



EVERGREEN HIGH SCHOOL

14544 County Road 6 Metamora, OH 43540 • 419-644-2951 • evgvikings.org

Building on Tradition • Committed to Excellence • Cultivating the Future

Evergreen High School

2023-2024

14544 Co Rd 6 Metamora, OH 43540

Telephone: 419-644-2951

MAIN OFFICE

Brady Ruffer - Principal

Dylan Henricks - Director of Athletics

Ashlee Ricker - Administrative Assistant

COUNSELING OFFICE

Amanda Brehm - School Counselor

Cindy Pinkelman - Counseling Assistant

THIS PLANNER BELONGS TO:

NAME: _____

GRADE LEVEL: _____

(Please return to the Main High School Office if found)

****Revised (6/2023)****

Mission Statement

Building on Tradition, Committed to Excellence, Cultivating the Future.

Vision Statement

Creating innovative pathways that empower students to positively impact the world.

Core Beliefs

We are dedicated to our students, our most valuable resource.

We respect all individuals in our school and community.

We appreciate that each person has a unique purpose.

We recognize the unlimited potential in every student.

We empower students to make responsible decisions.

We strive to develop strong character in each student.

We promote empathy and compassion for others.

We value family and community.

We are committed to the safety of our students.

SCHOOL NICKNAME: VIKINGS

COLORS: GREEN & GOLD

Welcome to Evergreen High School! The information found in this student handbook is intended to assist you during the school year and to make your experience as a student as meaningful and worthwhile as possible. The policies and procedures found in the handbook are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their right to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. All staff and students are expected to be aware of the items contained in this handbook. We hope that you will participate in our varied activities and find those things in our school which will prepare you to live a better life and positively impact the world.

Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have questions that are not addressed in this handbook, contact your Principal or School Counselor.

Daily Bell Schedules

Traditional Schedule: Monday/Wednesday/Friday		Enrichment Schedule: Tuesday/Thursday	
		Period 1	8:00 - 8:41 (41 minutes)
Period 1	8:00 - 8:48 (48 minutes)	Period 2	8:44 - 9:25 (41 minutes)
Period 2	8:51 - 9:35 (44 minutes)	Period 3	9:28 - 10:09 (41 minutes)
Period 3	9:38 - 10:22 (44 minutes)	Period 4	10:12 - 10:53 (41 minutes)
Period 4	10:25 - 11:09 (44 minutes)	Enrichment	10:56 - 11:21 (25 minutes)
Period 5		Period 5	
Lunch 5A	11:09 - 11:39 (30 minutes)	Lunch 5A	11:21 - 11:51 (30 minutes)
Class 5B	11:42 - 12:26 (44 minutes)	Class 5B	11:24 - 12:05 (41 minutes)
Class 5A	11:12 - 11:56 (44 minutes)	Class 5A	11:54 - 12:35 (41 minutes)
Lunch 5B	11:56 - 12:26 (30 minutes)	Lunch 5B	12:05 - 12:35 (30 minutes)
Period 6	12:29 - 1:13 (44 minutes)	Period 6	12:38 - 1:22 (44 minutes)
Period 7	1:16 - 2:00 (44 minutes)	Period 7	1:25 - 2:06 (41 minutes)
Period 8	2:03 - 2:50 (47 minutes)	Period 8	2:09 - 2:50 (41 minutes)

2-Hour Delay	
Period 1	10:00 - 10:29 (29 minutes)
Period 2	10:32 - 11:01 (29 minutes)
Period 3	11:04 - 11:33 (29 minutes)
Period 4	11:36 - 12:05 (29 minutes)
Period 5	
Lunch 5A	12:05 - 12:35 (30 minutes)
Class 5B	12:38 - 1:07 (29 minutes)
Class 5A	12:08 - 12:37 (29 minutes)
Lunch 5B	12:37 - 1:07 (30 minutes)
Period 6	1:10 - 1:40 (30 minutes)
Period 7	1:43 - 2:13 (30 minutes)
Period 8	2:16 - 2:50 (34 minutes)

District Calendar

Aug. 21:	District/ES/MS/HS Mtgs. - Workday
Aug. 22:	Teacher Workday
Aug. 23:	First Student Day
Sept. 1:	NO SCHOOL (District In-Service Day)
Sept. 4:	NO SCHOOL (Labor Day)
Sept. 5:	NO SCHOOL (Fair Day)
Oct. 5:	Parent /Teacher Conferences
Oct. 6:	NO SCHOOL (Teacher Work Day)
Nov. 22-27:	NO SCHOOL (Thanksgiving Break)
Dec. 23-Jan. 1:	NO SCHOOL (Christmas Break)
Jan. 2:	NO SCHOOL (Teacher Workday)
Jan. 3:	First Day of 2nd Semester
Jan. 15:	NO SCHOOL (MLK Jr. Day)
Feb. 15:	MS/HS Parent Teacher Conferences
Feb. 16:	NO SCHOOL - District In-Service Day
Feb. 19:	NO SCHOOL (Presidents Day)
Mar. 11-15:	NO SCHOOL (Spring Break)
Mar. 29	NO SCHOOL (Good Friday)
April 1:	NO SCHOOL (Easter Monday)
May 19:	Senior Graduation Ceremony
May 27:	NO SCHOOL (Memorial Day)
May 30:	Last Student Day (DISMISS 1-HOUR EARLY)
May 31:	Teacher Workday

Exam Schedule: Exams will be taken at the end of each semester. Below will be the exam schedule for the 2023-2024 school year:

Fall Semester

- December 21, 2023: Periods 1,3,5,7
- December 22, 2023: Periods 2,4,6,8

Spring Semester

- May 29, 2024: Periods 1,3,5,7
- May 30, 2024: Periods 2,4,6,8

Policy & Procedure

Building Entrances/Exits: During the school day between the hours of 8:00 a.m. and 3:00 p.m. students and visitors may only enter and exit the building via Door #7 (The Main High School Entrance). All other doors will be locked during that time for security reasons. After regular school hours the two main entrances along with the cafeteria and hallway door will remain open until 3:45 p.m. After 3:45pm, students may not be able to access their locker, the offices, or the Media Center.

Adult or Eighteen Year Old Students: Eighteen year old or older students will be treated the same as all other students and will be expected to conform to all school rules and regulations. If residing at home, adult students should include parents in their educational programs.

Book Bags/Gym Bags: Book bags/gym bags are permitted to transport books and other necessary school-related items to and from home. For safety and security reasons, they are NOT permitted in classrooms. Once school begins, all book bags/gym bags are to remain in individual student lockers.

Locks and Lockers: Each student is assigned a locker and is responsible for everything that is put into that locker. Students should NOT share lockers with other students. Students are responsible for locking and securing their locker at all times. Since the locker is the property of the District, there is no expectation of privacy. Students are not allowed to make any unauthorized locker changes. If changes need to be made, students should notify staff in the high school office. Only approved (v60) locks may be placed on any school locker. Students should not write, mark, or inappropriately decorate a locker. The High School administration reserves the right to search lockers and their contents to ensure the safety of students in the building or for any other reason deemed necessary.

Closing Of School: Occasionally, certain conditions will necessitate the closing of school. If Final Forms are up to date, parents will receive automatic notification based upon chosen preference. Information can also be found by tuning your radio or television into local media stations. Extracurricular activities scheduled for the day of a school closing may still be held if weather conditions improve. Evergreen Schools uses a system called School Messenger for school closings, cancellation, and important announcements. Within minutes of a need for a school notification, school officials are able to use School Messenger to deliver a single, clear message to students' parents or guardians by telephone, cell phone, or email in any combination. Please be sure that all Final Forms are updated to ensure important messages from the school are received.

Cafeteria Account Guidelines: The high school cafeteria utilizes a computerized system. The system aids and monitors student cafeteria account balances, while also processing lunch payments more efficiently in order to allow students more time to eat lunch. All students are issued a confidential PIN number allowing access to their individual cafeteria account. Students are permitted to add money into their account by making deposits in marked envelopes in the high school office. Cafeteria cashiers will notify the student when they have a low account balance. In addition, other specific guidelines include:

- Students are permitted to charge a maximum of \$5.00 on their account.
- Students are not permitted to use anyone else's cafeteria account.
- No cash or envelopes will be accepted during the breakfast or lunch lines.
- Money must be deposited in the High School office by 9:45 a.m.
- A-la-carte price will be assessed for the purchase of a second lunch.
- You must keep money in your account to be able to use it. Deposits are entered into the cafeteria account daily at approximately 10:30 a.m. Deposits submitted at 9:45 a.m. will not be entered into your account until 10:30 a.m., so it will not be there for you to use for breakfast that day.

Free Or Reduced Lunch Program: Applications for the National Free and Reduced Price meal program are still available in the High School office and on the District website. Families who meet certain identified income thresholds are encouraged to complete a fee/reduced lunch application. Families who qualify as free or reduced through the National School Lunch Program may qualify for other benefits or fee reductions. Students may bring their lunches to school to be eaten in the school's cafeteria. A microwave is available for student use. Breakfast is available for all EHS students from 7:30 -7:55 a.m. daily. Breakfast will not be served on mornings of a 2-Hour Delay.

Elevator Use: The elevator is for the use of handicapped students, staff, and visitors who are on crutches, in a wheelchair, or otherwise unable to navigate the stairs on their own. A student who needs access to the elevator will be instructed on its use and may allow one student escort to ride with them in the elevator if necessary.

Emergency Medical Forms: Emergency Medical forms (EMFs) are required by Ohio Law in an effort to maximize the safety of students while in school. EMFs are maintained through the Evergreen Final Forms account (<https://evergreen-oh.finalforms.com/>). All forms (including Emergency Medical Forms) must be completed in Final Forms prior to the first day of school. Disciplinary action up to and including the removal from school may result from failure to complete all required forms.

FERPA: The school district complies with guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities and military recruiters should contact the counseling office in writing by August 23rd.

Fees, Fines And Charges: EHS assesses specific course and activity fees. Fees are determined by the cost of materials, freight/handling costs and/or for the loss or damage to school property. Fees are to be paid in full before the end of each school year. Invoices will be sent home in October of each academic year. Contact the Principal to make fee payment arrangements should there be extenuating financial circumstances. Fees may be waived in situations where family hardship exists, contact the Principal for a fee waiver form. Students using school property and equipment may be fined for excessive wear and abuse of the property and equipment. Excessive wear/abuse fines are used to pay for the damage, and/or the replacement costs. Late fines can be avoided when students return borrowed materials promptly. Failure to pay fees, fines or charges may result in the withholding of a diploma or suspension of privileges. Student course fees are capped at \$125 per student. This fee cap is limited only to course fees per academic year and excludes athletic participation fees, co-curricular fees (band, choir, and FFA Membership), an accumulation of unpaid fees from previous academic years, and other administrative fees.

Food/Drinks In Classroom: No food and/or drinks are permitted in classrooms. All food/drink items must be consumed in the cafeteria. Teachers may request a waiver of this rule from the Principal when a curricular activity includes food/drinks for the day's lesson.

Fundraising Projects & Student Sales: No group, club or individual may solicit or accept donations from other students at school or while under the jurisdiction of the school without advance permission from the Principal. All fundraising projects will be cleared through the Principal before being placed on the school's calendar. Students are not permitted to sell any item or service in school without the Principal's approval. Violation of this guideline may lead to disciplinary action.

Immunizations: Each student should have immunizations required by law or have an authorized waiver. If a student does not have the necessary shots and/or waivers, the Principal may remove the student or require compliance with a set deadline. This policy is for the safety of all students and in accordance with state law. Questions about immunizations or waivers should be directed to the Principal.

Individuals With Disabilities: The Americans with Disabilities Act and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies to all individuals who have access to the district's programs and facilities. EHS provides a variety of special education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act. A student can access special education services through proper evaluation and placement procedures. Parental involvement in this procedure is required; moreover, the school seeks active parental participation in their child's program. Parents should contact the district's special services coordinator for additional information.

Injury And Illness: All injuries must be reported to a teacher and the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

Lockers: A locker is assigned to each student. Lockers, desks, or storage places provided for student use are, and remain at all times, property of the Evergreen Local Board of Education. Therefore, lockers, desks, or storage places provided for student use and the contents thereof are subject to random search at any time without regard to whether there is reasonable suspicion that any locker, desk, or storage place and contents contain evidence of a violation of a criminal statute or school rule. Random searches may include the assistance of dogs trained to detect the presence of drugs. We suggest that you put a lock on your locker. The school is not responsible for stolen items. However, if articles are stolen from lockers, a report should be made to the main office.

Lost And Found: Items left on school property will be placed in the Lost and Found located in the Counseling Office. Unclaimed items will be disposed of at the end of each school year.

Lunch Period/Lunch: 5th period contains our two (2), 30 minute lunch periods (A & B respectively). The lunch period you are assigned to eat is the same lunch period assigned to the teacher that you are scheduled to report to that period. All students must eat in the High School Cafeteria. Students may not eat outside of the Cafeteria without the permission of the Principal or lunchroom monitor. Directions given by the Cafeteria staff and/or monitors must be obeyed at all times. Students may bring a packed lunch but it must be brought in at the beginning of the day. Food may also be purchased in the cafeteria. *Deliveries or special orders of food will not be allowed.*

Media Center: Students may use the media center for reading, research and checking out materials. Passes from classes or study halls are required. Media Center privileges are extended to all unless otherwise limited by the Principal.

Posters/Signs: All posters & signs must be hung with tackless strips or painters tape in designated areas of the building. Posters may be hung only for school related activities and the Principal or advisor must approve all posters and signs placed in any of the halls. All posters must be taken down following the conclusion of the event.

School Publications: All school publications remain part of the school curriculum. Evergreen High School reserves the right to exercise editorial control over school publications.

Safety Drills: Evergreen High School complies with all fire safety/emergency preparation laws and will conduct safety drills in accordance with state law and local requirements. Specific instructions on how to proceed will be provided to students by their teachers, who will be responsible for a safe, prompt and orderly evacuation of the building. Tornado drills will be conducted during the months of tornado season using the procedures prescribed by the state of Ohio.

Study Hall: Study halls are scheduled for the purpose of quietly completing homework, quietly studying school-related material, quietly preparing for tests, or other academic purposes. The following rules apply to all study halls in addition to other classroom rules defined by the study hall monitor:

- Students should report to study hall prepared and on-time when the bell rings.
- Hall/restroom passes are permitted at the discretion of the study hall monitor.
- Students who obtain permission to leave study hall must first sign-out before they depart and sign back in when they return. Pre-signed passes must be presented to the study hall monitor within the first five (5) minutes of the period.
- No talking is allowed without permission of the study hall monitor
- No eating/drinking without the permission of the study hall monitor.
- Technology use should be for an educational purpose.
- Students may be permitted to listen to music using their own headphones as long as the volume isn't able to be heard from elsewhere in the classroom, and the student is making productive use of their time during study hall.
- Headphones, music, restroom use, travel, or any other privilege may be revoked or limited by the study hall monitor at any time if the student is not making productive use of their time, or if they're disrupting others.

Use Of School Equipment And Facilities: Students must receive teacher permission before using any equipment or materials in the classroom and the permission of the Principal to use any school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

Vending Machines: The use of vending machines is only permitted before school and after school. All products received from the vending machines are to be consumed in the cafeteria. Any student found to be tampering with, or lifting the vending machine gate may be subject to disciplinary action.

Textbook Damage: Students are responsible for the textbooks (or library books) received from Evergreen High School. Non-consumable texts are to provide service for five years. Irresponsible handling or mishandling of a textbook may result in the levying of a fine which will compensate for the need of repairing or replacing the book. If you are issued a book which is damaged, it is up to you to call this to the attention of your teacher immediately. Your failure to document damaged materials upon receipt of those materials may result in a fine for

damage inflicted by someone else. Fines may be assessed for missing pages, mutilated pages, destroyed binding, unusually filthy appearance of the book caused by mishandling, etc.

- The full replacement cost of the text may be assigned to the student for blatantly mishandling or damaging a textbook.
- The fee to replace a textbook binding is 25% of the new book price.
- The fee to repair textbook binding is 12.5% book price.

Video Surveillance Cameras: To improve student discipline and ensure the health, welfare and safety of all people, Evergreen High School has installed cameras and video equipment to monitor the building and grounds. Video cameras will be used as evidence in student disciplinary proceedings. For student safety and welfare, video surveillance cameras are placed throughout the building, school grounds, and on buses. Actions recorded on the cameras may be used as evidence in disciplinary action. Attempts to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement.

Visitors: Evergreen High School welcomes adult visitors but asks the following in order to maintain a safe and orderly school environment:

- All visitors to Evergreen High School must enter Door # 7 and immediately check into the main office.
- Visitors must sign in at the main office and present a photo ID before they're permitted to leave the main office.
- Visitors who need to travel outside the main office will be issued a visitors badge in exchange for a photo ID.
- Visitors must sign out and return the visitors badge to office staff in return for their ID.
- Alumni visits are permitted only before and after school hours. Alumni may meet with former teachers during their conference periods providing arrangements have been made ahead of time.
- No visitor may enter a classroom while class is in session.
- Permission will not be granted to visitors to visit students during lunch or to attend classes with you.
- Prospective students wishing to visit Evergreen High School must make prior arrangements through the counseling office or Principal.

Website: Important school information, such as the school calendar, school forms, school closings, staff websites, and other items of interest can be found on the Evergreen Local School District website at www.evergreen.k12.oh.us.

Work Permits: Work permit applications for Evergreen High School minors 14 through 17 of age can be obtained in the High School office. Once the *completed* application is returned to the high school office, a work permit will be prepared and given to the student.

Student Code of Conduct

At Evergreen Local Schools, we believe that each student, staff, and visitors should be treated with courtesy and respect. This will promote and maintain a safe, positive, and appropriate educational climate. The purpose of the code of conduct is to aid in the development of a safe and productive learning environment for all students.

Evergreen Local Schools (ELS) students, including those attending Four County Career Center, IEC, off-campus CBI, or any other facility while a student of ELS are required to behave in a socially and legally acceptable manner at all times including both on and off the school property including in sight of or in view of school property and/or school personnel/representatives. Misconduct by a pupil that occurs off property owned or controlled by the district but that is connected to activities or incidents that have occurred on school property may be subject to the code of conduct.

Four County Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of both Evergreen Local Schools and Four County Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

The Evergreen Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property, and misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of a district official or employee. Violations of

school rules may result in formal disciplinary action through the school. The Lucas and/or Fulton County Sheriff's Department may be called when a student violates a law which governs the citizens of the Evergreen Local School District.

Any pupil engaging in conduct either specifically or generally like that detailed below may be subject to formal disciplinary measures including but not limited to: verbal or written reprimand, referral to school counselor, parent contact or conference, revocation of privileges, detention, Friday school, community service, in-school tutoring, in-school reassignment, emergency removal, referral to law enforcement, suspension, expulsion or permanent exclusion.

- **Disruption of the Educational Process-** Students shall not participate in any activity that disrupts or reasonably provides the potential to disrupt the educational processes or orderly conduct of a school campus, school, school board function, or activity on school board property. Disruption of class, lunch time, or school activities through either verbal, physical, or electronic means are prohibited. Any act that regardless of intent suggests harm, inconvenience, or creates unrest (this includes threats & hoaxes) are strictly prohibited. This includes, but is not limited to false alarms, false claims, dishonesty, forgery, unauthorized use of fire or incendiary devices, gambling, joking violence, insubordination and/or any other activity that the administration deems disruptive. Students will obey the instructions of any staff member at all times.
- **Dangerous Weapons/Instruments-** Student shall not bring, possess, transmit, conceal, or store any weapon or instrument capable of harming another person. This includes any explosive, incendiary or poisonous gas (mace), bomb, grenade, rocket, missile, mine or other device similar to any to the devices listed above. Students are prohibited from bringing or possessing a firearm or concealed weapon on school property, in a school vehicle, or to any school-sponsored activity.
- **Narcotics, Alcoholic Beverages and Drugs-** Student shall not possess, transmit, conceal, consume, show evidence of having consumed, used or offer for sale, or be under the influence of any alcoholic beverages, tobacco products, illegal drugs, unauthorized prescription or non-prescription drugs, look-alike alcohol or drugs, or any mind-altering substance while on school grounds, in school facilities, school-sponsored events, in sight or in view of school property, school personnel/representatives, in other situations under the authority of the District, or in school-owned or school-approved vehicles. This includes paraphernalia associated with tobacco, drugs, inhalants, e-cigarettes, vaporizers, and vapor products.
- **Harassment, Intimidation, or Bullying-** Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. Evergreen Local Schools will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Harassment, intimidation, or bullying means: Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior causes either mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.
- **Vandalism-** A student shall not cause or attempt to cause damage or vandalize the property of another, public or private on school premises, or at any school activity on or off school grounds. Marking, defacing, or damaging school property or grounds will not be tolerated, including but not limited to, damage and/or destruction of information, electronic or other. This includes vandalism to the property of school employees both on and off school property.
- **Threats, Obscenity, & Profanity-** Students shall not use profanity, obscene gestures, nor possess obscene materials. Students will not show any sign of disrespect towards any school employee, student, or visitor. Students shall not act, behave, or talk in any way that may be construed as a threat upon the mental or physical well-being of any student, school employee, or visitor. The unauthorized touching of ANY staff member, which will not be tolerated.
- **Aggressive Behavior, Physical Harm, & Disrespect-** Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. Students shall not cause physical harm to another student, staff member, or visitor. Students will not threaten, harass, haze, fight, or show disrespect to fellow students and/or any other individuals at school. Unauthorized touching, and/or gross misconduct is strictly prohibited.

- **Theft/Stealing-** Students shall not steal, attempt to steal, or cause to steal any private or school property. Unauthorized use, possession, or damage to the property of another is strictly prohibited including, but not limited to, unauthorized duplication, copyright infringement, plagiarism, theft of information, electronic or other.
- **Cheating/Dishonesty-** Students will not lie, cheat, attempt to cheat, assist, or encourage another student to lie or cheat. No student shall assist or aid, in any way, another student in violating school rules, regulations, or policies. This includes the transmission, use, or sale of any unauthorized academic information, electronic or otherwise.
- **Unauthorized Location-** Students shall not use or leave the building or property without proper authorization. This includes being in an unauthorized area during the school day and trespassing.

Students who fail to abide by the rules of Evergreen High School will face consequences for their actions. In addition, students who damage school or personal property, either accidentally or purposefully will be held responsible for paying for the damages. Students who violate the Code of Conduct and are removed/suspended may be required to receive counseling before returning to school.

Possible Disciplinary Actions for Violation of the Code of Conduct:

- **Detentions** - Detentions may be assigned by any teacher or administrator. Students will be given 1 week from the date of assignment to serve their assignment to detention. Detention hall is open on Monday and Wednesday from 3:00 p.m. to 4:00 p.m. Students are assigned a 30-minute or 60-minute detention. Students are to report directly to the detention area and be prepared for a period of supervised study. The detention hall location is posted in the main office. Students must be on time and may not leave the detention area or talk with other students during detention. Students are completely responsible for making arrangements to secure transportation home after the detention hall. Failure to serve an assigned detention will be considered a serious offense and students may be subject to additional assignments to detention hall, Friday School, In-School Reassignment, Out of School Suspension, or other reasonable consequences determined by the Principal.
- **Revocation of Privileges** - Revocation of Privileges may result from failure to comply with the student conduct code or established rules and regulations applicable to those activities. These privileges include, but are not limited to the following: Riding a school bus, driving a vehicle to and from school, attending dances, participating in extra and co- curricular activities including but not limited to prom, homecoming, commencement or other activities, attending field trips, or restriction of internet or email access.
- **Emergency Removal** - Emergency removal from a class will temporarily place a student in the office or out of school, if it is determined that the student possesses an on-going threat to the educational environment or process. A student may be unexcused from the classes missed during the removal.
- **Friday School** – Friday School assignments will be assigned by the Principal. Friday Schools are held from 3:00pm to 6:00 p.m. at Evergreen Middle School. Students must bring materials to study and arrive promptly. Parents/guardians will be notified by a phone call and/or US mail by administration. An unexcused absence from Friday School may result in an additional Friday School(s), In-School Detention, or Out-of-School Suspension being assigned.
- **In-School Reassignment (ISR)** - An In-School Reassignment will result in the student not participating in regular classes or any other school activity during the period of the detention. The assignment of an In-School Reassignment must be done by the administration. The school day(s) will be spent studying and working exclusively on academic work. Credit will be given for all school work completed during the assignment. Parents will be notified by phone and/or mail. In School Reassignment may be arranged at the Northwest Ohio Opportunity School per discretion of the Principal.
- **Out-of-School Suspension (OSS)** - An Out-of-School Suspension results in the denial of attendance and participation in any school activities. Students who are suspended out of school may not be present on school property, participate or attend any school activities or contests (home or away), or be present at activities on property controlled by the school. Students may be suspended from one to ten (1-10) days by the Principal. Progressive suspension may be assigned to students who continually break school rules and/or the code of conduct. If an Out-of-School Suspension is made:

- Parents/guardians will be notified by mail.
 - Courtesy calls by phone will be attempted,
 - Students may not attend classes, school functions, nor be on school property during the length of the suspension,
 - Half credit (a maximum score of 50%) will be awarded for school work missed on the suspended days. (Unless otherwise noted by the principal.)
 - Students will be solely responsible for gathering work missed during the suspension period.
 - To appeal a suspension, a parent/guardian must file a written notice of appeal with the Superintendent within five (5) business days after the date of this notice.
- **Expulsion** - The Superintendent may expel a student for a continual or extreme breach of school policy. Expulsion may be as long as eighty (80) days or one calendar year and can be extended into the following school year. Students who are expelled from school may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school. Expulsion may result in the loss of credit for courses being taken at school, at Four County Career Center, or at any college or university, whether under an Education Option, CCP, or at the students own expense.
 - **Permanent Exclusion** - It is possible that a student may never be permitted to return to school anywhere in the state of Ohio. Permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school: any possession or involvement with a deadly weapon, drug trafficking, murder, manslaughter, assault or aggravated assault, certain sexual offenses, or complicity in any of the above crimes.
 - **Driver's License Suspension** - A student's driver's license may be withdrawn by the Principal with driving privileges removed in accordance with Amended Substitute House Bill 204.
 - **School-Work Related Time** - School-work related time is an option for students to work off their disciplinary consequences. This would be in lieu of the students being suspended Out-of-School. This option requires an agreement between administration and parents/guardians.

Dress Code: It is the policy of the Evergreen Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education. The purpose of the dress code at Evergreen High School is to promote a positive learning environment, promote good behavior, to avoid discipline problems, and to help prepare students for life beyond high school. Students of Evergreen High School are expected to dress appropriately. Clothing is expected to be clean, not torn, and in good taste. Students whose dress disrupts or reasonably provides the potential to disrupt the orderly processes of education may not be permitted to return to class until they are wearing acceptable clothing.

Specific regulations include, but are not limited to, the following:

- Tops, shirts and blouses must not reveal underclothing, midsection, torso, back, chest, breasts or cleavage. Midriffs must be covered at all times. If a shirt/blouse cannot be or will not stay tucked in, it will be considered too short. Shirts/tops of this nature include tank tops, muscle shirts, tube tops, spaghetti straps, see through material and tops that expose any undergarments, and the entire shoulder must be covered by the outermost garment.
- Outdoor apparel (coats, vests, and jackets) should be placed in a student's locker for the duration of the day. Students who consider the building to be cold should wear sweaters, sweatshirts or an over shirt. Blankets will not be permitted in the building.
- The beltline and/or waist band of all pants and shorts, and sweatpants etc., must be worn at or above the waist of the student and must not reveal any underclothing.
- Sunglasses shall not be worn in the building unless prescribed by a physician.
- For the purposes of safety and security, hats, head coverings, & hoods are not permitted except for religious or medical reasons previously approved by the Principal. No ball caps will be worn in the building from 7:30am-2:50pm.
- No clothing that depicts violence, refers or advocates gang activity or affiliation, displays reference to drugs, alcohol, tobacco, or sexual in nature.
- The dress regulations may be waived or amended for special spirit days with permission from the building administrator.
- Any attire deemed inappropriate or disruptive by the administration.

Violators of these standards will be asked to correct the infraction. Refusal to correct the infraction or repeated violations of the dress code will result in other disciplinary measures as part of the student code of conduct. The Principal, with the assistance of the faculty, is responsible for uniformly administering the dress code. The Principal's decision is final.

Articles Prohibited in School: We are concerned about the safety of all our pupils. Each year, a number of problems arise because some students bring articles to school which are hazards to the safety of others or interfere in some way with the educational process. Water bottles must be clear and closable. Students will not be able to wear any earbuds throughout the school day, unless specifically given permission in a teacher's class. At any time during the school year, the administration may prohibit an item(s).

Bullying: Incidents of harassment, intimidation, or bullying must be reported immediately to an adult. Students participating in the bullying of another are subject to formal discipline according to the student code of conduct. Consequences for bullying include the possibility of suspension or expulsion. Anonymous reports of bullying may be made online from the "Report Bullying" icon at <http://www.evergreen.k12.oh.us>. Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

Technology

School Owned Technology:

Students issued a school owned device will be expected to use the device in a manner that is strictly educational in nature. Use or possession of software that is in violation of the acceptable use policy is strictly prohibited. Students in violation of the acceptable use policy with the use of a school issued device may be subject to formal disciplinary consequences or may be denied the privilege to use/possess a school owned device.

1:1 Chromebook Initiative: As technology advances, and colleges and careers are requiring more online content and connectivity, it is imperative for students to leave Evergreen Local Schools knowing how to be responsible digital citizens, and how to access curriculum online and in a paperless format. Therefore, each Evergreen High School student will be administered a Chromebook for classroom and home use. These Chromebooks and accessories remain property of Evergreen Local Schools, and are subject to all the policies and bylaws associated with Evergreen Local Schools. Each student will be assessed a \$25.00 annual protection plan that will cover associated Chromebook costs (see below for specifications).

Chromebook Protection Plan: Students will be assessed an annual \$25.00 protection plan for 1:1 Chromebook use. This protection plan will help to offset the costs of repairs and accessories. Students must pay this protection plan upfront in order to participate in the 1:1 initiative.

Chromebook Damages and Repairs: In the event of accidental damage to the Chromebook or accessories, the following guidelines are in place for repairs. A Chromebook is defined as the computer/laptop, and accessories are defined as the battery pack charging cord and protective case:

- In the event of intentional property damage, the student assumes 100% cost of repairs.
- In the event of an accidental break or damage, students will be charged repair costs. Accidental damage is defined as: screen cracks, water damage, protective case damage, and battery pack/cord damage, etc. Accidental damage payments are as follows: 1st Offense: \$10, 2nd Offense: \$25, 3rd Offense: \$35 and potential loss of device take-home privileges. Students will assume the cost of repairs for all subsequent incidents after the 3rd incident of accidental damage, and Evergreen Local Schools will assume the cost of labor. All internal malfunctions will be covered by Evergreen Local Schools.
- In the event of damage, students will need to fill out a damage report form found on the school website under the 1:1 Chromebook tab. Damages will be assessed by the Technology Coordinator and/or administration. Another Chromebook may be provided to the student until the student's Chromebook has been repaired, provided that the incident was the first that required repairs. All other instances of damage beyond the first incident will require students to only have access to a Chromebook at school until their Chromebook is repaired and returned.
- The technology coordinator and administration reserve the right to alter these guidelines when deemed necessary and appropriate.

Chromebook Daily Rules and Procedures:

1. All documentation, including the Acceptable Use Policy, must be signed and on file before a student is allowed to operate his or her Chromebook.
2. All Chromebooks will have a sticker provided by the Evergreen Local School District identifying its student user. If a Chromebook is lost or stolen, contact the technology coordinator or an administrator immediately.
3. Administration, teachers and staff maintain their own classroom management plans and procedures regarding Chromebook usage. Students may only use their Chromebooks when given express permission by the teacher/staff member. Failure to comply may result in disciplinary action.
4. Students are expected to have their Chromebooks fully charged at the beginning of each day. While charging stations will be provided in classrooms and throughout the school building, it is important for students to have their Chromebooks charged each morning for immediate use. Disciplinary action will be issued for students who habitually bring their device to school without a full charge, or forget to bring their Chromebook to school on multiple occasions.
5. Students are expected to take their Chromebook to every class, unless directed otherwise. Since teachers are encouraged to operate a digital classroom with online content, it is imperative for the Chromebooks to be with students for each class period.
6. Students may use Chromebooks before and after school in the cafeteria. All rules/regulations regarding use can be found in the Acceptable Use Policy.
7. Chromebook browsing history and G-Suite content is subject to search by school personnel at any time. Inappropriate usage of a Chromebook may result in disciplinary action.
8. Students should refrain from placing stickers or drawing on the Chromebook or protective case.
9. Students should not remove the identification sticker provided by the Evergreen Local School District.
10. Illegally bypassing the web filter for any reason will result in disciplinary action. This includes any use of VPNs (virtual private networks)
11. Inappropriate images or media may not be searched, used, or loaded as a screensaver or background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
12. Students must keep passwords confidential.
13. Sound on the Chromebook must be muted at all times unless specifically instructed otherwise by school personnel.
14. Digital sharing of documents is preferred. Printing is discouraged but available as needed in the media center.
15. The Chromebook should not be used with food and drink present.
16. Loss or theft of a Chromebook or related accessory should be reported to the administration immediately.
17. Chromebooks will be used for mandatory state assessments, and will be collected for a brief time in order to prepare the devices for testing and/or software updates.
18. For more information on guidelines, frequently asked questions, and Chromebook information, please see the district website.

Internet Connection: Wireless Internet is provided by the Evergreen Local School district (identified as Evergreen Public). Students **MUST** have an Acceptable Use Policy signed and on file at Evergreen Middle/High School. Students may not connect to the internet using cellular data plans (3G, 4G, LTE, or 5G) or their home internet provider during the school day.

Cell Phones/Electronic Communication Devices (ECD): Students may possess **inaudible** cell phones and electronic communication devices on their person throughout the school day. Students are permitted to use cell phones or electronic communication devices in the cafeteria and in between classes in a responsible manner. Students shall not make phone calls from their electronic communication device during the school day or during district provided transportation (i.e. bus or van transportation). Students may be permitted to use their cell phone or electronic communication device in the classroom if granted permission by a teacher for an educational purpose. Use of these devices during instructional time without the permission of the teacher, or in a disruptive manner is prohibited. Cell phones, electronic communication devices, and any other technology device that rings, vibrates excessively, or in any way disrupts the educational process of class and/or the school day, constitutes grounds for confiscation by school staff or personnel. Discipline may follow for students blatantly or repeatedly in violation of this policy. Students are responsible for knowing the appropriate time to use technology.

- No student shall use a cell phone or mobile communication device in violation of any student code of conduct, computer usage agreement, and/or bullying policy.
- Ill students are expected to report immediately to the office. The school secretary or building administrator will contact parents directly if the student needs to go home.
- Students are prohibited from using electronic communication devices to capture, record or transmit the voice (i.e. audio) and/or

images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without the express prior notice and consent for the capture, recording or transmission of such voice and/or images by all persons whose voice and/or image is captured. Using an ECD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building Principal.

- Cameras may be used during sporting events and other public performances.
- Evergreen Local Schools is not responsible for any lost, stolen or damaged cell phones.

Examples of **unacceptable** usage of technology include but are not limited to: usage in bathrooms, locker rooms, cheating, cyber bullying, and sexting.

- Possession of a cell phone or other mobile communication device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.
- Parents may be contacted to claim the student's cell phone or other electronic device by a school administrator.
- The contents of cell phones and/or mobile communications devices may be searched if reasonable suspicion exists that it was used in an activity prohibited by the code of conduct, technology policy, or computer usage agreement.
- The student assumes all risks in bringing such devices onto school property or to school related functions.

Attendance

School Attendance

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Required Parent Protocol for Reporting an Absence: All children between the ages of six and eighteen are compelled under Ohio law to attend school unless properly excused. A parent or guardian should notify the school of an absence before 8:30am using one of the following methods.

- **Via Email:** A parent/guardian may send an email to aricker@evgvikings.org. The email must include the name of the student, the student's grade level, the name of the parent sending the email, the date and reason of the expected absence.
- **Via Phone:** Parents may leave a message on the school answering service (419-644-2951) to report an absence.

Families may be contacted to confirm the legitimacy of an absence call or email. If an attendance note has not been received 48 hours after return from an absence, the absence will be recorded as unexcused.

Parent Discretionary Notes: Evergreen High School will accept a parent note for up to 5 school days (or equivalent hours) in absences per semester. Additional absences beyond those documented by the first five (5) parent discretionary notes per semester will require additional documentation to excuse an absence. Parent notes confirmed by a doctor's note verifying a medical appointment will not count towards the five (5) day parent discretionary note limit per semester. All excusal notes should be turned into the main office on the first day upon return from an absence. **Excuse notes not received within 48 hours after the return from an absence may not be accepted.** Parent discretionary notes may not be accepted from students who reach the threshold of Excessive Absenteeism or Habitual Truancy (defined below).

The Board considers the following factors to be reasonable excuses for time missed at school:

- Personal illness (a written physician's statement verifying the illness may be required)
- Illness in the family necessitating the presence of the child
- The Principal may require a doctor's confirmation and an explanation as to why the child's absence was necessary.
- Quarantine
- Death in the family (This is limited to a period of three (3) days unless a reasonable cause may be shown for a longer absence.)
- Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- Observation or celebration of a bona fide religious holiday
- Out-of-state travel (up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
- Any classroom assignment missed due to the absence shall be completed by the student.

Excessive Absenteeism is defined by the Ohio Revised Code as follows:

- Absent 38 or more hours in one school month with a nonmedical excuse or without legitimate excuse;
- Absent 65 or more hours in one school year with a nonmedical excuse or without legitimate excuse.

Students who accumulate excessive absences may be subject to the following:

- Official warnings to the student and/or parent for school truancy
- Mandatory participation in the creation of an attendance intervention plan
- Intervention or Mediation
- Mandatory Student/Parent Truancy Education Programming
- Suspension of driver's license
- Juvenile Court referral (charges may be filed against the student *and* the parent)

Habitual Truancy* is defined by the Ohio Revised Code as follows:

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one school month without a legitimate excuse;
- Absent 72 or more hours in one school year without a legitimate excuse.

*Students whose attendance meets the criteria of Habitual Truancy may elicit a referral to the local Juvenile Court. Prior to that step, students and parents may be given the opportunity to resolve attendance concerns through meeting with an Attendance Intervention Team to establish an Attendance Intervention Plan (AIP). This opportunity is outlined in ORC 3321.191 (2)(a).

Examples of Excused Absences (with appropriate documentation):

- Excused Absence- Medical/Dental/Legal appointments - Students will not be excused from the entire day unless it can be shown that the appointment necessitates this. Students will be excused for reasonable travel time to/from appointment only.
- Driver's License Exam - Students will not be excused from the entire day unless it can be shown that the appointment necessitates this.
- Family Emergency - a set of circumstances which in the judgment of the Principal of the school constitutes a good and sufficient cause for absence from school. This includes being needed to work on the family farm.
- Observance of religious holidays - Any child of any religious faith shall be excused if the purpose of observing a religious holiday is consistent with his/her creed or belief. The intent of this section is not to permit half or part day absence to attend special religious services when these services can be attended before or after school hours.
- Career Exploration/College Visitation - A Prearranged Absence Form must be completed and turned in to the attendance office prior to a college visitation. Documentation from a college authority from the college being visited will be required. Documentation should be presented to the High School office on the day the student returns to school. Students are permitted two school days per school year for these types of visitations. All visitations must be completed by the end of April. Any exceptions must be preapproved by the Principal.
- County Fair - When actively involved in showing projects. To be excused a student must have a written note from his/her advisor(s) (FFA, 4-H, County Fair Board) defining the need for the student to miss school to attend to an animal and/or exhibit.

Unexcused Absence: Unexcused absences are any absences which do not meet the excused categories described above. During an unexcused absence, the student may receive a maximum of 50% percent (half credit) for all class work missed, due, or assigned on the day of absence as long as the student meets the make-up work guidelines that follow below.

Make-Up Work: It is the student's responsibility to contact each teacher to make arrangements for completing the missed class work. Students may make up tests and assignments within a reasonable time limit provided arrangements for such make-up are requested by the student the first day of his/her return to school. Reasonable considerations for alternative instruction for make-up work will be offered by the faculty and administration to students with excused absences. An extended absence where class work has been sent home for students to complete during

their absence, students are expected to have those assignments completed within two days of their return to school. Any extension of this time frame will have to be approved by the Principal.

- Excused absences may be made up for 100% credit.
- Unexcused absences may be made up for a maximum of 50% (half) credit.
- Truancy from class/school may result in a zero “0” for all schoolwork missed.

Vacation Policy: The Board of Education strongly discourages the removal of students from school for vacations in excess of those defined in the school calendar. In cases where these absences do take place, the following regulations concerning make-up work apply:

- At least one (1) week before the anticipated absence, the parent must notify the school and the student must complete a *Pre-Arranged Absence Form*.
- A pre-arranged absence for purposes of vacation or discretionary leave must be approved by the Principal. The application for a prearranged absence for the purposes of vacation or discretionary leave will be evaluated on a case by case basis, and will take into consideration the following factors:
 - The status of the students' attendance history (Does their absence result in habitual truancy status or chronic absenteeism by the definition of the State of Ohio?)
 - Grades and/or academic performance of the student
 - Timely written notice provided by the student/family
 - Academics potentially missed by the absence (State Testing, Final Exams, AP Testing, etc)
 - The students historic ability to complete missing work and assignments following absence.

*The above factors are not intended to be exhaustive and no particular factor is, in and of itself, determinative in a particular case.

Leaving School (for illness or other reasons): Any student leaving school other than at the regular close of the school day must first check out in the main office. Ill students should report to the counseling office and a parent will be contacted by the school nurse or counseling office secretary if a school official determines you need to go home. If a student is excessively absent or habitually truant, only extreme circumstances will allow that student to leave early. Students should be fever FREE for 24 hours before returning to school. If it is not your scheduled time of departure, you must present a note from a parent or guardian, and permission must be granted by the Principal. The Principal may require verification or documentation. Failure to provide this verification/documentation may be treated as a school truancy. Failure to follow this procedure may result in formal disciplinary action.

Tardiness to School or Class: Students are expected to arrive at school and to each of their classes on time. Students who are late to school in the morning are to report immediately upon arrival to the main office. Students will sign in and receive a tardy slip before reporting to class.

- The following disciplines will be issued for tardies to school per semester:
 - 3rd-4th tardy = 30 minute detention
 - 5th = 60 minute detention
 - 6th tardy = Friday School
 - 7th tardy and beyond = Friday School and/or additional consequences
- Classroom teachers will follow the same consequences for tardies to their classes.

Academics

For detailed information pertaining to academics, please refer to the Evergreen High School Curriculum Guide. The curriculum guide includes information pertaining to: scheduling, courses and course descriptions, grades, athletic eligibility, graduation requirements, and more.

See the EHS Curriculum Guide for Additional Academic Information-

College Credit Plus Courses: Students taking 13 or more credits through CCP are not required to take any courses at EHS. If a student is taking 12 or fewer credits through CCP, the Rule of 6 goes into effect. Students must be enrolled in a minimum of 6 classes between CCP and EHS classes. If a junior or senior CCP student has an assigned study hall at either the beginning or end of the year, he/she will be permitted to serve those study halls at home.

Work Study Program:

The work study program is only available to seniors who have met the following requirements:

- Have met all graduation requirements (pending course completion)
- Have a 2.0 GPA or higher
- Do not have a history of poor school attendance (excessive or habitual)

Program Requirements

- Work Study application must be submitted by the first day of school
- Students must be actively employed
- Minimum of 20 hours a week
- Pay stubs and work schedules must be available upon request
- High School principal may contact supervisor to check on progress

Program details

- Students will not earn credits for work-study program
- Eligible periods are 6th through 8th only

Enrichment: Enrichment/Advisory periods are offered on Tuesdays & Thursdays from 10:56-11:21am. Enrichment period will not be offered on a 2-hour delay. *Students must receive permission from their Enrichment teacher before traveling with a pass to an alternative location.* A student may be prohibited from attending student organization meetings if they are failing any classes.

Grade Reports: Grades are available online through your PowerSchool account.

- Students who receive an Incomplete “I” must assume responsibility of contacting the course teacher to determine what work is needed to convert the “I” into a final course grade. The incomplete and missing assignments will be converted into a zero.
- Report cards, interim reports and other correspondence are communicated to the custodial parent. Noncustodial parents have the right to receive this information as well. Please contact the counseling office in order to be added to the database.
- Only final grades at the end of each semester will be sent home via US mail, all other grades and grade cards may be monitored online via Powerschool.

Honor Roll/Merit List: At the end of each semester, the Honor Roll and Merit List will be determined. Honor Roll students are those with a 3.50 grade point average or above. Merit List students are those who maintain a grade point average between 3.00 and 3.49. Students who have a D+, D, D-, F, WF, or I as one of their semester grades will be ineligible for either the Honor Roll or Merit List, regardless of GPA.

Grade Calculations: Each semester grade will be calculated as follows:

Quarter 1 (3)=45%

Quarter 2 (4)=45%

Exam=10%

Recruiters: Recruiters from college or the armed forces may meet with a group of interested students during the school day. Such presentations must be arranged in advance through the counseling office.

Schedule Changes

No schedule changes will be honored after the fifth day of classes for each semester. School officials will collaborate with students and parents to make the final decision regarding the request as it pertains to the student’s course offerings, times, locations, and placement during the academic day. Classes that are a full year are a year long commitment, and they cannot be dropped at semester. Extenuating circumstances will be considered. Course selections are used immediately to make staffing decisions and assignments for the coming year and to determine when courses will be offered.

Counseling: The Counseling Office exists to serve students. We can help you with educational planning, interpretation of test scores, occupational information, scheduling, study help, help with home, school, social/emotional concerns, or any question the student may feel he/she would like to discuss with the counselor.

- Emergencies are handled immediately: appointments may be scheduled with the counseling secretary to see a counselor or psychologist.

Exams: All staff members will administer semester and final exams for their courses. Each exam will be 10% of the student's semester grade. All exams must be turned into the principal 1 week prior to the exam date, and the exam must align with content standards taught during that semester. The comprehensive exams may take the form of: final capstone project, competency exam, culminating speech or presentation. Summative assessments structures will be clearly defined in each class syllabus at the beginning of each course.

Student Activities

Athletic & School Activity Eligibility: Eligibility is determined by the grades received in the preceding 9-week grading period. Students who wish to participate in Evergreen High School athletic programs must be passing a minimum of five (5) one-credit classes or equivalent (this does not include PE) and maintain a minimum 1.5 GPA. Freshmen entering high school for the first time in the fall will be deemed eligible by their performance during the last 9-week grading period of their 8th grade year. Students participating in the CCP program must consult with the counselor regarding athletic eligibility.

Attendance Requirements: Extra-curricular participants (which includes student-athletes) must be in attendance to school by 11am and have an "excused" absence for missed hours. If a student leaves early due to an illness he/she will not be permitted to participate in any extracurriculars for the day. If a student is unexcused for any portion of the day, they will not be permitted to participate in any extracurriculars for that day. Absence for medical or school-related circumstances should be verified by official documentation such as a written doctor's excuse. Additional exceptions must be approved by the Principal or AD. This applies to practices, meetings, performances, contests, and any team/sport-related activities.

Dance Policy: Evergreen High School dances are closed events. Only students of Evergreen and their guests may attend, all in attendance remain subject to Evergreen rules and regulations. Dress shall be proper for the occasion. Any person leaving the dances will not be permitted to reenter.

Each Evergreen High School student may bring only one guest to our dances. This guest must be a high school student or no older than 20 years of age at the time of the event. Guests must be registered on a list in the main office prior to the night of the dance. Guests not of school age must bring a photo ID to the dance before being admitted. No indecent dancing styles will be permitted.

Loitering outside of the dance site is prohibited. Students are expected to remain inside the building during the entire dance. Students who leave the dance must leave the school premises and will not be permitted to return at a later time.

Extracurricular Activities: Extracurricular activities are opportunities for students to engage in extensions of our academic activities and/or non-academic activities under approved school personnel supervision. Examples of extracurricular activities include but are not limited to; class/club trips, class/club meetings, dances/Prom, Graduation/Commencement events, Drama/Musicals, cheerleading and interscholastic sports practices, games and or contests. Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right.

Conduct at a School Event: Student spectators will cheer for their team, not against their opponent. Being a spectator is a privilege; and conduct should be respectful in nature. In accordance with the Ohio High School Athletic Association and the NWOAL, there are to be no artificial noisemakers or signs in the gymnasium.

- Any spectator that is asked to leave an athletic contest by the administration, police, coaches, or officials, will be denied entry into the next two weeks of contests from the date of ejection.
- If a spectator is asked to leave a second time, said spectator will be denied entry into athletic contests for the remainder of the school year.
- Students are subject to the Code of Conduct while in attendance at home and away from school events and contests.

Bus Transportation

Safety involved with bus transportation is of the highest priority. The transportation system can not be effective for parents and students without full cooperation with the bus driver. The guidelines are outlined in the Transportation Guidelines Booklet. Severe behavior on the bus will result in bus suspensions.

CELLULAR DEVICE/ELECTRONIC EXPECTATIONS:

- If cellular devices/electronics are utilized while on the bus, earbuds or headphones must be used at all times. **No exceptions.** Devices will be confiscated if this procedure is not followed and may be returned at the end of the bus route. If a major incident occurs, it will be necessary for parents to pick up the device in the main office (transportation department/bus garage)
- Use of earbuds and headphones of any kind are not permitted when entering the bus, exiting the bus, and when crossing the street.
- No small or handheld speakers allowed on the bus at any time.
- No taking pictures or recording videos at any time. If this occurs, electronic devices will be taken and reviewed by administration.

Student Parking: Licensed Evergreen High School students enjoy the privilege of driving to school and parking in the student parking lot. Students who wish to drive to school, should apply for a driving permit in the main High School office. Upon arrival to school, all cars must be parked in the designated student parking areas north of the High School. Once parked on campus, students must promptly enter the building. At no time before/during/after school hours or at school events, will loitering be allowed in or around the parking lot and/or vehicles. Reckless or unauthorized operation of a motor vehicle and/or parking in an unauthorized area may result in disciplinary action and/or loss of privileges. Driving privileges may be withdrawn at any time by school administration. The administration asks for student cooperation to set an example for all visitors, guests, and each other.

- The student shall not operate a vehicle in such a way that danger is caused to property, others, or self. A 10 mph speed limit should be observed at all times on school property.
- The student will not arrive at school property prior to 7:30 a.m. unless a supervised activity has been scheduled. Upon arrival all cars must be parked in the designated student parking area north of the building and remain there until the buses have departed in the afternoon.
- Student drivers will park only in the student parking lots. Vehicles will be parked between the painted lines. No parking will be permitted in the Handicap or Visitor spots without a valid Handicapped Permit.
- The student will not be in a vehicle or the parking lot during the school day unless permission is granted from the main office.
- The student will exit the lot promptly at his dismissal time, at all times giving school buses the right-of-way.
- All students who drive to school, must possess a valid driver's license.
- Service/access drives are off limits to students from 7:30 a.m. to 3:00 p.m.
- Excessive tardies to school may result in loss of driving privileges
- Students who park in the lot west of the football field should exit via the north driveway and turn right toward Co. Rd. S.
- Parking Permit Tags must be displayed from the rear view mirror of each vehicle. One (1) Parking Permit Tag will be issued to each Student completing a Driving Registration Form. Additional permit tags will be issued at \$2.00 each.
- If the administration suspects illegal contraband or has other reasonable suspicion of a violation of the law or EHS Code of Conduct, a search of vehicles on school property may be conducted. Students who exercise the privilege of parking an automobile on school grounds shall be considered to have given implied consent to the search of such automobile at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination.