

COVENTRY HIGH SCHOOL STUDENT HANDBOOK

2022-2023

GENERAL INFORMATION

Coventry Local Schools Mission Statement

The Coventry Local School District will educate, empower, and inspire all students to be successful individuals; through hard-work, perseverance, and a well-rounded education.

Coventry Local Schools Vision Statement

Educate. Empower. Inspire.

Coventry High School Alma Mater

*Hail to thee, our Alma Mater,
True we'll always be.
Praise thy name with reverent voices
For each memory.*

*For our High School, raise your voices,
Speed them on the gale,
Ever stand our Alma Mater,
Coventry High, all hail.*

STUDENT CONDUCT AND DISCIPLINE

General Student Code of Conduct Information

The Coventry Local Schools Board of Education, faculty and staff of Coventry High School recognize that all students have the right to an education. That right carries with it the responsibility to respect the rights of others, so they too have that same opportunity. The rights of all students are best served in a school that is well organized, safe, and maintains a positive climate for learning. When inappropriate student behavior disrupts effective learning conditions, students may be denied participation in the educational system for varying periods of time. Students also have the right to communicate grievances without threat to grades, course credits, college recommendation, or any other aspects of scholastic life.

Teaching personnel are responsible for managing student behavior and handling discipline problems that occur within their range of responsibility. Teachers may call on other school personnel to help in carrying out their responsibilities. They may refer students to the building administration who is then responsible for determining further disciplinary action. An administrator may deal with student misconduct in a variety of ways, including, but not limited to: counseling, parent contact, detention (before or after school), referral to school or other support personnel, loss of privileges, **Saturday-School program**, In-school Suspension, referral to legal authorities, suspension and/or recommendation for expulsion.

Student Code of Conduct

The Coventry Board of Education has adopted the following code. The items in this code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by another party. Additionally, the provisions of the code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property.

Clearly stated rules and regulations ensure that all students know what is expected of them. Violation by a student of any one or more of the following rules of conduct may result in disciplinary actions(s), which may include detention, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, and/or expulsion. A student may be suspended pending the outcome of expulsion proceedings.

In addition (as appropriate) this Code of Conduct includes 1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property and 2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

1. **Aggressive Behavior:** A student shall not cause or threaten to cause physical injury or behave in such a way that could cause physical injury to any school personnel, other students or visitors.
2. **False Alarms:** A student shall not call in a false alarm, including fire and/or bomb threats, or misuse the school's fire alarm system in any manner.
3. **Alcoholic Beverages:** A student shall not use, possess, conceal, transmit, or be under the influence of any alcoholic beverage.
4. **Narcotic Drugs, Anabolic Steroids or other Controlled Substance:** A student shall not use, possess, conceal, transmit, or be under the influence of any narcotic drug, anabolic steroid, or other controlled substance, including but not limited to: Marijuana, any counterfeit or "look alike" controlled substance, non-prescription drug, or any prescription drug or medication which is not in its original container and prescribed for the student and administered in accordance with Board Policy 7.154.
5. **Disruption of School:** A student shall not use violence, force, coercion, threat, harassment, noisy or disorderly conduct, cause material disruption or obstruction to the normal procedures of school. This shall include use of the same to incite others towards acts of disruption or panic.
6. **Unauthorized Use of Fire (or attempt):** A student shall not possess, use or threaten to use any instrument that may ignite a fire. This will include lighters, matches or other ignitable material.
7. **Possession, Use or Threatened Use of Fireworks, Explosives or other such Instruments:** A student shall not possess, use or threaten to use fireworks, explosives or other similar instrument capable of inflicting bodily injury or disruption of the operation of the school.
8. **Repeated Offenses or Flagrant Violations:** A student shall not have repeated offenses or flagrant violations of any school rules or accepted standards of school behavior.
9. **Violation of Federal or State Statutes:** A student shall not violate federal or state statutes on school premises or involving school activities.
10. **Violation of Terms of Suspension:** A student shall not be on school grounds during the course of an out-of-school suspension. This includes attending classes, extracurricular events, any district-wide school activity, or attending a Coventry event at another school during the duration of the suspension.
11. **Damage, Destruction or Defacement of Property:** A student shall not cause or attempt to cause damage, destruction or defacement to school property (including buses) or private property on school premises during a school activity, function or event or any event off school grounds. Students may be required to make restitution for any such action.
12. **Tobacco:** A student shall not possess or use tobacco in any form. This will include any material or instruments that may be associated with such: i.e. matches, lighters, vapes, vape oil, electronic cigarettes, etc.
13. **Profane, Indecent or Obscene Language:** A student shall not use any language, written or verbal, directed toward school personnel or students which may be considered profane, indecent, obscene, vile or abusive. This shall include use of obscene gestures, pictures and signs.
14. **Sexting:** Any student taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.
15. **Insubordination and/or Disobedience, Disrespect:** A student shall not refuse to comply with direction of school personnel.
16. **Truancy from School:** A student shall not be truant from school, including study hall, class or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization.
17. **Tardiness:** A student shall not have repeated tardiness to class or school.
18. **Theft:** A student shall not steal school property or equipment or personal property of any school personnel or of another student or visitor, including property at school sponsored activities. This will include possession or intrusion into the personal property of other students or staff.
19. **Possessing, Concealing or Transmitting of Dangerous Weapons/Instruments:** A student shall not possess, handle, transmit, conceal, use or threaten to use any object or look-alike objects which might be considered a dangerous weapon or instrument of violence.
20. **Fighting:** A student is not permitted to fight with one or more students on school property (including buses) or at any school sponsored activity. This shall include inciting and/or encouraging others to fight.
21. **Extortion:** A student shall not commit an act of extortion from any person on school property (including buses) or at any school sponsored activity.
22. **Gambling:** A student shall not gamble for money or valuables on school property (including buses) or at any school sponsored activity. Playing cards, dice, etc. are not permitted nor is the practice of flipping coins, cards or games of chance.
23. **Falsification:** A student shall not falsely report incidents, make false accusations or give false testimony to school personnel. Falsifying in writing the name of another person, times, dates, grades, addresses or other data in school forms or correspondence directed to the school.

24. **Cheating:** A student shall not cheat or allow another student to cheat.
25. **Plagiarism:** A student shall not take the writings or ideas of others and present them as if they are one's own. **(which includes translator sites)**
26. **Hazing and Intimidation:** A student or other person in the school shall not conspire to, or engage in hazing or committing an act that injures, frightens, degrades or tends to injure, frighten, degrade or disgrace a fellow student or person attending such institution according to Ohio School Law 2901.20.
27. **Unauthorized Areas:** A student shall not be in an area within the building or school grounds without permission.
28. **Unauthorized Throwing of Any Objects:** A student shall not throw any object including but not limited to snowballs, paper, school supplies, food, etc.
29. **Commission of an Immoral Act**
30. **Failure to Pay Tuition** or other approved charges.
31. **Violation of State Student Mandates:** A student shall not violate state student mandates including, but not limited to required immunizations.
32. **Loitering, Littering, Causing a Disturbance:** A student shall not loiter, litter or cause a disturbance on public or private property adjacent to, across from or in close proximity to a school site, while either traveling to or from school or school sponsored activities, or during the school day, or during school activities.
33. **Violation of School Policies Pertaining to Dress and Appearance:** A student shall not violate the school policies related to dress and appearance.
34. **Misuse of School Property**
35. **Harassment:** General/Sexual/Racial
36. **Threat/Bullying:** Any threat or bullying behavior directed at a student, staff member, and/or visitor.
37. **Failure to Make Academic Progress:** Students shall work to pass classes, accumulate credits and progress towards graduation.

Zero Tolerance

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the Coventry Local School District must conform to school regulations and accept directions from authorized school personnel. The Board of Education has “zero tolerance” of violent, disruptive, or inappropriate behavior by its students.

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

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

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

The Student Code of Conduct is made available to students and/or parents and is posted in a central location within each building.

Harassment

We at Coventry High School feel that school needs to be a safe place for all students. In order to create a positive learning environment, we promote and encourage good citizenship. Students whose behavior challenges this will be dealt with severely. Any form of harassment, including cyber-bullying with reference to school, students, or school employees, is contrary to school policy and will be handled via disciplinary procedures that may result in suspension.

How to report incidents of harassment/racial harassment/sexual harassment: If an individual feels that he or she has been subjected to harassment, the individual should immediately report the incident to a teacher, counselor, or school administrator. A written account of the incident including names, time, and location is the most effective way to report an act of harassment/racial harassment/sexual harassment. The written statement should be turned in to the assistant principal. After a complaint is reported, an investigation will take place.

Leaving School without Permission

Upon arrival to school, no student (full day, PLCC or CCP) is permitted to leave the school building or grounds without first obtaining permission from appropriate office personnel. Appropriate discipline will result if procedures are not followed.

Unauthorized Areas

No student is permitted in the parking lot or outside of the high school building during the school day unless under the supervision of a teacher or granted permission by the administration. **Students are not permitted in the following areas, the elevators, the theater, gymnasiums, weight room, and wrestling room unless accompanied by an adult.** This behavior will result in appropriate discipline.

Smoking/Tobacco/Vaping

The Coventry Board of Education has adopted policies to prohibit smoking. A student brought to the office for possession or use of tobacco including any materials or instruments that may be associated with such: i.e. matches, lighters, electronic cigarettes, etc. will be suspended. This is in an effort to impress upon students and parents that it is indeed against the law for students to possess or smoke in public buildings. All Coventry Local School facilities and grounds are non-smoking. **For first time offenders we will offer students an opportunity to attend the Saturday School Program.” This program will be 4 hours and if successfully completed will permit a student’s FIRST suspension for this offense to be expunged from their record.**

Dangerous Weapons in School

The Coventry Board of Education is committed to providing an educational environment that is free of the dangers of firearms, knives, and other dangerous weapons.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile; the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by case basis.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel the student from school, with the same condition as stated above.

Search and Seizure

The Coventry Board of Education or its designee reserve the right to search the lockers, desks, person and personal belongings of a student when it is believed to be necessary for the maintenance of the educational process; to protect the health, safety, or welfare of other students; or whenever there are reasonable grounds for suspecting that such a search will turn up evidence that the student has violated or is violating the law or the rules of the school. Students should be aware that their lockers, desks, persons and personal belongings are subject to such searches. Random searches of lockers may include the assistance of trained dogs. Students subject themselves to the penalties as outlined in the **Code of Student Conduct**.

Discipline Educational Alternative and Saturday-School Program

The Coventry Board of Education has approved the establishment of a Discipline Educational Alternative Program and **Saturday-School Program**. These programs are an alternative to an out of school suspension. The assignment to these programs are at the discretion of the administration for violations of Board of Education Polices. Parents will be notified by phone or mail.

Purposes:

1. To provide a buffer between staying in school instead of being suspended.
2. To give the student another chance before suspension or to provide an alternative to suspension.
3. To get parents involved in the disciplining of their child.

Suspension and Expulsion Procedures

No student may be suspended unless:

1. The student is given prior written notice of the intention to suspend and the reasons for the intended suspension.
2. The student is provided an opportunity to appear at an informal hearing before the principal, unit principal, superintendent, or the superintendent's designee to challenge the reason for the intended suspension or otherwise explain his/her action. This opportunity may be granted immediately upon the giving of written notice of the intended suspension.

No student may be expelled unless:

1. The student and his/her parent, guardian, or custodian are given prior written notice of the intention to expel the student. This notice shall include the reasons for the intended expulsion and notification of the opportunity of the pupil and his/her parent, guardian, or representative to appear before the superintendent or his designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, together with notification of the time and place to appear.
2. The time to appear shall be not more than (10) days after the notice is given, unless the superintendent grants an extension of time at the request of the pupil or his/her parent, guardian, or representative. If an extension is granted after giving the original notice, the superintendent shall notify the pupil and his/her parent, guardian, custodian, or representative of the new time and place to appear.

Within twenty-four (24) hours after the time of a student's expulsion or suspension, the superintendent or principal shall provide written notification of the suspension or expulsion to the parent, guardian, or custodian of the pupil, and the Treasurer of the Board of Education. The notice shall include the reasons for the expulsion or suspension and notification of the right of the pupil or his/her parent, guardian or custodian: to appeal such action to the Board of Education through its designee, to be represented in all such appeal proceedings, to be granted a hearing before the designee of the Board in order to be heard against such suspension or expulsion, and to request that such hearing be held in executive session. Any such appeal must be filed with the Superintendent's Office, 3089 Manchester Road, Akron, 44319 in writing within ten (10) days after the notice of suspension or expulsion has been issued.

Students who have been suspended or expelled from school are not permitted on any school property or any school sponsored event for the duration of such disciplinary action. Students who are suspended and enter school property or attend a school-sponsored event will be subject to further disciplinary action.

Administrative Removal from School

Section 3313.66, 3313.661 and 3313.662 of the Ohio Revised Code grants school authorities the right to remove from school for violations of its **Code of Student Conduct**. Students may be suspended for up to ten (10) days by the superintendent of schools or by the building administrator. The superintendent of schools may expel students for periods not extending beyond (80) days, for persistent or flagrant violations of the **Code**. The superintendent shall expel for one year any student bringing a firearm (as defined in the federal Gun-Free Schools Act of 1994) on school property in a school vehicle or to any school-sponsored event.

The superintendent or building administrator may remove a pupil from a classroom, activity, or school premises without prior notice or hearing, if the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process. A teacher, including classroom teachers, or other school employees may also remove a pupil under these circumstances from curricular or extra-curricular activities under his/her supervision.

A student may be suspended or expelled for violations of the Code which occur on school property at school-sponsored activities on or off school property, or on the way to or from school or school-sponsored activities.

Disciplining of Students with Disabilities

A handicapped student is one whose education is governed by an Individual Education Plan (IEP). Unless their IEP's provide otherwise, handicapped students can be suspended for a period not to exceed ten (10) days per year without convening a placement or IEP conference. All handicapped students are subject to removal on an emergency basis as described in this **Code**. Repeated violations of the **Code** may indicate that a change in the student's placement or IEP is necessary.

Lunch Zones & Cafeteria

All eating is to be confined to the cafeteria area. No food is to be taken from the cafeteria area at any time. Students are not permitted to leave the cafeteria during any assigned time there, including lunchtime, unless a pass is issued from the staff member in charge. Students may not call out for lunch or leave school premises for lunch. No students are permitted at any time (with or without parent permission) to leave school grounds during the lunch zones. The only exception would be a student leaving school accompanied with a parent/guardian.

Study Halls

The staff shall monitor all study halls. **No games or card playing of any type** will be tolerated. (Exceptions will need to be approved by the administration) Students are expected to study and come prepared to study.

Office Telephones

The high school office is a place of business; therefore, student use of the phone is discouraged unless there is an emergency or illness.

Possession and Use of Electronic Equipment

Students may bring cell phones and electronic devices to school and on school-provided transportation; however the device **MUST** remain out of sight, be turned off, or stored in the student's locker during the academic portions of the school day and during class change. Cell phones and electronic devices may be used during study halls and the lunch zones.

Contents in these items may be inspected by the administrator, if deemed necessary.

The following is a partial list of devices prohibited from use during the school day, unless directed by teacher, to use for educational purposes only:

Cell phones
Laptops, Netbooks, Etc.
Personal electronic devices (example: iPad, iTouch, etc)
Headsets
iPods/Mp3 Players
Hand-held computer games
Personal Cameras

The district and its staff are not responsible for the loss, theft, damage or vandalism of any cell phone or device that a student brings to school, on school transportation, or to school-sponsored events.

The disciplinary action for a violation will result in a 3-step consequence as follows:

1. Student's device will be confiscated until the end of the school day when they can retrieve it.
2. Student's device will be confiscated until the end of the day when they can retrieve it, and they will receive a 30-minute detention.
3. Student's device will be confiscated until the end of the day when a parent/guardian has to retrieve it, and they will receive a full-day of Discipline Education Alternative placement.
 - If a student fails to comply with staff's request to turn over their device any steps listed above can/may be skipped.
 - Depending on the situation, at the administrator's discretion, any steps listed above can/may be skipped and/or further disciplinary action may be taken.

Sexting

Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

Possession of Inappropriate/Banned Items or Objects

Teachers and staff have the authority to confiscate all items that are deemed inappropriate. The school reserves the right to notify the law enforcement agencies of any illegal items or items, which may be stolen property. Examples of inappropriate items include but are not limited to: laser pointers, laser pens, trading or playing cards, inappropriate magazines/reading materials, personal notes, balls, pointed/sharp jewelry, pacifiers, balloons, etc.

Water Bottles

Students will be permitted to carry clear water bottles during the school day. Bottles are subject to inspection at any time.

Class Trips

School rules apply to all students while on class trips. Any student who is given an out-of-school suspension may be ineligible to attend a class trip.

Student Relations

Promiscuity and public display of affection are unacceptable. Couples are not to isolate or seclude themselves by being in automobiles, back halls, or empty rooms at any time while in school or attending school functions. Infractions of this regulation will lead to discipline that may include suspension with parents being notified of the situation.

Dress Code Guidelines

The primary responsibility for dress and grooming rests with the parents, working with their own sons and daughters. The school restricts its dress code and grooming regulations for student safety, student health, and the educational process of school.

In the interest of maintaining a proper atmosphere for individual and group learning, guarding the health and safety of every student, protecting school and personal property, and respecting the bounds of propriety, the following criteria will be employed to determine the suitability of students dress and grooming:

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Properly fitted clothing is to be worn. Any form of dress or hairstyle which is considered contrary to good hygiene or which is destructive or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.

In compliance with Ohio Revised Code 3313:665

Acting in Loco Parentis, the school establishes these guidelines:

1. Shorts must be longer than mid-thigh (finger-tips when arms hanging normally at side), regardless if leggings are worn. Yoga pants will be permitted as long as a sweatshirt, sweater, or shirt/ blouse is covering the back side.
2. Attire which creates undue distraction, including but not limited to: bare midriffs (tops & shirts must be long enough to be tucked in while in a sitting position), spaghetti straps, revealing necklines, off the shoulder tops (with nothing underneath), fringed cut-offs, tank tops (less than 3" wide straps), halter tops, fish net or see-through clothing, and tight fitting/spandex clothing.
3. Hats, hoods, bandanas, or similar items of clothing are not to be worn or carried to class.
4. Shirts advertising alcoholic beverages, drugs, the use of drugs, smoking/tobacco, gangs, weapons or any obscene or questionable printing, message or lettering.
5. Sunglasses are not to be worn in school or carried to class.
6. No bulky or oversized coats are to be worn in the building or carried to class.
7. Shoes must be worn at all times.
8. Sagging of shorts or trousers – at no point should any ‘undergarments’ be visible.
9. Drawing on body with pen/marker will not be permitted.
10. Chains may not be worn from clothing.
11. Rips, tears, tatters or holes in clothing **must be mid-thigh or below.**
12. Extreme hairstyles or colors that create undue distraction are not permissible. Hair must be styled and maintained so that the face and eyes are visible at all times.
13. Sleepwear. No pajama bottoms.
14. Skirts must be longer than mid-thigh, (fingertip length) regardless if leggings are worn.
15. No visible body piercing. Only non-distracting piercings are permissible.

Violation of the dress code may result in requesting the student remedy the problem or other disciplinary action. All dress code concerns are left to the discretion of school administration and are subject to final approval of the building administrator. This policy will be reviewed and revised as necessary during the school year.

Book Bags/Back Packs

Book bags, briefcases, oversized bags/purses, and/or backpacks may be carried from class to class during the school day. The bags must be stored in the student's locker immediately upon arrival to school for the day. Oversized bags or team issued school equipment bags (i.e. bat bags) that do not fit into student lockers will be stored in an empty classroom designated by administration.

Changing Class Periods

Pupils are allowed time in order to pass from one class to another. Everyone is expected to be in his seat when the second bell rings. Normal conversation is permitted, but shouting and whistling must be avoided. In passing through corridors and ascending or descending stairs, always keep to the RIGHT. Running in the halls is not permitted. There is sufficient time for students to go to the restrooms. Students **are not** to be excused from class to the restroom, except in emergencies.

Textbook Regulations

All textbooks are the property of the school board and are loaned to students with the understanding that they will take care of the books. The students will be responsible for any damage or loss of an assigned textbook. All textbooks are to be covered by

students. This requirement is a direct request from the Board of Education. Covers may be picked up in the office.

Textbooks are numbered and stamped on the inside covers and on page 99. A book label is used inside of the back cover and should be signed by the student when the book is issued. The student should record the school year under the "date" on the book label. It is a good idea for the student to evaluate the condition of the book before signing. He should record any major damage so that it is clear that he was not responsible. Teachers keep a record of textbooks issued. Charges will be issued for damaged or lost books.

Locker Regulations

All lockers are the possession of the Coventry Board of Education and therefore are open to inspection by school authorities. **All lockers should be kept locked. The theft or loss of any textbooks or personal possessions is the responsibility of the students. STUDENTS ARE NOT PERMITTED TO SHARE LOCKERS (unless required by the school due to insufficient locker space).**

Students are expected to take care of their lockers and will be held responsible for any damage. All locker problems should be brought to the attention of the administration. DO NOT give your combination to anyone or allow others to use your locker.

Teacher's Desk and Grade Book

A teacher's desk, computer, and grade book are private property and under no circumstances are students permitted to use.

Visitors

No one is permitted in the school or on school grounds without reporting to the office and signing in. Visitors are required to wear a school issued visitor identification badge while in the building. Students are not permitted to have friends/relatives follow them throughout the school day.

Emergency Drills/Procedures

All students will be expected to participate in drills and lockdowns. Drills are conducted monthly to help prevent injury or accidents during an actual emergency. Students will be expected to walk, not run, through the halls according to the routes posted in each room. It is necessary for students to remain quiet and orderly during all emergency drills and procedures. Staff/students will be alerted to possible emergency weather conditions through the office. In an emergency situation students will only be permitted to leave school with person(s) authorized on their emergency authorization card. Multiple contacts are encouraged. Please note, in the event of an emergency the sheriff and/or fire department have final authorization on dismissal. This may be carried out through school administration.

TRANSPORTATION INFORMATION

No student is permitted to ride another school bus other than their own without direct authorization from the bus garage. All students are required to exit off the bus at their assigned bus stop.

Transportation Code of Conduct

The Coventry Local Schools Bus Garage phone number is 330-644-2371. The school bus driver shall be in charge of the bus at all times and shall be responsible for maintaining order on the bus. The school bus driver shall report unmanageable pupils to the proper authorities on appropriate forms provided by the district. **No student is permitted to ride a bus other than the bus they are assigned to without direct authorization from the bus garage.**

1. Students shall ride only on assigned buses. Parents may request deviation from this rule in writing. This request shall be directed to the administration.
2. Students shall wait quietly off the road at the bus stop. Pushing, shoving and fighting shall not be tolerated.
3. Upon entering the school bus, the pupil shall be seated in an assigned seating area. The bus driver may assign any or all pupils to specific seats.
4. Students shall conduct themselves on the school bus as they would in a classroom, except that a reasonable amount of conversation is permissible. Silence may be requested by the driver in order to operate the vehicle in a safe manner.
5. Students shall remain seated; no scuffling or fighting will be permitted.
6. Students causing damage to the school bus shall be held liable for the cost of repairing the damage and may be denied the privilege of riding the bus.
7. The use of obscene gesture, language, vulgarity or profanity may result in immediate suspension without previous probation.
8. Students shall not open windows unless directed to do so by the bus driver. No part of a pupil's body shall be extended from the window.
9. Eating or littering shall not be permitted. The use or possession of illegal drugs or alcohol and the use of tobacco shall result in immediate suspension. The possession or use of firecrackers and the use of matches and cigarette lighters shall result in immediate suspension.
10. Students shall not open the emergency door or the main entry door unless directed to do so by the driver.
11. The school bus shall not transport any animals, firearms, ammunition, explosives, knives, breakable glass objects, or other dangerous materials.
12. Students shall cross the street at least ten (10) feet in front of the bus and shall not interfere or obstruct the bus while stopped or in motion.
13. Other similar types of misconduct not specified in this student behavior policy deemed to be detrimental to other students, school personnel, or to the general operation of the school bus may also result in suspension or expulsion.
14. Each offense will be treated as a separate offense.

Failure to observe the aforementioned rules and regulations shall result in disciplinary action.

All students who utilize bus services are required to ride the transfer bus from the high school to the middle school.

Use of Automobiles by Students

The Coventry Board of Education maintains and operates a fleet of school buses for the sole purpose of transporting students who reside beyond the two-mile limit to and from school. No charge is made to the students for this service. The Board of Education feels that the transportation of all students, with exceptions, is best provided by the bus rather than private cars, and the Board, therefore, authorizes the restriction on the use of private cars by students in going to and from school insofar as some students such as band members and athletes, do not have bus transportation available after school practice sessions but the Board feels that it is a preferable plan to have parents pick up students at school after scheduled practice sessions rather than to have students drive to and from school. ALL students attending the PLCC for a half of a day are encouraged to use school transportation to travel between the buildings. A form must be on file stating permission to drive to or from the PLCC with signatures from the student, parent and administration. Students riding with another student to the PLCC will need to complete a similar form.

Driving Privileges and Student Behavior

Students may apply for a parking permit by picking up an application in the office, having their parents sign it and providing all necessary information. The charge for the permit will be \$25 for full-time CHS students and \$15 for students attending the Portage Lakes Career Center or college (post-secondary) campuses. Permits will be issued starting with seniors first, then juniors and finally, sophomores. **Students that become habitually tardy or discipline problems may have their driving privileges revoked.** Students are encouraged to lock their vehicle at all times. Coventry High School is not responsible for damage or stolen items in an automobile. **Any student vehicle that is found parked on school property without the necessary permit or parked in the faculty or visitors' lot, WILL be issued a \$5 fine. Following the 3rd fine, the car is subject to being removed by means of towing, and having their driving privileges revoked.**

Ohio Law Regarding Student Driving Privileges

The superintendent is required by law to notify the Registrar of Motor Vehicles when a student drops out of school. Once the Registrar has been notified, driving privileges will be suspended or denied until the student is 18 years old or returns to school, or receives a GED certificate.

Students Parking Rules and Regulations

1. Parking permits must be displayed prominently from the rearview mirror.
2. Speed limit on school property is 5 mph.
3. Students' cars must be parked in the designated student section ONLY.
4. No student will be permitted to go to the parking lot during the school day.
5. Cars should be locked at all times.
6. Students must obey all instructions by the person on duty in the parking lot.
7. Work program and post-secondary students may leave at the conclusion of academic classes.
8. Permits to drive may be revoked either temporarily or permanently because of violation of any of the regulations or because of careless or reckless driving or continual discipline problems.
9. Excessive absences or tardiness may result in temporary or permanent loss of parking privileges.

College Visitations

Students are permitted 2 college visitation days during both the junior and senior year. A College Visitation Form must be obtained from the guidance office PRIOR to the visit. A parent must call off the student from school the morning of the college visitation. A college representative must sign and seal the College Visitation Form at some time during the visit. The completed form is to be returned to the attendance secretary in the main office. The absence will then be excused. Any additional days necessary for college visitations must be pre-approved by the building administration.

Work Permits

The State of Ohio requires that any student who is under 18 years of age and employed regular hours must obtain a work permit. Work permits are available through the attendance secretary in the main office. A separate work permit is necessary for each place of employment.

Coventry Local Schools Attendance & Tardy Policy

In order for students in the Coventry Local School District to be successful in the classroom, it is imperative that they be present each day. It is the hope of the district that parents will encourage their child to be on time and make every effort to keep absences/tardies to a minimum.

Ohio Law

Ohio law, section 3321.04, states: "Every parent, guardian, or other person having charge of any child of compulsory school age who is not employed under an age and schooling certificate and who has not been determined to be incapable of profiting substantially by further instruction, must send such child to a school, which conforms to the minimum standards prescribed by the state board of education, for the full time school is in session, which shall not be for less than thirty-two weeks per school year."

Legitimate Reasons for Absence (Excused Absences)

Excused absences may be granted for personal illness or injury, illness in the family, funerals, quarantine, religious holidays, approved college visits, medical and dental appointments, appointment at the Board of Education, Child Guidance Center or court appointments, or special cases of emergency as determined by the building principal or Superintendent. After three consecutive days of absences for any reason, a note or documentation is required. (All other absences will be considered unexcused.)

Procedures for Reporting a Student Absence

A parent/guardian is responsible for notifying the school by phone on the day of absence. No student, regardless of age, may call him/herself off from school.

To report your child off from school, call the school building attendance line. Leave your name, your child's name and grade, and reason for absence. It is the school's policy to contact all homes of absent students for whom we have not received a call.

The school encourages the parent/guardian to send a note or documentation explaining the absence with the student when that child returns to school.

After three consecutive absences, a note or documentation from the parent or the child's doctor is required and must accompany the student upon their return to school. The note must contain the reason for the student's absences. Notes or documentation of absences may be faxed to the school office. When applicable, notes or documentation should be presented in advance of the student's absence from school. If a note is not received, the student will be marked as having unexcused absences for that duration.

Recording of Student Attendance

The Coventry Board of Education has adopted the following policy in regards to reporting student attendance.

Tardy

- Students who report to school after the morning tardy bell, but before 10:30am at the High School will be reported as tardy.

Half Day Absence

- Students who come in after 10:30am but before 12:00pm will be counted as half day am absent. In addition, students that leave after 10:30 but before 12:30pm will be marked as half day pm absence.

Whole Day Absence

- Students who attend the High School and leave prior to 10:30am or report to school after 12:00pm will be counted as a whole day absence.

Early Dismissals

- Start at 12:30pm and do not count as an absence.

School-Sponsored Activities

Students attending or participating in a school-sponsored activity that takes place during a portion of the school day will **not** be marked absent from school.

Make-up Work

To ensure that all students are receiving and learning course content, **ALL** work is expected to be made up for both excused and unexcused absences. Students who are determined to be truant (unexcused) from school will be expected to make up any missed work; however, only up to 25% of the possible total credit may be earned for the completed work. **It is the student's responsibility to check with each teacher about make-up work.**

Out-of-School Suspensions

If a student is suspended from school, they are permitted to make up assigned work for credit (it is the student and parents responsibility through progress book and communication with teachers to know the work assigned). **All of that work, along with tests, quizzes and projects missed are due the day of their return.**

Extended Absences (Vacations)

Extended absence for other reasons than listed above first must be approved by the administration. Failure to apply for such an extended absence will result in being charged with an unexcused absence. A minimum of five school day's notice is required except in cases of family emergencies. Forms for extended absences are available in the main office.

Early Dismissal Procedures for Appointments

If a student needs an early dismissal for a legitimate reason, the student, regardless of age, is to bring a note from a parent/guardian to the attendance secretary upon arrival to school.

At the approved dismissal time, the student must report to the main office. All students must be signed out by a parent/guardian or person designated on their Emergency Medical Authorization card. No student will be permitted to leave with anyone not noted on the emergency card.

Early Dismissal Procedures for Illness

If a student becomes ill during the school day, he/she must report to the School Nurse/Guidance Office/Main Office (this will be determined per building). If the School Nurse/Guidance Office/Main Office staff feels it necessary, a pass will be issued for the student to call home. Ill students going home must then report to the main office to call home. A secretary must then verify that a parent/guardian or person designated on the student medical authorization card will be in to sign the student out or give authorization to leave (high school level only).

Loss of Driver's License

According to ORC 4510.32(b) the school is required to notify the Registrar of Motor Vehicles and Summit County Juvenile Court when a student under 18 years of age:

1. Withdraws from school without being in compliance with state law.
2. Has ten consecutive unexcused days or a total of fifteen days of unexcused absences during any semester.
3. Is suspended or expelled for possession or use of a firearm, knife or other weapon.

As a result of this notification, the student's temporary instruction permit or operating license will be denied. Prior to official notification of the Registrar of Motor Vehicles and/or Juvenile Court, the school will notify in writing the student and his/her parent/guardian of this action.

Absence Notification and Referrals

38+ Hours (6 days) Excused or Unexcused Absences in one month - Letter of concern will be sent to parent/guardian.

65+ Hours (10 days) Excused or Unexcused Absences in one year- Letter of concern will be sent to parent/guardian.

30+ Consecutive Hours (5 days) Unexcused Absences during a year –

42+ Hours (7 days) Unexcused Absences in a month –

72+ Hours (12 days) Unexcused Absences in a year -

The school will assign student and parent to be part of an Attendance Intervention Team (AIT). Together the team will implement and make meaningful interventions/attempts at improving student attendance. These interventions will be closely monitored by the team for 60 days. On day 61, if the student has not made satisfactory progress or refused to participate in the plan, the school will file a "Habitual Truant Complaint" with Juvenile Court and/or Summit County.

Please note: Additionally, excessive absences and/or tardies will not be tolerated and may result in disciplinary action or could affect open enrollment status.

Tardy Policy

Tardiness to school is defined as not being your assigned area when the tardy bell rings. The following policy applies to all students in regards to tardiness. This applies to each nine weeks.

- | | |
|--------------------------|--|
| ➤ 1-4 Tardies | No Penalty – Tardy Documented |
| ➤ 5 th Tardy | After-School Detention (ASD) |
| ➤ 8 th Tardy | Disciplinary Education Alternative (DEA) |
| ➤ 11 th Tardy | Saturday-School Program (SSP) |

Excessive tardiness may result in a meeting between school personnel, student and parent/guardian. This, as stated earlier, could result in a loss of parking permit and driving privileges.

- Failure to attend After-School Detention may result in an assigned Disciplinary Education Alternative (DEA.)
- Failure to successfully serve a Disciplinary Education Alternative (DEA) may result in a Saturday-School.
- Failure to attend a Saturday School will result in an Out-of-School Suspension (OSS).

Truancy Policy

Truancy from school is defined as being absent from school without permission/knowledge of parents/school. The following policy applies to all students in regards to truancy:

Truancy from School – May result in an in-school suspension or other school discipline. Additional offenses may result in possible placement onto an Attendance Intervention Team and/or other disciplinary action at the discretion of the administration.

Truancy from Class – Failure to attend class without an excuse may result in a (DEA).

Runaways – A student who runs away from home and fails to attend school will be handled as a truancy case. An immediate referral to the Summit County Educational Service Center – Attendance Coordinator will be made. Disciplinary action will be taken at the discretion of the administration.

ACADEMIC AND GRADUATION INFORMATION

Course and Credit Requirements

<i>Subject</i>	<i>2014+</i>
English	4 units
Mathematics	4 units
Science	3 units
Social Studies	3 units
Health	½ unit
Physical Education*	½ unit
Other	1 fine art credit in grades 7-12
Electives**	5 units
Total for Graduation	20 units

*Two semesters

**Some elective courses may be offered every other year or every other semester. This is determined by student course requests during the scheduling process.

Physical Education Exemption

The Coventry Local School District's Board of Education will grant permission for a physical education exemption. This policy will allow high school students who complete two seasons of district sponsored interscholastic athletics, marching band, or cheerleading the option of waiving the physical education requirement for graduation.

It is important to know that students will **NOT** receive credit for these activities and will still need the requirement 20 credits for graduation. However, with this option students may take other electives in the place of physical education. Interested students must submit a completed physical education waiver request form.

Testing Requirements

In addition to receiving 20 credits, students must meet one of the three following requirements to achieve a diploma...

1. Earn a total of 18 points, out of 35 possible, on the SIX End-Of-Course State assessments. These are given in English II, Biology, American History, Government, Algebra I and Geometry. Students who are taking AP classes will NOT take the End-Of-Course exam but will instead use their score from the AP test. Also, students taking College Credit Plus courses will have score translated (CCP Score Transfer) that will be added into their score total.
2. Students will earn a non-remediation score on the College Readiness Assessment (ACT or SAT) of their taking. Scores would approximately translate to the following, however could be subject to change year to year...
 - a. ACT – English – 18, Math – 22, Reading – 22, Science – 23
 - b. SAT – Reading – 450, English – 430, Math – 520
3. The Industry Credential and Workforce Readiness option is the 3rd alternative. This means that students must earn 12 points through a State Board of Education approved, in a single career field, and achieve a workforce readiness score on the assessment.

Students will follow the new model that is 'required' for the class of 2023 and beyond. The new model is composed of earning a passing score of Ohio's High School Algebra I and English II tests. Passing scores have not yet been determined. If passing score is not met – students can show competency through 1. Career-Focused Activities, such as Web-X exams and a 12-point industry credential 2. Enlisting in the military 3. Completing College Coursework. All students will also be required to earn 2 diploma seals – one MUST be Ohio Designed and the other can be Local.

Class Rank and Grade Point Averages

Cumulative grade point average is calculated upon the conclusion of each semester. Each student then receives a class ranking according to the cumulative grade point average. All courses receiving a final letter grade are included in the cumulative grade point average.

Grading Scale

Grade	Percentage Equivalent	Reg. Q.P.	Post A.P./CCP* Q.P.	1/2 Q.P.	Mark Description
A+	98-100	4.33	5.33	2.16	Exemplary
A	93-97	4	5	2	Excellent
A-	90-92	3.67	4.67	1.835	Excellent
B+	87-89	3.33	4.33	1.66	Accomplished
B	83-86	3	4	1.5	Accomplished
B-	80-82	2.67	3.67	1.335	Accomplished
C+	77-79	2.33	3.33	1.16	Average
C	73-76	2	3	1	Average
C-	70-72	1.67	2.67	0.835	Average
D+	67-69	1.33	2.33	0.67	Limited
D	63-66	1	2	0.5	Limited
D-	60-62	0.67	1.67	0.335	Limited
F	59 and below	0	0	0	Failing

Graduation with Academic Merit and Honors

- Academic Merit will be recognized using the Latin system. This system has replaced the previous Valedictorian System.

The Latin System for Academic Honors:

Summa Cum Laude = 4.0 and Higher
Magna Cum Laude = 3.8-3.99
Cum Laude = 3.5 - 3.79

- Academic Honors will be awarded to those students who meet the Honors Diploma criteria, established by the Ohio Department of Education.
- College Credit Plus (CCP) Coursework will be weighted in the following subject areas:
 - Math, Social Studies, English, and Art

Policy on Earning Credit

Credit will be granted based on the final grade earned in a course. No partial credit will be given. Final grades will be calculated by using percentages.

Yearlong Courses

Quarter 1 = 1/5 or 20%

Quarter 2 = 1/5 or 20%

Semester 1 Exam = 1/10 or 10%

Quarter 3 = 1/5 or 20%

Quarter 4 = 1/5 or 20%

Semester 2 Exam = 1/10 or 10%

Semester Courses

Quarter 1 = 2/5 or 40%

Quarter 2 = 2/5 or 40%

Semester Exam = 1/5 or 10%

Recommended Credits to Stay on Track for Graduation

Placement in grade levels is dependent upon successful completion of minimum course credits.

<i>Tenth Grade Placement</i>	5 credits
<i>Eleventh Grade Placement</i>	10 credits
<i>Twelfth Grade Placement</i>	15 credits

Graduation Requirements for Class of 2023 and Beyond

1. Course Completion

Students will satisfy Ohio's curriculum requirements and any additional local requirements. Students will complete the state minimum 20 units, with specific units required in each content area.

***4 English, 4 Math, 3 Science, 3 Social Studies, ½ Health, ½ Physical Education,
1 Fine Art (7-12), & 4 Elective *(Class of 2026 ½ Financial Lit)
&***

2. Competency Demonstration

Students will demonstrate competency in the foundational areas of English language arts and mathematics or through alternative demonstrations, which include College Credit Plus, career-focused activities or military enlistment.

4 Ways to Demonstrate Competency – Must Meet 1 of the 4:

1. Earn a “competency” score on the Algebra 1 and English 10 End-of-Course Exams (**the competency cut score has been set at 684 for both the Algebra I and English language arts II end-of-course exams**)
2. Earn one math **and/or** English credit through College Credit Plus (**and/or – can be used in conjunction with #1**)
3. Enter into a contract to enlist in the military upon graduation (**Must show evidence – signed contract, pass the ASVAB**) or participate in an approved JROTC program
4. Demonstrate career readiness and technical skill – **must complete 2, with at least one being foundational**
 - a. Foundational
 - i. Proficiency on four WEBXams
 - ii. Industry Credentials (12 points)
 - iii. Pre-apprenticeship or acceptance into an apprenticeship program
 - b. Supporting
 - i. Workplace experience - 250 hours
 - ii. WorkKeys
 - iii. Ohio Means Jobs Readiness Seal

&

3. Readiness Demonstration

Students will demonstrate readiness for their post-high school paths by earning **two** seals (**one of which must be a State Seal**) that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, social and emotional competencies, and leadership and reasoning skills.

Diploma Seals (*designates Coventry Local Seals)

1. **Ohio Means Jobs Readiness Seal** - Meet the requirements and criteria established for the readiness seal, including demonstration of work-readiness and professional competencies. Complete documentation and obtain required signatures.
2. **Seal of Biliteracy** - Meet the requirements and criteria, including proficiency requirements on assessments in a world language and English. Must be verified by a World Language Teacher.
3. **Industry-Recognized Seal** - Earn an approved industry-recognized credential that is aligned to a job considered in demand in this state and its regions.
4. **College-Ready Seal** - Earn remediation-free scores on the ACT or SAT. (**ACT - E-18, R-22, M-22**).
5. **Military Enlistment Seal** - Provide evidence that a student has enlisted in a branch of the U.S. Armed Forces; or Participate in an approved JROTC program.
6. **Citizenship Seal** - Earn a score of proficient (3) or higher on both the American history and American government end-of-course exams; Earn a score that is at least equivalent to proficient (2) on appropriate Advanced Placement or International Baccalaureate exams; Earn a final course grade that is equivalent to a “B” or higher in American History and American Government, or the appropriate classes taken through the College Credit Plus program.
7. **Science Seal** - Earn a score of proficient (3) or higher on the biology end-of-course exam; Earn a score that is at least equivalent to proficient (2) on appropriate Advanced Placement or International Baccalaureate exams; Earn a final course grade that is equivalent to a “B” or higher in an Advanced Science course or an appropriate class taken through the College Credit Plus program.
8. **Honors Diploma Seal** - Academic Honor Diploma; International Baccalaureate Honors Diploma; Career-Tech Honors Diploma; STEM Honors Diploma; Arts Honors Diploma; Social Science and Civic Engagement Honors Diploma
9. **Technology Seal** - Earn a score that is at least equivalent to proficient on an appropriate Advanced Placement or International Baccalaureate exam; Earn a final course grade that is equivalent to a “B” or higher in an appropriate class taken through the College Credit Plus program; Complete a course offered through the district or school that meets guidelines developed by the Department. (A district or school is not required to offer a course that meets those guidelines.)
10. ***Community Service Seal** - Students must accumulate at least 40 hours of community service during their junior and/or senior year, and obtain the required documentation and signatures.
11. ***Fine and Performing Arts Seal** - Students must earn 2 full credits of Band, Choir, or Art during their four years of high school. (**^Credits must be within the same discipline; credits may not be combined**)
12. ***Student Engagement Seal** - Students must complete at least 2 full seasons of any school-sponsored team sport, **and/or** be an active member of 2 or more school-sponsored clubs during their four years of high school.
13. ***Community Engagement Seal** - Students must be an active member in a community, civic, or nationally recognized organization, for at least two years, during their four years of high school. (e.g., Boy Scouts, Kiwanis, 4-H, Big Brothers Big Sisters, etc.)

Student Publications

Yearbook

The Coventry High School yearbook is published annually and distributed the following school year. This publication depicts the school's activities during the year with pictures of students, athletics, clubs, special activities and academic functions.

The bill for the yearbook is paid through the sale of advertising to local merchants and from the sale of the yearbook to the students. The purchase price will be based upon the expenses for the production of the book.

HEALTH AND MEDICAL REGULATIONS

Emergency Medical Authorization

Students must have emergency medical authorization and emergency contact information completed by a parent/legal guardian for the school main office. The information is to be completed each school year online through the OneView parent portal on the school website. If there is any change with information during the year, please notify the office and update the information through the OneView parent portal. Failure to provide proper emergency medical information and required immunization records may result in exclusion from school.

Use of Medications

Many students are able to attend school regularly only through effective use of medication in the treatment of condition or illness. Insofar as it is possible, provisions should be made for such medication to be given by the parent prior to or following the school day. When possible, parents should plan to bring and administer medication. If this is not possible, the dispensation of medication during the school day will be done in accordance with the following:

Prescription Medications: The prescription medication policy of the Coventry High School, as suggested by the Coventry Board of Education and the State of Ohio, is as follows:

1. Written permission must be on file in the school office that includes both the signature of the physician and the signature of the parent. The official form is available in the main office.
2. All medication must be in the **original** childproof containers and have an affixed label including the child's name, name of medication, dosage, as well as how and when the medication is to be administered. We will NOT dispense medication from envelopes or plastic containers.
3. For students who take medication on a long-term basis for chronic problems, a new request form must be submitted every year and is necessary for changes in medication orders.
4. It is advised that the medication forms and medication be brought to the school by the parent or guardian. These forms are available in the main office.
5. Students may self-carry asthma inhalers and/or Epi-Pens, as long as the appropriate form has been completed by the physician and parent/guardian. This form must be on file in the main office.

Non-Prescription Medications: The non-prescription medication policy of the Coventry High School, as suggested by the Coventry Board of Education and the State of Ohio, is as follows:

1. Written permission must be on file in the school office that includes the signature of the parent. The official form is available in the main office.
2. All medication must be in the original childproof containers and have an affixed label including the child's name name of medication, dosage, as well as how and when the medication is to be administered. We will NOT dispense medication from envelopes or plastic containers.
3. For students who take medication on a long-term basis for chronic problems, a new request form must be submitted every year and is necessary for changes in medication orders.
4. It is advised that the medication forms and medication be brought to the school by the parent or guardian. These forms are available in the main office.

Immunizations

Each student should have documentation of the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the administration may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions regarding immunizations or waivers should be directed to the District RN at 330-730-8852 or the school clinic at 330- 644-3004 ext 5.

Immunization Requirements

All students shall have the following immunizations unless he/she has a waiver:

1. 4 - DPT Diphtheria, Pertussis and Tetanus, as well as one TDaP Booster (required for 7th grade)
2. 3 - IPV Polio
3. 2 - MMR Measles, mumps and rubella
4. 2 - VAR Varicella (or documentation of date student had Chickenpox)
5. 3 - Hepatitis B
6. Meningococcal Vaccine (required for 12th grade)

Physicals

Students participating in inter-scholastic sports, cheerleading or marching band are required by law to have a physical examination prior to participation in practice or competition. The Ohio High School Athletic Association physical form is available in the Athletic Office. This is the ONLY acceptable form.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Coventry Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Coventry Local School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Coventry Local School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised Coventry Local Schools that they do not want their student's information disclosed without their prior written consent.*

If you do not want Coventry Local Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 15th of the current school year. The Coventry Local School District has designated the following information as directory information: (Note: Coventry Local Schools may, but does not have to, include all the information listed below.)

- | | |
|----------------------------|--|
| 1. Student's name | 10. Participation in officially recognized activities and sports |
| 2. Address | 11. Weight and height of members of athletic teams |
| 3. Telephone listing | 12. Degrees, honors and awards received |
| 4. Electronic mail address | 13. The most recent educational agency or institution attended |
| 5. Photograph | |
| 6. Date and place of birth | |
| 7. Major field of study | |
| 8. Dates of attendance | |
| 9. Grade level | |

* These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

TECHNOLOGY AND INTERNET USAGE

The Internet is a global network that will provide your child with access to a wide range of information from throughout the world. Use of the Internet and various technologies for educational projects will assist in preparing your child for success in life and work in the 21st Century.

It is possible that your child may find material on the Internet that you would consider objectionable. The District Acceptable Use Policy restricts access to material that is inappropriate in the school environment. Although staff will supervise your student's use of the Internet, we cannot guarantee that your child will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accordance with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet.

You and your child must sign the Coventry Local School District's Student Acceptable Use Policy Agreement to establish an account. The sample of the agreement is located in the back section of this handbook.

ONE TO ONE DEVICES – STUDENT CHROMEBOOKS

A detailed handbook pertaining to the Chromebook 1:1 initiative is available on the district website, under technology department, high school and middle school pages [as well as in the Parent OneView Portal.](#)

COVENTRY LOCAL SCHOOL DISTRICT STUDENT ACCEPTABLE USE POLICY

Coventry Local Schools and the Board of Education support instruction through the use of educational and administrative computers, school-licensed software and other media, as well as networks and servers. Coventry Local Schools are pleased to offer students and staff accesses to a computer network for electronic mail and the Internet. To gain access to our district network and the Internet, all students must obtain parental permission as verified by the signatures on the form attached to this document. Should a parent prefer that a student not have district network access and Internet access, use of the computers is *not* possible for more traditional purposes such as word processing.

Access to our district network and the Internet will enable students to explore thousands of libraries, databases, museums and other repositories of information. Although the District has implemented technology-blocking measures to prevent students from accessing inappropriate material on school computers, families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. In addition to the filtering system, a monitoring device is in place which maintains a running log of Internet activity. While the sole purpose of the school is to use the Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

Students are responsible for appropriate behavior when using school technology just as they are in a classroom or on a school playground. The District has established rules for behavior and communication that apply to the use of technology. It is expected that users will comply with District standards and the specific rules and consequences set forth below in the District's Acceptable Use Policy. The use of the computers, network and the Internet is a privilege, not a right, and may be revoked if abused. The following behaviors are considered unacceptable and may result in the termination of Internet access, the general use of technology and/or other subsequent consequences.

Scope of Coverage: Policies, guidelines and rules described in this guide refer to all computing devices (including but not limited to computers, handhelds or PDA's, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones, digital cameras, etc.), technology infrastructure, associated peripheral devices and/or software:

- ❖ Owned by, leased by and/or on loan to The Coventry Local School District as well as personal devices when used in an approved supervised educational activity.
- ❖ Owned by, leased by and/or on loan to NEOnet, the Information Technology Center (ITC), which provides Coventry Local Schools with Internet connectivity and software services.

- ❖ Owned by, leased by and/or on loan to any third party engaged in providing services for Coventry Local Schools.
- ❖ Any computing or telecommunication devices owned by, in the possession of or being used by district students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

Due to the rapidly changing nature of technology, updates to this policy will be posted on the official site of the Coventry Local School District and *these updates will supersede or amend the rules as stated with any printed document.*

Explanation of Inappropriate and Unacceptable Actions

Online Etiquette:

1. Follow the guidelines of accepted behaviors within the school handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, obscene material or material which is based on slurs stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
2. Participating in cyber bullying activities such as harassing, attacking or insulting others. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.
3. Any political, commercial, and /or personal purchasing over the Internet.
4. Unauthorized use or downloading of mailing lists, chat rooms, message boards, files and/or unauthorized email, games, music or videos.
5. Revealing personal information across the network and/or Internet unless approved by faculty and/or administration for educational purposes.
6. Participating in social networking activities unless approved by faculty and/or staff.
7. When using District provided email outside of school, the District's Acceptable Use Policy is still in effect.

Plagiarism/Copyright/Licensing:

8. Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all students must adhere to the copyright laws of the Unites States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

Illegal Activity:

9. Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to: tampering with computer hardware or software, software piracy, unauthorized entry or trespassing into computers and files (hacking), knowledgeable vandalism or destruction of equipment, deletion of computer files belonging to someone other than oneself, uploading or creating of computer viruses, distribution of obscene or pornographic materials, and sexting. Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user student and student's parent or guardian.
10. Providing another with your username and/or password, allowing someone access to your account, user drive and/or folders, and unauthorized file sharing.
11. Using inappropriate names or passwords to gain access to the network.
12. Unauthorized or illegal installation, distribution, reproduction or use of copying software and/or data on school/technology equipment.
13. Accessing or researching any harmful/inappropriate materials unless approved by staff.

14. The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.
15. Anything else deemed unacceptable by staff.

Online Safety and Behavior

Coventry Local Schools, in accordance with amendments to the Children’s Internet Protection Act (CIPA) contained in the “Protecting Children in the 21st Century Act” (October, 2008), will include in our technology education program for

Minors instruction concerning:

- a) Appropriate online behavior;
- b) Interacting with other individuals on social networking websites and chat rooms;
- c) Cyberbullying awareness and response.

Consequences may include but are not limited to- one or more may apply:

- ❖ Student Conference
- ❖ Parent Contact
- ❖ Conference with Parent
- ❖ Removal of unauthorized files and folders
- ❖ Detention
- ❖ Suspension
- ❖ Restitution
- ❖ Community Service
- ❖ Revocation of Computer Access and Use
- ❖ Criminal charges, if the infraction is also a violation of Federal, State, or local law or ordinance, such as computer hacking or trespassing, cyber bullying, computer fraud

Warranties/Indemnification:

The Coventry Local School District makes no warranties of any kind, whether expressed or implied, in connection with its provision of access to and use of its technology, computer networks, and the Internet provided under this policy. The Coventry Local School District will not be responsible for any claims, losses, damages, or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user resulting from the use of technology and the electronic network. The user takes full responsibility for his/her use. The user agrees to indemnify and hold the Coventry Local School District, its employees, and the Northeast Ohio Network for Educational Technology (NEONET) harmless from any and all loss, costs, or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network. The user agrees to cooperate with the District in the event of the District initiating an investigation of the user’s misuse of his/her access to the computer network and the Internet, whether that use is on a District computer or another computer outside the School District’s network.

ATHLETICS

Coventry High School sponsors boys' baseball, bowling, tennis, football, basketball, track, cross-country, wrestling, soccer, and golf on the varsity level. There is also Junior Varsity football, golf, basketball, wrestling, bowling, and baseball and 9th grade basketball and football teams.

Girls' varsity athletics include basketball, bowling, cheerleading, cross-country, golf, soccer, tennis, track, softball and volleyball.

There is also Junior Varsity basketball, cheerleading, volleyball, bowling, and softball.

Title IX

In compliance with Title IX legislation our district will annually assess whether athletic offerings accommodate the interest and abilities of both sexes equitably. Therefore, adding sports teams or levels of competition to our athletic programs will be determined on a yearly basis.

Eligibility

The Coventry Board of Education Athletic Policy states that students in grades 9, 10, 11, or 12 wishing to participate in athletics shall be in good academic standing. To represent Coventry in interscholastic competition, an athlete must meet the following requirements:

1. To be eligible in grades 9, 10, 11, or 12, the student must be currently enrolled and must have been enrolled in school the grading period preceding eligibility and received passing grades during that grading period in subjects that earn a minimum of 5.0 credits, or the equivalent, per year toward graduation. All incoming 9th grade students must have earned a minimum of 5 credits during the preceding 9-week grading period to be eligible.
2. In addition to the minimum of five credits, the student must earn a minimum nine-week grade point average of 1.50 in order to be eligible to participate in athletics during the next grading period and must not be receiving more than one failing grade.
3. The eligibility or ineligibility of a student continues until the start of the 5th day after grades closed. At which time the immediately preceding grading period grades become applicable. **EXCEPTION:** When an interscholastic contest is played in the fall prior to the start of school, the first grading period is considered to have started insofar as this bylaw is concerned.
4. The student shall have the written consent of his/her parent, which relieves the school and the Board of Education of any responsibility in case of injury.
5. The student must have an athletic physical examination by a physician prior to participation in any practice session or competition. The Ohio High School Athletic Association physical form is available in the Athletic Office. This is the **ONLY** acceptable form.
6. The student shall maintain a standard of conduct that will not reflect discredit upon the school and will adhere to training rules laid down by the coach.
7. The student and parent must read and sign the Coventry Local Schools Athletic/Co-curricular Code of Conduct.
8. The student is required to pay a \$100.00 participation fee for each sport the student participates in.

General Rules and Regulations

1. Any student who is out of school for more than 1/2 of the school day, equivalent to 3 ½ hours, or 1/2 of his/her scheduled academic classes loses his privilege to participate in the practice session or the game held that day.
2. Any athlete participating in a sport will not be allowed to quit that sport and move directly into another sport without mutual consent and agreement of the two coaches involved. Also, no athlete will be permitted to participate in a sport until he/she meets all of his/her responsibility and obligation to the sport previously involved.
3. Any athlete who is issued school equipment or supplies will be held responsible for that equipment and will pay

for the cost of replacement (at current prices) in the event that the equipment is not returned at the appropriate time.

4. A student's violation of a Major Misconduct rule may constitute the removal of the student from the sport. The Athletic Director and high school principal will make the final decision jointly.

ACTS OF MAJOR MISCONDUCT:

- A. Use of tobacco of any type.
- B. Use or possession of drugs.
- C. Drinking of alcoholic beverages.
- D. Stealing either school or personal property.
- E. Weapons
- F. Hazing

5. A student's violation of a Minor Misconduct rule will be handled at the discretion of the coach. Disciplinary practices may include: suspension from the team for that season, a suspension from the squad for a period of time, or a verbal/written warning.

ACTS OF MINOR MISCONDUCT:

- A. Acts that warrant school suspensions, unless it is a major misconduct.
- B. Acts that warrant detention.
- C. Tardies to practice or events.
- D. Unexcused absence from practice or events.
- E. Showing disrespect to opposition, officials, or any figure of authority.
- F. Causing damage to school or opposing school's equipment.