



2016 -  
2017

# STUDENT HANDBOOK



## Mission Statement

It is our mission to ensure all our students are learning - that they are acquiring the knowledge and skills essential to achieving their full potential and becoming productive citizens.

## TABLE OF CONTENTS

ACCIDENTS	3
ACT/SAT/PSAT TEST DATES	3
ANNOUNCEMENTS	3
ASSEMBLIES, ACT/SAT/PSAT TEST DATES	3
ASSESSMENTS	3
ATTENDANCE POLICIES	4
AUTOMOBILES/OTHER VEHICLES	8
BUS REGULATIONS	9
CHEATING AND PLAGIARISM	9
CLASS DUES	9
CLASS STANDING	10
CLOSING OF SCHOOL	10
COURSE CHANGES	10
DAILY CLASS SCHEDULE	10
DANCES	11
DISCIPLINE/IMPROPER BEHAVIORS	11
DRESS AND GROOMING	12
DRUG & ALCOHOL USE/POSSESSION	13
ELECTRONIC COMMUNICATION DEVICES	13
ELEMENTARY/INTERMEDIATE/MIDDLE SCHOOL POLICY	14
FEES/FINES	14
FIRE, TORNADO, LOCK-DOWN DRILLS	14
FOOD CONSUMPTION	14
GANG RELATED OR OTHER CRIMINAL ACTS	15
GRADES	16
GRADUATION REQUIREMENTS	16
GUIDANCE AND COUNSELING	17
HARASSMENT/DISCRIMINATION	18
HOMEWORK POLICY	18
HONOR AWARDS	19
LEARNING MATERIALS CENTER	21
LOCKERS	21
LOST AND FOUND	22
LUNCH PERIOD POLICY	22
MEDICATION PROCEDURES	23
NON-DISCRIMINATION	23
NON-SMOKING/TOBACCO POLICY	23
PASSES	23
REPEATING/AUDITING A COURSE	24
SPORTSMANSHIP	24
STUDENT CLASSROOM CONDUCT	24
STUDENT COUNCIL	25
STUDENT PUBLICATIONS	25
TEXTBOOKS	25
TRANSCRIPTS	25
VISITORS	26
WEAPONS/FIREARMS	26
YOUTH OPTIONS	26
DISTRICT COMPUTER POLICY	27
EXTRA/CO-CURRICULAR HANDBOOK	30

## EHS Staff Directory 2016-2017

Mr. Brian Benson	Science
Mr. Tristram Bisgrove	Social Studies
Ms. Melissa Bonow	Language Arts
Mrs. Heather Buttchen	Family & Consumer Science
Mr. Brian Cashore	Assistant Principal/Athletic Director
Mr. Dan Cobb	Language Arts
Mrs. Gina Collins	Spanish
Mr. Rob DeMeuse	Social Studies
Mr. Scott Everson	Principal
Ms. Amy Faldet	Special Education/Alternative Education Assistant
Mr. Peter Hanke	Technology Education
Mrs. Meaghan Hannibal	School Psychologist
Mrs. Marissa Hanson	School Counselor
Mrs. Amanda Holmes	Language Arts
Mrs. Dana Hurda	Business Education
Mrs. Adrienne Kangas	Librarian
Mrs. Kim Katzenmeyer	Special Education Teacher
Mr. Rob Kostroun	Technology Education
Ms. Keri Krebsbach	Choir
Mrs. Barb Krumwiede	Administrative Assistant
Mr. Steve Krupke	Mathematics
Mr. Nick Kuhn	Special Education Teacher
Mr. Jim Kvalheim	Agriscience
Mr. Andy Lehman	Physical Education
Ms. Natalie Loggans	Language Arts
Mr. Donnell Lyons	Special Education Assistant
Ms. Allison Marlin	Science
Ms. Kim Marshall	Visual Arts
Mrs. Kathy McCoy	Attendance Clerk/Athletic Secretary
Mr. Kyle McDonald	Business Education
Mrs. Penny Messling	Science
Mrs. Deb Miller	Physical Education
Mrs. Carolyn Mills	Special Education Teacher
Ms. Jennifer Nelson	Special Education Assistant
Mr. DeeJay Redders	Social Studies
Mrs. Lindsay Reese	Special Education Assistant
Mr. Tony Riel	Visual Arts
Mrs. Corine Schieldt	Mathematics
Mrs. Catherine Schuett	Special Education Assistant
Ms. Amanda Schmidman	Band
Mrs. Chris Schullo	Mathematics
Mrs. Sable Schwab	ELL
Mr. Matt Smith	Alternative Education Teacher
Ms. Elizabeth Stalder	Science
Mr. Mark Stano	Mathematics
Mrs. Aimee Swartwout	School Counselor
Ms. Dana Teske	Spanish
Mrs. Tina Thornton	School Counselor Secretary
Ms. Courtney Tyson	Language Arts
Ms. Melissa Whitmore	Special Education Teacher
Mrs. Karla Wickersham	Social Studies
Mr. Tony Wiemiller	Mathematics
Mr. Doug Zblewski	K-12 Advanced Learning, HS Jedi & AP
Mr. Joe Henn	Food Service
Ms. Jeannie Nelson	Food Service
Ms. Liz Uher	Food Service
Mr. Dave O'Bel	Custodian
Mr. Louis Pomplun	Custodian
Mr. Alan Tomlin	Custodian
Mr. Kevin Wells	Custodian

**ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event or other events sponsored by the school, must be reported to the school office as soon as possible. Accident forms are available at the high school office.

**ANNOUNCEMENTS**

Announcements will be read at the beginning of advisory period every day. Announcements must be approved by a member of the faculty/staff.

**ASSEMBLIES**

During the school year assemblies will be held for various reasons. Some reasons include pep assemblies and lyceums. When an assembly is held during the school day, attendance by students is mandatory. A special assembly schedule is followed on days of assemblies.

**ASSESSMENTS**

The following assessments will be utilized at Evansville High School as part of our comprehensive assessment and progress monitoring system. They are as follows:

- WKCE Social Studies and Science required for 10<sup>th</sup> grade students
- STAR Assessment and progress monitoring three times per year for all students
- ACT required for all 11<sup>th</sup> grade students
- Aspire suite required for 9<sup>th</sup> and 10<sup>th</sup> grade students
- WorkKeys assessment for all 11<sup>th</sup> grade students
- Dynamic Learning Maps for students with disabilities as determined by individual IEPs
- Scholastic Reading Inventory screener for all 9<sup>th</sup> grade students

**ACT/SAT/PSAT 2016-2017 TEST DATES**

ACT

Required by all UW Schools and accepted by many others nationwide

- September 10, 2016
- October 22, 2016
- December 10, 2016
- February 11, 2017
- April 6, 2017
- June 10, 2017

Registration for the ACT must be mailed at least 5 weeks prior to the testing date.

SAT

Required by many prestigious schools nationwide; accepted/preferred by many schools in the west, east, and south

- October 1, 2016
- November 5, 2016
- December 3, 2016
- January 21, 2017
- March 11, 2017
- May 6, 2016
- June 3, 2016

Registration for the SAT must be mailed at least 4 weeks prior to the testing date.

Registration materials for both tests are available in the guidance office.

PSAT

This test will be given at Evansville High School on Wednesday, October 19, 2016.

## **ATTENDANCE PROCEDURES AND POLICIES**

The Board of Education of the Evansville Community School District encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. Frequent absence of students from regular classroom learning experiences disrupts the continuity of the instructional process. Consequently, students who miss school frequently experience difficulty in achieving the maximum benefit of schooling.

In accordance with state law, all children between six and eighteen years of age must attend school full time until the end of the term, quarter or semester in which they become eighteen years of age, or unless they have a legal excuse, fall under one of the exceptions outlined in the state statutes, or have graduated from high school.

### School Notification

Student attendance is monitored throughout each school day. Parent(s)/guardian(s) should call the school office prior to 9:00 a.m. the morning of an absence to report the absence. If it is not possible to call, a note explaining the student's absence should be presented to the school attendance clerk immediately upon return to school. All absences must be cleared before the end of the second school day or the student may be considered unexcused and truant.

Parent(s)/guardian(s) who have not notified the school of the absence will be notified by voice mail/phone that their child is absent as part of our safe arrival program. Parent(s)/guardian(s) may substitute email for a phone call or a note providing they have completed a form specifying their preference for email. These are available on-line on the District website and annually at our back-to-school days. Should a student abuse this family privilege, all attendance excuses for at least the remainder of the year must be in writing.

### Parent/Guardian Excused:

Parent(s)/guardian(s) may excuse their children for up to ten (10) days per year for any purpose providing the parent/guardian submits prior written approval to excuse their students. If the principal/attendance officer determines that the student will exceed the ten (10) day limit, days beyond 10 will be considered unexcused unless they are documented by the parent/guardian as meeting one of the "School Excused" exceptions and have approval of the principal. Policies for obtaining and completing work for pre-arranged absences will be set by each building and provided annually in the school handbook.

### High School Procedure:

In order for the absence to be excused, it is the responsibility of the student and parent(s)/guardian(s), during the school day prior to the absence to:

- Obtain approval from the principal/attendance officer in each school the student attends.

If the absence is for more than one day:

1. Obtain, from each teacher, the list of assignments that can be completed while absent.
2. Turn in a signed copy of the assignments prior to departure.

Students will have at least the same number of days after return to school as the student has been absent to complete all missed school work. It is the student's responsibility to obtain the assignments and turn work in as soon as possible.

### School Excused/Unexcused:

Students are expected to be in attendance unless there is a need to be absent for one of the following reasons under the following conditions:

1. Student illness: The school may require a written verification from physician.
2. Sudden emergencies: The school will require written verification upon return to school.
3. Educational opportunities approved by the district administrator or building principal.
4. Suspension from school.
5. Religious holidays.

A note specifying the reason for the absence must be given to the school before the end of the second school day of returning to school. The school reserves the right to record the absence as unexcused if no excuse is given or the reason given cannot be substantiated. The parent(s)/guardian(s) will be notified if the absence is recorded as unexcused. Five (5) or more unexcused absences will require an attendance conference with the parent(s)/guardian(s) and a written plan to improve attendance.

### Medical Related Absences

Students going to the doctor or dentist during school hours must bring back a slip from their doctor/dentist stating the date and time of the appointment. On appointment days, students are expected to spend the balance of the day in school unless excused by the doctor/dentist. While infrequent absences due to illness are normal, frequent absences jeopardize a student's standing in classes. If a student is absent more than five (5) days per semester because of illness, the school may require a doctor's statement to excuse the student for illness. Failure to produce a doctor's excuse at that point would result in an unexcused absence.

### Missed School Work

In the case of excused absences, time will be allowed for make-up work, including exams with full credit given for work completed.

The school may not deny a student credit in a course or subject solely because of the student's unexcused absences from school. Students will be permitted to take examinations missed during unexcused absences, following the procedures in the relevant school handbook.

### Unexcused Absences or Truancy

School officials will proactively involve parent(s)/guardian(s) when a student's attendance is of concern due to frequency of absences and/or tardiness. The school attendance office will communicate with the parent(s)/guardian(s) to discuss the causes of the absences and to try to arrange for a solution. The Board does not distinguish between truant and unexcused. Thus, all absences not covered under the excused absence list above will be considered unexcused and have the same meaning as "truancy" under Wisconsin Statutes. Consequences will vary depending on the age of the student. Each building is responsible for establishing age-appropriate consequences consistent with State Statute. Under State Statute and City Ordinance, a truancy citation may be issued, depending on age of the student and length of absence.

A student's parent(s)/guardian(s) will be notified by telephone and mail as soon as it is ascertained that a student is truant. Any student found to be truant will be required to attend a conference with the principal/attendance officer or designee. The student and parent/guardian will be informed of the penalty to be imposed by the school for the truancy. Mitigating factors in a student's family, emotional, educational, or health situation will be considered along with the need to develop an attendance plan. The student will also be warned of the consequences of continued truancy both at school and through

the municipal court. The principal/attendance officer will positively reinforce the reasons for good attendance; attempt to assess the factors that may have contributed to the truancy, and call upon appropriate school personnel as needed. If the student has more unexcused absences and reaches the habitual truant level, a certified letter will be sent to the parent(s)/guardian(s) requesting a parent/guardian conference to discuss the truancy. At this time, a referral to the municipal court may also be sent for action under state truancy laws for habitual truant.

As a consequence of a student's truancy the student may be assigned to detention or to a supervised, directed study program. The program need not be held during the regular school day. The building will develop the conditions under which credit may be given for work completed during the period of detention or assignment to a supervised, directed study program. A student must be permitted to take any examinations missed during a period of assignment to a supervised, directed study program.

### Habitual Truancy

A student who is absent from school without an acceptable excuse for part or all of five (5) or more school days per semester will be declared habitually truant. If so, the student's parent(s)/guardian(s) will be notified in writing of the student's status. Within five (5) days after the date the habitual truancy notice has been sent to the parent(s)/guardian(s), by certified mail, a meeting may be scheduled with them and school officials to discuss the student's truancy. With the consent of the student's parent/guardian, the date for the meeting may be extended for an additional five school days. The Board will actively support any and all ordinances and laws dealing with truant students.

### Truancy Referral Due to Accumulation of Unexcused Absences

Truancy means a student is absent from school and his/her absence is not an excused absence. Habitual truancy is being absent from school without an acceptable excuse for part or all of 5 or more school days on which school is held during a school semester.

Students who are habitual truant, truant from school for more than one-half of a single school day, excessively tardy, or failed to serve attendance related detentions will be referred to the proper authorities for appropriate consequences.

## **TRUANCY**

**"Truancy" (Wis. Stats. 118.15)** means any absence from school for **part** (including tardiness) or all of one or more school days without an acceptable excuse for pupils between the age of 6 and 18.

**"Truant to School" means late to school**

**"Truant to Class"** means late to class, study hall or homeroom

**"Truant from Class"** means absent from class, study hall or homeroom without an acceptable excuse

**"Contributing to Truancy"** means any person 17 years of age or older who, by act or omission, knowingly encourages or contributes to the truancy of a person 17 years of age or under.

### **Citation Amounts:**

1. First Offense: a forfeiture of not more than \$50.00 plus costs.
2. Subsequent Violations: a forfeiture of not more than \$100.00 plus costs.
3. Contributing to Truancy: a forfeiture of not more than \$200.00 plus costs.

## **Levels of Discipline**

I. Truant (Tardy) to School: Arriving to 1<sup>st</sup> Block after the tone has sounded

### **Infraction**

1. 3<sup>rd</sup> unexcused tardy

### **Action**

30-Minute Detention

- |  |                     |
|--|---------------------|
| 2. 3 <sup>rd</sup> unexcused tardy—failure to serve DT | Citation            |
| 3. 4 <sup>th</sup> unexcused tardy                     | 45-Minute Detention |
| 4. 4 <sup>th</sup> unexcused tardy—failure to serve DT | Citation            |
| 5. 5 or more unexcused tardies                         | Citation            |

II. Truant (Tardy) to Class: Arriving to class, study hall or homeroom after the tone has sounded

<b>Infraction</b>	<b>Action</b>
1. 3 <sup>rd</sup> unexcused tardy	30-Minute Detention
2. 3 <sup>rd</sup> unexcused tardy—failure to serve DT	Citation
3. 4 <sup>th</sup> unexcused tardy	45-Minute Detention
4. 4 <sup>th</sup> unexcused tardy—failure to serve DT	Citation
5. 5 or more unexcused tardies	Citation

III. Truant from School: Arriving to class over ten (10) minutes late

- Infraction**
- Unexcused-Arriving over 10-minutes late for a 1 class period  
**Action=45-Minute Detention**
  - Unexcused-For over 10-minutes—failure to serve DT  
**Action=Citation**
  - Unexcused-From 2 class periods  
**Action=(2) 45-Minute Detentions**
  - Unexcused-From 2 class periods—failure to serve DT  
**Action=Citation**
  - Unexcused-For more than 2 class periods  
**Action=Citation**

Procedure for Leaving the Building During the School Day

Students who need to leave the building for any reason during the school day must first obtain a permit from the office. A permit will only be issued with permission from a parent and the school. Otherwise, the absence will be considered unexcused.

Early Release and Full-Time Attendance

All students enrolled in Evansville High School are required to be scheduled for eight semesters of full-time course work or until the end of the term, quarter, or semester in which they become 18 years of age. However, early release may be approved as follows:

- Students who wish to graduate after seven semesters of work must make a written request to the high school principal for early release no later than the end of the semester prior to the semester of their anticipated graduation date.
- Students who wish to graduate after six semesters of work must make a written request to the high school principal who wish to graduate after six semesters of work must make a written request to the high school principal for early release one year prior to the anticipated graduation date.
- Arrange for a conference between student, parent, and counselor to develop a final semester schedule and to assist in the development of post-high school plans.
- Students who wish to be involved with a reduced daily schedule must meet the requirements of an Individual Education Plan, 504 Plan, or a supervised work experience program.



Students who meet graduation requirements are eligible for academic awards such as honors, high honors, salutatorian or valedictorian in the next regularly scheduled spring commencement ceremony following their requested early release.

Since they are no longer attending school regularly, students who have completed an early release program are no longer eligible to participate in co-curricular activities. They will, however, be allowed to participate in graduation exercises should they so desire.

#### Age of Majority

All students at Evansville High School are subject to school rules. Students who have reached their 18th birthday are permitted to originate their own excuse for absence only if they (1) are not living with their parent or guardian or (2) the appropriate form is completed by the parent or guardian stating that the student is responsible for himself or herself. The student is still bound by the same set of acceptable reasons as listed in the school attendance policies.

#### **AUTOMOBILES AND OTHER VEHICLES**

Driving a car or other motor vehicle to school is a privilege granted to students by the state, school, and parents. In the interest of student safety, students to whom school bus transportation is provided by the district are encouraged to ride the school bus to and from school.

In an attempt to provide maximum safety for all students, the following procedures and rules will be followed by students who want to drive a motor vehicle to school and park in the school parking lot:

1. Students who drive their motorized vehicles to school and park vehicles on the school property, or work on them in the shop area, must complete a Parking Permit application available in the office and submit a **Parking Permit fee of \$80/year, \$40/semester or \$20/term** so that your vehicle is registered with the school. Registration must occur at the beginning first 3 days of school. **Parking Fees will not be refunded if a student's parking privileges are revoked. Parking permits will only be issued after all other fees have been paid.**
2. A parking tag is necessary and will be issued to all students who have a completed an approved Student Driving and Parking Permit application form. The parking tag must be affixed in the manner designated. Cycles must be registered and will be issued a registration sticker
3. All student vehicles must be properly parked in the designated areas in the front parking lot West of the school.
4. Speed limits of 15 M.P.H., posted traffic patterns, and designated parking areas must be adhered to.
5. Students are not to be in, or on, any motor vehicle, or in the school parking lot during school hours, including noon hour, unless they are either legitimately entering or leaving the school grounds by motor vehicle.
6. Students are prohibited from driving their vehicles from the high school parking lot during the school day, including the noon hour. Students that have parent request slips or have been requested by a parent telephone call to leave during the school day for an acceptable reason, have been excused by the office, and have properly signed out may drive their automobiles from the school parking lot during the school day. It is the general policy of the school that once a student's car is parked on the school parking lot, it will remain there until the end of the school day.
7. The use of recreational and/or non-licensed vehicles is prohibited on all Evansville School District grounds, parking lots and driveways.
8. Parking on school grounds is a privilege and not a right and thus a student election of this privilege is tantamount to consent for school officials to search their parked cars on school grounds.

9. **Penalties:** Students who are found to be in violation of the preceding rules and regulations will face disciplinary action which can include detention, suspension, expulsion, revocation of driving or parking privileges, towing of vehicle, or referral to the Evansville Police Department.

### **BUS INFORMATION AND REGULATIONS**

1. Be on time at the designated pick-up points.
2. Be careful in approaching bus stops. Walk on the left side toward oncoming traffic. If you cross the road, do so in front of the bus after checking with the driver for a hand signal to cross.
3. Bus riders shall board the bus at their school's loading zone unless permission is granted otherwise.
4. Reach seat in bus without disturbing or crowding other pupils. Bus driver retains the right to assign seats.
5. Riders are not to extend any part of their bodies out of windows or move about the bus at any time.
6. Riders are expected to obey the school bus driver promptly.
7. Help keep the bus clean, sanitary, and orderly--no littering.
8. Damage done to seats or other bus equipment must be paid by the rider or his/her parents or guardians.
9. Riders shall remain seated unless exiting the bus. If you cross the road when exiting the bus, do so in front of the bus, after checking with the bus driver for a hand signal to cross.
10. The bus is considered an extension of the classroom. Therefore the same expectations and consequences for student behavior exist while riding a school bus.
11. The bus driver is in charge of the bus at all times, and retains the right to establish additional rules necessary to promote the health, welfare, and safety of the riders.
12. Students must have written permission from parents or guardians to leave the bus at a spot other than the regular loading areas.
13. Student requests for ridership of the bus other than school designated bus transportation will be treated on an individual basis dependent on bus routes, seating availability, and driver's discretion. Written parent request is required.
14. Boom boxes, radios, tape players, or any other electronic or battery powered devices may not be played on school buses at any time.
15. These rules apply for any trip that is sponsored by the school.

### **CHEATING AND PLAGIARISM**

Cheating in any form, including plagiarism, will not be condoned. Described below are the disciplinary measures that will be enforced in incidents involving the act of cheating:

First Violation: The student meets with the teacher and the administrator. The parents will be notified and the student will be informed of the consequences as determined by the high school administration.

Cheating penalties will be cumulative per year and the discipline measures will be carried out whether the student cheats in one class or several.

### **CLASS DUES**

Students will be assessed class dues, which are a modest amount collected for conducting class activities. It is expected that students will pay this yearly. Failure to pay class dues will result in failure to take part in the graduation ceremony and may prevent participation in other class activities.

**CLASS STANDING**

Class standing (membership within a particular class) is determined not only by years of attendance, but also by accumulated credits. The following number of credits will be used to determine a student's specific class standing:

**28 CREDITS REQUIRED FOR GRADUATION**

0 - 6.00	accumulated credits = freshman
6.25 - 12.00	accumulated credits = sophomore
12.25 - 18.00	accumulated credits = junior
18.25 or above	accumulated credits = senior

**CLOSING SCHOOL DUE TO INCLEMENT WEATHER**

The District Administrator shall have authority to close the district schools in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel.

When determining whether or not to close school due to hazardous weather, the District Administrator shall consult, as applicable, with the National Weather Service, law enforcement, county health and emergency management agencies, and the District bus Contractor. Upon reaching a decision to close the schools, the District Administrator shall get the announcement posted on the District website and notify local television and radio stations who participate in announcing school closings.

Every effort will be made to have school cancellation/late start notification posted by 6:15 a.m. and early dismissal by 11:00 a.m.

**COURSE CHANGES**

Students registered for classes the previous spring. Students were given ample time to review course descriptions, talk to teachers, and discuss with their parents what courses they should select for the 2016-2017 school year. Students were instructed that, except for listed exceptions, their selections would be final. Therefore, course changes will not be allowed in general. Only in circumstances described by scheduling policy as acceptable reasons will a student be able to drop a class or change classes.

**DAILY CLASS SCHEDULE**

Evansville High School operates on a four period day. On most school days we will follow the regular bell schedule. Periodically through the year we will follow one of the following schedules: late start or staff development (early release). On those days, adjusted schedules will be given to all staff members and posted on the office window.

**Regular Daily Schedule**

Period 1	8:00 - 9:31
Advisory	9:36 - 9:58
Period 2	10:03 - 11:34
Period 3	
First Lunch	11:34 - 12:04
Class A	12:09 - 1:39
Class B	11:39 - 12:24

Second Lunch	12:24- 12:54
Class C	12:54 - 1:39
Period 4	1:44 - 3:15

## **DANCES**

Dances are held at Evansville High School for the enjoyment of students, faculty, and staff.

Organizations that wish to sponsor a dance must have the date approved with the high school principal. Students that wish to bring a guest to a dance must obtain permission from the principal as well. Guests must be current 9<sup>th</sup>-12<sup>th</sup> grade students and guests who have graduated within the last school year may also attend. No middle school students or adults over 19 years of age will be admitted. A background check will be required for any guest that is not an EHS graduate or currently enrolled in another high school.

## **DISCIPLINE / IMPROPER BEHAVIORS**

Students are expected to conduct themselves in a manner that brings respect to themselves and the school. Behavior that is disrespectful, rude, or which causes harm to the student or others will not be tolerated. Students exhibiting such behavior will be disciplined. The discipline can range from a verbal reprimand to expulsion from school and/or referral to police.

These behaviors are prohibited at Evansville High School:

1. Threatening, intimidation, or harassment of other people
2. Fighting (will result in police involvement)
3. Profanity
4. Littering
5. Overt display of affection
6. Disrespectful or insubordinate behavior
7. Use / possession of tobacco
8. Vandalizing of school building or grounds
9. Dispersing / sale of mood-altering chemicals on school property
10. Possession of mood-altering chemicals or paraphernalia associated with their use on school property
11. Battery (unprovoked attack)
12. Hazing
13. False fire alarm
14. Possession / use of firecrackers, smoke bombs, fireworks, or firearms
15. Theft
16. Interference--intentionally obstructing student or staff member from carrying out his / her duty
17. Leaving school grounds without permission
18. Chronic tardiness or truancy
19. Use of electronic devices that disrupt the learning environment
20. Any other behavior that, in the view of the high school administration, may be detrimental to the learning environment of Evansville High School.

The administration of Evansville High School reserves the right to administer disciplinary consequences for any infraction of the rules. Disciplinary consequences include but are not limited to:

1. Verbal reprimand
2. Written reprimand
3. Detention

Detentions shall occur either before or after school. Detentions are 45 minutes in length. All students must provide their own transportation when serving detention. Students who fail to serve detention may be suspended from school.

4. Truancy citation
5. Parent conference
6. Clean-up detail
7. Loss of privileges
8. Payment of restitution costs
9. Suspension (in-school)

In-school suspension lasts from 8:00 - 3:15. Students are expected to use their time constructively by completing schoolwork or class related projects. Students are given a 20-minute lunch and two restroom breaks. Students remain with the supervisor during lunch and the breaks. All behaviors prohibited at EHS are also prohibited during in-school suspension. Upon repeated non-compliance during in-school suspension, out-of-school suspension time will be administered by the administration.

10. Suspension (out-of-school)

A student may be suspended for a violation of school rules or conduct while at school, or under the supervision of a school authority outside of school, which endangers the health, safety or property of others, or for any other reason stated in section 120.13(1)(b), Stats.

The principal has the power to suspend a student for a period not to exceed five (5) school days as provided by law. Suspended students must be allowed to make up all major exams, and to complete course work missed during the suspension period.

11. Expulsion

The School Board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules. In addition, the school board may expel a pupil who is at least 16 years old, whenever it finds that the pupil has repeatedly engaged in conduct that disrupted the ability of school authorities to maintain an orderly atmosphere at school. See Board Policy #447.

12. Referral to police / proper authorities

## **DRESS AND GROOMING**

Students at Evansville High School are encouraged to dress appropriately for the school setting. The appearance of a person does affect the personal judgment others may make of an individual. With this in mind, we expect all students to follow the school guidelines regarding personal appearance.

1. Students are expected to wear clothes that are considered appropriate and conducive to learning. Outdoor apparel shall not be worn in the classroom or during the school day (e.g. jackets, sunglasses). Hats shall be removed upon entry into the building and placed in assigned locker or backpack before the start of the school day. Hats and hoods are strictly prohibited unless approved by building principal (eg. homecoming hat day).
2. Students are expected to wear hairstyles and clothing that are safe and healthy. Special requirements may be necessary in certain areas such as physical education, art, band, science lab, and technical education classes.
3. Students are expected to meet the requirements of the situation when representing the school and the community so as not to distract from the group or occasion.

Guidelines:

- Halter tops, tank tops, spaghetti straps or tops that expose the chest, whole back, or midriff are not permitted.
- Excessively short, loose, or tight clothing is not permitted.

- Pants, jeans and shorts should be worn on the hips so undergarments are not visible.
- Clothes or accessories that promote tobacco, alcohol or drugs usage are not permitted.
- Clothing with obscene or vulgar material is not permitted.
- Chains and spiked collars are not permitted.

The high school staff and administration retain the right to make decisions on student dress which they feel is indecent or disruptive to a positive educational atmosphere.

### **DRUG AND ALCOHOL USE / POSSESSION**

Evansville High School strives to be a drug-free school zone. Students suspected of using alcohol or drugs will be referred to an administrator. Students are prohibited from engaging in the manufacture, distribution, dispensation, sale, possession, consumption or use of a controlled substance, alcohol or drug-related paraphernalia in any school building or anywhere on school premises. Students are prohibited from possessing, distributing, or selling any medications, nutritional supplements or “look-alike” drugs as defined by WIAA (Wisconsin Interscholastic Athletic Association) in any school building or anywhere on school premises. If reasonable suspicion exists, administrator action may include, but not be limited to, interviews with the student, peers, or staff; locker search; vehicle search; use of drug sniffing dogs; and request to empty pockets and search coats. If such suspicions are confirmed, follow-up action may include, but not be limited to, suspension / expulsion from school; referral to police; parental contact; and referral to Student Assistance Program (SAP).

### **ELECTRONIC COMMUNICATION DEVICES**

The Evansville Community School District prohibits a student from using or possessing an electronic communication device while on premises owned or rented by or under the control of a school of the Evansville District, unless the student must possess and use an electronic communication device for one of the following purposes:

- Medical
- School
- Educational
- Vocational

Parental communication or other legitimate purpose

The device shall not be used in a way disruptive of the learning environment. Unless otherwise indicated, the device shall be stored in the locker and shall not emit noise. The device may only be used during lunch in the commons, during passing times, before and after school in such a manner so as not to disrupt any school activity. Phones may not be used in restrooms or locker rooms at any time. Failure to follow these guidelines will result in confiscation of device. A detention will be assigned with the first and subsequent violations. The device will be returned only to the parent/guardian on all violations. Possession of a cell phone by high school students is a privilege and not a right. Serious or repeated violations of school policies while using a cell phone may result in the suspension of that privilege. In addition, students who violate school rules or policies while using a cell phone do not have a right to absolute privacy of the content in/on the cell phone.

### Privacy in Locker Rooms

The District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

1. Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
2. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
3. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law.

### **ELEMENTARY/INTERMEDIATE/MIDDLE SCHOOL POLICY**

Unless accompanied by a staff member, participating in a class activity, or possessing a proper pass, high school students are not allowed in the elementary school, intermediate school, middle school or school grounds surrounding these areas during the school day. These areas are not viewed as part of the high school campus. Students in these areas without proper permission will face consequences for leaving school grounds without permission. Students should enter and exit the school through the front (main) doors. There is no need for use of any other exits during the school day.

### **FEES / FINES**

The Evansville Board of Education has established a fee for parking and instrument rental. Other fees apply for students participating in specific classes and class dues of \$5 each year of high school.

Students may be assessed fines for various reasons including loss of or damage to books, materials and/or equipment. All fines and fees are cumulative through the student's four years at Evansville High. All school fees, including food service must be paid as a condition for receiving report cards, transcripts, and participation in celebratory field trips, prom, or graduation.

### **FIRE, TORNADO AND LOCK DOWN DRILLS**

Drills will be held at unexpected times during the year to train students to move out of the building or to shelter areas as the case may be. Quick, efficient movement without panic or noise is essential.

Students are to leave the building according to the directions in each classroom.

The tornado signal will be signaled by an announcement by a high school administrator. Remember to leave books, etc., stay in line, refrain from talking, and walk quickly to the directed safe area. Don't run. Remain calm.

The hold-lock and hold-lock secure drills will be signaled by an announcement by a high school administrator. Remember to be calm and don't speculate.

### **FOOD CONSUMPTION**

During lunch times, students must consume food, candy and beverages in the cafeteria only. Food or drink is not permitted in the classroom unless administrative authorization is given. Students will be expected to adhere to the following guidelines.

1. Deposit all lunch litter in wastebaskets
2. Leave the table and floor around your place in a clean condition for others.

3. Students should remain in the commons unless given a teacher pass for an alternate lunch location. Otherwise, no food may be taken from the commons at any time.

### **GANG-RELATED OR OTHER CRIMINAL ACTS AND STUDENT SAFETY**

The Board recognizes that students must feel physically safe in school. Gang-related or other criminal acts committed by individual students or groups of students interfere with the mission of the District. Intimidation, weapons or the threat of violence have no place in our schools.

The Board further recognizes that the presence of gangs, gang activities, and gang affiliations can cause a disruption of or interfere with school and school activities. Students enrolled in the District shall not be involved in anti-social, gang-related, or criminal activities which disrupt school or school sponsored activities. Students will refrain from gang-related activities in school or at school sponsored activities. Gang-related, gang titled, anti-social or criminal activities will not be tolerated and will be reported to and monitored by school administrators.

#### Related Definition

A "gang" as defined by this policy is:

1. A group of three or more individuals with a unique name, identifiable marks or symbols;
2. who claim turf or territory;
3. who associates on a regular basis, and/or;
4. who engage in anti-social or criminal activity.

School administrators shall monitor student behavior by using the following criteria to identify gang involvement.

The criteria to be considered include, but are not limited, to the following:

1. Having gang tattoos.
2. Wearing gang garb that could include the color of clothing, head covering or methods of grooming.
3. Displaying gang markings or slogans on personal property or clothing.
4. Possessing literature that indicates gang membership.
5. Admitting or alleging gang membership.
6. Being arrested with known gang members.
7. Attending functions sponsored by the gang or known gang members.
8. Obtaining corroborating evidence from reliable and multiple sources such as relatives, faculty, staff, students or citizens of gang involvement.
9. Receiving information from law enforcement agencies that a youth is a gang member.
10. Exhibiting behavior fitting police profiles of gang related activity.
11. Being stopped by the police with a known gang member.
12. Loitering, riding or meeting with a gang member.
13. Selling or distributing drugs for a known gang member.
14. Helping a known gang member commit a crime.
15. Committing a crime at the request of or on behalf of a known gang member.

School staff will monitor and document the existence of gang activity or weapons in the schools. If school officials record student involvement for monitoring purposes, the parents/guardians of the student will be informed in writing by school officials.

The District Administrator will coordinate all efforts related to this policy and any other gang activities undertaken by the District to eliminate gang related anti-social behavior.

#### Disciplinary Action

Depending on the number of gang affiliation indicators and severity of the threat to student safety, some or all of the following actions may occur:

1. Conference with parent/guardian and student to discourage gang related activities.



2. Detention.
3. Suspension.
4. Expulsion.

**GRADES**

Midway through each nine- week term, students will receive a letter grade, which shows their academic progress in classes being taken. Mid-term grades, in addition to final exams, are used to determine the final course grades, which are recorded on the student's transcript. Reports of exemplary or unsatisfactory progress are completed every two to three weeks.

**GRADUATION REQUIREMENTS**

In order to receive an Evansville High School diploma, students must have been enrolled in class or participated in an activity approved by the school board during each class period of each school day and have satisfied all high school credit requirements. Students shall select a minimum of four classes per term and should earn a minimum of eight credits per year. They shall be in regular attendance for eight semesters, except as otherwise provide by state law or local rule.

<u>Course</u>	<u>Credits Required</u>
English Language Arts	4
Social Studies	3.5
Mathematics	3
Science	2 (3**)
Personal Finance	.5
Additional Academic Credit*	1
Physical Education	1.5
Health Education	.5
Elective Courses	12 (11**)
<b>TOTAL CREDITS</b>	<b>28</b>

Credit\* = elective from Science, Social Studies, Math, English or World Languages

\*\*Beginning with the class of 2017

Senior Graduation Project

Starting with the class of 2015, students will need to successfully complete and present a Senior Graduation Project as a graduation requirement.

Special Needs Program

Students enrolled in a program with an individual education plan (IEP) may have their individual educational sequence modified to meet their needs. Students must obtain the required number of credits – but required course credits may be obtained by taking a required course from a regular education class with modifications or by taking a required course through special education with the course content being constructed around alternative performance indicators.

Transfer Students

Consideration will be given to transfer students whose previous high school required fewer credits for graduation. The number of credits needed for students to graduate from Evansville High School will be determined on the basis of a sliding scale. For transfer students who have completed their freshman year at another school, the graduation requirement will be 75% of the difference between the two

schools, for students transferring after completing their sophomore year 50%, and for students transferring after completing their junior year 25%. The chart below serves as the guideline.

Grade Level	22 Transfer Credits	23 Transfer Credits	24 Transfer Credits	25 Transfer Credits	26 Transfer Credits	27 Transfer Credits
9	26.50	26.75	27.00	27.25	27.50	27.75
10	25.00	25.50	26.00	26.50	27.00	27.50
11	23.50	24.25	25.00	25.75	26.50	27.25

The high school principal shall be responsible for certifying that graduating students have met all requirements.

#### Alternative Education Program

The Alternative Education Program requires students to successfully complete all competencies as documented in the Program curriculum. Students successfully completing the Program requirements will receive an Evansville Community School District High School diploma. Students attending the Program who choose to take Evansville High School elective classes will be able to substitute one EHS credit for two competencies, as often as needed. Likewise, students transferring between Evansville High School and the Alternative Education Program (or vice versa) will transfer credits-to-competencies at a one-to-two ratio.

#### Commencement Exercises

To be eligible to participate in the commencement exercises, a senior must have at least the minimum number of credits as stated. Any student who does not meet this requirement will not be permitted to participate in commencement.

Student participation in graduation exercises is optional. All graduating seniors are encouraged to participate in the graduation exercise as it marks an important accomplishment in their lives. Since participation in graduation exercises is optional, students that do participate are expected to conduct themselves in an orderly manner. To maintain the dignity and decorum of the graduation ceremonies, only those students appropriately dressed for the occasion shall be permitted to participate in the graduation ceremonies.

Graduating seniors must have satisfactorily completed all obligations (fines, fees, assessments, assignments, tests, detentions, etc.) to be eligible to participate in the graduation exercise.

#### **GUIDANCE AND COUNSELING**

Counseling and guidance services are provided. Our counselor works closely with teachers, administrators, school/community personnel, and parents as they investigate problems and concerns of the students. The counselor's primary obligation is to the individual and his/her progress through the school. Any problem or concern, which affects the individual's ability to profit from his/her education, is of major concern to the school counselor.

Entrance requirements for colleges, vocational schools, etc. vary greatly. Students should check to determine those requirements by examining college catalogs or by consulting the counselors. Many of the Wisconsin schools of higher education now require the ACT test as a requirement for admission to be used for counseling and placement purposes. It is becoming more expensive each year, but financial

resources are available for students who are sincerely interested in higher education. The counselors will be happy to provide financial aid information to any student interested in continuing his/her education.

The Guidance Resource Area is a facility for all students. Information on colleges, vocational and technical schools, military service, careers, employment, and scholarships is readily accessible. Students and faculty are welcome and encouraged to use these materials located in the Guidance area. The Wisconsin Career Inventory System (WCIS) is also available for student use on the school computer network.

### **HARASSMENT / DISCRIMINATION**

The Evansville School District strives to provide an environment that is free from intimidation, discrimination or harassment. Harassment demeans and degrades. It affects an individual's self-esteem, and can have a negative impact on performance at work or in class. It can make an individual feel angry, powerless and fearful. The Evansville School District will not tolerate harassment of its students in the Evansville Schools or at any school-sponsored event or program. Nor will the Evansville School District tolerate harassment of its students by non-school personnel in programs sponsored or supported by the school.

Any student who is subjected to harassment, discrimination or intimidation should present concerns to the identified person and request that the behavior cease. A student may initiate in-house complaint procedures if the student is unable or unwilling to confront the identified offender, or if the harassment, discrimination, or intimidation persists. Students seeking to initiate in-house complaint procedures should meet with a principal or school counselor to present the facts and discuss other alternatives that could resolve the issue.

If, after exhausting in-house complaint procedures, the objectionable behavior continues, the student is encouraged to file a legal complaint. A student always has the option to bypass the in-house complaint options and initiate a legal complaint.

### **HIGH SCHOOL HOMEWORK**

#### **Purpose of Homework**

Homework is defined as written or non-written tasks assigned by a teacher to be completed outside the classroom. These assignments should complement class work and be relevant to the curriculum.

Homework is a natural extension of the school day and an important part of a child's educational experience at Evansville High School. Homework encourages self-discipline, pride in one's work, positive self-esteem, and an interest in learning. Homework reinforces Evansville High School's home/school connection.

#### **Kinds of Homework**

Home work may be assigned as preparation for upcoming lessons or as an extension of class work.

- preparation homework - given to prepare a student for upcoming lessons.
- practice homework - designed to reinforce lessons already taught in class.
- extension/creative homework - intended to provide challenging learning opportunities for enrichment and extension of the lesson.

These assignments reinforce the Wisconsin Curriculum Frameworks and promote inquiry, problem solving, discovery, analysis, and application of essential concepts.

#### **Parent(s)/Guardian(s) Responsibilities**

- Respond to the school's request for support of stated expectations for homework for a given year.

- Expect daily assignments and insist that students complete them regularly.
- Review progress on long-term assignments periodically.
- Provide a suitable study atmosphere for students that are quiet, well-lighted and supervised periodically.
- Maintain the home/school connection through calls, email, and conferences.
- Show interest in the homework being done but do not do the work for the child.
- Take part in the child's learning by providing enriching experiences outside the school day.
- Encourage reading for pleasure, above and beyond specific homework assignments.

Teachers' Responsibilities

- Homework is to be set following each class whenever appropriate.
- Completed homework should be checked and corrected during the following lesson, where appropriate; and
- A record should be kept of students who have not completed homework satisfactorily.

Students' Responsibilities

- Develop the habit of recording directions for homework and asking questions for clarification.
- Complete homework assignments accurately, neatly, and on time.
- Complete assignments missed because of absence within a reasonable time, according to established policy in the Student Handbook.

Expected Ranges

Grades 9 - 12 at least 30 minutes/day/subject at least 4 times/week, where appropriate.

**HONOR AWARDS**

Honor Roll

Students will receive grade points based on the following scale:

A = 4.00	C = 2.00
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.67	D- = .67
C+ = 2.33	F = .00

An honor roll is made at the end of each quarter and semester grading period. The grade points mentioned above will determine the honor roll according to the following:

High Honors:	3.6 - 4.0
Honors:	3.0 - 3.59

Any student with an "F" or "I" grade in that semester is not eligible for the honor roll.

Graduation honors are determined by the following seven consecutive semester cumulative grade point averages:

High Honors:	3.6 - 4.0
Honors:	3.0 - 3.59

Academic Letter

EHS students will receive academic honors based on the accumulation of points each quarter throughout high school. They will receive points each quarter based on their GPA for the term as follows:

3.00 - 3.24 = 1 point

3.25 - 3.74 = 2 points

3.75 - 4.00 = 3 points

Points will be computed cumulatively over a high school career for each student that attends on a full-time basis. Students will receive awards as follows:

21 points = Letter (or pin if already a letter winner)

33 points = Academic Medal

45 points = Academic Plaque

The 45 points must be earned by the end of a senior's third term.

The awards will be distributed at the spring Awards Night ceremony.

#### Valedictorian and Salutatorian Awards

Students selected for Valedictorian and Salutatorian honors shall be chosen from the graduating class membership on the basis of their accumulated grade point average (GPA), calculated to the third decimal place, after the conclusion of the 14th quarter (term) of a sequence of 16 quarters, as shown on the official high school transcript. The student(s) ranked first in GPA will be named valedictorian and the student(s) ranked second in GPA will be named salutatorian.

To become eligible for the Valedictorian and Salutatorian awards, a student must have been enrolled at Evansville High School on a full-time basis for six consecutive complete quarters, including the conclusion of the 14th quarter of schooling for the senior class. The student must have earned enough credits to qualify as a member of the senior class and may be considered as a candidate for an award one time.

A student who joins a graduating class as a result of satisfying the District's early graduation policy and rules is also eligible for Valedictorian or Salutatorian honors.

#### Wisconsin Academic Excellence Scholarship

The class Valedictorian shall be awarded the State of Wisconsin Academic Excellence Scholarship according to the conditions of WIS STATS 39.41, Chapter HEA 9 of the Wisconsin Higher Education Board Rules and local policy or rules.

If more than one student is named as class Valedictorian, the student with the highest ACT test score recorded, at the conclusion of the 14th quarter, will receive the scholarship. The following tie breaking criteria will be applied:

If the highest ACT scores are of equal value, the student with the greater number of academic course credits at the conclusion of the 14<sup>th</sup> quarter will receive the scholarship.

If the number of academic course credits are of equal value, the student with the greatest GPA of academic courses taken at the end of the 14<sup>th</sup> quarter will receive the scholarship.

The student with the highest SAT test score recorded, at the conclusion of the 14<sup>th</sup> quarter, will receive the scholarship.

## **LEARNING MATERIALS CENTER (LMC)**

The Learning Materials Center, or LMC, is open from 7:30-3:30 each school day. Students and staff are encouraged to make full use of all available print, media, and digital resources.

### Facilities/Resources

Seating choices for students include tables for independent study or collaboration and comfortable chairs for leisurely reading.

- Desktop computer lab, as well as mobile laptop cart available for class sign-out
- Internet, network, e-mail and data base access
- Virtual Library resources available at <http://www.evansville.k12.wi.us/hslmc>
- Kindles, MP3 players, boom boxes, flip cameras and flash drives available for checkout
- Scanners, a copy machine and a printer use for students and staff

### Circulation

All books circulate for a period of four weeks. Kindles may be checked out for a week, and laptops, flash drives, magazines, videotapes, and DVD's circulate overnight. There are no overdue fines, but students will be charged for damaged or lost items.

### Services

- Book selection consultation with individuals or classes
- Individual or class instruction relating to:
  - any part of the research process
  - database access and use
  - applications such as digital movies, podcasts, social networking, wikis, etc.

### Access

Any student with a pass from the library media specialist, teacher or study hall monitor is welcome in the LMC during class. The LMC is also open during lunch, by appointment, and students may eat lunch in the LMC if they have a sack lunch and wish to work during this time. Computer use is not allowed while eating. Age of majority students are also allowed to use the LMC during their open class period(s). These students may enter the LMC after class has started and before class ends if they wish.

The Evansville High School LMC is a vibrant center of learning. Collaboration is an essential part of learning, so the atmosphere in the LMC definitely allows for discussion. We just ask that you keep the level of your discourse such that other patrons are not distracted by your conversations. Patrons who choose not to follow this guideline may lose individual LMC privileges for a short time, but will always be allowed in the LMC with a class.

### Database Passwords

SIRS Issues Researcher: username: evansville password: evansville

Health Resource Center: username: evansville password: evansville

## **LOCKERS**

All students will be assigned a corridor locker. Students are to occupy the locker assigned to them and keep it locked. Items of value should not be stored in the locker. The Evansville School District assumes no responsibility for stolen items.

School lockers are the property of the Evansville Community School District. At no time does the Evansville district relinquish its exclusive control of lockers provided for the convenience of students enrolled in our school. Materials displayed in the locker shall be in good taste and all material must be removed at the close of the school year. Periodic inspection of corridor lockers will occur to ensure that lockers are clean, orderly, and in compliance with laws and regulations. School officials will search a particular locker if reasonable suspicion exists that some item kept in the locker is in violation of school rules.

### **LOST AND FOUND**

Students should bring items they have found to the high school office. Students who have lost something should check in the office to see if the item has been turned in.

### **LUNCH PERIOD POLICY**

The following regulations serve to implement the Evansville Board of Education's High School Closed Campus policy and allow responsible students to go home for lunch during their noon lunch period.

Students that live within walking distance from school and that can walk home, eat lunch, and return to school within 30-minutes are eligible for a lunch pass. The principal will determine if the student lives within an adequate distance from school.

1. Students may not drive their cars from school grounds during the lunch hours unless leaving for the day. The general rule is that once a student brings a car on the school grounds, it will remain there for the rest of the school day.
2. Students may only go to their own homes while on a lunch pass.
3. Parents may request in writing to pick up their son or daughter during their lunch hour to take them home for the student must sign out in the office, receive a permit, and check back into the office when returning. Students may apply for and earn a Lunch Pass. The pass will be issued each semester. The criteria for earning and maintaining a lunch pass are as follows:
  - A. The student must not have received any Discipline Referrals for the previous 4 1/2 weeks grading period.
  - B. A parent requests in writing that the student go home for lunch during the noon hour. This will be kept on file in the office for the school year.
  - C. If a discipline referral is received during the term for which a student has been issued a lunch pass, the pass will be immediately revoked and the student will be restricted to the school grounds during lunch for 4 1/2 weeks.
  - D. Forging or using an altered pass will result in revocation of the lunch pass for the school year.
  - E. Students are responsible for using their own lunch pass. If a student is in violation of letting another student use his/her lunch pass, the privilege will be automatically revoked.
  - F. When signing out and leaving the building, students must present their passes when an adult requests to see it. Failure to show a lunch pass when requested to do so will be treated as though no lunch pass has been issued.
  - G. Students who leave the building at lunch without a lunch pass or permit face consequences such as detention or suspension from school and parent conference for readmission.

Fourth year students may leave the campus, individually in their own vehicle during their lunch period if they have no failing grades and no active attendance or disciplinary issues. Such students lose this

privilege upon one unexcused absence, three un-excused tardies, or one disciplinary referral. To regain eligibility, parents/guardians must request reinstatement in writing. Students must meet with the principal or designee and successfully comply with all conditions set forth.

### **MEDICATION PROCEDURE**

Medications should be administered to students by parents/guardians at home. Before any prescription medication can be administered to a student, school personnel must receive written parental/guardian consent and written instructions from the students' physician or dentist. Non-prescription medications may be administered with written parental/guardian consent only. The Medications Consent Forms (453.4 Form, 453.4 Form 1) must be completed and filed in the high school office prior to administering any medications.

Any student possessing prescription or non-prescription medication without following the procedures set forth in policy 453.4 may be subject to disciplinary action. Sharing/dispersing of prescription or non-prescription medications may result in immediate suspension. Sale of medications will result in a recommendation for expulsion.

### **NONDISCRIMINATION**

The Evansville Community School District is committed to a policy of nondiscrimination in relation to disability and any other classification protected by law. This policy (#411) will prevail in all matters concerning staff, students, volunteers, the public, educational programs and services, and individuals with whom the School District does business. In keeping with the requirements of federal and state law, the Evansville Community School District shall strive to prevent any discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered to students; in their assignment to schools and classes, and in their discipline; in location and use of facilities; in educational offerings and materials.

### **NON-SMOKING/TOBACCO POLICY**

All students, parents and/or any other persons are prohibited from smoking and other use of tobacco products or tobacco like products (eg. E-cigarettes, electronic or vapor devices, hookah pipes etc.) while on school premises. **Possession of tobacco or tobacco like products by students on school property is also prohibited.**

### **PASSES**

A pass system is utilized at Evansville High School to enable students to move to different instructional areas during the school day after beginning bells have rung for each class period.

Students are to report directly to the area designated on the pass.

Students that use passes to go to the library or other areas of the school are to remain in those areas for the entire period. Any student who misuses pass privileges (i.e. wandering the halls, leaving before the bell, etc.) will be put on the No Pass List. For the first offense a student will be denied passes for a period of one month. For the second offense the student will be denied pass privileges for the remainder of the school year.



Passes from classes to obtain a drink of water, go to the restroom, or go to a student's locker should be highly restricted. Teachers are instructed to allow students to leave their classes only in extraordinary cases.

### **REPEATING OR AUDITING A COURSE**

Special consideration by administration and guidance will be given to a student/parent request to retake an academic course for the purpose of acquiring or attaining a higher level of learning. Consent of the instructor will be required. In such cases both the former and latter grade will become a permanent part of the student's grade record.

### **SPORTSMANSHIP**

Evansville High School students should support their athletic teams, performance groups, etc. vigorously by displaying good sportsmanship and other appropriate behaviors at all times. Attendance as a participant or spectator in any co-curricular or extra-curricular activity is a privilege that can be revoked for improper behavior. Use the following as a guide to sportsmanship.

The individual student should:

1. Consider the visiting team, fans, and the officials as guests and treat them as such.
2. Respect the rights of students from the opposing school.
3. Respect the authority and judgment of the coach.
4. Respect the rights of spectators.
5. Respect the property of the school and the authority of the school officials.
6. Cheer both teams in a courteous manner.
7. Acknowledge good plays by either team.
8. Applaud an injured player when he/she is removed from the game.
9. Support cheerleaders and pom-poms.
10. Accept the official's decision as final.
11. Show self-control at all times during and after the game.
12. Be modest in victory and gracious in defeat.
13. Consider it a privilege and duty to encourage everyone (players and spectators alike) to live up to the spirit of the rules of fair play and sportsmanship.

### **STUDENT CONDUCT IN THE CLASSROOM**

A teacher may remove a student from the class who exhibits the following behaviors:

1. Behavior that interferes with a person's work or school performance.
2. Harassment behavior that creates an intimidating, hostile or offensive classroom environment.
3. Possession of use of a weapon or other article that might cause bodily harm to persons in the classroom.
4. Fighting.
5. Taunting, baiting, inciting and/or encouraging a fight or disruption.
6. Pushing, striking, or any improper physical contact of a student or staff member.
7. Profanity.
8. Defiance of authority/insubordination.
9. Interference - intentionally obstructing a student or staff member from carrying out his/her duties.
10. Restricting another person's freedom to properly utilize classroom facilities or equipment.
11. Use, possession, dispersion or sale of tobacco, alcohol or other mood-altering chemicals or Paraphernalia associated with their use on school property.
12. Willful damage to property.

13. Theft.
14. Cheating.
15. Any other dangerous, unruly or disruptive behavior that interferes with the ability of the teacher to Teach and/or maintain an appropriate academic atmosphere.

A principal or his/her designee is required by law to place a student who has been removed from a class by a teacher in one of the following:

1. The classroom from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or his/her designee determines that readmission to the class is the best or only alternative.
2. Another class in the school or another appropriate place in the school, as determined by the principal or his/her designee.
3. Another instructional setting in or outside of the school.
4. An alternative education program as defined by law.

### **STUDENT COUNCIL**

The purpose of the student council is to promote the welfare of the student body, to supervise student activities, and to help in planning and carrying them out. It shall serve as a medium for promoting good student-faculty relationships and for developing good government in the school. Any interested student may be a member of the student council. The student council elects officers of the student council.

### **STUDENT PUBLICATIONS**

Student publications and media productions shall serve as educational tools, as media for reporting school events, as a means of expression for students, as forums for disclosure of issues, and as sources of entertainment in Evansville High School.

Evansville High School encourages students to develop and present, in a limited public forum, their creative expression through the production of student reflective of the educational setting and community. Appropriate standards in the district shall be interpreted as:

1. Development of student responsibility in distinguishing between freedom and license.
2. Consideration by the faculty of the maturity levels of students and of appropriate standards of journalistic and media production taste.
3. Care for the development of skills of written expression and media production among students.
4. The preclusion of any material of defamatory content.

The high school may publish a school newspaper. Published yearbooks may be purchased by high school students. Formats for all yearbooks and school newspapers must be approved by the building principal. The advisor shall review the material and content with the building principal. The advisor and building principal reserve the right to review, modify, edit, or prohibit the final publication or presentation. The building principal shall have the final authority to determine the appropriateness of the content of all student publications/presentations. The building principal has the authority to prevent or restrain the duplication and/or distribution of the publication/presentation.

### **TEXTBOOKS**

Textbooks are issued to students in many courses at Evansville High School. Students are responsible for the upkeep of the textbooks. Lost or damaged textbooks will result in replacement cost or a fine.

### **TRANSCRIPTS**

These records, on file in the guidance office, include a listing of courses taken by the student, the student's final semester grades, the scores achieved on standardized tests, the student's attendance record, and a compilation of all extra-curricular activities the student has participated in.

Transcript information is confidential and available only to an adult pupil or to the parent or guardian of a minor pupil. Upon request, a minor pupil may view his/her transcript in the presence of a person qualified to explain and interpret the records.

With the written permission of an adult pupil or the parent or guardian of a minor pupil, the school shall make a copy of the transcript available to the person named on a permission form.

### **VISITORS**

A visitor who is a guest of a student must be pre-approved by the building administrator at least one day before the visitation occurs. Pre-approval will be based upon completion of the "Visitors Request Form" (#860). All of the student's teachers will be polled regarding their consent to the visitation. One objection to the visitation will result in disapproval of the request. The host student is responsible for the conduct of the guest who must abide by all school policies and regulations. No student will be allowed more than two visitors per school year.

### **WEAPONS / FIREARMS ON SCHOOL PREMISES**

The possession or use of a dangerous weapon or a look-alike weapon (or a dangerous or a look-alike firearm) in school buildings, on school grounds, in school vehicles, or at school-sponsored activities is strictly prohibited.

#### Definitions

A dangerous or look-alike weapon is any object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to, guns, ammunition, explosives, knives, razors, karate sticks, nonchaku, metal knuckles, chains and similar items.

A dangerous or look-alike firearm is any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device.

Any student violating this weapons policy shall be subject to the penalties outlined in state law and suspended and/or expelled from school in accordance with state and federal law. Any student violating this firearms policy shall, according to state law, be expelled from school for not less than one year. The student's parents/guardians and law enforcement officials shall be notified in all cases and the district shall confiscate the weapon.

### **YOUTH OPTIONS**

Eligible juniors and seniors may participate in the Wisconsin Youth Options program. This program allows students to enroll in courses at colleges and or technical schools at school district expense. The courses must be different from those offered at the high school. Students must register with the guidance counselor in the fall for spring courses and in the spring for fall courses.

## **COMPUTER NETWORK POLICY**

### **K-12 STUDENTS**

#### **I. EDUCATIONAL TECHNOLOGY MISSION STATEMENT**

The Evansville Community School District sees the primary mission of technology to be a seamless tool for learning. All students must have opportunities to develop proficiencies in information technology applications important for life skills as contributing citizens and workers. Further, the District is committed to using these resources to provide to the community access to opportunities for life long learning. Finally, the District intends to exploit the full potential of technology to maximize efficiencies in management and administration.

#### **II. SCHOOL DISTRICT RESPONSIBILITIES**

##### **Network Computing Security**

The Evansville School District is responsible for securing its network and computing systems to a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users, both registered and unregistered, of expected standards of conduct and the disciplinary or legal consequences for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action regardless of the success or failure of the attempt.

##### **Filtering Policy**

The Evansville School District provides access to the World Wide Web (Web) at all workstations. A filtering service is used at all student stations, to help provide security from potentially inappropriate web sites. Network filters provide NO GUARANTEE that students will not be able to access inappropriate web sites. It is impossible to filter out everything that may be questionable on the Web, because it grows exponentially every day.

##### **Privacy and Law**

The system administrators have access to all files, including e-mail files, so users should have no expectation of privacy with respect to said files or e-mail. Evansville School District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any e-mail transmitted on or misuses of the network and computing systems.

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#### **III. USER RESPONSIBILITIES**

##### **A. Conditions for Use**

1. The users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, the district will fully comply with the authorities to provide any information necessary for the litigation process.
2. All users of the network are expected to adhere to regulations specified in computing areas, including but not limited to:
  - \* Consumption of food and/or beverages while seated at a computer workstation
  - \* Logging in to a workstation using an ID other than one's own
  - \* Accessing non-approved chat rooms

- \* Disrupting the learning environment through excessive volume control on a computer workstation

3. Once a user receives a user ID to be used to access the network and computer systems on that network, they are solely responsible for all actions taken while using that user ID. It will be the responsibility of the user to pay any fees accrued by that user ID or by anyone using his user ID. Therefore, the following actions are prohibited:

- \* Establishing a user ID under false pretenses.
- \* Sharing your user ID with another person. If you do share your user ID with another person, you will be solely responsible for any abuse by that person.
- \* Deleting, examining, copying, or modifying of files and/or data belonging to other users without their prior consent.
- \* Changing the password of others.
- \* Loading any software onto a workstation or downloading resources from the Internet or the network without receiving prior permission from an administrator, teacher, or the technology coordinator.
- \* Impeding other users through mass consumption of system resources (i.e. downloading large files, printing large documents, saving large files), after receipt of a request to cease such activity.
- \* Damaging or removing any piece of computer hardware.
- \* Using facilities and/or services for unauthorized commercial purposes.
- \* Any unauthorized, deliberate action, which damages or causes a malfunction regardless of system location or time duration.

4. A user of the network is allowed to access only authorized computer systems attached to the network. Therefore, the following are prohibited:

- \* Using systems and/or the network in an attempt to gain unauthorized access to remote systems.
- \* Decrypting system or user passwords.
- \* Copying or accessing system files.
- \* Going into DOS or the finder.
- \* Duplicating copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license.
- \* Attempting to "crash" network systems or programs.
- \* Attempting to secure a higher level of privilege on network systems.
- \* Willfully introducing computer viruses, disruptive, or destructive programs into the network.

5. Electronic Mail (e-mail) is an electronic message sent by or to a user in correspondence with another person having e-mail access. Students in grades K-12 will be assigned a school-based e-mail account upon receipt of a signed request/agreement. Student e-mail is provided through a web-based service that blocks SPAMs, as well as incoming and outgoing mail containing inappropriate language and/or obscene content. Parents of students in grades K-5 will be notified in writing when a student e-mail account is opened. Messages received by the system are retained on the system for a time period specified by the network administrator, or until deleted by the recipient. Users are expected to remove old messages in a timely fashion and the system administrators will remove such messages if not attended to regularly by the user. A canceled account will not retain its e-mail. When a user sends electronic mail (e-mail), his/her name and user ID are included in each mail message. The user is responsible for all electronic mail from his user ID. Therefore, the following are prohibited:

- \* Forging or attempting to forge electronic mail messages.
- \* Attempting to read, delete, copy, modify or view without permission, other users' e-mail.

- \* Attempting to send harassing, obscene, and/or other threatening e-mail to another user.
- \* Attempting to send unsolicited junk mail, "for profit" messages, or other chain letters.

6. The World Wide Web has opened whole new worlds of learning opportunity for students. Unfortunately, much of the material on the Web is not appropriate for students. Students will be supervised while they are using network resources, but they must agree to monitor their own behavior before they will be allowed to do so. Therefore, the following are prohibited:

- \* Intentionally accessing any part of the network that is inappropriate for in-school use, such as obscene materials or those intended to impede the civil rights or liberties of others.
- \* Using the network for purposes of commercial gain.
- \* Using the network for unauthorized disclosure, use, and dissemination of personal identification information.

**\* Inappropriate online behavior, including cyberbullying and inappropriate use of social networking sites.**

#### B. Consequences of Misuse

A student who intentionally violates any of the rules outlined in this document will face possible punishment(s) including, but not limited to:

- \* Restriction of computer access.
- \* Removal from computer access for the rest of the semester or the rest of the year.
- \* Parent notification.
- \* Detention.
- \* Suspension.
- \* Conference with an administrator.
- \* Payment of the costs to repair any damage to the computer system.
- \* Loss of Internet access.
- \* Loss of e-mail access.
- \* Criminal prosecution.

The consequences assigned to a student for a violation of the Network Computing Policy will be at the discretion of the administration

#### IV. DISTRICT WEB SITE

The school district web pages provide many opportunities for sharing information about our schools, which may include student work and/or images. The Evansville School District will not use a student's last name when publishing work to the web without prior parental authorization. Names will not be displayed. Student photographs and names will not be posted without prior consent of a parent or guardian.

EXTRA/CO-CURRICULAR HANDBOOK  
TABLE OF CONTENTS

Extra/Co-Curricular Activities.....	30
Philosophy.....	30
Extra-Curricular Athletic Code Handbook.....	31
Rules of Eligibility.....	31
Required Forms.....	32
Academic Eligibility.....	32
Attendance.....	34
Joining a Second, Same-Season Team.....	34
Injuries/Special Medical Conditions.....	34
Practices.....	34
Grooming.....	35
Equipment.....	35
Suspensions/Detentions.....	35
Training Rules.....	35
Training Rule Penalties Group A.....	36
Honesty Clause.....	37
Training Rule Penalties Group B.....	37
Enforcement of Rules.....	38
Travel.....	39
Appeal Process for Extra-Curricular Activities.....	39
Insurance and Athletic Injuries.....	40
Procedure for Resolving Concerns.....	41
Coaching Staff – Letter Awards.....	41
Non-Athletic Co-Curricular Code Handbook.....	43
Academic Eligibility.....	44
Attendance.....	45
Suspension/Detentions.....	46
Conduct.....	46
Conduct Violations.....	45
Honesty Clause.....	46
Enforcement of Rules.....	47
Awards.....	48
Specific Requirements/Expectations.....	48
Disciplinary Actions for Behaviors Not Covered by the Code of Conduct.....	49
Travel.....	49
Appeal Process for Co-Curricular Activities.....	49

**PHILOSOPHY**

The primary purpose of education is to provide each student with the values and training necessary to lead a rewarding and successful life. The extra/co-curricular programs are an integral part of the educational process as it provides certain opportunities and emphasizes definite aims, difficult to duplicate in other school activities.

Participation in extra/co-curricular activities is a privilege. Involved students have a responsibility to follow established rules of conduct, maximize their performance, and present a positive image to fellow students, the Evansville community, and the larger world.

The goals of the Evansville Schools extra/co-curricular programs are:

1. To help students develop leadership skills and responsibility.
2. To promote teamwork, with the development of such commitments as loyalty and cooperation.
3. To promote the ideals of good sportsmanship and fairness that make for winning and losing graciously.
4. To provide opportunities for students to set personal goals and to work toward success.
5. To generate a sense of unity by providing a focus of interests on activity programs for students, staff, and community.
6. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
7. To promote excellence by providing opportunities for the expression of gifted and talented abilities.
8. To create alternatives for personal enrichment by providing outlets for students with varied needs, interests and abilities.
9. To provide opportunities for personal enjoyment.
10. To promote a philosophy for life-long health and worthy use of leisure time, either as a participant or spectator.
11. To develop an understanding of the value of activities in a balanced educational process.

EVANSVILLE SCHOOLS  
ATHLETIC EXTRA-CURRICULAR CODE  
HANDBOOK

* Baseball	*Football	*Softball
* Basketball	*Golf	*Track
* Cheerleading	*Poms	*Wrestling
* Cross-Country	*Soccer	*Volleyball
* Swimming	*Hockey	

**RULES OF ELIGIBILITY**

Evansville students participating in interscholastic athletics must abide by specific rules of eligibility. These rules of eligibility are established by the Wisconsin Interscholastic Athletic Association (WIAA) and are supplemented by locally developed Evansville School District rules. Any athlete planning to participate in school athletics must sign and have his/her parent/guardian sign a pledge card stating understanding and adherence to the code. The athlete will not be permitted to compete until the pledge card is returned to the school office with the required signatures.

**An Abbreviated Listing of WIAA Eligibility Requirements for Participation in Athletics at Evansville High School:**

1. You must be a legally registered student in the Evansville Community School District.
2. You must not have reached your 19th birthday before August 1 of that school year to be eligible for grade 9-12 activities.
3. In grades 9-12 you may not be in attendance at our high school more than four years.



4. You may not participate on any team of the same sport other than your high school team during the given activity season.
5. You must maintain amateur status. Before agreeing to participate in any non-school sponsored activity, consult your coach/advisor.
6. You must maintain acceptable academic standing. (The specific academic requirements are explained in the next section.)

**Evansville School District Rules for Athletes**

In addition to the rules of eligibility as published by the WIAA, Evansville School District has developed rules which supplement those of the WIAA. These rules consist of the following:

1. **Required Forms**  
You must have on file with your school a completed physical exam/alternate year card, pledge card, insurance waiver (see page 10), emergency card and Parent/Athlete Concussion Agreement Form.
2. **Academic Eligibility**  
Academic eligibility for any nine-week period shall be determined by the previous nine-week (quarter) grades. The following two standards describe the criteria an athlete must meet to earn the privilege of participating for Evansville Schools. These standards will determine whether a student athlete is eligible, ineligible, or on academic probation.

**ACADEMIC ELIGIBILITY**

**First Academic Standard**

The student earned passing grades in a minimum of 20 credit hours (3.0 ninety minute blocks in high school) and currently enrolled in 20 credit hours.

**Second Academic Standard**

- |                           |  |
|---------------------------|--|
| A. <b>Eligible if</b>     | No F's were earned and a 1.5 GPA or higher was accumulated for the 9 week term.            |
|                           | <b>or</b>  |
|                           | One F was earned but a 1.75 GPA or higher was accumulated for the 9 week term.             |
| B. <b>On Probation if</b> | Did not meet eligibility <b>Standard A</b> above   |
|                           | <b>and</b>   |
|                           | Earned no more than one F but also accumulated a GPA from 1.25 - 1.74 for the 9-week term. |
| C. <b>Ineligible if</b>   | Did not meet the eligibility or probationary standards listed above.                       |

A student found academically **ineligible** is unable to compete in athletics for a **minimum of 15 consecutive school days**. If the sport is in session when the grades are submitted and a grade report is generated showing a student ineligible, the fifteen days will begin at that time.

Mid-term (4.5 week) grades or subsequent reports by teachers should be viewed as an academic warning. End-of-term (9 week) grades determine eligibility.

A student on probation must meet with the athletic director or designee to commit to a plan for academic remediation. If a probationary student-athlete follows this plan appropriately, he/she will remain eligible for competition for the next 15 consecutive school days. At the end of this 15-day period, the athletic director will contact individual teachers for current grades which must meet the eligibility requirements or suspension will be immediate for the remainder of the 9-week grading period. A student on probation unwilling to commit and follow through with an academic remediation plan will be ineligible for competition for the entire/remaining 9-week grading period.

A student ineligible for competition must meet with the athletic director or designee at the beginning of the ineligibility period to commit to a plan for academic remediation if he/she wishes to attempt to regain eligibility sometime during the current 9-week grading period. An ineligible student is not allowed in competition for 15 consecutive school days. If the ineligible student has followed this plan appropriately, at the end of this 15-day period, the athletic director or designee will contact individual teachers for current grades which must meet the eligibility requirements or suspension will be immediate for the remainder of the 9-week grading period. An ineligible student who refuses to commit to and follow through with an academic remediation plan will be ineligible for the entire 9-week grading period.

Student athletes who were ineligible or probationary at the beginning of a given 9-week term but follow the stated procedures to regain eligibility at the 15 day mark are eligible academically for the remainder of the 9-week term, provided that they submit a weekly grade check form from their teachers to the athletic director each week for the remainder of the quarter. This form can be obtained from the office. If a student has incurred an academic ineligibility suspension and is not in continuous athletic participation from season to season, he/she must meet academic eligibility requirements in the grading period previous to his or her participation in a sport later in the year. Student-athletes who are ineligible for competition for a period of time for academic or training rule violations must continue to attend practice sessions to remain eligible in that sport upon completion of the suspension.

#### Academic Violations Affecting Fall Sports Participation

WIAA policy states the minimum ineligibility period for an academic violation involving a fall sport is the lesser of:

- 1) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport
- or
- 2) One-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

## **ALTERNATIVE EDUCATION STUDENTS**

### **First Academic Standard**

Alternative education students must earn four competencies for the 9 week term.

### **Second Academic Standard**

Ineligible if: Did not meet the eligibility standard listed above

An alternative education student that is academically ineligible is unable to compete in athletics for a minimum of 15 consecutive school days. If the sport is in session at the end of the 9 week term and the student is determined to be ineligible, the fifteen days will begin at that time.

A student ineligible for competition must meet with the athletic director or designee at the beginning of the ineligibility period to commit to a plan for academic remediation if he/she wishes to attempt to regain eligibility sometime during the current 9-week grading period. An ineligible student is not allowed in competition for 15 consecutive school days. If the ineligible student has followed this plan appropriately, at the end of this 15-day period, the athletic director or designee will contact the alternative education instructor for current progress which must meet the eligibility requirements or suspension will be immediate for the remainder of the 9-week grading period. An ineligible student who refuses to commit to and follow through with an academic remediation plan will be ineligible for the entire 9-week grading period.

Student athletes who were ineligible at the beginning of a given 9-week term but follow the stated procedures to regain eligibility at the 15 day mark are eligible academically for the remainder of the 9-week term. Student-athletes who are ineligible for competition for a period of time for academic or training rule violations must continue to attend practice sessions to remain eligible in that sport upon completion of the suspension

3. **Attendance**

Participants must be in attendance the entire day of school in order to participate in any practice or contest. It is also expected that participants be in school the entire day following any contest or event which is followed by a school day. Serious illness or death in the immediate family; medical, dental, and DMV appointments which cannot be otherwise avoided; and special situations such as field trips and for which an excuse has been secured beforehand from an administrator are exceptions to this rule. In addition, a student excused absent due to illness, transportation problems, or other excusable reasons for part of a day but in attendance for at least one half (two ninety minute blocks) of the same school day will be granted an exception to participate, but this allowance will be limited to one time per season. Otherwise, it should be noted that a student who is too ill to attend classes is too ill to perform in activities.

4. **Acts of Truancy**

A student participating in interscholastic athletics with an unexcused absence of one or more class periods will not be eligible for participation in that same day's practice or contests whichever may be the case. Repeated acts of truancy will result in ineligibility in the next scheduled contest.

5. **Joining a Second, Same-Season Team**

No student who is dropped from one squad for disciplinary reasons, or who quits, shall be eligible to compete in another sport for that particular season unless the coaches of both sports involved agree to the arrangement. However, any student who is cut from a squad may compete in another sport during that season.

6. **Injuries/Special Medical Problems**

Any athlete who is injured during an athletic practice or contest shall report the injury to the coach at once. If a physician's care is required, the physician must sign a statement that the athlete is physically fit to resume participation. Please see page 10 for more information.

7. **Practices**

When an athlete joins a squad, he/she is expected to dedicate the time specified for practice by the coach of that activity. Regular attendance at practice is required. If an athlete has an

unexcused absence from practice or a contest, he/she will not be permitted to participate in the next regularly scheduled game, meet, or match.

8. **Grooming/Uniform Guidelines**

An athlete is expected to commit oneself to the team and to represent the team, school, and community in a positive manner. It is expected that each student-athlete will be clean and well-groomed. It is also expected that each athlete will appear for competition dressed in district provided uniforms and in compliance with those standards established by the coach. In general, the appearance and grooming of each team's members is under the discretion of the head coach. Uniforms will be selected by the athletic director and head coach. The building principal and athletic director will approve any uniform purchases.

9. **Equipment**

Each athlete is responsible for the equipment issued to him/her. This equipment must be returned at the end of the season. Failure to return such equipment shall result in one or several of the following:

- A) The athlete shall be excluded from any continued involvement in interscholastic athletics.
- B) Awards earned by the athlete shall not be presented until such equipment is returned.
- C) Lost equipment must be paid for by the athlete to whom it was issued.
- D) Any equipment (even though paid for as a lost item) still belongs to the school and shall be repossessed upon discovery.
- E) An athlete found to be in possession of athletic equipment from another school shall have that equipment repossessed and disciplinary action taken which may prevent further participation.
- F) An athlete who knowingly continues to retain equipment shall be reported to the proper law enforcement agency.

10. **Suspensions/Detentions**

Any student who is serving a suspension an out of school suspension cannot participate in any practice sessions or athletic contests for the period of the suspension. For example, a student suspended out-of-school on a Tuesday is ineligible to practice or compete anytime Tuesday. In addition, any absences from practice resulting from a suspension will be addressed according to the policies of the specific coach. Those students serving detention during practice sessions will be subject to the specific coach's discipline.

**Training Rules**

Training rules are a matter of self-discipline.

The best performance the athlete is capable of producing comes only after the body and mind have been conditioned through a regular training routine.

Training rules are established for the best interests of the athletes and the team. The athlete who complies with those rules demonstrates a desire to dedicate him/herself to self-improvement as well as to enhance the best interests of fellow teammates, coach, school, and community. **Training rules must be observed by all athletes throughout the calendar year, including when the particular sport is not in season.**

An athlete must refrain from any conduct at any time that would reflect unfavorably on him/herself or the school. Conduct which would reflect unfavorably on an athlete or on the school includes but is not limited to the following:

### **Training Rule Violations -- Group A**

1. Drug abuse, including sale, possession or illegal use.  
Drug paraphernalia, possession or use.
2. Use, possession or purchase of alcoholic beverages.
3. Use or possession of tobacco in any form including tobacco like products (eg. E-cigarettes, electronic or vapor devices, hookah pipes etc.)
4. A criminal offense or a violation of a municipal or county ordinance having a statutory counterpart.
5. Acts of vandalism.
6. Presence in a bar or tavern without the athlete's parents/guardians.

### **Training Rule Violations -- Group B**

1. Insubordination while involved in athletic activity.
2. Profanity or obscene gestures during athletic involvement.
3. Unsportsmanlike conduct resulting in contest expulsion.
4. Truancy.
5. Behavior or conduct which reflects unfavorably on an athlete.

### **Other Training Rules**

Other training rules, such as curfews, not addressed specifically in the code are left to the discretion of each head coach. It is important, however, that each head coach make his/her position very clear to his squad at the beginning of the sports season. This clarity is desirable so that all the athletes know how the coach stands on these points.

The Athletic Handbook shall apply to the middle school athletic program. Penalties are not cumulative from the middle school.

### **Training Rule Violations -- Guidelines for Minimum Penalties**

All athletic code penalties are superseded by the Evansville Community School District's policy (Section 443.4) which specifies penalties dealing with students who sell, possess, exchange, distribute or illegally use alcohol or drugs on school premises or at a school-related activity. **An athlete suspended or expelled from school shall be barred from participation in athletics during that period of time.**

However, if the school suspension due to an alcohol or other drug violation is a shorter period of time than the athletic code dictates, then the athletic code penalty shall prevail in terms of athletic ineligibility.

Participation in interscholastic athletics is a privilege. Failure to abide by established training rules shall result in withdrawal of the privilege to participate. For any violation, the following guidelines are established, setting forth the minimum penalty that shall be imposed. Group A training rule violations are cumulative during a student's high school career. For example, a first offense in alcohol would cause a second penalty offense for the second training rules violation, even if it is not alcohol-related. Group B training rule violations are cumulative **within themselves only**. For example, an obscenity violation during competition would only result in a second offense penalty if a student-athlete had a different obscenity violation earlier in his/her career.

When a second violation occurs prior to a first violation penalty being served, the two penalties must be served cumulatively -- they are not to be served concurrently.

#### Note

A training rule violation is not fully cleared until the student completes the entire season where the ineligibility period ended in good standing.

### **Honesty Clause:**

1. If the student has violated the Athletic Code, student is required to inform their coach and/or the high school administration immediately.
2. The athlete shall be truthful.
3. The athlete shall be forthcoming with information.
4. The athlete shall not be deceptive.
5. The athlete shall be cooperative.

### **Training Rule Penalties for Group A Violations:**

**First Violation** -- Suspension from participation in 25% of the contests for the regular season with carry over into the next season if necessary. If the student has violated the code in the area of alcohol, drugs or tobacco/nicotine the student is required to successfully complete a Student Assistance Program (SAP) at their expense. A student may reduce the suspension to one contest provided the student has adhered to all requirements in the honesty clause. If an Evansville School administrator has reasonable suspicion that a specific athlete may have violated the District's athletic code, the administrator may question the student about a possible violation. In responding to any such questioning about the incident, it is expected that the student shall follow the expectations in the honesty clause. If the athlete's answer(s) is subsequently found to be untrue and it is determined that the athlete violated the honesty clause, the suspension will be doubled. (Example: 25% suspension for the first violation will become a 50% suspension.) Unless suspended from school, attendance at all practices is required during the ineligibility period and the student must complete the season in good standing.

The SAP is a service provided to our extra and co-curricular students. The program is based upon teaching prevention curricula, which educate youth about alcohol and drugs. The program will focus on prevention, education and self-assessment. Students will complete a training program with a licensed trainer/educator. Recommendations can be made after the student completes the program. Ongoing support may be given by school staff, if necessary, and referrals to outside agencies may occur.

**Second Violation** -- Suspension from participation in 50% of the contests for the regular season with carry over into the next season if necessary. **If the student has violated the code in the area of alcohol or drugs, they will be required to complete a formal assessment, by a non-school agency and successfully complete a SAP by a non-school agency at their expense.**

The SAP offered through the Evansville School District will be available to a student one time only, unless the local facilitators determine that repeating the program would be beneficial to the student. Without the formal AODA assessment, the student will be suspended from extra/co-curricular participation for one calendar year (twelve months from the date of the offense). If the student violated the code in the area of tobacco/nicotine, they must agree to complete the SAP tobacco education program. Unless suspended from school, attendance at all practices is required during the ineligibility period and the student must end the season in good standing. If an Evansville School administrator has reasonable suspicion that a specific athlete may have violated the District's athletic code, the administrator may question the student about a possible violation. In responding to any such questioning about the incident, it is expected that the student shall follow the expectations in the honesty clause. If the athlete's answer(s) is subsequently found to be untrue and it is determined that the athlete violated the honesty clause, the suspension will be doubled. (Example: 50% suspension for the second violation will become a calendar year suspension.)

**Third Violation** -- Suspension shall be for one full calendar year (twelve months from the date of the offense). Any subsequent violations beyond the third will be cause for an additional calendar year

suspension for each violation. If an Evansville School administrator has reasonable suspicion that a specific athlete may have violated the District’s athletic code, the administrator may question the student about a possible violation. In responding to any such questioning about the incident, it is expected that the student shall follow the expectations in the honesty clause. If the athlete’s answer(s) is subsequently found to be untrue and it is determined that the athlete violated the honesty clause, the suspension will be doubled. (Example: a full calendar year suspension for a third violation will become a 2<sup>nd</sup> calendar year suspension.)

**Training Rule Penalties for Group B Violations -- GROUP B VIOLATIONS ARE CUMULATIVE WITHIN THEMSELVES ONLY**

1. **Insubordination during athletic involvement** -- Suspension from one game, meet, or match. Unless suspended from or suspended in school, attendance at all practices is required during the ineligibility period. Second offense means suspension for one-half season. Third offense means suspension for one season or equivalent of one season.
2. **Profanity or obscene gestures during athletic involvement** --Suspension from one game, meet, or match. Unless suspended from or suspended in school, attendance at all practices is required during the ineligibility period. Second offense means suspension for one-half season. Third offense means suspension for one season or equivalent of one season.
3. **Acts of unsportsmanlike conduct which result in the expulsion from a contest** -- Suspension from the next scheduled contest.
4. **Behavior or conduct which reflects badly upon an athlete** --Suspension from at least the next scheduled contest or more as deemed appropriate by the administration.

**Penalty Calculation Table**

(For students ineligible for 25% of the Season)

A contest shall be defined as both junior varsity and varsity games for athletes who play at both levels of any sport.

Tournament or multi-team contests on the same day may be considered as two contests.

Number of scheduled Contests in your sport:      Number of contests for which student will be ineligible:

1 – 5	2
6 – 10	3
11 – 15	4
16 – 20	5
21 – 25	6

**Enforcement of Rules**

**Related to the Athletic Code of Evansville Schools**

Investigation of the athletic code will be based on the following:

1. Violations reported by teachers, coaching staff, school officials, parents/guardians, or community members presented in writing (signed and dated) to a principal or athletic director.
2. Violations reported by students that are supported through further investigation.
3. Violations confirmed to the school by law enforcement officials.
4. Self-admission.

Upon receiving a report of violation, a principal, athletic director, and/or designee shall conduct an investigation (including an interview with the accused) and determine whether or not the student has violated the athletic code. Any such report must be received within a reasonable period of time from

the alleged occurrence of the violation. Disciplinary action will be handled as outlined in the athletic handbook.

### **Important**

The listed standards, rules, and penalties for violations of the athletic code serve as minimum guidelines. Individual coaches may inform their student-athletes of more stringent expectations and penalties. Also, the administration reserves the right to adjust penalties as deemed appropriate. **Consequences will be served simultaneously for students involved in more than one extra/co-curricular activity at the same time.**

### **Travel**

A student who travels to an out-of-town game with a school team must return with the team under school-approved supervision. An exception to this rule is, that if a student's parent/guardian is present at the out-of-town site, he/she may request that the student return with the parent/guardian. **This request must be made in person by the parent/guardian to the coach in charge.** This verbal request must be accompanied by a signed note by the parent/guardian that is given to the coach. A parent obtaining this permission may only transport his/her own children. Any other arrangements must be made and approved via a signed travel release form that must be filed in the school office prior to the dismissal of school on the day of the contest. This form can be obtained in the office.

### **APPEAL PROCESS FOR EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES**

Evansville Community Schools recognize the rights of students. The student and his/her parents/guardians have recourse in the event they believe the alleged offense did not occur or the proper procedures were not followed. The appeal procedure outlined in this policy is the process a student and his/her parents/guardians are to follow when appealing decisions related to Co-Curricular or Extra-Curricular suspensions. Students will remain ineligible during the appeal process.

At the beginning of each school year, building principals will be responsible for establishing separate appeal councils for co-curricular and extra-curricular activities, with alternate members suitable for covering the range of activities. Coaches or advisors of the activity in which the student appellant participates will not hear the case. The Appeal Council will be comprised of a principal acting as non-voting chairperson, one coaching/advising faculty representative, one non-coaching/advising faculty representative, and one student representative.

### **Appeal Procedure**

A student and/or his/her parents/guardians may formally appeal the suspension decision in writing to the school administrator or designee within five (5) days of the suspension.

The principal will set the date of the hearing. The Appeal Council will conduct the hearing within three (3) school days of receiving the written appeal request, barring extenuating circumstances. The Appeal Council will hear the appeal presented by the student and his/her parents/guardians. The Appeal Council will deliberate and rule on the appeal in private by a majority vote, and communicate the decision within one (1) school day to the student and parents/guardians, barring extenuating circumstances. The hearing decision will be placed in writing and mailed to the student and his/her parents/guardians within five (5) school days.

A student and/or his/her parents/guardians may formally initiate a second appeal in writing to the school administrator or designee within three (3) days of the findings from the Appeal Council. A



requested second appeal will be before the district administrator. The district administrator will conduct a second hearing within three (3) school days of receiving the written request for a second appeal. The district administrator will hear the appeal presented by the student and his/her parents/guardians. The district administrator will rule on the appeal and communicate the decision to the student(s) and parents/guardians in one (1) school day, barring extenuating circumstances. The district administrator's finding will be placed in writing and mailed to the student and his/her parents/guardians within five (5) school days.

If the student and his/her parents/guardians are not satisfied with the findings in the prior appeals, a third appeal may be requested in writing to the school administrator or designee within three (3) days of the findings from the district administrator. A requested third appeal will be added to the business of the next scheduled Board of Education meeting. The Board of Education will hear the appeal presented by the student and his/her parents/guardians. The Board of Education will deliberate, rule on the appeal by a simple majority vote, and communicate the decision to the student(s) and parents/guardians in person or by phone in one (1) school day barring extenuating circumstances. The Board of Education's finding will be placed in writing and mailed to the student and his/her parents/guardians within five (5) school days.

The provisions as outlined above shall be the sole and exclusive remedy of appeal for students suspended from activities.

### **Insurance and Athletic Injuries**

1. The school does not carry individual or group insurance for any athlete or athletic program. **Insurance is a parental/guardian responsibility!** Insurance is available, however, to parents/guardians from a private company for any student for the entire school year or for an athlete for an athletic season(s).  
The school will act as a clearing house for this private company in distributing this insurance information and application forms, and in processing claims.
2. Students intending to participate in athletics must:
  - A) Turn in a completed insurance application form from the private insurance company with the premium  
or
  - B) Turn in an insurance waiver card signed by the parent/guardian indicating they are adequately covered by insurance or that they assume full responsibility before the student will be allowed to participate in any athletic program.  
Submitting a completed insurance waiver card for an athlete without insurance coverage has the potential for severe financial consequences. Parents/guardians are strongly advised to avoid this option but choose it at their own risk!

### **Report All Injuries**

1. All injuries must be reported to the head coach immediately.
2. Always consult with the head coach or athletic director if it is necessary to see the physician or dentist.
3. In case of emergency, athletes will be sent to our local doctor(s) or to a local hospital. Parents/guardians should indicate any specific doctor desired on the student's medical card.
4. Parents/guardians and/or athletes need to inform the athletic director or head coach of any special medical problems, regardless to how minor they may seem.
5. Should an injury be discovered after the athlete has returned home, the head coach and/or athletic director should be notified.

6. If an athlete requires a physician's care, the physician must sign a statement that the athlete is physically fit to resume participation before the athlete will be allowed to practice or compete.

### **Procedure for Resolving Concerns**

**Step One** – the athlete addresses the concern/s with the coach

**Step Two** – the parent/guardian of the athlete requests a conference with the coach to address the concern/s. If the parent is unsuccessful in contacting the coach, the athletic director may be contacted and he/she will have the coach contact the parent/guardian.

**Step Three** – If the parent/guardian conference with the coach does not resolve the concern/s, there will be a meeting scheduled and mediated by the athletic director. The meeting will be held in a non-threatening environment and parties will be allowed to speak in an uninterrupted manner.

### **Concerns the Athlete and Parent/Guardian May Discuss**

- A. The treatment of the athlete mentally and/or physically
- B. Ways to help the athlete improve his/her performance and skill level.
- C. Concerns about the athletes' behavior in school, practice and games.

### **Concerns the Athlete and Parent/Guardian May Not Discuss**

- A. Athlete's playing time
- B. Team strategy
- C. Play selection
- D. The make-up of a team and the decision as to who plays on a particular team

## **COACHING STAFF -- LETTER AWARDS**

### **FOOTBALL** - Ron Grovesteen

A player must participate in one more than one-half of the quarters of any game played, plus discretion of the coach.

### **BOYS SOCCER** – Kendall Buttchen

To receive a soccer letter the athlete must complete the season in good standing. The athlete must compete in a minimum of 7 games. The athlete may also receive a letter at the discretion of the coach.

### **BOYS BASKETBALL** – Steve Krupke

A player must participate in one-fourth the accumulated varsity quarters for the season. May also receive a letter at the discretion of the coach.

### **BOYS TRACK** – Megan O'Brien

Must score a minimum of 20 points during the season in varsity competition. Must be a definite asset to the team. All decisions will be subject to the discretion of the coach.

### **WRESTLING** – Robert Kostroun

To receive a letter a wrestler must earn a minimum of 20 varsity team points during the regular season. The majority of team points should be earned by winning matches and not by receiving a forfeit. Also, a wrestler needs to compete in a minimum of 50% of all possible varsity contests. All final decisions will be subject to the discretion of the coaching staff.

### **BASEBALL** – Brian Cashore

A player must participate in at least one-fourth of all varsity innings played during the season. May also receive a letter at discretion of the coach.

**SOFTBALL** – Charity Kostroun

A player must participate in at least one-fourth of all varsity innings played during the season. May also receive a letter at discretion of the coach

**VOLLEYBALL** – Jessie Backes

To receive a volleyball letter the athlete must complete the season in good standing. The athlete must also participate in three-fourths of the varsity matches and exhibit a spirit of cooperation and sportsmanship. The athlete may also receive a letter at the discretion of the coach.

**GIRLS BASKETBALL** – Tina Aasen

To letter in girls basketball a girl must do the following (1) attend all practices. The coach must be notified prior to any excused absence; (2) participate in one more than one-half of the total quarters played during the season; (3) exhibit a spirit of cooperation and sportsmanship on and off the court with her coaches, fellow teammates, and official personnel. Girls are also expected to follow all of the rules of conduct as mentioned in this handbook.

**GIRLS TRACK** – Megan O’Brien

To letter in girls track a participant must score a minimum of 20 points. She must also be a definite asset to the team. All decisions to warrant a letter will be subject to the discretion of the coach.

**BOYS & GIRLS CROSS COUNTRY** – Quentin Yoerger

A runner must finish in the top seven team places for one-half of all meets. A runner that exceeds the allotted time for one-half of all meets. All decisions to warrant a letter will be subject to the discretion of the coach.

**GIRLS SOCCER** – Kendall Buttchen

To receive a soccer letter the athlete must complete the season in good standing. The athlete must compete in a minimum of 7 games. The athlete may also receive a letter at the discretion of the coach.

**GOLF** – Peter Hanke

To receive a golf letter the athlete must participate in one-third of all varsity matches. The coaching staff may also award letters at their discretion if unusual circumstances prevail.

**POMS** – Kelly Fanta-Stroik, Taylor Mack

To earn a letter a poms team member must successfully complete two sport seasons and perform in 90% of the games within each of those seasons.

**CHEERLEADING** –Brittany Deaver

To earn a letter a cheerleader has to be on, and competing in, more than on-half of all routines for four sports seasons.

**EVANSVILLE SCHOOLS**  
**NON-ATHLETIC EXTRA/CO-CURRICULAR CODE**  
**HANDBOOK**

**The following general provisions apply to all students participating in non-athletic extra/co-curricular activities sponsored by the Evansville Community Schools other than interscholastic athletics, cheerleading, and pom-pons.**

**General Guidelines for All Non-Athletic Extra/Co-Curricular Groups**

- |                         |                            |
|-------------------------|----------------------------|
| *Band/Choir Music Tour  | *High Mileage Vehicle Club |
| *Chamber Choir          | *Forensics                 |
| *Wind Ensemble          | *Musical                   |
| *Jazz Band              | *Fall Play                 |
| *Solo/Ensemble          | *Student Production        |
| *Symphonic Band         | *Computer Programming Team |
| *Vocal Jazz             | *Global Community Project  |
| *Math Team              | *Yearbook                  |
| *Class Officers         | *FBLA                      |
| *FFA                    | *Pit Band                  |
| *Homecoming Court       | *Set Crew                  |
| *National Honor Society | *RVC Student Council       |
| *Prom Court             | * Student Council          |
| *RVC Honors Band        | * GSA                      |
| *RVC Honors Choir       | *Quiz Bowl                 |
| *Winter Dance Court     | *Future Problem Solvers    |
| *School Newspaper       |                            |
| *Writing Club           |                            |

**Homecoming**

Violation of any code guidelines beginning the first day of school through the day of the homecoming dance will result in suspension from homecoming court eligibility.

**Winter Dance**

Violation of any code guidelines beginning the first day of the third quarter through the day of the winter dance will result in suspension from winter court eligibility.

**Prom**

Violation of any code guidelines beginning the first day of the fourth quarter through the day of the prom dance will result in suspension from prom court eligibility.

Students in all activities covered by this section of the code will be governed by state and national association guidelines for regional, state, and national competition in addition to the appropriate provisions of this code.

**A statement signed annually by both student and parents/guardians indicating an understanding of the activities code must be returned to the coach/advisor by each participant by the first day of practice or activity. These statements are to be collected by the director, coach, or advisor and submitted to the building principal.**

**1. Academic Eligibility**

Academic eligibility for any 9-week period shall be determined by the previous 9-week term (quarter) grades. The following two standards describe the criteria a student must meet to earn the privilege of participating for Evansville Schools. These standards will determine whether a student is eligible, ineligible, or on academic probation.

**First Academic Standard**

The student earned passing grades in a minimum of 20 credit hours (3.0 ninety minute blocks in high school)

**Second Academic Standard**

**A. Eligible if**

No F's were earned and a 1.5 GPA or higher was accumulated for the 9-week term.

**Or**

One F was earned but a 1.75 GPA or higher was accumulated for the 9-week term.

**B. On Probation if**

Did not meet eligibility Standard **A** above

**And**

Earned no more than one F but also accumulated a GPA from 1.25 - 1.74 for the 9-week term.

**C. Ineligible if**

Did not meet the eligibility or probationary standards listed above.

A student found academically **ineligible** is unable to participate in non-athletic extra/co-curricular activities for a **minimum of fifteen consecutive school days**. This penalty will begin once a grade list shows a student ineligible and will include all non-athletic extra/co-curricular activities occurring during the period of ineligibility.

**Mid-term (4.5 week) grades or subsequent reports by teachers should be viewed as an academic warning. End-of-term (9-week) grades determine eligibility.**

A student on probation must meet with his/her grade level principal or designee to commit to a plan for academic remediation. If a probationary student follows this plan appropriately, he/she will remain eligible for competition for the next 15 consecutive school days. At the end of this 15-day period, the grade level principal will contact individual teachers for current grade point, which must meet the eligibility requirements or suspension will be immediate for the remainder of the 9-week grading period. A student on probation unwilling to commit to and follow through with an academic remediation plan will be ineligible for competition for the entire/remaining 9-week grading period.

A student ineligible for participation must meet with his/her grade level principal or designee at the beginning of the ineligibility period to commit to a plan for academic remediation if he/she wishes to attempt to regain eligibility sometime during the current 9-week grading period. An ineligible student is not allowed to participate for 15 consecutive school days. If the ineligible student has followed this plan appropriately, at the end of this 15-day period, the grade level principal will contact individual teachers for current grades which must meet the eligibility requirements or suspension will be immediate for the remainder of the 9-week grading period. An ineligible student who refuses to commit to and follow through with an academic remediation plan will be ineligible for the entire 9-week grading period.

Students who were ineligible or probationary at the beginning of a given 9-week term but follow the stated procedures to regain eligibility at the 15-day mark are eligible academically for the remainder of the 9-week term, provided that they submit a weekly grade check form from their teachers to the grade level principal each week for the remainder of the quarter. This form can be obtained from the office.

## **ALTERNATIVE EDUCATION STUDENTS**

### **First Academic Standard**

Alternative education students must earn four competencies for the 9 week term.

### **Second Academic Standard**

Ineligible if: Did not meet the eligibility standard listed above

An alternative education student that is academically ineligible is unable to compete in athletics for a minimum of 15 consecutive school days. If the sport is in session at the end of the 9 week term and the student is determined to be ineligible, the fifteen days will begin at that time.

A student ineligible for competition must meet with the athletic director or designee at the beginning of the ineligibility period to commit to a plan for academic remediation if he/she wishes to attempt to regain eligibility sometime during the current 9-week grading period. An ineligible student is not allowed in competition for 15 consecutive school days. If the ineligible student has followed this plan appropriately, at the end of this 15-day period, the athletic director or designee will contact the alternative education instructor for current progress which must meet the eligibility requirements or suspension will be immediate for the remainder of the 9-week grading period. An ineligible student who refuses to commit to and follow through with an academic remediation plan will be ineligible for the entire 9-week grading period.

Student athletes who were ineligible at the beginning of a given 9-week term but follow the stated procedures to regain eligibility at the 15 day mark are eligible academically for the remainder of the 9-week term. Student-athletes who are ineligible for competition for a period of time for academic or training rule violations must continue to attend practice sessions to remain eligible in that sport upon completion of the suspension

#### **2. Attendance**

Participants **must be in attendance the entire day of school in order to participate in any practice, contest, or event.** It is also expected that participants be in school the entire day following any contest or event which is followed by a school day. Serious illness or death in the immediate family; medical, dental, and DMV appointments which cannot be otherwise avoided; and special situations such as field trips and **for which an excuse has been secured beforehand from an administrator** are exceptions to this rule. In addition, a student excused absent due to illness, transportation problems, or other excusable reasons for part of a day but in attendance for at least one-half (two ninety minute blocks) of the same school day will be granted an exception to participate, but this allowance will be **limited to one time per season.** Otherwise, it should be noted that a student who is too ill to attend classes is too ill to participate in co-curricular activities.

A student with an unexcused absence of one or more class periods on the day of a performance, practice, or competition will not be allowed to participate in that day's performance, practice, or competition.

### **3. Suspensions/Detentions**

Any student who is serving an out of school suspension cannot participate in any practice sessions or athletic contests for the period of the suspension. For example, a student suspended out-of-school on a Tuesday is ineligible to practice, perform, or participate anytime Tuesday.

### **4. Conduct**

A student participating in non-athletic extra/co-curricular activities will be subject to disciplinary action for the following violations:

1. Drug abuse, including sale, possession or illegal use.  
Drug paraphernalia, possession or use.
2. Use, possession or purchase of alcoholic beverages.
3. Use or possession of tobacco in any form including tobacco like products (eg. E-cigarettes, electronic or vapor devices, hookah pipes etc.)
4. A criminal offense or a violation of a municipal or county ordinance having a statutory counterpart.
5. Acts of vandalism.
6. Presence in a bar or tavern without the student's parents/guardians.
7. Habitual truancy.

### **Conduct Violation Penalties -- Minimum Guidelines**

#### **Important**

The listed penalties for violations of the non-athletic extra/co-curricular code **generally** serve as minimum guidelines. The administration reserves the right to adjust any penalties as deemed appropriate.

#### **Honesty Clause:**

1. If the student has violated the Athletic Code, student is required to inform their coach and/or the high school administration immediately.
2. The athlete shall be truthful.
3. The athlete shall be forthcoming with information.
4. The athlete shall not be deceptive.
5. The athlete shall be cooperative.

**First Violation** – 20 hours of community service as determined by Administration and Advisor.

Community service must be completed in a timely manner with at least 5 hours completed a week and must be completed in consecutive weeks. Once a contract outlining how the student will meet the above requirements has been signed by the student and his/her parent/guardian, the student may resume participation in non-athletic activities. If the student has violated the code in the area of alcohol, drugs or tobacco/nicotine the student is required to successfully complete a Student Assistance Program (SAP at their expense. A student may reduce the suspension to one contest provided the student has adhered to all requirements in the honesty clause. . If an Evansville School administrator has reasonable suspicion that a specific student may have violated the District's student code, the administrator may question the student about a possible violation. In responding to any such questioning about the incident, it is expected that the student shall follow the expectations in the honesty clause. If the student's answer(s) is subsequently found to be untrue and it is determined that the student violated the honesty clause, the suspension will be doubled. (Example: 50% suspension for the second violation will become a calendar year suspension.)

The SAP is a service provided to our extra and co-curricular students. The program is based upon teaching prevention curricula, which educate youth about alcohol and drugs. The program will focus on prevention, education and self-assessment. Students will complete a training program with a licensed trainer/educator. Recommendations can be made after the student completes the program. Ongoing support may be given by school staff, if necessary, and referrals to outside agencies may occur.

**Second Violation** -- Suspension from 50% of all activities' seasons/performances or their equivalents. However, if the student has violated the code in the area of alcohol or drugs, then he/she **will be required to complete a formal assessment, by a non-school agency, provide a release of information to the District, successfully complete a SAP at their expense.** The SAP offered through the Evansville School District will be available to a student one time only, unless the local facilitators determine that repeating the program would be beneficial to the student. Without the formal AODA assessment, the student will be suspended from extra/co-curricular participation for one calendar year (twelve months from the date of the offense). If the student violated the code in the area of tobacco/nicotine, they must agree to complete the SAP tobacco education program. Unless suspended from school, attendance at all practices is required during the ineligibility period and the student must end the season in good standing. If an Evansville School administrator has reasonable suspicion that a specific student may have violated the District's student code, the administrator may question the student about a possible violation. In responding to any such questioning about the incident, it is expected that the student shall follow the expectations in the honesty clause. If the student's answer(s) is subsequently found to be untrue and it is determined that the student violated the honesty clause, the suspension will be doubled. (Example: 50% suspension for the second violation will become a calendar year suspension.)

**Third Violation** -- Suspension for one full calendar year (twelve months from the date of the offense) from all extra/co-curricular activities. Any subsequent violations beyond the third will be cause for an additional calendar year suspension for each violation.

If an Evansville School administrator has reasonable suspicion that a specific student may have violated the District's student code, the administrator may question the student about a possible violation. In responding to any such questioning about the incident, it is expected that the student shall follow the expectations in the honesty clause. If the student's answer(s) is subsequently found to be untrue and it is determined that the student violated the honesty clause, the suspension will be doubled. (Example: 50% suspension for the second violation will become a calendar year suspension.)

#### **Exceptions For Some Music Performing Groups**

##### **Chamber Choir, Symphonic Band, Wind Ensemble, Concert Choir.**

These music performing groups in Evansville Schools are unique in that they are curricular (taken for credit) and also non-athletic extra/co-curricular (performances are outside of class time, but are an extension of the classroom work and part of the curriculum). Therefore, disciplinary actions for students involved in these courses/activities will not involve concert group performances. Instead, ineligibility will affect ensembles and other activities related to the group. **In these situations, specific consequences will be determined by the administration in consultation with the music director(s).**

#### **Other Conduct Violations**

Students participating in non-athletic extra/co-curricular activities have a responsibility to conduct themselves in a manner that will reflect positively on themselves, their group, school, and community.



Students who behave or conduct themselves in a manner which reflects unfavorably on our school and community may face consequences. These penalties will be determined as appropriate by the school administration.

### **Enforcement of Rules**

#### **Related to the Non-Athletic Extra/Co-Curricular Code of Evansville Schools**

Investigation of the non-athletic extra/co-curricular code will be based on the following:

1. Violations reported by teachers, coaching staff, school officials, parents/guardians, or community members presented in writing (signed and dated) to a principal or staff advisor.
2. Violations reported by students that are supported through further investigation.
3. Violations confirmed to the school by law enforcement officials.
4. Self-admission.

The designee shall conduct an investigation (including an interview with the accused) and determine whether or not the student has violated the non-athletic extra/co-curricular code. Any such report must be received within a reasonable period of time from the alleged occurrence of the violation. Disciplinary action will be handled as outlined in the non-athletic extra/co-curricular handbook.

### **Disciplinary Actions**

**The guidelines listed above must be observed by all students participating in non-athletic extra/co-curricular activities for the duration of that activity.**

### **Awards**

Each student must complete the activity year in good standing to be eligible for school awards.

### **Specific Requirements/Expectations**

Membership in a music performing group is based upon the following: ability, attitude, and attendance at major performances and required rehearsals outside of class time. Performances serve as evaluation, final exams, and the culmination of group team effort which can only be created through this group experience. A list of the dates for required performances will be given to the students well in advance of the required dates. For the previously listed concert, chamber, and symphonic groups, concert performances are a major component of the course grading. Students are responsible for any schoolwork missed during the school day due to musical performances or special rehearsals.

Any emergency absence must be excused by the director in order for the students to maintain membership in the group. Illness and family emergencies are excusable if approved by the director. Baby-sitting or work are NOT excusable absences from a required performance or rehearsal. Truancy will not be accepted from members of the music groups which represent the school. Advance posting of concert dates should preclude conflicts.

### **Disciplinary Actions for Behavior Not Covered By the Code of Conduct**

1. Each director will monitor his/her group to uphold and maintain reasonable expectations. In cases where disciplinary situations may arise, the director will confer with the building administration to determine the appropriate actions.
2. Any student reported for violation of any of these rules shall have a fair hearing conducted by a principal/designee.

### Specific Disciplinary Actions

Violation of any of the code guidelines will result in suspension from one meeting, activity, or event or more as deemed appropriate in addition to prescribed disciplinary action.

#### **Travel**

A student who travels to an out-of-town game, event, or competition with a school group must return with the team under school-approved supervision. An exception to this rule is, that if a student's parent/guardian is present at the out-of-town site, he/she may request that the student return with the parent/guardian. **This request must be made in person by the parent/guardian to the coach/advisor in charge.** This verbal request must be accompanied by a signed note by the parent/guardian that is given to the coach/advisor. A parent obtaining this permission may only transport his/her own children. Any other arrangements must be made and approved via a signed travel release form that must be filed in the school office prior to the dismissal of school on the day of the contest. This form can be obtained in the office.

### **APPEAL PROCESS FOR EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES**

Evansville Community Schools recognize the rights of students. The student and his/her parents/guardians have recourse in the event they believe the alleged offense did not occur or the proper procedures were not followed. The appeal procedure outlined in this policy is the process a student and his/her parents/guardians are to follow when appealing decisions related to Co-Curricular or Extra-Curricular suspensions. Students will remain ineligible during the appeal process.

At the beginning of each school year, building principals will be responsible for establishing separate appeal councils for co-curricular and extra-curricular activities, with alternate members suitable for covering the range of activities. Coaches or advisors of the activity in which the student appellant participates will not hear the case. The Appeal Council will be comprised of a principal acting as non-voting chairperson, one coaching/advising faculty representative, one non-coaching/advising faculty representative, and one student representative.

#### Appeal Procedure

A student and/or his/her parents/guardians may formally appeal the suspension decision in writing to the school administrator or designee within five (5) days of the suspension.

The principal will set the date of the hearing. The Appeal Council will conduct the hearing within three (3) school days of receiving the written appeal request, barring extenuating circumstances.

The Appeal Council will hear the appeal presented by the student and his/her parents/guardians. The Appeal Council will deliberate and rule on the appeal in private by a majority vote, and communicate the decision within one (1) school day to the student and parents/guardians, barring extenuating circumstances. The hearing decision will be placed in writing and mailed to the student and his/her parents/guardians within five (5) school days.

A student and/or his/her parents/guardians may formally initiate a second appeal in writing to the school administrator or designee within three (3) days of the findings from the Appeal Council. A requested second appeal will be before the district administrator. The district administrator will conduct a second hearing within three (3) school days of receiving the written request for a second appeal. The district administrator will hear the appeal presented by the student and his/her parents/guardians. The district administrator will rule on the appeal and communicate the decision to the student(s) and parents/guardians in one (1) school day, barring extenuating circumstances. The district administrator's finding will be placed in writing and mailed to the student and his/her parents/guardians within five (5) school days.

If the student and his/her parents/guardians are not satisfied with the findings in the prior appeals, a third appeal may be requested in writing to the school administrator or designee within three (3) days of the findings from the district administrator. A requested third appeal will be added to the business of the next scheduled Board of Education meeting. The Board of Education will hear the appeal presented by the student and his/her parents/guardians. The Board of Education will deliberate, rule on the appeal by a simple majority vote, and communicate the decision to the student(s) and parents/guardians in person or by phone in one (1) school day barring extenuating circumstances. The Board of Education's finding will be placed in writing and mailed to the student and his/her parents/guardians within five (5) school days.

The provisions as outlined above shall be the sole and exclusive remedy of appeal for students suspended from activities.