

# Student Handbook

## Sevastopol Middle School and High School 2016-2017



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Middle and High School  
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## **WELCOME TO SEVASTOPOL MIDDLE and HIGH SCHOOL**

*Welcome to Sevastopol Middle and High School, Home of the Pioneers. Sevastopol school strives to make your educational experience safe and positive as you explore your interests. We take great pride in your achievement and will work hard to help you set goals that will prepare you for all future opportunities. We challenge you to be an active participant in your learning, set high goals for yourself, and to participate positively in all school settings.*

*We have prepared this handbook to assist you in getting the most out of your educational experience. Please feel free to ask if you have any questions. On behalf of the entire staff at Sevastopol, we look forward to a very rewarding and successful year.*

### **INTRODUCTION:**

*This student handbook was developed to answer many of the commonly asked questions that you may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Sevastopol Board of Education and the Sevastopol School District. In using this handbook, you should know that District policies, in their entirety, supersede all handbook statements if questions occur.*

*This handbook contains information about student rights and responsibilities. Each student is responsible for knowing its contents. Please take the time to become familiar with all information and keep this handbook as a reference throughout the school year. Parents are also encouraged to read the contents and may review or find a printable version on the district's webpage. Should you have any questions please let us know.*

*Sincerely,*

*Adam Baier*

## **MISSION STATEMENT**

At Sevastopol Middle/High School, parents, staff, and students share in the responsibility of providing a learning environment of trust and mutual respect. All are committed to high standards so that each student can maximize his/her learning.

### **Our staff strives to:**

- model a love of learning,
- provide quality curriculum, meaningful instruction, and appropriate assessment,
- promote student self-control and self-discipline,
- create a classroom learning environment with high expectations,
- value instructional time.

### **Our students strive to:**

- actively participate and produce independent, high-quality products,
- become independent learners,
- attend class promptly and arrive prepared,
- conduct themselves in a manner that contributes to an orderly atmosphere and ensures the rights of others.

### **Parents/Community strive to:**

- establish high expectations for students,
- show dissatisfaction with minimal effort and low-quality work,
- insist on good attendance,
- be actively involved in the school and supportive of its work.

## **NONDISCRIMINATION POLICY**

It is the policy of the School District of Sevastopol that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or any other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13 WI Statutes. This policy also prohibits discrimination as defined by Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), and the Americans with Disabilities Act of 1990 (disability).

The district shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements.

The district encourages informal resolution of complaints under this policy. A formal complaint procedure is available, however, to address allegations of policy violations of the district.

Any questions concerning this policy should be directed the Superintendent of the School District of Sevastopol, 4550 Hwy. 57, Sturgeon Bay, WI 54235; 920.743.6282 Ext. 1103.

### SCHOOL BOARD

Sue Today .....	President	Cindy Zellner-Ehlers ....	Assistant Clerk
Bill Behme.....	Vice President	Dave Kacmarynski .....	Board Member
Jane Luebker .....	Treasurer	Jay Zahn.....	Board Member
Lisa Bieri .....	Clerk	TBD.....	Student Rep

### ADMINISTRATION

Linda Underwood Schweigert (Ext. 1103) ..... Superintendent  
Adam Baier (Ext. 1104) ..... Middle/High School Principal  
TBD (Ext. 1106) ..... P K – 5 Principal / Dir. of Special Ed.  
Craig Sigl (Ext. 1140) ..... 4K-12 Dean of Students

### FACULTY AND STAFF

Anschutz, Susan (Ext. 1132) ..... Pupil Services Secretary  
Bowers, Bridget (Ext. 1113)..... Media Specialist  
Brandt, Sarah (Ext. 1162) ..... Spanish  
Carlson, Dale (Ext. 1124) ..... Agriculture / FFA  
Chier, Dawn (Ext. 1148) ..... English  
Dantoin, Deb (Ext. 1144)..... 6<sup>th</sup> Grade  
de Young, Lindsay (Ext. 1120) ..... Physical Education  
de Young, Nick (Ext. 1171) ..... Special Education  
Fellner-Spetz, Heather (Ext. 1172) ..... English  
Hasenjager, Tanya (Ext. 1122) ..... Instrumental Music  
Hilbert, Ryan (Ext. 1143) ..... English / Social Studies  
Hintz, Tom (Ext. 1165) ..... Math  
Jenquin, Diane (Ext. 1156) ..... Reading Specialist  
Judas, Daniel (Ext. 1174) ..... Social Studies  
Kindt, Klayton (Ext. 1169) ..... Art  
Lautenbach, Amy (Ext. 1105) ..... Middle/High Secretary  
Lautenbach, Roch (Ext. 1116)..... Director of Transportation / Maintenance  
Malcore, Melissa (Ext. 1108) ..... School Counselor  
Marggraf, Jason (Ext. 1149) ..... Science  
Marggraf, Melissa (Ext. 1111) ..... Special Education  
Newton, Tim (Ext. 1145) ..... Math/Athletic Director  
Pfister, Cheryl (Ext. 1187) ..... Vocal Music  
Phillips, David (Ext. 1161) ..... Business Education  
Potratz, Lynn (Ext. 1168) ..... Science  
Reed, Kennedy (Ext. 1112) ..... School Psychologist  
Rentmeester, Kerri (Ext. 1176) ..... Spanish  
Retzlaff, Chad (Ext. 1123) ..... 6<sup>th</sup> Grade  
Sanborn, Dan (Ext. 1167) ..... Technology Education  
Sincox, Erin (Ext. 1163) ..... Science / GED  
LeClair, Tara (Ext. 1164) ..... Family and Consumer Science  
Wheat, David (Ext. 1160) ..... Math  
Wiesner, Jennifer (Ext. 1112) ..... Health / Physical Education  
Vanderhoof, Mindi (Ext. 1125) ..... English / Journalism

**SEVASTOPOL MIDDLE/HIGH SCHOOL  
2016-2017 CALENDAR**

August 1 ..... Middle School Orientation  
 August 4 ..... Freshman Orientation  
 August 18 and 29 ..... New Staff In-Service  
 August 24, 25, 30, 31 ..... All Staff In-Service

September 1 ..... **First Day of School**  
 September 6 ..... Labor Day  
 September 22 ..... Staff In-Service (11:30 a.m. Dismissal)  
 September 23 ..... School Picture Day

October 7 ..... Homecoming  
 October 11 ..... Parent-Teacher Conferences  
 October 13 ..... Parent-Teacher Conferences (11:30 Dismissal)  
 October (TBD) ..... Fall Band/Choir Concert

November 4 ..... **End of Quarter 1**  
 November (TBD) ..... High School Musical  
 November 23 ..... Staff In-Service (11:30 a.m. Dismissal)  
 November 23 ..... End of First Trimester (MS)  
 November 24 and 25 ..... Thanksgiving Recess

December (TBD) ..... Winter Band/Choir Concert  
 December 23 ..... First Day of Winter Break

January 3 ..... Classes Resume  
 January 16 -19 ..... **Semester 1 Final Exams (Sr. High)**  
 January 19 ..... **End of Quarter 2**  
 January 20 ..... Staff In-Service (No School)  
 January 23 ..... **First Day of Semester 2**

February (TBD) ..... Sadie Hawkins Dance (Sr. High)  
 February 16 ..... Parent-Teacher Conferences  
 February 17 ..... Staff In-Service (No School)  
 February (TBD) ..... Spring Play

March 3 ..... End of Second Trimester (MS)  
 March 24 ..... **End of Quarter 3**  
 March 27-31 ..... Spring Break (No School)

April 14-17 ..... Easter Break

May (TBD) ..... Prom (Sr. High)  
 May (TBD) ..... Spring Band/Choir Concert  
 May 29 ..... Memorial Day (No School)

June 4 ..... Graduation (Sr. High)  
 June 5-8 ..... **Semester 2 Final Exams (Sr. High)**  
 June 7 ..... MS Awards & Recognition, 8<sup>th</sup> Grade Graduation  
 June 8 ..... **Last Day of School**  
 June 9 ..... Staff In-Service

# SEVASTOPOL MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

## ACADEMIC ACHIEVEMENT PROGRAM

### Honor Roll

Students who earn a minimum 3.5 – 4.0 GPA for any grading period will be placed on the A Honor Roll.

Students who earn a minimum 3.0 – 3.4 GPA for any grading period will be placed on the B Honor Roll.

### Academic Recognition Program for Grade 9 to 12 Students

Recognized for each semester:

- Students who earn a minimum 3.8 GPA for one semester will receive an academic letter.
- Students who earn a minimum 3.8 GPA for two semesters (not necessarily consecutively) will receive a recognition pin.
- Students who earn a minimum 3.8 GPA for three to five semesters (not necessarily consecutively) will receive a star.
- Students who earn a minimum 3.8 GPA for six semesters (not necessarily consecutively) will receive a medallion.
- Students who earn a minimum 3.8 GPA for seven semesters (not necessarily consecutively) will receive a personal plaque (Seventh Semester Academic Excellence Award).
- Students who earn a cumulative minimum 3.8 GPA over four years will have their names engraved on a plaque that will be displayed in the High School Lobby (Four-Year Academic Excellence Award).
- Honor Cords will be worn at graduation by students who have achieved a 3.5 accumulative GPA or higher through-out High School

### Valedictorian and Salutatorian Honors

Valedictorian and Salutatorian honors are determined based on a 4.0 grading point average which will be rounded to the nearest one-hundredth of a percent.

- Students may tie for Valedictorian in which case no Salutatorian will be designated
- A Tie for Salutatorian will result in all students with the same grade average receiving the honor.

### District Curriculum

All Sevastopol School District curriculums are published and aligned with State and local standards. Parents have the right to inspect all instructional material and may request, for their student, a program or curriculum modification when they can demonstrate the qualifying criteria outlined under District Policy 2416. Parents may also have access to or limit their student's participation in the following:

- Instructional Media Center Information(Policy 2416.01)
- Controversial material (Policy 2240)

## ADDING AND DROPPING CLASSES

Schedule changes will be considered only under special circumstances. All schedule changes require the approval of the principal. Students who wish to drop a course must do so before the start of the semester. Eligibility for AP courses is determined by teacher recommendation. Tuition for all non-Sevastopol remedial courses will be paid by the parent/guardian.

## AFTER-SCHOOL SESSIONS

School is dismissed at 3:12 p.m., and it is assumed that all 6-12 grade students will leave the building at that time. Exceptions are as follows:

- Students staying after school for co-curricular activities are to report immediately to the activity area and the supervisor in charge of the activity.
- Students staying after school to work with a teacher should make prior arrangements with that teacher.
- Generally High School students may stay after school for activities that begin between 3:12 and 4:30 p.m. In this case, students should remain in the High School Lobby or other area designated by the principal until the starting time of the activity. Students may not loiter in the hallways or in unsupervised classrooms during this time.

## ATTENDANCE POLICY MIDDLE/HIGH SCHOOL ATTENDANCE POLICY

Regular attendance is a critical factor in academic success. All absences must be explained by the parents/guardians within 48 hours of an absence. **A phone call to the office (1105) by 8:30 a.m. on the morning of an unplanned absence from the parent/guardian specifically explaining the reason for the absence is requested.** A message can be left at any time. Written notes from home are not acceptable.

A student must be in school all day if he/she wants to attend or participate in co-curricular activities that day, except in cases of family emergencies, excused preplanned absences (received one day in advance), or a written medical release. Extended absences of more than three days due to illness will require a doctor's excuse to return to school.

**All students must report to the Middle/High School Office when arriving or leaving school during the school day.**

### School Board policy states:

I. Wisconsin State Law requires that every school board shall establish a written attendance policy specifying the reasons for which pupils may be permitted to be absent from a public school under s 118.15 and shall require the teachers employed in the school district to submit to the school attendance officer daily attendance reports on all pupils under their charge.

II. The district administrator, or his/her designee, shall be responsible for enforcing school attendance and shall have authority to perform duties of the school attendance officer as described in the Wisconsin Statutes.

### III. Types of Absences

#### A. Board Approved Excused Absence

A child is required to be in school every day school is open for instruction unless the student is permitted to be absent for one of the following Board approved acceptable excuses:

- 1) Illness (temporarily not in proper physical or mental condition) will be excused. This may require a written physician's excusal.
- 2) Death in the family/attend funeral services will be excused.
- 3) Church attendance will be excused if there is only one service scheduled. If there is a service at night, the student will not be excused from school.
- 4) Medical appointments with licensed physician, dentist, chiropractor, optometrist, or psychologist or Christian Science practitioner living and residing in this state, who is listed in the Christian Science Journal, will be excused. The school attendance officer will request the parent or guardian of the child to obtain a written statement from a licensed physician, dentist, chiropractor, optometrist, or psychologist or Christian Science practitioner living and residing in this state, who is listed in the Christian Science



Journal, as sufficient proof of the physical or mental condition of the child.  
(ss.118.15(3)(a)).

- 5) Field trips that are part of a curriculum or extracurricular activities planned during school hours will be excused. (field trips are not considered "absences from school")
- 6) Suspensions or expulsions from school will be considered excused absences.
- 7) Unique circumstances will be considered on a prior approval basis.

#### Excused Absences

Parents/Legal guardians are expected to notify the school by 8:30 a.m. on the day of the absence and provide the reason for the absence. The school will make a determination as to whether or not the absence is acceptable or unacceptable.

In cases where the school does not receive notification within 48 hours concerning the absence, the student may be considered unexcused.

#### B. Parent or Guardian Requested Absence

A student may be absent from school ten (10) days per year as a result of a parental/guardian request. As per Statute 118.15(3)(c).

"..Any child excused in writing by his or her parent or guardian before the absence. The school board shall require a child excused under this paragraph to complete any course work missed during the absence. A child may not be excused for more than 10 days in a school year under this paragraph."

If the parent/guardian request is not a board approved excused absence, it will be recorded as one of the ten (10) days allowed by state statute.

#### C. Unexcused Absence

Truancy, missing the school bus, trips and appointments as described above not approved in advance and any other situation not specifically covered herein are considered unexcused absences. Unexcused absences are documented as outlined in the Door County Truancy Criteria and State Statue 118.16.

Truancy shall be defined as any absence for part or all of one or more days from school for an unexcused reason. Tardies may be considered unexcused absences and subject to truancy procedures and laws.

Habitual truant means a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester.

#### IV. Make-up Work

- 1) A student will be permitted to make up work missed for excused absences. For specific procedures, see student/parent handbook.
- 2) A student with an unexcused absence may receive a grade of "0" for work missed.

#### V. Student Attendance Accounting

Each teacher shall keep a daily attendance record of all students assigned to his/her class. These records shall be reported to the attendance officer. A summary shall be compiled and maintained in the administrative office.

#### **Advance Permission for Absence**

Planned Absence Forms are available in the Middle/High School Office. These forms are to be signed by the student's parent/guardian and each of the student's teachers and returned to the office for administrative approval one day prior to the absence. Students are encouraged to give teachers more than one day notice when they have extended absences.

**Excused Absences - make up work timeline**

Students who have excused absences will receive one day more than they were absent to complete their missing work (e.g., an absence of two days means three days to complete all make-up work). Tests are the exception to this rule and are to be arranged with the teacher. Parents/Guardians should refrain from requesting work from the Middle/High School Office if the student is absent only one day.

**Unexcused Absences - consequences**

- Students with unexcused absences may receive a grade of "0" for work missed.
- Parents/Guardians will be notified of all unexcused absences.
- Students with unexcused absences will be subject to all corrective measures including but not limited to detention, Saturday school sessions or suspension.

**Tardies (and the consequences for being tardy)**

Sevastopol School District recognizes the value of student participation. Students are expected to be on time for all classes.

Each teacher will have classroom procedures for tardies that students will be expected to follow. Teachers will mark students in grades 6<sup>th</sup> through 12<sup>th</sup> tardy and record excessive tardies using Power School attendance screen. Teachers will report to the principal excessive tardies according to their individual procedures using a student behavior referral form. Principal will take corrective action according to student discipline policy to correct tardiness. First hour tardies will be monitored daily by the principal. Any student more than 15 minutes late for first hour class will be considered unexcused and may be subject to truancy procedures.

Excessive tardiness is defined as students receiving three or more tardies per class hour during one semester.

**College Visits**

We encourage college visits. College visits should be coordinated through the guidance office. College visit approval forms must be completed and submitted to the guidance office at least 3 days prior to any excused visit.

**BUS RULES AND SAFETY GUIDELINES**

The following rules and expectations have been established by bus drivers, parents/guardians, and school staff to help insure a safe and enjoyable bus ride to and from school and school-sponsored activities.

Students are reminded that riding the bus is a privilege. This privilege may be suspended or revoked for rule violations.

- Follow the directions of the bus driver.
- Stay seated in your seat.
- Keep all parts of your body and objects in the bus.
- Use a normal voice when speaking.
- Do not use inappropriate language.
- Do not eat, drink, or chew gum.
- Be courteous to others.
- Keep the bus clean.
- Do not bring dangerous objects or animals on the bus without prior approval.
- Windows may be opened a maximum of two notches only.

- All rules and expectations outlined in the **Attendance and Discipline Policies** are applicable.
- Parents/Guardians desiring a change from the student's typical bus schedule (e.g., drop off at a different stop, ride another bus, etc.) must provide a prior written request to the Middle/High School Office describing the change.

The Sevastopol School District utilizes video cameras to monitor bus rides. Videotaped information may be used in disciplinary actions.

### **CELL PHONES TWO-WAY COMMUNICATION DEVICES**

Students are prohibited from using or displaying in plain sight electronic communication devices (ECDs) including, but not limited to, cell phones and pagers during the school day (8am to 3:12 pm), in school buildings and vehicles, and at all school sponsored activities. The school day shall include lunch periods and passing periods. "Using" shall include, but not be limited to, having the ECD "On" making calls, receiving calls, or taking pictures (cell phones with picture and/or video capability), or accessing any other functionality of the device, such as internet, text messaging, e-mail, etc.

Students may carry an ECD in backpack, purse, or in his/her pocket. Such possession of an ECD may not, in any way:

- Disrupt the educational process in the school District;
- Endanger the health or safety of the students or anyone else;
- Invade the rights of others at school;
- Involve any illegal or prohibited conduct of any kind

Under no circumstance may ECDs be used in any locker rooms or lavatories.

The district assumes no responsibility for loss, theft, damage, or vandalism of ECDs as well as other student property.

Violations of this policy will result but not be limited to the following disciplinary actions:

First violation: The device will be confiscated and returned to the student at the conclusion of the school day

Second violation: The device will be confiscated and returned only to a parent or guardian.

Third violation: The device will be confiscated and returned to the student after a parent conference has been held with the student.

### **CLOSED CAMPUS**

The School Board of Sevastopol at its September 8, 2008 meeting has confirmed its interpretation of the meaning of a closed campus as follows:

In order to keep our students in a supervised, safe, and orderly environment, the School Board establishes a "closed campus." Once students arrive at school, they must remain on campus in designated areas until the end of the school day unless they have brought written authorization from their parents/guardians and received permission from school authorities to leave for a specific purpose, e.g. a medical appointment. Students who leave campus without such authorization shall be classified as truant and subject to disciplinary action.

## **CO-CURRICULAR OFFERINGS For Grade 6, 7, and 8 Students**

### **Athletics (Grades 7 and 8)**

- **Fall Season Sports:** Girls Volleyball, Boys Football
- **Winter Season Sports:** Girls Basketball, Boys Basketball, Wrestling
- **Spring Season Sports:** Girls and Boys Track

**Eligibility:** Students must maintain passing grades in core subjects in order to participate in co-curricular offerings. Due to the very short length of season for Middle School sports grade checks will be performed every Friday. The first appearance on the F list will trigger a warning to the student that they have until the next Friday to earn a passing grade. If a student is on the F list for the same course for two weeks in a row the student will be suspended until the next grade check. If the student is passing at the next Friday grade check they will again be eligible. If they are on the F list for a third week in a row the student will be suspended for the next week. This Friday check cycle continues throughout the entire season. During the suspension, the student is expected to practice with the team to maintain readiness for reinstatement. We strongly recommend that the ineligible student schedule after-school study sessions with teachers. Going to practice late after a study session is preferred by coaches rather than continuing to fail a class.

**DI (Destination Imagination):** Sevastopol DI has a long tradition of excellence. DI is an opportunity for students to work in a team environment on problem-solving skills. The season typically begins before Winter Break with regional competition in April. Students will receive information in school about sign-up procedures.

**Math Team:** Students involved in Math Team are required to practice once or twice a week during the months of September through April. In January, four students earn the honor to represent Sevastopol at the regional Math Counts competition held at UW-Green Bay. From there, students may earn a trip to the state or even national Math Counts competition televised on ESPN. After the regional competition, students will continue practicing for all other competitions including the Door County Math Meet, Math Olympiad, the American Mathematics competitions, and the Wisconsin Math League competitions. These competitions are held at various times during the school year.

**National Jr. Honor Society:** To be considered for membership, students must have a B+ or 3.5 cumulative GPA. The faculty rates each student on a 5-point scale in the areas of scholarship, leadership, service, citizenship, and character. Students must receive 80 percent of the total number of points to be included in the group. Students must maintain a 3.5 cumulative GPA to remain in the NJHS.

**Peer Helpers:** Peer Helpers is a group of Grade 8 students who are selected by their peers, faculty, and the current year's Peer Helpers. Candidates must also write a paper telling why they would be a good Peer Helper. Grades are not part of being a Peer Helper. The desire to help others and make Sevastopol School a positive place is an important role of a Peer Helper. Peer Helpers participate in a three-day, two-night training. During the training, Peer Helpers are taught listening skills, how to help people with their concerns, and what to do with problems that need special help. During the year, Peer Helpers carry out projects that they select. They are also trained and present a puppet show using the Count Me In puppets in the areas of abuse and handicaps.

**Solo and Ensemble:** Solo and Ensemble is a part of the music curriculum. Through this activity, students select and practice a piece of music to perform for a judge during competition.

**Student Council:** Student Council is a student government organization. Activities sponsored by this group focus on supporting student leadership and maintaining a positive school climate.

### **CO-CURRICULAR OFFERINGS For Grade 9 to 12 Students**

**AODA Drama Troupe:** This student group of Sr. High School students writes, practices, and performs short, informational skits for younger student groups. The goal is to teach about making choices and positive student involvement. Opportunities are provided for questions and answers and small-group dialogue about student concerns. Students involved are expected to attend training (up to three days) in order to participate.

#### **Athletics**

- **Fall Season Sports:** Boys Soccer (cooperative program with Gibraltar), Cross Country, Football, Girls Swimming (cooperative program with Sturgeon Bay), and Volleyball
- **Winter Season Sports:** Boys Basketball, Dance Team, Girls Basketball, and Wrestling (cooperative program with Sturgeon Bay)
- **Spring Season Sports:** Baseball, Girls Soccer (cooperative program with Gibraltar), Golf, Softball, and Track

**DI (Destination Imagination):** Sevastopol DI has a long tradition of excellence. DI is an opportunity for students to work in a team environment on problem-solving skills. The season typically begins before Winter Break with regional competition in April. Students will receive information in school about sign-up procedures.

**Envirothon:** This student group centers its activities around the environment. Students visit Door County businesses and resources that are environment friendly to learn more about keeping our environment healthy and safe. They then use this knowledge to compete with other schools. Activities usually run from February through April.

**FFA:** FFA is a student organization dedicated to making a positive difference in the lives of young people by developing their potential for premier leadership, personal growth, and career success through agricultural education. This is a year-long program with the expectation that members will participate in agricultural courses.

**Forensics:** Forensics is a student activity designed to provide an opportunity for students to enhance communication skills through participation in theatre, debate, and speech activities. Competitions are usually held February through April.

**Math Team:** Math Team is open to all interested students. The advisor typically visits each math class to discuss the team and sign up interested students. The season begins the second week in January and runs approximately six weeks with one competition per week.

**Mock Trial:** A chance to learn how our court system works. Students participate in mock trials that are structured like a “real” court trial and follow the same rules. Participants get a hands-on learning experience.

**Multicultural Club:** The Multicultural Club is open to all interested students. There is typically one meeting in the beginning of the year where students sign-up to become a part of the group. During this meeting, the students and advisors also plan activities, field trips and meeting topics for the school year. All meeting topics and activities have a multicultural purpose. Typically there is one informational meeting a week, and

an activity once a month. Field trips are scheduled for the fall and spring. This group widens students' eyes to the cultural diversity that we have not only in Wisconsin, but also in Door County. This is a yearlong club.

**Musical:** Typically once a year or every other year the Music Department performs a musical theatre program. Sometimes the production is a part of the Sr. High School Choral Music program, and at other times it has been an all-school production. It is an opportunity for students to get involved in all aspects of musical theatre (e.g., acting, singing, set building, make-up, etc.).

**National Art Honor Society:** The National Art Honor Society is a student organization which nominates outstanding art students for membership. In association with Sevastopol's Artist in Education program, these students work to promote art within the school.

**National Honor Society:** The National Honor Society is a group of academically oriented students who maintain a GPA of 3.25 or above. NHS is about leadership, scholarship, character, and service in school and in life. Admission to the Honor Society is an honor given to students. It is not a right and is not something which can be earned. It is intended to be an award to recognize the combination of outstanding scholarship, character, leadership, and service. Those who qualify will be considered, and those elected will be "tapped" for membership. Consideration for membership begins during the sophomore year. More information about qualifications to be considered for membership can be obtained by contacting the advisor.

**Pep Band:** Pep band is made up of members of the Sr. High School Band. These students play at home football, volleyball and basketball games.

**Project 180:** "Project 180," or a complete turnaround, suggests a change in the way that students think about alcohol and other destructive decisions. A group of students with representation from four county schools meet on a bimonthly basis to find safe alternatives. Sevastopol student leaders bring back ideas and activities for local chapter participation. The Sevastopol Chapter promotes positive peer choices for all students.

**SADD (Students Against Destructive Decisions):** This group is a student service organization that works to inform and educate the student body about avoiding dangerous decisions and activities. Extra emphasis is given to Homecoming and Prom to provide safe alternatives.

**School Play:** Usually done once per year, the school puts on a theatrical production. In the recent past, performances have been held at Third Avenue Playhouse (TAP). This activity provides students with an opportunity to be involved in all aspects of theatre (e.g., acting, set building, make-up, etc.).

**SPOAC, Sevastopol Pioneers Outdoor Adventure Club,** is an organization that is looking to take an active role in the environment around us. The goal of the program is to offer a wide range of outdoor activities for Sevastopol High School students. Participants will have the opportunity to develop lifetime recreational skills, learn about safety and proper techniques, gain an appreciation and concern for our environment, meet new people, and have a great time! Activities include: kayaking, skiing/snowboarding, rock climbing, camping, and much more. Contact Mr. Retzlaff for information.

**Solar Olympics:** Students involved with Solar Olympics learn about alternative energy resources with emphasis on use of the sun's energy. They then compete in activities making alternative energy machines. Activities usually run February through May.

**Solo and Ensemble:** Solo and Ensemble is a part of the Sr. High School music curriculum. Through this activity, students select and practice a piece of music to perform for a judge during competition.

**Student Council:** Student Council is a student government organization. Activities sponsored by this group focus on supporting student leadership and maintaining a positive school climate.

**Tutoring:** Students interested in tutoring students at the elementary level have an opportunity to work in a mentoring relationship. This relationship can be for a quarter, semester, or the entire year.

**CREDIT AND GRADE TRANSFER REGULATIONS**

Courses taken for credit recovery through an accredited program will receive credit and be included in calculating GPA. Costs for these courses will be the responsibility of the student and/or parent/guardian.

**DAILY SCHEDULE**

1 .....	8:05 – 8:50	5A .....	11:32 – 11:56
Announcements .....	8:50 – 8:53	5B .....	12:00 – 12:17
Morning Break/Home Rm ..	8:53 – 9:05	5C .....	12:20 – 12:45
2 .....	9:05 – 9:50	6 .....	12:49 – 1:34
3 .....	9:54 – 10:39	7 .....	1:38 – 2:23
4 .....	10:43 – 11:28	8 .....	2:27 – 3:12

\*Middle School Students receive 60 minute blocks of Math and English instruction at different times.

**DISCIPLINE POLICY  
DISCIPLINE POLICY for MIDDLE/HIGH SCHOOL**

The requirements of the Wisconsin Statutes and the interpretations of law by Wisconsin courts are hereby adopted by the School Board as extensions and continuations of these policies. The school district policies are adopted subject to and in conjunction with Wisconsin law.

**Philosophy and Purpose**

The School Board believes that the primary obligation for developing self-discipline, responsibility, and respect for other people rests with the home and parents/guardians. Children who have developed these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits, and good behavior and must provide a proper climate for learning; therefore, it strives to work cooperatively with parents/guardians in the pupil's development. Teachers want all students to learn, but their efforts can be thwarted by disruptive students. When students do not follow the rules of proper conduct, the school has a responsibility to take action in the interest of those students and the other students in the school. In order to meet this shared responsibility for the maintenance of good behavior . . .

Parents/Guardians should . . .

- keep in regular contact with the school concerning their student's conduct and progress.
- insure that their student is in daily attendance and promptly report and explain an absence or tardiness to the school.
- provide their student with the resources needed to complete class work.
- assist their student in being healthy, well groomed, and clean.

- bring to the attention of school authorities any problem or condition which affects their student or other students of the school community.
- discuss report cards and work assignments with their student.
- maintain up-to-date home, work, and emergency telephone numbers at the school.

Students should . . .

- attend all classes daily and be on time.
- be prepared to come to class with appropriate working materials.
- refrain from profane or inflammatory statements.
- be respectful to all individuals and property.
- conduct themselves in a safe and reasonable manner.
- be well groomed and clean.
- be responsible for their own work.
- abide by the rules and regulations set forth by the school and individual classroom teachers.
- seek changes in an orderly and approved manner.

Educators should . . .

- encourage the use of guidance procedures.
- maintain an atmosphere conducive to good behavior and mutual respect.
- plan a flexible curriculum to meet the needs of all students.
- promote effective training or discipline based upon fair and impartial treatment of all students.
- supervise students assigned to their care.
- develop a good working relationship among staff and students.
- encourage parents to keep in regular communication with the school.
- seek to involve students in the development of policy.
- endeavor to involve the entire community in order to improve the quality of life within the school and community.

#### **Corrective Measures**

The administration and faculty firmly believe that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting.

Concern for the total individual is one of the focal points at Sevastopol. A critical part of this concern is the idea that students must assume responsibility for their own actions. Appropriate conduct for students is outlined in this Student Handbook. Violation of school rules and regulations will result in disciplinary action. The corrective measure used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct undesirable behavior.

Corrective measures will normally begin at a minimal level and then proceed to more serious levels. Some of the measures are:

#### **Student Conference**

Conferences will be conducted with students regarding disciplinary matters to insure due process. Each student facing the imposition of disciplinary action under this Code of Conduct must be informed, orally or in writing, of the facts and the nature of the conduct which has been challenged and be given an opportunity to explain his/her version of the facts or conduct which has been challenged prior to the imposition of the discipline.



**Search and Seizure**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with policy 5771.

**Parent/Guardian Contact**

Depending on the violation and the seriousness of the action, a parent/guardian may be contacted by phone or mail in addition to a student conference. The intent of the contact is to inform the parent/guardian of the violation and the student's attitude during the conference and to elicit parent/guardian support for correcting the unacceptable behavior.

**Parent/Guardian Conference**

The principal, counselor, or teacher may request a parent/guardian conference, with or without the student present, to insure parent/guardian understanding of the student's academic and/or behavior problem and to mobilize a cooperative effort to correct the difficulty.

**Dismissal from Class**

If a teacher finds it necessary to send a student from a classroom because of willful and persistent disruptive misbehavior and/or refusal to obey the teacher in the room, the student is to report immediately to the principal's office. Parents/Guardians will be notified by mail or phone whenever their student is removed from class for disciplinary reasons. (See Board Policy JGC.)

**Detention**

Detention is a consequence administered for inappropriate behavior as well as for excessive tardiness. A student who receives a detention will be required to serve 30 minutes during non-school time. All detentions must be served on the assigned date. (Exceptions may be made at the discretion of the principal.)

Detentions with the principal are assigned during the following times:

- Monday and/or Thursday from 3:20 – 3:50 p.m.

If a detention is not served as assigned and a parent or guardian has not contacted the principal to make alternative arrangements, the student is considered unexcused for the assigned detention. The following will occur in order:

- A second detention will be assigned and the student will serve both detention periods.
- If student fails to serve both after school detentions, Saturday School will be assigned.
- If student fails to attend the first assigned Saturday School, a second Saturday School will be assigned.
- If corrective measures outlined above are not followed, the student will be suspended from school until a parent conference can be held with the principal and a plan for student compliance can be determined.

All detention periods are supervised by the principal or designee. Detention periods are expected to be quiet. Students are expected to bring study materials to work on during the detention period.

Parents/guardians will receive written notification of detentions.

**Saturday School**

The violation of certain rules and continuous refusal to follow school rules will result in a Saturday School detention. Saturday School will be held on the first and third

Saturdays of the month from 8:00 AM to Noon. During Saturday School the student must adhere to school rules and expectations of the assigned supervisor. Students will be expected to do school work and/ or read. Failure to comply with school rules and expectations will result in additional consequences including further Saturday School attendance or suspension from school. Students will be expected to provide their own transportation.

### **Suspension**

The violation of certain rules and continuous refusal to abide by school rules will result in suspension from classes or from school for a maximum of five days. The length of the suspension will be determined by school authorities and will reflect the offense committed. Parents/Guardians will be notified of the action.

The kinds of suspension are as follows:

- **In-School Suspension**: The student will spend the suspension time under the direct supervision of the principal or designee. School work is assigned, and credit will be given for work successfully accomplished.
- **Out-of-School Suspension**: The student is placed under the supervision of a parent/guardian during the period of suspension. A suspended student may not loiter or appear on school property or be present at school-sponsored activities during the period of suspension. A student will be readmitted to school after a satisfactory solution to his/her conduct is agreed upon by parents/guardians and administration.
- **Class Suspension**: A student may be prohibited from attending a particular class for one to three days due to misconduct in that particular class. A second violation could result in removal from the class permanently.

Suspensions are used to change student behavior. If a student continues to exhibit inappropriate behavior which warrants suspension, additional strategies may be used in an attempt to change student behaviors. Parent/Guardian conferences, counseling, behavior contracts, assessments, and referrals to outside agencies are examples of such strategies. Continued violation of rules may eventually lead to expulsion.

### **Expulsion**

Expulsion is an action by the School Board that prohibits an enrolled pupil from further attendance as per Wisconsin State Statute. The School Board may expel a student whenever it finds the student guilty of repeated refusal or neglect to obey the rules or finds that the student engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others and is satisfied that the interest of the school demands the student's expulsion. Students may be suspended up to 15 days pending an expulsion hearing.

### **Referral to Police or Juvenile Authorities**

If a student's misbehavior is such that a law violation is involved, police or juvenile authorities may be contacted by the principal or a designated representative. Every reasonable attempt shall be made to notify parents/guardians at the same time juvenile authorities are called. If the officer indicates that he/she is arresting the pupil, that officer shall have complete jurisdiction and responsibility in the matter, and the principal shall not interfere with the pupil's removal from the building.

### **Disciplinary Action**

Disciplinary action may be taken as a result of any behavior which is disruptive of good order or which violates the rights of others. The following acts are unacceptable and subject to disciplinary action in Sevastopol School, on school buses, and at any school-sponsored activity.

The listing of minimum actions does not imply or require that a "step-by-step" progression of increasing severity be employed by an administrator in dealing with a

violation. However, there shall be a logical relationship between the severity of the offense and the administrative action.

It should be understood by parents/guardians, students, and staff that all violations of school rules and regulations of state and federal laws will be vigorously enforced by school officials. The student's rights and responsibilities outlined by the School District of Sevastopol will be adhered to as the standard administrative practice regarding student discipline and the student's rights.

Also, it is understood that the rules for student conduct are not all inclusive. The administration shall take such action as necessary and not forbidden by law to insure the educational climate of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which impairs the usefulness and well-being of the school regardless of the existence of a rule covering the offense.

### **Violation Against Persons**

- **Fighting**: Mutual combat in which both parties have contributed to the situation by verbal and/or physical action.
  - Minimum Action: Student conference and parent/guardian contact.
  - Maximum Action: Suspension/Expulsion and police citation.
  
- **Harassment**: The Sevastopol School District provides a safe harbor within which all students can feel safe and secure while receiving the best education possible. Any action by a student or students which results in physical, psychological, or social harassment of another student or students will not be tolerated (Policy 5517). Incidents must be reported to the school's compliance officer, Dr. Linda Underwood or Mr. Adam Baier.
  - Minimum Action: Student conference.
  - Maximum Action: Suspension/Expulsion and police citation.
  
- **Cyber-Harassment**: Is the use of Internet technology to inflict emotional harm through repeated and deliberate harassment, threats, and intimidations. These actions, if happening outside of the school day, may be addressed if they effect the school's educational environment.
  - Minimum Action: Student conference.
  - Maximum Action: Suspension/Expulsion and police citation.
  
- **Abusive Language / Disorderly Conduct**: Disrespectful or threatening language to others.
  - Minimum Action: Student conference and parent/guardian contact.
  - Maximum Action: Suspension/Expulsion and police citation.
  
- **Interference / Obstruction**: Any intentional action taken to attempt to prevent a staff member from exercising his/her assigned duties.
  - Minimum Action: Student conference and parent/guardian contact.
  - Maximum Action: Suspension or expulsion.
  
- **Possession of Weapon or "Look Alike" on School Property**.
  - Minimum Action: Student conference, parent/guardian contact, and/or immediate notification of police.
  - Maximum Action: Expulsion.
  
- **Assault**: An attempt or threat to do violence to another, with or without battery.

- Minimum Action: Suspension, parent/guardian conference, and immediate notification of police.
- Maximum Action: Expulsion.

#### **Violation Against Vehicle Registration**

- Parking: Parking without school issued permit or in an unauthorized area on school property.
  - Minimum Action: Student conference.
  - Maximum Actions: Parking citation, loss of parking privileges, and/or car towed at owner's expense.
- Reckless or Careless Driving: Driving on school property in such a manner as to endanger persons or damage property.
  - Minimum Action: Student conference and loss of parking privileges.
  - Maximum Actions: Suspension and/or referral to police or juvenile authorities.

#### **Violation Against School Administrative Procedures**

- Willful Disobedience: Refusal to follow school rules and regulations.
  - Minimum Action: Student conference and parent/guardian contact.
  - Maximum Action: Suspension or expulsion.
- Fireworks: Possession or use of fireworks on school grounds is prohibited.
  - Minimum Action: Detention and parent/guardian contact.
  - Maximum Action: Suspension and police citation.
- Disruptive Behavior: Actions which interfere with effective operations of the school.
  - Minimum Action: Student conference.
  - Maximum Action: Suspension.
- Defiance of Authority: Refusal to follow a reasonable directive/order by a staff member.
  - Minimum Action: Student conference.
  - Maximum Action: Suspension or expulsion.
- Distribution of Material: Distribution of inflammatory, libelous, or slanderous material on or near school property.
  - Minimum Action: Student conference and parent/guardian contact.
  - Maximum Action: Suspension or expulsion.
- Snowballing: Snowballing is a form of disorderly conduct and may lead to bullying and/or harassment.
  - Minimum Action: Student conference.
  - Maximum Action: Suspension.
- Inappropriate Dress: No clothing worn to school should present a safety hazard or be worn in such a manner that undergarments are visible. All shirts or blouses must cover the midriff. Refer to the complete dress code on page 22. Apparel that depicts or advertises alcohol, tobacco, or drugs; features slogans with vulgar, violent, or sexually suggestive themes; or signifies gang affiliation is not acceptable in school. Caps, hats, and bandanas are prohibited in school and must be left in the locker upon entering the school building (Wis. Statutes Chapter 120).
  - Minimum Action: Student conference.

- Maximum Action: Parent/Guardian contact to bring in a change of clothing.
- Electronic Devices: Use of electronic devices such as cell phones, pagers, laser pointers, CD players, iPods, and MP3 players etc. is prohibited during the school day.
  - Minimum Action: Student conference and confiscation of item.
  - Maximum Action: Suspension.
- Trespassing: Trespassing is defined as being physically present on school grounds or at a school activity after being requested to leave by the principal or other designated person lawfully responsible for the control of said premises.
  - Minimum Action: Student conference.
  - Maximum Action: Referral to police for citation.
- Cheating: Cheating involves giving or taking information during an exam or on certain assignments, stealing an exam, or tampering with a grade book. Plagiarism is considered a form of cheating. A paper or any other project taken from the Internet, other written sources, or another person will result in no credit given for the assignment. The student then must make up the paper in school with the highest possible grade being F. Papers or projects with sections that are word-for-word must be redone and can receive a grade no higher than C.
  - Minimum Action: Parent/Guardian contact and no credit for the work.
  - Maximum Action: Suspension.
- Inappropriate Display of Affection: Students who have a healthy relationship will find appropriate places to show affection. School and school activities are not considered appropriate places.
  - Minimum Action: Student conference.
  - Maximum Action: Parent/Guardian contact, detention, or suspension.

#### **Violations Against Drug and Alcohol Policy**

The possession or use of any substance considered to be a “controlled” substance under State or Federal law and alcohol in any form is a violation of State Statutes. The School Board prohibits students from using, possessing, or dispensing any alcohol/ drugs while that student is or will be engaged in school activities, is representing Sevastopol School, or is under the jurisdiction and/or supervision of district officials and representatives.

The provisions set forth herein shall also be enforced in those cases in which a student intends to buy, sell, dispense, transfer, or use a substance and believes that substance to be a drug/alcohol or represents to others that the substance to be bought, sold, transferred, dispensed, or used is a drug/alcohol as defined in this policy regardless of the true nature of the substance. Possession of drug paraphernalia is strictly forbidden in school and on school grounds and will be confiscated and turned over to the proper authorities.

- Any student determined to be using, possessing, or under the influence of drugs/alcohol who is or will be engaged in school activities, is representing Sevastopol School, or is under the jurisdiction and/or supervision of a district official or representative or while on school property shall be subject to the following action:
  - Minimum Action: Three-day suspension, notification of police, parent/guardian conference, AODA assessment.
  - Maximum Action: Expulsion.

- Any student determined to have been selling, trading, transferring, or dispensing alcohol/drugs to another student while going to or from school, during the school day, while attending a school-related activity, or while on school property or under the jurisdiction or supervision of a district official or representative shall be subject to the following action:
  - Minimum Action: Three- to five-day suspension to determine if an expulsion hearing will take place, notification of parent/guardian and police.
  - Maximum Action: Expulsion.

#### **Violation Against Smoking / Tobacco Policy**

- The School District of Sevastopol is a tobacco and nicotine Free Zone as established under the Wisconsin Act 209 which became effective September 1, 1990. The tobacco prohibition applies to everyone on school premises including students, staff, and the public. Prohibition includes electronic cigarettes or similar inhalant devices.
  - Minimum Action: Detention.
  - Maximum Action: Suspension (the day caught plus 2 days) and police citation.

#### **Violation Against Property**

- Unauthorized / Illegal Use of School Property for Non-School-Sponsored Activities
  - Minimum Action: Student conference and parent/guardian contact.
  - Maximum Action: Notification of police, suspension, or expulsion.
- Damage to Property of Staff Members and Others
  - Minimum Action: Parent/Guardian contact and restitution and/or notification of police.
  - Maximum Action: Suspension or expulsion.
- Damage / Defacing of School Property
  - Minimum Action: Parent/Guardian contact and restitution and/or notification of police.
  - Maximum Action: Suspension or expulsion.
- Tampering with Fire Equipment or Heart Defibrillator
  - Minimum Action: Suspension, restitution, and parent/guardian contact.
  - Maximum Action: Expulsion.
- Tampering with Security Equipment
  - Minimum Action: Detention and parent/guardian contact.
  - Maximum Action: Suspension or Expulsion.
- Theft (taking another's property without permission)
  - Minimum Action: Parent/Guardian contact and restitution and/or notification of police.
  - Maximum Action: Suspension or expulsion.
- Robbery / Extortion (taking another's property without permission and through the use of force or the threat of force)
  - Minimum Action: Suspension and parent/guardian conference and/or notification of police.
  - Maximum Action: Expulsion.

**DRESS CODE**

The responsibility for the appearance of the students of the School District of Sevastopol rests with the parents/guardians and the students themselves.

They have the right to determine such student's dress providing that such attire is not destructive to school property, complies with the health code of the State of Wisconsin, and does not interfere with the educational process.

Students will be expected to attend school in neat, clean, and modest clothing. No item of wearing apparel that depicts or advertises alcohol, tobacco, or drugs or that contains slogans with a vulgar or sexually suggestive theme will be permitted in school or at school-sponsored activities. When a student's appearance disrupts the educational process, is destructive to school property or not in compliance with state health codes, he/she may be subject to disciplinary action.

Modest clothing shall be defined as clothing that does not show any undergarments, cleavage, midriff, or buttock. When standing with arms at sides, student's legs should be covered to approximately finger length.

Caps, hats, and bandanas are prohibited in school and must be left in the locker upon entering the school building (Wis. Statutes Chapter 120). Students wearing hooded sweatshirts may not wear the hood covering their head during school hours inside the building.

When violations are observed students will be asked to make corrections. Parents may need to be called to bring in a change of clothing.

**EARLY GRADUATION**

A student who desires to graduate early will make a formal request in writing, signed by his/her parent/guardian, to the principal. All requests will be made at least one semester prior to the expected term of completion. A recommendation to grant the request for early graduation will be made by the principal to the superintendent for School Board approval. Any student who graduates early relinquishes the privilege to participate in student co-curricular activities but will be allowed to participate in the Graduation ceremony. (See Board Policy IKFC.)

**EMPLOYMENT PREPARATION PROGRAM**

The Employment Preparation program is designed to encourage students to focus on and enhance those qualities employers most want to see in their employees and to begin accumulating personal information that may lead to obtaining employment. The Business Life Skills teacher will help students develop their employment resume during that course. All students are required to develop an employment resume as a requirement for our Business Life Skills course. A passing grade in the Business Life Skills course is required for graduation.

**FEES**

Musical Instrument Rental ..... \$50 per Year  
Parking Permit ..... \$20 per Year\*

\* Students who paid for a full-year permit and have no Period 1 tardies will be reimbursed \$5 at end of school year.

### GRADING SCALE

A .....	4.00	C .....	2.00
A- .....	3.67	C- .....	1.67
B+ .....	3.33	D+ .....	1.33
B .....	3.00	D .....	1.00
B- .....	2.67	D- .....	0.67
C+ .....	2.33	F .....	0.00

### GRADUATION REQUIREMENTS

To graduate from Sevastopol High School, a student must accumulate 25 credits. Included in the total number of credits, a student must have:

- |  |   |
|--|---|
| 4 credits of English   | 0.5 credit of Business Life Skills      |
| 3 credits of Social Studies  | 1.5 credits of Physical Education       |
| 0.5 credit of Health in Grade 9  | Elective credits reaching a total of 25 |
| 2 credits of Math * (3 Credits of Math required for class of 2017)       |   |
| 2 credits of Science * (3 Credits of Science required for class of 2017) |   |

\*3 credits of math will be required for students starting with the Class of 2017

\*\*Students who have participated in interscholastic athletics for at least a full season as defined by this handbook, while enrolled in grades 9, 10, 11, and 12, and as documented by the Athletic Director or guidance counselor, and approved by the principal, may be excused from one-half (.5) credit of high school physical education provided they take an additional one-half (.5) credit in English, social studies, mathematics, science, or health education, at their choosing.

### HOMEWORK PHILOSOPHY in Grades 6, 7, and 8

Student assignments and homework are considered to be essential for the development of academic skills. Students in grades 6, 7, and 8 should expect to receive homework on a daily basis. In an effort to ensure that all students are successful, the faculty recognizes the following homework completion policy:

#### Homework Completion Plan

The Middle School staff and administration of Sevastopol recognize the importance for students to complete all assigned homework. Missing or incomplete homework at the middle level will be monitored with our pink slip procedures.

A green slip will be issued when a student has missing or incomplete homework. The student will be required to stay after school the day the slip is issued, and complete all outstanding assignments. Students required to stay will be given an opportunity to arrange a ride home with their parent before the session is served.

Missing required after school sessions will result in disciplinary action which may include detention or any other corrective measures outlined in this handbook.



## **INTERNET**

The Internet is a powerful tool in the search for knowledge and information. Like any tool, however, the Internet must be used properly. Students desiring to use the Internet for educational purposes must read the Acceptable Use Policy and sign the User's Agreement. Visit the school website at [www.sevastopol.k12.wi.us](http://www.sevastopol.k12.wi.us) for more information.

## **LASER POINTERS**

Students may not possess or use laser pointers/devices at any time in school building, on school grounds, in school vehicles, or while off school premises when participating in or observing any curricular or extracurricular program sponsored by the District.

Students who violate this policy shall have their laser pointers confiscated and shall be subject to disciplinary action.

## **LOCKERS**

Each student will be assigned a locker in which to keep books and other personal items. Students must leave their outerwear (coats, etc.) in their lockers upon arriving at school. Backpacks may be carried under special circumstances approved by the principal. Students are responsible for keeping the lockers neat and orderly at all times. Nothing is to be written on, painted on, or attached to the lockers.

Lockers should always be locked. Students **may not** share lockers with friends and may not let others know their locker combinations. The school cannot be responsible for any goods lost or stolen while at school. Valuables should be left at home. The Jr. and Sr. High School Office will provide space in a locked cabinet when needed.

The lockers are the property of the School District. The school retains the right to conduct both announced and unannounced searches of student lockers and the contents. Among the reasons are: suspicion of concealing alcohol, drugs, material of a disruptive nature, stolen property, weapons or other items which pose a danger to the health and/or safety of others. Random drug searches of lockers and cars by the Police Canine Unit may also occur. Discovery of illegal materials may result in suspension, referral to proper authorities, and/or expulsion.

If a locker is damaged in any way during the school year, the damage should be immediately reported to the Middle/High School Office. If this damage is not reported, the student to whom the locker was assigned will be held accountable.

## **MORNING BREAK AND LUNCH**

Research shows that good nutrition has a positive effect on academic achievement. To assist our students in this effort, the school offers a morning break after Period 1 each day. This break will allow students time to purchase healthy breakfast foods, milk, juice, or water.

The School District of Sevastopol utilizes the PowerLunch program, which is a pre-paid debit account system for all school lunch transactions. Envelopes are available in the Middle/High School Office for making deposits into student individual lunch accounts. It is the student and/or parent/guardian responsibility to keep sufficient funds in the account to cover lunch. A reminder notice will be given when the account balance drops below \$10. No lunches will be sold without sufficient funds available. Students will be issued an individual ID number and can purchase regular hot lunch, Pioneer lunch, breakfast items, and A la Carte items using this number. Lunch

balances can be accessed on the student page of PowerSchool through the link on the district website at [www.sevastopol.k12.wi.us](http://www.sevastopol.k12.wi.us).

The Sevastopol Middle/High School **campus is closed during the lunch period**. All food and drinks must be consumed in the Cafeteria. At no time during the school day may students be in the parking lot without prior approval to insure the safety of our students' and faculties' vehicles.

#### **PARKING**

Students must be licensed drivers and are required to purchase a \$20.00 parking sticker from the Middle/High School Office. Students are required to park in the East parking lot behind school. The West parking lot along highway 57 is reserved for visitor parking only. Parking on school grounds is a privilege that may be revoked if rules violations occur.

#### **PHONES**

The district has a phone system with voice mail. The main school phone number is 920.743.6282. Parents/Guardians and students interested in directly contacting a teacher may dial that teacher's extension number when the automated attendant answers. (See page 4.) The automated attendant also directs callers to the following options:

Middle/High School Office .....	Dial 2	Pupil Services Office .....	Dial 6
Elementary Office .....	Dial 3	Maintenance .....	Dial 7
District Office .....	Dial 4		
Middle/High Attendance .....	Dial 5		

#### **POWERSCHOOL**

PowerSchool is a web-based school management system which allows parents/guardians access to their student's grades at anytime via the Internet. Parents/Guardians and students receive confidential passwords to allow them this access. Parents/Guardians and students are welcome to utilize computers at school for this purpose and may schedule a training session on the system by contacting the IMC (Ext. 113) at school. During the school year, Sevastopol will be allowing PowerSchool consultants access to student information in order to perform necessary technical support and certain services for the district. Access to PowerSchool can be gained through the link on the district website at [www.sevastopol.k12.wi.us](http://www.sevastopol.k12.wi.us).

#### **PREREQUISITE PLAN FOR MATH, SCIENCE, AND WORLD LANGUAGE**

Sevastopol High School recognizes that many courses serve as prerequisites for advanced classes and it may be important for students to demonstrate a level of proficiency before being advanced. This ensures that students have the necessary skill set needed for success at the next level. Students may be required, for enrollment in the following classes, to earn a "C-" (70%) or better in all prerequisite courses.

- Algebra I
- Geometry
- Advanced Algebra
- Precalculus
- Spanish II & III
- Chemistry

Students who have not successfully completed prerequisite courses may be advised to complete additional course work or to repeat the courses needed. These recommendations will be made prior to the start of a new school year by the principal, guidance counselor, or classroom teachers. Parent(s) will have the option to waive our recommendation. To do so, a parent and the student will be required to meet with staff to discuss a plan for success, and sign a waiver form. No student will be advanced if they have received a failing grade in a prerequisite.

### **SPORTSMANSHIP Our Packerland Conference Statement**

*Sevastopol High School, the Packerland Conference, and the WIAA require good sportsmanship by student-athletes, coaches, parents, and all spectators at interscholastic athletic events.*

*Good sportsmanship is demonstrated by respecting and positively supporting the student-athletes, coaches, spectators, and officials.*

*Profanity; racial, sexist, or ethnic comments; and any other intimidating action that is directed at officials, student-athletes, coaches, or spectators will not be tolerated and will be grounds for removal from this interscholastic athletic event.*

*Good sportsmanship is the responsibility of student-athletes, coaches, parents, and all spectators. Please display good sportsmanship at all times.*

*Thanks for your cooperation.*

Also, as a safety measure, the Packerland Conference is requesting that for basketball games, the first row of bleachers be left open and that all fans stay off the playing surface and the area immediately surrounding the playing surface. Please do not crowd the floor.

### **STUDENT HEALTH**

#### **In-School Illness**

Students feeling ill or needing medical attention are asked to inform a faculty member and/or the Middle/ High School Office. At no time should a student leave for home ill or use the Health Room without first receiving permission from the office.

#### **Medications**

The following procedures must be followed before school personnel will administer prescription medication to a student:

- A Medication Authorization Form is signed by the parent/guardian and physician/pharmacist and completed to the satisfaction of the principal.
- Medication to be administered at school must have the following information printed on the most current prescription container from the pharmacist: student's full name, name of drug and dosage, time and quantity to be given, physician's name, and date.
- Prescription medicine must be delivered to the Middle/High School Office by the parent/guardian or designated adult. Students are not to bring prescription medicine to school.

Parents/Guardians may request non-prescription medicines to be administered by completing Sevastopol's Medication Form. All medications must be stored in the Middle/High School Office.

## **STUDENT RECORDS (DIRECTORY DATA)**

Directory data is defined as those records which include the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the most recent school previously attended by the student.

Directory data may be released to any person at the district's discretion unless the parent/guardian or any student requests in writing that this information should not be released. Parents/Guardians who do not want their students' names listed on our directory of information should contact the Middle/ High School Office within the first two weeks of school. In addition, parents/ guardians who do not want their students' names released to armed services recruiters should contact the office as well.

Student records other than directory data information will be released or transferred only upon the receipt of written notice from an adult student or the parent/guardian of a minor student or as required by state statutes.

Parents/Guardians and students have a right to inspect and receive copies of the records. Non-custodian parents have a right to review their student's records unless a court order prohibiting access to information is on file with the district. The cost of copying information is to be incurred by the student or parent/guardian. Requests to inspect records will be granted within 10 school days.

Parents/Guardians and students also have the right to request amendments to student records they believe are inaccurate. Requests to inspect or amend records must be made to the principal.

## **VISITORS**

The school welcomes visits from parents. If a conference is desired with a teacher, counselor, or administrator, it is best to make an appointment. We ask that all parents and visitors to the school sign in at the Middle/High School office when they arrive.

Students are discouraged from bringing visitors to school during school hours, particularly if the visitor is from the surrounding area. If a guest is absolutely necessary, visitor forms are available in the Middle/High School Office. These forms are to be signed by each of the student's teachers and returned to the office for administrative approval prior to the day of the visitation.

## **WEATHER CONDITIONS**

During inclement weather, tune in to the radio and TV stations indicated below between 6:30 a.m. and 7:30 a.m. for their announcements. WDOR will be the first station contacted.

- Radio Stations: WDOR – 93.9 FM, WBDK – 96.7 FM, WSRG – 97.7 FM
- TV Stations: Green Bay Channels 2, 5, 11, and 26

If the weather should turn inclement during the day and buses are sent out early, an announcement to this effect will be made on the radio stations indicated above so that plans can be made accordingly.

### **WORK RELEASE**

The Board of Education believes that attendance at school should occupy a student's full attention and should take precedence over nonschool-related employment.

If a student must work while attending school, s/he should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities.

- The student will be required to submit a weekly performance report signed by the employer.
- The student will have a weekly grade check in powerschool performed.
- The student will not be released for more than four (4) class period per day.

### **YOUTH OPTIONS**

Youth Options is an opportunity for juniors and seniors currently enrolled in a Wisconsin public high school to attend a post-secondary institution for the purpose of taking one or more courses for dual high school and college credit. Sevastopol High School will grant a maximum of 18 college credits toward high school graduation through Youth Options. The school district will pay for courses that are not comparable to courses offered in the district. Tuition and book fees for Youth Options courses will be covered by the school district. If the student receives a failing grade for the course or fails to complete the course, the student's parent/guardian becomes responsible for those costs. Books and equipment used for the course remain the property of the school district unless other arrangements are made. Students wishing to enroll in Youth Options courses must complete the application requirements of the school district and the post-secondary institution offering the course. Students must also notify the Sevastopol School Board (through a letter to the principal) of the intent to request to participate in a youth options program before the State deadlines of October 1 for the Spring semester and March 1 for the fall semester.

# SR. HIGH SCHOOL CO-CURRICULAR CODE

## PHILOSOPHY AND PURPOSE

The School District of Sevastopol recognizes and supports the importance of co-curricular activities which encourage maximum participation and which are organized to meet the physical, intellectual, social, and emotional needs of students. It should be stated that commitment to regular school work must take precedence over involvement in any of the activities. The specific purposes of activities should support and enhance the educational goals of the School District of Sevastopol, and the organizations of co-curricular activities should comply with School Board policies and established administrative procedures.

Because the School District of Sevastopol is proud of the many varied co-curricular experiences available to its students, it is difficult to develop a code which is tailored to each activity. The intent of this document is to provide standards by which a sound, consistent, and fair educational program can be administered.

Participation in co-curricular activities is a privilege not a right. A student must earn this privilege through dedication, desire, and discipline. Without them, a student can in no way do justice to himself/herself or to the activity. The administration and faculty believe that to promote a determined course of action for the pursuit of co-curricular achievement and the character training of young persons, the following co-curricular policies must be understood and agreed to by the school, the students, and parents/guardians.

## RESPONSIBILITIES

The participant's greatest responsibility is to be a credit to his/her parents, school, community, and self. Therefore, it is required that the participants:

1. display high standards of social behavior,
2. display high standards of sportsmanship,
3. display proper respect for those in authority, including the administration, faculty, coaches, and officials,
4. display a real spirit of cooperation and togetherness,
5. display proper attitudes toward their appearance.

Parents are expected to set an example for the above responsibilities.

## SPORTSMANSHIP Our Packerland Conference Statement

*Sevastopol High School, the Packerland Conference, and the WIAA require good sportsmanship by student-athletes, coaches, parents, and all spectators at interscholastic athletic events.*

*Good sportsmanship is demonstrated by respecting and positively supporting the student-athletes, coaches, spectators, and officials.*

*Profanity; racial, sexist, or ethnic comments; and any other intimidating action that is directed at officials, student-athletes, coaches, or spectators will not be tolerated and will be grounds for removal from this interscholastic athletic event.*

*Good sportsmanship is the responsibility of student-athletes, coaches, parents, and all spectators. Please display good sportsmanship at all times.*

*Thanks for your cooperation.*

Also, as a safety measure, the Packerland Conference is requesting that for basketball games, the first row of bleachers be left open and that all fans stay off the playing surface and the area immediately surrounding the playing surface. Please do not crowd the floor.

### **CATEGORIES OF CO-CURRICULAR ACTIVITIES**

#### **Category I**

This area includes those activities where involvement in the activity occurs outside the regular school day and is competitive in nature. The coach/advisor must determine the school team and the criterion for earning letter/certificate awards for successful completion of the activity. The focus for competition is interscholastic, and participants are understood to be all students involved in the activity. This includes managers, statisticians, and student trainers. Activities included in this category are:

##### **Fall Season**

Boys Soccer  
Cross Country  
Football  
Girls Swimming  
Volleyball

##### **Winter Season**

Boys Basketball  
Girls Basketball  
Wrestling

##### **Spring Season**

Baseball  
Girls Soccer  
Golf  
Softball  
Track

#### **Category II**

This category includes those activities which, for the most part, are conducted outside the regular school day. These activities involve public performances and are usually judged against a set of standards as opposed to competition against other teams. In most cases awards and/or recognition are given for successful completion of the activity. Activities included in this category are:

Destination Imagination  
Forensics  
Math Team  
Mock Trial

School Musical  
School Play  
Special Musical Groups

#### **Category III**

This category includes activities in which students volunteer to participate. It is understood that students are encouraged to become involved in these endeavors. Activities included in this category are:

Drama Troupe  
FFA  
Letter winners  
Multicultural Club

Peer Leaders  
SADD  
Student Council

Students must possess the desire to participate and become part of a group. Each advisor will monitor his/her respective group to uphold and maintain reasonable expectations. In cases where disciplinary situations arise, the advisor will confer with the principal to determine appropriate action.

#### **Category IV**

This category includes those activities whose members are elected or appointed to positions of leadership and public recognition from respective student or faculty constituencies. Students in this category are expected to be representative of the values, expectations, and ideals espoused by the school. The activities included in this category are:

Badger Girls and Boys  
Class Officers  
Envirothon  
Homecoming Court  
National Honor Society

Prom Court  
Sadie Hawkins Court  
Solar Olympics  
Trees for Tomorrow  
Youth in Government

In order to be eligible to be selected for a category IV event, students must be in good academic standing as determined by this code, and have no code violations or out-of-school suspensions in the six months prior to the election/selection. Once a student has been notified of selection to an activity listed above, the student will be required to adhere to the Code of Conduct established by this Co-Curricular Code to maintain eligibility.

#### ACTIVITY CHANGES

A student may drop one activity and join another during the same season with the approval of the two head coaches/advisors involved. If the two coaches/advisors cannot agree, the student may contact the athletic director or principal who will meet with the two coaches/advisors and make a decision. The Athletic director must be informed of all roster changes.

#### PERSONAL APPEARANCE

Because an individual in a co-curricular activity is viewed by the public, he/she becomes a representative of the school and is considered to be in a position of leadership. Therefore, the student's personal appearance not only reflects upon his/her attitudes but those whom he/she represents.

Due to rapid changes in styles, no definite rules can be adopted in regard to personal appearance or dress, but neatness, cleanliness, and moderation shall be encouraged. The School Board policy and student handbook dress code applies. Each coach shall set his/her own regulations and enforce them. Disciplinary action as deemed necessary shall be taken by the coach and principal.

#### ELIGIBILITY

1. To be eligible for co-curricular activities, a student must be in compliance with the Sevastopol School policies concerning correct and legal enrollment (residency) and the rules and regulations of the individual activity associations, i.e., athletics, WIAA, forensics, NHS; etc., and this Co-Curricular Policy.
2. The participant and his/her **parent/guardian must sign** an "acknowledgement of receiving the school athletic code and WIAA rules of Eligibility" or attend an individual conference held by the Athletic Department before the student will be permitted to participate.

#### TERM ACADEMIC ELIGIBILITY

1. All students in grades 9 – 12 in any co-curricular activities under Category I, II, or IV must meet one of the two following academic expectations for the previous quarter in order to be eligible to participate:

pass all classes for the previous quarter and earn at least a 1.5 GPA for the previous quarter.

or

with one F for the previous quarter still earn at least a 2.5 GPA for the previous quarter. **The F grade can not be in a required class.**

Incompletes will be reviewed on the appropriate due date.



2. If a student does not meet the criteria stated in No. 1, he/she will not be allowed to participate (placed on academic suspension) in games, contests, or performances for three weeks (15 consecutive school days **and nights** including Saturday events) as outlined in a meeting with the student and in a letter set to the parents/guardians. During the suspension time, the student must continue to practice and attend meetings, but he/she may not be involved in any inter-school competitions or performances. Considerations may be granted during a conference with his/her teachers, principal, and parents/guardians to a student who passed all his/her classes but did not receive at least a 1.5 GPA for the quarter.

If a student is found to be academically ineligible, he/she must complete a minimum of five 30-minute study sessions with an instructor in a content area in which he/she is failing or deficient.

The Wisconsin Interscholastic Athletic Association (WIAA) felt that these rules applied to fall activities were unfair. Thus the following modification has been made for athletes academically ineligible for the fall season. The period of ineligibility shall be the lesser of

(a) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport

or

(b) one-third of the maximum number of games/meets allowed in a sport (rounded to the nearest whole game/meet).

3. At the conclusion of the ineligibility period, the student may be reinstated by the following procedure:

- a. Verify in writing on a form obtained from the athletic director that he/she is doing passing work in all courses in which he/she is currently enrolled and has at least a 1.5 GPA.
- b. Satisfactorily complete the five -30 minutes study sessions.
- c. Present the form to the principal or athletic director.
- d. The principal or athletic director will reinstate the student.

4. All coaches and advisors must excuse students arriving late to practice at or before 4:00 p.m. if he/she has an academic excusal from a teacher. Teachers may require a student to attend an after-school session if that student missed a class for a co-curricular activity.

#### **MID-TERM ACADEMIC ELIGIBILITY**

1. All students in grades 9 – 12 in any co-curricular activities under Category I, II, or IV must be passing all classes and be earning at least a 1.5 GPA at the mid-term grading period in order to be eligible to participate.

2. If a student does not meet the criteria stated in No. 1, he/she will not be allowed to participate (placed on academic suspension) in games, contests, or performances until passing grades are achieved. Students may regain their eligibility by verifying in writing on a form obtained from the athletic director that he/she is passing all courses in which they are enrolled. Verification forms must be presented to the principal or athletic director before the student athlete may be reinstated.

#### **WIAA ELIGIBILITY WHO MAY PARTICIPATE INTERSCHOLASTICALLY**

A school may use on its interscholastic teams only its full-time students enrolled in grades affiliated with WIAA membership.

Note: No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

The administration of the school is responsible for the eligibility of all its athletes. A student must meet school and WIAA definition of a full-time student (as identified by school policy), be carried on a school's attendance rolls and be meeting the minimum academic requirement in

credits accepted by the school in order to be eligible to participate in any interscholastic competition.

1. Students that are academically ineligible, ineligible due to code of conduct violations, or those required to miss the next competitive event due to being ejected from their last competitive event, may participate in scrimmages against other schools according to local school policy. Students ineligible for other reasons may not participate in scrimmages against other schools.

2. For varsity eligibility, public school students are basically eligible to participate in the district in which their parents reside in their primary residence. A transfer of guardianship, or reaching 18 years of age, does not set aside this rule. Parents may not establish a secondary residence, in a second district, and gain athletic eligibility. Nonpublic school students, with the exception of boarding schools, must reside full-time with parents in their primary residence. Note: For the purpose of this rule, attendance at one day of class and/or attendance at one athletic practice shall determine "beginning of school year."

3. State open enrollment students are eligible starting with the fall season, from a residence standpoint. If this student transfers back to the school of residence or to a nonpublic school, after attending one day of school or one athletic practice, he/she is ineligible for varsity competition for the remainder of that school year. Additional transfer restrictions may also apply to students who have completed four consecutive semesters following entry into Grade 9.

4. Board of Education approved full-time student(s), paying their own tuition and residing full-time with parents in their primary residence shall be afforded eligibility. Additional transfer restrictions may also apply to students who have completed four consecutive semesters following entry into Grade 9.

5. Students not meeting residence requirements and who are within the first four consecutive semesters following entry into Grade 9 will be eligible for nonvarsity competition only, unless a waiver is provided.

6. All transfer students should initially be treated as ineligible athletes until the athletic director at the receiving school has had the opportunity to completely check all aspects of athletic eligibility.

A student, who transfers with a status of ineligibility for disciplinary reasons or academics, retains such status at his/her new school for the same period as decreed by the former school.

A student who transfers within the first four consecutive semesters following entry into 9th grade, without an accompanying change of parents' residence, is ineligible to compete for the remainder of that school year if transfer occurs after attending one day of school or one athletic practice at the previous school.

First-time 9th grade students will be permitted one transfer upon appropriate petition to the WIAA Board of Control if the student has attended no more than three days of practice and/or no more than three days of school.

7. A student who transfers from any school into a member school after the fourth consecutive semester following entry into Grade 9 shall be ineligible for practice and competition for one calendar year unless the transfer is made necessary by a total change in residence by parent(s), or a waiver is provided.

8. If within the first four consecutive semesters following entry into grade 9 and with written consent from both schools directly involved, a first-time transfer student (transfer after beginning of school year) shall be eligible for non-varsity competition only for one calendar year, unless a waiver is provided. Students transferring more than once in any school year are not eligible for any level of competition unless a WIAA waiver is provided. (RE – Art. II Sect. 3-A-3)

9. Foreign exchange students may be granted one year of varsity eligibility if they come to a school through a CSIET approved exchange program with full listing status. These students are not eligible until the appropriate form has been submitted to the WIAA and eligibility has been granted.

Foreign exchange students who transfer from one school to another should be regarded as ineligible for varsity competition, the same as any other transfer student. (RE – Art. I and Art. II)

**SCHOOL DECORUM (GOOD BEHAVIOR)**  
**“Conduct unbecoming”**

Since all co-curricular participants are representatives of the school, their behavior should be of such a nature that demonstrates maturity and responsibility. Any misconduct not covered elsewhere in this policy shall be dealt with on an individual basis. Appropriate penalties will be decided on among the coaches/advisors, the athletic director, and the principal.

**TRAVEL REGULATIONS**

1. Activity members must use the mode of travel provided by the school.
2. A participant who travels to an out-of-town activity with a school group must return with that group. Exceptions to this rule are:
  - a. If a parent/guardian is present at an out-of-town site, the parent/ guardian may request the student to return with him/her. This request must be made in person and in writing by the parent/guardian to the coach/advisor in charge.
  - b. The parent/guardian may make prior arrangements in advance of the trip for his/her student to ride with another adult. A note describing the alternative travel arrangements must be completed by the parent/ guardian. Details of these arrangements will be forwarded to the athletic director or principal for approval and the student may be released to the designated adult.
  - c. The participant may be dropped off at his/her home if it is along the route but not be dropped off at any other location.
3. It is the individual’s responsibility to get to and from Sevastopol School for practices and games/meets not held after school.
4. Students participating in cooperative sports, Golf, or other activities as to be determined must have a Transportation Permission Form completed if they desire to drive or must find their own transportation to practices and home contests.

**ATTENDANCE**

1. If a student wishes to be a member of a school co-curricular activity, he/she must develop a sense of loyalty to that activity. If circumstances arise whereby the student cannot attend practice or a meeting, every attempt should be made to notify the coach or advisor by personal contact, phone call, or written statement from a parent/guardian prior to the missed practice or meeting. The only legitimate excuses for missing a contest or practice are illness, injury, funeral, or an emergency. Working, hunting, weddings, or travel are not necessarily legitimate excuses and shall be handled as seen fit by each coach.
2. A participant **must be in school all day** on the day in which he/she is to practice or participate in a contest except in cases of family emergency, excused preplanned absences, or a written medical release obtained from a physician. All students involved in co-curricular activities are required to attend classes regularly. Those delinquent in class attendance are subject to disciplinary action. Lack of attendance in classes may result in failure of class work resulting in ineligibility.
3. Because students are encouraged to be involved in co-curricular activities, coaches and advisors will work to decrease the likelihood of conflicts in schedules. Because avoiding conflicts in scheduling is not always possible, a student who misses an activity to compete in another shall not be coerced or penalized for the choice that the student and parents/guardians must make.
4. Excessive absence from practices, games, or activities may be cause for removal from the group.

**CODE OF CONDUCT**

The following are established policies of the Co-Curricular Program. Deviation from these standards will mean suspension from part or the entire program. Unless otherwise described,

the term "violation" in this code means a confirmed or admitted violation. Coaches/Advisors will clearly communicate to participants the criteria for awards and letters as well as reviewing this Code of Conduct. This code is in effect for the 12-month period following the end of the last activity a student participated in.

1. All students involved in co-curricular activities shall not illegally use and/or possess any tobacco product, alcohol, controlled drugs, or drug-related paraphernalia during the entire calendar year (including summer months).
2. All students shall not attend any function or facility where alcohol or drugs are openly being used, with the exception of:
  - a. when accompanied by one or both parents or legal guardians.
  - b. at weddings to which the student is invited.
  - c. at any facility which derives a major share of its income from the sale of food or service in addition to the sale of alcohol, as long as the student does not loiter in the bar area.
  - d. in employment situations where a student may serve or sell alcoholic beverages and/or tobacco products at his/her place of employment, provided it is to a person of legal age, and in the presence of adult supervision at all times who possesses a license for such purpose.
3. No student shall transport alcoholic beverages or drugs or be in a vehicle in which he/she **is aware that** alcoholic beverages or drugs are being transported unless he/she is accompanied by a parent or legal guardian.
4. Being at an "unacceptable social gathering" where alcoholic beverages or illegal drugs are being consumed is not acceptable behavior. This will result in a written warning if this is the student's first reported incidence of being at an "unacceptable social gathering" during his/her high school career. Repeat attendance at "unacceptable social gatherings" will result in suspension.
5. Conduct in or out of school shall be such that it will not bring discredit to the student, his/her parents/guardians, the school, or the team.

#### CODE VIOLATIONS

Accusation of any violation of the Code of Conduct rules must be submitted in writing to the principal and must be signed by the adult (non-student) accuser. Personal admission of an infraction by a student in the presence of school personnel may also be reported. Such reports must be made within 30 days of the said violation. Violations may also be reported by police officers or the court system through the media. Cyber images implicating a student-athlete will also serve as verification of a code violation. These violations will be dealt with by the principal within 30 days of notification of the infraction. Parents/Guardians are also encouraged to report code violations by their own student.

#### DISCIPLINARY PROCEDURES

An administrator must:

1. give the student oral notice of an alleged violation.
2. give the student an explanation of the information which the school authorities have which supports a finding that the individual has committed a rule violation.
3. request that the student present his/her side of the story in writing. Grant the student permission, upon request, to be accompanied by his/her parents/guardians or other representative during such presentation.
4. make a determination as to whether the student has violated the co-curricular code.
5. notify parents/guardian before any disciplinary action is taken.

## PENALTIES

### I. Violations

A competitive season is defined as beginning on the first day of practice and continuing until the day following the last contest in a specific sport or activity. Other co-curricular programs may be year-long. Regardless of whether an activity has a specific season or is year-long, all co-curricular programs will be subject to disciplinary action throughout the entire school year.

During the period of suspension, the student will be required to practice and meet all obligations of the activity. Failure to do so may result in dismissal from the activity. The suspension will then carry over into the next activity in which the individual is involved. Students entering an activity with a suspension must complete the season for the suspension to be considered fulfilled. A student who transfers to Sevastopol with a status of ineligibility for discipline reasons retains such status for the same period as decreed by his/her former school.

Any violation which cannot be made up in its entirety during one season will have the remaining percentage carried over into the next activity. For example, if a student was suspended for 50 percent of a season but only had 2 of 10 scheduled activities remaining in the season ( $2/10 = 20$  percent), he/she would be suspended for 30 percent of the next activity.

In addition to length of suspension, administration must also consider:

1. AODA violations,
2. multi-activity / categorical involvement,
3. honesty clause,
4. award considerations.

#### A. First Violation

Category I: The participant will be suspended for 25 percent of the competitive contest season schedule in which he/she is or will be competing. The actual events of ineligibility will be rounded to the nearest whole number (0.5 will be rounded up).

Category II: The participant will be suspended from the activity for one day of performance as determined by the principal.

#### B. Second Violation

Category I: The participant will be suspended for a number of contests equal to 50 percent of the season. The actual events of ineligibility will be rounded to the nearest whole number (0.5 will be rounded up).

Category II: The participant will be suspended for three days of performance as determined by the principal.

#### C. Third and Subsequent Violations

Categories I and II: The participant will be suspended for one calendar year from the date of the violation.

Any consequences issued to students involved in Categories III and/or IV activities will be done independently of all consequences for the same offense in other co-curricular activities. Sevastopol administration reserves the right to determine minimum penalties for violations under F. of the Code of Conduct including but not limited to criminal behavior.

### II. Alcohol and Other Drug Violations

#### A. First Offense

If a participant is found to be in violation for the first time, he/she will be required to attend an AODA conference with the school guidance counselor. This conference must occur before the student will be reinstated.

**B. Subsequent Offenses**

If a participant is found to be in violation a subsequent time, it will be mandatory for him/her to seek and complete an AODA assessment by an outside agency. Such an assessment could involve a cost to be paid by the individual. The student must complete the assessment before he/she will be reinstated.

**III. Multi-Activity / Categorical Involvement**

Many students are involved in more than one activity at any given time during the school year. The purpose of this section is to clarify the terms of suspension for students involved in more than one activity in Categories I and/or II.

**A. Categories III and IV**

Any consequences issued to students involved in Categories III and/or IV will be done independently of consequences for the same offense in other co-curricular activities.

**B. In-Season Violations**

Students will be suspended from every in-season activity in which they participate for the number of contests or performances as stated under I. Violations.

**C. Out-of-Season Violations**

Students will be suspended from all Category I and II activities until the earliest date that they complete their suspension in one of their current Category I and/or II activities.

**IV. Honesty Clause**

Students who willingly inform the administration of their own involvement in a violation of the code will have their consequence reduced by one day of performance. This leniency for honesty will be applied one time only during a student's high school career.

**V. Award Considerations**

In- or out-of-season violations will be treated the same regarding awards/letters. No Sevastopol School District awards or letters will be given in the activity in which the suspension began.

**REINSTATEMENT PROCEDURE**

Any student suspended from a co-curricular activity for a code violation must be reinstated through a conference between the principal and/or athletic director and the student.

The purpose of this conference is to:

1. aid the student in analyzing the ramifications of his/her choices.
2. provide information about the consequences of future code violations. Written notification of the conference proceedings will be sent to the parent/guardian and coach/advisor.

**APPEAL PROCEDURES**

This process recognizes the rights of the individual. It outlines his/her recourse in the event he/she feels that the alleged offense did not occur. The appeal procedure outlined hereafter is the process a student and his/her parents/guardians are to follow in appealing decisions relating to suspensions.

1. An individual and/or parents/guardians may formally appeal a suspension decision in writing to the athletic director within one school day from the verbal notification of the suspension. The student will remain under suspension throughout the appeal process.

2. The athletic director will ask the superintendent to arrange an appeal hearing to be set no later than five school days from the date of the appeal request and will make every attempt to have the hearing prior to the next contest or performance.
3. The appeal will be ruled upon by the superintendent or his/her designee. Refusal to meet with the superintendent or his/her designee will result in the forfeit of the right to appeal.
4. The appeal decision shall be put in writing and a copy mailed to the student and his/her parents/guardians within five school days.
5. Any further appeal must be put in writing to the president of the School Board within five school days of the written notification of the superintendent or designee. The student will be under suspension for his/her violation until a ruling can be made by the School Board.