



COTTER SCHOOLS

Student Handbook
2016-2017

WHERE STANDARDS, VALUES, *and you* MATTER

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I. OVERVIEW OF COTTER SCHOOLS

MISSION STATEMENT

Cotter Schools is a private, independent, coeducational school in Winona, Minnesota that has been guided by Catholic beliefs and values since 1911.

As an international learning community, serving grades 7-12, we hold our students to the highest academic standards and challenge each of them to develop their full potential academically, physically, spiritually and socially.

We believe in the intrinsic goodness of all persons, and strive to model the values of faith, service, and community as we encourage and support our students to become more than they can imagine.

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.

BRIEF HISTORY OF COTTER SCHOOLS

With the 2016-2017 school year, Cotter begins its 106th year. The school opened its doors on September 5, 1911. Named for the diocese's first bishop, Cotter was a Diocesan 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. In 1989, Cotter High School separated from the Diocese of Winona and was reorganized as a private, independent, Catholic, co-educational high school.

Throughout its 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. Cotter's history of striving for excellence in the classroom, in athletics and in activities is well known and respected.

A FAITH COMMUNITY

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

All-school liturgies are held monthly when school is in session. In addition, the Mass is celebrated frequently at Cotter Schools for small groups and special events. The Sacrament of Reconciliation is made available during Advent and Lent. Prayer at the beginning of classes, programs, and events is characteristic of our school. Annual retreats for each class are offered. Students are urged to be involved in their parishes. Students are also encouraged to participate in prayer groups, campus ministry, service programs, and various diocesan programs.

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 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.

II. ACADEMIC POLICIES AND PROCEDURES

COTTER HIGH SCHOOL GRADUATION REQUIREMENTS

(Please see 2016-2017 Academic Course Catalog)

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	0.5 Credit
Mathematics (including Algebra 2)	3.0 Credits
Physical Education	0.5 Credit
Religion	4.0 Credits
Science	3.0 Credits
*Social Studies	3.5 Credits
Visual & Performing Arts	1.0 Credit
**World Language	2.0 Credits
Community Service	80 hours (10 hours per semester)

Credits required to graduate:

Class of 2017 and beyond: 24 Credits

****World Language** - For students assigned to the Learning Center, a World Language may be delayed until junior year. For consideration of this requirement to be waived, a written request from the student's parent(s), along with current documentation of the language disability, is required. **For International Students**, a third world language is not required for college if the grades of your first language are recorded on your transcript from junior or senior high school.

***Social Studies - For International Students**, an Early US History course for 1.0 credit will be added to your curriculum, unless there is evidence of an Early US History course on your transcript from another school. This must be taken before US History may be taken.

PROGRAM SCHEDULING

Freshman Program

• English 9	1.0 Credit
• Introduction to Chemistry & Physics	1.0 Credit
• Mathematics	1.0 Credit
• Visual/Performing Art *	1.0 Credit
• Religion 9	1.0 Credit
• World Civilization	1.0 Credit
• World Language	1.0 Credit
• Community Service	20 Hours

Sophomore Program

• Biology	1.0 Credit
• Health Education	0.5 Credit
• Mathematics	1.0 Credit
• Religion 10	1.0 Credit
• World Geography	0.5 Credit
• World Language	1.0 Credit
• Written Com/Oral Communication	1.0 Credit
• Electives – optional	1.0 Credit
• Community Service	20 Hours

*It is possible to take 2 credits per year of Visual/ Performing Arts all 4 years by rearranging this schedule. In this case students will need to earn Physical Education credit through the 2 Sports Rule.

**Physical Education - 0.5 credit is required to fulfill graduation requirements. Students may take a Physical Education course or satisfy the requirement by participating in two different sports at Cotter before senior year.

Junior Program

• Chemistry or Physics	1.0 Credit
• Religion 11 or Campus Ministry	1.0 Credit
• Mathematics (required through Alg. 2)	1.0 Credit
• Research Writing/American Literature or AP Language & Composition	1.0 Credit
• U.S. History or AP U.S. History	1.0 Credit
• Electives - required	1.0 Credit
• Electives – optional	1.0 Credit
• Community Service	20 Hours

Senior Program

• Economics/Political Science	1.0 Credit
• Literature & Composition or AP Literature & Composition	1.0 Credit
• Religion 12 or Campus Ministry	1.0 Credit
• Electives- required	3.0 Credits
• Elective – optional	1.0 Credit
• Community Service	20 Hours

*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

Grade	Percent	Honor Points
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
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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).

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, accessed on the Parent Portal. The report card includes a letter grade, attendance record, and teacher comments.

Semester Examinations

Comprehensive semester examinations are given. 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 by email every two weeks. 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 are available to parents/guardians through RenWeb accessed on the Parent Portal of 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 the parent(s) 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, any time before grades are reported.

Full-time Student Status

To be considered a full-time student, six (6) 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.

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

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.

An 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. “English Language Learners” (ELL) not familiar with Christianity will be placed in an appropriate level graded course. 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 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 possibly be dropped or added, if space is available, during the first two days of the semester. 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 honored 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 six 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 without 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.

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 a student fails will 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. 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 classwork 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.

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). GPAs will be calculated according to our system and will determine class rank.

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 *2016-2017 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.

III. ACADEMIC SERVICES

THE COUNSELING CENTER

The Counseling Center provides a variety of services including assistance in academic advising, college selection, college applications, and personal issues. 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.

The Counseling Center has 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.

Parents are welcome to visit, call, or email the Counseling Office for information or assistance.

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. General school policies are enforced in the Library/Media Center. Electronic devices are allowed; however, audio can only be used with headphones. Students are not allowed to use the Media Center computers to play computer games or participate in social media. 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 overnight and are due back at 8:45am 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.

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:

- Study halls are to be taken seriously. Attendance policies for study halls are the same as for classes.
- Study halls are a time for study either independently or with others.
- 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.
- Students are assigned to a study room before leaving for, and returning from shared time classes. Students may not sign out from that room.
- 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.
- 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.

Academic Study Hall

Academic study halls will be mandatory for students who have a D or a failing grade. Administration reviews grades on Fridays and the study hall will occur the following week. Study halls will run during 0 Hour and the location for 2016-17 will be in Mr. Seth Haun's classroom. Parents will receive notification of their child needing to attend academic study hall in addition to the progress reports that they will receive every other week.

IV. STUDENT RESPONSIBILITIES

DISCIPLINE

Respect for all teachers and staff members

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 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 for disruptive behavior. Any student who has repeat 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.

Bus behavior responsibilities

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. All bus behavior violations, as defined by the contracted bus companies and drivers, will be reported to the Principal for disciplinary action.

Disciplinary action

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

- Written warning to the student and parent
- School detention
- Saturday school detention
- Removal from class
- Referral to a law enforcement agency if appropriate
- In-school suspension
- Out-of-school suspension
- 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, emailed or a call placed to the student's home.

The white card system for behavioral violations will be utilized. Infractions will be documented. Once a student has received three white cards, he/she will serve a detention.

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:

1. Individual administrators or teachers may choose to have a student serve detention after school in their classroom, or
2. 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 Minnesota 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 a 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

Penalties for use of alcohol and/or drugs

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:

- First Offense: Three (3) class days of out-of school suspension (to be determined by the administration).
- Second Offense: Five (5) days of 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).
- Third Offense: Expulsion from school.

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

Dealing with chemical dependency

Cotter High School recognizes that 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) 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.

ATTENDANCE

Absences

Parents are expected to call the Main Office at 453-5001 before 9:00am the day that a student is absent. Cotter reserves the right to determine whether the absence is excused or unexcused. For shared-time classes, students are accountable for attendance and compliance with class regulations at Winona Senior High School. 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.

Excessive absences 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 meet with administration and parents. Seven or more non-consecutive absences per semester may result in a second meeting with the student, parents and administration to review the student's continued enrollment at Cotter. Ten absent days and the student will risk no credit in class. The student, parents and administration will meet for a third time to administer a decision. There will be no

more than twenty (20) excused absences in a particular course for the year (no more than ten (10) per semester) or the student will not receive course credit unless excused by the Administration.

Long-term absence (major illness or 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-term absence. This information should include the specific dates of the illness and the date the 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.

Foreseen absence and vacation

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.*

Unexcused absence

A "skipped" class will result in detention. Teacher discretion will be used to determine whether a student receives credit for assigned work missed due to unexcused or unapproved absences. A second unexcused absence from the same class will result in a student, parent, teacher and/or Principal conference.

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 in case of emergency.

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 Main Office. 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 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. This will be enforced on a semester basis. Repeated tardies may result in a student, parent, teacher, and Principal conference.

DRESS AND APPEARANCE

As members of the Cotter family, each of us has the responsibility to represent all of us in the way we act, the way we talk, and the way we dress. Respectful, appropriate, and dignified attire is always proper at any Cotter event, such as school days, sporting events, and away trips. Since we come from many backgrounds, countries, and families of origin, what each one of us might consider "proper" can vary. To help everyone feel a part of the whole and welcome, the following guidelines are provided:

Both Males and Females will have the same expectations for dress code regarding the upper body. The following is a list of permissible tops and/or expectations of dress and appearance:

- Collared shirt/blouse, long or short sleeve, any color
 - Shirts must be fully buttoned except for the top button
- An appropriate sweater/sweatshirt/long sleeve-T over a shirt with a collar
 - A sweater/sweatshirt/long sleeve-T/jacket/fleece without a collared shirt underneath is **out of dress code**.

Cotter Spirit Friday

Each Friday will be a Cotter Spirit Day. Permissible wear on these days includes: Cotter T-Shirts, sweatshirts, and sweaters (bands, CCMP, musicals, teams, etc related to Cotter activities). Students must wear dress code approved jeans (see below), and if a student chooses not to participate, normal dress code expectations will be enforced.

Males

Permissible clothing and expectations of dress and appearance to be worn with approved top:

- “Dockers” style pants/trousers
- jeans without rips or holes
- belt at all times with pant waist sitting no lower than the top of the hip
- hair must be well groomed, neat and clean at all times, and reflect a positive image
- when dressing up, the dress shirt must remain tucked in and the tie snug
- no visible body piercing or tattoos; pierced ears and earrings are acceptable

Females

Permissible clothing/expectations of dress and appearance:

- “Dockers” style pants/trousers
- jeans or capris without rips or holes
- pant waist should sit no lower than the top of the hip
- skirts and dresses: length must be mid-thigh or longer in length; skirt and dress length must be modest when sitting or standing; dresses must have sleeves.
- no visible body piercings or tattoos; pierced ears and earrings, however, are acceptable
- hair must be well groomed, neat and clean at all times, and reflect a positive image

Special occasions

- Students may be asked to dress up on days when there is an all-school Mass or for special occasions. Here are the alternative options:
 - Male: Shirt, tie, and dress pants (Please see above for requirements).
 - Female: Dress or skirt. (Please see above for requirements).Regular dress code will be enforced for students choosing not to dress up.

- Team members will dress up on days when they participate in extracurricular activities. Team members must attempt to all dress alike. Team uniform tops can be worn, as well as team t-shirts (this must be pre-approved by the Activities Director). Boys wearing ties must have their shirts tucked in. The Activities Director must approve any deviation from the dress code.

- Dress down days will be announced by the administration for special occasions. On these days dress is still expected to be acceptable in nature, and leggings are not allowed.

Out-of-dress code violations (males and females)

- No form fitting pants or tops tight enough that the muscles in your calves, thighs, and/or backside are visible)
- No boxers, briefs or undergarments are allowed to show, front or back
- No “jeggings” or yoga pants
- No leggings except under other permissible clothing (like skirts, dresses, etc.)
- No sweat pants, workout pants, or flannel pants
- No spandex pants/shorts
- No sleeveless shirts
- No half-zips, fleeces, etc. unless worn over one of the allowed tops above
- No straps must ever show
- No cleavage, backs or midriffs should show
- No backless shoes, slippers or flip-flops
- No hats/caps inside the buildings
- No piercings other than ears
- No facial hair
- No athletic shorts
- No rips, tears, or holes in clothing
- Jackets are only allowed in cold classrooms with permission from the teacher

Warm weather exceptions

At the discretion of the Administration, warm weather wear – including shorts – may be worn. Students will be notified by Administration when warm weather wear can be worn. The wearing of shorts is to be reserved for days that are so hot that wearing pants would be unbearable due to building conditions. Warm weather wear includes:

- Shorts must be mid-thigh or longer in length
- No athletic shorts will be allowed
- No flip-flops

Penalties

Any student who violates the dress code or who dresses in a manner deemed inappropriate by the administration may 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 of dress code will result in a detention. Continued violations will result in a student, parent, and Principal conference. Teachers and administrators have the responsibility of setting the standard for proper attire and for monitoring student cooperation. Interpretation of the above guidelines and appropriate enforcement are under the direction of the Principal and/or the Activities Director. Their ruling is final.

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 buildings.
- **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.
- **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.
- **Destruction of Property or 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.

V. Cotter Athletics and Activities Participant Guidelines

The best school program for high school students is a balanced one with time for studies and activities. Multiple kinds of student activities are available at Cotter to meet individual interests and abilities. The student who participates in 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.

Girls Interscholastic Athletic Competition: (Category I)

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

Organizations and Activities (Category II activities) may include the following:

Canoe & Kayak Club	Pep Band
Cross Cultural Ministry Project	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	Badminton Club

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:

Athletic Eligibility—Transfer Student

At Cotter, we treasure the opportunities provided for our students and are willing to work with individual families to meet their goals within the parameters of our policies and vision. If a family feels that its goals are not being met and elect to transfer to a different educational institution, the following policy will be applied.

Students who transfer from Cotter Schools after the start of 9th grade are faced with eligibility policies as designated by the Minnesota State High School League (please view MSHSL Bylaw 111 for more information). If a student utilizing the Minnesota Statute 124D.03 Enrollment Options Program, and who transfers without a corresponding change of residence by the student's parents, elects to retain full eligibility for varsity competition for one (1) calendar year at Cotter, after which time the student shall become fully eligible at the school to which the student has open enrolled, they will incur a financial obligation to Cotter Schools. As a tuition-based educational institution, those students who elect to do so must have, or obtain, good financial standing with Cotter Schools and pay 50% of tuition, for the year in which they are to retain eligibility, upfront and prior to the start of participation in athletics.

Academic Policy for Participation in Extra-Curricular Activities

If a student receives one or more failing grades at the end of the QUARTER and/or the SEMESTER while participating in an extra-curricular activity, the student will become ineligible to play or participate in his/her current or next extra-curricular activity(ies) for approximately 10 percent of their current season, or 10% of the next season if they are currently inactive, based on the maximum games allowed by the Minnesota State High School League or as indicated by the administration.

Any additional offense within the same school year will result in an immediate double penalty, and the student must then provide a written statement from all of his/her teachers indicating that passing work is being completed prior to reinstatement in extra-curricular activities. If a student is not participating in any extra-curricular activity at the time the first offense occurs, and an additional offense occurs at the time when he/she is participating in an activity, the penalty will automatically be doubled.

The student will be allowed to practice during the time that they have a failing grade. However, academic improvement is primary, and it is possible that a student may need to be excused from daily participation in order to improve academically. A student who is ineligible may not participate in any interschool competition (including scrimmages), and he/she will NOT be excused from class for participation in ineligible activities.

A student who receives a failing grade on progress reports will have a warning issued and a reminder of the academic policy communicated to his/her family and coaches/advisers.

Penalties will apply throughout the entire academic school year and will not carry over to the following academic year.

A student who falls into the above categories may have his/her situation reviewed by the administration. A teacher who is concerned with a student's academic performance due to participation in extra-curricular activities may present his/her concerns to be 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.

A first offense, failing grade at quarter or semester, will result in the following immediate ineligibility of the current or next extra-curricular activity (based on maximum number of contests):

Club/Activity	1 public appearance
Baseball	2 games (20)
Basketball	3 games (26)
Cross Country	1 meet (10)
Football	1 game (9)
Soccer	2 games (16)
Softball	2 games (20)
Tennis	3 matches (16 dates/28 matches)
Track & Field	1 meet (14)
Volleyball	2 matches (17)

Any further offenses during the same school year will double the penalties listed above. Penalties only apply to those clubs/activities that are not an extension of a course where a grade is affected by participation in the activity. i.e., math team, speech team, challenge team, etc.

Behavior Expectations 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**.

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

- Stay chemically free (including alcohol and tobacco) through the entire calendar year.
- Exhibit conduct that is consistent with good sportsmanship.
- 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 expected behavior. Attendance at an unlawful event includes being at a party where under-aged mood-altering chemicals are being consumed illegally.
- See *Code of Conduct –Student/Parent* form as found on the Cotter Athletic website (www.cotterschools.org).

Category I: Athletic Activities - Penalties

Cotter High School will abide by the Minnesota State High School League (MSHSL) rules re: penalties and violations concerning the use of mood-altering chemicals. See *MSHSL Eligibility Brochure* as found on the Cotter Athletic website (www.cotterschools.org). In addition, 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 guidelines established by the MSHSL.

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.

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, and National Honor Society Office for one calendar year.

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

Category II: Activities - Penalties

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

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.

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

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.

Miscellaneous: 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

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.

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 Activities Director. 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 any time after 10:00pm. There will be NO re-admittance to the dance once a student leaves. 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 chaperones. If anyone is asked to leave the dance by the chaperones, 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. Students will have an opportunity to suggest songs in the week leading up to the dance. Playlists for dances are subject to review by Administration. Attendees when dancing should not pack into a group where people are not able to exit or enter. All dance movements, activities and behaviors must be respectful and appropriate. Administration reserves the right to enact penalties for those engaging in inappropriate dance behaviors.

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.

VI. IMPORTANT ALL- SCHOOL POLICIES

SEXUAL HARASSMENT

I. The Policy

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.

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 below. 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:

- 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;
- 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;
- 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 any staff member. 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

CRIMINAL BACKGROUND CHECK POLICY

A part of our safe environment requirement for the Diocese of Winona includes the completion of a criminal background check. Minnesota law requires 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).

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.

In addition to required criminal background checks for all Cotter employees, 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.).

WEAPONS POLICY

I. School Weapons 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.

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 contain recognizable pictures of any children unless we receive written request from the parent or guardian not to do so.

CELL PHONE/ IPOD AND PERSONAL DEVICE POLICY

Phones should be off and put away once a student enters a classroom. Phones can be used in classrooms for educational purposes only. Students are allowed to check phones between classes and on the way to lunch. Students may not use phones from the time they sit down at lunch until after the prayer.

Cell phones with camera capabilities are not to be used in classrooms or locker room areas at any time. It may be considered a violation of policy for pictures to be taken of anyone without his or her knowledge or without permission. If a student is using a cell phone to take pictures in the classroom or locker room, teachers and/or coaches will ask for the device and turn it into Cotter's Main Office or the Principal's Office. Failure to comply will result in a discipline referral.

Headphones may be used in the Library/Media Center when using computer/personal device audio content. Otherwise, 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.

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.

Cell Phone Misuse Consequences: If a student misuses a cell phone, the phone is to be taken by the teacher and delivered to the main office. The second time a cell phone is taken away, the phone is put on "detention" for one day and the parents are contacted by phone. With the third offense, there will be a parent communication/meeting and the student will not be allowed to have a cell phone at school for the remainder of the semester.

COMPUTER ACCEPTABLE USE POLICY

Acceptable Use: Acceptable uses of the Internet are activities that 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, and/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;
- 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;
- The following E-mail activities are not permitted: (1) sending chain letters and/or annoying, unnecessary messages to large numbers of people; (2) sending harassing, obscene, or threatening messages or pictures; (3) forging messages to make them appear to originate elsewhere; (4) using someone else’s user name and/or password.

Using Online Resources: It is expected that every computer user will show respect for other people. This means that he or she will not pursue or pass on materials from the Internet that are demeaning to others or 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 any person or group;
- Humor of an offensive or sexually explicit nature.

Respect for the ideas and work of others is the responsibility of each user. Students are obliged to give credit appropriately when using another's words and/or ideas in a research project or any other assignment. Plagiarism (i.e., the use of someone else’s work without giving them credit) will not be tolerated. Students must also respect all copyright laws. Use of “chat rooms” while on school premises is not allowed, unless use is part of a teacher-assigned, classroom activity.

Accessing disrespectful, demeaning, or dehumanizing content posted on the Internet (e.g., facebook.com, RateYourTeacher.com, blogs, etc.), particularly regarding Cotter community members, will not be tolerated. Consequences, including dismissal, will be determined and administered.

Personal Safety: Personal contact information concerning students, if shared inappropriately, 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. Under no circumstances should a student reveal his or her password to another student.

Respecting Technology Resources: Student folders and E-mail should be checked frequently and unwanted messages and files deleted. Students should conserve technology resources (paper, toner, file storage space, etc.) 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 associated with media that occur off campus if the actions are intended to have an effect on another 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: (1) loss, damage or unavailability of data; (2) delays or changes in or interruptions of service; (3) mis-deliveries or non-deliveries 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 computer network. The school will not be responsible for financial obligations arising from unauthorized use of the school computer network. Any financial obligation incurred by a student through activity on 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. It is expected that each student and their parent/guardian read and comply with this Computer Acceptable Use Policy. Parents are expected to sign the Parent/Guardian Computer Responsibility Form during the annual enrollment/re-enrollment process.

VII. OTHER INFORMATION AND PROCEDURES

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. 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/Rollerblades/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

Student drivers be aware of their own safety as well as that of others at all times. 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. 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. 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.

Assemblies and school functions

All assemblies are considered part of the total education program. Attendance at Mass, prayer services, assemblies, homerooms, and pep fests 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.

Visitors

Visitors are welcome, but they must follow certain procedures:

- Visitors must check in with the Main Office and obtain a visitor's pass.
- Students visiting Cotter must have parental permission and be approved by the Principal.
- A Cotter student must stay with and be responsible for the visitor.

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. 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:

- 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.
- 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.
- 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.

Cotter Schools requires ALL students in grades 7-12 participating in athletic events to have a Sports Qualifying Physical Exam (SQPE) on file in the Activities Office. These signed physical examination forms are good for three years.

School Closings

School closings because of inclement weather, or any other extraordinary reason, will be posted on our school website (www.cotterschools.org) and announced over the radio stations KAGE, KHME, and KWNO.

Severe weather during the 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.

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 possess 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 ceremony annually in the spring.

VIII. Cotter Residence Center: Boarding Handbook 2016-2017

A Welcome from the Director ... Marie Barrientos

Welcome to Cotter Schools and the Cotter Residence Center! We are excited for you to become a part of our international learning community and dormitory. Our staff are committed to helping make Loretto Hall your “home away from home” while you are with us.



It can be challenging to live away from family, friends, and what you have grown accustomed to at home. Loretto Hall is not just a place to stay while you study at Cotter Schools, it is your home. We are here to support you in this transition. Our family structure surrounds you with support through a small group of peers and one staff member that consistently meet, share, and grow as a family.

You will have the opportunity to meet new friends and form friendships that will last a lifetime! We have confidence that all of you will lead a life of love and respect. Just as different families have different guidelines and rules, so we do. Any time you live within a community it is very important everyone knows the guidelines and is respectful for all those involved. Please read the guidelines carefully and decide whether you can live within them. If you can, Cotter is going to be an experience you will not soon forget!

We are honored, excited, and pleased to have the privilege of walking with you through this journey.

Small Sample of Program Highlights

- | | |
|--|--|
| Day Trips | Prayer Room Available |
| Study Sessions & Tutoring in Dormitory | Weekend Activities |
| Daily Open Gym & Fitness Center | Spring Break Travel & Activities |
| Dorm Family Structure | SAT/ACT Transportation |
| TOEFL offered on campus | Wifi Available |
| Consistent Transportation in Winona | Full Student Kitchen Available |
| Weekly Yoga/Pilates Offered | Monthly Newsletter Emailed to Family |
| Computers Available in Floor Lounges | Quarterly Updates to Family on Student |
| Volunteer Opportunities | Equipment Check-Out (bikes, table tennis, etc) |
| Small Groups | Team Building Activities |
| International Week | International Dinner |
| Airport Transportation | College Visit Transportation to Train/Airport |
| Athletics (soccer, tennis, football, track, basketball, volleyball, baseball/softball, cross country, ...) | |
| School Activities (Math Team, Chess Club, Show Choir, Musical/Theater, National Honor Society, Student Council, Speech, ...) | |

Small Sample of Activities Offered Through the Dormitory

Table Tennis & Pool Tournaments	Movie Nights	Tai Chi
Art Galleries/Historical Museums	Boat Rides	Hiking
Picnics	Rollerskating	National Eagle Museum
Lawn Games	Bonfire & Smores	Holiday Celebrations
Marine Art Museum	Mini-golfing	Local Attractions
NBA Basketball Game	MLB Baseball Game	Coffeehouse
Apple Orchard	Zoo	Film Festivals
Shopping	Bowling	Music
Arts & Crafts	Cooking/Baking	Board Games
Yoga	Pilates	Talent Show

WEEKDAY SCHEDULE

The typical school day for a dormitory student will provide for spiritual, physical, and mental growth. The daily schedule is as follows:

7:30AM - 8:30AM	Breakfast
8:45AM - 3:20PM	School Day
3:20PM - 5:45PM	After school study time, athletics, activities, and free time.
5:30PM - 6:30PM	Dinner
7:00PM - 8:30PM	Open Gym & Cotter Fitness Center
8:30PM - 10:00PM	Quiet Hours on Floors for Study Time
9:00PM	Gaming capability turned off
10:00PM	Curfew for all on school nights (Sunday - Thursday or school nights)
11:00PM	Lights Out & Internet Capability Off (Sunday - Thursday or school nights)
Wednesdays	Room cleaning and Walmart trips from 7PM-9PM. Required floor meetings third Wednesday of the month at 9:15PM.

MEALS AND STUDENT KITCHEN

Meals are served in the cafeteria. All food must be eaten in the cafeteria. **Do not take plates, bowls, and silverware out of the cafeteria.** Students may be fined if these are found in your dormitory room. Students are expected to be respectful of the kitchen, kitchen staff, and dining area. Students are expected to clean up after themselves including: pushing chair in, throwing out garbage, wiping up spills, and putting all dishes in the appropriate designated areas.

MEAL SCHEDULE

School Days:

Breakfast	7:30AM - 8:30AM
Lunch	11:00AM - 1:00PM
Dinner	5:30PM - 6:30PM

Non-School Days:

Brunch	11:00AM - 12:00PM
Dinner	5:30PM - 6:30PM

If a student is going to miss a meal due to a school activity, the student must inform the staff on desk duty to prepare a box lunch for them. The student may pick up their meal from the office upon returning.

STUDENT KITCHEN

There is a full student kitchen available in the main lounge on first floor with microwave, stove, oven, etc. **Students are responsible for keeping kitchen clean.** All cooking utensils, pans, and appliances are kept in the kitchen and may not be taken to separate floors or rooms. You must sign up to use the kitchen, clean up when you are done, and have staff member check the space when you are done. Dishes must be put away and in the cupboards when dry. A refrigerator and microwave are provided in the dorm kitchen. All items stored in the refrigerator must be in plastic containers and clearly marked.

WEEKEND PLANS

We encourage our boarding students and local students to make plans on the weekend. Local students are allowed to stay with a boarding student on the weekend with permission from the Director of Residence Life and parents. Similarly, boarding students are allowed to stay with local families over the weekend with permission from the host family, boarding student's parent, and the Director of Residence Life. These experiences are beneficial to all involved and can create wonderful, long lasting friendships.

1. Weekend overnight plans are due **BY THURSDAY MORNING.**
2. Permission from host family, boarding parent, and Director of Residence Life MUST be received via phone or email by Thursday morning. No boarding student may stay in an unchaperoned home off campus.
3. If a situation comes up in which the student will not be able to return by the indicated time, it is the responsibility of the student to call the dormitory office to inform them of the change so we are not searching for a "missing" student.
4. Students are expected to follow the rules of the family or dorm in which they are staying.
5. "Overnight Guest" forms are due if hosting someone at the dormitory.

WEEKEND CURFEW SCHEDULE

City of Winona maintains curfew hours for all minors. We support and uphold the same curfew at Cotter Schools. Weekend curfew is as follows and means you must be in the building and checked in with staff on duty.

Grades 9 - 10	10:00PM
Grades 11 - 12	11:00PM

You may be in common areas such as lounge and game room later but must be on your floor by 12:00AM. You are not allowed to leave the building after curfew. Outside doors are locked at curfew. Remember you live in a community and you should assume someone is always studying or sleeping and respectfully act accordingly.

DAYTIME VISITORS AND GUESTS

Dormitory students should inform their guests of residence hall rules. Visitors are expected to conduct themselves as guest and are to follow all residence rules. Visitors must be accompanied by their host at all times. All visitors must be out of the dormitory by 9:50PM on school nights and by 10:50PM on weekends. **NO VISITORS ARE ALLOWED IN THE DORMITORY BEFORE SCHOOL.**

DORM FAMILY STRUCTURE

There are 10 Resident Mentors who reside in the dormitory with our students. They are there to nurture, challenge, and assist the kids in daily activities, long term goals, and life skills. Each Resident Mentor (RM) is assigned 7-10 students who they work with specifically throughout the school year. These are called families. Below is an outline of the structure:

- Families meet once a month to enjoy a meal together. They are challenged to plan the meal, cook the meal, and clean up the space. Students are engaged in all aspects of this planning and are encouraged to come with ideas!
- Each family will pick one service project during the year to complete as a family. Past projects included: recycling duties for maintenance for a week, babysitting kids during an evening school event, and raising money for an Alzheimer's community walk. It can be anything that is a service to another person or group.
- RMs will be updated on student progress emotionally, physically, and academically by the Director of Residential Life and will regularly meet with kids.

GAME ROOM

The Game Room is located in the lower level of the dormitory. This room and its contents are property of Cotter Schools and should be treated with respect and consideration. If anything is broken, report it to a dorm staff member immediately. You can check out equipment in the staff office by giving them your room key. Your room key will be returned when you hand in the equipment when you are done using it.

THE GATHERING PLACE

The Gathering Place is located to the right of the elevator on first floor next to the boys stairwell. The Gathering Place is only accessible with staff and during events. Examples of usage:

- Academic and study support will be available Monday-Thursday by our Senior Resident Mentors. A schedule will be posted.

- Family dinners with your assigned Resident Mentor will primarily take place in this space.
- Yoga, Tai Chi, art, and other small group classes will be offered. A schedule will be posted.
- A prayer room will be set-up and available to use on a daily basis for all faith backgrounds. A schedule will be posted. You may ask the Dorm Director if you have interest outside of posted times.

Students must help staff maintain this space when it is used. It is a community space and thus will be maintained by the community.

LOUNGES

TV, movie, and game ratings are to be age-appropriate for all viewers or viewing privileges will be revoked. Lounge refrigerators, counters, sinks, microwaves, and dishes should be cleaned after use. You must sign up to use the student kitchen and have a staff member check the kitchen when you are finished. All floor lounges will be locked on school nights after floor checks.

COMPUTERS

Students are allowed to have personal computers in their rooms. We provide wireless internet to all students in the dorm. However, students must follow the general guidelines or computers will be confiscated. Personal routers are NOT allowed.

Possible areas of concern:

- Inappropriate games for student age, community setting, or school.
- Interferes with academic/social progress of student.
- Student is not allowing enough time to study and grades are poor.
- Student is not getting enough sleep at night which interferes with and affects their school performance.

KEYS

Each student will be issued a key for his/her room and fob to get into the hallways and main dorm entrance. Students are expected to keep their key and fob with them at all times. Lost keys and fobs should be reported immediately to a dormitory staff and will be replaced for a \$25.00 fee (each).

STORAGE

Limited storage space is available for student use. Because of fire codes in Winona, items may not be kept in the hallways. All items placed in storage must be stored in plastic storage bins clearly marked with the student's name. Fridges need to be clean. Any items left in storage after a student graduates or permanently leaves Cotter Schools will be either thrown away or become property of the school. Cotter will store items for returning students over the summer. Each student may have five 49 gallon plastic totes.

LAUNDRY

There are washers and dryers available, free of charge, to all students in the dormitory. Students do need to provide their own laundry soap. We live in a community and because of the numbers we have a laundry schedule that we follow:

Mondays and Wednesdays – Girls
Tuesdays and Thursdays – Boys
Fridays, Saturdays, Sundays – All Students

All students should have a laundry basket or bag clearly marked with their name. Students need to stay in the dorm while doing laundry to ensure it can be promptly take out. There is no access to laundry after curfew or during the school day. Lost and found articles of clothing will be donated quarterly.

PERSONAL PROPERTY

It is our prayer and hope that all students will treat each other's personal property with Christian love and respect. However, students should take basic steps to protect their personal property.

- Doors and windows should be locked whenever a student is not in his/her room.
- Large amounts of cash and very valuable items or important documents should be given to a dormitory supervisor in a labeled envelope to keep in the residence lockbox.
- Students should not loan keys to anyone.

PROPERTY DAMAGE

Any and all damage to school and dormitory property should be reported immediately to staff for safety and repair purposes.

- Students are responsible to pay for any damage they do to school property.
- If a student is in need of maintenance assistance, such as a light bulb or plugged sink, they can request maintenance assistance at the staff desk.

STUDENT ROOMS

Rooms are furnished by Cotter Schools and therefore subject to Cotter guidelines on the use of space, items allowed, and decoration used.

- Large furniture items are not allowed. Examples: couch, loveseat, futon, etc.
- Students may use **STICKY TACK** to mount pictures and posters. You may not use tape, sticky hooks, foam back hooks, stick pins, thumb tacks, or other items.
- Nothing may be hung from the ceiling or sprinkler heads.
- Posters promoting alcohol, tobacco, drugs, or other themes deemed inappropriate will be removed by staff.
- Each student is allowed **ONE** small refrigerator (square in size).
- Students may have personal computers but since rooms and hallways are not soundproof, we ask they are considerate of others and keep volume levels low. Supervisors and staff have the final say in determining appropriate noise levels.
- No "mature" rated video games will be allowed in the residence.
- Movies must be age appropriate.

- Heat producing appliances (hot plates, rice cookers, pizza ovens, etc are **NOT ALLOWED** in dormitory rooms at any time. They should be stored and used in dorm kitchen area.
- Students are not allowed to have candles, lighters, matches, or other open flame items. *Birthday candles may be lit outside with staff permission and supervision.*
- Students are allowed to have food and snacks in their rooms as long as it is stored in a refrigerator or plastic storage container. Students must be careful not to leave food out and to clean spills immediately. Any food left out of containers will be removed by staff.
- Students are not allowed to remove screens from windows. *A \$50.00 fee will be assessed for the removal of any screens from the windows.*
- Students must have sheets on their bed.
- Rooms are checked weekly for cleanliness and privileges may be lost with repeated warnings or failure to meet cleanliness standards. The Director and Coordinator of Residential Life have the right to search rooms at any time and confiscate any items not in accordance with the above guidelines or the mission of Cotter Schools.

Rooms are to be neat and clean prior to leaving for the school day. We do not expect perfection but we do expect the floor to be clean, garbage and recycling taken out, food put away, and clothes in the closet and drawers.

PUBLIC DISPLAY OF AFFECTION

Christian standards of living call for appropriate displays of affection, for example, holding hands. Anything beyond this is inappropriate in a Christian school setting and may lead to concerns about offensive conduct. **Therefore, in the dormitory, the only public display of affection that will be tolerated is holding hands.**

FIRE ALARMS

Fire detection equipment, alarms, sprinklers, and fire extinguishers are maintained throughout the building. Fire extinguishers and alarms are to be used immediately when there is evidence of a fire, but otherwise are not disturbed or tampered with.

The following are specific regulations that are enforced:

1. Exits are never locked except in such a manner that they may be opened from the inside by hitting the panic bar on the door.
2. Decorations are to be designed so as to ensure all exit signs are clearly visible.
3. Clear exit aisles are to be maintained at all times.
4. No open flames are permitted. This applies to lighters, matches, cigarettes, incense, candles, fireworks, and/or any other form of combustible deemed flammable by staff.
5. Smoking is **NOT ALLOWED** on Cotter School property.
6. Fire extinguishers must remain clearly visible at all times.
7. No live Christmas trees or branches are allowed in dorm rooms.
8. Misuse of safety equipment is forbidden.
9. Items are not to be hung from the sprinkler head.
10. Smoke detectors must have working batteries at all time.
11. All students and staff are required to evacuate the building whenever the fire alarm in the building sounds. Once outside, they are to assemble in the front of the building, on the

sidewalk, near the WSU sand volleyball court. Students may return to the building when it is deemed safe by emergency personnel and residence hall staff.

Because of the serious risk created by disregarding these guidelines, sanctions may include reimbursement for the full cost of replacing service equipment. Failure to abide by the regulations regarding fire alarms and firefighting equipment such as fire extinguishers may result in civil misdemeanor charges and/or disciplinary action.

COTTER FITNESS CENTER

Cotter Schools has a well-equipped fitness center in the John Nett Center that that boarding students are able to use. It is free to all Cotter staff and students. Open gym will be held Sunday/Monday/Tuesday/Thursday nights from 7:00PM-8:30PM and Saturday nights from 7:00PM-9:00PM. Open Gym may be canceled if there is a school activity or sporting event being held.

ROOMMATES

Students may be assigned a roommate. Students are asked to treat their roommates and their roommate's property with respect.

If roommate difficulties arise, students should first try to work them out by talking directly with the roommate. If this does not work, students are asked to bring the issues to a Resident Mentor, Coordinator of Residential Life, or the Dorm Director. Dormitory staff will work with the roommates to resolve problems **ONLY AFTER** the roommates have tried working out the problems together.

No roommate changes will be allowed during the first six weeks of school. If after the first six weeks a student wishes to change rooms or roommates, he/she may make a **REQUEST** to the Dorm Director. The staff must approve the request before the change can be made. Approved changes will only be allowed until the 12th week of the school year. After 12 weeks, room/roommate changes will not be allowed unless special circumstances require them.

HOLIDAY BREAKS AND LONG WEEKENDS

Long weekends are intended to provide breaks from the intense academic and residential stress. These breaks are important for the emotional development and wellbeing of youth, and all students are encouraged to go home with a friend, visit their family or guardian, or take part in a student trip being offered. There is a charge for these trips that usually covers all travel, lodging, and some meals.

1. All plans for long weekends are to be submitted for approval to the Coordinator of Residential Life by Thursday morning and must be approved **BEFORE** the ticket is purchased or other arrangements are made.
2. Permission from parents or guardian is necessary before travel will be considered.
3. The dormitory staff have the right to refuse plans if they are considered unsafe, not age appropriate, or inaccurate or false information is given.
4. Students must return after each break **BY THE TIME SCHOOL STARTS**. General travel is not allowed on school days and all plans must be approved before purchased.
5. College visits for juniors and seniors that are scheduled on school days must be approved by the Principal and either the Dorm Director or Coordinator **BEFORE** plans are made.

6. Resident students are **NOT ALLOWED** to stay unsupervised in hotels unless their parents and guardians explicitly agree to assume full responsibility for the student throughout his or her stay.

SICKNESS

Sickness and the ability to attend school and activities will be determined by staff, not the student. The following are to be considered and followed:

1. A student who feels they are not well enough to attend school must physically talk to the Dorm Director or Coordinator in the staff office by 8:30AM. Failure to talk directly with a supervisor by the time stated will result in an unexcused absence from school. Sending a roommate or note with a friend is not acceptable.
2. Any student home sick from school will remain in his/her room until the following day. Participation in after school activities, open gym, and other athletics is not allowed.
3. If a student becomes ill during the course of the school day, he/she should go to the front school office. The office will contact the dorm staff who is either excuse or not excuse the student from school.
4. If a student wishes to see a doctor, they can make the request at the staff office in the dorm. A supervisor will make arrangements for the student to be seen and line up transportation.
5. Students may have their own over-the-counter medicines such as cough medicine, stomach aids, non-aspirin, etc. ALL PRESCRIPTIONS must be given to the staff supervisor. Staff will administer all prescription medication and track day and time it is taken.

TRANSPORTATION

The dormitory provides transportation for student needs within the Winona area on Friday and Saturdays. There is also transportation provided to Walmart on Wednesdays from 7:00PM-9:00PM. Students needs to sign up for this transportation and arrive a few minutes before their scheduled departure. If students are not on time, we cannot guarantee a ride.

The residence staff is available to transport students to and from the airports in La Crosse, Wisconsin (LSE) and Rochester, MN (RST) for the beginning of school, breaks, and the end of the school year. Middle of the night departures may not be honored. We do our best to accommodate all requests. Shuttle service is available to the Minneapolis/St. Paul airport. For reservations and current rates please visit the website www.GoCarefreeShuttle.com. The Amtrak is also an option that comes right into Winona, MN.

Airport runs provided by residence staff:

Beginning of school year	Unlimited Winona Amtrak rides.
Christmas Break	1 College visit - Juniors and Seniors
Spring Break	
End of school year	

TESTS COTTER PROVIDES TRANSPORTATION TO:

Cotter will provide transportation to:

SAT – Four to five dates to be determined. Schedule announced in mid-August.

ACT – Four to five dates to be determined. Schedule announced in mid-August.

TOEFL – Cotter offers TOEFL on site. There will be 3 test dates offered. Exact dates to be announced.

If a student chooses to take a test offered at a different site on a different date than scheduled with dorm staff, they will be required to take a taxi cab or find other transportation options.

WORSHIP

Since Cotter Schools was founded to promote Christian education and lives of Christian service, transportation will be provided by dorm staff to one of the local churches in Winona if requested.

GENERAL DISCIPLINE

In general discipline matters, the dormitory staff will be in charge of working with the student(s). In matters of a more serious nature, or repeated nature, the Director of Residential and Student Life, Coordinator of Residential Life, President, and Principal may be included. Flagrant violations of any rules or repeated infractions or confrontations with dormitory staff or teachers are grounds for immediate dismissal. See “Infraction Guidelines” for more details.

DRESS CODE AT RESIDENCE CENTER

While the dormitory is a “home away from home,” it is also an extension of the school. Considering this, dormitory students will be expected to follow general school guidelines when it comes to dress. Some key points to be aware of include:

- Shirts must be worn at all times in community and shared spaces.
- No alcohol/tobacco/drug or suggestive logos on clothing.
- No immodest clothing (no short shorts/skirts or low necklines for girls).
- Pants/Shorts must be pulled up around your waist.
- No bare feet anywhere outside of your personal room.
- No visible underwear (males and females).
- No pajamas in public areas (cafeteria, game room, study rooms, lounge).

ALCOHOL/TOBACCO/DRUGS POLICY

The dormitory policy regarding the possession and consumption of alcohol/tobacco/drugs on school property reflects that of the Cotter Schools handbook and the State of Minnesota, with the exception that the consequences are more severe. Living in the dormitory is a privilege, not a right. Consumption or possession of alcohol/tobacco/drugs by the student on school property will result in punishment and is grounds for immediate dismissal from boarding in the residence hall. **Smoking, smokeless tobacco, and alcohol/drug use or consumption is not allowed on the Cotter Schools campus or our neighboring Winona State University campus.**

The Director of Residential and Student Life reserves the right to evaluate each situation and make the proper decision based on the situation and facts. However, the following are basic guidelines to be followed in discipline matters:

Alcohol: Red Card

Tobacco Use on Campus: Red Card

Tobacco Use **IN** Dormitory: Red Card + \$100 Fine

Physical, Verbal, Emotional Abuse; Theft; Drug Possession or Use: Immediate Meeting with Director of Residential and Student Life, Principal, and President.

****See "Infraction Guidelines" on p. 47 for more details****

Infraction Guidelines

TYPE	NOTIFICATION	CONSEQUENCES
1st White Card	Director of Residential & Student Life Family Resident Mentor	Verbal Warning
2nd White Card	Director of Residential & Student Life Family Resident Mentor Parents/Guardians	Written Warning
3rd White Card or 1st Red Card	Director of Residential & Student Life Family Resident Mentor Parents/Guardians	Meeting with Director of Residential Life Appropriate consequence to be determined
2nd Red Card	Director of Residential & Student Life Family Resident Mentor Parents/Guardian Principal	Meeting with: <ul style="list-style-type: none"> ● Director of Residential Life ● Coordinator of Residential Life ● Family Resident Mentor Appropriate consequence to be determined Reflection Discussion/Journaling
3rd Red Card	Director of Residential & Student Life Family Resident Mentor Parents/Guardians Principal President of Cotter Schools	Meeting with: <ul style="list-style-type: none"> ● Cotter President ● Cotter Principal ● Director of Residential Life ● Coordinator of Residential Life ● Possible Skype with Family Consequences may vary by situation. Possible dismissal.

White Card Infraction Examples

Misuse of Cell Phone
 Break Curfew
 Late for Meetings
 Noise Violation
 Repeated, Unacceptable Room Cleanliness
 Sleeping in Different Room
 General Disrespect
 Misuse of Equipment (Rec Rooms, Lounges, Etc)

Red Card Infraction Examples

Tobacco Use In Dorm
 Serious or Repeated Disrespect

Exceptions:

Drug Use (Automatic 3rd Red)
 Theft (Automatic 3rd Red)
 Abuse (Automatic Third Red)
 Alcohol Possession/Use