

COSHOCTON HIGH SCHOOL
2023-2024
STUDENT/PARENT HANDBOOK



2023-2024 School Calendar



July 2023						
S	M	T	W	T	F	S
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August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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Aug. 18-22	Teacher Work Days
Aug. 23	1st Day of School for Grades 3-12
Aug. 23	1st Day of School for 1/2 of Grades 1-2
Aug. 24	1st Day of School for 1/2 of Grades 1-2
Aug. 25	2nd Day of School for Grades 1-2
Aug. 28	Teacher In-Service
Sept. 4	Labor Day / No School
Sept. 18	Blended Learning Day
Oct. 2-3	County Fair / No School
Oct. 3	Teacher In-Service
Nov. 23-24	Thanksgiving Break / No School
Nov. 27	No School / In Lieu PT Conferences
Dec. 21-Jan. 2	Christmas Break / No School
Jan. 2	Teacher In-Service
Jan. 15	Martin Luther King Jr. Day / No School
Feb. 16	Blended Learning Day
Feb. 19	Presidents' Day / No School
Mar. 25-29	Spring Break / No School
Mar. 28	No School/In Lieu PT Conf.
Mar. 29	Good Friday / No School
May 23	Last Day for Students / Early Dismissal
May 24	Last Day for Teachers / Work Day
May 24	Graduation
May 27	Memorial Day
Jun 19	Juneteenth

2-Hour Early Release for Staff Development	
October 31	Dec. 15
November 22	May 23

In-Service - No School for Students	
August 21, 22, 28	Jan. 2
Oct. 3	May 24

Parent Teacher Conferences - *TBD	
CES	CHS
Nov.	Sep.
Nov.	Nov.
Feb.	Jan.
Mar.	Mar.

January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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Grading Periods - Grade Cards	
Aug 23 - Oct 20	mailed Oct 27
Oct 23 - Dec 20	mailed Jan 8
Jan 2 - Mar 15	mailed Mar 22
Mar 18 - May 23	mailed June 5

Open Houses		
CES	August 22	5:00 p.m.
CHS	August 22	7:00 p.m.

Potential Make Up Days May Include:	
(1) Up to three on-line calamity Remote Learning Days	
(2) March 25, 26, 27	
(3) Additional Days added to the end of the school year (May 24-31), and	
(4) Additional Time added to the school day	
* No student make-up days after May if hours are met	

Staff Days: 182.5 Student Days: 178
CES 1015.5 hrs. (910 required)
CHS: 1074.8 hrs. (1001 required)

 Teacher In-Service	 Holiday
 No School	 2-Hour Early Dismissal
 Blended Learning Day	

BOE: 04/20/23

(Revised - June 2023)

The policies and regulations outlined herein are approved and adopted by the Coshocton City Schools Board of Education. The Student/Parent Handbook applies to all Coshocton 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 Coshocton 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 Coshocton City Schools, 622-1901

ADMINISTRATION

Mark Kowalski, Superintendent
Matthew Nicholas, Director of Curriculum and Federal Funding
Scott Loomis, HS Principal
James Herman, Assistant HS Principal
Kayley Andrews, Assistant HS Principal
Justin Smith, Director of Athletics
Todd Johnson, Director of Special Services

SCHOOL BOARD

Phil Hunt
Sam Bennett
Dr. Jere Butcher
Susan Mann
Dave Shutt

Coshocton City Schools Webpage www.coshoctoncityschools.com

Board Policy <https://go.boarddocs.com/oh/coshc/Board.nsf/Public?open&id=policies>

TITLE IX POLICY INFORMATION:
NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

Introduction

The Board of Education of the Coshocton City School District (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent. Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District’s educational programs and activities.

Coverage

This policy applies to Sexual Harassment that occurs within the District’s education programs and activities and that is committed by a member of the School District community or a Third Party. This policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the District’s education programs and activities; such Sexual Misconduct/Sexual Activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws and/or Employee/Administrator Handbook(s) if committed by a Board employee.

Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator’s(s’) contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person’s oral or written report. Reports may be made at any time (including during non-business hours) by using the telephone number(s) or electronic mail address(es) or by mail to the office address(es) listed for the Title IX Coordinator(s). Anonymous reports may be submitted using the online reporting form posted at www.coshoctoncityschools.com.

Students, Board members, and Board employees are required, and other members of the School District community, and Third Parties are encouraged, to report allegations of sex discrimination or Sexual Harassment promptly to the/a Title IX Coordinator or to any Board employee, who will in turn notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

Title IX Coordinator(s)

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Trista Claxon
Assistant Elementary Principal / Title IX Co-Coordinator
(740) 622-5514
1203 Cambridge Rd. Coshocton OH 43812
trista.claxon@coshoctoncityschools.com

Todd Johnson
Director of Special Services / Title IX Co-Coordinator
(740) 622-5514
1203 Cambridge Rd. Coshocton OH 43812
todd.johnson@coshoctoncityschools.com

To file a report, please email trista.claxon@coshoctoncityschools.com & todd.johnson@coshoctoncityschools.com

TELEPHONE DIRECTORY

Athletic Office (740) 622-8519 Attendance Office (740) 622-9433 Bus Coordinator (740) 623-5804 Coshocton 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

DISTRICT 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 the action of the Coshocton City School Board of Education at any of its regular meetings.

****For the complete AUP District Policy, please visit the high school web page under the Student or Parent tab.***

CHS GRADES 7-12 TABLET POLICY

Ownership of the Tablet

Coshocton City Schools retains the sole right of ownership and possession of the Tablet. The Tablets are lent to the students for educational purposes only for the academic year. Moreover, Coshocton City Schools' administrative staff and faculty retain the right to collect and/or inspect Tablets at any time, including via electronic remote access, and to monitor student work or to alter, add or delete installed software or hardware.

Student Responsibilities

Student and parent/guardian are solely responsible for the Tablets issued to them and must adhere to the following:

1. Students must comply with the District's Acceptable Use Policy and the Student Tablet Handbook when using their Tablets.
2. Students must bring their Tablets to school daily and ensure they are fully charged. Failure to do so may result in loss of instruction. (**Note:** A fully charged Tablet should last at least 8 hours.)
3. Students must treat their Tablets with care and never leave them in an unsecured location.
4. Students must report any problems with their Tablet to their classroom teacher as soon as possible.
5. Students may not remove or interfere with the serial number and other identification tags.
6. Students may not attempt to remove or change the physical structure of the Tablet, including the keys, screen cover, or plastic casing.
7. Students may not attempt to install or run any operating system on the Tablet other than the ChromeOS operating system supported by the district.

Cost of Repairs/Replacement

Coshocton City School District recognizes that with the implementation of the 7-12 Take Home initiative there is a need to protect the investment by both the District and the student/parent. Therefore, we have set the following charges in place, which are subject to change.

User Fee/Breakage Fee(s):

- All students in grades 7-12 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.**

****For all items not covered under this policy, students and parents should refer to our District's Acceptable Use Policy. For the District's AUP and the complete CHS Chromebook Policy, please visit the high school web page under the Student or Parent tab.***

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 tracks student absences by hours instead of days. This 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 implemented, 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:

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

Unexcused absences include:

- Oversleeping
- Car trouble
- Missed the bus

- Shopping
- Haircut and beauty shop appointments
- Baby-sitting
- Truancy
- 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 (740-622-9433) 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 include the following:

1. Student's name, Date(s) of absence
2. Reason for absence
3. Parent or guardian's signature

Parents/guardians not providing a call on the day of absence and a written note upon return to school to verify an absence will have the absence deemed unexcused, counted as truant, and may be denied credit for missed work.

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 email teachers and check Google Classroom 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. They must include the following:

1. Student's name and Date(s) of absence
2. Reason for absence
3. Doctor or Nurse's (RN) signature - Medical secretary's signature is not acceptable.

Professional Appointment. Students attending professional appointments will be considered excused, and those hours will not be counted against HB410 hours.

Professional appointments include:

1. Doctor appointment
2. Dental appointment
3. Orthodontist appointment
4. Physical Therapy

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 the 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 can make up the work missed and have no penalty for absence.

Make-up work for absences. Students absent from school for any reason are expected to make up any work missed. Students will normally be given one day to complete the make-up work 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 the 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 before the date of absence. It is the student's responsibility to get their assignments before the planned 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 the 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. It is the student's responsibility to get their assignments before the college visit. 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. Students must report to the attendance office before leaving school and also upon returning to school from appointments with an excuse signed by the doctor, dentist, or counselor.

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 office.

Student work programs. Students in these programs must be approved by the principal and school counselor. When students leave school to go to work, they have to sign out in the attendance office and may not 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' written 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 of the State of Ohio (HB 410) shall be enforced. Habitual Truancy is defined by the following:

- Unexcused absence of 30 consecutive hours.
- Unexcused absence of 42 or more hours in one month.
- 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. 24 hours unexcused absence - First notice to parent/guardian and Juvenile Court.
2. 48 hours unexcused absence - Second notice mailed to parent/guardian. Legal complaint prepared. Conference at CHS with administration, parent-guardian, student, and Juvenile Court officer.
3. 72 hours unexcused absence - Third notice mailed to parent/guardian and Juvenile Court. A 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, class, or detention. Students will receive discipline for excessive tardies.

Tardiness to school. Students are considered tardy to school if they arrive at school after 7:50 AM without a legitimate excuse. If students are tardy to school, they must report to the attendance office before going to class. The consequences for tardiness to school are as follows:

1. Every 3rd tardy in a grading period - Friday School or I.S.D. (3,6,9....)
- Continued tardiness will cause a review of the case and may result in a more severe 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, principal, or guidance offices. 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 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 to participate in any school activity. This rule especially applies to after-school activities such as sporting events, band, choir, drama presentations, cheerleading, homecoming, etc. Any student absent before the start of the 5th period (10:52 am) will be considered ineligible to participate in the activities mentioned above on that day. An administrator must excuse absences in advance. Any unexcused absence or an absence not approved by an administrator may result in losing participation in activities.

BULLETIN BOARDS, DISPLAYS, AND POSTERS

Students are asked to regularly check the bulletin boards 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. To keep the buses operating efficiently and safely, students are required to obey all bus regulations. A violation of any 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 various 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 food may be purchased with the plate lunch. Students may bring a sack lunch to be eaten in the cafeteria. Those who bring sack lunches 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 canceled, 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.coshoctoncitieschools.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 an 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 expected at CHS and possible disciplinary action for misconduct. While listing areas of conduct and misconduct will aid students and parents or guardians in understanding 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 (including online social media), 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 sometimes 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 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:

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);

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 are a “look-alike” to any of the above. This also includes electronic cigarettes or vaporizers. Students may be assumed to be possessing, using, or under the influence of the above substances if one of the following conditions exist:

1. Odor present
2. More than one person in a restroom stall
3. Refusing to come out of the stall if asked
4. Vape detector alert

The use, possession, concealment, buying, selling, or transmitting of e-cigarettes, vaping devices, juuling devices, or other similar devices that are used to inhale or ingest foreign substances will result in an automatic Out-of-School suspension. Further, the device will be confiscated and may be subject to testing to determine the substance contained therein.

H. Insubordination. A student shall comply with the 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. Disruption of class. Any conduct or display that disturbs/disrupts any class or the school day.

K. 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.

L. 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.

Note: (in SOJ E)

M. Cooperation. Students shall prepare assignments, fulfill course requirements, and enter into classroom activities within the students’ capabilities.

N. Surveillance Cameras. 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.

O. 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.

P. 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.

Q. 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. Cyberbullying is unacceptable and will not be tolerated.

R. Inappropriate Material. Students are not to possess, make, transmit, conceal, sell, or offer to sell inappropriate material or items.

S. 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.

T. 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. Misuse may also include, but is not limited to, not bringing your tablet to class as directed, not consistently charging your tablet, and/or intentionally damaging your or another person's tablet. Students who violate the policies will be subject to all disciplinary measures outlined in the CHS Student Handbook.

U. Inappropriate use of Personal Communication Devices (PCDs). Inappropriate use of PCDs by students during the school day will not be tolerated. They must be powered off or on silent mode 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 recordings, videos, images, or photographs. Violators may lose cell phone privileges indefinitely, be issued a consequence, and/or be referred to law enforcement.

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. Students should arrive in the 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. 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.

1. The presence of students at school activities is an important part of their overall educational development. Their conduct at these activities should be acceptable according to good social and moral standards. Whether 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 the community.
2. Student participation in pep rallies and other assemblies is encouraged. Any skits that are to be performed during assemblies must have the 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 violating 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 5 pm in a designated area. There will be no Friday School on 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 the office for the entire day. Students assigned to I.S.D. will be required to complete a **CHS Discipline Self-Reflection** form. Students will discuss responses with Administration before returning to the regular school environment.

Restitution. In some instances, it may be appropriate that a student make restitution for the 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 administration's discretion. 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 violating 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. Students assigned to O.S.S. will be required to complete a CHS Discipline Self-Reflection form before returning to the regular school environment.

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 ongoing 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.

** Students assigned to In-School Detention, Lunch Detention, or are on Principal Probation, shall turn in all unauthorized electronic devices to the Secretary or Administration.*

** Reciprocity with the Coshocton County Career Center - CHS will uphold any disciplinary action assigned by CCCC.*

COSHOCTON ELEMENTARY SCHOOL

Students are not permitted on the elementary campus 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.

A 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 by 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, food, 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 be responsible for 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, by 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 days In-School Detention (ISD) or Out of School Suspension (OSS)
- 16-29 points - The administration may assign discipline according to the offense ranging from Friday School to OSS.
- 30 points -
 - Option A - 5 days 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 others 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 receiving no additional points, thereby reducing the total points (The 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 the 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 that 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 an 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 an administrator)
- b. Unauthorized Touching
(A violation may result in the student being expelled for 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 an administrator)
- f. Computer Misuse (Level II - Major - TBD by an administrator)
- g. Bus Behavior (Level I - Minor 3-29 pts. - TBD by an 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 an administrator)
- c. Smoking, Use of Tobacco, or Vaping
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
- h. Repeated Violations

4. In addition to the rules listed under 1, 2, and 3 in the Discipline Code, students may be disciplined for violating 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
 - 3rd Offense - 12 points
- 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 class
- k. Disruption of School (Level I - Minor - TBD by an administrator)
- l. Damage to School Property (Level I - Minor - TBD by an administrator)
- m. Other Misconduct
- n. Computer Misuse (Level I - Minor - TBD by an 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 appropriate length. Undergarments and midriffs must be covered. Shirts with cut-off sleeves are not permitted. Tank tops are not permitted. 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, bandannas, and du-rags are not to be worn in school unless a school official grants permission. 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.

ELIGIBILITY

Eligibility for athletics and extracurricular activities will be determined in accordance with local board policy and OHSA 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 (OHSA 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 fee list is included below.

Students who are financially unable to buy their 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 \$15.00
Art (All classes) \$20.00
Biology (All classes) \$10.00
Career and College Readiness \$5.00
Chemistry (All classes) \$15.00
Child Development \$10.00
Computer-All Classes \$3.00
Financial Accounting \$20.00
Forensic Science \$5.00
1:1 Computer Usage Fee Grades 7-12 (No Fee Waiver) \$20.00
Driver Education \$250.00
Life Skills \$5.00
Physical Science (All classes) \$5.00
Physics (All classes) \$15.00
Principles of Nutrition/Wellness \$20.00
Textile Construction/Maintenance \$20.00
Tech Prep/Engineering \$20.00
Computer Aided Design \$20.00
Construction Tech \$20.00
Zoology \$10.00
Personal Wellness Development \$10.00
Environmental Science \$5.00
Astronomy \$5.00

*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 for cleaning 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 a 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 a 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 a student's absence for a period of time. It is the responsibility of students to make arrangements with teachers to make up incomplete work in a timely manner. *Students receiving an Incomplete will have five (5) school days following the end of the grading period to submit any incomplete work.*

The 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:

Percentage Grade GPA

90-100 A 4

80-89 B 3

70-79 C 2

60-69 D 1

0-59 F 0

Students who do not pass the 4th nine weeks and/or their final exam may not receive credit for the class.

Semester Course Grade Calculation

The final grade of a semester course is calculated by giving a value of 45% to each of the two quarter grades and by giving the final exam a value of 10%. A student must have a final grade of 60% or above to pass the class and receive credit for the course. A student must sit for the course final exam, unless exempt, to earn credit. *Failure to sit for the course final exam will result in an “I” or incomplete for the course. Incompletes (“I”) will convert to a grade of “F” for the class if the final exam is not made up.*

Example

Class	1st Quarter	2nd Quarter	Final Exam	Average	Final Grade	Credit
	.45 Grade Value	.45 Grade Value	.10 Grade Value			
Health	90%	93%	85%	90.85%	90.85% (A)	.50
Algebra	98%	60%	95%	80.3%	80.3% (B)	.50
ELA	70%	50%	70%	61%	61% (D)	.50

Full Year Course Grade Calculation

The final grade at the conclusion of a full year course is calculated by giving the value of 45% to each of the four quarters and by giving the semester exam a value of 10% and the final exam a value of 10%. A student must have a final grade of 60% or above in order to have passed the class and receive credit for the course. A student must sit for the final exam, unless exempt, to earn credit in the course. **** Failure to sit for the final exam will result in an "I" for the course that will convert to a grade of "F" for the class if the final exam is not made up.**

Example

Class	1st Qtr	2nd Qtr	Semester Exam	3rd Qtr	4th Qtr	Final Exam	Avg	Final Grade	Credit
	.45 Grade Value	.45 Grade Value	.10 Grade Value	.45 Grade Value	.45 Grade Value	.10 Grade Value			
Science	96%	94%	90%	90%	85%	92%	91.2%	91.2% A	1.00
Art	85%	80%	80%	75%	70%	60%	76%	76% C	1.00
ELA	45%	52%	65%	85%	82%	70%	66.3%	66.3% D	1.00

Homework/Classwork Policy. Homework/Classwork are constructive tools in the teaching/learning process. These formative assessment checks will account for 20% of the student's overall grade for the reporting period.

Re-take Policy. Re-taking a summative assessment is an accommodation afforded to every student at CHS to demonstrate mastery of course content(*see exceptions below). Summative assessments not completed or with a score below 50% are marked incomplete and **MUST** be retaken. Teachers may require additional assignments, completion of missing assignments, and participation in lunch intervention or after-school study tables before permitting a retake. No summative assessment with a 95% or above score can be retaken.

Retake Exceptions: As students enter high school and eventually their senior year, the number of opportunities for re-takes will decrease in each grading period (GP). 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 retakes 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) retakes 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) retake allowable per class in each GP on major summatives

For Advanced Placement or A.P. classes - One (1) retake 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 - Semester/Final exams cannot be retaken.

Lunch Intervention. Students will be assigned to Lunch Intervention by a classroom teacher if they are not completing work on time or completing retakes of summative assessments. Students will report to intervention with their lunch and the assigned work. After three (3) consecutive days in LIR for the same missing work, students will be assigned Study Tables. 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 the classroom teacher(s). Additional consequences for not completing classwork may be assigned to students who continue to be non-compliant with assignments. Unexcused absences may result in an office-assigned consequence. Students may voluntarily attend study tables. Study tables run until 3:45 Monday - Thursday. School transportation is provided as needed.

Academic Probation. Students may be placed on Academic Probation for not turning assignments in on time. Students referred to Lunch Intervention or Study Tables for three different missing assignments or those who have been in Lunch Intervention or Study Tables for three 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 may be placed on probation for up to 4.5 weeks (not to exceed 23 consecutive school days). Students assigned to Academic Probation for a 3rd time may be placed on probation for up to 9 weeks (not to exceed 45 consecutive school days). Students on Academic Probation may be assigned to the Lunch Intervention Room during the student's 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 Advisory 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. 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. Diagnostic assessments carry a weight of 0% of the student's course grade.

Formative Assessment - designed to provide direction for improvement and/or adjustment to a program for a student or class (Assessment FOR learning). Formative assessments include classwork and homework and make up 20% of the student's course grade. Each formative assessment is worth a maximum of 10 points. Formative assessments completed on time that meet the teacher's expectations are given a score of 10/10 points. Formative assessments that are completed and not on time or that fail to meet expectations are given a score of 5 points. Incomplete formative assessments are given a score of 0/10 points. Teachers may require that all formative assessments are completed before assigning a summative assessment.

Summative Assessment - designed to provide information to be used in making judgments about student achievement at 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. 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. Summative assessments carry a weight of 80% of a student's course grade. Students cannot receive a zero on missing summative assessments. Instead, they will be assigned to lunch intervention, study tables, or placed on academic probation until the missing summative assessment is complete. Summative assessments with a score below 50% are marked as incomplete and MUST be retaken. Teachers may require additional assignments, completion of missing assignments, and participation in lunch intervention or after-school study tables before permitting a retake. No summative assessment with a score of 95% or above can be retaken.

Late Work. Reducing points for late summatives 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 summatives, support systems will be put into place (Lunch Intervention Room, Study Tables, and 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. CHS Teachers will not give extra credit to students. Instead, teachers may provide interventions and retake opportunities for students to demonstrate new learning and mastery of content, as referenced above under "Retakes".

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 with questions concerning grades earned by students.

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

Semester course—Students will receive three grades for each semester consisting of two nine-week grades and a semester exam. To pass the class, students must fulfill all class requirements and earn passing grades in two out of the three.

Full-year course—Students will receive six grades for a yearlong class consisting of four nine-weeks and two semester exam grades. To pass the class, students must fulfill all classroom requirements and earn passing grades in the three nine weeks grading periods or earn four total passing grades.

College Credit Plus (CCP). College Credit Plus. College Credit Plus replaces Ohio's Post-Secondary Enrollment Options program and all alternative dual enrollment programs. The CCP program helps students explore specific coursework that will go towards an associate's or bachelor's degree. CCP requires two fundamental conditions:

1. Students are enrolled in both college and high school.
2. Students can earn college and high school credits upon successful completion of the course.

CCP courses must be the same as those offered on campus - included in the institution of higher education's (IHE) course catalog. The courses must also be non-remedial and should apply towards a degree or professional certificate. Instructors must meet the Ohio Board of Regent's academic credential requirements. Students must meet the IHE's admission requirements to receive credit, such as ACT score, GPA and/or successful completion of a college readiness assessment. See your school counselor for a list of available courses offered for the next school year (CCP offerings at CHS are available in this course catalog).

CCP students and parents must keep in mind the following responsibilities and reminders, including but not limited to:

1. Students and guardians should attend a CCP meeting sponsored by CHS, typically scheduled during a P/T Conference night. If you are unable to attend the meeting, please schedule an appointment with the guidance office prior to March 30th.
2. An Intent to Participate form must be completed and turned in prior to April 1st of each year to participate in the following year's CCP program.
3. Students must provide CHS with a current copy of their college course schedule. Schedules are due to the guidance office at the start of each semester.
4. CCP students must turn in a progress report of current grades each month or schedule a monthly meeting with our career advisor.
5. Students must follow the 30-hour formula discussed by the college and career advisor and/or school counselor.
6. Students must work with the institution and CHS to follow proper procedures for receiving

and returning textbooks and supporting materials.

7. Students who fail a class or drop a class on or after the 15th day of the course are responsible for tuition reimbursement to Coshocton City Schools.

8. Students should take more than the minimum credit hours for eligibility (5+ credits).

9. The IHE will place a student on CCP Probation if he or she earns a 2.0 GPA or less in a CCP course or withdraws from 2 or more courses in an academic term. While on CCP Probation, the student:

a. May only enroll in one CCP course for one college term (semester or quarter).

b. May not enroll in the college course in the same subject in which student previously earned D or F or received no credit.

If students on CCP probation do not increase their College Credit Plus GPA to 2.0 or above during the probation term, they will be placed on CCP Dismissal. While on CCP Dismissal, students may not enroll in any College Credit Plus courses.

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

Violations of Academic Integrity: Cheating, plagiarism, or other misrepresentation of a student's own work. CHS believes that all of its students can become personally accountable citizens. One aspect of this is academic integrity. If a student is found guilty of cheating, plagiarism or engaging in academic dishonesty, including the use of AI tools, or software applications, the following consequences may be applied:

1. Parents or guardians will be notified by the classroom teacher of the student's misconduct.

2. The student will be given an incomplete on the assignment and assigned to lunch intervention, study tables, or placed on academic probation until a retake of a similar assignment has been completed.

3. 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:

Percentage Grade GPA

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.

Academic Awards. Only classes taught by CHS staff will be used to calculate GPA for Honor and Merit Roll. An incomplete, D, or F in any reporting period (9 Weeks or semester) shall disqualify a student from receiving an academic award. Students must be enrolled in at least one course taught by CHS staff to be eligible for the end-of-the-year academic awards.

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

For the Class of 2023 and beyond. In addition to twenty-one (21) credits, students must earn a passing score on Ohio’s high school Algebra I and English II tests, along with showing readiness on two diploma seals.

1. Gain required 21 credits at CHS.
2. Students will show competency on two high school tests - Algebra I and English II. Students who do not show competency will be offered additional support and must retake the test(s) at least once.

Additional ways to show competency other than passing the tests:

- a. Option 1 - Demonstrate two career-focused activities such as proficient scores on WebXams, a 12-point industry credential, a pre-apprenticeship, or acceptance into an approved apprentice program.
 - b. Option 2 - Enlist in the military. Must show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.
 - c. Option 3 - Earn credit for one college-level math and/or college-level English course through Ohio’s College Credit Plus program (see pp. 2, 3).
3. The third requirement for graduation is the completion of two readiness seals. Seals will give you the chance to demonstrate academic, technical, and professional skills and knowledge that align with your plans after high school. At least one of the two must be an Ohio-designed seal. The seals are as follows:

Ohio-designed

- OhioMeansJobs Readiness Seal
- Industry-Recognized Credential Seal
- College-Ready Seal
- Military Enlistment Seal
- Citizenship Seal

Ohio-designed continued

- Science Seal
- Honors Diploma Seal
- Seal of Biliteracy
- Technology Seal

Locally-designed

- Community Service Seal
- Fine and Performing Arts Seal
- Student Engagement Seal

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 the principal's office staff.

LOCKERS

Hall lockers. Hall lockers will be assigned by the office **per student request**. 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 combinations. Student lockers are the property of the 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 any time 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 at 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.
 - f. No loitering in the 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 7:20 am.
 - g. No 7th and 8th-grade students in the student parking lot.
 - h. Skateboards and rollerblades are prohibited.
 - i. 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 3.5 GPA), leadership, character, and service. Only juniors and seniors are eligible for N.H.S. membership based on faculty approval. Students must have the following for NHS:

1. Meet all national requirements.
2. Pass all parts of required state testing.
3. Have at least a 3.5 GPA or better.
4. Meet the minimum required points for graduation.
5. Be on course for a college prep diploma.
6. Have a Faculty Council nomination.

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

Membership is based on scholarship (minimum 3.5 GPA), leadership, character, and service. 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). Students must have the following for NJHS:

1. Meet all national junior honor society requirements
2. Have at least a 3.5 GPA or better
3. Be in good standing with the office
4. Have Faculty Council nomination

PERSONAL COMMUNICATION DEVICES (PCDs)

It is allowable for students to use PCDs, such as cell phones, smart watches, gaming devices, headphones/earbuds, and personal tablets, before school, during their lunch period in the cafeteria and/or commons area, and after school. Junior High students will not be permitted to use PCDs at any time during the school day. During class periods, PCDs 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. Students are not to be on PCDs in the hallway during transitions.

Inappropriate use of PCDs 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 recordings, videos, images, or photographs. Violators may lose cell phone privileges indefinitely, be issued a consequence, and/or be referred to law enforcement. The school is not responsible for lost, damaged, or stolen devices.

If there is reasonable suspicion of unlawful or inappropriate behavior, a confiscated cellular phone or other electronic device is subject to search by the administration. A student who chooses to bring such a device to a school building or onto school grounds or premises (including a school bus or other school vehicle) thereby agrees and consents to such a search if the device is confiscated because of a violation of the policy. A confiscated device will normally be returned to the student (or the student’s parent, guardian, or custodian) as described in the consequences listed below unless intervening law enforcement circumstances make such a return inappropriate. The District will cooperate with law enforcement authorities in cases where unlawful activity appears to have occurred, or to have been abetted, in connection with the use of the device.

Violations of the PCD policy may result in the following:

1st offense: PCD confiscated, turned into the office, and returned to the student at the end of the school day, Warning, Assignment of 6 discipline points.

2nd offense: PCD confiscated, turned into the office, and returned to the student at the end of the school day, Friday School, Assignment of 9 discipline points

3rd offense: PCD confiscated, turned into the office, and returned to a parent-guardian of the student at the end of the school day, In-School Detention, Assignment of 12 discipline points

- Continued violations may result in the loss of cell phone privileges indefinitely and additional consequences determined by the administration.
- Students will be asked to turn off their devices prior to confiscation.

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 during lunch periods when a teacher supervisor is on duty, during supervised class activities, or during class periods as directed by the principal. 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 a 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 instructions from the 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 TIME

HIGH SCHOOL/JUNIOR HIGH

Teacher Day 7:15-2:35 pm

Entry Bell 7:45 am

Tardy Bell 7:50 am

COLLAB. 7:15-7:45

1 7:50-8:37

2 8:40-9:21

3 WIN 9:24-10:05

4 HS Lunch 10:08-10:49

5 HS Lunch 10:52-11:33

6 HS Lunch 11:36-12:17

7 JH Lunch 12:20-1:05

8 1:08-1:49

9 1:52-2:35

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. A hand-held metal detector wand may be used. All staff members using a handheld metal detector to conduct personal searches will be trained by Coshocton County Sheriff's Department. Personal searches shall be conducted in a private room/office by a person of the same gender as the student and designated by the Principal. The student's parents shall be notified of the search as soon as reasonably possible.

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:

Athletic Event Other Activities Go To

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 students to 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 the 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.

VIDEO SURVEILLANCE

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.

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.