



**Coggin Memorial
School**

Handbook
2021-2022

Coggin Memorial Handbook

6645 Downing Street Corpus Christi, TX 78414

(361) 991-6968



**Coggin Memorial
School**

<https://www.cogginmemorial.org/>



**Coggin Memorial
School**

A coeducational junior academy operated by the Seventh-day Adventist Church and supervised by the Office of Education, Texas Conference of Seventh-day Adventists.

Coggin Memorial School is accredited by the Accrediting Association of Seventh-day Adventist Schools, colleges and universities, which is a recognized member of the National Council for Private School Accreditation and the Texas Private School Accreditation.

School Board Members

Angie Burk— Chairperson

Ana Luna – Secretary

Chad Reiter – Treasurer

Regena Simms— Emeritus Member

Raul Aguilar—Texas Conference Representative

Pastor Chuck Woods - Member

Patti Woods- Member

Iris Bischoff— Member

Orpha Davila – Member

Homer Castillo— Member

Bonnie Reiter— Member

Thomas Brunks— Member

Anthony Hinojosa— Member

Faculty and Staff

Ana Luna

School Administrator

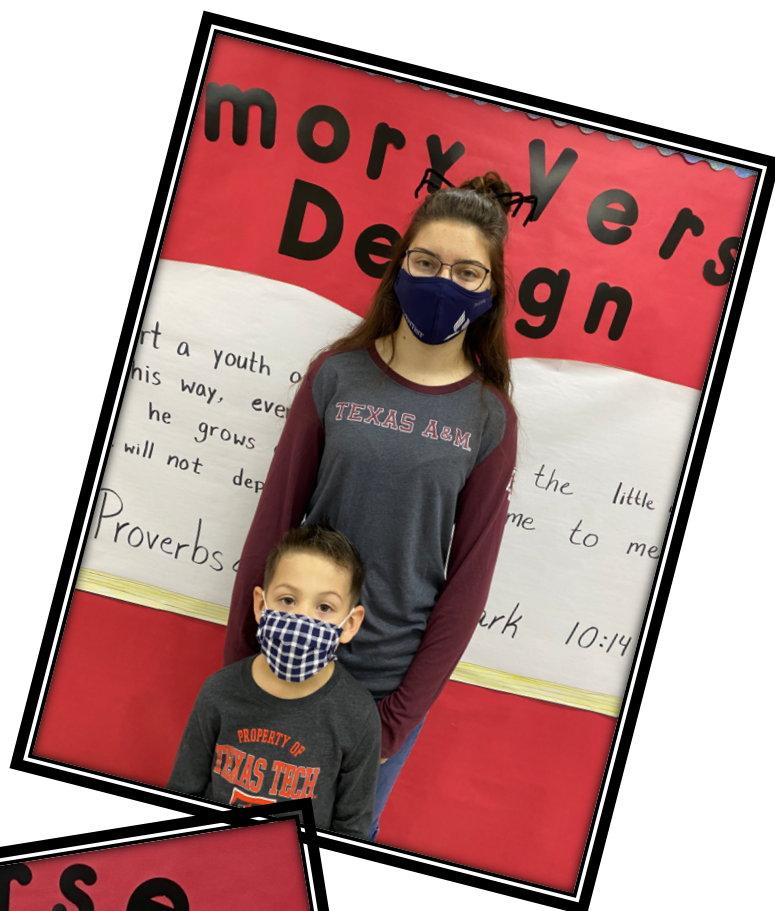
Bonnie Reiter

Teacher

PreK4-8th Grade

Ashley Burk

Teacher's Aide



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Quick Reference Guide

Dress Code Short List:

Top: Gold or Navy Polo Style

Bottom: Khaki or Navy school pants or shorts, skirts or dresses
(mid-thigh shorts/dress and no cargo please)

Sweater for inside classroom: Any solid color(s)

Belt: Black or brown

Casual Friday: Solid colored, 4 pocket jeans with spirit shirt.

Free Dress and School Accessories (backpacks, pencil boxes, folders, etc.): Solid color(s) with no emblems, character or advertisements. (except school logo)

WHEN A QUESTION OF APPROPRIATENESS OR MODESTY ARISES, THE TEACHER'S INTERPRETATION WILL BE THE DETERMINING FACTOR.

Food:

Please send ready to eat non-meat nutritious lunch for the noon meal. No drinks with caffeine or excessive sweets.

Financial:

Tuition, \$300 for 10 months, due 1st of each month. \$35 late fee assessed after the 5th of each month.

School Attendance

School is from 8:00 a.m. to 3:00 p.m. Monday through Thursday. On Fridays, classes dismiss at 2:00 p.m. If a child arrives at school after 10:30 a.m., he/she will be marked a ½ day absence. If a child is picked up from school before 2:00 p.m., he/she will be marked a ½ day absence. On Friday's a child will be marked ½ day absence if picked up before 1:00 p.m.

School begins at 8:00 a.m. Students who **arrive after 8:10 a.m.** will be counted as tardy. Three **unexcused** tardies equal a ½ day absence. Students who do not exceed 3 **unexcused** tardies in a nine-week period may participate in a special incentive reward.

Medication:

Please fill out the needed form and prescription medication must be in the original container with a prescription label stating the exact dosage.

Volunteers:

Sterling Volunteers

<https://www.nadadventist.org/asv>

MISSION STATEMENT

Coggin Memorial School exists to empower students through an environment that encourages a preparation for Eternity as we serve our community with love, faith and academic excellence.

PHILOSOPHY

The purpose of Coggin Memorial School is to guide youth who desire spiritually oriented instruction. In doing this, Coggin Memorial School endeavors to develop the whole person: academically, mentally, physically, socially and spiritually. Coggin Memorial School aims to train youth professionally and vocationally thereby promoting the improvement of the student, ultimately strengthening the church and the society in which we live. In preparation for the literal Second Coming of Christ, Coggin Memorial School provides direction and opportunities for Christian service. The curriculum is designed to give each student the desire to recreate the image of Christ in his/her life. To implement these goals, the school employs a faculty whose lives and practices demonstrate an interaction of faith and learning that are in accordance with the principles of the Seventh-day Adventist Church and Coggin Memorial School.

OBJECTIVE

We believe the Bible is central in education and that Coggin Memorial School was ordained by God to help meet the spiritual and educational needs of our children, church and community.

Coggin Memorial School strives to integrate Biblical principles and spiritual values with the teaching of academic disciplines.

ENROLLMENT

Applications

An application for admission may be obtained from the school office or school website. Students must reapply each year. Coggin Memorial School has a 90-day probationary period for all students to ensure that the child's needs are properly met. Students may not be admitted to classes until all application forms have been completed, immunization records provided, and financial arrangements have been made. The Coggin Memorial School Board gives final approval on all applications for admission.

Non-Discrimination Statement

Coggin Memorial School does not discriminate on the basis of race, color, ethnic background, country of origin, religion or gender in the administration of education policies, applications for admission, scholarship or loan programs. All Coggin Memorial Students have right to the privileges, programs and activities generally accorded to or made available to students at this school.

Students Who May Be Enrolled

Coggin Memorial School enrolls students who

- are in harmony with the school's goals and philosophies
- will abide by the policies and rules set forth in this handbook or in future supplements to it
- have met the specified application, immunization, and financial requirement
- will be benefited by the school's educational goals
- whose parents will not display behavior detrimental to the school, teachers or students
- whose parents will keep their tuition and fees paid as arranged.

Students transferring from other schools must furnish the name and address of the previous school attended. Parents must sign a statement giving Coggin Memorial School the right to request the student's transcripts from that school.

Minimum Age Requirement:

On or before September 1 of the current school year:

Pre-K: 4 years old

Kindergarten: 5 years old

1st Grade: 6 years old

Special Education Students

Coggin Memorial School may not be able to enroll special education students due to limited services. Each student application will be evaluated on an individual basis. Students who are two years or more behind entry grade level may not be accepted.



HEALTH AND IMMUNIZATIONS

ILLNESS AND ACCIDENTS

Illness consists of, but is not limited to, a child running a temperature of 100.0 or higher, vomiting, diarrhea, excessive head or chest congestion.

A sick child should remain at home so that he or she can recuperate better and so that infections will not be spread at school. Please inform the teacher when your child will remain at home because of illness.

A child who is too sick to play outside is too sick to come to school.

If the child has a communicable disease, please notify the school for safety reasons.

If a child becomes sick or has an accident at school, the parent will be called to pick up the child immediately. If a parent cannot be reached, the emergency contact will be called. Teachers are not qualified to give medical opinions.

In the event of a serious accident (life threatening), 911 will be called.

Immunizations

Immunization/Exemption records must be on file at the school. Acceptable evidence of the immunizations/exemption are:

- the official Texas immunization card with the date and doctor's signature for each immunization given.
- copies of the physician's records with the doctor's signature or initials next to each date of immunization
- County Health Department records
- a transferred Texas School Immunization Record
- Texas Immunization Exemption Form

Physical Examinations

A complete physical examination done within the last 12 months is required for the following students:

- Students who are entering the Texas Conference school system for the first time.
- All students in first, fourth and seventh grade.
- Transfer students have thirty school days to have these records sent from the previous school;
- They may not be allowed to attend classes on the 31st day if their records are not on file.
- Dental examinations are recommended but not required, for new students and for seventh graders.

MEDICATIONS AND INSURANCE

Medications

Texas state law does not permit students to administer drugs (either prescription drugs or over-the-counter drugs) to themselves or others. Do not put medicine in a lunch box for children to self-administer.

Teachers cannot administer medicine without parental consent.

Prescription medication must be in the original container with a prescription label stating the exact dosage. Parents should try to schedule medication dosages so that they do not occur during school hours. A medicine dosing instrument must accompany liquid medication.

Accident Insurance

All students enrolled in this school are covered by a mandatory insurance which covers accidental injuries sustained on the school campus or on authorized fieldtrips. Accidents should be reported immediately to the school personnel. An informative brochure containing complete information will be distributed. This secondary insurance covers only what the parents' primary insurance does not. Parents are responsible for sending the forms to the insurance company. The school does not pay insurance claims.

FINANCIAL INFORMATION

Registration Fee

A non-refundable registration fee is required before any student can be enrolled in school. Registration Fee: \$200.00 (Non-refundable)

Tuition

Adventist and Non-Adventist: \$300.00 due on the 1st of each month, after the 5th there will be a \$35.00 late fee added unless arrangements are made with the school treasurer. In August, full tuition is due when school starts. Tuition is from August to May of each school year.

Discounts

There is a 10% discount for tuition paid in full at time of registration.

For families with multiple children the first child is full tuition and each child after that receives a 10% discount.

Worthy Student Finance Committee

The Committee will consist of the school board chair, pastor(s), principal, and school treasurer. All eligibility information is kept confidential within this committee. Documentation provided is maintained in a locked file.

Worthy Student Eligibility Requirements:

1. Three months of current payment stubs for all working adults in the household.
2. Proof of employment.
3. Any other financial arrangements must have Coggin School Board approval.

Declined Payments

A \$20.00 fee will be charged for any declined payments. If two declined payments occur in the same school year, future payments to the school must be made in cash, certified check or money order.

Delinquent Accounts

No account will be allowed to be more than sixty (60) days past due unless communication has been established with the treasurer. Students may be asked to withdraw on the 30th of the month if the account has not been paid, or if satisfactory arrangements have not been made with the Finance Committee.

The arrangements must be in writing and signed by the parents and a representative of the Finance Committee. If the terms of these arrangements are not met, the parents may be asked to withdraw the child from school.

Students may not attend classes until the registration fee and any outstanding account balances from the previous year(s) are paid in full or a payment plan has been agreed upon with Finance Committee.

Outstanding Accounts at the End of the School Year

In accordance with the policy of the Texas Conference Office of Education and Coggin Memorial School, transcript(s), report card(s) and/or diploma(s) will be withheld until the student's account is paid in full.

Refunds for Withdrawal from School

If a child withdraws from school, the tuition and fees may continue to be charged until the official withdrawal form, with all necessary signatures, is completed and on file in the office. When a student withdraws, paid tuition may be refunded; the refund will be pro- rated for the days attended. Registration fees are non-refundable.

Responsibility for Damage

Parents are financially responsible for damage done by their child/children including paying for lost or damaged books.

CUSTODY DISPUTES

In case of a custody dispute, the school will abide by the ruling of the court copy on file in the school's office. If a copy of the court document is not on file, the child may be released to either parent, so please be diligent with all court documentation.

LUNCHES

Students should bring nutritious non-meat lunches for the noon meal. Please do not send an excessive amount of sweets or any beverages containing caffeine.

Students are not allowed to leave campus for lunch unless they are taken by a parent or an adult who has prearranged parental consent with the teacher.

PARTIES AND TREATS

Class birthday or party treats may be brought with teacher permission.

Gum is not allowed on campus.

LENGTH OF SCHOOL DAY

School begins at 8:00 a.m. All classes are dismissed at 3:00 p.m. Monday through Thursday. On Fridays, classes dismiss at 2:00 p.m. If a child arrives at school after 10:30 a.m., he/she will be marked a $\frac{1}{2}$ day absence. If a child is picked up from school before 2:00 p.m., he/she will be marked a $\frac{1}{2}$ day absence. On Friday's a child will be marked $\frac{1}{2}$ day absence if picked up before 1:00 p.m.

Early Release Thursdays may happen once a month (usually the 4th Thursday except in November and December it is the 3rd). Children are released at 11:45 a.m.

All children must be picked up no later than 30 minutes after the dismissal time. A fee of \$5.00 may be charged after the 1st 30 minutes and \$2.00 for each additional minute thereafter.

Please communicate if problems arise and you are not able to pick- up your child.

SUPERVISION BEFORE AND AFTER SCHOOL

Supervision is available beginning at 7:30 a.m. Students must remain in a supervised area.

Students may only leave with adults listed on the pickup form. Anyone not on that form requires parental consent.

It is the parent's responsibility to notify the supervising teacher when they are not able to pick up their child.

ABSENCES AND TARDINESS

Regular attendance is required of all students. State law requires that parents send written excuses for all absences. Legal excuses for absence, according to the Texas Education Code, are sickness of the child or a death in the immediate family. Absences for medical appointments should be arranged with the teacher ahead of time; please try to arrange these appointments for after school hours.

Students are expected to be at school on time every day. Tardy students miss one of the most important parts of the school day at a Christian school, prayer and Bible study.

School begins at 8:00 a.m. Students who **arrive after 8:10 a.m.** will be counted as tardy. Three **unexcused** tardies equal a ½ day absence. An excused tardy constitutes extenuating circumstances beyond parental control. Students who do not exceed 3 **unexcused** tardies in a nine-week period may participate in a special incentive reward.

Excessive absences or tardiness may affect a student's grades for that quarter. A parent/teacher conference may be required if a student has excessive absences or tardies.

If a student misses more than 10% of the school year, the School Board will review their situation and they may be asked to repeat their current grade.

MAJOR DISASTER

In the event of a major disaster, children will remain at the school until a parent or an individual on the emergency list comes to pick them up. If the parent directs for another individual to pick up the child, that person must present a picture identification and sign them out.

The principal or designee is in charge during and after a major disaster.

APPROPRIATE DRESS AND GROOMING

All students must abide by the school dress code and conform to the rules of proper attire as spelled out in the Coggin Memorial School's Handbook. The school uniform consists of khaki or navy pants or shorts, skirts or dresses with a brown or black belt and navy or gold polo shirt.

JEANS ARE NOT PART OF THE UNIFORM.

Students must dress neatly, modestly, safely, healthfully, and in a way that is not a distraction to the student or to others and is consistent with the school's philosophy and a Christian life-style.

Shorts and dresses must be at least mid-thigh in length. Students must not wear items such as tank tops, sun dresses, shirts that expose the midriff or skin-tight leggings. Girls wearing dresses are required to wear shorts or tights under them to maintain modesty when playing. Items such as sandal-type footwear, metal cleats, or baggy pants may not be worn.

As certain clothing items become identified with groups which do not adhere to the school's Christian lifestyle, those items will be banned.

Students must not wear nail polish, excessive makeup, or tattoos. Students shall not wear jewelry including body piercing jewelry. Any accessories that can be caught or pulled including those that could injure another student will not be permitted on school grounds.

Hair should be clean, combed, and well groomed. For boys, hair length should not be over the eyebrows and should be off the top of the collar. Hair at the side should not extend below the earlobe.

Extreme hair styles including Mohawks, spiked hair, and unnatural coloration are not permitted.

Casual Fridays: On Fridays, students may wear a school spirit shirt with a plain, solid colored, 4 pocket jeans.

The school spirit shirt **MUST** be worn on all field trips.

Free Dress Days: When teachers allow this type of dress, please adhere to school guidelines. All attire must be solid colors without emblems, characters or advertisements. It may also follow casual Friday attire.

School Accessories: All items such as, but not limited to, backpacks, lunchboxes, pencil boxes, masks, folders, notebooks etc. must be solid colors without emblems, characters or advertisements. The only exception will be items with Coggin Memorial's school logo.

Guidance is available on specifics; appropriateness will be determined by the administration/teacher.

WHEN A QUESTION OF APPROPRIATENESS OR MODESTY ARISES, THE TEACHER'S INTERPRETATION WILL BE THE DETERMINING FACTOR.

PERSONAL PROPERTY

It is recommended that all personal property be marked with the student's name.

Students should get teacher permission before bringing sports equipment for P.E.

Baseballs, hardballs, and hockey sticks are not allowed.

Bicycles, skateboards, roller skates, roller blades, and motorbikes are not permitted on campus during school hours.

TELEPHONE

Teachers and students should not be called out of class to answer the telephone except for emergencies. Anyone who needs to contact students or teachers should leave a message and number requesting a return call at a convenient time. Students will not be permitted to use the classroom phone during school hours. In case of an emergency, the teacher will contact the parent.

ELECTRONIC DEVICES

Use of cell phones, iPods, headphones or any other electronic devices are not allowed in the classroom. Teacher's policy for such devices will be followed.

STUDENT BEHAVIOR

Christians always try to remember what the Bible says in Philippians 4:8 (NIV):
“Whatever is true, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy – think about such things.”

Students must show reverence for God and respect for the ideals and standards of the school.

Students must respect and obey the teacher and other staff members.

Students must not be disruptive in the classroom. Students must be kind and courteous to one another.

Students must not engage in activities that would harm them or others either physically or emotionally.

Students must be honest at all times, in words, in actions, and in doing schoolwork.

Students must respect property that belongs to the school and to other individuals.

Students must not use inappropriate language or gestures. They must not bring or show any inappropriate pictures, literature, or music.

Students must not use alcoholic drinks, tobacco or illegal drugs.
Students must not have these on campus or furnish them to anyone else.

Students must comply with state law which prohibits the possession or use on school grounds of matches, lighters, fireworks, firearms, explosives, knives, slingshots, darts and other weapons.

Students must not bring gum, roller skates, roller blades, skate- boards, war toys, or expensive breakable items to school.

All electronic devices must be turned in during school hours.

Rules which the faculty develops to meet changing conditions and needs have the same force as those outlined in this handbook.

Bullying Policy:

- Bullying is prohibited.
- Bullying is a systematic psychological or physical hurt and distress that is caused upon another individual or individuals. Bullying is an unwanted delivered action, and/or dehumanizing gesture made by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment and can cause long term damage. Bullying can cause discomfort and humiliation. This behavior may be portrayed over the internet as cyber bullying. Bullying may involve, but is not limited to unwanted teasing, threatening, intimidating, name calling, stalking, cyber stalking, physical violence, cyber bullying, theft, public humiliation, destruction of school or personal property, social exclusion, including incitement or coercion, and spreading of false rumors. Coggin Memorial School stands by the Golden Rule. “So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets” Matthew 7:12.

Responsibility for interpretation and application of all regulations rest with the faculty.

DISCIPLINE OF STUDENTS

Discipline is designed to help a child develop self-control and become more Christ-like.

To impress upon the child the importance of school rules, the child may be separated from the class, sent to the office or another room, given special assignments, or be required to sit on the sidelines during recess.

Disciplinary steps may include but are not limited to:

- a note home explaining the problem
- a call to the parent
- Parent/Teacher conference
- In-school suspension
- At-home suspension until the child is ready to abide by school rules
- Suspension is a decision of the faculty and School Board Chair

The School Board may decide to expel (permanently dismiss) a student for the reason(s) listed on the next page. Expulsion is always a last resort.

BEING EXPELLED FROM SCHOOL

Only the School Board can expel a student upon the recommendation of the faculty. The student's parents may observe the School Board discussion and may, at the School Board's discretion, speak to the issue(s).

The School Board will consider expelling a student from school if:

- the tuition and fees are not paid as stated in the handbook;
- the policies in this handbook are disregarded;
- the parents conduct themselves in a way that is detrimental to the school, teachers, or students;
- the student is out of harmony with the goals, philosophy, and atmosphere of the school;
- the student's behavior is in violation of Coggin Memorial School's rules.

Students are automatically expelled for bringing weapons such as knives, guns, sharp objects, etc., explosives, or illegal drugs on campus.

LEAVING CAMPUS DURING THE SCHOOL DAY

Students may only leave the campus during school hours with a parent or parent-designated adult. The child must be signed out. Students who leave campus with a teacher must have written parental permission each time.

PARENT/TEACHER CONFERENCES AND PROBLEM RESOLUTION

Open communication between the home and the school is encouraged.

Parents are encouraged to contact the teacher whenever confusion or questions exist about any aspect of the child's education.

The school schedules two formal parent/teacher conferences a year. The first conference, held after the first grading period, is required, and the second conference, held later in the year, is recommended. Parent requested conferences must be scheduled for afterschool hours.

No problems will be discussed in the presence of student(s) unless the teacher/parent(s) feels it is advisable.

The proper procedure for parents to present complaints, is to speak to the teacher. After speaking to the teacher, they may then speak to the principal. If that fails, they may speak to the school chair. If still not resolved, parents may present complaints to the School Board or ask the School Board to help resolve problems. If all local attempts to resolve the issue are unsuccessful, the parent may contact the Texas Conference Education Superintendent for our school, Raul Aguilar 817.790.2255 ext. 2134

HOME AND SCHOOL ASSOCIATION

The Home and School Association is designed to provide parent education and to unite the home and school in providing a Christian education to the children. The Home and School Association often takes on fund raising projects that benefit the students and school.

Students, parents, teachers, and adult members of the church, and stakeholders of the school are members of the Home and School Association.

VISITORS

Due to safety issues and liability, all visitors, including parents, must check in with a teacher before going to a classroom or area where children are present. Visitors must obey the school rules and recognize that school personnel have the children's safety as a top priority. Parents must be mindful of classroom instruction times when making appointments with the teacher for visits.

The school is on private property. Individuals may request a campus tour with the principal.

Sterling Volunteers

<https://www.nadadventist.org/asv>

PARENT AIDES IN THE CLASSROOM

Teachers, in cooperation with the School Board, may invite parents to participate as aides in the classroom. The teacher will assign and direct the parent aides. The teacher's leadership is always the final word in the classroom.

Parent will need to complete Sterling Volunteers.

<https://www.nadadventist.org/asv>

FIELD TRIPS

All trips and activities must be planned, organized, and conducted in harmony with denominational standards.

Trips are to be financed in such a way that all students of Coggin Memorial School can participate without financial embarrassment.

VOLUNTEER DRIVERS AND VEHICLE

Drivers must meet conference requirements for vehicle insurance and complete Sterling Volunteers <https://www.nadadventist.org/asv>

INTERNET POLICY

Coggin Memorial School internet service is for student use for their classwork. A signed agreement from the parent and student is required.

Acceptable Use Agreement for Internet and Other Electronic Resources

Coggin Memorial School recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of our school. To this end, Coggin Memorial School encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of Coggin Memorial School.

The Internet is an unregulated, worldwide vehicle for communication. Therefore, it is impossible to completely control information available to students. Coggin Memorial School adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources through equipment owned or operated on or by Coggin Memorial School.

Coggin Memorial School Rights and Responsibilities

It is the policy of Coggin Memorial School to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Coggin Memorial School recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, Coggin Memorial School retains the following rights and recognizes the following obligations:

1. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Coggin Memorial School's equipment, and equipment used during school hours specifically, to exclude those who do not abide by Coggin Memorial School's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Coggin Memorial School reserves the right to restrict online destinations through software, firewalls or other means.
2. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

User Responsibilities

Use of the electronic media provided by Coggin Memorial School is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to students at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of Coggin Memorial School.
2. Proper codes of conduct in electronic communication must be used. Giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
6. From time to time, Coggin Memorial School staff may make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited. Please refer to Bullying Policy.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on Coggin Memorial School computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.

11. Coggin Memorial School network may not be used for downloading entertainment software or other files not related to the mission and objectives of Coggin Memorial School for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Coggin Memorial School.

12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC). 9

13. Use of the network for any unlawful purpose is prohibited.

14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.

15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.

16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Disclaimer

1. Coggin Memorial School cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators must have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. Coggin Memorial School will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. Coggin Memorial School makes no warranties (expressed or implied) with respect to:
 - the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
 - any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. Coggin Memorial School reserves the right to change its policies and rules at any time.