

## Mission Statement

“Educating & engaging the whole student”  
To create a stimulating, caring and socially responsible environment that encourages students to reach their individual potential.

# JC McKenna Middle School

[www.ecsdnet.org/ems](http://www.ecsdnet.org/ems)

## 2016-2017 Student/Parent Handbook

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

I acknowledge that I have read and understand the Student expectations as outlined in the Student/Parent Handbook. I understand that each student infraction will be reviewed on an individual basis. I understand that disciplinary decision will be based on the evidence related to each individual infraction.

Student Signature and Date:

\_\_\_\_\_

Parent/Guardian Signature and Date:

\_\_\_\_\_

Team Teacher Signature and Date:

\_\_\_\_\_

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### **Nondiscrimination Statement**

The Evansville Community School District prohibits harassment or discrimination against any pupil in any program or activity on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other basis protected by law.

<b>JC MCKENNA STAFF DIRECTORY</b>						08/01/2016
<b>2016-17</b>						
	<b>Staff</b>	<b>Gr</b>	<b>Room</b>	<b>Phone</b>	<b>Subject / Position</b>	<b>E-Mail Address</b>
1	Alme, Ann	7	E106	882-3325	Math	almea@evansville.k12.wi.us
2	Baxter, Paige	6-8	E108	882-3314	Special Education	baxterp@evansville.k12.wi.us
3	Bethke, Tom	6	D110	882-3328	Math	bethket@evansville.k12.wi.us
4	Buttchen, Kendall	6-8	Gym/A108	882-3316	Physical Education/Health	buttchenk@evansville.k12.wi.us
5	Carlsen, Pat	6-8	A102	882-3314	Special Education Assistant	carlsep@evansville.k12.wi.us
6	Coats, Garth	6-8	A104	882-3315	Special Education Assistant	coatsg@evansville.k12.wi.us
7	Curtis, Bruce	7	E111	882-3356	Science	curtisb@evansville.k12.wi.us
8	Czerwonka, Mike	6-8	C202	882-3346	At-Risk / School Social Wkr	czerwonkam@evansville.k12.wi.us
9	Day, Kallie	6-8	A204	3339	Special Education Assistant	dayk@evansville.k12.wi.us
10	Demmin, Darren	6-8	Gym/A108	882-3309	Physical Education/Health	demmind@evansville.k12.wi.us
11	Demrow, Katelyn	8	C302	882-3351	Composition/Literature	demrowk@evansville.k12.wi.us
12	Erdmann, Farley	6-8	A120	882-3318	Custodian	erdmannf@evansville.k12.wi.us
13	Fanning, Rich	8	E115	882-3358	Science	fanningr@evansville.k12.wi.us
14	Fanta, Kelly	8	C304	882-3350	Spanish	fantak@evansville.k12.wi.us
15	Ferrell, Leslie	6-8	A109	882-3320	Reading Specialist	ferrelll@evansville.k12.wi.us
16	Firgens, Mandi	6-8	A102/D102	882-3331	Computers	firgensm@evansville.k12.wi.us
17	Gomez, Carla	7	C310	882-3348	Spanish	gomezca@evansville.k12.wi.us
18	Hannibal, Meaghan	6-8	C306	882-3361	Psychologist	hannibalm@evansville.k12.wi.us
19	Hanson, John	8	A206	882-3340	Social Studies	hansonj@evansville.k12.wi.us
20	Harsevoort, Bob	6-8	C123	882-3334	Band	harsevoortr@evansville.k12.wi.us
21	Herbers, Deb	6-8	A004	882-3306	Family & Cons. Education	herbersd@evansville.k12.wi.us
22	Holm, Jennifer	6-8	A207	882-3304	School Counselor	Holmj@evansville.k12.wi.us
23	Howlett, Kristen	6-8	C202	882-3346	Special Education Assistant	howlettk@evansville.k12.wi.us
24	Jorgensen, Laura	6-8	A125	882-3301	Attendance/Health Clerk	jorgensenl@evansville.k12.wi.us
25	<b>Knott, Jason</b>	<b>6-8</b>	<b>A125</b>	<b>882-3302</b>	<b>Principal</b>	<b>Knottj@evansville.k12.wi.us</b>
26	Kopf, Dave	6-8	A127	882-3319	Technical Education	kopfd@evansville.k12.wi.us
27	Kopf, Gretchen	8	C208	882-3343	Math	kopfg@evansville.k12.wi.us
28	Kruckenberg, Cathy	6-8	Gym/A108	882-3308	Physical Education/Health	kruckenbergc@evansville.k12.wi.us
29	Langan, Colin	6	E110	882-3323	Reading/Language Arts	langanc@evansville.k12.wi.us
30	Lenth, Jolene	6-8	LMC	882-3360	LMC Instruction	lenthj@evansville.k12.wi.us
31	Maloney, Steve	6-8	A120	882-3318	Custodian	maloneys@evansville.k12.wi.us
32	Maves, Jenny	6-8	E109	882-3355	OT/PT	mavesj@evansville.k12.wi.us
33	Maves, Mike	6-8	C106	882-3336	Special Education	mavesm@evansville.k12.wi.us
34	McKittrick, Tristan	6	D104	882-3330	Social Studies	mckittricktr@evansville.k12.wi.us
35	Morton, Annie	6-8	B105	882-3311	Food Service	mortona@evansville.k12.wi.us
36	Oswald, Beth	7	C210	882-3342	Social Studies	oswaldb@evansville.k12.wi.us
37	Proper, Meghann	6-8	C121	883-3332	Vocal Music	properm@evansville.k12.wi.us
38	Rupiper, Wendy	6-8	B105	882-3311	Food Service	rupiperw@evansville.k12.wi.us
39	Scherber, Steve	6-8	A120	882-3318	Custodian	scherbbers@evansville.k12.wi.us
40	Schmick, Trent	6-8	C110	882-3335	Art	schmickt@evansville.k12.wi.us
41	Schwab, Sable	6-8	A204a	882-3313	ESL	schwabs@evansville.k12.wi.us
42	Shotliff, Brittany	6-8	C204	882-3315	Special Education	shotliffb@evansville.k12.wi.us
43	Smith, Renae	6	E112	882-3322	Reading/Language Arts	smithr@evansville.k12.wi.us
44	Smith, Susan	6-8	B105	882-3311	Food Service	smiths@evansville.k12.wi.us
45	Sperry, Jane	6-8	A125	882-3300	Administrative Assistant	sperryj@evansville.k12.wi.us
46	TBD	6-8	A104	882-3324	Special Education	@evansville.k12.wi.us
47	Teigen, Lori	6-8	E109	882-3355	Speech and Language	Teigenl@evansville.k12.wi.us
48	Tway, Abbey	6-8	A125	882-3300	School Nurse	twaya@evansville.k12.wi.us
49	Vossekuil, Greg	6	D108	882-3329	Science	vossekuilg@evansville.k12.wi.us
50	Yoerger, Ruth Ann	7	C308	882-3349	Composition/Literature	yoergerr@evansville.k12.wi.us
51	Zastoupil, Amy	6-8	A204	882-3345	Special Education Assistant	zastoupila@evansville.k12.wi.us
52	Zblewski, Doug	6-8	A204	882-3353	Resource / GT Coordinator	zblewskid@evansville.k12.wi.us

Hello,

We are pleased to welcome you as a part of our JC McKenna Middle School Family. Here at JC McKenna, we want every student to succeed, and we are committed to working with you and your parents or guardians to ensure that you can learn and grow in a safe and supportive environment.

As a student here at JC McKenna, you will undergo many changes during your years here. There will be new friends, new teachers, new knowledge, and a variety of opportunities. We encourage you to get involved! This is YOUR SCHOOL, and there are many exciting academic and extra-curricular opportunities for you. The supportive and caring staff and administration here at JC McKenna encourage you to take advantage of all that we have to offer. Accept the many challenges you will face with determination and enthusiasm. During middle school, expectations for your responsibility and leadership will increase. We hope that with clear expectations, a strong instructional program, and the support of your family and teachers, you will make the most of your middle school experience.

The purpose of this handbook is to inform our students and their families about JC McKenna's policies and procedures, it contains essential information that will allow you to better understand how your school community functions. If you have any questions about any of the policies, please do not hesitate to give us a call. We look forward to working with each of you, and to this year being our best year yet at JC McKenna Middle School!

*Mr. Jason Knott*  
Principal  
(608) 882-3302

## **MIDDLE SCHOOL BUILDING ACCESS**

### **MORNING ACCESS**

Students are allowed in the cafeteria from 7:30 to 7:45. If a student is not eating breakfast, they are required to stay on the playground until the first bell rings unless they have a pass. When the temperature is below 10 degrees, students will be allowed in the cafeteria. Depending on weather conditions, students may be allowed early access into the cafeteria. If students need to come in the school early, they may enter door #15 by the office.

### **BAND STUDENTS**

Band students that need to take their instruments to the band room in the morning may enter door #6 (6<sup>th</sup> grade entrance door on the south side of the playground).

### **BUS DROP OFF**

Students will be dropped off at the northeast end of the school in the morning. Students will then be required to walk to the playground on the path at the north end of the building. Students can then gain access to the building through doors #6 and #14 on the playground side of the building (west side) in the morning.

### **PARENT DROP OFF**

Parents should drop off students at the back of the school on Second Street. Please do not drop students off on First Street in front of JC McKenna. The combination of buses, traffic, and students who walk to school makes dropping students off on First Street hazardous.

Parents may not drop off students in the Liberty Street parking lot. The lot is too small to accommodate all the traffic in the morning.

#### **PARENT ACCESS TO THE BUILDING**

During the school day parents must enter school at door #15. All other doors are locked during school hours for safety purposes. Parents must sign in at the office when visiting the school during school hours. Parents must enter at the office (door #15) when visiting the school and follow District Security Protocol.

## **CODE OF CLASSROOM CONDUCT**

### **Restorative Practices**

J.C. McKenna Middle School embraces the concept of restorative practices. When students make errors in judgment they are encouraged to admit their errors and fix the problem. When we wrong an individual or the community we are responsible for repairing the damage. When students choose restorative practices traditional consequences outlined in the handbook may not be instituted.

### **Positive Behavioral Expectations and Supports (PBIS)**

#### ***McKenna Motto: Be Respectful, Be Responsible, Be Safe, Be a Learner***

The above motto helps students learn the expectations of our school. Expectations of respectful, responsible and safe learning behavior are in place for all areas of J.C. McKenna including classrooms, hallways, bathrooms and performance areas. These expectations are taught to students and are posted throughout the school. Students receive reminders when needed and acknowledgements when teachers, staff, or other students notice their positive behavior. Positive acknowledgements include parent contacts to share student's accomplishments, such as phone calls or letters home. Students may also receive McKenna Money that can be used to by students to participate in activities or receive rewards.

### **Encouraged Behaviors**

The school encourages students to respect themselves, the school and others. We also work on a daily basis to encourage the following character traits in our students: Responsibility, Respect, Empathy, Positive Attitude, Cooperation, and Honesty.

### **Prohibited Classroom Behaviors**

Teachers who remove a student from class must submit a written explanation of the reason(s) for removal to the principal by the end of the school day if at all possible or by the end of the next school day following the removal. A teacher may remove a student from 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 or use of a weapon (see page 12), look-alike weapons 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. Restricting another person’s freedom to properly utilize classroom facilities or equipment.
10. Use, possession, dispersion or sale of tobacco, alcohol or other mood-altering chemicals or paraphernalia associated with their use on school property.
11. Willful damage to property.
12. Theft.
13. Cheating.
14. Any other dangerous, unruly or disruptive behavior that interferes with the ability of the teacher to teach and/or maintain an appropriate academic atmosphere.

### **Placement Options**

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. According to state statutes, an alternative education program is defined as an instruction program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs and that is offered in place of regularly scheduled curricular programs.

### **Factors for Placement Decisions**

1. The reason the student was removed from class and the severity and/or frequency of the offence.
2. The type of placement options available for particular schools and any limitations on such placement (e.g., costs, availability, location, space, staff resources).
3. Student individual needs and interests.
4. Classmate needs and interests.
5. The estimated length of time for the placement (i.e., remainder of the class period or school day vs. remainder of the school year).
6. Whether the student has been removed from a teacher’s class before (repeat offender). The relationship of the placement to any disciplinary action (e.g., if student suspension from school is required as a result of the student’s conduct, is the placement applicable before and/or after the suspension is served?).
7. Laws and regulations (e.g., Individuals with Disabilities Education Act) and other district policies and procedures.

### **Parent / Guardian Notification**

The principal or designee shall review each instance of student removal from class. After receiving a written explanation for the removal from the teacher, informing the student of the reason(s) for removal and providing an opportunity to present his/her version of the situation, the principal or designee will make a placement decision regarding the student and notify a parent/guardian in accordance with district policy and procedures.

## **School Attendance Policy**

School Board Policy 430  
September 13, 2010

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 five 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.

### 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/or voice 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 truants.

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 team 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 will 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.

Legal Ref.: Sections 118.15 of the Wisconsin Statutes (Compulsory School Attendance)  
118.153 (Children At Risk of Not Graduating From High School)  
118.155 (Released Time for Religious Instruction)  
118.16 (School Attendance Enforcement)  
118.162 (Truancy Committee and Plan)  
118.163 (Municipal Truancy and School Dropout Ordinances)  
118.164 (Removal of Pupils from the Class)  
118.165 (Private Schools)

Local Ref.: Policy #431, Compulsory Student Attendance & Alternative Programs

### 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 student 17 years of age or older who, by act or omission, knowingly encourages or contributes to the truancy of a student.

#### Tardy/Absence Consequences:

**3<sup>rd</sup> morning tardy (7:50-8:00)** - 30 minute **Lunch Detention**-No legal consequences.

A 3<sup>rd</sup> tardy to class after first period will also result in a lunch detention.

An **Office Referral** for a 3<sup>rd</sup> tardy is completed as documentation and communication to parents.

**Absent for Part or All of 1-2 Blocks:**

**Absent from School** without an acceptable excuse- 30-60 minute **After School Detention** (If detention is not served when assigned the student may receive a municipal citation referral for **Daily Truancy**.)

An **Office Referral** is completed as documentation and communication to parents.

Each absence for part or all of 2 blocks will accumulate towards a Municipal Citation Referral for **Habitual Truancy** (Under age 12 students will accumulate towards a Juvenile Referral.)

**3<sup>rd</sup> Absence** – Parent Letter and Detention

**4<sup>th</sup> Absence** – Parents/student/ principal meeting and detention.

**5<sup>th</sup> Absence** - Municipal Citation or Juvenile Referral for Habitual Truancy if the problem cannot be resolved at the school level and the principal deems it appropriate.

\* Absent from school **more than two blocks** without an acceptable excuse will result in a municipal citation for **Daily Truancy**. This begins on the first offense.

**Habitual Truancy:**

Absent from school for part or a whole school day more than 5 times in a semester without an appropriate reason.

**Daily Truancy:**

Absent from school more than two blocks without an appropriate excuse or failure to serve a detention for being absent from school for less than two blocks.

**Municipal Citation:**

A citation (ticket) from a municipality (city).

- First Offense: a forfeiture of not more than \$50 plus costs. determined by the Evansville City Municipal Court System
- Subsequent Violations: a forfeiture of not more than \$100 plus costs determined by the Evansville City Municipal Court System
- Contributing to Truancy: a forfeiture of not more than \$200 plus costs determined by the Evansville City Municipal Court System

**Juvenile Referral:**

A referral written and sent to the Evansville Police Department. This may result in probation, intake to juvenile detention (jail) and/or a combination of these consequences.

**Probation:**

A legal set of guidelines to be followed by a person who has violated a set of laws. This can be used as an alternative to juvenile detention or along with juvenile detention.

**Contributing to Truancy:**

Any adult 17 years of age or older who, by act or omission, knowingly encourages or contributes to the truancy of a student.

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Students allowed 5 absences due to illness per semester.

Any absence after that will need a medical excuse from a doctor.

## **Intervention Process for Tardiness to School**

### **SCHOOL-WIDE PRACTICE**

- Students tardy to school will enter through the main office and report in with the office staff.
- Office staff will issue a pass to the student to class
- 2 Tardies to school - Parent contact made by principal or social worker

- 3 Tardies to school - Parent and Student meeting to address attendance--meeting facilitated by Principal or Social Worker

### **Tardy to Class**

- **All students are expected to be in class and on time.**
- **Staff will take attendance each class period they have students scheduled.**
- **Staff will issue student passes if students will be late to a class.**

After 3 or more absences or tardies, an automated email notification will be sent to the Principal or Social Worker. This will result in;

- Parent Contact by Principal or social worker.

The 4TH and 5TH Tardy/Absences, as documented in Skyward, will result in;

- Lunch Detention
- Possible extension/addition of School Day.

The 6TH and subsequent tardies/absences, as documented in skyward, may result in the following;

- Parent/Student/Principal Meeting
- Saturday Success Club
- Extension/addition of School Day

### **Procedure for Leaving and Returning to the Building during the School Day**

Students who need to leave the building for any reason during the school day must first obtain a pass from the office.

#### **Passes**

**Late to School:** Students will need a tardy pass to enter their first class of the day. Get this pass in the office. Be sure to present a written excuse from home. If a bus is late, no written excuse is required.

**Late to Class:** If students are late for a class, they should obtain a tardy pass from the teacher they were last with, not the office.

**During Lunch Hour:** If any student needs to be with a teacher, at a locker, or in the halls during lunch, they need to have a pass or they will not be allowed in the building.

**Appointments:** Students must bring a note to the office to receive a pass to leave, and then check in at the office when they return with an appointment card from the doctor or dentist. (Refer to the District Attendance Policy for further clarification).

#### **Detention for leaving the building without permission**

Students may have to serve an after school or lunch detention for attendance, behavior problems and/or tardies. (Two (2) tardies per semester are allowed. The third tardy will result in a school

detention. Tardies are not excused. Any student who fails to show for after school or lunch detention will be assigned another detention on the following day. This is in addition to the after school or noon detention yet to be served.

After school or lunch hour detentions will be served in the classroom of the teacher that assigned the detention, or in the assigned detention room, or in the office. It is up to the student and their parents to provide transportation home if they ride the bus.

## **FEES AND FINES**

Information regarding specific amounts of student fees will be available in August, prior to the start of school. All fees and fines must be paid prior to the end of the school year in order to be able to participate in the year-end activities. (Such as reward trips, talent show, 8<sup>th</sup> grade recognition).

## **GRADES**

At the end of every 9 weeks a student will get a report card listing their letter grade in each of their classes. These grades can be accessed at our website, [www.ecsdnet.org](http://www.ecsdnet.org) through Family Access.

At the conclusion of every 12 weeks, students in Art, FACE and Tech Ed will receive a letter grade, which shows their academic progress in the class taken. Reports of progress, exemplary or unsatisfactory, are completed at the midpoint of each trimester when appropriate. These grades can be accessed at our website, [www.ecsdnet.org](http://www.ecsdnet.org), through Family Access.

JC McKenna Middle School frequently measures student progress during the school year. Currently the following assessments are given to middle school students:

- The Wisconsin Knowledge and Concepts Exam (WKCE), 8<sup>th</sup> grade only for Science and Social Studies.
- Smarter Balance for 6-8 grades.
- STAR Testing (3 times a year to monitor student progress).
- Some students will take a shorter version of the STAR test if they need extra support to improve their level of proficiency in mathematics or language arts.
- Eighth graders periodically take the National Assessment of Educational Progress (NAEP).

## **HOMEWORK**

Homework is an important part of every JC McKenna Middle School student's education. Students should expect to spend an average of 30-60 minutes every evening to complete their homework.

### **Homework Responsibilities:**

#### **Student Responsibilities**

- accurately record information regarding both short and long term assignments in your assignment notebook
- accurately record information regarding assignments, due dates, and daily objectives in your assignment notebook
- manage personal time wisely so that school assignments are complete, accurate and turned in on time
- take the initiative to ask questions and seek help when necessary
- take pride in school work

#### **Teacher Responsibilities**

- clearly explain homework assignments
- have daily objectives and assignments displayed and/or discussed
- coordinate amounts of work assigned with grade level teaching teams so as not to overload students
- communicate questions and problems to students and/or parents

#### **Parent/Guardian Responsibilities**

- provide a quiet study area

- consistently check your student's assignment notebook to be sure that it is neat and up-to-date
- answer your student's questions about homework
- contact teachers when there are concerns regarding your student's homework

## **6TH GRADE HOMEWORK RTI PROCESS**

### Tier 1 SCHOOL-WIDE SUPPORTS

- All students are to write daily objectives and assignments in their assignment notebooks during each class.
  - End-of-day team:
    - Bring backpacks and homework to team.
    - Assignment notebook is checked by students and team teacher.
    - Homework is noted.
- All students are required to get a parent/guardian signature daily.
- All students have their assignment notebooks checked by their team time teacher in morning team.
- 5 or more missing assignments (Grade-level Google Doc)

### Tier 2

In addition to School-wide Supports:

- \*Parent Phone Call/Email with confirmed contact (Team Teacher)
- \*Mandatory Extension of School Day (Wednesday)
- Extension of School Day (Teacher)
- Lunch Homework (Teacher) \*Required
- 10 or more missing assignments (Grade-level Google Doc)

### Tier 3

In addition to Tier 2:

- \*Parent/Student/Principal/Teacher Meeting (Principal)
  - Action Plan Created/Visited
- \*Saturday Success Club (Principal)
- Extension/addition of School Day (Teacher)
- Day 3 Academic ISS during Core Classes (End of Quarter) \*Required

## **7TH GRADE HOMEWORK RTI PROCESS**

### Tier 1 SCHOOL-WIDE SUPPORTS

- All students are to write daily objectives and assignments in their assignment notebooks during each class.
  - End-of-day team:
    - Bring backpacks and homework to team.
    - Assignment notebook is checked by students and team teacher.
    - Homework is noted.
- All students are required to get a parent/guardian signature daily (1st Semester Only).
- All students have their assignment notebooks checked by their team time teacher in morning team.

- 5 or more missing assignments (Grade-level Google Doc)

## Tier 2

In addition to School-wide Supports:

- \*Parent Phone Call/Email with confirmed contact (Team Teacher)
- \*Mandatory Extension of School Day (Wednesday)
- Extension of School Day (Teacher)
- Lunch Homework (Teacher) \*Required
- 10 or more missing assignments (Grade-level Google Doc)

## Tier 3

In addition to Tier 2:

- \*Parent/Student/Principal/Teacher Meeting (Principal)
  - Action Plan Created/Visited
- \*Saturday Success Club (Principal)
- Extension/addition of School Day (Teacher)
- Day 3 Academic ISS during Core Classes (End of Quarter) \*Required

## **8TH GRADE HOMEWORK RTI PROCESS**

### Tier 1 SCHOOL-WIDE SUPPORTS

- All students are to write daily objectives and assignments in their assignment notebooks during each class.
  - End-of-day team:
    - Bring backpacks and homework to team.
    - Assignment notebook is checked by students and team teacher.
    - Homework is noted.
- All students are required to get a parent/guardian signature daily (1st Semester Only).
- All students have their assignment notebooks checked by their team time teacher in morning team.
- 5 or more missing assignments (Grade-level Google Doc)

## Tier 2

In addition to School-wide Supports:

- \*Parent Phone Call/Email with confirmed contact (Team Teacher)
- \*Mandatory Extension of School Day (Wednesday)
- Extension of School Day (Teacher)
- Lunch Homework (Teacher) \*Required
- 10 or more missing assignments (Grade-level Google Doc)

## Tier 3

In addition to Tier 2:

- \*Parent/Student/Principal/Teacher Meeting (Principal)
  - Action Plan Created/Visited
- \*Saturday Success Club (Principal)

- Extension/addition of School Day (Teacher)
- Day 3 Academic ISS during Core Classes (End of Quarter) \*Required

## **PROMOTION OF STUDENTS**

Refer to School District Policy on Promotion #345.4.

Students may be retained in the same grade when his or her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress into the next higher grade. Recommendations will be made by staff, after working with the student and parents to improve the students' progress. Where professional measures demonstrate a lack of academic gains, the school district reserves the right to deny advancement.

There are some conditions, which may make it desirable for a student to be placed in the senior high environment rather than be retained in the Middle School, even when subjects have been failed. This may be done at the recommendation of the principal and staff with the approval of the district administrator.

## **SCHOOL COUNSELING**

Counseling services are available to all J.C. McKenna students. Our counselor works closely with teachers, administrators, school/community personnel, and parents to ensure that student's academic, personal/social and career goals and needs are addressed, promoting the education of the whole child and academic success. The counselor's primary obligation is to the student and his/her progress through school. The school counselor can be contacted to help address concerns which may affect a student's ability to profit from his/her education.

## **STUDENT GOVERNMENT**

The School Board of the Evansville Community School District supports the organization of a middle school student council. The purpose of the J. C. McKenna Student Council is to foster ideas of student leadership and government, and promote the concept of service for and within the student body through projects and activities that benefit students, staff, the community, and beyond.

The J. C. McKenna Student Council does not have the authority to make policies for the district or regulations for the school. Student Council may make recommendations to administration on topics of student concern, however. The principal and Student Council will maintain open channels of communication.

J. C. McKenna Student Council officers are elected democratically each spring for the upcoming school year. Students who complete all procedures and run as candidates for office but are not elected become members of the Presidential Council for the upcoming school year. Any J. C. McKenna student who wishes to be a member of Student Council may complete an application to be a Member at Large in the fall of each school year. Student council advisers are selected by the administration.

## **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held at regular intervals throughout the year. Anyone visiting the school during an emergency drill must evacuate the building with the students and staff, in a quiet and orderly fashion.

## **MEDICATION PROCEDURES**

From Evansville School District Policy # 453.4

Medications should be administered to students by parents/guardians at home. If that is not possible the following guidelines must be followed in order for school staff to safely dispense medication during the school day:

1. A medication consent form (453.4) must be completed and signed by the child's doctor for all prescription medications.
2. A medication consent form (453.4) must be completed and signed by the child's parent/guardian for both prescription and non-prescription medications.
3. All prescription medications must be in the original container from the pharmacy.
4. All non-prescription medication must be labeled and in the original container.
5. School staff will not split medications. If your child requires a medication to be split, please bring medication that is already split to school.
6. Prescription medication will only be given according to the doctor's written instructions. School staff will not change the dosage of the medication or the time when the medication is given unless there is a signed statement from the doctor for this change.

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.

## **ACCIDENTS**

Every student in the building or on school grounds, at practice sessions, or any athletic event must report an accident/injury to the staff member in charge and/or to the office immediately. Except in dire emergencies, this must be done before seeing a doctor.

## **DRESS AND GROOMING**

### **Remember that your appearance affects other's judgments!**

Students at J.C. McKenna Middle 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. Hats and outdoor apparel (e.g. jackets, sunglasses) shall not be worn in the classroom.
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 wear clothes that do not damage school property or the property of others (e.g. shoes that scratch and or mark floors, chains, clothes with metal rivets).
4. 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.
5. Students are expected to leave backpacks, bags in their lockers during the school day.



**Guidelines:**

- **Any tops that expose the chest, whole back, undergarments or stomach are not allowed.**
- **Shirts must be able to be tucked in when arms are extended above the head.**
- **Excessively short, loose, or tight clothing is not permitted** (allowed),
- **Pants, jeans and shorts should be worn on the hips so undergarments** (under clothes) **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 / spiked collars are not permitted** (allowed).
- **Students should not wear outdoor clothing (hats, hoods, coats, sunglasses, etc.) in the building.**

Keep in mind that J.C. McKenna administration and staff requires personal clothing choices that are responsible, appropriate and conducive to learning.

**COMPUTERS / TECHNOLOGY**

Technology is a way of life. We need to respect it and use it the right way. We use technology every day and should be able to continue using it. But, your technology privileges might be taken away if you commit the following offenses:

1. Viewing/printing of inappropriate materials.
2. Use of chat rooms or any type of instant messaging
3. Any use of cell phones, MP3 players or any handheld device during school hours.
4. **Hacking** (corrupting or stealing) student files or school technology
5. Tampering/messing with student work or files

A hacker is a programmer, who breaks into computer systems in order to steal, Change or destroy information. Don't ever stoop to their level. **DO NOT HACK!**

Computers and related technology represent a sizable investment by the Evansville community into our schools. Students are expected to acknowledge this privilege by always treating this equipment with the utmost care and respect. Damage to equipment by a student may result in loss of computer privileges, payment of replacement costs by the student or parent, or other appropriate consequences.

**FOOD SERVICE INFORMATION**

To order hot lunch you are to have a 4 digit lunch number and need to have a positive balance in your account.

Ala-Cart: Ala-Cart costs an extra amount and can affect your balance if you take it every day. Payments for your account should be paid in a box located at the office and should be paid before 8:30 AM.

Vending Machine: Food or drinks from vending machine cannot be eaten during lunch hours.

(Refer to ECSD Policy #762)

Through a computerized lunch accounting program, the District shall maintain **family** lunch accounts to handle payments for meals offered to free, reduced, and full-pay students. All families who have students in the school district have a family meal account. The system functions as a debit system, similar to a checking account. There must be money in the

family account in order to serve the student(s) in the lunch line. The Evansville Community School District maintains accurate records of meals sold and served to students in the National School Lunch Program. Parents/guardians are responsible for and are expected to maintain their food service account with a **positive** balance. Students eligible for free or reduced priced meals are charged accordingly by the computer in a confidential manner.

**FREE & REDUCED LUNCHES:**

Free and reduced meal prices are available to anyone who qualifies per the current income eligibility guidelines provided by DPI. Applications for free or reduce meal prices are given to each student on the first day of school and are also available at the district office any time during the school year. School funding for state and federal programs is often based on the number of families that qualify. We encourage you to apply if you are eligible, for your families and our district's benefit, even if your child(ren) rarely chooses to eat school meals. Students on free meals are only eligible to receive one free lunch and/or breakfast (where applicable) daily.

**ALA-CARTE:**

High School and Middle School students have access to additional breakfast and lunch items known as "ala carte". These items are priced between \$.25 and \$2.75. Parents should note that the purchase of these items can have a significant effect on the amount spent for daily lunch purchases.

Please discuss with your teenager an appropriate amount they should be spending for ala carte items, and the nutritional impact of their decisions. It is not possible for food service to monitor or prevent overspending by students on ala carte items. Families on free/reduced meals should note that ala carte items are not eligible for free/reduced prices, but must be paid for.

**PAYMENTS:**

There is a box located by each office for students to drop off payments. These payments must be in this box no later than 8:30 AM to be reflected in service line balances that day. There is a minimum deposit of \$5.00. Payments also can be dropped off or mailed to the district office at 340 Fair Street. Checks should be addressed to the Evansville School District. Automatic electronic payment options are available through Family Access. If you have multiple children in the district, you may send payments to school with any one of them and it will be credited to the **family** account. Please send all payments in a clearly labeled envelope with at least one child's first and last name and the amount of the payment.

This envelope is important to assure that the correct amount is credited to your family's account.

**LOW BALANCES:**

Families are encouraged to keep a record of account balances and can monitor accounts in the following ways:

1. They may use the software Family Access on the school's website to monitor their food service activity and balances. The school website is [ecsdnet.org](http://ecsdnet.org). Please call the District Office at 882-3391 or 882-3380 to set up this free service. Please note that students are set up with one primary guardian/payer. If the second guardian

requests use of Family Access, permission must be given by the primary guardian/payer.

2. Parents/guardians who do not have Internet access may contact the food service department at 882-3580 to request information on their account.
3. Upon request by the student, food service personnel will provide balance information to the student.
4. Families will receive an automated phone message for low balance accounts.

**Families may not run a negative account balance. Lunch will may be denied if there are insufficient funds in the account. Recommend this sentence for deletion-otherwise see below for recommend language**

**Families may not run a negative account balance. Lunch will may be denied if there are insufficient funds in the account. Families with extenuating circumstances should contact the building principal or the building principal may assist in making alternative arrangements if s/he is aware of extenuating circumstances.**

**LUNCH MENUS:** can be viewed on the District web site at [ecsdnet.org](http://ecsdnet.org) or are provided in school newsletters.

**QUESTIONS:** may be directed to the Food Service Department at 882-3580.

#### **Closed Noon Hour – Lunch Program**

All students are required to remain on school grounds during the entire lunch hour. Any student who wishes to go home must have written permission from a parent. Any exceptions must be changed through the office.

#### **Food Consumption**

Students must consume food and beverages in the **cafeteria** only. Students may consume food in classrooms or Team on special occasions approved by the teacher. **Students will be expected to adhere to the following guidelines:**

**Lunch at the middle-school is a closed campus. Students may not leave campus for lunch except with a parent/guardian.**

#### **Lunch Room Expectations:**

- Bags and books should be placed in a locker before coming to lunch
- Bring the equipment you will need for outside recess with you (coats, hats, basketballs, etc.)
- Keep eight (8) seats to the round tables unless otherwise given permission to add chairs
- You can save a seat for yourself, but not for your friend(s)
- Students should leave their coat, sweatshirt, hat, etc. at the table before entering the lunch line
- Pick up any trash in and around your table area
- Wait to be excused by a lunch room supervisor and slide your chair in when dismissed

- Bring a pass with you before lunch if you need to see a staff member during lunch time
- Gum and Pop are not allowed during the lunch period  
Students may not order food for delivery at the middle-school; however, parents may bring in food for students from area restaurants for special occasions by notifying the office first.
- Leave the tables and seats clean for other students
- Throwing food, bags, cartons, other items will result in consequences
- Food and drinks should be consumed in the cafeteria before leaving for lunch recess
- 8<sup>th</sup> grade students will place chairs into stacks of 8 and the end of their lunch period-- other grades eating during the last lunch period of the day will be expected to stack chairs.
- Assigned seating may be made by staff members—students will need to follow the assigned seating.
- Electronic devices are to be used during the recess portion of lunch not inside at the lunch table
- Students need to be outside for the last 10 minutes of lunch recess in order to allow enough time for the food service staff to clean and prepare for the next lunch period.

Students requested to be elsewhere—need to use a foam tray and head to that location without incident—examples: you were assigned a lunch detention by a staff member. You enter the cafeteria get your lunch items and head directly to the location you were assigned.

Lunch room staff may have a list of names of students expected to eat in other locations you are expected to report to that location

### **Lunch Recess Expectation:**

- Students should be prepared to be outside for lunch recess as often as possible
- Staff consult the NOAA wind chill chart to determine safe and appropriate conditions for outside lunch recess—please be prepared
- Students are expected to play safely—no tackle football, no pushing, shoving, etc.
- Unsafe play may result in the loss of recess time or restriction from the activity where students were being unsafe
- Students can bring their own equipment to use for lunch recess (footballs, basketballs, soccer balls, chalk, jump ropes, etc.) Students are expected to use their equipment safely. Unsafe use may result in the confiscation of the equipment to be returned to the student at a later time
- The school may provide a limited amount of equipment for students—please return all equipment to the ball cart when lunch recess is over (as indicated by a staff member whistle or the school bell)
- Students getting equipment (footballs, soccer balls, etc.) on the roof are expected to notify a staff member—the items may not be returned as staff are not able to retrieve items from the roof regularly due to other duties, obligations and staff safety during inclement weather
- Students may use their electronic device outside for music and games. They do so at their own risk
- Food and Drinks are not to be consumed outside, any garbage outside should be placed in the trash cans, we expect students to help keep the building and grounds looking clean
- Students are expected to work to resolve their own conflicts about unfair teams, rule violations and other difficulties. Staff will help them negotiate rules and expectations,

but do not act as referees. Staff may limit or ban activities if they continue to cause difficulties and the students are not able to reach an agreement. Temporary bans on certain activities have happened in the past

- Students playing in an unsafe manner may lose their privileges of playing during lunch recess
- Students will be outside in the winter and can play in and around the snow hills and ice in a safe manner. Staff members will explain the rules of safe behavior at lunch recess and students playing in an unsafe manner may have some recess restrictions. Example of safe playing (sliding down snow hills): example of unsafe playing (pushing/shoving on the snow hills)
- Playing unsafely in the snow or on the ice may result in being restricted to playing on the blacktop only

### **On Occasions when lunch recess is inside**

- Students will be dismissed from the lunch room by lunch supervision staff
- Students should walk to the gym and sit quietly on the bleachers (the same ones they do to get ready for Phy. ed. class).
- When the majority of students are in and seated quietly, staff will give directions for lunch recess for the day—depending on the equipment available
- Lunch supervision staff in conjunction with the Phy. Ed. Staff will determine what equipment can be used and the manner it should be used
- Students not wishing to play with the equipment available may remain on the bleachers and talk or play on their electronic device (at their own risk)
- At the end of lunch recess, students should replace the equipment to the location determined by staff
- Students will be dismissed out both sets of double doors and are expected to walk to their locker and/or next classroom.

### **LOCKERS**

Students are assigned a locker each year and are expected to use them. Also each student is assigned a gym locker. Students may not keep any of their school materials or property in lockers that are not assigned to them. You may not want to put any valuable items in your lockers. The school is not responsible for any stolen items out of a locker. Also please do not tell anyone your code to your locker.

### **School bags / backpacks should be kept in students lockers and not taken into the classrooms.**

All students are assigned a locker at the beginning of the year. Students are to occupy the locker assigned to them. Items of value should not be stored in the locker. An additional Phy. ed. locker will also be assigned. It is the responsibility of the student to make sure their lockers are locked. Any damage to the locker will be the responsibility of the student assigned to the locker.

School lockers are the property of the Evansville Public Schools. At no time does the Evansville School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

## **TEXTBOOKS**

All students are furnished with textbooks for required classes. Students are expected to keep their books covered. Loss or destruction of textbooks is the student's responsibility. Fines will be assessed near the end of the year. Students will be charged according to the following schedule:

1. New Book – 100% of the purchase price.
2. 1-year-old book – 80% of the purchase price.
3. 2-year-old book – 60% of the purchase price.
4. 3-year-old book – 40% of the purchase price.
5. 4 or more years old – 20% of the purchase price.

## **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 and enlightenment in the Evansville Community School District.

The Board encourages students to develop and present, in a limited public forum, their creative expression through the production of student publications and media production projects that are within appropriate standards 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 middle and high schools may publish school newspapers. Published yearbooks may be purchased by elementary, intermediate, middle and high school students. Formats for all yearbooks and school newspapers must be approved by the building administration.

The advisor shall review the material or content with the building principal. The advisor and building principal reserve the right to review, modify, edit or prohibit the final publication/presentation. The building principal shall have final authority to determine the appropriateness of the content of all student publications/presentations. He/she has the authority to prevent or restrain the duplication and/or distribution of the publication/presentation.

## **TELEPHONE**

The office telephone is for school business and can only be used by students for emergencies with the permission of the office personnel. Students will be called to the office for a phone call only in an emergency; otherwise a message will be given to them.

## **SCHEDULE CHANGES**

If it becomes necessary to change your schedule during the year due to some unforeseen situation, students should go to the guidance counseling office to request a schedule change. No program change can be made without written permission from parents and permission from teachers involved and the guidance school counselor. Students are expected to complete courses that they elect.

## **VISITORS**

Students may bring visiting students of middle school age to school if the student will add to the educational opportunities at school (i.e., from a foreign country, or has a unique and valuable experience to share with students). A form may be obtained in the office, and must be signed by the student, visiting student, Home Base teacher, and parent no less than one week before the visit.

## **SCHOOL DANCES**

Dances are held at JC McKenna for the enjoyment of students, staff and faculty. Organizations that want to sponsor a dance must have the date approved with the principal. Dances and social events at JC McKenna are for students who attend the middle school. Exceptions to this rule will be made on a case by case basis for former students who have moved away during the school year.

## **SCHOOL CLOSINGS**

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 out via "Alert Now" phone call, post 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.

## **SAFETY RESPONSE PLAN**

The Evansville School District has developed a comprehensive Safety Response Plan to deal with a variety of situations from Accidents to Weapons. When a response is needed to a particular situation, we will attempt to get information out on the district website at [ecsdnet.org](http://ecsdnet.org) as soon as possible. Parents should not contact the school or their students when an emergency is in progress. This ties up the phone lines, and takes staff time away from dealing with the situation. If a parent should arrive at school, not knowing a situation is in progress such as a tornado warning, we will invite the parent in to help supervise students if it is appropriate. If not, we will ask the parent to leave and wait until we have issued an all-clear in consultation with the appropriate authorities.

## **GENERAL BUS INFORMATION AND REGULATIONS**

School Board Policies; 443.2, 443.21

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 bus driver for a hand signal to cross.
3. Bus riders shall load the bus at their school's loading zone unless permission is granted otherwise.

4. Reach your seat in the bus without disturbing or crowding other students. **The bus driver retains the right to assign seats.**
5. Riders are not to extend any part of their bodies out of the windows or move about the bus at any time.
6. Riders are expected to obey the bus driver at all times.
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/guardians.
9. Riders shall remain seated unless exiting the bus.
10. If you cross the road, do so in front of the bus, after checking with the driver for a hand signal to cross.
11. **The bus is considered an extension of the classroom. Therefore, the same expectations and consequences for student behavior exist while riding the school bus.**
12. 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 riders.
13. Students must have written permission from parents or guardians to leave the bus at a spot other than their regular stop.
14. Students requesting for rides on a bus other than their 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.
15. Boom boxes, radios, tape players, Ipods, or any other electronic or battery powered devices are prohibited. (Unless permission is granted from the bus driver).
16. These rules apply for any trip that is sponsored by the school.

**Violation of bus regulations will be reported to a building principal who may administer standard disciplinary consequences as well as suspension and/or expulsion of bus riding privileges.**

### **SPORTSMANSHIP AND MIDDLE SCHOOL AND HIGH SCHOOL EVENTS**

J.C. McKenna Middle 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 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. Cheer both teams in a courteous manner.
6. Respect the property of the school and the authority of school officials.
7. Recognize good plays by either team.
8. Applaud an injured player when he/she is removed from the game.
9. Support the cheerleaders wholeheartedly. However, fans should not draw attention to themselves during routines, or distract the team.
10. Accept the Officials decision as final.
11. Show self-control – at all times during the game and after.
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 rules of fair play and sportsmanship.
14. Students must be in the gym, not in the halls.
15. Once students leave the building, they will not be allowed to re-enter.



## **BUILDING WIDE – JC MCKENNA AWARDS**

### **Presidential Fitness Awards**

These awards are given to 8<sup>th</sup> graders on an annual basis for 4 years of high scholarship.

### **President's Education Awards**

These awards are given to 8th graders on an annual basis based on their academic performance over their middle school career.

### **McKenna Tickets**

Each student has the opportunity to receive McKenna Money for displaying respectful, responsible, safe and positive learning behavior. Students can use their McKenna Tickets to participate in activities or receive prizes.

### **Positive Behavior Award**

Rewards given weekly to reward positive behaviors of students.

### **Perfect Attendance Award**

### **Honor Roll**

## JC MCKENNA MIDDLE SCHOOL STUDENT DISCIPLINE CODE

The behavior and conduct of students attending J.C. McKenna Middle School shall reflect standards of good citizenship, high morality, self-discipline, responsibility and respect for others. These expectations lead to a positive learning environment that promotes acceptance of individual differences and talents.

J.C. McKenna Middle School's discipline code was established and will be consistently enforced for the health and safety of all students, staff, parents and community members. Students are expected to observe the rules and regulations stated in the discipline code. Infractions of the discipline code have the potential of changing the climate of the school and can interfere with the educational process. Therefore, according to Evansville Community School District Policies #443.10 and #443.11, students who decline to conduct themselves according to these rules will be subject to consequences as outlined within this discipline code.

Students who are identified as breaking the discipline code will be afforded due process to determine if a consequence is merited. Due process guidelines are outlined in ECSD Policy #440. According to ECSD Policy #347 and 347.1, documented infractions will be retained in student files until one year after the student moves to the next school.

It is understood by the school staff and administration that a high percentage of middle school students may never be in violation of the discipline code. The focus of our school is to identify and promote the positive behaviors that middle school students demonstrate. Staff and administration will celebrate our students' successes through various classroom and school positive incentive programs.

This code book outlines infractions and maximum consequences for each infraction. Please keep in mind that consequences vary from verbal reprimand to possible expulsion. After completing a thorough investigation, the administration retains the right to assign consequences that are appropriate for each infraction. Disciplinary actions will be based on the needs of all students in the school district.

### DISCIPLINE INFRACTIONS AND CONSEQUENCES

#### 1. **ALCOHOL – CONTROLLED SUBSTANCES – LOOK A LIKE / COUNTERFEIT SUBSTANCES**

Any fermented malt beverage or intoxicating liquors as defined in Chapter 125, Wisconsin Statutes. Any controlled substance or counterfeit substance as defined in section 961.01(5), Wisconsin Statutes. (Refer to Board Policy 443.4, 443.41/522.11)

- **Under the influence, use or possession**
  - Parent/guardian notified.
  - Police notified.
  - Follow district drug and alcohol policy.
  - Up to five (5) days of out-of-school suspension.
  - Possible referral to District Administrator for review and possible recommendation to the School Board for expulsion.
- **Transfer of**
  - Parent/guardian notified.
  - Police notified.
  - Follow district wide drug and alcohol policy.
  - Up to five (5) days of out-of-school suspension.

Referral to District Administrator for review and possible recommendation to the School Board for expulsion.

- **Repeated offenses**

Parent/guardian notified.

Police notified.

Follow district wide drug and alcohol policy.

Up to five (5) days of out-of-school suspension.

Referral to District Administrator for review and possible recommendation to the School Board for expulsion.

- **Sale of**

Parent/guardian notified.

Police notified.

Follow district wide drug and alcohol policy.

Up to five (5) days of out-of-school suspension.

Referral to District Administrator for review and possible recommendation to the School Board for expulsion.

**Alcohol/drug violations will require an evaluation by a certified AODA counselor before students return to school.**

2. **BATTERY**

Causing bodily harm to another by an act that is intended to cause bodily harm to another person without the consent of the person harmed.

**Parent/guardian notified.**

Up to five (5) days out-of-school suspension and/or referral to police.

Possible referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

3. **BULLY VIOLENCE/HARASSMENT**

Bully violence/harassment occurs whenever anyone intentionally, repeatedly, and over a period of time inflicts or threatens to inflict physical or emotional injury or discomfort upon any person's body or feelings. This type of intimidation may be subtle, but will not be tolerated. (Refer to Board Policy #411.1 and 411.4). Victims will be encouraged to fill out an official complaint form in the office after a bullying incident.

**Parent/guardian notified.**

**First Offense:** Up to five (5) days in or out-of-school suspension and /or referral to police.

**Second Offense:** Up to five (5) days out-of-school suspension and referral to police.

**Repeated Offense:** Up to five (5) days out-of-school suspension and referral to police.

Referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

4. **CHEATING**

Submitting/copying information or assignments of any type that was not produced by the person claiming it as original. This includes dishonesty on daily assignments, projects, term papers, tests, etc.

Cheating is of course, not allowed in this school, whether telling someone the answers by;

-Cell phone (which is not supposed to be in class)

-Any other electronic device

-Verbally

-Or on paper

**Parent/guardian notified.**

**First Offense:** Student-teacher-principal conference. A grade of an "F" will be assigned to the work. Up to five (5) days of in-school suspension.

**Second Offense:** Student-teacher-parent-principal conference. A grade of an "F" will be assigned to the work. Up to five (5) days of out-of-school suspension.

**Repeated Offenses:** Student-teacher-parent-principal conference. The students will be assigned a grade of an "F" to the term of that class. Up to five (5) days of out-of-school suspension.

5. **TECHNOLOGY MISUSE**

- No chat rooms, chat groups, chat lines or chat boxes, and no games without specific assignment or permission.
- No music or other audible sounds without specific assignment and permission.
- No viewing, exploring or printing of obscene or otherwise inappropriate material. (Refer to ECSD Board Policy #363.2)

**Parent/guardian notified.**

**First Offense:** Detention or Suspension

**Second Offense:** Suspension or loss of computer privileges for a quarter.

**Third Offense:** Suspension or referral to the superintendent for expulsion.

6. **COMPUTER TAMPERING – HACKING/DAMAGE**

Any unauthorized use or misuse of computer technology (hardware or software) including the copying of software and/or use of unauthorized software. (Refer to ECSD Board Policy #363.2)

**Parent/guardian notified.**

**First Offense:** Up to five (5) days in-school suspension. Possible referral to police.

**Repeated Offense:** Up to five (5) days out-of-school suspension with loss of computer access and privileges to district computers for a time to be determined by a district official.

In all cases, the student is required to make restitution for damages, including repair and labor costs.

7. **DISCRIMINATORY ACTS**

Any act, verbal or in writing, directed toward a person on the basis of race, sex, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or disability that promotes negative stereotyping, degrades or flagrantly demeans any individual.

**Parent/guardian notified.**

**First Offense:** Up to five (5) days out-of-school suspension and/or referral to police.

**Repeated Offense:** Up to five (5) days out-of-school suspension and referral to police.

Referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

8. **DISORDERLY CONDUCT**  
Engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance.

**Parent/guardian notified.**

**First Offense:** Up to five (5) days in-school suspension and/or referral to police.

**Second Offense:** Up to five (5) days out-of-school suspension and/or referral to police.

**Repeated Offense:** Up to five (5) days out-of-school suspension and referral to police.  
Referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

9. **DISRESPECT**  
To insult, call names, dishonor or in other manners abuse verbally or in writing any member of the school staff or student body.

**Parent/guardian notified.**

Up to five (5) days in-school or out-of-school Suspension

Severe and repeated offenses may result in a referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

10. **DRESS CODE**  
All dress code issues, as identified in the student handbook, are reasonably related to valid educational purposes of the Evansville community as a method of maintaining discipline and protecting the health, safety and educational well-being of all students. (Refer to ECSD Board Policy #443.10)

**Parent/guardian notified.**

To be determined by the building administrator or designated official.

11. **FALSE ALARMS**  
The act of initiating a false fire alarm, an impending bombing or other catastrophe that causes a classroom or school to be disrupted.

**Parent/guardian notified.**

Up to five (5) days out-of-school suspension and referral to police.

Possible referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

Restitution to the Evansville Community School District for monetary losses accrued due to events related to the false alarm. (e.g., reimbursement to law and fire officials for response to false alarms)

12. **FIGHTING**  
Aggressive, hostile bodily contact with others.

**Parent/guardian notified.**

**First Offense:** Up to five (5) days out-of-school suspension and/or referral to police.

**Second Offense:** Up to five (5) days out-of-school suspension and referral to police.

**Repeated Offenses:** Up to five (5) days out-of-school suspension and referral to police.  
Referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

13. **FIREWORKS**

Anything manufactured, processed or packaged for exploding, emitting sparks or combustion.

**Parent/guardian notified.**

**First Offense:** Up to five (5) days in or out-of-school suspension and/or referral to police.  
Referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

**Repeated Offenses:** Up to five (5) days out-of-school suspension and referral to police.  
Possible referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

14. **FORGERY**

The act of falsely using, in writing, the name of another person or falsifying time, dates, grades, addresses or other data on school forms.

**Parent/guardian notified.**

**First Offense:** Up to five (5) days in or out-of-school suspension and/or referral to police.

**Repeated Offenses:** Up to five (5) days out-of-school suspension and/or referral to police.  
Possible referral to the District Administrator for review.  
Possible recommendation to the School Board for expulsion.

15. **HEALTH AND SAFETY**

Conduct or behavior which endangers the health or safety of any student, staff or other persons.

**Parent/guardian notified.**

**First Offense:** Up to five (5) days in-school or out-of-school suspension and/or referral to police.

**Repeated Offenses:** Up to five (5) days in-school or out-of-school suspension and/or police referral.  
Possible referral to the District Administrator for review.  
Possible recommendation to the School Board for expulsion.

16. **INSUBORDINATION**

The willful failure to respond or carry out a reasonable directive by authorized school personnel.

**Parent/guardian notified.**

**First Offense:** Up to five (5) days in-school suspension

- Second Offense:** Up to five (5) days out-of-school suspension and student-parent administrator meeting.
- Repeated Offenses:** Up to five (5) days out-of-school suspension  
Referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

17. **LOITERING**

Being present in any school building at a time, or in a manner, not usual or permitted, including restricted areas and times. Students should leave the building as soon as possible at the end of the school day unless they are under the supervision of an adult.

**Parent/guardian notified.**

**First Offense:** Up to five (5) days in-school suspension.

**Second Offense:** Up to five (5) days in-school suspension, parent conference with principal.

**Repeated Offense:** Up to five (5) days out-of-school suspension, parent conference with principal, and/or referral to police.

18. **PHYSICAL ATTACK ON A STAFF MEMBER**

The act of intentionally pushing or striking a staff member on or off school grounds.

**Parent/guardian notified.**

**Police notified.**

Up to five (5) days out-of-school suspension

Referral to the District Administrator for review with possible recommendation to the School Board for expulsion.

19. **SEXUAL HARASSMENT**

Engaging in any type of sexually-oriented conduct that would interfere with another's ability to learn or function in the school environment including inappropriate touching of any kind.

**Parent/guardian notified.**

Up to five (5) days out-of-school suspension.

Possible referral to police for sexual assault charge.

Possible referral to the District Administrator for review.

Possible recommendation to the School Board for expulsion.

20. **THEFT**

The act of taking or concealing the property of another without that person's consent.

**Parent/guardian notified.**

Up to five (5) days out-of-school suspension.

Possible referral to police with restitution and damages to be paid by the offending student.

21. **THREATS OR INTIMIDATING ACTS / BULLYING**

The act of verbally or by gesture threatening the well-being, health or safety of any person on school property or in route to or from school.

Of all the wonderful things that are allowed in this school, two that are not are bullying and harassment. This is not tolerated or allowed in any way. "I'm not punching them so it's not bullying" is not necessarily true. Bullying or harassment is...

-Emotionally hurting

-Threatening

-Physically hurting

-or teasing anyone in any way

Whether it is once or repeated, it always finds its way to the teachers **and you will get punished!**

**Parent/guardian notified.**

- First Offense:** Up to five (5) days in or out-of-school suspension and/or referral to police.
- Second Offense:** Up to five (5) days out-of-school suspension and referral to police.
- Repeated Offense:** Up to five (5) days out-of-school suspension and/or referral to police.  
Referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

22. **TOBACCO USE OR POSSESSION (including look-alike products)**  
The use of or possession of any tobacco product. This includes but not limited to smoking tobacco, chewing tobacco or snuff. (Refer to ECSD Board Policy #832.1)  
**Parent/guardian notified.**  
Police notified for citation of underage tobacco violation.  
Up to five (5) days out-of-school suspension.

23. **VANDALISM/CRIMINAL DAMAGE**  
Vandalism; Purposely destroying other people’s items/property is the definition of vandalism.  
-Graffiti  
-Tampering with the sprinkler system  
-Tampering with the fire alarms  
-Destroying locks  
-Tampering with security systems.  
-Intentionally breaking school property.

The act of intentional destruction of property belonging to others. This may also include the tampering with or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or the safety of the population or school property.

**Parent/guardian notified.**

**First Offense:** Up to five (5) days out-of-school suspension. Police notified and restitution to cover the loss to the school district.

**Repeated or Severe Offense:** Up to five (5) days out-of-school suspension. Police notified and restitution to cover the loss to the school district.  
Referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

24. **WEAPONS (including look-alike items)**  
Weapons are defined as 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, nunchakus, metal knuckles, chains, chemical sprays, and similar items. Articles designed for other purposes (e.g., ice pick) which are used in a manner that would inflict bodily harm and/or to intimidate, will be considered weapons. (Refer to ECSD Board Policy #831)

**Possession of firearm**

**Parent/guardian notified.**

Referral to police.  
Five days out-of-school suspension.  
Referral to the District Administrator for review and possible recommendation to the School Board for expulsion.



**Possession of a weapon other than a firearm**

**Parent/guardian notified.**

Possible referral to police.

Five days out-of-school suspension.

Referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

Students who inadvertently bring a weapon (non-firearm) to school must immediately and without incident turn the weapon over to the building principal or designated official. Full cooperation of the student will be taken into consideration before any disciplinary action is determined.

**25. GANG-RELATED OR OTHER CRIMINAL ACTS AND STUDENT SAFETY**

From ECSD Policy #443.8

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.

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.

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.

## **26. ELECTRONIC COMMUNICATION DEVICES ON SCHOOL PREMISES**

ECSD Policy #443.5

The Evansville Community School District restricts student possession and use of electronic communication devices for the following purposes:

- Medical
- School
- Educational
- Vocational
- Parental communication or other legitimate purpose, while on premises owned or rented by or under the control of a school of the Evansville District.

The device shall not be used in a way that disrupts the learning environment. The device may only be used before and after school, or during recess time at lunch. Administrative approval may be given if circumstances indicate other use is necessary. Phones may not be used in restrooms or locker rooms at any time. Failure to follow these guidelines will result in confiscation of the device and will only be returned to the parent/guardian.

During local or other emergencies, an announcement may be made for all student electronic communication devices to be turned off, so emergency networks are not overwhelmed.

Building principals shall inform students and their parents/guardians of this policy by publishing the above statement in the student and parent handbooks.

Legal Ref.: Sections 118.258 Wisconsin Statutes  
120.13(1)

- First Offense:** Returned to the student at the end of the day.
- Second Offense:** Returned to the student at the end of the day and a 30 minute detention.
- Third Offense:** Parent must pick up the device from administration, student will serve a 30 minute detention.

Possession of a cell phone by middle 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. An administrator or a designee may review the content of a cell phone to determine if school rules were violated.

**Note:** Students may have personal music players during their lunch period.

**This student code book was designed to help ensure consistency and fairness of discipline procedures. School officials will review each infraction on an individual basis. Disciplinary decisions will be based on the evidence related to each infraction. Disciplinary actions will be decided within the building. Serious infractions may also be reviewed by the Office of the District Administrator and referred to the Evansville Community School District Board of Education.**

**Students and parents have the right to appeal disciplinary decisions made by the building principal or designee. When a student or parent believes that disciplinary procedures and/or due process were not followed they may appeal to the Office of the District Administrator.**

<b>JC MCKENNA MIDDLE SCHOOL</b> <b>EXTRA / CO-CURRICULAR CODE</b>
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**Extra Curricular Activities**

Football                  Wrestling  
Volleyball                Cross Country  
Basketball                Track and Field

**Co-Curricular Activities**

Forensics                Blue Notes  
Quiz Bowl                Jazz Band  
Student Council         Spanish Club  
POMS

**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 at JC McKenna are an integral part of the educational process as it provides certain opportunities and emphasizes definite aims, which is 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.

**GOALS**

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.

### **SPORTSMANSHIP**

JC McKenna 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-pons.
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.

### **ACADEMIC REQUIREMENTS:**

It is the expectation that a student will maintain a 2.0 GPA and be passing all of his/her classes to be participating in athletics. Both the principal and the coaches will be monitoring student grades to ensure appropriate progress. Progress reports include, grade reports, mid-term reports, and weekly reports. At the discretion of the coach and principal, a student-athlete may sit if they are not keeping up with current schoolwork.

A failing grade during grade checks (Monday of each week) will result in the following actions:

The athlete will have one (1) week to be passing all classes. During this warning week, the athlete will be allowed to practice and compete but will be required to complete a form for that class/subject with that teachers' signature(s) verifying current grades. This form is to be returned to the coach by the end of the day on Friday.

During each sport's season, an athlete is only given this courtesy warning week a single time; any failing grade after the warning constitutes ineligibility.

If the athlete does not return the form by the deadline or is still not passing all classes by the end of the week, he/she will become ineligible starting the following Monday.

While ineligible, the athlete is expected to practice and attend all home games/meets (ineligible athletes will not travel to away competitions) unless excused by the coach. The athlete cannot suit up but is expected to sit on the team's bench.

In order for the athlete to regain eligibility, he/she will need to return a new eligibility form with the class or classes in question signed by that teacher.

Students who become ineligible will remain so for at least five (5) school days. During that time, students may be required to attend academic remediation sessions after school until eligible. Ineligible students may not participate in or attend contests or events with the team or group until all grades are passing or if the student has made significant academic progress.

At the end of the five (5) school day ineligibility period, a student will continue to remain ineligible on a five school day basis until the student is achieving above the (F) level in all subjects and has a least a 2.0 grade point average.

The parent and athlete will be notified by the coach or principal as to which contest(s) the athlete will be ineligible.

## **STUDENT-ATHLETE CONDUCT IN THE CLASSROOM**

### **Suspension/Detention**

Any student who is serving a suspension (in-school or out-of-school) cannot participate in any practice sessions or athletic contests for the period of the suspension. For example, a student suspended in-school or 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.

### **Removal from a classroom for disciplinary reasons**

If a student-athlete is removed from a classroom for any disciplinary reason by a staff member, they may be ineligible to practice or compete on that school day and will be subject to the specific discipline of the principal and coaching staff.

## **ALCOHOL-TOBACCO-OTHER DRUG USE OR POSSESSION:**

The use or possession of alcohol, tobacco products or other drugs is prohibited. Any student with such an infraction will receive a suspension from the activity and from school. The following suspensions apply for extra/co-curricular activities. Suspensions will be served simultaneously for students involved in more than one co/extra-curricular activity at the same time. (Please refer to the JC McKenna Middle School Student Discipline Code for school related suspensions.)

1<sup>st</sup> offense: The student will be suspended for 20% of a season or activity. Suspensions will transfer to the next sport or activity if the suspension cannot be completed during the current season or activity.

2<sup>nd</sup> offense: The student will be suspended equivalent to 50% of a season or activity. Suspensions will transfer to the next sport or activity if the suspension can't be completed during the current season or activity.

3<sup>rd</sup> offense: The student will be suspended from all sports and activities for a 12 month period beginning on the date of the offense.

If a student is not involved in a sport or activity at the time of the violation s/he will be suspended from the next sport or activity in which s/he participates.

Students who violate the Drug and Alcohol Use or Possession Policy will be offered an opportunity to participate in a Student Assistance Program (SAP) on the first offense only. If the student successfully completes the SAP program they will have their first violation reduced to 25% of a season or activity.

If a student refuses the opportunity to participate in the SAP program on the first offense they will not be offered the opportunity for the remainder of their middle school career.

## **APPEAL PROCESS:**

Evansville Community School District recognizes the due process rights of students. The student and his/her parents/guardians may appeal if they believe the alleged offense did not occur or the proper procedures were not followed. A student and his/her parents/guardians must follow the outlined procedures related to Co-Curricular or Extra-Curricular suspensions.

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 a nonvoting chairperson, activities director, 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 for the hearing. The Appeal Council will conduct the hearing within three (3) full 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 majority vote, and communicate the decision in person or by phone within one (1) full 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) full school days.

A student and/or his/her parents/guardians may formally initiate a second appeal by mailing of the written appeal to the school administrator or designee within three (3) full school 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) full 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 person or by phone in one (1) full 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) full 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 Board within three (3) full school 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 in closed session. 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 simple majority vote, and communicate the decision to the student(s) and parents/guardians in person or by phone in one (1) full school day barring extenuating circumstances. The Board of Education's findings will be placed in writing and mailed to the student and his/her parents/guardians within five (5) full school days.

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

### **ATHLETIC EQUIPMENT:**

Participants of co and/or extra-curricular activities are expected to take pride in our facilities, property and equipment. The school district provides uniforms and equipment necessary for participation on a loan basis. Each athlete is held financially responsible for any lost, stolen or misplaced uniform or equipment checked out to them. Deliberate damage to school property or equipment will not be tolerated. A referral will be made to law enforcement agencies for restitution.

Students may participate in another co and/or extra-curricular activity once the lost, stolen or misplaced equipment is replaced or appropriate restitution has been made.

### **ATHLETIC PROGRAMS:**

All student athletes must meet all eligibility requirements of the W.I.A.A. for Junior High/Middle Schools along with the requirements established by JC McKenna Middle School staff and administration.

### **ATTENDANCE:**

A student must be in school on the day of a contest and on days of practice by 10:00 a.m. to be eligible to participate. Exceptions are made for medical appointments with supporting documentation. The principal will review all exceptions for absence to determine eligibility.

**FEES:**

All student fees must be paid in full prior to participating in a co/extra curricular activity. Fees will not be refunded after the first four days of team practice.

**INCOMPLETES:**

When a student has a grade marked as incomplete at the end of a grading period, participation is at the discretion of the Principal, Activities Director and Coach/Advisor.

**INELIGIBILITY CONTACT:**

When a student is deemed ineligible, a letter will be sent home or a phone call will be made by the coach/advisor to inform the parents. A parent/guardian may request a conference with the coach/advisor and/or principal to discuss the ineligibility.

**INJURIES:**

Participants are required to report all injuries that may occur during a school-sponsored activity to their coach/advisor. An accident report will be completed by the coach/advisor and parents/guardians will be notified as soon as possible.

**IN-SCHOOL OR OUT OF SCHOOL SUSPENSION:**

Students receiving an in-school or out-of-school suspension will not be allowed to practice the day of the suspension and will be suspended from the next contest or event. Additional suspension from contests and practice will be at the discretion of the coach/advisor and principal.

**MEDICAL CONCERNS AND/OR ALLERGIES:**

Participants with medical concerns and/or allergies are required to give written notification to the coach/advisor stating the medical concern or allergy. A student may not participate in interscholastic athletics until the school has written evidence of (a) parental permission and (b) a physical examination by a licensed physician. (Article XXVII - General Rules of Eligibility of the W.I.A.A.)

First year athletes are required to have a completed physical exam card and a signed permission card on file in the school office before participating in any athletic

practices or events. Second year athletes are required to have a signed alternate permission card on file in the school office.

All athletes are required to have an insurance waiver card on file with the school office or obtain insurance through the Evansville Community School District.

### **PRACTICE BEFORE PARTICIPATING IN A SPORT CONTEST:**

Students are required to participate in a minimum number of practices as defined by the WIAA before being permitted to compete in an athletic contest. The minimum number of practices may be extended at the discretion of the coach and/or principal.

### **REQUIRED FORMS:**

Students participating in extra/co-curricular activities and a parent/guardian must provide and sign an Attendance Card, an Emergency Waiver, a Physical Exam Card and a Pledge Card before students begin participation in an extra/co-curricular activity. (See Appendix B)

### **TRANSPORTATION TO AND FROM AN EVENT/ACTIVITY:**

All participants are required to ride the school bus to the event and follow all bus riding policies. Students who elect to return from an event with their parents/guardians must present a signed **Travel Release Form** to the coach/advisor by 3:00 on the day of the event. This form can be obtained by contacting the school office.

Students who want to ride home with an adult (age 18 or above) other than their parent/guardian must present a signed note from the parent/guardian to the school office 24 hours before the event. The request must include the name of the person providing the transportation from the event, the reason for the alternative transportation and the parent/guardian phone number to verify written request.

A request for alternative transportation relieves the Evansville Community School District and its employees from all liability related to the alternative transportation.

### **ADDITIONAL POLICIES AND DECISIONS:**

Coaches/Advisors may develop additional policies that are not presented in this code. Students and parents will be informed of additional policies prior to participating in a sport or activity.

Administration reserves the right to develop and place into practice policies and decisions as needed to address specific issues and concerns that may not be explicitly detailed in this code.

This code is a 12 month code that will extend throughout the calendar year. Violations and consequences of this code will extend to non-school days that fall outside the normal school year calendar