



# **Cotter High School Student Handbook**

**2011-2012**

"Cotter is a diverse Catholic School Community  
of faith, scholarship, and service."

## TABLE OF CONTENTS

### OPENING/INTRODUCTION

Mission statement, Philosophy	3
Introduction, brief history of Cotter, the Cotter family	3-4
A faith community, quality of life statement	4

### ACADEMICS

Graduation Requirements	4-5
Grading system	5
Report Cards, progress reports	5-6
Academic Honor Roll	6
Academic Policies	6-9
Composition Standards	9-12
Guidance & counseling services	12-13
Learning Center, Media Center, Study hall & Student life	13-14

### STUDENT DISCIPLINE

Respect for teachers & staff	14
Respect for all students	14-15
Detention, suspension, probation & dismissal	15-16
School policy on chemical dependency	16
School policy on sexual harassment	17
Attendance	17
Absence & tardiness	18-19
Dress code & appearance	19-21
Use of facilities, policies on vandalism/theft	21
Bus behavior responsibilities	22-23
Campus policies for lunch & cars on campus	23

### STUDENT ACTIVITIES

Assemblies, visitors & announcements	23-24
Health services, school closings & insurance	24
Student activities	25-26
Eligibility for activities	26
Behavior expectations for activities & athletics	26-27
Category II activities, behavior contract	27-28
Attendance for activities participation	28-29
School dance guidelines	29
Tournament attendance policy	29-30

<b>CRIMINAL BACKGROUND CHECK POLICY</b>	30
---	----

<b>INTERNET POSTING POLICY</b>	30
--------------------------------	----

<b>CELL PHONE POLICY</b>	30-31
--------------------------	-------

<b>WEAPONS POLICY</b>	31
-----------------------	----

<b>STUDENT COMPUTER USE POLICY</b>	31-33
------------------------------------	-------

<b>ACCEPTABLE USE POLICY PARENT SIGNATURE FORM</b>	33
--	----

## **MISSION STATEMENT**

Cotter is a diverse Catholic School Community of faith, scholarship, and service.

## **PHILOSOPHY**

Cotter High School is a faith based Catholic community dedicated to teaching and to living the values of Christianity in order to develop the whole person. To these ends, we stress three fundamental aspects of education: spirituality, academics, and student life.

First, we strive to be a spiritually vibrant Catholic community confident in our faith while embracing people of diverse beliefs. Ethically, we are grounded in the values of honesty and respect for God, for others, and for ourselves. Our community emphasizes personal and social responsibility as essential to Christian life.

Second, we seek to provide an interdisciplinary, well-balanced liberal arts education integrating the arts, the humanities, and the sciences. We foster an open atmosphere conducive to academic inquiry, the pursuit of knowledge, and personal growth. To these ends we use technology, as a means of helping students become critical thinkers and life learners in a global society.

Finally, but with no less importance, is our commitment to student life. We firmly believe the activities we offer encourage students to build adult relationships and become whole persons by teaching them the value and rewards of commitment and effort. Our activities are designed to help students learn what it takes to succeed in life by setting goals, personally as well as collectively, and by allowing each student to reach for his or her individual level of excellence.

Spirituality, academics, student life-these comprise the foundation of our school community. And as such, our students develop a strong sense of family and community, recognizing that as important as the individual is, he or she is still part of something much larger than the self.

## **INTRODUCTION**

This handbook is intended to be a guide for you in your life at Cotter High School. It contains information, guidelines, and rules. In general, let respect for your school, for your fellow students, and for the faculty govern your actions.

## **A BRIEF HISTORY OF COTTER HIGH SCHOOL**

With the 2011-2012 school year, Cotter begins its 100th year. The school opened its doors on September 5, 1911. Named for the diocese's first bishop, Cotter was a boys' school directed by the Christian Brothers. In 1952, the Brothers handed the operation of the school over to the diocese and Cotter became co-educational.

Throughout history, Cotter has been an important part of the church in Winona. Over four thousand graduates have received a quality Catholic education from dedicated teachers. The school has been recognized for its quality student activities, winning several state championships in student activities in recent years. Cotter's history of striving for excellence in the classroom and in activities is well known and respected.

## **THE COTTER FAMILY**

The phrase "The Cotter Family" has special meaning. It means spirit, leadership, and service. It means togetherness. It means knowing and respecting each other.

Bringing out the best in everyone is the Cotter tradition. The individual worth of each person is valued. Success is measured by the effort put into the project. Showing teamwork and concern for others, encouraging others and listening to others and understanding and sharing of time and talents is what "The Cotter Family" is all about.

A gospel atmosphere of discipline, charity, and striving for excellence has been the key to Cotter's success in the past. The present and the future rest largely with you, the student, parents, and teachers of Cotter

### **A FAITH COMMUNITY**

The first purpose of Cotter is religious and spiritual; to know, love and serve Jesus and His Church. Cotter parents make sacrifices for Catholic education, and, rightfully expect our school to be a community of faith.

An all school liturgy is held every Holy Day when school is in session. The Mass is celebrated frequently at Cotter High School for small groups and special events. The Sacrament of Reconciliation is made available throughout the school year. Prayer at the beginning of classes, programs, and events is characteristic of our school. Retreats for each class year are offered. Students are urged to be involved in their parishes. Students are also encouraged to participate in prayer groups, campus ministry, and various diocesan programs.

### **NON-DISCRIMINATION POLICY**

Cotter High School and Junior High School and The Cotter Residence Center adheres to the principle that all persons have equal opportunity and access to admission, the facilities and the programs offered by Cotter. No person at Cotter High School or Junior High School and The Cotter Residence Center shall, on the grounds of race, color, national and ethnic origin, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination in admission, the facilities, or the programs offered by Cotter.

### **QUALITY OF LIFE**

Cotter High School is a secondary academic institution committed to educating young men and women in a healthy environment. It is expected, therefore, that all students will respect each other's religion, gender, race, culture, and ethnicity. Racial and ethnic intolerance and sexual harassment will not be tolerated at Cotter High School.

Students are expected to interact with each other in a respectful manner. Resorting to any form of physical violence or demeaning speech, behavior or actions violates the dignity of another person.

Students who engage in physical, verbal or written abuse of faculty, staff or other students are subject to suspension and/or immediate expulsion because such behavior and conduct is a contradiction of our school philosophy. Written abuse includes abuse via electronic communications.

Fighting, lying, bullying, cheating, stealing, technological inappropriateness and the like are considered to be very serious offenses at Cotter. Parents will be contacted and, depending upon the severity of the act, the student may be expelled from Cotter.

Cotter is a very special place with very special people. Therefore, in order to provide a peaceful and pleasant academic environment, we try to keep the school buildings and equipment in the best possible condition. Students should never deface or vandalize any school property.

All school equipment and properties are provided in order to facilitate the education of each student. The destruction and improper use of school property and technology impedes the successful social interaction and completion of another's education.

## **COTTER HIGH SCHOOL GRADUATION REQUIREMENTS**

**(Please see current course catalog)**

### **Academic Information**

#### **Graduation Requirements**

To be eligible for a diploma from Cotter High School, each student must complete the required credits of academic studies and eighty (80) hours of Community Service. See Program Scheduling and listings under each department in the Course Catalog for specific courses required for graduation.

English	4.0 Credits
Health/Physical Education	1.0 Credits
Mathematics	3.0 Credits
Religion	4.0 Credits

Social Studies	3.5 Credits
Science	3.5 Credits
*World Language	2.0 Credits
Visual & Performing Arts	<u>1.0 Credits</u>
	22 Credits +
4.0-8.0 Electives	26-30 Credits – Class of 2012
5.0-9.0 Electives	27-31 Credits – Class of 2013\
Frosh Seminar + Electives	28-32 Credits – Classes of 2014 & 2015
Community Service	80 hours (10 hours per semester)

\*For students in the Learning Center, World Language may be delayed until junior and senior years. With a current documented language disability, a written request from the parent to waive the World Language requirement is required for consideration.

\*International Students: A third world language is generally not required for college if grades of your first language are recorded on your transcript for junior or senior high school.

### Grading System

<u>Grade</u>	<u>Percent</u>	<u>Honor Points</u>
A	95-100	4.00
A-	93-94	3.67
<hr/>		
B+	91-92	3.33
B	87-90	3.00
B-	85-86	2.67
<hr/>		
C+	83-84	2.33
C	79-82	2.00
C-	77-78	1.67
<hr/>		
D+	75-76	1.33
D	72-74	1.00
D-	70-71	0.67
<hr/>		
F	00-69	0.00

### Academic Honors Points and Grade Point Average (GPA)

A completed semester, generally two quarter grades and a semester examination grade, will receive .5 credits and will be awarded honor points as listed above. The sum of honor points, divided by the number of credits that have been attempted, determines the student's grade point average (GPA). The GPA determines class rank. Students enrolled in Honors and Advanced Placement (AP) courses will receive an additional .66 academic point per 1.0 credit earned towards their GPA upon successful completion of the course. Courses taken at WSU or SMU will receive honors points for 200+ level courses provided it is not an introductory course.

### Report Cards

Report cards are issued four times a year at the end of each quarter. Report cards are available to parents/guardians on our school website. The report card includes a letter grade, attendance record, and teacher comments.

### Semester Examinations

Comprehensive semester examinations are given in all subjects. Semester examinations are required for all students. The semester examination grade will appear on the report card and will be averaged with the quarter grades. The averaged marks will appear as a semester grade. The semester grade is based on 40% of the quarter grades and 20% of the semester examination grade.

### Progress Reports

The Progress Report is a supplemental evaluation in addition to the report cards and is issued at mid-quarter time. The purpose of the mid-quarter progress report is to indicate to both student and parent(s) those subject areas in which the student is doing well and/or areas that need immediate attention and

improvement. Progress reports for all students will be issued for all four quarters & will be available to parents/guardians on our website.

### **Honor Roll**

The Academic Honor Roll is published each semester to recognize outstanding academic achievement. The following are the criteria for a student to be listed on the Academic Honor Roll:

"A" Honor Roll - 4.0 GPA for the quarter

"A Average" Honor Roll - 3.66 or higher GPA

"B Average" Honor Roll - 3.0 or higher GPA

A student who receives a "D", "F", "WN", or "WF" in any subject is ineligible to be listed on the Honor Roll.

### **Failure Notices**

The subject teacher will notify parents of a student's anticipated failure in a particular course. This may be done through a telephone call, e-mail, mid-quarter progress report, or letter, anytime before grades are reported.

### **Full-time Student Status**

To be considered a full-time student, seven (7) courses are required each semester in addition to options of Learning Center, internships, or study hall. It is the student's responsibility to contact his/her counselor if he/she does not have six courses including the required courses for his/her grade level as listed in the course catalog. Those taking Post-Secondary Enrollment Option (PSEO) courses must carry the equivalent of three to four Cotter High School credits each semester.

### **Valedictorian/ Salutatorian**

In order for a student to be valedictorian/salutatorian, the student must have taken at least half of his/her coursework at Cotter. The graduation speech, to be given by the valedictorian/salutatorian or designated student speaker, must be approved by the Principal prior to graduation.

## **Academic Policies**

### **Academic Honesty**

It is expected that students will be honest when completing assignments and examinations that are to be completed individually. When students need assistance to do their homework due to lack of understanding, students are encouraged to meet with his/her teacher before or after school, or seek assistance in the Learning Center. Students also might find it convenient to receive help from their friends; however, it is important that the concepts of the material be addressed rather than having the homework completed for them. Cheating has no place in a student's life; it is unfair to the entire Cotter community. Cheating on a test or homework is dishonest and will result in "no credit" for the test or homework. Plagiarism is also cheating. Plagiarism is taking the ideas, concepts, facts, and/or words of another and using them as one's own. Plagiarism will not be tolerated at Cotter and any form of it will adversely affect a student's grade and result in disciplinary action. The entire staff is authorized to report infractions of this policy. The teacher and/or the Principal will notify the parents/guardians when a student violates this policy.

### **Academic Accountability**

Policy As students move through their high school years, it is imperative that they begin to take ownership of their own educational opportunities. One of the primary means of achieving competence and understanding of academic material is a faithful completion of assigned homework activities. When a student skips these exercises they routinely fall behind their classmates in the comprehension of the subject matter being presented in class and frequently are at a disadvantage when that material is tested. Omitting homework is a serious handicap to academic success.

Unfortunately there are some students who have developed bad habits in this area. While in the past we have allowed those students to take the consequences for those habits, we, as a faculty, have become increasingly concerned about the defeatist attitude this is creating in some of these students. To address this concern and to allow for a greater chance of academic success we are instituting a policy in regards to late homework assignments. Students not turning in a homework exercise will be assigned by their teacher to a supervised after school session to complete the assignment. Sessions will be mandatory and begin 15 minutes after the school day. In that 15 minute period students can inform those they need to (parents, coaches, etc.) of their change in plans. If there is a particular problem attending the session that day, the student will need to discuss this with his/her teacher. These sessions will be a minimum of 30 minutes.

It is our hope this immediate response to late assignments will translate into an improved performance in the classroom as the student stays up to date with the material and that the students will develop a sense of accountability for their academic progress.

### **Religion Classes**

All students are required to take a religion class every semester they attend Cotter. Religion classes do not need to be made up for previous semesters not in attendance at Cotter. "English Language Learners" (ELL) students not familiar with Christianity will be placed in a graded course, Introduction to Religious Studies. An ELL student with a Christian background may take mainstream religion courses on a pass/fail basis as long as he/she is in an "English as a Second Language" (ESL) English class.

### **Student Exchange Programs**

Any Cotter student interested in participating in an international study abroad program will need to have approval in writing from the principal. Students are highly encouraged to participate in study abroad programs during their sophomore or junior years as opposed to their senior year. It is important for students to work with the Counseling Department to ensure that the appropriate classes are taken to graduate on time. Granting permission from Cotter will be done on a case-by-case basis. Grades, maturity level, academic countenance, and leadership ability will be taken into account. Cotter reserves the right to decline a student's request to participate in an exchange program.

### **Schedule Changes**

If a student wishes to change the courses for which he/she has registered, he/she should discuss the change with a counselor prior to the beginning of the semester. Once the semester has begun, elective courses may be dropped or added, if space is available, during the first two days of the semester with the payment of a \$5.00 late fee. Incoming students who are placed in a level of math or ESL English course that is deemed to be the incorrect level may be adjusted beyond this time based on teacher recommendation.

When more than one teacher teaches a course, students are assigned to the period that fits the student's schedule while attempting to balance class sizes. Requests for a specific teacher will not be made unless it is requested in writing and is approved by the principal.

### **Dropping a Class**

If a student wishes to drop an elective course, he/she may do so up until the time of the course's first progress report that is at mid-quarter time with no academic penalty as long as he/she has seven courses remaining. No class may be added at that time.

If a student requests to drop a course beyond this time, including at the end of the first semester for a full year course, an academic penalty will result and the student will not be eligible for the honor roll. A grade of "WN" (withdraw-no credit) or "WF" (withdraw-failing) will be entered for the remaining fields of the course. If the course is a full year course and it is dropped at the completion of the first semester, a WN will be entered for the second semester.

If a class is deemed to be an inappropriate placement for a student or there is a special circumstance, the teacher may recommend that the student withdraw from the course or be placed at a different level with out incurring an academic penalty. A "W" is then entered into the remaining course fields. If a student is moved to a different level in a course, a "P" may be entered for the initial quarter. Upon completion of the

semester or course, the teacher may enter another letter grade based on the subsequent work. It is the student's responsibility to review material covered before the date of entry and the student will be responsible for all the material on the semester exam.

When a student withdraws from a course or fails a course, it will not be erased from a report card or transcript since it is needed to document educational activity. Once a grade is entered, it remains part of school documentation.

### **Grading Policy**

A passing final grade is a grade of "A" to "D" (70%) and will grant .5 credits per semester. A student will not receive a passing grade if they earn a failing grade in 2 of the 3 **consecutive** reporting fields (quarter, quarter, semester exam) that make up the semester grade. In a course without a semester exam, no grade below a "C-" when averaged with an "F" will result in a passing grade.

Math, a "continuation course" with the material of the second semester built upon the material in the first semester, has a separate grading policy. If a grade of "F" is earned the first semester, it is possible to obtain credit for the first semester by earning a "C" or better for the second semester grade. A "P" will replace the "F" so credit is granted for both semesters.

### **Repeating a Course**

Credit may not be received twice for the same course with the exception of band or chorus. Courses that are failed remain on the school transcript and affect the GPA since it is included as an attempted course. If a student registers for a course that has already been assigned credit, the credit for the initial course will be removed as well as the honor points assigned. Credit and honor points will be re-awarded at the completion of the second attempt. The original grade on the school transcript remains a part of the school record, however, the honor points and credit will be adjusted on the year summary when the course is completed.

### **On-line courses and make-up courses**

Students are required to take Cotter's required courses in-house. If a student fails a course, the student may repeat the course by taking an approved on-line course or enrolling at the Winona Area Learning Center for summer school if the course is available. Elective courses may also be taken on-line if the course is not available at Cotter. The counselors have information on application procedures for these programs.

### **Academic Review**

Students who are on academic probation or who have failed two or more courses are not making satisfactory progress toward graduation. The Administrative Team will review any student who fails two or more courses in one quarter. A student who fails three courses in one semester will be put on probation for the following semester. If at the end of the following semester a student receives passing grades in the 3 failed courses, the probationary status will end. If a student fails two or more courses at the end of the academic year, he/she may be academically dismissed from Cotter High School.

### **Credit for Make-up Work**

Students are expected to make-up all class work and homework assignments during an excused or unexcused absence. It is the students' responsibility to inquire about the missed assignments as soon as they have returned from their absences. Assignments and tests announced before the absence, with a due date during the absence or on the day the student returns to school, are due on the day the student returns. Also, see the section on absences.

No credit is given for assigned work missed due to unexcused or unapproved absences. An unexcused absence will result in the final quarter grade being lowered by 1/12 for each infraction in the course in which the unexcused absence(s) occurred. A second unexcused absence from the same class will result in a student, parent, teacher, and Principal conference.

Credit for work missed due to in-school suspension earns one-half credit, while no credit is given for work missed due to out-of-school suspension. Also, see section on suspension.

### **Incomplete Grades**

If a student receives an "incomplete" (I) at the end of a quarter, he/she will be given two weeks to complete assignments and tests. After two weeks, the "incomplete" will convert to a failing grade unless the required assignments and tests are completed.

### **Transfer credit policy for credits earned in the United States**

When a student transfers to Cotter, all high school level courses with the exception of Physical Education will be averaged into their Cotter grade point average (GPA). GPA's will be calculated according to our system and will determine class rank.

Additional points for courses labeled as Honors, Advanced Placement, or International Baccalaureate courses taken during the junior year will be awarded .66 points provided the courses are determined to be advanced or college level courses. No honor points will be given for honors courses at the freshman and sophomore level. Students transferring to Cotter after the beginning of junior year will not be recognized as the valedictorian or salutatorian.

### **Transfer credit policy for credits earned outside the United States**

Courses in math, English, religion, science, world language, social studies, native language studies, computer science, physical education, health, science, and visual/performing art are accepted as transfer courses. Courses are entered on the transcript with a P for Pass, provided a grade of C or better is earned. No credit will be awarded for a letter grade of D or F. The grade point average will begin when the student earns credit at Cotter or previous school in the United States.

### **College credit**

A student may take advanced courses through a variety of programs that, upon successful completion, have potential to be awarded credit when they enroll in college. Please note - **all required** courses must be taken at Cotter unless an exception is granted by the administration. Courses taken off-campus must not conflict with the student's course schedule at Cotter on our regular schedule. A student's course load may not exceed that of a regular full-time student, which is three to four credits per semester. One post-secondary semester credit will be granted .25 credits at Cotter.

See the Academic Course Catalog for more information.

### **Tuition Payments & Credits**

Cotter does not provide credit for classes until a student's tuition agreement has been fulfilled. If a student transfers to another school, the tuition agreement must be reconciled before credit is granted. In addition, the tuition agreement must be paid in full prior to graduation.

## **Composition Standards**

### **Formal papers in all classes**

The final copy of a formal paper submitted to an instructor at Cotter High School will need to meet these minimum standards:

#### Word-processed papers

1. A word-processed paper shall be double spaced with a quadruple space between the title and text. Type the paper in size 12 Times New Roman font. Print the paper in black ink. The paper shall be of acceptable quality and measure 8½" x 11".
2. Leave approximately one inch at margins except on the first page, which requires a top margin of 1½" to 2".
3. Paragraphs will be indented five spaces from the left margin.
4. All pages shall be numbered with Arabic numerals on line four of typewritten work.
5. The title of the report or manuscript shall be written on the first page 1½" to 2" from the top of the paper and centered horizontally on the page of the report. The title page will include the following: title of the report, period for which the report is done, the instructor's name, name of the class, and the date of the report (Your paper's title should NOT be underlined or in quotation marks).

6. When no title page is used, the above information should be written at the top left hand corner of the first page.
7. When material is quoted directly from another author, he or she must be given recognition in the report. When the quotation is written within the text of the report, enclose it in quotation marks. Document the author's last name and page number in parentheses. The end mark should be placed after the citation. Example: (Twain 24).
8. If the quotation is longer than four typewritten lines, it should be set off from the text of the report by indenting the entire quotation 10 spaces from the left margin. In this case, do not use quotation marks. The quotation is double-spaced. The end mark is placed at the end of the quotation. The author and page number follow the end punctuation. Example: (Twain 24)
9. The report is to be stapled at the top left margin with one staple.

Handwritten papers: In addition to the above rules, you must follow these rules:

1. The paper shall contain writing on every other line in blue or black ink.
2. The paper shall be written on one side only.
3. The paper shall be of acceptable quality and measure 8½" x 11" or shall be lined theme paper.
4. No written work will be accepted on paper torn from a spiral notebook unless the ragged edges have been removed.
5. There should be two blank lines between the title and the first paragraph.
6. All pages, including the first, shall be numbered with Arabic numeral at the upper right hand margin.
7. If an error is made in the final draft of a report, it must be corrected by drawing one line through the error and writing the correction above the corrected word.

**ALL PAPERS SUBMITTED TO INSTRUCTORS MUST BE NEAT. STUDENTS MUST TAKE CARE THAT SPELLING, PUNCTUATION AND CAPITALIZATION ARE CORRECT IN ALL REPORTS FOR ALL CLASSES.**

#### **BASIC MLA STYLE**

*Nearly every profession in the world has a stylebook to maintain a consistent presentation in writing and research. The two most commonly used stylebooks in schools are produced by the Modern Language Association (MLA) and the American Psychological Association (APA). While they are similar in application, the APA tends to be used in the social sciences and general science courses while the MLA is used in English and humanities courses.*

#### **Formatting the Paper**

- Whenever possible, type your paper!
- Use the font New Roman size 12 for consistency.
- Do not make a title page for your paper unless specifically requested.
- Always double-space your paper.
- Set the margins of your document to 1 inch on all sides.
- On the first page of your paper, type a double-spaced entry in the top left corner that lists your name, your instructor's name, the course, and the date.
- In the upper right-hand corner, one-half inch from the top and flush with the right margin, type your last name and the page number.
- Center your title on the line below the left-hand header.
- Begin your paper immediately below the title.
- Your last name and the page number appear in the upper right-hand corner on the second and consecutive pages.
- Follow these same rules for a handwritten paper.

#### *SAMPLE MLA PAGE 1*

<p><b>Jewel Kribensis</b> <b>Mr. Hecqui</b></p>	<p><b>Kribensis 1</b></p>
---	---------------------------

**America Literature/ Period 7**  
**01 September 06**

**An Intensive Study of a Standard Aquarium**

**While most Americans spend their days discussing the most recent reality show or latest football game, a new generation of thinkers has turned to traditional home appliances for fodder. Long thought to be a gimmick to keep the cat busy, standard household aquariums have spawned a new academic army that is exploring the potential depths of**

**REFERENCES IN YOUR TEXT**

*In MLA style, you must document where you got information when you refer to the works of others in your text. When you make reference to someone else's idea, either through paraphrase or direct quote, you must provide the author's name (or the title of the work) and the page (or paragraph) number of the work in a parenthetical citation. You must provide full citation information for the work in your Works Cited list.*

**Parenthetical Citations**

The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of your sentence. **Watch Punctuation!**

Frontosa says that the black and white markings that look like zebra stripes help "the fish stay alive in the wild" (263).

The characteristic black and white markings that look like zebra stripes help "the fish stay alive in the wild" (Frontosa 263).

Punctuation should follow the parentheses unless a question mark or explanation point is part of the quotation.

Frontosa says that the black and white markings that look like zebra stripes help "the fish stay alive in the wild" (263).

Frontosa says that the black and white markings that look like zebra stripes help "the fish stay alive in the wild!" (263).

Use either underlining or *italics* to identify the titles of larger works. For example, books, and compact disks contain divisions in the form of chapters and songs and, therefore, need to be underlined. Put into quotation marks any work that fits into a larger work. For example, poems, chapters, songs, episodes are part of a larger title.

I first read the poem "Like a Fish in Water" in the book *Great Sonnets About Tropical Fish*.

**WORKS CITED**

**Documenting a General Website**

*Author(s). Name of Page. Date of Posting/Revision. Name of institution/organization. Date of Access <electronic address>.*

Cichlid Photos. Dec. 1999. Badman's Tropical Fish. 01 Jan. 2006  
<[http://badmanstropicalfish.com/gallery/gallery\\_cichlids.html](http://badmanstropicalfish.com/gallery/gallery_cichlids.html)>.

Evans, Sean. Aquarium Setup. 23 July 2000. Tropical Tank. 01 Jan. 2006  
<<http://www.thetropicaltank.co.uk/tanks.htm>>.

**Documenting an Article on a Website**

*Author(s). "Article Title." Name of web site. Date of posting/revision. Name of institution/organization affiliated with site. Date of access <electronic address>.*

"What about the different types of fish tanks." All About Tropical Fishtanks. Nov. 2005. Rate My Fishtank. 01 Jan. 2006 <[http://www.ratemyfishtank.com/tropical\\_fish\\_tanks.php](http://www.ratemyfishtank.com/tropical_fish_tanks.php)>.

Denning, Richard. "Setting up a Tropical Aquarium." 2004. Tropical Fish Center. 1 Jan. 2006 <<http://www.tropicalfishcentre.co.uk/Setting.htm>>.

### **Documenting a Book**

*Author(s). Title of Book. Place of Publication: Publisher, Year of Publication.*

Schliewen, Ulrich. Aquarium Fish. New York: Barrons, 2001.

#### *Sample Works Cited*

Kribensis 1

#### Works Cited

Cichlid Photos. Dec. 1999. Badman's Tropical Fish. 01 Jan. 2006 <<http://badmantropicalfish.com/gallery/gallery.html>>.

Denning, Richard. "Setting up a Tropical Aquarium." 2004. Tropical Fish Center. 1 Jan. 2006 <<http://www.tropicalfishcentre.co.uk/Setting.htm>>.

Evans, Sean. Aquarium Setup. 23 July 2000. Tropical Tank. 01 Jan. 2006 <<http://www.thetropicaltank.co.uk/tanks.htm>>.

Schliewen, Ulrich. Aquarium Fish. New York: Barrons, 2001.

"What about the different types of fish tanks." All About Tropical Fishtanks. Nov. 2005. Rate My Fishtank. 01 Jan. 2006 <[http://www.ratemyfishtank.com/tropical\\_fish\\_tanks.php](http://www.ratemyfishtank.com/tropical_fish_tanks.php)>.

### **ADDITIONAL INFORMATION**

For the MLA Handbook:

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New York: MLA, 2003.

For more detailed information regarding MLA rules:

[http://owl.english.purdue.edu/handouts/research/r\\_mla.html#General](http://owl.english.purdue.edu/handouts/research/r_mla.html#General)

<http://www.wisc.edu/writing/Handbook/DocMLA.html>

For a sample MLA Paper:

<http://www.dianahacker.com/resdoc/humanities/sample.html>

Free Works Cited Formatting:

<http://www.citationmachine.net>

### **THE COUNSELING CENTER**

The Counseling Center provides a variety of services including assistance in academic advising, college selection, college applications, personal issues, and the facilitation of "group". The counselors are available to all students for individual appointments before and after school, or during their study hall. If this time is not possible, students may arrange a time during their class time. Students should obtain a pass in advance from the Counseling Department administrative assistant, Deb Lisowski.

The Counseling Center houses a resource room for students to obtain information on careers, colleges/universities, financial aid, and scholarships. Also, the Counseling Website, which is linked to Cotter's homepage, has many helpful links for both parents and students to use in planning for post-secondary education.

Groups are formed each quarter for the purpose of addressing relevant issues at each level. Freshmen meet during the first quarter with a focus on developing new friendships, making good decisions, and balancing new high school activities; sophomores and juniors meet during the third and fourth quarters with a focus on exploring values, dealing with anger and stress, and making positive choices; seniors meet during the second quarter with a focus on life after high school, relationship issues, and new issues they will face on the college campus. Class periods are rotated so students will miss only one class period for each class. Students are expected to have their teachers sign their passes the day before and turn in their work before attending group. Special interest groups are formed if need arises.

Students are assigned alphabetically for academic advising and college planning. Parents are also welcome to visit, call, or email the Counseling Office for information or assistance. The Counseling Center is located on the second floor of St. Teresa Hall.

(A-J) Sue O'Brien – Director of Counseling Services, 453-500-, ext. 5028,

[sobrien@cotterschools.org](mailto:sobrien@cotterschools.org)

(K-O) Kerry Randall - 861 Counselor, 453-5000, ext.5023, [krandall@cotterschools.org](mailto:krandall@cotterschools.org)

PN-Z) Dave Forney – Counselor and Principal of Cotter Junior High School, 453-5000, ext 5011,

[dforney@cotterschools.org](mailto:dforney@cotterschools.org)

### **THE LEARNING CENTER**

The purpose of the Learning Center is to help support students with their academic studies. A teacher, parent, or student may make referrals to the Learning Center. Referral forms are available in the Learning Center. Tutors from SMU and WSU are available during the school year. Helping students find their strengths and helping them to succeed is the main goal of the Learning Center.

### **LIBRARY MEDIA CENTER**

The Media Center contains a collection of print and non-print materials including books, on-line informational databases, videos, general interest magazines and daily newspapers. Students are encouraged to visit the Media Center to study, access information, or read between the hours of 8:00 AM and 4:00 PM Monday through Friday.

During class time, students wishing to use the Media Center must present a pass from their classroom teacher to the media specialist. Passes may be granted only if there is not a class scheduled for the Media Center at the time desired. Students are expected to work individually or in small groups. Due to the varied needs of the many students and faculty who use the Media Center, everyone must converse and work quietly. Students are not allowed to play computer games or to enter Internet chat rooms while in the Media Center. Food and beverages are also not allowed.

Most books in the Media Center may be checked out for two weeks and may be renewed. Reference books, magazines, laptop computers, and videocassettes may be checked out over night and are due back at 8:45 AM the next day.

There are no fines for overdue materials, but students are reminded that these materials are shared by the entire Cotter community and should be promptly returned for others to use. Students are expected to pay the replacement cost of lost or damaged materials.

### **THE STUDENT LIFE CENTER**

At Cotter, teachers team effectiveness so that students can learn better and teachers can teach better. The Student Life Center is a place where supportive problem solving endeavors are implemented to address student's academic and behavioral concerns. Action planning and conflict resolution are part of the shared decision making process at Cotter and are stressed at the Student Life Center. The Principal, the Counselors, and/or the Activities Director will listen, encourage and support student success. Students who need to visit with the Principal, the Counselors, and/or the Activities Director are strongly encouraged to get prearranged passes from them. Parent appointments can be made through the Main Office secretary at 453-5001.

## **STUDY HALLS**

Whenever possible, study halls are scheduled to provide students with an opportunity to use their free time appropriately. Students enrolled in a study hall are responsible to the teacher assigned to the study hall.

Attendance and behavior policies for study halls are the same as for academic classes. Students may opt to use the Media Center, Computer Lab, and music areas or participate in student services (office help, etc.) during that time. Students not assigned to a student service should report to the study hall prior to going to any other area in the building.

The following guidelines are designed to assist students in developing proper study habits:

- A. Study halls are to be taken seriously. Attendance policies for study halls are the same as for classes.
- B. Study halls are a time for study either independently or with others.
- C. Students may sign out from the study hall. However, prearranged passes are required to go to other rooms, the Media Center, Computer Lab, music lessons or other student services.
- D. For the purpose of attendance, students are to return to their study hall at the end of 4th and 7th periods.
- E. Students are assigned to a study room before leaving for, and returning from shared time classes. Students may not sign out from that room.
- F. Students who return from shared time classes while Cotter classes are in session are asked to be respectful and mindful of classes that are in session.
- G. Card games for money or any type of gambling are not allowed in the school building or on the school grounds during or after the school day. Bridge or other educational card games are allowed only with permission from the study hall supervisor.

## **Discipline**

### **RESPECT FOR ALL TEACHERS AND STAFF**

The purpose of behavioral expectations or school discipline is to develop responsible school behavior and, ultimately, self discipline.

Students are expected at all times by their words, attitudes, actions, and behavior to show respect not only for Cotter High School teachers, students, and personnel but, also, any member of the Cotter community.

Students are expected to respect their teachers in all matters pertaining to classroom instruction and management. Students also have an obligation to interact with teachers and staff members in a respectful manner in any area inside or **outside** of the school buildings or campus.

When a student has been disrespectful toward a teacher or staff member, the following will serve as guidelines:

- The student and the teacher or staff member will meet with an administrator to discuss and resolve the issue. Failure to respond in a positive manner will cause the student to be referred to the Principal for further disciplinary action. A student may be subject to detention(s), in-school suspension or out-of-school suspension, upon consultation with the Principal and/or The Administrative Team. Suspensions are unexcused absences.
- For serious or repeated offenses, a student may be referred to the Principal. A written record of the referral will be made by the teacher or staff member and the Principal and placed in the student's file. A student may be subject to detention(s), in-school suspension or out-of-school suspension, upon consultation with the Principal and/or The Administrative Team. Suspensions are unexcused absences
- Students holding leadership positions (i.e. student council, captaincy of athletic teams, class officer, drum major, etc.) may be pulled from their leadership position for one calendar year.
- Any student who has repeated offenses regarding disrespect to school personnel may be dismissed from school upon consultation with the Administrative Team.
- A student who engages in physical, verbal or written abuse of a teacher or staff member is subject to immediate suspension or expulsion from school. Such behavior and conduct violates the Cotter High School philosophy.

**Parents will be notified when a student is suspended from school.**

## **RESPECT FOR ALL STUDENTS**

All students will respect each other's religion, culture, gender, race, and ethnicity. Racial and ethnic intolerance and sexual harassment are unacceptable behaviors for any student.

Respect for students will apply in all areas of school life, including classrooms, study hall, locker rooms, Media Center, Computer Labs, lunch room, student activities, etc.

All students must behave in a mature and respectful manner at any school function or activity. If students are not good sports (Be a Good Sport Program) as spectators during extracurricular activities, they may be suspended from representing the school as a spectator as well as on their current team or organization or a future team or organization.

**Students are expected to interact with each other in a respectful manner. Physical violence, bullying, sexual harassment, demeaning speech, behavior and actions or technological inappropriateness toward another student or his/her personal property violates that person's dignity. Such behavior will not be tolerated at Cotter High School.**

When a student has been disrespectful of another student, the following guidelines and discipline may be imposed:

- For serious or repeated offenses the student will be referred to the Principal. A written statement will be made by the Principal and placed in the student's file. A student may be subject to detention(s), in-school suspension, out-of-school suspension, or adhering to a behavior contract upon consultation with the Principal, the President, and/or the Administrative Team. Suspensions are unexcused absences. Parents will be notified when a student is suspended from school.
- Any student, who engages in any form of violence, whether physical, sexual, verbal or written, is subject to immediate suspension or expulsion from school.

## **DISCIPLINARY ACTION**

The following are possible disciplinary actions for violation of Cotter High School policies.

- a. Written warning to the student and parent
- b. Before school detention – 1<sup>st</sup> offense (7:45am-8:30am)
- c. Lunch detention – 2<sup>nd</sup> offense
- d. Saturday School Detention (7:00-9:00am) – for 3<sup>rd</sup> + offenses
- e. Removal from class (one to five days)
- f. Referral to a law enforcement agency if appropriate
- g. In-school suspension (one to ten days)
- h. Out-of-school suspension (one to ten days)
- i. Expulsion from class or school for the remainder of the school year

## **DETENTION**

A detention may be assigned for violations of behavioral expectations or school policies. A "Discipline Notice" regarding the incident of infraction will be mailed home. Detentions are assigned for offenses, which include but are not limited to tardiness, dress code violations, unexcused absences, lunchroom violations, technological inappropriateness, disrespect, etc.

A student may serve detention in one of two ways:

- Individual administrators or teachers may choose to have a student serve detention after school in their classroom, or
- A teacher may refer a student to the Principal who will assign a detention day and time

## **IN-SCHOOL SUSPENSION**

Flagrant or repeated violations of school policies or behavioral expectations warrant suspension. Parents will be notified that their child has been suspended. The suspended student should bring his or her lunch and books for all classes to the Main Office. He/she will remain there under supervision, each day of suspension (up to three (3) school days), and is accountable for completing all assignments. He/she will receive one-half (50%) credit for all class work.

## **OUT-OF-SCHOOL SUSPENSION**

The guidelines for out-of-school suspension are set by the State of MN, which include flagrant or dangerous violations of school guidelines. Parents will be notified and a plan for re-admittance will be set forth in writing and signed by the student, his/her parents and representative from the Administration. No credit is given for missed work.

## **PROBATION**

Cotter reserves the right to place students on academic or disciplinary probation. If academic or disciplinary probationary provisions are necessary, the conditions of probation will be set forth in writing and signed by the student, his/her parents and a representative from the Administration. Unsatisfactory compliance with the terms of probation results in dismissal.

## **DISMISSAL**

When disruptive behavior, attitudes or values contrary to the values and goals of Cotter continue and efforts at remediation fail, dismissal will be imposed.

## **ALCOHOL AND DRUGS**

**At no time may a Cotter High School student possess or use alcohol, tobacco, or illegal drugs. Any senior with a chemical violation (\*including guilt by attendance) during his/her senior year or the summer prior to the senior year will not be allowed to participate in the senior class trip. In addition, any student who is guilty of an alcohol or drug offense (\*including guilt by attendance) will not be eligible for any of the end-of-the-year awards or extra-curricular awards and they will be removed from any leadership position they may hold including student council, captaincies, etc.**

## **PENALTIES**

If a student is found at Cotter or at any Cotter activity in possession of or under the influence of alcohol or any illegal drugs or chemicals he/she will be suspended from school immediately by the Administration according to the following guidelines:

1. First Offense: Three (3) class days of in-school or out-of school suspension (to be determined by the administration).
2. Second Offense: Five (5) days of in-school or out-of-school suspension with a chemical assessment and satisfactory follow through within a reasonable time from date of infraction, not to exceed 30 calendar days. Failure to do so will result in dismissal from school (to be determined by the Administration).
3. Third Offense: Expulsion from school.
4. If a student is found at Cotter or at any Cotter activity selling illegal drugs or chemicals, he or she will be immediately dismissed from Cotter.

**See pages 26-28 for more information.**

**\*The Administration reserves the right to enact penalties not otherwise specified above.**

## **DEFINITION OF CHEMICAL DEPENDENCY**

The inability of an individual to control his/her use of alcohol or other chemicals thereby reducing physical, mental, emotional, or social awareness and impairing a student's scholastic achievement constitutes chemical dependency.

## **PHILOSOPHY**

Cotter High School recognizes that chemical dependency is an illness often preceded by misuse and abuse. Because Cotter wishes to intervene early in the process, the administration is committed to contacting parents/ guardians of any student manifesting signs of chemical misuse or abuse to both educate and aid the student should he/she need help. If a student accepts referral and/or treatment, that fact will be taken into account, as it would be for any illness. However, any student who consumes or sells drugs is jeopardizing his or her standing at Cotter.

The school works cooperatively with law enforcement officials and community agencies in handling students who consume or sell drugs.

The school will follow law enforcement guidelines/regulations regarding the reporting of chemical use.

## **POLICY ON SEXUAL HARASSMENT**

### **I. THE POLICY**

A. Cotter High School strives to maintain learning and working environment that is free of sexual harassment. No employee or student of the school shall be subjected to sexual harassment.

B. It shall be a violation of this policy for any member of the Cotter High School staff to sexually harass another faculty/staff member or student as defined in Section II. It shall also be a violation of this policy for students to sexually harass other students or faculty/staff as defined in Section II.

### **II. DEFINITION**

A. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1) submission to such conduct is made either explicitly or implicitly a term of condition of a person's employment or advancement or of a student's participation in school programs or activities;

2) submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or the student.

3) such conduct has the purpose or effect of unreasonably interfering with an employee or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

B. Sexual harassment, as set forth in Section II-A, may include, but is not limited to the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, suggesting or demanding sexual involvement, etc.

### **III. PROCEDURES**

A. Any student who alleges sexual harassment by a staff member or another student should complain directly to the Principal of Cotter High School or Cotter Junior High School. This will not affect the student's status in any way.

B. The right to confidentiality, both of the complainant and the accused, will be respected consistent with the school's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **IV. SANCTIONS**

A substantiated charge against a student in the school shall subject that student to disciplinary action, which may include suspension or expulsion.

**Attendance: Regular classroom attendance is essential for success in school.**

### **ABSENCE**

**Parents are expected to call the Main Office at 453-5001 before 9:00 a.m. the day that a student is absent. Cotter reserves the right to determine whether the absence is excused or unexcused.**

Students are accountable for attendance and compliance with class regulations at Winona Senior High School for shared time classes. Only explicit permission from the office exempts students from shared-time classes for Cotter activities.

### **RETURNING FROM AN ABSENCE**

Students are responsible for contacting their teacher(s) and seeing to it that work missed as a result of an excused or unexcused absence is completed. Term papers, projects, assignments, and tests announced to the student **before** the absence, are due the day that the student returns to school. Time lines for group or collaborative projects should be contracted with the assigning teacher.

Upon returning to school, the student must stop in the Main Office to pick up an "admit to class" slip. The student should present a dated, signed note from his/her parent or guardian stating the reason for the absence. No student will be permitted to reenter class after an absence without an "admit to class" slip. The "admit to class" slip must be turned into the Main Office at the end of the day.

**Students should check the school website for homework assignments.**

## **LONG-TERM ABSENCE: GRADING STUDENTS DEALING WITH LIFE CRISES**

*(i.e. major illness, hospitalization)*

If a student is expected to be absent for more than 10 days (two weeks), parents should contact the Principal and the Counseling Office for the procedure to obtain District 861 Homebound Instruction. For a student who does not fall into this category, Cotter High School will help coordinate a plan to make up academic semester course work for students who can attend 80% of the instructional time in a semester. When it becomes evident that it is no longer possible for a student to attend 80% of the instructional time, the student could be withdrawn from the class with no academic penalty. This will be done with the understanding that major physical or emotional illness takes precedence over academics affairs and that Cotter High School does not provide a homebound service.

The school maintains the right to require medical or other documentation from a qualified professional (medical physician) in that particular field with regard to long-time absence. This information should include the specific dates of the illness and the date doctor was seen as well as the doctor's belief that due to illness or injury (state injury or illness), the student is restricted from participating in or attending school. Restrictions need to be listed with a final date.

An academic semester crisis make-up plan will be constructed with the following stipulations:

- Student must attend 80% of the instructional time in a semester as determined by Cotter High School.
- If it is determined by the school that the student cannot meet the 80% minimum time requirement, he/she may be withdrawn from that course.
- Should a student's academic semester make-up plan extend into the subsequent semester (fall into spring), the student will have a maximum of ten school days in order to complete the make-up work. Should the student's illness continue thereby not allowing for make-up work to be completed within ten days, the student may be withdrawn from the course.
- Should a student's academic semester make-up plan extend into summer, the student will have a maximum of 10 business days after the date of graduation to complete the make-up work, should the student's illness continue thereby not allowing for the make-up work to be completed within the ten business days after the final test day, the student will be withdrawn from the course.

Upon completion of the academic semester make-up plan, consideration may be given to a "pass" grade if the student earns a grade of D- or better. It is up to the student to provide documentation why a "pass" grade should replace a letter grade. The academic semester make-up plan may also include the following accommodations in the curriculum:

- Participation in class; homework expectations.
- Exams may be untimed, take-home, open-book, or oral.
- Overall grade for a class can be derived mainly from demonstration of mastery of essential learner outcomes or a comprehensive content final exam.

## **PLEASE NOTE...**

### **EXCESSIVE ABSENCE FROM SCHOOL**

**Regular attendance is vital for the academic success of any student. Therefore, any student absent from a class four (4) or more nonconsecutive days during a quarter will be subject to review by the Principal. Seven or more non-consecutive absences per semester may result in a review by the Administrative Team to determine the student's continued enrollment at Cotter. There will be no more than twenty (20) excused absences (no more than ten (10) per semester) or the student will not receive course credit unless excused by the Administration.**

### **FORESEEN ABSENCE & VACATIONS**

If a student has a foreseen absence, he/she is asked to present a note to this effect, signed by his/her parents to the Principal. The student will be given a "Foreseen Absence Form" to be signed by his/her teachers and returned to the Main Office. It is requested that this be done two (2) days prior to the foreseen absence. The student must arrange to make up missed work. Teachers may ask students to turn in their work before leaving. **Absence from class affects grades for the courses. Students who do not follow this procedure**

**will not be allowed to make up missed work. Parents are strongly urged not to schedule family vacation days that conflict with the schedule of regular school days. If an extended family vacation does conflict with our school calendar, a staffing with parents, student(s), and teachers must be scheduled no later than two (2) weeks prior to the time away from school to discuss this academic situation since teachers are not required to accept missed work due to vacations.**

#### **PARENTS OUT OF TOWN**

When parents or guardians expect to be out of town, they should notify the school where they may be reached in case of emergency. It is also recommended that parents leave a name and phone number of a local party that the school might contact.

#### **COLLEGE VISITATION**

Seniors and juniors will be allowed **two (2)** days of time for college visitation per year. Permission slips are expected from parents and the counselor. These are foreseen absence days; therefore, the same procedure is to be followed. A student not following this procedure will receive an unexcused absence. Upon return from a college visit, the student needs to turn in a confirmation slip to the Student Life Center. Confirmation slips are available from the Main Office.

#### **TARDY**

A student who is not in the classroom when the bell rings for the start of class is late for class. A student late for homeroom and for class periods one (1) through seven (7) must get a "tardy" slip from the Main Office in order to get into class. An administrator will determine whether the tardy is "excused or unexcused."

**Three (3)** instances of "unexcused" tardiness to a given class or study hall **per semester** warrants the student being placed on detention, any subsequent tardy will result in detention being assigned and served at 8:00 AM in the Main Office. This will be enforced on a semester basis. Repeated tardies may result in a student, parent, teacher, and Principal conference.

#### **UNEXCUSED ABSENCE**

A "skipped" class will result in detention. No credit is given for assigned work missed due to unexcused or unapproved absences. **An unexcused absence will result in the final quarter grade being lowered by 1/12 for each infraction in the course in which the unexcused absence(s) occurred. A second unexcused absence from the same class will result in a student, parent, teacher and/or Principal conference.**

## **DRESS AND APPEARANCE**

#### **COTTER DRESS CODE**

**It is expected that students will be dressed appropriately, whatever the occasion.** A student will do his/her utmost to present an acceptable appearance by being neat and clean. Extremes in attire, body piercings, tattoos and attention-getters will not be tolerated. Since some students do not realize what is acceptable, anyone whose dress appearance is disruptive and not in good taste will be asked to make the necessary adjustments including being sent home to make a change of clothing. Interpretation will be the responsibility of the Principal and/or the Activities Director and his/her ruling will be final. This rule applies to all student activities under the direction of the school. Those students participating in extracurricular activities must abide by additional requirements as suggested by the sponsoring staff member and approved by the Principal and /or Activities Director.

All Clothing must be in good repair: clean, dignified, modest, and lacking of tears, rips and stains. Company logos and designs are allowed as long as they are appropriate and do not promote drugs, alcohol, or sexual activity.

Shirts: All shirts must be clean and free of holes, tears, rips and stains. The **outer most layer** of a shirt must be full-length sleeved and/or collared. **T-shirts are permitted underneath other clothing, not over other**

**tops.** All tops must be long enough to tuck in. Girls should wear a shirt or blouse that fits around the neck (no cleavage showing), and is long enough to tuck in (no midriff showing.) If skin shows when hands are raised above the head, the shirt is too short. Hooded sweatshirts are allowed, however hoods must remain down inside buildings.

Pants: All bottoms must not be low riding. If pants are too big, a belt must be worn to keep the pant waistline in the appropriate area.

Full-length pants can be of any type, though khaki is preferred. No pajama pants, windpants, sweatpants, or similar type of loungewear is permitted.

Capri's are permitted for girls as an appropriate form of attire, but "Manpri's" (3/4 shorts) are not permitted for boys except on days when shorts are permitted.

**Students may wear dress shorts with dress code tops the first two weeks of school in August. Shorts may be permitted during hot weather at the end of May at the discretion of the Administration. This will be done through announcements and on the school web site. Shorts are also permitted on dress down days or fundraising days as planned and announced in advance by the Administration. This will be done through announcements and on the school web site. Shorts must not be cutoffs or aforementioned loungewear. The short length must be mid-thigh or longer in length.**

**Skirts for girls must be mid-thigh or longer in length.**

Shoes: **Any style except flip-flops (this is a safety issue)** as long as they have a back. Dress sandals/shoes without a back (**other than flip-flops**) may be worn on dress up days for girls.

Hats, caps, and hoods are prohibited inside Cotter buildings. Coats and jackets may not be worn in classrooms.

Hair and makeup should be appropriate and within the bounds of good taste. Spiked hair and inappropriate coloring of hair is not acceptable. **Boys are to be clean-shaven at all times.**

**FRIDAYS ARE COTTER SPIRIT DAYS: Cotter T-Shirts (bands, CCMP, musicals, teams, clubs, etc. related to Cotter activities are fine) or PLAIN royal blue, gray, and white t-shirts without designs or drawings can be worn on these days. All other dress code rules apply.**

#### **TEAM DRESS**

Team members must attempt to all dress alike. Team uniform tops can be worn, as well as team t-shirts. Boys wearing ties must have their shirts tucked in. The Activities Director must approve any deviation from the dress code. Sweatpants, shorts, or wind pants would have to be approved for team dress. Teams are also encouraged to dress up in nice clothes on these days.

#### **SPECIAL OCCASIONS**

1. Students may be asked to dress up on days when there is an all-school Mass or for special occasions.
2. Team members will dress up on days when they participate in extracurricular activities. No blue jeans are permitted on dress up days.
3. Dress down days will be announced by the administration for special occasions. On these days dress is still expected to be acceptable in nature. Including, but not limited to, length of shorts, skirts and dresses and graphics on non-Cotter t-shirts.

#### **PENALTIES**

**Any student who violates the dress code or who dresses in a manner deemed inappropriate by the administration will be sent home to change or given appropriate clothing to wear. Class time missed will be unexcused. Teachers will refer any student who is not abiding by the dress/appearance code to the Principal or to the Main Office. Violation will result in a detention. Continued violations will result in a student, parent and Principal conference.**

## **OTHER IMPORTANT CONSIDERATIONS**

Wallet chains, pagers, laser pointers, etc. are not permitted. **Cell phones are not permitted in classrooms and must be kept in lockers from the time a student enters the building until the end of the school day. Cell phones are NOT to be turned on during the day at lockers, in restrooms, at lunch or on the way to or from, in the hallways, etc.** No picture phones, palm pilots with camera functions, or miniature cameras are allowed on the school grounds at any time. Please see Cotter Schools Cell Phone Policy on p. 30. Headphones are not to be used in the buildings at any time or to and from lunch. If they are worn to school, they should be stored in lockers.

## **USE OF FACILITIES**

We are proud of the beautiful facilities at Cotter High School and its campus. You are responsible for keeping Cotter and the entire campus clean and litter free.

## **OFFICE AND PHONES**

Students are permitted in the Main Office only for specific business. The office phones are for school business but with permission students may use them to call parents.

## **FACULTY LOUNGE**

The Faculty Lounge is reserved for the faculty and staff. Out of courtesy, students are asked to knock at the door and wait for a faculty member to answer. Students are never permitted to enter the Faculty Lounge.

## **ELEVATORS**

Students are not permitted to use the elevators. Students who need to use the elevator for medical reasons can obtain a pass from the nurse or Main Office. A student's use of the telephone in any elevator is a serious violation and unacceptable behavior.

## **LAVATORIES**

Anyone misusing the lavatories is subject to disciplinary action.

## **POSTINGS/HALL SIGNS**

The Activities Director or the Principal must approve any signs or postings in the school building.

## **CORRIDORS**

Students may not be in the halls when classes are in session unless they have a pass. Students in the halls without a pass will meet with the Principal or the Dean of Students.

## **LOCKERS**

Each student is assigned a locker, which is the property of Cotter High School. Although the student has responsibility for locker contents, the school has right of assignment and has the right to inspect lockers at any time. Lockers are also provided for students enrolled in physical education class. The Activities Director or the Principal must approve any signs/postings on the outside of locker doors. Allowable signs/postings on the outside of lockers will include only postings in support of school sponsored competitions or events. Cotter is not responsible for lost and stolen articles.

## **FOOD AND DRINK**

**Beverages and food items are only permitted in the Target Center (senior privilege) and Cafeteria. Eating and drinking is not permitted in any other areas of the school buildings.**

## **DESTRUCTION OF PROPERTY, THEFT**

If a student is found destroying or stealing any school or personal property at Cotter, that person must make financial remuneration and work restitution. The administration will determine if that student should be dismissed from Cotter. Students will be held financially responsible for lost/damaged books and equipment.

## **BUS BEHAVIOR RESPONSIBILITIES**

A. Bus owners and bus drivers have the responsibility to transport students to and from school in a safe and courteous manner. Students are expected to cooperate with the drivers to ensure the safety of all riders. Students who violate standards for safe riding shall lose their privilege to ride the bus.

B. School Bus Drivers have the responsibility to:

1. Treat students with dignity
2. Maintain discipline in accordance with the rules established by the bus owners and the Board of Education.
3. Assign seats for reasonable lengths of time if necessary.
4. Report all violations of bus rules to the administration for disciplinary action.

C. Students riding school buses have the responsibility to:

1. Ride only on assigned buses.
2. Report to their assigned buses on time.
3. Take seats promptly and remain seated. Standing on a moving bus is not allowed.
4. Keep heads, arms, and hands inside the bus.
5. Practice courtesy and refrain from shouting, fighting, spitting, teasing, shoving, pushing, throwing objects, lighting firecrackers, using tobacco and chemicals, and behaving in a disruptive manner.
6. Refrain from eating or drinking on the bus and from selling any products.
7. Refrain from carrying animals, hazardous objects, or firearms on the bus as this violates state law.
8. Stay back from the curb before boarding and after leaving the bus so that they will not accidentally slip and fall in the path of the bus.
9. Walk at least ten feet in front of the bus when they must cross the road.
10. Wait at the corner until the bus passes before crossing streets in town after leaving the bus.
11. Refrain from walking or running alongside of a moving bus.
12. Refrain from hanging onto any part of a moving bus, or skitching."

D. Parents and guardians of students who ride buses have the responsibility to:

1. Encourage appropriate bus behavior.
2. Accept liability for damage done to buses by their children or wards.
3. Provide alternative transportation to and from school for students who have lost riding privileges.

E. Referrals: When a student is referred to the Administration because of misbehavior on the bus, a consistent procedure will be followed:

1st referral:

- Conference with student
- Optional call to parents
- Notify parents with letter & a referral slip
- Include a list of bus rules conduct

2nd referral:

- Conference with student
- Telephone call to parents
- Notify parents with a referral slip
- Suspension of riding privilege for 3 days
- Conference, if requested, with parents

3rd referral:

- Conference with student
- Telephone call to parents
- Notify parents with referral slip
- Suspension of riding privilege for 5 days
- Conference, if requested, with parents

4th referral:

- Conference with student
- Telephone call to parents
- Notify parents with referral slip
- Suspension of riding privilege for 5 days

- Conference, if requested, with parents
- F. Considerations to be taken in the referral procedure are:
1. A conference with the administration, bus operator, or the bus owner may be requested by the parent.
  2. Judgment may be exercised by the principal in handling referrals from the bus operators-the above procedures should generally be followed, but not necessarily be automatic, the decision being based on the circumstances of the rule violation.
  3. The procedures for succeeding referrals beyond #4 are the same as #4.
  4. The practice of "skitching" or hanging on to a moving vehicle results in an automatic loss of riding privileges.
- G. BUS COMPANY:  
Minnesota City Bus Service  
Tel. 507-454-5871

**All violations will be reported to the Principal for disciplinary action.**

#### **CLOSED CAMPUS POLICY: LUNCH**

Leaving the campus without permission during the school day will result in detention. Students living within walking distance of school may eat lunch at home if they bring a note to the Main Office from their parent or guardian requesting such permission. Students may bring their own lunch. A hot meal will be sold for those who wish to buy one. **Students who leave campus by car during lunch will receive detention for the first offense. Additional offenses will result in suspension from school. There is no open campus during lunch for anyone.** The administration reserves the right to enact penalties on a case-by-case basis depending on the circumstances of the event.

#### **SKATEBOARDS/ROLLER BLADES/SCOOTERS**

Skateboards, roller blades, and "scooters" are not allowed in the building or on school grounds. Special permission must be obtained by Principal or Designee.

#### **CARS**

Since Cotter has no parking lot, students are asked to ride the bus, walk, or carpool. If a student must drive, he/she must be aware of their own safety as well as that of others.

At times, it may be necessary for a student to drive to an appointment during school hours. If so, the student must notify the Main Office by means of a signed parental note before school begins.

Students may drive to and from Winona Senior High School for shared-time classes. They may also drive to SMU, WSU, and MSSETC for PSEO classes.

**Students are not allowed to park in the small St. T's lot since this area is reserved for staff parking.**

Students are expected to practice safe driving skills at all times. Inappropriate parking, excessive speed, or careless or reckless driving will not be tolerated. This policy includes all areas around campus including Cotter Field and St. Mary's Church.

### **STUDENT ACTIVITIES**

#### **ASSEMBLIES AND SCHOOL FUNCTIONS**

**All assemblies are considered part of the total education program.**

Attendance at Mass, prayer services, assemblies, homerooms, and Pepfests is considered the same as attendance at any class. If a student is absent from such an event, the result will extend from detention to out of school suspension - depending on the circumstances. More than once absent of one of the above events could jeopardize the student's standing as a Cotter student.

#### **VISITORS**

Visitors are welcome, but they must follow certain procedures.

1. Prior to the visit a note from a parent/guardian giving permission to be at Cotter must be received by the Administration.
2. Permission to be a school visitor will be at the Principal or Dean of Student's discretion.
3. A Cotter student must stay with and be responsible for the visitor.
4. Visitors must check in with the Main Office. That office will issue a visitor's pass.

### **ANNOUNCEMENTS**

All items for the daily announcements should be placed in the announcement tray in the Main Office by **3:30PM** the day before they are to be announced. Announcements must be signed and dated by the faculty advisor or coach.

### **STUDENT HEALTH**

The Winona County Health Department and Public School District 861 provide health services. Students who are ill or need to see the school nurse should report to the Main Office. Throat cultures will be given with parental permission. The cost is \$15.00 for throat cultures. The district nurse will keep health records including immunizations up-to-date, arrange for vision and hearing screenings, check any concerns with parents, and screen for scoliosis (curvature of the spine).

If a student's health requires medication to be given during school hours, the school will need to have the following:

1. An adult must bring the student's medication to school. All students who must take prescription and/or any other medication while at school must have a "School Medication/Procedure Form" on file in the Main Office. High School personnel must administer all medication.
2. A written authorization from the doctor stating the name of the medication, the dosage, the time(s) it is to be given, the reason your child needs the medication, any special directions for administering the medication, the date the medication is to be stopped, and parent permission for your child to receive the medication in school.
3. The medication supplied in a prescription bottle or container properly labeled by a pharmacy or physician. Parents should request that the pharmacy provide two prescription bottles or containers at the time you obtain the medication. This will allow for a prescription container at home and school. If medication is a non-prescription drug, it must also be accompanied by a physician's written order.
4. Physical examinations are required for all incoming freshmen and all juniors and all new students entering grade 9-12.

### **LIVING OUT OF THE HOME**

Because the school is the extension of the family, written permission is required from the President if a student does not live with parents or guardians. Cotter seeks to work with parents and families in school matters.

### **SCHOOL CLOSINGS**

School closings, because of inclement weather, will be announced over the radio stations KAGE, KHME, and KWNO as well as on our website. Any extraordinary closing will be announced in a newsletter, in the Sunday parish bulletin, and on the school website.

### **SEVERE WEATHER DURING SCHOOL DAY**

Severe weather conditions and tornado warnings will be provided to the school over the P.A. system. Staff and students will be alerted. Students may not leave the building, but should go to the designated areas in the building.

### **FIRE DRILLS**

Fire drills at regular intervals are required by law and are an important safety precaution. Please use prescribed routes, moving as quickly as possible. Silence must be maintained in a fire drill so that verbal directions can be heard. Walk away from the building to a safe distance.

## **INSURANCE**

The Minnesota Catholic Education Association offers an insurance program to the students at minimal fee. The form is available in the Main Office. There is also a dental insurance form for those who wish it.

## **Student Activities**

The best school program for high school students is a balanced one with time for studies and activities. Almost every kind of student activity is available at Cotter to meet individual interests and abilities. The student who joins an activity can learn the important lessons of how to get along and work with others, to share, to sacrifice, and to grow into a well-rounded person. Cotter encourages its students to participate in student activities.

## **NATIONAL HONOR SOCIETY**

Students are eligible for the Cotter Marian Chapter of the National Honor Society if they have a cumulative GPA of **3.5** and are either a sophomore, junior or senior. They must also have strong qualities of leadership, service, and character. Students, in the above grades, who meet the required GPA, shall receive a letter inviting them to fill out an activities involvement sheet and write an essay if they wish to be considered for membership. A faculty committee then screens those completing the form. Further faculty input is invited. Inductees and their parents are notified by letter. Cotter holds one induction annually in March or April.

## **ATHLETICS AND ACTIVITIES OFFERED**

### **GIRLS INTERSCHOLASTIC COMPETITION**

#### **Category I**

Basketball  
Cross Country  
Nordic Skiing (Co-op with WSHS)  
Golf  
Gymnastics (Co-op with WSHS)  
Hockey (Co-op with WSHS)  
Soccer  
Softball  
Swimming/Diving (Co-op with WSHS)  
Tennis  
Track  
Volleyball

### **BOYS INTERSCHOLASTIC COMPETITION**

#### **Category I**

Baseball  
Basketball  
Cross Country  
Nordic Skiing (Co-op with WSHS)  
Football  
Golf  
Hockey (Co-op with WSHS)  
Soccer  
Swimming /Diving(Co-op with WSHS)  
Tennis  
Track  
Wrestling (Co-op with WSHS)

## **ORGANIZATIONS AND ACTIVITIES**

\* denotes category II activities

Canoe & Kayak Club	Pep Band*
CCMP	Show Choir*
Chess Club	Ski/Snowboarding Club
Concert Band *	Speech Team*
Concert Choir*	Strength Team*
Drama/Musical*	Student Council*
German Club	Summer Marching Band*
High School Challenge*	Symphonic Band*
Jazz Band*	Target Club
Literary Magazine	Yearbook
Math Team*	Youth in Government
Music Listening	Parmies
National Honor Society	Students Promoting Awareness (SPA)
Newspaper	

## **SPORTSMANSHIP**

Students are expected to demonstrate good sportsmanship as spectators during extracurricular activities. Failure to do so may result in suspension from participating on a current team or organization or a future team or organization. No artificial noisemakers are allowed. Signs may be used with approval by the administration.

## **ELIGIBILITY FOR ACTIVITIES**

Participating in Cotter activities and athletics gives students an opportunity to represent the entire Cotter community. Whether it is a student's intention or not, his/her actions at all times reflect upon Cotter. Therefore, students are to conduct themselves in a manner that will leave a positive impression on themselves, the school and the Cotter community whenever they participate in activities or athletics. Student eligibility guidelines are set forth in the bylaws of the Official Handbook of the Minnesota State High School League.

The following Cotter High School guidelines apply as well:

### **ACADEMICS:**

Students will be ineligible to play or participate in all extra-curricular activities for a period of two (2) weeks for the following reason:

- A student receives one or more failing grades at the end of each QUARTER or SEMESTER.

Students will be ineligible to play or participate in all extra-curricular activities until all grades are passing for the following reason:

- A student receives one or more failing progress reports at MID-TERM progress report times.

Students will be allowed to practice during the time they have a failing grade. However, it is also reasonable to believe that a student may need to miss practice or attending games in order to work on academics.

After mid-term grades are posted, a student may resume participation in the activity by obtaining a written statement from all of his/her teachers indicating passing work is being attained. At the end of the two-week period after the quarter or semester, a student may resume participation in the activity by obtaining a written statement from all of his/her teachers indicating passing work is being attained.

All students who fall into one of the above categories may have their situation reviewed by the administration. The administration reserves the right to investigate any extenuating circumstances and to restrict/restore eligibility as appropriate. Enforcement of the eligibility policy will be put into effect within a reasonable amount of time from when the Activities Director receives the official ineligibility list from the Counseling Office — typically a 2-day period — to allow for proper communication with students and/or families.

## **BEHAVIOR:**

The behavior listed below is unacceptable for a Cotter participant:

1. Consumption or possession of alcohol, tobacco, or illegal chemicals, even with parental approval.
2. Any offense such as "open bottle", DWI, or related offenses whether driving or in the company of the same.
3. The behavior or smell that is related to the use of alcohol or illegal chemicals as witnessed by a responsible adult.
4. Harassment of teacher, coach, other adult or student in the community.
5. **Attendance at an event where mood-altering drugs are being consumed.**

Enforcement of these rules requires a respect for the rights and integrity of the student. It is not the responsibility of the school authorities to prove beyond a reasonable doubt that an infraction has occurred and to then impose the penalty. Rather, it is the responsibility of school authority to confront the student with the charge and the corresponding responsibility of the student to acknowledge the action, if it has occurred.

## **PENALTIES**

**Students dismissed from Category I or II activities will also be ineligible for any of the following: end of the season/activity awards, end of the year school sponsored awards, Homecoming Court, Winterfest Court, Student Council, Class Office, Target membership, and National Honor Society Office for one calendar year.**

## **ATHLETIC ACTIVITIES**

1. The penalty for a first violation of the Minnesota State High School League's rules concerning the use of mood-altering chemicals, after confirmation of the first violation, would be loss of eligibility for the next four (4) weeks of a season in which the student is a participant or the next four (4) contests, whichever is greater. Before a student regains eligibility, he or she must meet with a Cotter counselor to discuss the infraction. The counselor must provide written confirmation to the Dean of Students/Activities Director before eligibility is regained. If the counselor recommends an outside chemical assessment, the student will be required to schedule the appointment before being eligible.

2. If a student comes forth and contacts the Activities Director, Principal, or President within 48 hours of the time of the drug and/or alcohol infraction of the first violation, the penalty MAY be reduced upon review by administration. **School Administrators can be contacted at home.**

3. The penalty for a second violation of the Minnesota State High School League's rules concerning the use of mood-altering chemicals, after confirmation of the second violation, would be loss of eligibility for the next six (6) weeks of a season in which the student is a participant or the next six (6) contests, whichever is greater. After the second violation the student must undergo a drug and alcohol assessment within two weeks of meeting with the administration.

Failure to participate in the evaluation will likely result in dismissal from the school.

4. The penalty for a third violation of the Minnesota State High School League's rules concerning the use of mood-altering chemicals, after confirmation of the third violation, would result in the exclusion from the entire extracurricular program for the remainder of the student's high school career. In this scenario, the student's standing as a Cotter student may also be jeopardized. The administration will review the student's record.

5. Cotter students who participate in a cooperative activity with WSHS will be subject to the WSHS policies and penalties.

## **CATEGORY II ACTIVITIES**

Cotter High School recognizes those activities started on page 28 as Category II Activities.

The following Cotter High School rules apply to Category II activities:

During the season of practice or participation in Music, Speech, One- Act Play or school productions, a student shall not use mood-altering chemicals (including tobacco, alcohol, and illegal drugs, etc.). It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

A. First Violation:

1. Penalty:

After the confirmation of the first violation, the student shall lose eligibility for the next three weeks or the next two public appearances in which the student is a participant, whichever is greater. Before a student regains eligibility, he or she must meet with a Cotter counselor to discuss the infraction. The counselor must provide written confirmation to the Activities Director before eligibility is regained. If the counselor recommends an outside chemical assessment, the student will be required to schedule the appointment before being eligible.

2. Miscellaneous: If a student comes forth and contacts the Activities Director, Principal, or President within 48 hours of the time of the drug and/or alcohol infraction of the first violation, the penalty MAY be reduced upon review by administration.

**B. Second Violation:**

**1. Penalty:**

After the confirmation of the second violation, the student shall lose eligibility for the next six weeks or three public appearances in which the student is a participant, whichever is greater.

**2. Miscellaneous:**

a. Before being readmitted to activities following suspension for the second violation, the student shall show evidence in writing that he/she has received a chemical assessment from an outside chemical dependency professional unless the administration waives this requirement. After the second violation the student must undergo a drug and alcohol assessment within two weeks of meeting with the administration. Failure to participate in the evaluation will likely result in dismissal from the school.

**C. Third Violation:**

**1. Penalty:**

The penalty for a third violation will result in the exclusion from the entire extracurricular program for the remainder of the student's high school career. In this scenario, the student's standing as a Cotter student may also be jeopardized. The administration will review the student's record.

**BEHAVIOR CONTRACT  
FOR STUDENTS INVOLVED IN EXTRACURRICULARS**

Cotter High School believes in the philosophy that participation in our extracurricular program is a privilege, not a right. This privilege is granted to students who uphold the ideals of Christian leadership, display good citizenship, abide by the law, rules and regulations of the school community and the Minnesota State High School League where applicable, and commit themselves to academic success. Participants in extracurricular activities represent more than themselves when they compete or perform. People often judge our community by the conduct and attitude displayed by athletes or performers, whether the students are in or out of school. Therefore, students involved in extracurriculars are expected to maintain a high standard of conduct. Cotter High School along with the Minnesota State High School League recognizes that the use of mood-altering chemicals by high school students is **illegal**. As such, this contract is part of a continuing effort to encourage our students to refrain from using mood-altering chemicals or attending events involving mood-altering chemicals.

**All Cotter Students who participate in the extracurricular program must commit to the following standards of behavior:**

- 1. Stay chemically free (including alcohol and tobacco) through the entire calendar year.\***
- 2. Exhibit conduct that is consistent with good sportsmanship.**
- 3. Treat self and all others (including students, coaches, officials, fans and teachers) with respect.**

**\*The use, possession or sale of mood-altering chemicals, or your attendance at an unlawful event that involves the use of mood-altering chemicals is considered a violation of this contract. (Attendance at an unlawful event includes being at a party where under-aged mood-altering chemicals are being consumed illegally.)**

**\*If a student is in attendance, but not consuming, the loss of eligibility will be for the next two (2) weeks of a season in which the student is a participant or the next two (2) contests, whichever is greater. All subsequent violations regarding attendance will follow the established guidelines.**

### **ATTENDANCE FOR ACTIVITIES**

Participation in a school activity requires a half-day attendance at school the day of the activity. Participation in a school activity does not excuse a student from school the next day, or even allow for tardiness. A half-day is interpreted to mean that the student needs to be in attendance at school by noon. Any student who leaves school to go home because of illness is ineligible to participate in any extracurricular activity or performance for that day unless they return to school before 3:30pm. Skipping one or more classes makes a student ineligible for the next contest or performance. Any unexcused absence makes a student ineligible for the next contest or performance. Excessive non-consecutive absences or tardies may result in the student being ineligible for the next contest or performance.

**COTTER HIGH SCHOOL DANCE POLICIES:** All dances should be coordinated through the Student Council advisor and the Director of Activities. (These policies were arrived at through a student council and a faculty committee.)

The Homecoming and Winterfest Dances will run from 8:00pm to 11:00pm. Attendees need to be at the dance no later than 8:30 P.M. Attendees may leave the dance anytime after 10:00pm. There will be NO re-admittance to the dance once a student leaves.

**\*\*PARENTS:** If parents want to be informed if their children leave before the end of the dance, they can leave a message at the school prior to the dance and this can be passed on to the chaperons.

**\*\*If anyone is asked to leave the dance by the chaperons, parents will be notified at that time. Anyone under the influence of alcohol or drugs will be held at the dance by the chaperones. The parents or dorm staff will be called and asked to come to the dance to pick the student up.**

**\*\*Faculty chaperon shifts will overlap between 9:00pm and 10:00pm to ensure the best coverage during the most crowded time of the dance.**

### **Music**

- Students will have an opportunity to suggest songs in the week leading up to the dance. A committee of students and faculty will review songs for inappropriate lyrics or rhythms that contribute to inappropriate dancing.
- Particular songs students do not want played can be suggested.
- When possible we will try to secure student DJ 's.

### **Dancing style**

Our culture in some areas may be changing, but hopefully our value systems are not.

- Attendees when dancing should not pack into a group where people are not able to exit or enter. People will be reminded of this if this is happening.
- Dancing of a suggestive nature which includes what is referred to as grinding or dancing where the one partner is facing the back of the other partner will not be acceptable. People dancing in this style will receive a warning. If a couple persists in this style they will be asked to leave the dance.

### **TOURNAMENT ATTENDANCE POLICY**

**Non-participating student attendance at MSHSL tournaments to which Cotter does not provide bus transportation will be governed by the following policy:**

Students planning to attend need to have written permission from a parent/guardian. This needs to be handed into the Main Office no later than one (1) day prior to the date of the absence. **Student attendance at a tournament will be limited to one (1) day per event. There will be no exceptions to this.** Students will not be allowed to attend for any of the following reasons:

1. A failing grade at the quarter or semester.
2. A failure or borderline failure at progress report time.
3. Any chemical or alcohol violation during the present or previous school year.
4. 3 or more non-consecutive absences already incurred during the quarter.
5. The Principal has the right to determine whether it is in the best interest of the student to be absent from school that day.

The student must see each teacher prior to this absence - all teachers must sign the foreseen absence form. This indicates that arrangements have been made for missed tests and homework, etc. Failure to do so may result in the student receiving a zero grade for missed work or tests.

## **Important School Policies**

### **CRIMINAL BACKGROUND CHECK POLICY**

A part of our safe environment requirement for the Diocese of Winona includes the completion of a criminal background check. In 2008, the Minnesota legislature made changes to the laws relating to the use of criminal background checks used in schools. Among the changes made is a requirement that all Minnesota schools (public and non-public) **notify parents and guardians each year about the school's criminal background check policy.** Minnesota Laws, ch.275, sec.1 § 123B.03, Subd. 1(e). The new disclosure law provides,

*At the beginning of each school year or when a student enrolls, a school hiring authority must notify parents and guardians about the school hiring authority's policy requiring criminal history background check on employees and other individuals who provide services to the school, and identify the positions subject to a background check and the extent of the hiring authority's discretion in requiring a background check. The school hiring authority may include the notice in the student handbook, a school policy guide, or other similar communication.*

#### **What this means for schools:**

Beginning in the fall of 2008 schools must inform parents and guardians of the school's background check policy. Currently, it is policy that all schools in the diocese must perform criminal background checks on all employees as well a volunteers who have regular or unsupervised contact with minors. Schools must now inform parents and guardians, in writing, of their background check policy.

#### **What this means for Cotter High School and Junior High School:**

All Cotter volunteers that have regular contact with students, whether supervised or unsupervised, need to pass a criminal background check before any contact with students may take place. This means a criminal background check is needed for all persons acting as chaperones for band, Cross Cultural Ministry Project, athletic, and school related trips/events (including Eagle Bluff Environmental Learning Center, class trips, retreats, etc.).

### **INTERNET POSTING POLICY**

The Cotter Schools supports the use of video and still photography by families to record their children's experiences in school events. However, in order to protect the privacy of their children and the children of other families that may be in the pictures, videos and photos should not be placed on Internet sites in an unrestricted manner. For example, videos posted on YouTube should be flagged as "private" instead of "public". "Private" videos can be shared with specific family members and friends and will not be available to all YouTube users. Other photo and video sharing sites have similar privacy settings.

Our school website will not contain recognizable pictures of any children without the written consent of their parents or guardians.

### **COTTER SCHOOLS CELL PHONE POLICY**

Cotter prohibits the use of cell phones on campus from 7:45 AM until 3:30 PM. Cell phones may be only used before or after these times. Cotter realizes that students may need to contact a parent or guardians at

times. In such cases, arrangements should be made with the main office. The main office strives to be helpful in providing information between students and parents/guardians. In addition:

- **Cell phones must be stored in students' personal locker during the instructional day. Students must turn off cell phones upon entering the buildings and not turn them on again until leaving the building after 3:30 PM. This includes lunch time.**
- Cell phones with camera capabilities are not permitted in classrooms or locker room areas at any time. It may be considered a violation of Cotter's Quality of Life policy for pictures to be taken of anyone without his or her knowledge or without permission. If a student has a cell phone in the classroom or locker room, teachers and/or coaches will ask for the device and turn it in to Cotter's Main Office or the Principal's Office ASAP. Failure to comply will result in a discipline referral for non-compliance.
- **The first time a cell phone is confiscated, the student will need to make an appointment with the Principal to have the cell phone returned. Parents will be notified and informed of the student's actions. The second time a cell phone is confiscated; the student will be penalized with a detention, a \$5 fine, and a parent will need to collect the phone from the Main Office. A third violation will include two detentions, a \$10 fine, and a parent will need to collect the phone from the Main Office. A fourth violation will result in a parent meeting and a possible one-day suspension from school**
- Any student in possession of a cell phone during a test may be seen as cheating, which may result in a violation of academic integrity and/or suspension.

## **WEAPONS POLICY**

### **I. SCHOOL WEAPON POLICY**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

### **II. GENERAL STATEMENT OF POLICY**

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### **III. DEFINITION of Weapon**

- A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
- No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. Making a "bomb threat" or setting off an explosive device will result in immediate police referral and severe school consequences.
- According to state law, any person who knowingly possesses or goes armed with a weapon or "look-alike" on school premises is guilty of a misdemeanor, or a felony, depending on the seriousness of the offense.

All persons violating the policy shall be subject to penalties outlined in state law and suspended and /or expelled from school.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

### **COMPUTER ACCEPTABLE USE POLICY (AUP)**

#### Using Online Resources

1. It is expected that the user will show respect for other people. This means that he or she will not pursue or pass on materials on the Internet, which are demeaning to others and inherently inappropriate for student possession in an educational setting. Examples include, but are not limited to:

- Material that is sexually explicit, pornographic, or obscene
- Material that advocates violence or discrimination against women, minorities, ethnic groups, religions, etc.
- Humor of an offensive or sexually explicit nature

2. Respect for the ideas or work of others is the responsibility of each user. Students are obliged to give credit appropriately when using another's words or ideas in a research project or any other assignment. Plagiarism (the copying of someone else's work without giving credit) will not be tolerated. Students must also respect all copyright laws.

3. Use of "chat rooms" while on school premises is not allowed unless use is part of a teacher-assigned, classroom activity.

4. Disrespectful, demeaning, and dehumanizing content posted on the Internet (i.e., My Space.com, RateYourTeacher.com, blogs, etc.) regarding community members will not be tolerated. Consequences, including dismissal, may be handed down.

5. The following E-mail activities are not permitted:

- Sending chain letters or annoying, unnecessary messages to large numbers of people.
- Sending harassing, obscene, or threatening messages or pictures.
- Forging messages to make them appear to originate elsewhere.
- Using someone else's user name and/or password.

#### **Acceptable Use**

Acceptable uses of the Internet are activities which support learning, collaborative work, and teaching. Acceptable uses include, but are not limited to, the following:

- Using the Internet to research assigned classroom projects.
- Respecting and upholding copyright laws and all other applicable laws and regulations.
- Respecting the rights and privacy of others by not accessing private files.
- Following all regulations posted in the computer lab or other room where computers are in use.
- Following the directions of the adult in charge of the computer lab or other room where computers are in use.

#### **Unacceptable Use**

Unacceptable uses include, but are not limited to, the following:

- Accessing inappropriate material using the Internet.
- Swearing, using vulgarities or any other inappropriate language, pictures or gestures on the Internet in any form.
- Changing any computer configuration, password or file that does not belong to the user.
- Using the network for commercial use, financial gain or illegal activity.
- Using an account other than your own or misrepresenting your identity.
- Attempting to "hack" into any computer.
- Creating and/or distributing a computer virus.
- Using the network to illegally transfer software (i.e. pirating) in violation of copyright law
- Downloading unacceptable materials
- Revealing personal addresses or telephone numbers of students or staff
- Causing damage to computer equipment or assisting others to cause damage
- Accessing materials that are inconsistent with the school's quality of life statement.

- Installing or storing any software on any Cotter High School computer without permission from the Cotter Tech Department
- Using any computer without permission of the teacher or staff member responsible for that computer
- Using a personal laptop to connect to Cotter's network is prohibited unless authorized by the Cotter Tech Department.

### **Personal Safety**

1. Personal contact information concerning students may jeopardize personal safety. Students should not reveal personal information such as addresses or telephone numbers online. They should not agree to meet someone they have met on-line.
2. Under no circumstances should a student reveal his or her password to another student.

### **Respecting Technology Resources**

1. Student folders and E-mail should be checked frequently and unwanted messages and files deleted.
2. Students should conserve technology resources (paper, toner, file storage space, etc.)
3. Any attempt to damage school equipment, including but not limited to: hardware and software, the files of another user, creation and/or spreading of computer viruses, tampering with security or unauthorized files, and removing or exchanging any hardware or software component violates acceptable use of technology policy.

### **Penalties**

Failure to abide by these guidelines will result in consequences that may include paying for damages, restitution, withdrawal of computer privileges, loss of E-mail and file server privileges, detention, suspension, or expulsion. When applicable, law enforcement may be involved.

### **Privacy Expectations**

Users should expect only limited privacy in the contents of personal files in the school network. Files and E-mail are subject to routine maintenance and monitoring by designated staff. Cotter Schools reserves the right to delete any files that are inappropriate or may contain a virus.

### **Off Campus Infractions**

Cotter reserves the right to discipline a student for actions taken off campus if the actions are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school.

### **Limitation of School Liability**

Use of Cotter's network is at the user's own risk. The network is provided on an "as is, as available" basis. The school will not be responsible for any damage users may suffer, including, but not limited to:

- Loss, damage or unavailability of data
- Delays or changes in or interruptions of service
- Misdeliveries or nondeliveries of information or materials, regardless of the cause

The school is not responsible for the accuracy or quality of any advice or information obtained through the school network. The school will not be responsible for financial obligations arising through unauthorized use of the school computer network. Any financial obligation incurred by a student through the network is the sole responsibility of the student or the student's parents. All provisions of the acceptable use policy are subordinate to local, state, and federal laws.

The students and their parent/guardian must read the Computer Acceptable Use Policy and sign the Parent/Guardian Internet Responsibility Form. Internet access may be withdrawn at any time.

---

**COTTER HIGH SCHOOL TECHNOLOGY  
ACCEPTABLE USE POLICY**

I have read and understand the Cotter High School Technology Acceptable Use Policy. I agree to follow all regulations and guidelines set forth therein.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Printed name

Signature indicates that you have read and will support this AUP.  
This page must be returned to the Main Office.

**The Cotter student handbook serves as a guide  
to students, families, faculty and staff.**