as the early dismissal, they must report to the attendance office, return the early dismissal permit which has been signed by a doctor or dentist, sign in and be issued an admittance permit. If students return to school the day following the early dismissal, they must report to the attendance office before the tardy bell, return the early dismissal permit which has been signed by a doctor or dentist.

Illness. Students who are ill should report to the attendance office. The procedure for dismissal is outlined under the section entitled "Illness/First Aid". Students who are ill should not leave the building without permission nor without signing out at the attendance window.

Student work programs. Students in these programs must sign out at the attendance window before leaving. Students leaving school to work are not to return to school grounds while school is in session.

Other. If it is necessary for students to leave the building during the day, they must obtain permission from the attendance office with parents' or guardians' approval and sign out before leaving.

Truancy with Coshocton County Juvenile Court

Definition. Truancy is when a student deliberately misses school or class without an excusable reason. Usually the parents are unaware of the student's absence during this time period. Students are truant if they are absent from school without an excusable reason, leave school without signing out, leave school without permission of their parents, come to school but do not attend classes (including study halls) or obtain permission to go to a certain place but do not report there. The attendance laws with of the State of Ohio (HB 410) shall be enforced. Habitual Truancy is defined by the following:

1. Unexcused absence of 30 consecutive hours.
2. Unexcused absence of 42 or more hours in one month.
3. Unexcused absence of 72 or more hours in one year.

Truancy will result in disciplinary action. Parents or guardians may be notified. Continuing truancy may require a conference with parents or guardians before students are readmitted. Truancy will be referred to the juvenile authorities in accordance with Board of Education policies. Parents or guardians who knowingly and willfully permit a son/daughter to be truant will be liable for prosecution.

Juvenile Court procedure. Students will be referred to Juvenile Court for excessive unexcused absence under procedures adopted by the Juvenile Court.

1. 4 days unexcused absence – First notice to parent/guardian and Juvenile Court.
2. 8 days unexcused absence – Second notice mailed to parent/guardian. Legal complaint prepared. Conference at CHS with administration, parent-guardian, student and Juvenile Court officer.
3. 12 days unexcused absence – Third notice mailed to parent/guardian and Juvenile Court. Legal complaint filed. Court hearing held.

A student who has had previous filing may be court-referred after one unexcused day.

Tardiness

The development of good attendance habits includes being on time. It shows responsibility on the part of the student. Tardiness applies to cases where students are late to school, to class or to detention. Students will receive discipline for excessive tardies.

Tardiness to school. Students are considered tardy to school if they arrive at school after 7:51 AM without a legitimate excuse. If students are tardy to school, they must report to the attendance office before going to class. Consequences for tardiness to school are as follows:

- 3rd tardy in a grading period – After-School Detention
- 4th tardy in a grading period – After-School Detention
- 5th tardy in a grading period – Friday School or I.S.D.

Continued tardiness will cause review of the case and may result in a more serious penalty including referral to Coshocton County Juvenile Court.

Tardiness to class. Students who are in regular attendance and find that they are tardy to a class should report to the class. Students should not report to the attendance office, principal's office, or guidance office. These offices do not issue passes to students who are tardy to class. Classroom or study hall teachers may assign disciplinary action to students who are tardy to class. Students should be in their rooms before the bell rings. Students have three (3) minutes to change classes. On a rare occasion students may need more time in a class. They should report to their next class and ask the teacher to be excused before reporting back to the previous class. If detained by a teacher, the teacher should give the student a written pass to admit the student to the class for which they are late.

Attendance requirement for participation in activities. Students are required to be present in school in order to participate in any school activity. This rule is especially applicable to activities that are normally after school, such as sports events, band, choir, drama presentations, cheerleading, homecoming, etc. Any student absent prior to the start of 4th period (10:27am) will be considered ineligible to participate in the above-mentioned activities on that day. Absences must be excused by an administrator in advance.

BULLETIN BOARDS, DISPLAYS, AND POSTERS

Students are asked to check the bulletin boards at regular intervals for the announcement of future activities and guidance information. Students must receive permission from the principals to display materials or signs on bulletin boards or walls in the school building.

BUS TRANSPORTATION

Bus transportation is available for all students who live over one mile from the school in which they are enrolled. The Coshocton City Board of Education has organized definite policies determining those students who are eligible for bus transportation. In order to keep the buses operating efficiently and safely, students are required to obey all bus regulations. A violation of any of the bus regulations may result in a student being denied the privilege of riding the bus. Students are not permitted to ride a bus unless assigned to the bus. The transportation coordinator is responsible for making exceptions to this rule.

CAFETERIA, LUNCH

Cafeteria. The cafeteria is located on the fourth floor in room 409. The cafeteria serves a variety of well-balanced lunches at no cost to the student. The plate lunch changes daily according to a pre-announced (local newspaper and classroom bulletin boards) menu. Extra sandwiches may be purchased with the plate lunch. Students may bring a sack lunch to be eaten in the cafeteria. Those who bring sack lunch may purchase milk or a la carte (parts of a lunch) from the snack bar. Students are not to order food to be delivered to the cafeteria or other areas.

Closed lunch period. The Coshocton High School has a closed lunch period. This means that students are to remain on the school grounds during the lunch period. All food must be eaten in the cafeteria. Students are not allowed to leave food or debris on the tables. After students have completed eating, they may remain in the cafeteria, in designated areas of the fourth floor, or go outside to the patio (supervision and weather permitting).

CLOSINGS/DISMISSALS

Inclement weather or emergency situations may force the schools to be cancelled, delayed, or dismissed early. Reports of school closings will be aired on WTNS radio, WHIZ-TV in Zanesville, and on several Columbus stations. Coshocton CS and Coshocton HS also encourage parents/guardians to view our district website for alerts, as well as registering for email and/or text alerts (Sign up on-line at www.coshoctonredskins.com). In order to observe an orderly and efficient departure, please observe the broadcast schedule for early dismissals. Also each family needs to complete the district's Safety Notification form for procedures to follow in case of an early dismissal. Contact the CHS Office at (740) 622-9433 to request this form.

CODE OF CONDUCT

(In Compliance with O.R.C. 3313.661, September 1976)

Coshocton High School provides each student with the maximum opportunity to acquire education. The most important responsibility of students at CHS is to learn. Behavior that interferes with any student's opportunity to learn is unacceptable. All rules and regulations are developed and enforced with this thought in mind. School rules and regulations apply to all functions in which the school is represented.

The following are areas of conduct which are expected at CHS and possible disciplinary action for misconduct. While the listing of areas of conduct and misconduct will aid students and parents or guardians to understand the student's responsibilities at school, the listing is not all-inclusive. If there are questions concerning conduct, the school administration should be contacted.

SCOPE OF JURISDICTION

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property and/or misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

A violation of any of the following rules may result in disciplinary action. This may include, but is not limited to: verbal warnings, parent conferences, lunch detention, after-school study, janitorial service, Friday school, in-school detention, suspension, Juvenile Court and/or law enforcement referral, and/or expulsion from school.

The Principal or assistant principal(s) may suspend a student from school for a period of up to ten (10) school days for violation(s) of the Code of Conduct. The Superintendent may expel a student from school for up to eighty (80) days and in some cases for an entire year.

- A. Disruption of school.** A student shall not, by use of violence, force, coercion or threat, cause material disruption or obstruction. Students shall not be involved in unauthorized touching, make threats against other students, or force other students to follow their demands. Students shall not participate in any activity that disrupts the educational process, induces panic or interferes with the right of other students to pursue an education.
- B. Damage of property or Theft.** A student shall not damage or be involved in the damage of any property or theft, while under the reasonable jurisdiction of the school's authority. This shall include all events and activities that are school sponsored both on and off school property.
- C. Unauthorized Touching.** Unauthorized touching is the act of physically touching or hitting a student or employee of the school system, or any other person while on school property or at a school event. The administration may assign consequences ranging from detention to suspension. In accordance with board policy, recommendations for expulsion may also be made to the Superintendent.

The levels of Unauthorized Touching are as follows:

LEVEL I – pushing, shoving, grasping

LEVEL II – exchange of punches, but end altercation on their own

LEVEL III – exchange of punches and have to be broken up by bystanders, or an act of assault is involved

LEVEL IIIA – any type of unauthorized touching that includes the act of physically touching or hitting towards an employee of this school system.

- D. Harassment/Bullying.** Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that places a student or employee in reasonable fear of harm to his/her person or damage to his/her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or has the effect of substantially disrupting the orderly operation of a school. Bullying is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve teasing, threats, intimidation, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual religious, or racial harassment, public humiliation, or destruction of property. This also includes violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation of any student on school property or school sponsored events. Procedures are in place for reporting, documenting, and disciplining students involved in prohibited incidents.
- E. Hazing.** Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person (ORC 2903.31).
- F. Dangerous weapons and/or instruments.** The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Policy exceptions include:

1. Items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation);
2. Theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the building principal. Failure to report such information may subject the student to disciplinary action.

- G. Narcotics, alcoholic beverages, drugs, tobacco, and drug paraphernalia.** A student shall not possess, use, transmit, conceal or be under the influence of any of the above mentioned substances or any substances that is a "look-alike" to any of the above.
- H. Insubordination.** A student shall comply with directions of authorized school personnel during any period of time when the student is under the authority of the school.
- I. Disrespect.** Students are expected to demonstrate appropriate respect toward staff members. The school's adults have the responsibility to maintain the proper learning environment. Abusive or otherwise disrespectful comments or gestures will not be tolerated.
- J. Profanity/Obscene language.** A student shall not use profanity or obscene language, either written or verbal, in communication with faculty, students, or any other person while under school jurisdiction. This prohibition includes the use of obscene gestures, signs, clothing, pictures, or publications.
- K. Other misconduct.** A student shall not engage in any act which frightens, degrades, disgraces, or tends to frighten, degrade, or disgrace another person by written, verbal, or gestured means. Hazing activities are inconsistent with the educational process and are strictly prohibited.
- L. Cooperation.** Students shall prepare assignments, fulfill course requirements, and enter into classroom activities within the students' capabilities.
- M. Surveillance Cameras.** For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices may result in disciplinary action by the school and possible referral to local law enforcement agencies.
- N. Forgery or False Information.** A student shall not falsely represent, attempt to falsely represent, or lie concerning any information to be used by or given to school officials, use the name or identity of another person, or forge any school forms or information.
- O. School personnel.** Students may be subject to school discipline for any harassment, vandalism, physical abuse, or other disruptive behavior toward school personnel during non-school time.
- P. Cyber-bullying.** Cyber-bullying is defined as abusive behavior, including but not limited to, taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetuated with computers, cellular phones, internet websites, and/or any other electronic device, while the effect of which causes a substantial disruption of the educational process or does harm to another student. Cyber-bullying is unacceptable and will not be tolerated.

- Q. Inappropriate Material.** Students are not to possess, make, transmit, conceal, sell, or offer to sell, inappropriate material or items.
- R. Violation of School Rules.** A student shall not repeatedly fail to comply with reasonable school rules and regulations properly established for the efficient operation of the school.
- S. Computer misuse.** Students are to use computers only as directed by the classroom teacher. Students abusing computer integrity may be disciplined in accordance with the adopted Board of Education computer usage policy. Students who violate the policies will be subject to all disciplinary measures outlined in the CHS Student Handbook.

CONDUCT (OTHER)

Classroom teachers are the primary disciplinarians. With this in mind, the following guidelines should be considered:

1. Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel.
2. Conduct in study halls. Students should arrive in study hall with all necessary materials, take their seats and begin working without a signal from the teacher. Study halls are for studying and students should be prepared to study.
3. Conduct in hallways. Students should be in the halls only during the exchange of classes unless a teacher or school administrator grants permission. Students in hallways during class time must have a pass signed by a teacher or administrator. Running is forbidden in hallways.
4. Inappropriate public display of affection. Students may engage in hand holding but not in kissing, caressing, or other inappropriate amorous behavior.

Conduct at school activities

The presence of students at school activities is an important part of their all around educational development. Their conduct at these activities should be acceptable according to good social and moral standards. Whether they are participants or spectators, they should conduct themselves in a manner that would result in honor and respect for themselves, their parents or guardians, the school and community.

Student participation in pep rallies and other assemblies is encouraged. Any skits that are to be performed during assemblies must have prior approval of a school administrator and must be performed according to the submitted script. Scripts for approval must be submitted one full school day prior to the assembly. Under no circumstances will students be permitted to "cross-dress" in order to represent the opposite gender.

Due process

Due process is adhered to in the handling of all disciplinary situations. No student shall be denied admission to the Coshocton City School district or to any course or school activity or otherwise discriminated against for reason of race, color, national origin, sex, or handicap.

CONSEQUENCES OF MISCONDUCT

Lunch Detention. The administration may assign lunch detention to students for violation of the student code of conduct. Lunch detention takes place in a supervised area near/in the office during a student's lunch period.

After-School Detention. Administration may assign students After-School Detention. ASD is after school until 4 pm on Tuesdays and Thursdays in a designated area. Students will be given one day to make necessary arrangements at home before after-school study is served.*

Friday School. Friday School is an alternative to out-of-school suspension for certain violations of the Student Code of Conduct. Students who are having problems with attendance may also be assigned to Friday School. Friday School is after school on Fridays until 6 pm in a designated area. There will be no Friday School on the Fridays when school is not in session.*

**- Not reporting to the above will result in additional consequences, unless excused by a school official.*

In-School Detention. In-School Detention is used as an alternative to suspension. Students assigned to I.S.D. are isolated in a small room or in the office for the entire day.

Restitution. In some instances it may be appropriate that a student make restitution for damaged property of another student, staff member, or the school district.

Confiscation. Confiscation is the surrendering of items that are illegal, disruptive, or inappropriate to the educational process. All items are kept by the administration and may be returned to the student or parent at the discretion of the administration. Violations may result in a parent/guardian having to pick up the item(s) in question. Illegal items will be turned over to law enforcement.

Community Service. In some instances it may be appropriate to use community service for discipline.

Out of School Suspension. Students may be suspended from school by the principal, assistant principal or superintendent of Coshocton City Schools for violation of the Student Code of Conduct. O.S.S. may be for a maximum of ten days. Students under suspension may be required to attend the Alternative School at the discretion of school officials.

Emergency Removal. Students may be removed from school if that student poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District.

Alternative School. At the discretion of the principal, assistant principal or superintendent, some students may be assigned to the Alternative School.

Expulsion. Students may be expelled from school by the Superintendent of Coshocton City Schools for violation of the Student Code of Conduct.

COSHOCTON ELEMENTARY SCHOOL

Students are not permitted on the elementary campus during before, during or after school hours. CHS students are permitted on CES grounds to pick up or drop off a sibling(s). Students found loitering at CES may be subject to a school consequence.

COUNTERFEIT CONTROLLED SUBSTANCES

Section 2925.01, O.R.C., makes it illegal to sell or possess counterfeit substances. In as much as the possession or sale of counterfeit controlled substances is harmful to the maintenance of health, safety, and discipline of the school district, such sale or possession is subject to discipline.

Counterfeit controlled substance is defined as any drug that bears, or whose container or label bears, a trademark, trade name or identifying mark. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed someone other than the person that manufactured, processed, packed and distributed it. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or price for which it is sold or offered for sale.

Restrictions. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance. No student shall directly or indirectly represent a counterfeit controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

DELIVERIES

C.H.S. will not accept delivery of flowers, balloons, etc., for students during the day.

DISCIPLINE POINT SYSTEM

Coshocton High School uses a point system as the basis for its disciplinary action. It is impossible to list or categorize all the various types of disciplinary violations; thus, the administration reserves the right to administer discipline as the facts of the case dictate.

The school administration will have the responsibility of dealing directly with the discipline of student misconduct. They will also make every attempt to communicate to parents all necessary information concerning discipline or attendance problems. Parents and guardians should feel free to contact them for assistance.

CHS complies with all requirements of State and Federal law with regard to the discipline of students with disabilities.

Copies of the Discipline Code and relevant board policies are available in the office, upon request, to students and parents. Discipline policies may change during the school year. Please consult the postings in the office for the current policies. Disciplinary action will follow the Board of Education approved Discipline Code.

Students who reach designated point levels will be assigned discipline accordingly, up to and including removal, suspension and/or expulsion.

Regardless of the points accumulated by a student and the suggested discipline for the accumulation of such points, a student may, at any time, be suspended, removed, and/or expelled from school and/or be subjected to other disciplinary action for violating any provision of the Discipline Code. Discipline guidelines and suggested points for various offenses are listed below. However, the suggested guidelines are not, in any way whatsoever, binding on school district personnel assigning discipline to a student for violations of the Discipline Code.

HOW THE POINT SYSTEM WORKS

Violation of school rules will result in the assignment of points. When a student receives:

3-15 points – The administration may assign...

Option A – Lunch Detention(s) or After-School Detention(s)

Option B – Friday School(s)

Option C – 1-3 day In-School Detention (ISD) or Out of School Suspension (OSS)

16-29 points – The administration can assign discipline according to the offense ranging from Friday School to OSS.

30 points - Option A – 5 day ISD

Option B – 5 day OSS or Alternative School short-term placement

Option C – Combination of Option A and B may be offered if deemed appropriate

40 points - Student may be placed on Principal's Probation and...

Option A – Short/Long-term ISD or OSS

Option B – Short/Long-term placement at Alternative School

Option C – Combination of Option A and B may be offered if deemed appropriate

45 points - Option A – 5-10 day out-of-school suspension

Option B – 10 day combination out-of-school suspension and Alternative School placement

60 points – Recommendation may be made to the Superintendent to initiate expulsion proceedings.

Principal's Probation. A student may be placed on Principal's Probation when they have had discipline situations accumulating 40 points. Any violation of the student Discipline Code that results in a violation of Principal's Probation may result in a ten day suspension, regardless of whether the Discipline Code violation might otherwise typically result in a discipline penalty of less than ten days of suspension. In addition, when a student has been placed on probation, he/she may be recommended for expulsion if he/she accumulates 20 additional points. Students placed on Principal's Probation may lose school sponsored field trips, hallway privileges, incentive privileges, or other as approved by the administration. Any student who is expelled from school will be placed on Principal's Probation upon their return.

Students may earn a reduction of points accumulated by:

Initiating a request with school administration, returning 30 days later, and receive no additional points, thereby reducing the point total (Total number of points deducted will be mutually agreed upon between the student and administrator).

If 30 days pass with the student failing to return for completion of the point reduction, that student's point total will not be lowered.

Carrying out mutually agreed upon duties or tasks. During the time of suspension (not to include in-school study), expulsion, or removal, the parent, guardian, or custodian of the student (or the student if eighteen years of age or older) is responsible for the student. While suspended, expelled, permanently excluded, or removed from school, students are not permitted to attend curricular or extracurricular activities or to be on school premises for any reason unless a prior appointment has been made with school officials.

The Board of Education may seek the permanent exclusion of a student sixteen years of age or older who is convicted of committing, or adjudicated a delinquent child for committing, a violation listed in Discipline Policy.

VIOLATION OF THE TERMS OF SUSPENSION OR EXPULSION

Unless specifically approved by a school official, a student shall not be on Coshocton City School District property or attend/participate in any school event (whether on or off school property) on any days the student is suspended or expelled. In addition, a student shall not otherwise violate any other terms of the suspension or expulsion. Students are also subject to discipline and/or points for any other violations of the Discipline Code that occur while the student is suspended or expelled. For example, if a student is involved in a fight on school property while suspended or expelled, the student may be disciplined for both being on school property and for being in the fight. Also, if a student violates the Discipline Code while suspended or expelled, even though the student is not on school property or at a school event, the student is subject to discipline and/or points for any such violations that are within the school district's off-premises institutional authority or subject to the authority of the Board of Education or school personnel.

STUDENT CONDUCT

1 to 60 points

NOTE: THIS IS A REPRESENTATIVE LISTING OF RULES AND VIOLATIONS. IT IS NOT A COMPLETE LISTING OF ALL ACTS OF MISBEHAVIOR THAT MAY REQUIRE DISCIPLINARY ACTION. THE COSHOCTON HIGH SCHOOL ADMINISTRATION RESERVES THE RIGHT TO ASSIGN POINTS AND DISCIPLINARY ACTION AS THE SITUATION WARRANTS.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations, which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school participating in any school-related activity or event. The information includes the types of conduct, which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student discipline code and the fact that any violations of the student discipline code are punishable.

If a student violates this policy, or the discipline code, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Discipline Code is made available to students and parents and is posted in a central location within the building and is available upon request.

Disciplinary Penalties Under the Point System

1. Any violation of the following rules may result in the assignment of forty-five (45) points and an immediate out-of-school suspension. Violators may be referred to civil authorities and may be subject to expulsion. Students may also be expelled, or permanently excluded, for the following violations.

- a. Conviction of a Felony or Other Violation of Law
- b. Alcohol and Drugs
- c. Counterfeit Controlled Substances
- d. Possession or Use of Weapons or Dangerous Instruments
- e. Inducing Panic
- f. False Alarms and Reports
- g. Bus Behavior

Level II – Major 30-45 pts. – TBD by administrator

2. Any violation of the following rules may result in the assignment of up to thirty (30) points and an immediate suspension (except as otherwise indicated under “Unauthorized Touching”). Students may also be expelled for the following violations.

- a. Damage to School Property (Level II – Major) TBD by administrator
- b. Unauthorized Touching
(A violation may result in the student being expelled for a period of up to one calendar year.)
- c. Theft (Level II – Major) TBD by administrator
- d. Harassment/Bullying
- e. Disruption of School (Level II – Major) TBD by administrator
- f. Inappropriate use of Computer/Tablet (Level II – Major) TBD by administrator
- g. Bus Behavior

Level I – Minor 3-29 pts. – TBD by administrator

3. Any violation of the following rules may result in the assignment of fifteen (15) points and the appropriate discipline. Students may be expelled for the following violations.

- a. Disrespect
- b. Theft (Level I – Minor) TBD by administrator
- c. Smoking or Use of Tobacco
 - Level I – 15 points – first violation
 - Level II – Additional 25 points – each repeated violation.
- d. Forgery and Falsification
- e. Distribution of Unauthorized Material
- f. Insubordination
- g. Over-the-Counter Substances
- i. Repeated Violations

4. In addition to the rules listed under 1, 2, and 3 in the Discipline Code, students may be disciplined for violations of the following rules. Points in this area range from 3 points to 15 points.

- a. Truancy
- b. Non-compliance with Class Assignments
 - 1st Offense – 3 points
 - 2nd Offense – 6 points – each repeated violation
- c. Public Display of Affection
- d. Inappropriate use of Cell Phone
 - 1st Offense – 6 points
 - 2nd Offense – 9 points – each repeated violation
- e. Profanity
- f. Failure to Sign In/Out of School
- g. Dress Code Violation
- h. Inappropriate Material
- i. Out of Assigned Area
- j. Disruption of School (Level I – Minor) TBD by administrator
- k. Damage to School Property (Level I – Minor) TBD by administrator
- l. Other Misconduct
- m. Inappropriate use of Computer/Tablet (Level I – Minor) TBD by administrator

DRESS AND APPEARANCE

It is the policy of the Coshocton City Schools Board of Education and CHS to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education. Students are expected to wear appropriate, comfortable, appropriately fitting apparel that is in good taste, clean, safe, and neat.

Shoes or sandals must be worn at all times. Due to safety considerations, appropriate shoes must be worn in certain classrooms (science labs, tech, etc.). Hoods may not be worn over any part of the face or head. Skirts and shorts must be fingertip length. Shoulders and midribs must be covered. Shirts with cut-off sleeves are not permitted. Tank tops are not permitted. Pants and shorts must adequately cover all undergarments. Clothing with group marking or associated with a group or gang will not be permitted. Jewelry or clothing promoting drugs, alcohol, tobacco use or suggestive clothing shall not be permitted. No inappropriate slogans or items

depicting a double meaning. Hats, sunglasses, and bandannas are not to be worn in school, unless permission is granted by a school official. Fads or styles deemed inappropriate/disruptive by the administration are not permitted.

In all dress code matters where a disagreement exists as to whether or not the attire is appropriate, the decision of the school administrator is final. The administration reserves the right to review, assess, and revise these guidelines at any time.

ECOL GYMNASIUM REGULATIONS

The following gymnasium regulations have been approved by all principals of the East Central Ohio League. These regulations are in effect in all events within Coshocton High School gymnasium, as well as in the gyms of all ECOL member schools.

1. All student section fans are prohibited from standing on the gym floor. Students' feet must be on or behind the first row of bleachers.
2. No signs, flags, or banners may be held by students in the student section.
3. Cheerleaders only may use megaphones and signs that are part of a cheer. Megaphones are not permitted in the student section and are not to be banged on the floor.
4. Cheerleaders are not permitted to build pyramids or mounts.
5. Mini-trampolines are prohibited.
6. Throws and lifts are prohibited.
7. All spectators are to remain off the gym floor until competing teams and coaches have shaken hands and cleared the floor.

ELIGIBILITY

Eligibility for athletics and extracurricular activities will be determined in accordance with local board policy and OHSAA policy. Eligibility will be determined at the end of each nine-week grading period for the upcoming grading period. Eligibility or ineligibility continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective (OHSAA Bylaw 4-4-3). "School day" includes staff in-service days, calamity days and regular school attendance days, but not holidays or school breaks. Eligibility or ineligibility for the 1st GP begins with the start of the fall sports season.

Ohio High School Athletic Association. High school students must pass courses that would add up to five credits per year toward graduation to be eligible during the next nine-week grading period. Junior high must pass five (5) classes in the previous grading period to be eligible for athletics and other school activities. English/Language Arts class (for JH only) will count as two grades or double.

EMANCIPATED STUDENTS

Students who are 18 years of age and over are recognized as adult students and will be treated as adults. Parents of students 18 years and older will be extended the courtesy of receiving all information about their student unless specifically denied that courtesy by the adult student. Adult students must follow all school rules, must adhere to all policies, and must be proceeding on track to graduate in order to remain a student at CHS.

FEES

All students at Coshocton High School are required to pay all fees. These fees are collected at the beginning of the school year. In addition to the student activity fee, a fee is also charged for some elective courses. The fee schedule is updated annually and a complete list of fees are listed below. Students who are financially unable to buy their own supplies and pay fees should check in the office for a fee waiver form. Supplies will be furnished and the fees will be waived if students cannot afford to pay them.

Activity Fee (grades 7-12)	\$25.00
Anatomy/Physiology	\$20.00
Art (All classes)	\$20.00
Biology (All classes)	\$10.00
Career and College Readiness	\$5.00
Chemistry (All classes)	\$15.00
Child Development	\$15.00
Computer-All Classes	\$3.00
Financial Accounting	\$20.00
1:1 Computer Usage Fee Grades 7-12 (No Fee Waiver)	\$20.00
Driver Education	300.00
Mass Communication	\$5.00
Life Skills	\$5.00
Physical Science (All classes)	\$5.00
Physics-All Classes	\$5.00
Principals of Nutrition & Wellness	\$20.00
*Tech Prep/Engineering	\$20.00
*Tech I & II	\$10.00
*Tech-Computer Assessment Design	\$20.00
*Tech Drawing I & II	\$5.00
*Tech-Advanced Woods	\$20.00
*Tech-Engineer Design	\$5.00
Tech Prep Grades 7-8	\$5.00
Textile Design, Construction, & Maintenance	\$20.00

Deleted: 7-10

*Individual project fees are in addition to the course fee.

FOOD AND DRINKS

Individual teachers may decide whether food or beverages may be consumed in their classroom. Students are responsible to clean up after themselves.

GRADES

The grading system has been established for the purpose of communicating, interpreting and understanding as clearly as possible the achievement and progress of students and to recognize any area needing improvement.

Grades or marking system. The following grades will appear on the grade cards for each subject area:

“A” represents superior accomplishment.

“B” indicates accomplishment considerably above that of the average student.

“C” is the grade which average students are able to earn if they apply themselves properly.

“D” is a low grade, but if students are doing their best, they should be commended for their efforts.

“P” is a passing grade in a pass-fail course.

“F” is a failing grade. It usually reflects lack of ability combined with failure to do one’s best work possible. Students who receive an “F” normally have completed little of the assigned work. Excessive absence is often reason for achieving at this level.

“I” is a temporary grade of incomplete. This means that the real grade will be withheld until certain unfinished work has been completed. The unfinished work may be because of a student failing to complete assignments or student absence for a period of time. It is the responsibility of students to make arrangements with teachers for making up incomplete work in a timely manner. Incompletes not made up after five (5) school days following the end of the grading period will result in a failing grade or “F” for that grading period. For the final grading period, students have up to the last day of school to make up an incomplete or a failing grade or “F” will be issued.

Calculation of semester grades will be based on percentages. 7-12 grades will be a simple average of the percentages for each grading period. Yearlong course grades will be a simple average of the 1st and 2nd semester final percentage.

Semester averages will be based on the following scale:

<u>Percentage</u>	<u>Grade</u>	<u>GPA</u>
90-100	A	4
80-89	B	3
70-79	C	2
60-69	D	1
0-59	F	0

Example of a Semester Grade Calculation:

1 st GP	2 nd GP	Average	Final %	Grade
84%	97%	90.5	91%	A

Example of a Yearlong Course Grade Calculation:

1 st GP	2 nd GP	Average Sem. 1	Grade	
90%	81%	85.5	86%	B

3 rd GP	4 th GP	Average Sem. 2	Grade	
75%	72%	73.5	74%	C

Sem.1	Sem. 2	Average	Final Grade
86%	74%	80	B

Homework Policy. Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Homework provides opportunities to apply learning and to experience necessary practice. It promotes student responsibility and accountability by developing work habits essential for succeeding in life. Homework offers teachers, parents, and students the opportunity to be involved in and support the learning process outside of school. Research shows that meaningful homework may increase student achievement. To move our students forward in the learning process, teachers will assign consistent, appropriate, and meaningful homework.

Re-take Policy. Re-taking a summative assessment is an accommodation afforded to every student at CHS (*see exceptions below). Re-takes are an important part of our grading practice. We believe each student is responsible for preparing for each summative, whether it is a quiz, test, lab, etc. We also believe that, despite best efforts, many students require additional intervention and other opportunities to re-take a summative. As students enter high school, and eventually their senior year, the number of opportunities for re-takes will decrease. This is to better prepare our graduates for the grading practices of universities, colleges, and other institutions they may attend after high school. Depending on the grade-level of the class, please see below for the number of allowable re-takes at CHS:

For 7th and 8th grade-level classes - any summative below 95% can be retaken

For 9th and 10th grade-level classes – Three (3) re-takes allowable per class on major summatives in the 1st GP; two (2) re-takes allowable per class on major summatives in the 2nd GP; one (1) re-take allowable per class on major summatives in the final 2 GP

For 11th and 12th grade-level classes – One (1) re-take allowable per class in each GP on major summatives

For Advanced Placement or A.P. classes – One (1) re-take allowable per class in each GP on major summatives

*Exception 1 – Any College Credit Plus class will follow the grading practice of the institution (COTC, OSU-Newark, etc.)

*Exception 2 – 9 Weeks Tests cannot be re-taken

Lunch Intervention. Students will be assigned to Lunch Intervention by a classroom teacher if they are not completing work on time. Lunch Intervention is in rm. 408. Students will report to intervention with their lunch and the assigned work. After two (2) consecutive days in LIR for the same missing work, students may be referred to the office for a consequence. Students receiving a failing grade for a current or previous grading period may be assigned to LIR for a length of time determined by the administration. Students habitually truant to LIR may receive an additional consequence.

Study Tables. Study Tables are assigned to students who habitually are not completing class work/homework. The purpose of Study Tables is to give students an opportunity to complete late or missing work, re-take exams, and/or work with classroom teacher(s). Study Tables are assigned by the Lunch Intervention Room teacher. Additional consequences for not completing class work may be assigned for students who continue to be non-compliant with assignments. Multiple unexcused absences may result in an office assigned consequence.

Academic Probation. Students may be placed on Academic Probation for not turning assignments in on time. Students referred to Lunch Intervention for 3 different missing assignments or those who have been in Lunch Intervention for 3 consecutive days for the same assignment, will be placed on Academic Probation until the assignment(s) are completed. Students assigned to Academic Probation a 2nd time in a grading period will be placed on probation for 4.5 weeks (not to exceed 23 consecutive school days). Students on Academic Probation are automatically assigned to the Lunch Intervention Room during the students lunch period and to After-School Study Tables during the assigned probation period. Students may also be required to report to a specific classroom(s) for Connect while on Academic Probation. Additional restrictions may also apply. These may include, not being able to attend assemblies, pep rallies, or certain field trips. The administration may assign additional consequences for repeated violations and reserve the right to make revisions to this policy at any given time during the school year.

Standards Based Grades. CHS grades 7-12 have transitioned to a standards-based grading system. In a standards-based grading and reporting system, grades reflect what a student knows in relation to grade-level standards. Grades based on standards ultimately help to improve student achievement by focusing on four critical questions:

- What do students need to know and be able to do?
- How will we know that they have learned it?
- What will we do when they have not learned it?
- What will we do when they already know it?

Grades based on curriculum standards become triggers for action. Standards-based grades help teachers plan their instruction so they can challenge and support all students. They help parents know the academic areas in which a student meets or exceeds expectations, needs challenged, or needs support. Understanding the definition of each of the following assessment types and how they are used will be essential for the student and parent.

Diagnostic Assessment – takes place prior to instruction; designed to determine a student’s attitude, skills, and knowledge in order to identify student needs.

Formative Assessment – designed to provide direction for improvement and/or adjustment to a program for a student or class (Assessment FOR learning).

Summative Assessment – designed to provide information to be used in making judgments about student achievement and the end of a period of instruction (Assessment OF learning).

Keeping progress on formative assessments separate from summative assessments gives a more precise picture of the achievement in the classroom. While feedback and assessment of a student’s formative work is important, it is not reflected on the report card as a part of the student’s grade. Also, student behaviors will not be included (effort, participation, adherence to class rules, etc.). Grades will only reflect achievement toward Ohio Content Standards, ACT subject areas, or the AP curriculum.

Late Work. Reducing points for late work distorts the achievement record the grade is intended to communicate and can actually harm student motivation. In order to reduce or eliminate the problem of late/missing work, support systems will be put into place (Lunch Intervention Room, Study Tables, After-school programs). It is important to note that we want students to exhibit responsibility and submit assessment evidence in a timely manner.

Extra Credit. Giving extra credit points or bonus points distort a student's grade of achievement. The purpose of a grade is to communicate a true and accurate achievement level for each individual student. Extra credit or bonus points will only "fluff" the student's grade leading to miscommunication of achievement.

Attendance. Excused and unexcused absences are not relevant to an achievement grade. Absences will be separate from grades. Students need to come to school to be successful in their learning; however, standards-based learning is not about seat time. It is about what students know, understand, and do.

Final grades and credits. Final grades are determined by meeting all classroom requirements of teachers during each grading period regardless of the final average. Students must complete each course to receive credit. Students must also meet attendance requirements to receive credit. GPA is calculated each semester and updated yearly.

Grade cards. Grade cards are distributed four times a year. Students will receive a grade card each nine-week grading period. If students fail to receive a grade card or there is an obvious mistake on the card, please call the principal's office. Parents are invited to contact school personnel about questions concerning grades earned by students.

Grade requirements. The Board of Education policy stipulates the following requirements in order to receive credit in a course:

Semester course—Students will receive two grades for each semester consisting of two nine-week grades. In order to pass the class students must fulfill all class requirements and maintain an average that is considered passing.

Full-year course—Students will receive four grades for a yearlong class consisting of four nine-week grades. In order to pass the class students must fulfill all classroom requirements and pass three of the four nine weeks. Students receiving 2 or more failing grades for the year will be required to complete unit recovery to gain credit.

College Credit Plus (CCP). Students in grades 7-12 may apply for College Credit Plus admission to a public or participating private college. The Institution of Higher Education (IHE) admits students based on college-readiness in one or more subject areas. Successful completion of a three or more credit-hour college course will result in 1.0 Carnegie unit earned at Coshocton High School. Parents and students must meet with their school counselor to review guidelines and complete the "Intent to Participate Form" by April 1 to be eligible for the following school year. CCP students are responsible for providing CHS with a current copy of their college schedule. They must also follow the thirty-hour formula discussed by the College and Career Advisor, and/or their school counselor. Depending on the IHE, students must work with the institution and CHS to follow proper procedures for receiving and returning textbooks and materials. CCP students who fail a class, or drop a class on or after the fifteenth day of course beginning, are responsible for tuition reimbursement to Coshocton City Schools (cost varies depending on IHE).

Early Graduation. Students interested in pursuing early graduation must make an appointment with the guidance office to determine eligibility.

Cheating, plagiarism, or other misrepresentation of a student's own work. The school believes most of the students at CHS are honest school citizens. However, a very small minority cannot be considered in this group. It is therefore appropriate to inform all students of the following possible consequences:

1. Parents or guardians will be notified by the classroom teacher of the student's misconduct.
2. The student may lose assignment credit for cheating, plagiarism, or other misrepresentation of his/her work.
3. Students cheating on tests or examinations may receive an "F" in the subject for the current grading period.
4. Students may be referred to the office for additional consequences.

Honor Roll / Merit Roll. Students with a nine-week grade point average of 3.5 or above are eligible for Honor Roll. Students with a nine-week grade point average of 3.0 to 3.499 are eligible for Merit Roll. Honor and Merit Roll will be calculated using the values listed in the table below:

<u>Percentage</u>	<u>Grade</u>	<u>GPA</u>
90-100	A	4
80-89	B	3
70-79	C	2
60-69	D	1
0-59	F	0

Academic letters. Students who maintain a cumulative GPA of 3.5 or above for the first three grading periods are eligible for an academic letter.

Graduating With Honors. Students meeting the Award of Merit criteria and the specified GPA requirements will receive one of the following Honors designations:

- Cum Laude: GPA of 3.5 – 3.7
- Magna Cum Laude: GPA of 3.8 – 3.9
- Summa Cum Laude: GPA of 4.0 or better

Credit Flexibility. The credit flexibility initiative is part of a statewide effort to increase learning and engagement and help students graduate ready for success in college and careers. In addition to earning credit by successfully completing traditional courses, the credit flexibility program provides new options for students including:

1. Earning credit by demonstrating mastery of the essential content of a traditional course by "testing out," presenting a portfolio documenting mastery, or a combination of these.
2. Successfully completing a mentorship, internship, educational travel, or service learning program aligned to the academic curriculum.
3. Successfully completing an online course or academic summer or after-school program aligned to the school curriculum.
4. Successfully completing a "hybrid" learning experience that may combine any of the options above as well as units of traditional courses. Interested students should check in the guidance office.

GRADUATION REQUIREMENTS

Requirements for graduation are the following:

Twenty (20) total credits.

Four (4) credits of English.

Four (4) credits of Mathematics which includes Alg. II or its equivalent.

Three (3) credits of Science (1 unit of Biological Science; 1 unit of Physical Science; 1 unit of advanced science).

Three (3) credits of Social Studies (must include one (1) unit of American History, one (1) unit of American Government/Economics, and beginning with Class of 2021 students must include one-half (1/2) credit of World History).

One-half (1/2) credit of Health.

One-half (1/2) credit of Physical Education.

One (1) credit of Performing Arts.

Four (4) additional credits of electives (must include any combination of foreign language, fine arts, business, career/technical, family and consumer sciences, technology, agriculture, or additional courses in the core course requirements).

Students must accumulate a minimum of eighteen (18) points from scores on their end-of-course state exams to become eligible for graduation. Students must have a minimum of four (4) points in both English and Math, along with at least six (6) points from Science and Social Studies. Students may also meet requirements for diploma if they earn a remediation-free score on a national college admissions test or by earning an approved industry-recognized credential and achieving a work-force readiness score on a related job skills assessment.

ILLNESS/FIRST AID

If students become ill or suffer an injury during the school day, they should request permission from their classroom or study hall teachers to go to the nurse's clinic. Authorized personnel will examine students. Students will not be excused from school unless permission and transportation arrangements can be made with the parents or guardians. An Emergency Authorization Form, properly signed, must be on file in the attendance office in order for school personnel to contact parents in the event of illness or injury. In cases of serious injury, the parents or guardians will be notified as soon as possible and the student will be taken to the doctor or hospital depending upon the nature of the injury. Internal medicines will be administered by school personnel only according to school district policy. Students must have a hall pass from a teacher or be personally escorted to the office by a staff member unless a serious emergency prohibits this procedure. Students going to the office without a hall pass will be considered truant from their assigned area. Students are not to remain in the restroom for a class or study hall period. This is considered truancy and will be treated as any other truancy. If students become ill in the restroom, they should have someone notify the principal's office for help immediately. Students should never leave the school in case of illness or accident without being excused by principal's office staff.

LOCKERS

Hall lockers. At the beginning of the year hall lockers will be assigned by the office. All lockers have built-in combination locks (combinations are changed annually.) Students are responsible for the care of the lockers to

which they are assigned and for the security of their combinations. There will be no trading or sharing of lockers voluntarily. Students will use only those lockers assigned to them. No decals or permanent signs of any kind are to be displayed in any manner on or within lockers. Students should not tell other students their locker combination. Student lockers are property of Coshocton City School Board of Education, and are provided as a convenience for their use. Lockers carry no expectation of privacy for the students who occupy them. The lockers are subject to inspection by authorized school personnel at anytime and without warning. The school is not responsible for items stolen from lockers. School personnel will not give combinations to anyone other than the assigned student.

Physical education locker room lockers. Physical education lockers should be kept locked during use. Students must supply their own locks for physical education lockers. Items of value (money, jewelry, calculators, etc.) should be turned over to the physical education teacher at the beginning of class for safekeeping. Large lockers are to be used only during the class period. Locks are not to be left on large lockers unless assigned by a coach. Only students in physical education are to be in the locker rooms during the school day. At other times, students are not to be in the locker room unless supervised by a teacher or coach.

MOTOR VEHICLES/BIKES/PARKING LOT

Motor vehicles. Students who drive vehicles or bicycles to school must park them in the designated areas. After the vehicles are on school property, they are to remain there for the duration of the school day. Students may not park in restricted areas. Parking a vehicle on school grounds entitles a designee of the principal to search that vehicle. Students are not permitted to go to any type of vehicle or parking area any time during the school day unless permission is granted from the principal's office. Students park vehicles on school property at their own risk. The school is not responsible for any damage or theft. Students who drive recklessly, speed, or do not comply with the above regulations may be denied parking privileges on school property and/or assigned detention, Friday school, or suspension.

Parking lot. The parking lot rules are as follows:

1. Use only assigned areas in the parking lot.
2. Students are to park only in the 2nd bay of the main parking lot and the lower parking area near the track.
3. Students may not park in the following restricted areas:
 - a. 4th floor parking lot
 - b. First parking bay in faculty parking area
 - c. Third parking bay (For CES staff only)
 - d. Spaces marked as "Visitor"
 - e. No parking on grass or in drive entrances.
4. No loitering in parking lot. Students shall not be in the parking lots or on school grounds from one-half hour after sunset unless involved in a school activity. Students should not arrive at school before 7:20am.
5. No 7th and 8th grade students in the student parking lot.
6. Skateboards and rollerblades are prohibited.
7. Use safe and reasonable speed.

NATIONAL HONOR SOCIETY ELIGIBILITY

National Honor Society membership is open only to students pursuing a college preparatory diploma. Membership is based on scholarship (minimum 3.5000 GPA), leadership, character and service. Only juniors and seniors are eligible for N.H.S. membership based on faculty approval.

1. Students must meet all national requirements.
2. Students must pass all parts of required state testing.
3. Students must have at least a 3.5 GPA or better.
4. Students must meet minimum required points for graduation.
5. Students must be on course for a college prep diploma.
6. Students must have Faculty Council nomination.

National Junior Honor Society Requirements (for grades 7 and 8):

1. Students must have at least a cumulative 3.5 GPA or better for the first 3 grading periods.
2. Students must be in good standing in the office (Students with 20 or more discipline points at any point during the year will not be eligible for NJHS induction.)

PERSONAL COMMUNICATION DEVICES (PCD's)

It is allowable for students to use PCD's, such as cell phones and iPods, before school, during their lunch period in the cafeteria and/or commons area, and after school. During class periods, PCD's may not be used, unless a teacher has given consent to do so in a way that does not disrupt the education of others or unless a teacher has asked that the device be used to perform an assigned task in the classroom.

Inappropriate use of PCD's by students during the school day will not be tolerated. They must be powered off during class time and may not be on, ring, or vibrate during the class period. "Inappropriate use" includes, but is not limited to, making a personal phone call, sending or posting messages that are deemed abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal. Students are prohibited from taking, distributing or sharing obscene, sexually oriented, lewd, or otherwise illegal voice recording, videos, images or photographs. Violators may lose cell phone privileges indefinitely, issued a consequence, and/or referred to law enforcement.

The school is not responsible for lost, damaged or stolen devices.

REGULATIONS

Sales and solicitations. No notices, advertisements, or posters of any type on behalf of persons or organizations not officially connected with the schools shall be distributed or displayed except by permission of the principal. Games of chance, bingo, lottery, or similar devices shall not be permitted in the school building or on school property. This regulation applies to outside organizations as well as school groups. Exception: Board approved activity. Students are not permitted to participate in these activities. No person shall sell or offer for sale within the school building or on school property any articles or service or solicit contributions except those approved by the principal. This regulation does not prohibit any school activity authorized by the school administration.

RESTRICTED AREAS

The only times students may go outside the school building are lunch mods when a teacher supervisor is on duty, during supervised class activities, or during class periods as directed by principal. During lunch mods students may go outside the cafeteria providing a teacher is available to supervise the area. High school students may not go onto the lawn areas of the fourth floor or on the balcony off the fourth floor. Students may be subject to school discipline if they are in an off-limits area. There are several restricted areas in the building that 9-12 students must not enter during the school day. These areas are reserved for use by 7/8 grade students. They include:

1. 7/8 grade classroom / locker area.
2. Commons during 7/8 lunch.
3. Gym area / locker rooms from 7:45-2:35 PM.

SAFETY DRILLS

Fire Drills. The State Department of Education requires fire drills. These are held throughout the school year so that in an emergency the building may be orderly and quickly emptied. Because the signal for a real fire would be the same as the one for the fire drill, it is imperative that all students move quickly and in an orderly fashion out and away from the building at specified exits. The rules for a fire drill are as follows:

1. Students are to pass from the classroom in single file.
2. All students are to pass to a point at least 100 feet from the building.
3. At the signal, students will return to their classrooms.
4. Fire drill instructions are posted in the various classrooms. Teachers will instruct students on exit doors and procedures. Students should move quickly and quietly, but not run.

Tornado/Severe Weather Drills. Tornado and/severe weather drills will be scheduled periodically throughout the school year. Teachers will notify students as to specific designated areas of assembly. Selected sections of the first, second, and third floors are tornado and severe weather drill assembly areas. Students should try to avoid areas of exposed glass. Students will be instructed on procedures to follow during a tornado drill.

Lockdown. In the event of an emergency situation, CHS may go into a "Lockdown". Over the PA it will be announced that the school is in "Lockdown". When this announcement is made, students are to report immediately to the nearest classroom. All classroom doors will be closed and locked. Students will follow instruction of classroom teacher or information received over PA. Doors will only be opened by an officer of the law or a firefighter with a badge.

SCHOOL TIMES

Grades 9-12 Schedule

Student Day			7:51 am – 2:35pm
Breakfast			7:25
Students admitted to building			7:45
Tardy Bell			7:51
Connect			7:51-8:12
Period 1			8:15-8:56
Period 2			8:59-9:40
Period 3			9:43-10:24
Period 4			
4A	10:27-10:54	4-1	10:27-11:09
4B	10:48-11:18	4-2	10:57-11:39
4C	11:12-11:39		
Period 5			11:42-12:23
Period 6			12:26-1:07
Period 7			1:10-1:51
Period 8			1:54-2:35

Grades 7/8 Schedule

Student Day			7:51 am - 2:35 pm
Breakfast and bus student arrival			7:25
Students admitted to building			7:45
Tardy Bell			7:51
Connect			7:51-8:32
Block 1			8:35-9:55
Block 2			9:58-11:18
Block 3-1			11:21-12:01
Lunch/Academic Assist	7 th Grade		12:04-12:36 Lunch
			12:39-1:11 AA
	8 th Grade		12:04-12:36 AA
			12:39-1:11 Lunch
Block 3-2			1:14-1:53
Block 3-3			1:56-2:35

SEARCH AND SEIZURES

School authorities are charged with the responsibility of the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles, purses, gym bags, lockers etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction. General housekeeping inspection of school property may be conducted with reasonable notice.

STUDENT ACTIVITY CONFLICTS

Many students are involved in more than one activity and occasionally scheduled activities will conflict with one another. If an athletic event conflicts with another school activity, the following procedure will be followed:

<u>Athletic Event</u>	<u>Other Activity</u>	<u>Go To</u>
Practice	Rehearsal/Meeting	Athletic Practice
Practice	Dress Rehearsal	Dress Rehearsal
Practice	Performance	Performance
Final Practice	Rehearsal/Meeting	Athletic Practice
Final Practice	Dress Rehearsal	Athletic Practice
Final Practice	Performance	Performance
Game/Meet	Rehearsal/Meeting	Game/Meet
Game/Meet	Dress Rehearsal	Game/Meet
Game/Meet	Performance	***

***In this instance the student must make a choice. However, in those cases where an activity is supplemental to a credit class, make up work may be required. All staff members will accept the decision with no penalty to the student.

STUDENT DIRECTORY INFORMATION

Federal and state law requires public schools to release directory information (students' names, addresses, telephone numbers, dates and places of birth, major field of study, participation in officially recognized activities and sports, dates of attendance and dates of graduation) to recruiters of the U.S. Armed Services.

TELEPHONES

Phones are available for student's use for emergency or essential phone calls only. Phones are not to be used for recreational phone calls. All calls are limited to two minutes. Students are to limit use to before and after school or during lunch. Office phones are for school business. Only messages of an urgent nature will be taken for students, and these messages must be from parents or guardians. Students are not to use department telephones for any reason without approval of the principal.

TEXTBOOKS

Textbooks are owned and furnished by the Board of Education. They will be issued to students in the subject area. Students are responsible for proper care of all textbooks issued to them. If textbooks are lost or damaged unnecessarily, fines will be assessed. Fines are assessed on books that show wear beyond what is considered normal during the school year. Lost books or books damaged beyond repair must be paid for according to the replacement cost of the books at the time of issue.

VISITORS

All visitors to Coshocton High School are required to report to the Main Office to be issued a visitor's pass. Parents or guardians who wish to consult with teachers should call and arrange a time that is mutually agreeable to both parents or guardians and teachers. Except in unusual circumstances, individual students are not allowed to have visitors at the high school.