

COLDWATER HIGH SCHOOL
275 N. Fremont Street
Coldwater, Michigan 49036

Students and Parents:

On behalf of the teachers and staff, we would like to welcome you to the 2022-2023 school year at Coldwater High School. Over the years, there has been a tradition of excellence at CHS in academics, athletics, music, clubs, and all other aspects of student life. It is now your turn to take advantage of these opportunities, become engaged in your learning, and challenge yourself to succeed. Students who participate in school related extracurricular activities are more likely to be successful. Students who choose to come to school regularly, fulfill class requirements, behave responsibly, and participate in class will also perform better academically.

Along with challenging yourself to develop your academic, artistic, and athletic skills, aptitudes, and abilities, we also challenge every member of the Coldwater High School community to treat each other with respect and dignity every day. Building supportive and respectful relationships with one another is an important part of creating a safe, secure, and enjoyable school environment.

We at CHS are looking forward to helping you challenge yourself and watching you reach your goals. If you encounter difficulties, seek out the help of any adult in the building and we will help you. We welcome the opportunity to help you prepare for your future as you proceed through your high school career.

With "Cardinal" pride,

Mr. Bill Milnes
High School Principal

Mrs. Krista Searls
Assistant Principal

This handbook contains Coldwater's rules, regulations, and expectations. The content of this handbook represents a minimum expectation of behaviors and procedures and should not be considered to be all-inclusive. All rules at Coldwater High School shall apply to all students, both on and off campus during the school day, regardless of age. Students at school sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials.

***** Students and Parents should update all online forms and information during the first week of school*****

Any section of this document, or portion thereof, found by adjudication to be contrary to law or constitutional rights shall be stricken without effect to the remainder.

ADMINISTRATION:

Mrs. Terry Whelan.....	Superintendent
Mrs. Penny Brockway.....	Assistant Superintendent
Mr. Bill Milnes.....	Principal
Mrs. Krista Searls.....	Assistant Principal
Mr. Todd Farmer	Athletic Director

Coldwater High School Phone Numbers:

279-5930	Main Office
279-5934	Attendance
279-5934	Assistant Principal
279-5931	Athletic Department
279-5932	Guidance
School Colors	Red and White
School Nickname	Cardinals
Athletic Conference	The Interstate Eight (The I-8)

HISTORY:

Coldwater High School has continuously graduated a class since 1867. Three different buildings have served as the home of CHS, including the present structure built in 1956 and added to in 1964, 1976, and 1979. A 13 million dollar renovation and expansion program was completed in 1997. This project added 10 classrooms, a new gymnasium, locker rooms, music suite, and enlarged the cafeteria, including the addition of a stage. The renovation included the latest equipment in the field of educational technology.

THE MISSION OF COLDWATER HIGH SCHOOL

We at Coldwater High School, in partnership with the community and parents, will provide a safe, orderly, and caring academic environment that assures an equal opportunity for quality education.

We are committed to the principle that all students can learn and become productive, responsible members of society

DIRECTORY INFORMATION

Directory information includes information which would not generally be considered harmful or an invasion of privacy if disclosed and includes the student's: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. This information may, from time to time upon request, be provided to outside agencies such as recruiters, legislators, or contracted partners. If you wish to have your information excluded from the listing, please request so in writing to the Principal.

****At times during the year, photographs may be taken of your son/daughter for promotional and educational purposes, such as newsletters, newspapers articles, and Web pages. Also, please be aware that Coldwater Community Schools now have a camera on every bus to assist with supervision.**

TABLE OF CONTENTS (most listed):

Semester Time Schedule	4
<u>General Information:</u>	
Academic Recognition	5
Accidents	5
Age of Majority	6
Cafeteria	6
Change of Address	6
Change of Schedule	6
Course Offerings	7
Closing of School	7
Credit for Classes	7
Dances	7
Debts or Obligations	7
Discrimination	7
Dual Enrollment	8
Early College	8
Emergency Drills	9
Fund Raising	9
Grading/Grad Requirements	9-10
Guidance and Counseling	10
Health Clinic/Homebound	11
Homework	11
Illness	11
Immunizations	11
Insurance	11
Law Enforcement Officials	11
Lockers	12
Search and Seizure	12
Lost and Found	12
Medications	12
Media Center	13
National Testing	13
Parent Involvement	13
Posting Privileges	13
Progress Reports	13
Psychologist	13
Reporting Drugs	14
School Activities	14
Staff/Student Relationships	14
Technology Use	14
Telephone Calls	14
Textbooks	14
Tutoring	15
Valuables	15
Visitors	15
Work Permits	15
<u>Student Rules:</u>	15
Appearance/Dress Code	15
Arson/Assaults	16
Bomb Threats	16

Bullying	16
Bus Conduct	16-17
Cheating/Plagiarism	17
Classroom Referrals	17
Closed Campus	18
Destruction of School Property	18
Driving and Parking	18
Electronic Comm. Devices	18-20
False Notes or Calls	20
Fighting	20
Fire Alarms and Extinguishers	20
Food and Beverages	20
Hall Traffic and Passes	20
Harassment or Threats	20
Hazardous Materials	21
Larceny/Possession of Stolen	21
Leaving School Grounds	21
Loitering on School Property	21
Pass to Leave Building	21
Profanity and Obscenity	21
Public Display of Affection	21
School Activities	21
Student Identification	22
Substance Abuse Policy	22
Alcohol/Tobacco/Vape	22
Drug Paraphernalia	22
Weapons	23
<u>Disciplinary Procedures</u>	23-24
Suspension	23
Expulsion	24
Due Process	24
Detention	24
RTC	24
Probation	24
Notifications	24
Progressive	24
<u>Attendance Regulations:</u>	25
Uncounted and Counted Days	25
Parent/Student Responsibility	26
Parental Notification	26
Appeal Process	26-27
College Visitations	27
Tardiness	27
Truancy	28
Homebound Students	28
State Requirements	28
<u>Student Activities:</u>	29
Athletic Program	29
Class Organizations	30
Clubs	30-31
School Fight Song	32

Semester Time Schedule
for 2022-2023

Lunch is always determined by your 5th hour class.

Monday – Friday Time Schedule

Wednesdays are typically an early-release day as noted below.

AM BACC Students MUST report to the BACC by 8:05 daily

PM BACC bus leaves from behind the school at 11:35 a.m.

PM BACC class times are 11:50 – 2:35

Period 1: 7:40-8:35

Period 2: 8:40-9:33

Period 3/Focus Time: 9:38-10:08

Period 4: 10:13-11:06

Period 5/ Lunch Schedule

Lunch A

Lunch B

Lunch C

Lunch A: 11:06 – 11:36	Period 5a: 11:11 – 11:36	Period 5: 11:11 – 12:06
Period 5: 11:36 – 12:36	Lunch B: 11:36 – 12:06	Lunch C: 12:06 – 12:36
	Period 5b: 12:06 – 12:36	

Period 6: 12:41-1:38

Period 7: 1:38-2:40

Wednesday Time Schedule – Early Release Day

AM BACC Students MUST report to the BACC by 8:05 daily

PM BACC bus leaves from behind the school at 11:35 a.m.

PM BACC students will attend the BACC for the full afternoon sessions on Wednesdays

PM BACC class times are 11:50 – 2:35

Period 1: 7:40-8:25

Period 2: 8:30-9:10

Period 3/Focus Time: 9:15-9:30

Period 4: 9:35-10:15

Period 5/ Lunch Schedule

Lunch A

Lunch B

Lunch C

Lunch A: 10:15 – 10:45	Period 5a: 10:20 – 10:45	Period 5: 10:20 – 11:15
Period 5: 10:45 – 11:45	Lunch B: 10:45 – 11:15	Lunch C: 11:15 – 11:45
	Period 5b: 11:15 – 11:45	

Period 6: 11:50 – 12:35

Period 7: 12:40 – 1:25

GENERAL INFORMATION:

ACADEMIC RECOGNITION

SENIOR SCHOLAR AWARD

Students who maintain a GPA of a 3.4 or higher are eligible for consideration for the Senior Scholars Award based on their grades and ACT or SAT scores at the end of the first semester of their senior year. Honored students will be individually recognized at the graduation ceremony. As in all other GPA calculations, there will be no rounding of GPA or points. CHS will use a formula for selecting students, which uses a point system that consists of the students GPA, and ACT/SAT score. If a student takes both the ACT and SAT, the test score that gives the student the higher number of points will be used.

CHS will also recognize the following levels at the graduation ceremony.

Summa cum laude – (3.7 and above GPA) will receive an honors cord to wear during the ceremony, stand and be recognized during the graduation ceremony, and be noted in the graduation program.

Magna cum laude - (3.4 up to 3.6999 GPA) will receive an honors cord to wear during the ceremony, stand and be recognized during the graduation ceremony, and be noted in the graduation program.

Cum laude - (3.0 to 3.3999 GPA) will receive an honors cord to wear during the ceremony, stand and be recognized during the graduation ceremony, and be noted in the graduation program.

Honor Roll – CHS students who earn a 3.0 grade point average or higher in a semester are recognized on the honor roll that is published in the newspaper. In addition to the semester academic awards, students who earn a place on the honor roll for both semesters in a school year will earn an academic letter “C” similar to the letters earned by athletes on a varsity team. Students who continue to earn a place on the honor roll year after year will earn additional medals that can be placed on their initial academic letter.

Rising Cardinals - Any student who was able to earn a semester GPA that is at least 0.20 GPA points higher than his or her last cumulative GPA will be recognized as a Rising Cardinal. This places an emphasis on continual academic improvement, regardless of how a student has performed in the past.

NATIONAL HONOR SOCIETY (NHS)

Sophomores, juniors, and seniors at Coldwater High School are recognized for their outstanding performance by the faculty through selection and induction into the National Honor Society.

The defined selection process:

There shall be two induction ceremonies: December and May.

a) The December induction of new members will only be for eligible seniors, determined by the membership criteria stated in the CHS NHS Bylaws.

b) The May induction will be for eligible sophomores and juniors, determined by the membership criteria stated in the CHS NHS Bylaws.

10th – 12th grade students having an overall GPA of 3.5 or more are asked to submit a summary of leadership, extracurricular, service, and community activities if they are interested in membership.

Selection is based upon all four criteria **equally**: academic achievement, leadership, service, and character demonstrated while a student is at CHS. A full description of the selection process can be found in the CHS NHS Bylaws. Families of all new members are invited to attend an evening induction ceremony in the spring.

ACCIDENTS

All accidents to students must be reported to the principal or supervisor immediately on an accident report form. Should a child be injured an effort should be made by the available personnel to contact the parents of the child for information and instructions. If the parent cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the person in charge should arrange for the child to be taken to a doctor or to a hospital for treatment. This action on the part of any of our personnel does not

obligate the personnel or the school to assume financial responsibility for the treatment of the child. An “emergency care authorization” for every student shall be on file in the school clinic.

AGE OF MAJORITY

A STUDENT’S RESPONSIBILITY TO THE SCHOOL DOES NOT CHANGE UPON REACHING THE AGE OF 18!

Upon reaching the age of 18, a student may obtain from the attendance office an Age of Majority Release form. **After obtaining the parent's signature**, the student will be held directly responsible for appropriate school attendance, permission for participation in school-related activities, maintaining a satisfactory level of achievement in school studies, and being held accountable to the consequences of his/her actions. This designation in no way diminishes the right of the parent to educational information. Age of Majority status does not create the ability to simply sign oneself out of school. All appointments and absences must be documented. If a student is not acting responsibly and following the expected protocols as determined by the administration, the age of majority status may be immediately revoked.

APPEAL OF TEACHER PROCEDURE OR GENERAL OPERATIONS

Appeals of teacher procedures or general operations are first to be directed to the teacher and then to the principal or the assistant principal. Appeals taken directly to the superintendent or members of the Board of Education will be referred back to the building principal.

CAFETERIA-BREAKFAST-LUNCH

All students can receive a FREE BREAKFAST in the morning in the cafeteria. Students are asked to take their breakfast to their 1st hour classroom and to eat their breakfast. All students also can receive a FREE LUNCH each day as served in the cafeteria. Students are expected to eat their lunch in the cafeteria and are allowed to bring in their own food for their personal consumption but are asked to not bring food to share with others. **Outside food delivery from local businesses is not allowed at CHS.** Students are expected to clear their tables of all food or trash and dispose of it in the trash containers prior to being released from the cafeteria. Food and drink are not to be taken out of the cafeteria at any time.

Students may not leave the cafeteria, school grounds, or be in the parking lot during the lunch periods— CHS maintains a CLOSED CAMPUS. If a student must leave the cafeteria during the lunch period, they need to please request permission to leave from the supervisors and sign out and back in when they return.

ADDITIONAL FOOD PURCHASES

Students who wish to purchase additional food items may do so but they must have money deposited into their school cafeteria accounts. Parents or students can make payments directly to the lunch program in the cafeteria or parents may utilize the cafeteria payment program on Skyward to make payments (fee involved) directly to lunch accounts.

CHANGE OF ADDRESS

For safety and the ability to contact parents appropriately, any change of address or other data associated with your family must be updated and recorded by completing the necessary forms in the guidance office.

CHANGES IN SCHEDULES

Because of the time spent to create a school-wide schedule based on the individual schedule preferences designated by students during the scheduling process, the allocation of funds that is prepared to support courses based on those preferences, and the planning for curricular development around course enrollment, students must understand that enrollments in full-year classes are intended for the entire year. Students will not be dropped from full-year classes unless they complete a drop course form and have prior consent of the teacher, then the counselor, the parent, and the principal. Refusal of the parent or the principal will result in denial of permission to drop the class at the end of the current semester

Any requested changes in class schedules must be made prior to the start of each semester. All student initiated requests for changes after the deadline will require a parent/counselor conference. Students wishing to drop a class, after the start of each semester, may do so only if there are educationally sound reasons for the change and only with the permission of the principal. **In most circumstances, the class will be recorded and tabulated in determining grade point averages as withdrawn failing.** Every student should work

cooperatively with his or her teachers to complete the most rigorous and relevant curriculum available. Dropping a course because it seems hard is not a justified reason for not developing the skills necessary to compete in our global economy.

Schedule changes after a semester begins will be considered only for the following reasons:

1. Balancing class sizes or classes assigned that have been taken before.
2. Adjustments for seniors to meet graduation requirements.
3. Lack of student ability to perform satisfactorily in a course.
4. Others as deemed necessary by the administration.

COURSE OFFERINGS

In February, all returning students, plus eighth graders, are presented with enrollment procedures and a curriculum guide for the upcoming year. Students, parents, and counselors are encouraged to plan together, a four-year program leading to graduation and preparation for future experiences.

CLOSING OF SCHOOL

Due to the unpredictable and harsh nature of our weather, it sometimes becomes necessary to cancel or delay school. **Parents will be contacted by phone (Usually between 5:00 and 6:00 a.m.) using the District's notification system School Messenger. Parents who do not wish to be notified through School Messenger must contact the District's Technology Director to opt-out of this notification process.** It is possible that the weather conditions can be different around inland lakes than the northern region of our district. The ultimate responsibility for a child's attendance in school belongs with the parent or guardian. If a parent or guardian believes it is not safe to be on the road we understand and respect their decision to keep their child home. In most cases, if school is not canceled and if the child is able to attend later in the day due to the improving conditions, it is highly recommended that they do so.

CREDIT FOR CLASSES

Credit toward graduation is determined on the basis of the Carnegie unit. Half a credit is granted for each Semester successfully completed. Duplication of credit for repeating a class will not be permitted unless the work involved is substantially different than the first experience or a grade less than a "C" was earned. This provision does not apply to additional years of enrollment in band, choir, media/journalism, or physical education courses. **Students who miss twelve or more counted class periods in a semester may lose credit in that particular course, pending the results of an appeals process and improved attendance. Students must continue to attend school on a full-time basis in order to maintain their graduation eligibility.**

DANCES

ABSOLUTELY NO ONE LEAVING A DANCE FOR ANY REASON DURING A DANCE WILL BE ALLOWED TO REENTER. All dances will be **CLOSED** to non-Coldwater High students unless a dance guest permission form has been submitted and approved by the CHS administration. Guests must be at least in high school and no more than 20 years of age. Guest forms must be submitted no later than 3-days before the scheduled dance. All school rules and regulations will be in effect during dances. Any student violating the rules will be removed from the dance without refund and disciplinary action taken the next school day. Students will be expected to dance appropriately and respectfully. Those students violating this expectation may be asked to leave the dance. Regular dances will end no later than 11:00 p.m. Admission to after-the-game dances will end 30 minutes following the close of the contest.

DEBTS OR OBLIGATIONS

So that school records and financial reports may be completed, arrangements for payment or return of outstanding materials should be made by the end of the Semester.

DISCRIMINATION

TITLE VICIVIL RIGHTS ACT OF 1964

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discriminations under any program or activity receiving Federal financial assistance. Any person believing that their rights under this act have been violated

should contact the building principal. If the matter is not resolved satisfactorily, then contact should be made with the Superintendent of Schools.

TITLE IX DISCRIMINATION AND SEXUAL HARASSMENT

Using the guideline of Title IX, the Coldwater Community School Board is committed to providing students with a learning environment free from sexual harassment or gender discriminatory behavior.

It shall be a violation of policy for any student, teacher, administrator, school personnel, agents, volunteers, or third parties subject to the supervision and control of the school board to harass or discriminate against a student based upon gender. Acts of sexual harassment or inappropriate employee-student relations or student-peer relations are prohibited at all times during the school day including while on school sponsored transportation, during observation or participation in after-school activities, and during school-related functions such as sporting events, social activities or field trips.

Sexual Harassment Defined:

Sexual harassment is any unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to create an intimidating, hostile or abusive educational environment; or substantially or unreasonably interfere with an individual's education; or limit an individual's ability to participate in or benefit from the education program. Such conduct includes, but is not limited to: Verbal harassment or abuse; pressure for sexual activity; sexually motivated or inappropriate hugging, kissing, patting, massages or pinching; sexual behavior or words, including demands for sexual favors; implied or overt threats accompanied with demand for sexual favors; remarks of a sexual nature about a person's clothing or body; fondling or grabbing; spreading sexual gossip; subjecting someone to sexual materials; and sexual assault or rape.

Gender Discrimination Defined:

Gender discrimination occurs when different treatment or consideration takes place due to the sex or gender of the individual rather than individual merit. The behavior complained of must be directed toward a specific gender and free from any reasonable justification. Under the regulation of Title IX, the Coldwater Community School Board prohibits gender discrimination and is committed to providing both genders with a positive learning environment and will enforce that all individuals, regardless of gender, receive equitable treatment and benefits. Any student who believes he or she has been the victim of harassment or discriminatory behavior must immediately report such behavior to the Title IX Coordinator who will then notify the school principal of the alleged acts. **Complaints should be directed to the Superintendent at 401 Sauk River Drive, Coldwater, MI 49036. Telephone: 279-5910 Ext. 229.**

SECTION 504 REHABILITATION ACT OF 1973

No other qualified handicapped individual in the United States, as defined in (29 U.S.C.S. 706(7)), shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Any person believing that their rights under this act have been violated should contact their building principal. If the matter is not resolved satisfactorily, then contact should be made with the Superintendent of Schools.

DUAL ENROLLMENT

Students must declare their intention to take dually enrolled courses during the schedule planning process in the spring of each school year. Dual enrollment in college under the State Aid Act states that a qualified student may be enrolled at Coldwater High School and in one or more college courses, with tuition and fees paid by the district from state revenues for qualified courses if dual enrollment criteria are met. Both high school and college credit may be earned through dual enrollment. If a student fails to complete or earn credit in a dual enrollment course, all costs associated with the course must be paid back to the school district. Prior approval of the principal is required and strict registration deadlines apply for the various partnering Michigan institutions.

CHS EARLY COLLEGE PROGRAM

Coldwater High School, in a partnership with Kellogg Community College and the BACC, participates in the Branch County Early College Program that is available to students entering the 11th grade. This program allows a student to attend school for a 13th year and earn at least 30 transferable credits from KCC.

Information about the Early College Program is given to each 10th grade student and their parents in the spring so they can determine if the Early College Program is an appropriate option based on their child's EDP. Students who are participants in the Branch County Early College Program are allowed to participate in the graduation and senior ceremonies of their original graduating class as long as all graduation participation requirements have been met as outlined in the Early College Agreement and Contract. Early College students must complete a math related experience in the 5th year in order to fulfill the graduation requirements for Early College students.

EMERGENCY DRILLS

CRITICAL INCIDENT

In 2006, the Governor signed into law a bill that now requires schools to stage a minimum of two (2) drills a year in which occupants are restricted to the interior of the building and the building is secured. Each of the buildings in Coldwater Community Schools has a Crisis Incident Response Plan that was developed with the support of the Coldwater Police Department that outlines the responsibilities of the staff and procedures that should be followed in the event of the emergency. Coldwater Community Schools has implemented and trained all staff and students in the A.L.I.C.E. critical incident response safety protocols. A.L.I.C.E. (**A**lert, **L**ockdown, **I**nforn, **C**ounter, **E**vacuate) is not a sequential system of response, it is a proactive option based response initiative beginning with the use of our senses to recognize an **Alert (A)**, choosing the best action, and then acting quickly. Staying **Informed (I)** with real time information will help people decide if they should **Lock Down (L)** and barricade or if they should **Evacuate (E)** the area. Everyone should also be prepared to **Counter (C)** as a last resort if necessary.

FIRE DRILLS

Fire drills are held in accordance with regulations of the State Fire Marshall to help us prepare for an orderly, quiet, and efficient evacuation of the building in case of a fire. The following steps will govern all fire drills:

1. When the alarm is activated, students should leave the room by the appropriate exit, moving quickly, quietly, and in an orderly manner through the halls.
2. Remain with your class so that attendance checks can be made and move well away from the building until the all clear signal is given.
3. If the fire drill occurs during the lunch hour, leave the table or the serving line immediately and walk to the bus garage parking lot area.

TORNADO PROCEDURE

Schools are among the first places to be notified of tornado conditions. The parents should not call the schools as the lines of communication should be kept open. All Coldwater Schools in case of a **TORNADO WATCH OR WARNING** will follow the following procedure. During a **TORNADO WATCH**, the students will be dismissed at the regular time. In cases of **TORNADO WARNINGS**, the students will be moved to the safest predetermined places in the building. Students will not be dismissed until the all clear signal is given.

FUND RAISING BY CLASSES AND ORGANIZATIONS

Recognizing the fact that certain funds are necessary for carrying on the activities and programs of the various classes, clubs and organizations, permission may be granted to conduct selling and/or subscription campaigns. Any activity must have the approval of the principal before it is begun. Fundraising requests are coordinated by the building principal. Fundraising programs requested without sufficient time for approval will be rejected.

GRADING SYSTEM

To clearly represent the distinction between the levels of learning and performance represented by course letter grades, CHS will use the following listed numerical value for each grade earned in any given course. This value will be used to calculate the Cumulative Grade Point Average of a student at the end of each semester.

A or A+ = 4.0	B- = 2.67	D+ = 1.34
A- = 3.67	C+ = 2.34	D = 1.0
B+ = 3.34	C = 2.0	D- = 0.67
B = 3.0	C- = 1.67	E = 0.0

WEIGHTED GRADES FOR ADVANCED PLACEMENT COURSES

All Advanced Placement courses offered as listed on the next page **and** taught at Coldwater High School will be "weighted". This does not include online or independent-study courses. When offered, the listed classes will follow the Advanced Placement curriculum and will be weighted an additional 1.0 GPA point towards the GPA. Semester grades of "E" in an AP course will still have a zero GPA value and will not receive an additional 1.0 GPA point.

ADVANCED PLACEMENT COURSES AT COLDWATER HIGH SCHOOL

Biology Calculus Chemistry Computer Science Principles English Composition
English Literature (not offered in 22-23) European History Government Physics (not offered in 22-23)
Psychology U.S. History

GRADUATION REQUIREMENTS AND PARTICIPATION

To participate in graduation is a privilege and students must follow commencement directions, dress appropriately, and wear the appropriate cap and gown in order to participate as well as meet the requirements of earning a diploma or their designated certificate.

Students qualifying for a diploma must:

1. Meet all general and specific requirements for their graduation class.
2. All students are required to take the State Required Assessments. Parental rights allow for a parent to exempt their child in writing from this requirement. This must be requested and approved by March 1st of the junior year.

COURSES Required to Earn a Diploma:

Various specific courses are required to meet the Michigan Merit Curriculum . Some modifications are available on a very limited basis. Some of the listed courses are taken and credit is granted in the 8th grade and some articulation of credits can be granted in special circumstances through coursework at the BACC. The specific courses required through the MMC can be found on our website in the 2022-2023 Curriculum Guide.

CREDITS Required to Earn a Diploma:

Students need to earn a total of 21 credits to earn a diploma from Coldwater High School. Students wishing to attend the Branch Area Careers Center must understand that attending the BACC is considered an elective course offering in most circumstances. Students designated by CHS to be on an alternative graduation track (highly individualized) may be allowed, with administrative approval, to graduate with the state approved 18 minimum credits of MMC coursework.

LIMITATIONS

- a. Juniors and seniors enrolled at the BACC must be enrolled in 3 credit courses at Coldwater High School each semester.
- b. Students must be enrolled in a minimum of 6 classes (7 for those students who have focus hour) per semester to be considered a full-time student.
- c. Summer School - All who enroll in a summer school program must have prior approval of Coldwater High School. Summer school courses are completion of courses **previously** failed at Coldwater High School with a minimum overall score of 40% in the class. Students who fail a course with less than a 40% or students who failed because they did not complete the course will not be considered as candidates for the summer school option. **Students must see their counselor in April or May for enrollment forms.**
- d. Due to differences in credits and master schedules of other schools, a maximum of 1 credit per year beyond Coldwater High Schools regular 6.0 credits can be transferred in from another school.
- e. If a student fails a required course for graduation, no credit is granted and the class must be made up. Since there is little room in a student's schedule each year for make-up classes, the failed classes could result in the student **not graduating with their class.**

NCAA INITIAL-ELIGIBILITY FACTS

The rules and requirements for meeting the eligibility regulations for NCAA athletics changes from time to time. To have the most up to date information, students and parents are directed to visit the official NCAA eligibility Center website at <http://eligibilitycenter.org> At this site, parents and students will learn of the course, GPA, and assessment requirements that are necessary for students to participate in the various NCAA levels of athletics. If you have any questions, please visit your counselor.

GUIDANCE, COUNSELING, RESOURCE NUMBERS

The Guidance Services Center, located across from the Media Center (Library), is staffed by three guidance counselors. Coldwater counselors strive to help students adapt to the complex world around them and to realize their full potential as unique human beings. Counselors typically work with students in support of their Educational and Career Planning, Social Emotional well being, and connecting students and parents with any additional outside resources and agencies that can help support the needs of students. Students are assigned a counselor as determined by the first letter of their last name as follows:

Last names A-G	Mrs. Jones
Last names H-O	Mrs. Krzyzanski
Last names P-Z	Ms. Youssef

CHC Cardinal Connect HEALTH CLINIC- (517) 279-5295

The Coldwater ProMedica Hospital provides a health clinic in the high school. There is access to four pediatricians and a nurse practitioner. The clinic provides the ability to bypass the ER/office visits for sick visits, vaccines, musculoskeletal injuries, and lab testing. **You must turn in a consent packet in order to be treated at the clinic.** Hours are Monday-Thursday 7:30 A.M.-3:30 P.M. and Friday 7:30 A.M.- Noon. Summer hours are limited, but appointments are available. In addition, in a partnership with the Cardinal Connect Clinic, a social worker is available at CHS based on a referral that would come from the clinic. For any questions or to schedule an appointment, please call 517-279-5295.

HOMEBOUND

A visiting teacher will be provided to a student who is homebound or hospitalized and will miss more than five continuous days of school due to a documented medical condition. After receipt of a doctor's verification of the required absence, services will be coordinated and provided through the school.

HOMEWORK

All students are expected to complete all homework assignments for each class. Failure to complete assignments may directly impact a student's ability to learn and therefore perform academically in a course. It is expected that instructors will assign appropriate levels of outside of class assignments. This "homework" is to be used as a reinforcement of the material presented in the daily lesson or as an educational development tool. The amount and frequency will vary by teacher and subject area, but will be appropriate to the concepts to be mastered and the level of maturity of the student. Homework assignments are relevant to the current instruction in the classroom and should be completed on time. Late work will not be accepted beyond a reasonable time as determined by the teacher as its application to the current classroom instruction may no longer be relevant.

ILLNESS

If a student becomes ill while in school, he/she should report to the Health Clinic or the Attendance Office. If needed, the Attendance Office or clinic will contact the parents to have the student picked up. For the health and safety of the student population, students who are too ill to attend classes should not remain in school.

IMMUNIZATIONS

Students enrolling in a Coldwater School for the first time shall submit proof of all required immunizations prior to official entry. Board policy requires the exclusion of students' not meeting legal immunization standards. If personal insurance does not cover immunizations, a parent may request the Branch County Health Department to give the needed immunizations. They may also sign a waiver to the immunizations, because of religious convictions or drug allergies, through the Guidance Office.

INSURANCE

Student accident insurance is made available to all students. Students or families without appropriate insurance are urged to utilize the MiChild health care system provided by the State. Information about MiChild can be found at the Michigan Department of Health and Human Services website under the Assistance Programs tab, under Health Care Coverage, and then by clicking on the Children & Teens link or by calling 1-888-988-6300 for more information.

LAW ENFORCEMENT OFFICIALS

It shall be the policy of Coldwater High School that a reasonable cooperative effort is maintained between the school administration and law enforcement agencies. Law enforcement may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. Administrators have the responsibility and the authority to determine when the assistance of law enforcement is necessary within their respective jurisdictions. The School District's administrators shall at all times, act in a manner that protects and guarantees the rights of students and parents.

LOCKERS

All students will be assigned a locker. **STUDENTS SHOULD KEEP THEIR LOCKERS LOCKED AND SHOULD NOT GIVE THEIR COMBINATIONS TO ANYONE ELSE.** Damaged locks or lockers should be reported immediately to the office so repairs can be made. **Students are to keep all personal belongings, cell phones, book bags, coats, purses, hats, etc., in their lockers. Book bags, satchels, purses and other personal belongings are not to be taken to the classroom.**

Lockers issued to students are in joint tenancy with the school. **There is no expectation of privacy for items stored in student lockers and the school reserves the right to enter and inspect the contents of any locker at any time.** Students are not to permanently place or post any writings or pictures in or on their lockers. The posting of writings or pictures of any kind that are deemed inappropriate by any teacher or the administration will be immediately removed and disciplinary actions may be taken. The Coldwater Community School District is not responsible for lost or stolen items. Students who have material or merchandise stolen are asked to notify the assistant principal. If warranted, the matter will be referred to the local police.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and cars in the school parking lot under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and school parking lots are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers. **Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.** School authorities for any reason, may conduct periodic general inspections of lockers and cars in school parking lots at any time without notice, without student consent, and without a search warrant.

A student's person and/or personal items (e.g., purse, book bag, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. A student's failure to permit searches and seizures as provided in this section will be considered as an act of insubordination and disciplinary action will be taken.

The following additional rules shall apply to the inspections of school property, given to a specific student for their use (locker, school bag), student vehicles parked on school property, and the confiscation of items found in these locations or found in the possession of a student:

1. Canine Inspection – In an effort to keep our school and our district premises free of drugs/and or illegal items, school authorities may use specially trained dogs to sniff out and alert administration to the presence of illegal, controlled substances in school lockers **and in students' vehicles parked on district premises.** Such inspections by school authorities and trained dogs may be announced or unannounced and may be made at any time.
2. Items found during a search may be confiscated by the administration and turned over to law enforcement if deemed necessary by the administration.
3. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others will be seized by school authorities.
4. Items that disrupt or interfere with the educational process will be temporarily or permanently removed from student possession. Possession of such items may incur disciplinary actions.

LOST AND FOUND

Lost and found articles are collected in the library. All articles that are found should be turned in to the attendance office. All losses of property should be reported and an effort will be made to return found articles. Items are disposed of from the lost and found area on a monthly basis.

MEDICATIONS

Students are required to report prescribed medication that is to be taken in school to the guidance department. When requested, in writing, the counseling department will administer the medication. In such cases, the instructions of the physician must be included and there must be two adults present. The medication must be kept in the office and not on the student's person or locker. The student is not required to have the medication administered by the school employee if so designated, in writing, by the parent. Under special circumstances, additional restrictions may be imposed by the principal in the best interest of the health and safety of students. It is illegal for the school to distribute aspirin or other forms of medication without proper authorization.

MEDIA CENTER:

Library privileges are granted to all and will be taken away when those privileges are misused. Students are expected to leave the library neat and orderly. All resources are to be returned to their proper place. Appropriate and proper use of computer equipment will be strictly enforced. The Media Center is a place of research and study. The staff stands ready and willing to assist students. Students must show some form of identification when checking out materials.

NATIONAL TESTING AT COLDWATER

The PSAT/NMSQT is given each October in Coldwater to interested students who wish to gain a better idea of their academic potential as compared to other college bound students. A very limited number of students also obtain scholarships through this test by becoming National Merit Finalists. All 9th and 10th grade students will take the PSAT in April as part of the mandated State Required Assessment program.

THE AMERICAN COLLEGE TEST (ACT) is given five (5) times each year. The score is used by the State of Michigan Scholarship program as an initial step in becoming eligible for State awards. It is recommended that all students who are considering attending a Michigan college take the test in April or June of their junior year or in October of their senior year.

THE SCHOLASTIC APTITUDE TEST (SAT) is administered five times per year nationally but CHS is not a testing site for this test. Please see your counselor for testing site information. All students will take the SAT in April of their junior year as part of the mandated State Required Assessment program.

ADVANCED PLACEMENT TESTS offered through the College Board are given during a two-week period in May. More information about any of these tests may be obtained from the counseling department.

PARENT INVOLVEMENT IN SCHOOL

It is the hope of everyone at CHS that parents will continue to feel welcome and stay involved in the school, classrooms, activities, extra-curricular events, and any other school event or opportunity to volunteer. There are also three parent booster organizations at CHS. Those wishing to join or get information about any of the booster organizations should contact the following people:

Athletic Boosters - athletic director, Mr. Farmer
Band Boosters - music teacher, Mrs. Jewell
Choir Boosters - music teacher, Mrs. Doublestein

POSTING PRIVILEGES

The administration will grant approval to post bulletins and announcements to students, recognized school sponsored organizations, and community groups whose activities are of benefit to the student body. Students are not to post any signs around the school without prior approval from the administration.

PROGRESS MONITORING FOR PARENTS

Parents are encouraged to register for Skyward Access and students have access to their current academic standing using their student username and login information in the Skyward program. Parents should work directly with their children to continually monitor their academic progress in their classes. If a parent has any questions regarding a particular course, they are encouraged to contact the teacher directly.

PSYCHOLOGIST

A visiting psychologist is available from the Branch Intermediate School District to conduct testing of students with special needs. The process of referral is initiated with the guidance counselors, and testing can be completed only with written parental permission.

REPORTING DRUG AWARENESS

Any student having knowledge of the presence of any controlled or unauthorized substance on school grounds or coming into inadvertent or accidental possession of these substances shall immediately report this information to a school staff member or school administrator or FAST50—Phone 279-2000. Students reporting knowledge of controlled or unauthorized substances shall not be subject to disciplinary action. Students having such knowledge and not reporting it may be subject to disciplinary action. Students reporting drug related information will be assured of strict confidentiality by school authorities.

Self-Referral (Illicit Drugs)

It is necessary that school authorities develop proactive, as well as reactive, measures to avoid the perpetuation of any substance abuse problems. Therefore, the student who is using drugs and refers him/herself to a staff member for help will be dealt with in a separate procedure. It should be understood that criteria for determining the self-identified or self referred user are:

1. He/she asks for help from a member of the professional staff.
2. He/she is willing to discontinue the use of illicit drugs.
3. He/she is willing to work with an appropriate staff member or other agencies in seeking a solution to his/her problem.

SCHOOL ACTIVITIES

School sponsored dances and activities are for the recreation of its students. It should be a clean and safe place to have fun. You are, therefore, expected to comply with all school rules at all times as well as the following regulations:

1. Anyone who is found to have used alcohol or any other illegal drug will be asked to leave the activity, be subject to disciplinary action, and the privileges of attending future functions may be withheld. Police may be involved.
2. Students or guests who leave an activity or dance may not reenter.

STAFF/STUDENT RELATIONSHIPS

Board of Education Policy #4050 states, staff members shall be expected to regard each student as an individual and to accord each the rights and respect due any individual. The role of staff shall be seen as resource persons, aides, and guides in the learning process. Students shall be treated with courtesy and respect. Likewise, each student shall regard staff members as individuals who have specific knowledge and capabilities and who are employed by the school district to direct the learning process. Students shall respect all teachers/staff members and shall recognize that all teachers/staff members have authority to direct and/or take corrective actions with them if needed.

TECHNOLOGY USE – (Signature Required)

Students and parents must sign the technology use agreement and return the signed form to the school by the deadline given. The District Technology Use Policy governs access to the available technology in the school. Every user of computers and other technology resources is required to sign an agreement to comply with all of the policies and regulations. Violation of the Technology Use Agreement or policies can result in loss of use and disciplinary action. Copies of the full policy are available to all users.

TELEPHONE CALLS

Students may use the office phone for urgent matters and must obtain a pass from their current teacher before they will be allowed to leave to use the phone. Students are required to leave their phones in their lockers during the school day but can access their phones during their lunch period while they are in the cafeteria. If there is an immediate, urgent, or important message that needs to be relayed to a student, parents can call the main office for assistance.

TEXTBOOKS

Textbooks are provided without charge to students. However, responsibility for care of the texts issued is that of the student. Lost books or damage that is considered in excess of normal wear will necessitate the assessment of a replacement cost or fine.

TUTORING

Tutoring services are coordinated in the guidance office. Students interested in obtaining tutoring services should contact the guidance department. Tutoring typically is arranged during focus period or after school depending on the schedules of the tutors.

VALUABLES

Safety of personal belongings is a student's responsibility. Money, purses, calculators, etc., should be left in a locked locker. Students should also take care to ensure that their Physical Education locker is locked as well.

VISITORS

Parental visits to Coldwater High School are welcome, but please register in the Attendance Office. Visits by students of other schools or siblings will not be allowed.

WEEKLY REPORT CARD

Parents who do not have access to Skyward may request a weekly report card progress report from the school. This is intended as a short-term solution as every student has access to his or her information using their student username and logins and they would be expected to share this information with their parents as requested.

WORK PERMITS

Work Permits are issued to students who are in "Good Standing" with the school in the guidance office. Students between the ages of 14 and 18 years can be employed only when such a permit has been obtained. Additional information and assistance is available upon request in the guidance office.

STUDENT RULES:

STUDENTS AND PARENTS SHOULD THOROUGHLY FAMILIARIZE THEMSELVES WITH THIS SECTION ON RULES CONCERNING COLDWATER HIGH SCHOOL.

Part of the mission of CHS is to create a safe and orderly school environment. This takes the respectful efforts and cooperation of everyone. This section of the handbook is presented to help identify some of the most common expectations and disciplinary guidelines but should not be considered all-inclusive of situations and scenarios that might occur. Any listed disciplinary actions should be considered to be minimums and not limits. A method of progressive discipline will be used for continued future offenses. All listed warnings will be documented in the students' behavioral records for future reference and monitoring. All offenses are cumulative and the next level of accountability for the student is not limited by any one particular classroom setting.

APPEARANCE

Dress Code expectations, while trying to provide for personal expression, are in place to enhance our school emotional and physical safety, support the learning environment, and for students to learn that dressing for school is no different than dressing for a future job or career. Students' dress should be modest, professional, neat/clean, and comply with health/safety standards. Dress attire, while perfectly suitable under some

conditions, may not be suitable for school wear. Clothing should not be disruptive to the educational process as determined by the teacher or any staff member at CHS.

Student Expectations

- o Shoes must be worn
- o Students are not to wear ear buds, headphones, or other listening devices during school except as needed and approved by the classroom teacher in the classroom or as permitted in the cafeteria during lunches.
- o Hats are allowed- *ears must be exposed and students may be asked to be remove hats for test/quiz days* Headwear that is disruptive or distracting (costume hats) as determined by the teacher or clothing that covers the ears (hides earbuds) of students will not be worn during the school day. Hoods should never be worn in the building (security concern as well). Hats that are not disruptive or distracting will be allowed at the discretion of the classroom teacher based on concerns of safety or academic integrity
- o No hoods - *conceals ears and identity*
- o No backless, strapless, or midriff-revealing shirts
- o Shorts must have a minimum inseam of 3 inches. Rips/holes should not expose skin or underwear above the 3 inch inseam.
- o Skirt & dress length must be no more than 6 inches above the knee
- o Clothing that includes alcohol, tobacco, drugs, sex, profanity, or implies any ethnic or racial slurs/symbols or disregard for others are prohibited. (Including but not limited to Nazi paraphernalia, Confederate flags, etc.)
- o No metal chains or metal spiked jewelry (for reasons of safety)
- o Wearing sunglasses over the eyes is not appropriate for school attire unless required for medical reasons.
- o Students are not allowed to wear pajamas, slippers, or costumes except on designated spirit days.
- o No backpacks in the classrooms, including 7th hour- *time will be given to go to locker and catch the bus*
Adults may exercise the right to direct a student who is deemed to be inappropriately dressed to an administrator or counselor. The teacher, counselor, or administrator may require the student to change into appropriate clothing.

ARSON

Any student who causes a fire on school grounds or is caught in the act of doing so, will be referred to the Board of Education for Expulsion under state law

ASSAULT

STUDENT TO STUDENT--Any student or a group of persons, who physically attack another student who does not wish to become involved in combat and has not provoked the attack, shall be expelled up to 180 days with approval from the superintendent.

STUDENT TO TEACHER--Any student who assaults a teacher, will be expelled for 180 days with approval from the superintendent.

VERBAL ASSAULT

Any student who verbally assaults another individual may be expelled for up to 180 days.

BOMB THREAT—Any student who calls in a bomb threat may be expelled for up to 180 days. If the high school is vacated because of a bomb threat, the students are to remain in an assigned area until they have been given further instructions.

BULLYING

Bullying is a form of harassment. For the purposes of the policy, “bullying” is defined as. “The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school.”

Such conduct is disruptive of the educational process and, therefore bullying is not acceptable behavior in the District, and is prohibited. Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while traveling to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying. On 4/30/2012, Coldwater Community Schools adopted changes to its district bullying policy. This full policy (Bullying policy #8260) can be found on our school website at www.coldwaterschools.org.

SCHOOL BUSES -Behavioral Expectations

Bus rules will be distributed to students by the Transportation Department at the beginning of the school year.

The driver is in complete charge of his/her bus at all times. The discipline for inappropriate student behavior on the school bus will be determined by the Transportation Department and/or school administration. If a discipline problem arises on a bus, the bus driver will write a Student Bus Misconduct Notice. The bus misconduct notice will be given to the student and a copy will go to the transportation supervisor and school principal.

Students must be at the bus stop before the bus arrives and wait for the bus off the road at a distance of at least 10 feet and shall conduct themselves in an orderly manner. The bus shall come to a complete stop before students move toward it.

1. Students must not rush between buses when they are loading or unloading.
2. A student shall immediately take his/her seat upon entering the bus and remain seated in that seat until the bus stops and it is time to get off. The driver may assign a specific seat for any student.
3. Keep the aisle center clear! Do not block it with books, musical instruments, lunch boxes/bags, feet, legs or any other obstructive materials.
4. Head, hands and feet shall be kept inside the bus at all times.
5. Normal conversation is permissible except when the bus stops for railroad crossings, red lights and stop signs. At these times students are asked to be quiet.
6. Throwing any article inside the bus, at the bus, or out the window is strictly prohibited.
7. Students will neither make nor cause excessive noise or rowdy conduct on the bus.
8. Lighting of matches, lighters, smoking or fire of any kind on the bus (or at stop) is strictly prohibited.
9. No animals, (dead or alive) are allowed on the bus.
10. No glass containers or re-sealable bottles are allowed on the bus.
11. Students will not use profane or foul language at any time.
12. Passengers shall not deface or damage the bus. Anyone guilty of such acts will pay the cost of repair.
13. Passengers will not open emergency doors except for emergencies and when instructed by the driver.
14. Students who must cross the road after being discharged from the bus must cross in front of the bus.
15. Students shall not go to the mailbox until the bus has left the stop and has turned off the flashing signal.
16. Students will be discharged from the bus only at the designated stop.
17. Only students and authorized personnel are permitted to ride their assigned school bus.
18. No eating or drinking on the bus.

CHEATING/PLAGIARISM – Academic Integrity Code (Signature Required)

Academic excellence and academic integrity cannot be separated. An atmosphere of excellence is dependent upon an environment in which everyone is honest and fair in their dealings with others. The opposite of academic integrity would be behavior that could be labeled “academic fraud.” All academic fraud is prohibited in our classrooms. Students who engage in academic fraud will receive scores of “zero” on any assignments where the academic fraud occurred, will have information about the academic fraud

communicated to their parents, and will have a referral submitted to the assistant principal with possible disciplinary action. Cheating includes the actual giving or receiving of any unauthorized aid or assistance resulting in an unfair advantage on any form of academic work. Plagiarism includes the copying of the language, structure, or idea of another in representing it as one's own work. Students found in possession of teacher resources, assessments or materials (including electronic copies) will be suspended and there will be academic consequences as well. Serious incidents of academic fraud may result in suspension, and may impact a student's ability to participate in school organizations. All students will be required to read, agree to, and sign the CHS Academic Integrity Code which explains the expectations for learning/performance, defines several commonly understood instances of fraud, and asks the students to commit themselves to being obligated to abide by the Integrity Code in all of their work.

CLASSROOM REFERRALS

Discipline for classroom infractions will follow the teacher's management plan for discipline and may involve warnings, counselors, RTP referrals, after school detentions, and phone calls to the parents. Under general circumstances, these steps will follow one another. However, under "severe" or recurring classroom infractions, the student may be referred directly to the principal's office. Dismissal from class occurs when the classroom plan does not alter the student's behavior. It then becomes necessary for the teacher to send the student to the office for disciplinary reasons and to notify the parents.

CLOSED CAMPUS

All students are restricted to the school campus during lunchtime. Students with special needs should see the assistant principal. Students are not to be in the parking lot during lunch without proper authorization. Any student leaving the campus or in any parking lot without permission, may be suspended.

DESTRUCTION OF SCHOOL PROPERTY

Any student who willfully defaces and/or destroys school property will be suspended. In addition, the student and his parent/guardian will assume financial responsibility for the repair of the damage.

DRIVING AND PARKING REGULATIONS

1. All school rules apply to the parking lot and surrounding areas.
2. Students must obtain a parking permit from the main office.
3. Students must park in the student lot (Green Street Side of Building) on the school grounds.
4. **STUDENTS WHO PARK IN FRONT OF THE SCHOOL, IN THE BUS DRIVER'S PARKING AREA, OR IN AREAS NOT MARKED FOR STUDENT PARKING, WILL BE GIVEN A \$5.00 FINE FOR EACH OFFENSE.** Continued abuse and use of an improper parking area will result in progressive disciplinary actions under the rule of insubordination. All motorized vehicles must have a current parking tag to park in the student parking lot and it should be displayed clearly. Students are to park and lock vehicles upon arrival at school and enter the school building. It is suggested to not leave valuable items in vehicles.
5. Drivers may not use or be in their cars during the school day nor permit others to do so during school hours without written approval by the administration.
6. Reckless driving on or near school property will result in disciplinary referral and/or loss of parking privileges.
7. The school and/or its representatives reserve the right to revoke parking privileges at any time.

PERSONAL COMMUNICATION DEVICES – Due to the abuse of using electronic communication devices and the distraction they cause to the learning environment or the individual learner, the entire philosophical and behavioral expectations are listed here.

Students are not to use their PCD's in the building at any time from the beginning to the end of the school day and must store their PCD's in their lockers from the beginning to the end of the school day, with the exception of being allowed to use their PCD's in the lunchroom during their designated lunch period.

For purposes of this policy, "personal communication device" includes but is not limited to Smart Watches, BlueTooth enabled devices (e.g. earbuds and ear pods), computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell

phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type.

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

The purpose of the following policy and expectations is to encourage the focus and engagement required for a highly functional academic environment while also addressing concerns regarding the contributions of cell phones and other personal communication devices to academic fraud (cheating). We also intend to promote a school environment that encourages positive and engaging interactions between students rather than the isolationism that can be created by students continually focusing on a screen or wearing headphones throughout the day. These expectations will also help students prepare for career environments that commonly restrict access to cell phones during the workday.

Students may use personal communication devices (PCDs) before and after school, in the lunchroom during their lunch break, and during after school activities (e.g., extracurricular activities) as long as they do not create a distraction, disruption, or otherwise interfere with the privacy of others or the safety or security of the school or school related environment. **Use of PCDs, except those approved by an administrator, at any other time is prohibited.** Students must turn off and store their PCD's in their lockers from the beginning to the end of the school day but will be allowed to use their PCD's in the lunchroom during their designated lunch period.

Students may use PCDs while riding to and from school on a school bus or other Board provided vehicles during school sponsored activities, at the discretion of the bus driver, classroom teacher sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated. Also, during after school activities, when directed by the administrator or sponsor, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal. This might apply if the student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person without their prior consent. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person, will have their phone confiscated, parents called, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

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

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Such conduct not only is

potentially dangerous for the involved students, but also can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other educational information in a manner that could constitute fraud, theft, cheating, or academic dishonesty. This includes but is not limited to having pictures of tests/quizzes, answer sheets, teacher materials, or other materials not specifically provided for public use by the teacher. Likewise, students are prohibited from using PCDs to receive such information. If a student receives such information, he/she is required to report the incident to a school administrator. Failure to do so will result in disciplinary action for cheating and misuse of PCD's. If a PCD is out at any time during a test or final exam, the student will receive a (0) zero grade for the test.

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

If requested by any staff member, a student in violation of these expectations shall immediately give their PCD to the requesting staff member who will then turn the device into the administration. Failure to give the PCD to the requesting staff member will be considered insubordination and will result in additional disciplinary actions.

A student found in violation of the listed expectations and procedures will be subject to the following **minimum** disciplinary actions. The administration has the discretion of increasing the severity of the discipline associated with any violation of these expectations based on the circumstances and severity of the violation. The administration may also decide at their discretion that a PCD will not be handed back to a student or parent until such time that an investigation is completed if an investigation is determined to be necessary.

1st Offense: The student may pick-up the PCD at the end of the CHS school day (2:40) and will serve 1 RTC lunch on the next school day. The student is responsible for informing the parent of the first violation of these expectations

2nd Offense: The student may pick-up the PCD at the end of the CHS school day (2:40) and the student will serve 3 RTC lunches. A parent contact will be made as the parent will be required to pick up the PCD for any future offenses.

3rd Offense: A parent must pick-up the PCD at the end of the CHS school day (2:40 p.m.) and the student will serve 5 RTC lunches.

Additional Offenses will result in the student receiving in-school suspension and the requirement that they hand in their phone each day to the main office for a progressive amount of time.

Possession of a PCD by a student at school during school hours and/or during extracurricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege. Students are personally and solely responsible for the care and security of their PCDs. Coldwater Community Schools assumes no responsibility for theft, loss, damage, or vandalism to PCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may obtain a pass from their classroom teacher to use school phones to contact parents/guardians during the school day.

FALSE NOTES OR CALLS

Any false note or call related to excusing an absence or requesting release from the building will result in disciplinary action.

FIGHTING

Any student who has an opportunity to walk away from a potential fight and chooses to participate will be considered an active participant in the fight. Any student who videos a fight and/or posts the fight to the Internet will be suspended.

FIRE ALARMS AND EXTINGUISHER MISUSE

Fire alarms are placed in the building for the safety and welfare of all students and are to be used on an emergency basis only. Any student found setting off an alarm or handling a fire extinguisher, without proper reason, will immediately be suspended from school.

FOOD AND BEVERAGES IN THE BUILDING

Teachers may allow students to have water in the classroom.

HALL TRAFFIC – Hall Passes

Students in the halls while classes are in session must carry a hall pass issued by a staff member. Students should request hall passes for emergency reasons only (illness or restrooms). Violations may result in disciplinary action.

HARASSMENT OR THREATS

Every student has a right to attend school without fear for his safety or possessions. Students are to report any harassment or threats to the administration immediately. A student who harasses or threatens another student will be subject to disciplinary action. Harassment does not refer to behavior or occasional comments of a socially acceptable nature. It refers to behavior, which is unwelcome, which is personally offensive, which fails to respect the rights of others, or which otherwise creates an intimidating, hostile or offensive educational environment. Harassment of a student by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law.

HAZARDOUS CHEMICALS or HAZARDOUS MATERIALS

Any student who possesses, uses, or sells Hazardous Chemicals or Hazardous Materials on school grounds, including possession in a locker, will be suspended. Any student who possesses Mace or Pepper Spray, including in a locker, will be subject to suspension. Items will be confiscated.

LARCENY/POSSESSION OF STOLEN GOODS

Any student who steals from another person or from the school, including materials improperly removed from the library or classrooms; or who has stolen goods on his person or in his locker shall be suspended. Restitution must be made.

LEAVING THE SCHOOL GROUNDS

Once students have arrived on the school property, they must obtain permission from the attendance office, BEFORE leaving the school property. Students leaving the building or school property without permission will incur progressive disciplinary steps.

LOITERING

No unauthorized persons shall be allowed to loiter on or adjacent to the school grounds or in any school building. Persons causing any disturbance to school programs, school activities, or school property shall be requested to leave the school property at once. Failure to leave the premises when requested to do so by proper school authorities shall be considered grounds for immediately calling law enforcement and signing a proper legal complaint by the school official, if necessary.

PASS TO LEAVE BUILDING

If a student must leave school before the normal closing time (doctor/dentist appointments, illness, etc.), he/she must attain a pass (permission) from the attendance office before leaving the school grounds or be subject to suspension.

PROFANITY/ OBSCENITY & RACIAL SLURS

Use of profanity, obscenities, or racial slurs is unacceptable. Violators will be referred to the Assistant Principal for disciplinary action. If the objectionable behavior is disrespectful to a teacher or other school personnel, it will result in suspension.

PUBLIC DISPLAY OF AFFECTION

Public display of affection between students is not appropriate at school. Students are allowed to hold hands appropriately. Kissing or extreme physical contact will not be permitted. Student abuse of this expectation is subject to disciplinary action.

SCHOOL ACTIVITIES

All school rules and consequences apply to any activity or event sponsored or hosted by Coldwater High School whether held on campus or off campus. Students suspended from school are not allowed to attend school events or activities for the duration of their suspension.

SCHOOL ACTIVITIES AND ATTENDANCE

A student must be in school all day in order to practice or participate in student activities.

1. If a student has an approved absence, he/she may participate.
2. If a student skips a class he/she will be prohibited from participating in student activities that day.
3. If a student misses school due to an illness, he/she will be prohibited from participating in student activities that day. Missing school for a doctor's appointment shall be excused as long as the student also attended classes that day and brings in a note from the doctors office.
- 4. Student Athletes must be familiar with the attendance expectations as outlined in the Student Athlete Handbook as well as any expectations of their individual coaches.**
5. If a student is suspended from school, he/she may not participate in school activities, until they return to their regular class schedule. This includes activities, which occur on weekends and vacation periods.
6. Recognizing that there may be extenuating circumstances in some cases regarding an absence, the principal may make exceptions.

STUDENT IDENTIFICATION

All persons must, upon request, identify themselves to staff members in the school building, on school grounds or at school sponsored events.

Failure to comply is INSUBORDINATION and will result in immediate suspension and/or removal from the premises.

POSSESSION, USE OR DISTRIBUTION OF DRUGS, ALCOHOL, AND UNAUTHORIZED SUBSTANCES

The use of alcohol, marijuana, and other illicit drugs and/or substances is harmful and detrimental to the welfare, health, and education of students. The use, possession, or distribution of such substances is illegal and, in some instances, a felony. Experience shows students using "substances" lose interest in their schoolwork. It is the intent of this policy to discourage active use by students of illegal substances.

Student use, possession, transfer, or sale of drugs, illegal, or unauthorized materials is prohibited at school or at any school activity, on or off school property. School personnel who uncover or come into contact with suspicious materials may seize and turn them over to the administration, which may take disciplinary action and refer the situation to the local police.

For the purpose of this policy, illicit drugs, illegal drugs, or substances shall be defined as those drugs or substances prohibited by law on the state and federal levels or represented as such (including, but not limited to, CBD products and prescription medications). General reference for definition shall be Michigan Public Act 368 of 1978 as amended or future amendments. This act is known as the "Controlled Substance Act." An unauthorized substance shall be defined as any substance that is represented to be illegal or considered by the school administration as a possible health hazard to students.

Students found to be "under the influence" at school or at a school event will also be disciplined regardless of where consumption occurred. Disciplinary actions under these expectations will increase in severity based on

the type of material in question as well as a progression from personal possession to use and then to distribution/sale.

If a student is selling or distributing illegal substances at school, at school functions or activities, or traveling to or from school, the student will be subject to immediate suspension from school. The administration will request exclusion of no less than 90 school days through the superintendent of schools to the Board of Education. The superintendent will exclude the student from school pending action. Legal action, including referral to juvenile or district court, will be taken. Referral to outside agencies (Ex. Pines)) shall be made when deemed appropriate by school officials.

TOBACCO-SMOKING-VAPE (and VAPE products)

The use or possession of tobacco or VAPE products by all students, regardless of age, in a school building, on the school premises, or at a school sponsored event is strictly prohibited. Possession of tobacco/VAPE or tobacco/VAPE products is defined as products on one's person whether lighted or not, exhalation of smoke or the obvious evidence of tobacco/VAPE use or possession, and/or the use/or possession of electronic, "vapor", or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for burning tobacco or any other substance. The school reserves the right to have the contents of smoking devices tested. Students found smoking or in the possession of tobacco products OR VAPE DEVICES or VAPE products on school grounds will be subject to discipline beginning with suspension. **Additional offenses during the high school career of a student will result in more progressive discipline.** Possession of lighters is also forbidden and lighters will be confiscated.

DRUG PARAPHERNALIA

If drug paraphernalia is found to be in a student's possession, student's locker, or under his/her control at school functions, school activities, or traveling to or from school, the student will be subject to immediate suspension.

WEAPONS

State law prohibits students from possessing weapons such as but not limited to: a firearm, knife, dagger, dirk, stiletto, or pocket knife that opens by a mechanical device, iron bar, brass knuckles, or other devices designed for or used with the intent to inflict bodily harm while in attendance at school, a school activity, or traveling to or from school. Violations of this expectation will be cause for suspension up to and including mandatory "Expulsion" from school and a referral to police in some cases.

DISCIPLINARY PROCEDURE:

The authority of school boards to authorize suspensions or expulsion, and to make reasonable rules and regulations regarding discipline is granted under Public Acts in the Michigan School Code.

The primary objective of student discipline and control within the Coldwater system is to produce a school environment in which complete attention may be directed to the teaching and learning activities. Discipline may be defined as the control of conduct by the individual himself or by external authority.

School authorities may govern the conduct of pupils while off the school grounds and outside of school hours provided the act tends immediately and directly to negatively impact the discipline and impair the efficiency of the school.

The hallmark of the exercise of disciplinary authority shall be fairness and reasonableness utilizing the standards of restorative practices. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his parent or guardian.

The Superintendent and building Principals may suspend, either for a short-term or long-term, or may make a recommendation to the Board regarding the permanent expulsion of a student guilty of any of the following:

- a. Willful violation and/or persistent disobedience of any published regulation for student conduct authorized, adopted or approved by the Board;
- b. Willful misconduct which substantially disrupts, impedes, or interferes with the operation of any school;
- c. Willful misconduct which substantially impinges upon or invades the rights of others; or
- d. Disobedience of an order of a teacher, police officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any school or substantial and material impingement upon or invasion of the rights of others.

SUSPENSIONS

Administration, Principal, or Assistant Principal is authorized to make short-term in or out of school (or a combination of the two) suspensions of up to 10 school days. A short-term suspension may be imposed immediately upon a student without first affording the student or the parent(s)/guardian(s) a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school. Parents or Guardians shall be notified of any infraction within twenty-four hours. Schoolwork, while a student is on suspension, shall be made available to the student. A short-term suspension is not appealable to the Superintendent or school board. A student assigned out of school suspension is also suspended from all school events beginning immediately upon notification of suspension from school and includes all school functions.

A long-term suspension (greater than 10 and up to 180 school days) shall be decided by the Superintendent of Schools. A Parent or Guardian Student-Hearing will be held and the decision of the Superintendent is final. Schoolwork shall be made available to the student while on suspension.

A student removed from a class and who remains in the office or RTC will be considered a short-term in-school suspension.

PERMANENT EXPULSION

Only the School Board can permanently expel. No student may be permanently expelled from the District until an opportunity for a formal hearing before the Board has been afforded the student. A student permanently expelled from the school district shall not be entitled to schoolwork. This is defined as the permanent exclusion of a student from Coldwater High School. Students, whose presence imposes a continuing danger to persons or property, or an ongoing threat of disrupting the academic process may be immediately removed from school, pending a hearing with the Board of Education. Once a student is excluded from the Board of Education they are not allowed on school district property or any event (s) taking place on school district property.

DUE PROCESS

The constitutional rights of individuals assure the protection of due process of law. Due process basically means notice of disciplinary action to be taken for the alleged infraction of the rules, plus a conference with the student. The school staff shall inform the student of what rule he or she has violated and what the evidence is. The student shall have the right to tell his/her side of the story. If a student is disciplined and later found innocent, the record of his/her suspension will be erased.

DETENTION

Teachers and administrators, for minor infractions of student conduct and behavior, assign students detention. The student is responsible to the teacher assigning detention and is to follow the directions given for serving the time.

RESPONSIBLE THINKING CLASSROOM (RTC)

The primary goal for the RTC is to help students explore their behavior problems and learn from their mistakes without jeopardizing their academic status. All work completed and turned into classroom teachers, will receive credit. Students are restricted from socializing with other students during their RTC time. Violation of RTC rules can result in outofschool suspension. RTC is designed to allow students to reflect on their behavior and develop strategies to handle the situation in a more appropriate and respectful manner. A student is expected to develop a plan to resolve the problem in order to return to class. If there are continued problems with disruptive behavior, an intervention meeting will be called. This meeting may include the student, parents, and appropriate staff. For each RTC visit from the classroom, the assigning teacher or RTC supervisor will notify parents.

PROBATION

Probationary status is a conditional enrollment for a trial period. This measure is used in circumstances where the student has demonstrated past behavior or attendance patterns which are consistently different from regularly expected levels. Students who do not meet the standards set forth in the probation statement will be removed from school for the balance of the semester.

NOTIFICATION TO PARENTS

In disciplinary matters involving classroom discipline, notification from a teacher should occur within twenty-four hours. Out of school suspension notification by school personnel will be made on the day of the suspension.

PROGRESSIVE SUSPENSIONS

Students involved in multiple suspensions at Coldwater High School will follow a plan of progressive discipline. This progressive plan may include the development of a behavioral contract with disciplinary actions that may include but will not be limited to a schedule reduction to half days, removal from school for the remainder of the semester, or removal for the remainder of the school year.

ATTENDANCE REGULATIONS:

Students who miss twelve or more counted class periods in a semester will lose credit in that particular course, pending the results of an appeals process and improved attendance. Students must continue to attend school on a full-time basis in order to maintain their graduation eligibility.

All students and parents are encouraged to read and fully understand this attendance policy. If a parent has any questions about the attendance policy or the attendance of his/her child, he/she should contact the high school attendance office at **279-5934**.

It is the intention of this policy to encourage CHS students to be in regular attendance and to be punctual when reporting to classes in order to make the best use of the educational opportunities offered at Coldwater High School and to develop habits of punctuality, self-discipline, and responsibility. In order for students to become engaged in their education and to succeed in their learning, students must attend school regularly. The staff and administration expect that parents will encourage their sons/daughters to be in school every day and to take vacations and trips, schedule work, hunting, shopping, etc. after school hours or during school vacations.

Research and school data from CHS shows a direct relationship between poor attendance and class failure. Students with good attendance statistically achieve higher grades, enjoy school more, and are much more employable after graduation.

School attendance, as stated in the Michigan Revised School Code, is mandatory for children between the ages of 6 to 18. This policy places primary responsibilities upon parents, guardians, and students. Communication and cooperation between the school and the home are essential ingredients for the successful development of young adults. Education must also be a cooperative effort between business and schools. Businesses have made it clear to the educational community that attendance is of primary importance to them and to the

success of any graduate seeking employment. Business will not tolerate excessive absences or tardiness, and Coldwater High School supports this expectation of the world of work.

In connection with this philosophy and based on the data that supports the direct correlation between daily attendance and success at school, students will jeopardize their ability to earn credits in their classes if they miss a particular class more than 12 times during a semester of time. Absences may or may not “count” toward this possible loss of credit based on the type and merits of the absence.

Absences not calculated in the possible loss of credit procedure as determined by the school:

1. Absences imposed by a school administrator or court order
2. School-sponsored and approved (CHS or BACC events) activities
3. Appointments or absences documented by a doctor’s note within 48 hours of the appointment
4. Chronic illness or ailments that have a doctor’s support of recurrence
5. Death in the immediate family (parents, siblings, or other per school approval)

These five types of absences do not count in determining whether a student will lose credit in a class for excessive absenteeism. ALL OTHER ABSENCES WILL COUNT TOWARD POSSIBLE LOSS OF CREDIT IN A PARTICULAR COURSE. This includes absences that are explained by the parent of the student.

Any unexcused tardy beyond 10 minutes will be considered an unexcused absence from the class.

Any student who arrives more than 10 minutes late to a class or who leaves more than 10 minutes before the end of class shall have an absence recorded by the attendance office for that period with a description of the reason for missing the planned instructional and learning time. Students and parents should be aware that these absences may impact the ability to earn full credit on any given or handed in assignments, and the attendance policy will be followed..

An appeal process for students with more than 12 absences is in place during each semester and the student and parent must help create a plan for improved attendance and submit evidence as to why credit should be granted in a particular course. Extenuating circumstances of a documented medical nature will be considered. Details may be obtained from the counselor or administration. **If an appeal is granted, the student will be required to achieve a passing grade in both the class and on the final exam to earn credit in the course.** If the student does not attain a passing grade for both the class and the exam, the student will receive no credit for the course. Regardless of the attendance record in a class, students failing a class will have the “E” grade recorded on their transcripts.

RESPONSIBILITIES AND PROCEDURES - PARENT RESPONSIBILITY:

1. Notify the High School Attendance Office (**279-5934**) by noon the day of a student's absence to report that absence and to explain the reason for the absence. When it is not possible to report an absence by telephone, the student must bring a written explanation for the absence, signed by the parent or guardian, on the day the student returns to school. If a note is written, please include a telephone number where the parent/guardian can be reached. An absence that is explained by the parent will be noted in skyward with an (E). **Please note that a parent explanation for an absence may still count toward the total absences that count toward the possible loss of credit in a class depending on the circumstances of the absence.** The school reserves the right to question or investigate any absence of any student at any time.
2. Failure to report the absence by telephone or to provide a parent note within 48 hours of the students return to school will result in the absence being considered unexplained and noted with an (A) in skyward.
3. When possible, please schedule doctor appointments outside of the school day.
4. Doctor’s excuses must be turned in within 48 hours to clarify the absence as an excused absence.
5. If the need arises to take your child out of school early, please sign him/her out in the entry office.
6. Encourage your children to attend school every day.

RESPONSIBILITIES AND PROCEDURES - STUDENT RESPONSIBILITY

1. Always have your parents contact the school if you are absent and follow the above notification process. Your attendance is your responsibility.

2. A student may leave the building during the school day only with permission from his/her parents and the attendance office. If leaving during the school, you must have parental permission as verified by school personnel and you must obtain permission to sign out of school in the attendance office. **Failure to do so will cause the absence to be considered the same as truancy.**
3. Report to the attendance office and sign back in upon returning to school.
4. Regularly check your attendance record for accuracy in Skyward.
5. If you miss a class, contact your teachers to make arrangements for making up the work. Students will be allowed one day for each day of excused absence to make up work or assignments, for which credit can be made up, that are given during the excused absence. Assignments that were due on the date of an excused absence are due immediately upon arrival at school. Students need to be aware of any additional classroom expectations in regards to work that is due if they are absent. Some teachers may expect that the work is brought to school by a parent if the student is too sick to come to school. Students are encouraged to make up assignments; tests, quizzes, and other class work missed due to an absence.
6. **If the absence is unexcused, the student will be awarded one-half or 50% of the credit usually granted, for any assignments due or given on the day of the unexcused absence. The school reserves the right to investigate and determine if an absence will be considered an excused absence in reference to this standard.**

PARENTAL NOTIFICATION

A computerized telephone call will be made to contact parents on a daily basis, when their student has been absent without notification to the school or tardy to a class period. The school will notify the parent/guardian of a student who has reached five (5) absences that count toward possible loss of credit in a particular course. Students and parents will be notified when the student has reached ten (10) absences that count toward possible loss of credit in a particular course, and a conference with the administration will occur. **Students who miss more than 12 counted class periods in a semester may lose credit in that particular course pending the outcome of any appeal process. Students must continue to attend school on a full-time basis in order to maintain their graduation eligibility.**

APPEAL PROCESS

This appeal process is in place for students who have earned a "No Credit" grade in a class due to accumulating more than 12 "counted" absences in the class. When a student earns a "No Credit" grade in a class due to attendance, notification will be given to the student and a letter will be sent to the parents. If a student feels he or she has an extenuating circumstance concerning his or her absences, he or she may request a meeting with the principal or assistant principal to discuss the possible loss of credit and initiate the appeal process. Students and/or parents need to follow these steps in order to file an appeal:

1. Continue to attend and productively participate in class.
2. Contact the assistant principal's office for an attendance appeal form. The form must be completed and submitted to the assistant principal in a timely manner.
3. The appeal meeting will be scheduled by the assistant principal. It is recommended that parents and students attend the appeal meeting. The appeal will be held at the scheduled meeting time even if the parent and/or student are not present.
4. After hearing the student's/parent's side, a decision will be made as to whether or not to give the student the opportunity to earn credit based on the following criteria:
 - * Student improved attendance since 12th absence and possible loss of credit notification
 - * Student grades, participation, and effort in the class (reported by the teacher)
 - * The student must pass the class and pass the final exam.
 - * Teacher recommendations
 - * Prompt make-up of work
 - * Reasons for absences

Note: Students at 20 or more absences may not be allowed an appeal.

Due to time constraints, the above timelines are important and will be followed. If a parent has any questions about the attendance appeal process, he/she should contact the high school office.

COLLEGE VISITATIONS

Students wishing to participate in a college visit must get pre-approval from the school. Forms for requesting the visit and informing CHS of the upcoming college visitation can be obtained from and must be returned to the attendance office prior to the visit.

OFFICIAL RECORDS

Student File Transcripts will reflect an official attendance loss of credit as a matter of record if a student loses credit in a course due to excessive absences.

TARDINESS

Tardiness disrupts the learning environment of the classroom and is a poor habit that can negatively impact students in their future jobs and careers. Tardiness is defined as not being in the assigned classroom when the tardy bell stops ringing. Once the tardy bell has rung, teachers will shut their doors and begin instruction.

CHS School doors open at 7:20 a.m. and the first class at CHS starts at 7:40 a.m. Students arriving late to school must report to the attendance office for a pass. Students arriving later than 8:00 a.m. will not be allowed to disrupt the 1st hour classroom and will be sent to the RTC classroom for the hour.

Once the school day has started, students arriving late to class will not be allowed into the classroom unless they have a pass issued by a classroom teacher or other staff member. Students arriving to class late with an approved pass should quietly knock on the door and wait to be allowed into the classroom as a courtesy to the teacher and other students already engaged in the day's lesson.

Students arriving to class late without an approved pass are asked to walk directly to the RTC classroom (Room #102). In certain individual circumstances, the student will be written a pass to present to their teacher so they may return to enter their classroom. If the student is not written a pass to go back to class, the student will remain in the RTC classroom and complete any work assigned by the classroom teacher. Students will also work with the RTC coordinator to reflect on why they were tardy and students will create a plan for being on time in the future. The RTC coordinator will mark their attendance in Skyward and also complete a communication with a parent in regards to the student being in RTC rather than in the classroom due to their tardiness.

The intent of these processes is to help change the choices of the students, or circumstances, that may be causing the tardiness to class while supporting the habit of timeliness so that the student is on time and in their classes every hour of the day to engage in their learning. Progressive measures of support and corrective actions will be used for students who continue to be tardy to a particular class.

SKIPPING SCHOOL OR CLASS - TRUANCY

Truancy, absent from school without permission of parent and/or school, is an unexcused absence and will result in discipline. Upon the tenth (10) truant absence the truancy process begins with a parental conference with school personnel.

Leaving a class without permission is automatically unexcused. Any student leaving a class, must have permission from the teacher in charge and a hall pass. **Leaving class without a teacher's permission or leaving the school building without proper school permission, will result in a suspension and no credit will be awarded for make-up work.**

HOMEBOUND OR HOSPITAL STUDENTS

Homebound and hospitalized services are provided to students unable to attend school because of a medical condition that will keep them from attending school for a period of more than 5 days. A physician's certification that the student is unable to attend school because of illness or injury is required provided the pupil is physically capable of participating in instruction.

The school will make arrangements for the service to begin within three (3) days of being notified by the parents. Students will receive a minimum of two 45-minute periods per week and a maximum of three (3) hours per week.

STATE REQUIREMENTS

Public schools, parents, and students up to the age of 18 must comply with state laws pertaining to mandatory attendance of students. Any parent who has a child who has conditions causing them to be absent from school for an extended period of time must make arrangements with the school to support the continued educational services for the child. Claims of extended illness will be subject to confirmation by a medical doctor at the request of school officials.

STUDENT ACTIVITIES:

ATHLETIC PROGRAM

Recognizing that athletics are an important part of school life, Coldwater High School offers a full program for any boy or girl desiring to participate. Student athletes are also required to meet all MHSAA eligibility regulations and the academic eligibility requirements of CHS in order to participate in an athletic program. Student athletes must also sign and adhere to the training rules as outlined in the athletic code of conduct. The following sports are available during the school year:

Fall:

Boys and Girls **Cross Country**

Varsity and junior varsity Spirit/**Sideline Cheer**

Boys varsity, junior varsity, and freshman (if available) **Football**

Girls varsity and junior varsity **Golf**

Boys varsity and junior varsity **Soccer**

Girls **Swimming and Diving**

Boys varsity and junior varsity **Tennis**

Girl's varsity, junior varsity and freshman **Volleyball**

A Boy's and Girl's Equestrian Club is also available to interested students but it is not an official school club or athletic team.

Winter:

Boys varsity, junior varsity and freshman **Basketball**

Girl's varsity, junior varsity and freshman **Basketball**

Boy's and Girl's **Bowling**

Competitive **Cheer**

Girls varsity **Gymnastics**

Boy's **Swimming and Diving**

Varsity and junior varsity **Wrestling**

Spring

Boys varsity, junior varsity and Freshman (if available) **Baseball**

Boy's **Golf**

Girls varsity and junior varsity **Soccer**

Girls varsity and junior varsity **Softball**

Girls varsity and junior varsity **Tennis**

Boy's and Girl's varsity and junior varsity **Track**

Athletic Program Philosophy:

Interscholastic athletics in the Coldwater Community Schools are considered to be an integral part of the educational program. They can be justified to the extent that they are desirable learning experiences. In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Coldwater High School, we encourage coaches to keep as many students as they can without altering the integrity of their sport.

Obviously, time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, we strive to maximize the opportunities for our students without diluting the quality of the program.

Our athletic program shall be so directed that:

1. The welfare of all students should be the guiding principle of the program.
2. Participation in interscholastic athletic competition is a privilege that must be earned and held.
3. The athletic program is an integral part of the educational program as a means of providing a desirable learning experience and serves as the laboratory phase of the physical education program.
4. The development and maintenance of good health, through proper health habits and strict adherence to training rules, is expected of all athletes.
5. All athletes are expected to exhibit behavior that will gain and hold the respect of adults, fellow students, and children.

CLASS ORGANIZATIONS

Each grade is assigned an advisor. Periodic meetings are held, in which class officers' present information and receive input on various social activities.

CLUBS

Clubs may be organized if ten or more students file a petition, a suitable advisor is identified, and district funds are available to provide compensation. The petition, indicating the intent and operational procedure of the club, is then submitted to the Student Council. The Council will make a recommendation to the administration for final approval. All clubs must have an adult sponsor, and all receipts and expenditures must be accounted for in accordance with the accounting procedures set up by the Board of Education.

Coldwater High School Extra-Curricular Activities

Class Council and Advisors

The Class Councils are responsible for organizing and running all class activities throughout the school year.

Class of 2023

Mr. Fishell and Ms. Papineau

Class of 2024

Mrs. Heaton and Mrs. Simonds

Class of 2025

Mrs. Foley

Class of 2026

Ms. Hoorman

Astra (Mr. Lock - 170)

Astra is sponsored by the local ALTRUSA Club of Branch County as part of their program of community service. ASTRA's motto is "Growing in Service". Astra goals are to provide opportunities for personal development, career planning and preparation, leadership training and citizenship development. Programs to assist the community held during the school year: Gowns for Gals and Ties for Guys- providing gently used gowns, suits/tuxedos and ties for Snowball and Prom. Happy Feet-assisting the ALTRUSA club with providing new shoes and boots for the children of Branch County. International Exchange Reception- hosting a reception for the Exchange Students attending CHS. This club meets on Wednesday mornings at 7:30 at CHS.

Balladiers (Dr. Simmons - 218)

Students audition in the spring of the preceding school year to belong to this elite vocal group that meets once a week in the evening. Balladiers performs all throughout the community and at District and State Vocal Festivals. Students must be enrolled in a music class during the day to audition for this advanced vocal group

Cultural Appreciation Club (Ms. Spolyar – 120)

The purpose of this club is to explore ideas and cultures that we are familiar with and to learn about those we are not. We hope to promote a better understanding of all cultures and create a collective appreciation of them. We hope to be able to do this in the surrounding community through programs, special events and collaborations with other organizations. The club will organize and carry out educational, social and recreational cultural events at CHS and serve as a resource for diversity. Club meetings will be announced and posted.

Game Club (Mr. Hostetler - 174)

Students in all grades, and levels of skill are welcome to play various board and card games as selected by those in the group. We will meet on Thursdays after school in Room 121. If there is an interest in a chess specific group, Mr. Hostetler can help coordinate those players.

Interact (Ms. Davis - 202)

Interact is a service club sponsored by the Rotary Club with the goal to promote the idea of service to our local community and to open young people's minds to the world in which we live. Interact is open to students in grades 10-12. See Ms. Davis in May to sign up for the next school year. Interact meets every other Thursday at 7:15 am in the art room.

LINKS Program (New Advisor Needed)

This group "LINKS" a student with an IEP to a student mentor. As a result, the students develop more social awareness, are encouraged to attend school regularly, and get an opportunity to experience a greater connection to the school.

National Honor Society (Mr. Stevens - 148)

Membership in the NHS is by invitation only. Sophomores, Juniors, and Seniors with a cumulative GPA of 3.5 or better are invited to apply. Applicants are then evaluated based upon the staff's rating of their scholarship, character, leadership and service.

Quiz Bowl (Mr. Fishell - 158)

The Quiz Bowl club for CHS meets after school in room 158. Students should listen to announcement reminders of the meeting dates and all students are invited to attend and participate during any meeting.

Safe Space (Mrs. Wulliman – CHS Library)

Safe Space helps to foster an inclusive environment for lesbian, gay, bisexual, transgender, questioning students, and their allies here at CHS. The club will help develop and support inclusive understanding of gender and sexuality, as well as foster a community that is open, safe, and supportive. Safe Space will also provide educational opportunities, advocacy, and programming for students, faculty, and staff. Meetings will be posted in the announcements.

School Musical (Mrs. Rucker and Ms. Sellers - 134)

Students audition in the fall of the preceding school year for a role in the spring CHS musical. All students are invited to help "behind the scenes."

Student Council (Ms. Kiss - 142)

Student Council is the "Student Government Body" of CHS... a.k.a. "The Voice of the Students."

This group organizes a variety of events throughout the school year. It is a 28 member group consisting of four elected Student Council officers and six elected Student Council Representatives from each grade. The meetings are held Tuesdays before school in Ms. Kiss' room.

Team Green (Mr. Kelly - 168)

Team Green is designed by the students to bring environmental issues to CHS. The students hope to educate students and begin programs here that will help the environment. Enrollment is simple: attend the Thursday after-school meetings.

Youth Engaged in Prevention (YEP) (Mrs. VanWagner - clinic)

YEP is sponsored by the CHC Cardinal Connect Clinic and Pines Behavioral Health. These students meet to help coordinate school-wide awareness programs and events that help promote healthy choices. They coordinate Red Ribbon Week, Safe Driving Awareness, Hoops for Hope to support suicide prevention, Teens against Tobacco and multiple other events in the school and community. This was formally the SADD club at CHS.

Youth In Government (Mr. Stevens - 148)

YIG is designed to promote civic understanding, public speaking, and leadership skills. Students stage simulations of the MI state government and compete in Mock Trials. Students may also campaign for elected offices and follow bills until they become a law during the three day spring conference. All students are welcome, no previous experience necessary.

**AS A STUDENT, REMEMBER YOU HAVE A RESPONSIBILITY TO BE AN
ENGAGED LEARNER.**

**YOU CAN'T LEARN BY WATCHING, YOU CAN ONLY LEARN BY DOING
AND ACTUALLY PRACTICING WHAT YOU ARE TRYING TO LEARN.**

**YOU ARE PREPARING YOURSELF FOR YOUR FUTURE, NOT JUST THE
NEXT TEST.**

**PUSH YOURSELF TO EXCEED WHAT YOU MIGHT HAVE EXPECTED TO BE
POSSIBLE.**

**USUALLY, LEARNING TAKES A LOT OF HARD WORK – IT IS SUPPOSED TO
BE A CHALLENGE AND YOU CAN DO IT!**

NEVER, NEVER, NEVER QUIT – WE ARE ALL HERE TO HELP.

Coldwater High School
Fight Song
(University of Illinois Fight Song)

We're Loyal to you ~ CHS
We're fighting for you ~ CHS
We'll back you to stand against the best in the land
For we know you have sand CHS ~ RAH, RAH
So smash that blockade ~ CHS
Go dashing ahead ~ CHS
Our team is our main protector
On boys, for we expect a victory from you CHS.

Fling out the dear old flag, the red and the white,
For you we'll always fight with all of our might.
And when our team goes out there ready to fight,
We'll yell for our high school, Os-kee-wa-wa.
We have a school that's quite the best in the land.
For honest learning and for labor we stand,
And unto you we pledge our heart and hand,
Dear CHS, we're all for you, FIGHT!