

**Cove High School/Middle School**  
Student / Parent Handbook



*Home of the Leopards*

**Cove School District**

803 Main Street  
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**Phone: (541) 568-4424**

**[www.cove.k12.or.us](http://www.cove.k12.or.us)**

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## *Welcome to Cove Schools*

We are pleased that you are part of our school system. The purpose of this handbook is to keep you informed about activities and procedures at Cove School and to assist you in planning your involvement in school activities. While this handbook cannot provide all the information a student or parent of Cove School needs to know, it will include information important to you. If you have a question, please ask!

Parent participation adds significantly to student success. We need your help to make our educational team complete and to give students the best possible opportunity for success. In addition to parental involvement, studies show that it is important for students to participate in extracurricular activities. We hope that your children are encouraged to participate, and that you attend those activities.

Parents and community members are always welcome at Cove School. There are many opportunities to participate in site based planning, fundraising, volunteer programs, and other activities. Contact the school to learn more about getting involved!

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## **Mission Statement & Beliefs**

*The Cove School District, where every student is important, promotes lifelong learning through community partnership.*

### **Philosophy:**

The focus for Cove School District # 15 is academic. It is our desire to provide a rigorous curriculum, which prepares students for the 21st Century.

### **We Believe:**

- o Family is the primary influence in the development and education of the child.*
- o It takes the total community to raise a child.*
- o Learning is an active, lifelong process.*
- o It is the school's responsibility to provide continual opportunities for student success.*
- o Every individual is unique and important.*
- o A student's attitude and self-image are key factors in his or her educational success.*
- o Quality teaching demands innovation, collaboration and continual professional development.*

## 2014-2015 School Calendar

|                  |       |                                               |
|------------------|-------|-----------------------------------------------|
| <b>August</b>    | 25-26 | K-12 Teachers In-service                      |
|                  | 27    | First day of school for high school           |
| <b>September</b> | 1     | Labor Day Holiday                             |
|                  | 2     | First day of school for K-8                   |
| <b>October</b>   | 9-10  | K-12 conferences                              |
|                  | 30    | End of 1 <sup>st</sup> quarter grading period |
|                  | 31    | K-12 Teachers In-service                      |
| <b>November</b>  | 1     | Beginning of 2 <sup>nd</sup> Quarter          |
|                  | 26    | 1:30 p.m. release                             |
|                  | 27    | Thanksgiving Holiday                          |
| <b>December</b>  | 19    | Christmas Break begins                        |
| <b>January</b>   | 5     | School resumes                                |
|                  | 15    | End of 2 <sup>nd</sup> quarter grading period |
|                  | 16    | K-12 Teachers In-service                      |
|                  | 19    | Martin Luther King Holiday                    |
|                  | 20    | Beginning of 3 <sup>rd</sup> Quarter          |
| <b>February</b>  | 16    | President's Day Holiday                       |
| <b>March</b>     | 19    | End of 3 <sup>rd</sup> quarter grading period |
|                  | 20-29 | Spring Break                                  |
|                  | 30    | Beginning of 4 <sup>th</sup> Quarter          |
| <b>April</b>     | 9-10  | Conferences for grades 9-12                   |
| <b>May</b>       | 23    | Graduation                                    |
|                  | 25    | Memorial Day Holiday                          |
|                  | 28-29 | Conferences for grades K-8                    |
| <b>June</b>      | 5     | Friday - Last day of school                   |
|                  | 8-9   | K-12 Teachers In-service                      |

## Cove School Faculty & Staff

541-568-4424

|                                         |                  |
|-----------------------------------------|------------------|
| Superintendent-----                     | Bruce Neil       |
| Principal-----                          | Mat Miles        |
| Secretary-----                          | Kelsey Stitzel   |
| Kindergarten/ 1 <sup>st</sup> grade---- | Kelly Neil       |
| 1 <sup>st</sup> grade/ Title 1-----     | Ginger Noble     |
| 2 <sup>nd</sup> grade-----              | Koreen Williams  |
| 3 <sup>rd</sup> grade-----              | Carol Hindman    |
| 4 <sup>th</sup> grade-----              | Lynda Frank      |
| 5 <sup>th</sup> grade-----              | Kelli Jones      |
| 6 <sup>th</sup> grade-----              | Eric Gustavson   |
| 7 <sup>th</sup> grade-----              | Erich Dressen    |
| 8 <sup>th</sup> grade-----              | Ross Hubbard     |
| English-----                            | Wendy Gorham     |
| Music-----                              | Ted McBride      |
| Science-----                            | Bruce Macke      |
| Math-----                               | Lisa Murchison   |
| Spanish-----                            | Jay Blackburn    |
| Agricultural Education----              | Cara Ayres       |
| Librarian/ Technology----               | Kim Tally        |
| Social Studies, PE-----                 | Jason Gorham     |
| Professional/ Technical----             | Russell Olmstead |
| Resource Room-----                      | Jan Michel       |
| Educational Assistants----              | Teresa Aguilera  |
|                                         | Sharon Pretti    |
|                                         | Jeanne Ralph     |
|                                         | Heide Thomas     |
| Head Custodian-----                     | Kyle Barnes      |
| Head Food Services-----                 | Margaret Weber   |
| Custodian-----                          | Randy Witten     |

## **Who Do You See?**

**Kelsey Stitzel**, Secretary, will help you with:

Check-in/ check-out, admit (tardy) slips, sick room, lunch accounts, attendance, fees and fines, medications, daily/ weekly announcements and registration or withdrawal.

**Mat Miles**, Principal, will help you with:

ASB, arranging a Student Study Team, pre-arranged absences, lockers, detention information and location schedule changes, athletics and sports eligibility.

**Bruce Neil**, Superintendent, will help you with:

Instruction and curriculum issues.

**Lisa Murchison** will help you with:

Guidance counseling.

**Kimberly Tally**, Librarian, will help you with:

District Technology Plan.

**Your class / activity advisors** will help you with:

Student purchases, academic planning, and academic field trips.

## **Bell Schedule**

|          |                  |
|----------|------------------|
| Period 1 | 8:00 - 8:55 am   |
| Period 2 | 9:00 - 9:55 am   |
| Period 3 | 10:00 - 10:55 am |
| Period 4 | 11:00 - 11:55 am |
| Lunch    | 11:55 - 12:25 pm |
| Period 5 | 12:30 - 1:30 pm  |
| Period 6 | 1:35 - 2:35 pm   |
| Period 7 | 2:40 - 3:40 pm   |

**Notes:** Teachers are on duty between 7:30am and 4:30pm. Office hours are from 7:30am to 4:00pm. Bus schedules and other information are available by calling the office.

## **Registration & Withdrawal**

Parents should register new students in the elementary office. Oregon law requires immunization records for each student within 30 days of enrollment. Please inform the school in advance if a student will be moving out of the area. Student records will be transferred upon written request from the new school. Early check out at the end of the school year is discouraged. School district support for early check out will be limited to special circumstances. Early check out requests must be made by personal contact with the administration.

## **Breakfast & Lunch**

Breakfast and lunch for all students is served in the elementary cafeteria. School policy states that lunches must be paid for daily or in advance. If your child has three charges, **they will not be able to continue charging** and will need to bring a lunch from home. Parents are requested to pre-pay when possible to keep charges to a minimum.

## **Messages and Use of the Telephone**

Emergency messages **only** may be delivered to students. All students have access to a phone in the elementary office or in individual classrooms before school, during lunch and after school. Students are not allowed to use cellular phones in classrooms during class time without teacher approval.



**Lost & Found**

Recovered items are kept until reclaimed by the owner or eventually donated to a charitable organization.

**Emergency Closings**

Hazardous weather or other emergencies may delay the beginning of the school day or cancel classes entirely. Please tune to local radio stations for information about emergency closings or check the district website at [www.cove.k12.or.us](http://www.cove.k12.or.us) .

The School Messenger system will also be used to inform families of school closures or delays. A school closure cancels all school activities planned for that day unless otherwise notified.

**Medications**

School staff may not give over-the-counter medications. All prescription medications brought to school must be taken to the elementary office for safekeeping in the original containers with prescribed dosage information. The parent must complete a form giving the school specific instructions and information to administer prescription medication. No medication without a prescription may be administered by any staff at any time.

**Physician Prescribed Limitations**

Students who have sustained injury, and must be absent from school for five (5) or more days due to a medical condition, must provide the school, upon re-entrance, with physician instructions regarding any limitations placed upon the student's activity while in school. The physician instructions shall include:

- a. The medical condition resulting in limitation of activity.
- b. Activities student is excluded from participating in.
- c. When the student will be re-evaluated for consideration of resuming activities.
- d. A specific time frame for exclusion.
- e. When the student may resume full activity without limitation.

Students who are placed on limited activity may not resume full activity until the school has received physician notice that the student may participate without restriction.

### **School Illness**

If a student becomes ill at school, the secretary will attempt to contact the parent and arrangements will be made to transport the student home. If parents cannot be reached, emergency contacts will be called. Please make sure your child's emergency medical information is current.

**Please be sure that the school office has two current emergency contacts on file other than the parents.**

### **Attendance**

Students are required to attend school regularly. The Oregon Revised Statute 339.030 defines exceptions. Oregon Statute further states that parents are required under the law to send students to school.

In estimating regular attendance, the principal shall consider all unexcused absences. Eight unexcused, one day absences in any nine week period during which the school is in regular session shall be considered excessive. Excessive absences may lead to loss of credit. An absence, under Oregon law, may be excused when it is due to an emergency, an illness or has been prearranged by a parent or guardian, and approved by administration.

It is the responsibility of the parent to report the reasons for an absence. School administration will determine if the absence is excused.

Students are responsible for all schoolwork including time required by classroom teachers. Prearranged absences are the responsibility of the parent. All absences not prearranged are considered unexcused.

The administrator may excuse for other reasons where satisfactory arrangements have been made in advance. (ORS 339.065) Please allow time to arrange for expected absences in advance with the principal.

Doctor and dentist appointments should be made at times other than during school hours.

Please call the school in the morning at 541-568-4424 if your child is unable to attend. An attempt will be made to notify parents/guardians of unresolved absences. You may obtain a prearranged absence form from the school office or on line at [www.cove.k12.or.us](http://www.cove.k12.or.us). A student who skips a class or is otherwise unexcused may be assigned detention.

### **Tardies**

Students are expected to be in class on time. If a student is tardy they will be asked to obtain an admit slip from the office. **Tardies will be unexcused unless excused by a teacher or administrator.** If a student is more than ten minutes late for a class it will be considered an unexcused absence. Three unexcused tardies in one quarter will be grounds for detention.

### **Signing In & Out**

All students must sign out of school when leaving the school during school hours. Students must sign in upon returning to school. A note or a call from a parent, guardian, or emergency contact is required for a student in grades K-8 to check out of school. Partial day or single period absences will not be excused unless the student has properly signed in (or out) in the elementary office.

### **Counseling Services**

Cove School will make an effort to help students make satisfactory adjustment to school and plan a suitable program for themselves. We may assist students in two ways:

1. Academic counseling including graduation requirements and scholarship assistance is provided by the Careers Counselors.
2. Teachers, students, and parents may request assistance through a Student Study Team. This is a team process where all concerned in the student's welfare meet to problem solve and seek solutions. Please call the school office to arrange a meeting (541-568-4424).

**Visitors**

All visitors must report to the office first. Students may have a friend or relative attend for one day during the semester if arrangements are made *and approved* by the administrator in advance. Visitor pass forms are available in the office or on the district website.

**Academic Progress**

Information about student progress includes phone calls, notes home, mid-term progress reports, formal grade reports, and conferences. In addition, the district participates in standardized testing each school year. If a student is not making adequate academic progress a Student Study Team (SST) may be formed. *Parents are encouraged to contact the teacher at any time regarding a student's progress.*

**Family Link**

Family Link is an extension of the student information system (School Master) utilized by the district to maintain and track student information. Family Link allows parents access to some of the same information to help track from home how their student is doing.

The system is web based and is accessed through the school's web site. Each user will need to complete the information provided in the student's registration packet. When registration is complete, a PIN number will be assigned by the school's office. Information will be updated on a regular schedule. Information that can be accessed includes:

**High School & Middle School** – Attendance, fees and fines, GPA history, schedule/progress, test history and vaccinations.

**Grade school** – Fees and fines, schedule/progress, test history and vaccinations. For more information contact the administration.

**Make-up Work**

*Students must assume the responsibility of making up work missed by any absence. A minimum time equal to the number of school days missed is allowed after the due date. (e.g., students have two school days to make up work when they were absent for two days.)*

## Grading Periods

At the end of the 1st and 3rd quarters, student's grades will be delivered to parents during the K-12 parent teacher conferences. Semester grades are mailed home to parents; Semester grades are recorded on each student's permanent record. Notification of outstanding fines are included in these mailings. In addition, progress reports for unsatisfactory progress are mailed home by the fifth week of each quarter.

## Graduation Requirements

|                                             | Cove | Oregon | Modified | College Requirements |
|---------------------------------------------|------|--------|----------|----------------------|
| English/Lang. Arts                          | 4    | 4      | 3        | 4                    |
| Math (Alg I & above)                        | 3    | 3      | 2        | 3                    |
| Science                                     | 3    | 3      | 2        | 2                    |
| Social Studies                              | 4    | 3      | 2        | 3                    |
| Physical Education                          | 1    | 1      | 1        |                      |
| Health                                      | 1    | 1      |          | 0                    |
| Applied Arts, Fine Arts or Foreign Language | 2    | 2      | 1        | 2<br>(For. Lang.)    |
| Careers                                     | 1    | 1      | 1        |                      |
| Electives                                   | 7    | 6      | 12       |                      |
|                                             | 26   | 24     | 24       |                      |

**Students must pass the state required tests in Reading, Writing and Math or be able to pass a state approved alternative test. See Mr. Miles if you have questions.**

## **Cove Diploma Requirements**

1. Students in grades 9-12 are normally enrolled for seven periods each day. A student must be enrolled at least four periods per day to be considered a full time student.
2. Alternative credits will not be accepted without prior approval.
3. No more than one credit earned through Alternative Education in each core subject (Language Arts, Science, Math, and Social Studies) may be applied to a Cove diploma.
4. No more than 4 alternative school credits earned during high school may be applied to a Cove Diploma.
5. Students must complete a senior presentation and 20 hours of community service.
6. Transfer student's transcripts will be reviewed on a case-by-case basis for the purpose of determining which credits meet Cove graduation requirements.

## **Grading System**

A = Superior achievement

B = Above Average Achievement

C = Average Achievement

D = Below Average Achievement

F = Failure, no credit earned

P = Passing; credit given, but not used for GPA

I = Incomplete; Students have two weeks to make up work, unless arrangements are made with the teacher, or an "F" will be recorded.

## **Academic Excellence**

Cove School will make every effort to recognize outstanding student achievement through various awards and recognition. High school students who have earned a 3.5 GPA or higher will be included on the honor roll. Students with at least a 3.25 GPA are noted as "Honorable Mention."

**Conferences**

Conferences are an opportunity for parents and teachers to discuss the educational progress of students. Formal conferences in the fall and spring are scheduled for grades K-12. Parents may request a conference or meeting at any time.

**Computer Usage**

During the course of their education, Cove students may have access to the internet. District staff will make every effort to ensure that students access educational resources and materials. Students and parents will be required to sign a form that allows internet usage. These forms are available at the school office. The District prohibits users from accessing information that is defamatory, profane or illegal. Non-educational sites such as gaming and social networking (Face Book, etc.) are not allowed during class times. Any student knowingly accessing such materials at school may be subject to the discipline policy, and such activities may result in termination of the student's access to the internet at school. Questions about the Electronic Communications Policy may be directed to an administrator.

**Field Trips**

Field trips are an extension of the classroom and all students are expected to participate. Under special circumstances, alternative assignments may be approved with appropriate prior notice. Any trip, which extends outside the northeast Oregon region, must have School Board approval. Parents will receive information and will need to sign required permission slips.

**High School Class Changes**

Students in grades 9-12 are normally enrolled for seven periods each day. The administration must approve "release" periods. Course changes may be made in the first week of the semester provided that space is available and administration, teacher and parent approve changes.

**Transfer Students**

Transfer students will have transcripts reviewed and requirements may be adjusted on a case by case basis. State of Oregon requirements cannot be waived. The administration must approve all changes to the regular program.

**Student Records**

The confidential cumulative records of each student are maintained in the school office. Parents have the right to inspect these records. The State of Oregon has established guidelines to provide for the inspection of these records.

**Textbooks**

Reasonable wear and tear to textbooks is expected as a result of daily use. However, unreasonable damage to texts will result in fines.

**Media Center Services**

The Media Center is open daily for student checkout of books and other media. The Media Specialist will assist parents in selecting books and other materials for students.

**Directory Information**

The school will disclose information such as the student's name, age, picture, etc. unless the parent notifies the school in writing of their refusal to release such information by September 15th. Specific items included as "directory information" are available from an administrator.

**Equal Educational Opportunity**

The Cove School District does not discriminate on the basis of race, religion, national origin, disability, marital or parental status or gender in providing education or access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973 as amended; and Title II of the Americans with Disabilities Act.

The Superintendent is designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues.



## **Student Conduct & Expectations**

The purpose of school is to allow students to secure a quality education in a safe and orderly learning environment.

Each student contributes directly to the reputation of the school, and the community will associate individual actions with the citizenship of the entire student body. Good impressions are made by showing every courtesy to adults, fellow students, and to students of neighboring schools. "Leopard Pride" and "self-management" mean you take responsibility for your own behavior at all times. You have the responsibility to be aware of and not violate the rights of others.

### **All students have the responsibility to:**

1. Protect the rights of others to study and learn.
2. Be on time for all classes.
3. Come to class with necessary books and materials.
4. Complete all in-class and homework assignments.
5. Follow classroom and school expectations.
6. Cooperate with school staff and volunteers.
7. Respect and be courteous to others.
8. Respect public and private property.
9. Deliver school communications home.
10. Behave in a safe manner.
11. Place any litter in the receptacles provided.
12. Not use foul or vulgar language at school.
13. Not wear hats in the lunchroom.
14. Not eat during class unless the teacher allows it

## Dress Code

The citizens of the Cove School District are dedicated to the concept of a comprehensive education for all students. The Cove School Board, elected by the citizens and held legally responsible for this comprehensive educational program, must have certain rules and regulations that will maintain a climate conducive to the learning process. The Cove School Board believes that student appearance and dress have a direct relationship to student learning; therefore, the Student Dress Code adopted includes the following concepts:

- 1) Student safety
- 2) Health of the students
- 3) Acceptable standards of decency
- 4) Dress and appearance that is not distracting or disruptive to the teaching-learning process.

Examples of clothing that does not meet the standard include, but are not limited to:

- Clothing with inappropriate words, pictures or logos.
- Low cut shirts or tops including barebacked tops, spaghetti strap tops, bare midriff tops and strapless tops.
- Pants or shorts that expose undergarments.
- Unhemmed or cut off shorts, shirts or clothing.

- Leggings, tights and similar garments may be worn with appropriate outer garment such as a dress, skirt or long waisted shirt.
- Short pants, dresses and skirts must be “knee length” or no more than 2 inches above the knee.

## General School Wide Expectations

1. Furniture is to be used appropriately unless directed otherwise by the teacher.
2. Displays of affection, other than friendly hugs or holding hands, are inappropriate at school. Final judgments on this issue always rest with staff members.
3. Valuable items are best left at home. The school will not be responsible for personal items left unattended.
4. For those students who use lockers, students should not leave valuables in them. *The school cannot be responsible for lost or stolen items.* Lockers remain the property of the district even when assigned to an individual student. The district reserves all rights to inspect lockers at any time.
5. Bicycles should remain parked. Students should use a lock to protect their property and not leave their bike at school overnight.
6. Equipment is to be used appropriately.
7. All students are expected to assist adults with clean-up when asked to do so.
8. The outdoor basketball court near the annex building is available to high school students. The balance of the playground and equipment at the elementary building is reserved for K-8 students.
9. Students may not be inside district buildings without express permission unless school is in session or school sponsored activities are in progress. Students may not be in classrooms unsupervised without teacher permission.
10. Students must practice safe behavior on the playground and in the hallways. Activities that involve "rough housing" are never acceptable.
11. A student's conduct in assemblies and at any school sponsored social events must meet the same standard as in the classroom
12. The lunchroom staff appreciates cooperation in depositing litter in wastebaskets, returning trays and utensils to the dish washing area, and leaving the area in a clean condition for others.
13. 7<sup>th</sup> and 8<sup>th</sup> grade students may leave campus for lunch provided they have written permission from a parent.

## **Dances & Parties**

The following rules and policies will govern all school sponsored dances and parties:

1. At least two faculty sponsors must be present.
2. Permission to use any school facility must be obtained from administration in advance. Facility use forms are available in the office or on the district website.
3. Students may not leave an activity, then return, without prior authorization from administration.
4. Guests must be prearranged. Guest pass forms are available in the office or on the district website and must have prior approval.
5. Cove HS students will not be admitted to middle school dances nor will Cove MS students be admitted to high school dances.

## **Motor Vehicles & Parking**

The following rules and policies will govern use of vehicles and parking:

1. Vehicles should be parked in an orderly manner. Do not park on the sidewalks.
2. Students are not permitted to drive their personal vehicles during class time or break time without permission.
3. Vehicles should be locked. The school is not responsible for any damages or theft.
4. Violation of the above or misuse of a motor vehicle may be cause for suspension of the student's permission to bring a vehicle to school.
5. Students will not be permitted to drive or be a passenger on school business or "errands" without parental permission and approval from the school.

## **Bus Conduct**

Students are expected to conduct themselves in a safe and orderly manner. The driver has the same authority as a teacher in the classroom. Persistent misconduct shall be grounds for denial of transportation privileges. The following State Board of Education rules and policies govern pupils riding school buses:

1. Students being transported are under the authority of the bus driver.
2. Students need to be on time for the bus.
3. Students need to have written permission to leave the bus other than at home or school.
4. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
5. Emergency doors on the bus should be used only in case of emergency.
6. Students shall not bring animals, firearms, weapons or other potentially hazardous materials on the bus.
7. Students need to remain seated while the bus is in motion.
8. The bus driver may assign seats to students.
9. Students shall not open or close windows without permission of the driver. They may not extend their hands, arms or heads through the bus windows.
10. Conversation should be carried on in normal tones. Loud or vulgar language is prohibited.
11. Students shall keep the bus clean and must refrain from causing damage.
12. Students shall be courteous to the driver, to fellow riders, and passerby.
13. Fighting, wrestling or boisterous activity is prohibited on the bus.
14. Students who fail to obey promptly the directions of the bus driver or fail to obey regulations will lose their right to ride on the bus.

## **Cove Discipline Program**

Each student at Cove contributes directly to the climate and reputation of the school and student conduct reflects the community and citizenship of the entire student body. It is the responsibility of each student to be aware of rules and respect the rights of themselves and others.

All students have the following responsibilities:

1. Protect the rights of others to study and learn;
2. Be on time and completely prepared for classes;
3. Cooperate with school staff and volunteers;
4. Respect and care for public and private property;
5. Dress appropriately;
6. Use language appropriate to the school environment.

## **The Eight Keys of Excellence:**

### **INTEGRITY – Match behavior with values**

*Demonstrate your positive personal values in all you do and say. Be sincere and real.*

### **FAILURE LEADS TO SUCCESS – Learn from mistakes**

*View failures as feedback that provides you with the information you need to learn, grow, and succeed.*

### **SPEAK WITH GOOD PURPOSE – Speak honestly and kindly**

*Think before you speak. Make sure your intention is positive and your words are sincere.*

### **THIS IS IT! – Make the most of every moment**

*Focus your attention on the present moment. Keep a positive attitude.*

### **COMMITMENT – Make your dreams happen**

*Take positive action. Follow your vision without wavering.*

### **OWNERSHIP – Take responsibility for actions**

*Be responsible for your thoughts, feelings, words, and actions. “Own” the choices you make and the results that follow*

### **FLEXIBILITY – Be willing to do things differently**

*Recognize what’s not working and be willing to change what you’re doing to achieve your goal.*

### **BALANCE – Live your best life**

*Be mindful of self and others while focusing on what’s meaningful and important in your life. Inner happiness and fulfillment come when your mind, body, and emotions are nurtured by the choices you make.*

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop self-discipline necessary to function successfully in their educational and social environments.

There are four levels of discipline and consequences, including suspension and expulsion for severe and chronic disruptions.

It is the intent that student's rights will be respected in the discipline program. Students will be given a clear statement of any infraction of the rules; they will have an opportunity to explain their side of the story and may appeal any final decision.

### **Classroom & School Expectations**

Classroom and school wide expectations will be reviewed at the beginning of the school year. *However, it is the student's responsibility to be knowledgeable regarding student conduct, expectations, and consequences. Reading this handbook will give a clear idea of the rules to be followed.*

It is always the district's goal to resolve complaints informally whenever possible. In order to accomplish this, an attempt to resolve an issue should begin with a student or parent conferencing with the staff member. If this is not successful, the appropriate principal may become involved in order to assist in resolution.

#### **Level 1**

- Verbal warning.
- Student may receive a detention for repeated infractions.
- Student may be referred to the principal.

**Note:** A staff member may assign detention *without giving a warning* if the behavior is unsafe or severe.

## **Level II - Detention**

Detention will be after school and may be served Monday, Tuesday or Wednesday. Location of detention will be posted at Mr. Miles office.

## **Skipping**

A student who skips a class or is otherwise unexcused may be assigned detention or an alternative consequence.

## **Guidelines for Detention**

1. Students may make arrangements to serve their detention one day after the infraction. *It is the student's responsibility* to notify their teacher or administrator if they cannot serve detention the day of the infraction.
2. All detentions will be one hour; teachers or administration can increase this time.
3. Staff are responsible for notifying the administration of any student who is assigned detention by 3:30 pm.
4. Detention leads to loss of extra –curricular activities for the day, i.e. sports, practice, games and fundraisers.
5. The administration will track all detentions for grades 9- 12 and notify parents upon the third detention.

## **Detention Rules**

1. No talking except when recognized by the detention supervisor.
2. Students will remain seated in a seat assigned by the supervisor.
3. No eating, drinking, or bathroom breaks allowed during detention.
4. Students shall wait for the supervisor's approval to be dismissed.

## **Level III - Suspension**

1. All suspensions will include a statement from the administrator of the reasons for suspension, and the length of the suspension. Every reasonable and prompt effort will be made to notify the parents of a suspended student.
2. On the days a student is serving a suspension, he or she may not attend after school activities or athletic events, be present on district



property nor participate in activities directed or sponsored by the district.

3. School work missed by a student while on suspension may be made up at the discretion of teachers and if the work missed reflects achievement over a greater period of time than the length of the suspension including final exams, term papers and projects.

#### **Level IV - Expulsion**

A student who commits one or more infractions *including but not limited to* the major infractions listed below may be suspended **or** expelled:

1. Insubordination, willful disobedience, or open defiance of a staff member.
2. Possession or use of alcohol, unlawful drugs, or tobacco in any form on school premises or at any school sponsored activity.
3. Assault, fighting, or menacing of a staff member or another student. Menacing means by word or conduct the student intentionally attempts to place another in fear of imminent serious physical injury.
4. Use of threats, intimidation, harassment or coercion against any student or staff member.
5. Use or display of profane or obscene language or obscene gestures.
6. Willful damage or destruction of district property or private property on district premises or during district activities not on school property.
7. Any unauthorized possession and/or use of a weapon or firearm on district property.
8. Driving or use of vehicles in a dangerous manner on school premises or when entering and exiting school parking areas.

**Note:** The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law.

## **Student Body Activities**

An effort is made to maintain the integrity of academic learning time during the week. Students are expected to attend assemblies and special activities scheduled during the school day.

High school activities, except athletics, and all fund raising activities are subject to approval by the administration and/or the Student Council. Copies of their Constitution are available from the Student Body President or Class Representatives. High School students receive a student I.D. card after fees are paid. These cards may be required for admission to other schools for athletic events.

## **Fees**

All fees should be paid at the beginning of the school year. Money raised through student fees or school sponsored athletic events and activities must be used for school sponsored events or activities. High school and middle school general student fees are \$11.00 and a high school yearbook may be purchased for \$34.00.

## **Sports Fees**

Each student in grades 9 - 12 will be required to pay a \$30.00 athletic fee for each sport. All fees are not to exceed \$100.00 per family. Fees must be paid before a game uniform is checked out to a student.

## **Middle School Sports Fees**

There is a fee to play of \$20 per sport per person, not to exceed \$100 per family. Fees must be paid before a game uniform will be checked out to a student. If a student needs financial assistance with the fee, they need to contact the coach or an administrator.

## **Middle School Sports**

Football, volleyball, basketball and track are the sports played at the Middle School level. Teams are made up of 6<sup>th</sup> thru 8<sup>th</sup> grade students

(exceptions may be made by administration). All middle school athletes are held to the same standards as high school athletes.

### **School Activity Forms**

Requirements for activity participation:

1. Student Activities Policy sign-off.
2. Insurance information.
3. Physical Examination by a physician is required every two years. An “Interim Physical” form must be completed in the years between physicals.
4. Current emergency medical information on file.

### **Insurance / Sport Physical Information**

1. Each participant must have proof of a physical examination (renewed every two years) before participating in our athletic program. The signature of a parent/guardian is required for participation for years when a physician’s physical is not required.
2. The school district makes a student insurance plan available for grades 6 -12. Forms are available in the elementary office. *Each participant must either purchase this plan or show evidence that she/he is effectively covered by some other form of accident insurance.* School insurance does not apply to other community programs unless purchased as a 'full-time' plan.
3. It is understood that Cove School District #15 is not liable for any medical, dental, or hospital bills occurring as a result of injuries incurred by a student while participating in a supervised activity and that such bills, in excess of insurance benefits, shall be the responsibility of the student's parents and guardians.
4. In cases where it is deemed advisable to take a student to the hospital, an ambulance will be called. It is their policy to bill the parents or their insurance company and to take the injured party to the nearest hospital.

## **Student Activities Policy**

This activities policy applies to students in all activities where participation is optional including athletic teams, pep band, performing groups, and other representatives of the school. Normally all activities outside of regular school hours are covered by this policy.

This policy, and related expectations, is written in the context of traditional good sportsmanship.

Good Sportsmanship is that quality of individual conduct which exemplifies courtesy, fairness and respect for others. Sportsmanship is an expectation of participants and spectators alike.

The major focus of the activities policy applies to students while they are under school supervision. However, the disciplines outlined in this policy may cover students at other times such as summer time or between seasons. Therefore, a student's signature on the participation form indicates that he/she accepts the policy as binding at times when he/she is not under direct supervision of school personnel.

The responsibilities of a student include maintaining high moral character and practicing responsible behavior. Students must set a good example in the matter of sportsmanship and model zero tolerance for un-sportsmanlike conduct on the part of other students or adults. A student's conduct should bring credit to the individual as well as to the team, school, and community.

The activities policy balances the needs of the individual student with the needs of the larger group. The policy aims to be supportive of students with problems rather than punitive. At the same time, all students who participate in school activities should perceive the policy as a high standard.

It is the ultimate purpose of this policy to have a system which is consistently applied and clearly understood to support all students.

**Goal:** It is the goal of the district to communicate and to model, through consequences, a zero tolerance for the use and/or abuse of all controlled substances (drugs), alcohol and tobacco.

**Expectations:**

The Cove Activities Policy is based on the expectations described above and is designed to increase the student's ability as a participant and as an effective team member. For an individual, and therefore the team, to live up to his/her potential, these procedures will be strictly followed.

**Definitions:** A season begins with the first day of practice and ends with the season awards program. A contest is any pre-season, league, tournament or post-season contests.

(A) **Substance Abuse:** *It is a violation for any student to use, possess, sell, or distribute tobacco, alcohol, controlled substance or drug paraphernalia.*

(B) **Criminal Citation:** *A citation or conviction of any felony or the admission of theft is a violation of this policy.*

(C) **Attendance at a function** *where alcohol or drugs are present but use is not proven or admitted, is a violation of this policy.*

**First Violation:**

The penalty for a violation of (A), (B) or (C) will be student suspension from one-third of the season's events. This suspension will start with the first event following the violation. The student must participate in all practices but will not be allowed to dress down for events or to travel with the organization. This suspension will be carried over to the next season in cases where the violation happens at the end of a season. In addition to the suspension, in cases of a violation of (A), the student may be required to participate in an intervention program to include a professional assessment and compliance with any recommended treatment. Assessment and recommended treatment costs will be the responsibility of the student. In addition, the student will be required to perform 10 hours of community service to be arranged with the school administration and write a letter of apology to all affected parties. If the

student refuses to comply with the suspension and intervention program, the student will be dismissed from all programs until the requirements are fulfilled.

**Second Violation:** A second violation of the activities policy will result in dismissal from all extracurricular programs for six (6) school year months. This suspension may carry over to the following school year if necessary. A second violation of the activities policy does not have to be the same type as the prior violation(s). A second occurrence may include any violation as stated in (A), (B) and (C). The student will be required to complete 20 hours of community service to be arranged through the school administration and a write a letter of apology to all affected parties.

**Third Violation:** If there is a third violation of (A), (B) or (C) the student will be suspended from all extracurricular programs for 12 school months and will write a letter of apology to all affected parties.

**(D) Misconduct:** *Any conduct bringing discredit to the program and/or to the school may be considered a violation of the activities policy. This includes any offenses that warrant suspension from school.*

**First Violation:** The penalty for violation (D) will be a one-week suspension from the activity. The suspension will start with the first contest following the violation. If necessary, the suspension will be carried over to the next season. The student must participate in all practices, unless suspended from school, but will not be allowed dress down or travel with the organization.

**Second violation:** A second violation of (D) will be treated as the first violation under (A) or (B).

**Third violation:** A third violation of (D) will be treated as the second violation under (A), (B) or (C).

### **Due Process**

It is an integral part of this plan to assure that each individual is treated as an individual. In practice, this means that any charges will first be explained thoroughly. The individual student shall have a full

opportunity to explain his or her side of the story. There shall be a full explanation of the consequences to the student. It shall be made clear that any action by the school may be appealed.

### **Academic Eligibility**

1. Students at Cove High School must meet all OSAA eligibility requirements. The administrator and/or the athletic director verify that students are eligible to participate under OSAA guidelines.
2. Teachers will update grades for all students weekly. An “incomplete list” will be compiled by an administrator and be made available to all teachers and coaches on Thursday.
3. Students missing assignments in any class will be informed by an administrator on Thursday, and the following procedures will determine their ability to participate in upcoming activities:
  - a. **First Week** – The student will be placed on probation, have one week to turn in missing assignments, and may participate in activities/games. An administrator will notify parents that their son/daughter is on academic probation. Students on probation will make arrangements to get help from the teachers of the classes in which they are incomplete.
  - b. **Second Week** – If the student completes the work, they will be off probation. If the student still has incomplete work, the student will make arrangements to continue to get help from the teachers of the classes in which they are incomplete. During this time the student may practice, but is ineligible to participate in games/activities.
  - c. **Third Week** – The student will be ineligible to practice or participate until they have met the eligibility requirements.
4. Students who are failing two or more classes at mid-term or the end of a term will be placed on probation. An administrator will notify parents that their son/daughter is on academic probation. If the student is not failing two or more classes by the end of the next half term, they will be off probation. If a student is still failing, a Student Study Team (SST) meeting will be held before the student is allowed to participate. A student’s continued ability to participate will be evaluated by the administrator based on the SST’s recommendations.

**Attendance Eligibility**

Students will not be allowed to practice or participate in activities on days they are absent unless the absence has been pre-arranged.

**Other Expectations**

1. Missed practices severely handicap the individual and the team. If you are in school during the day, you are expected to be at practice. It is your responsibility to tell the coach if you cannot attend practice. Do not expect a team member to tell the coach that you will be absent. If just cause exists, the administrator and the coach will jointly determine the consequence for an unexcused absence from practice.

2. Students are expected to conduct themselves as ladies and gentlemen. This includes proper conduct around school, during trips, in the community, and on the field or court. Do not get involved in squabbles with players/participants from opposing teams, or other team followers. Profane words or gestures on the field or court are unacceptable. Do not engage in arguments with game officials. Behaviors mentioned above will lead to removal from the game.

3. Students representing our school should be neatly groomed in accordance with the directions of the activity sponsor. Remember that your appearance and manners reflect upon your school and community, as well as upon yourselves. All students should dress appropriately on days they are representing the school.

4. At the discretion of the coaches and principal, athletes may letter in their sport. Athletes who quit a team or who are removed for the duration for disciplinary reasons will not letter or receive any special awards. Managers in their respective sports will receive letters if they finish the season on a satisfactory basis.

5. Students representing Cove High School at any 'away' contests will be expected to ride the school bus. Any exception must be cleared in advance through the coach/advisor or administrator. Parents who wish to have their children ride home with them must inform the coach/advisor by making personal contact and provide a written request. Special preparation for an exception must be made with the administrator prior to the activity. It is expected that all students who



represent Cove School District in any activity will travel in school-authorized transportation to and from all school-sponsored events.

6. Student-athletes at Cove High School must meet all OSAA eligibility requirements. It is the responsibility of the administrator and/or the athletic director to see that all participants representing Cove High School are, in fact, eligible to play under OSAA guidelines.

7. Each student will be held fiscally accountable for school equipment issued to him/her as part of his/her participation.

8. Coaches/advisors may impose additional related requirements upon participants. Copies of any additional rules will be made available to the participants and administrator. Such additions may include but not limited to: curfew hours, number of practices before participation, playing time, etc.

9. Parents/guardians will be expected to sign a written activities permission form prior to student participation. Those forms are available in the office.

*Revised: February 2015*