

**EMINENCE JR.-SR. HIGH SCHOOL**  
**STUDENT HANDBOOK**  
**2020-2021**

6760 State Road 42 North  
Post Office Box 105  
Eminence, IN 46125

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528-2222

Guidance Office (Attendance/Guidance Counselor): (765)  
528-2141

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[www.eminence.k12.in.us](http://www.eminence.k12.in.us)

**7-12 OFFICE STAFF**

7-12 Principal: *Brian Burelison*

Administrative Secretary: *Julie Shuler*

Treasurer: *Molly Finney*

Athletic Director: *Shane Davis*

Guidance Counselor: *Hannah Sights*

**2020-2021 BOARD OF SCHOOL TRUSTEES**

Andrew Finney    Todd Shupe    Brent Pottorff

Jeff Saucerman    Jennifer Bales

*The Board of School Trustees meets the third Thursday of each month in the Administration Building or Jr./Sr. High Media Center at 7:00 PM.*

***This handbook was adopted during the July 16, 2020 meeting of the Eminence Community School Board.***

It is our intent to cover as many school policies as possible; however new situations may arise that are not addressed. Any items not contained in this document will be handled by the administration (I.C. 20-33-8-10).

*Student and Parent Handbook Receipt Acknowledgement*

**This sheet is to be signed by both the student and parent acknowledging the receipt of the handbook. It is the responsibility of the student and parent to read all handbook/rules and policies.**

We acknowledge that we have received and read this Handbook. We understand and agree to abide by all the rules and policies outlined within the 2020-2021 Eminence Jr.-Sr. High School Student Handbook. We have had an opportunity to clarify any questions, which we may have concerning the provisions of this Handbook.

\_\_\_\_\_

Print Student Name

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Print Parent/Guardian Name

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

-Please tear out of handbook and return to 7-12 Office by Fri,  
8/21/20

\*Students will be reviewing all rules in class during the first few weeks of school. If you have any questions before then, please refer to the appropriate staff member.

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## WELCOME

Hello Eminence Family,

My name is Brian Burelison and I am the proud principal of the Jr/Sr High School. Prior to this position, I served the last two years as the special education coordinator, athletic director, and coach of several sports and activities. I am huge on goals and achieving those goals. I had a goal of running a first class sports organization and I believe that we have achieved that at Eminence. However my ultimate goal has been to run an entire school as a first class organization. I believe that together if students, staff, administration, and community members work together, we can achieve this goal as well.

Throughout my time in education, I have had the opportunity to learn from great and successful mentors as well as be a part of great and successful schools. My goal is to take all of the great lessons and ideas I have learned and implement them at Eminence. The sky is the limit at Eminence. We will adopt our athletic quote as our school quote, Always Compete, Never Quit, and Have Fun! We will be a “Yes” school, a big dreaming school, and above all else, be known as the best small school in the state.

Students and staff will be pushed hard. Expectations will be high and mediocrity and status quo will not be accepted. We will strive for excellence in all we do. We will fail but will grow and learn from these trials. We will dream big and achieve great things. Our goal intrinsically is to create an environment where our students exceed their own expectations, strive to achieve their personal goals, and be career and college ready. Our goals extrinsically are to be locally, state wide, and nationwide recognized. We will receive local awards, compete against larger Morgan County schools, and become a 4 star and A rated Indiana school.

I look forward to taking this journey with the Eminence Community. I feel honored to be selected as the new leader of the long storied Eminence Jr/Sr High School history. I know that we will accomplish great things and I look forward to leading Eminence in a positive and impactful direction.

Sincerely,

Brian Burelison  
Principal, Eminence Jr/Sr High School

## **SCHOOL MASCOT AND COLORS**

Our mascot is an Eel. The school colors are Red, White, and Blue.

### **SCHOOL SONG**

(Tune: "On Wisconsin")

*ON OL' EMINENCE,*

*ON OL' EMINENCE*

*STAND RIGHT BY THAT LINE*

*TAKE THE BALL AROUND THE BULLDOGS*

*FIELD GOAL SURE THIS TIME*

*RAH! RAH! RAH!*

*ON OL' EMINENCE,*

*ON OL' EMINENCE*

*FIGHT ON FOR YOUR FAME*

*FIGHT FELLOWS*

*FIGHT-FIGHT-FIGHT*

*TO WIN THIS GAME.*

*E-E-L-S GO, FIGHT, WIN, HEY!*

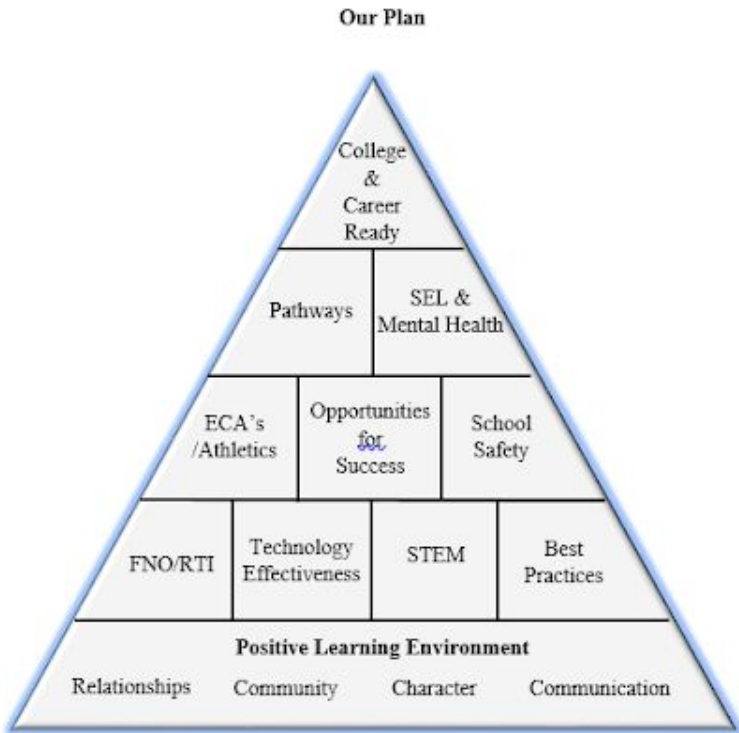


## EMINENCE JR.-SR. HIGH SCHOOL MISSION STATEMENT

It is the mission of the Eminence Community Schools' staff to engage students in critical thinking, creativity, collaboration, and communication every day to prepare them for college and a career.

## EMINENCE JR.-SR. HIGH SCHOOL VISION STATEMENT

Our vision is to provide an environment where students will believe in themselves, reach their highest potential, and ready themselves for college and a career.



## STUDENT DAY

Classes are scheduled from 8:00AM to 3:00PM daily. Students who ride the bus to school are on school property when they board the bus and are expected to obey all school and bus rules. When students arrive on school grounds, they are not permitted to leave the grounds again until the dismissal of school, unless excused by office personnel. Students are not permitted to leave the school building for any reason without permission. This includes returning to a student driven vehicle. Leaving the building or school grounds without proper permission constitutes truancy and will be handled accordingly. Visitors are not permitted unless they have legitimate business. Friends of students are not permitted to visit during the school day. **Students must leave school by 3:15PM, unless they are under the direct supervision of a teacher/coach.**

## BELL SCHEDULES

### Regular

Period 1:	8:00 - 8:47
Period 2:	8:51 - 9:38
Period 3:	9:42- 10:29
Period 4:	10:33 – 11:20
Period 5:	11:24 – 12:11
Lunch	12:14-12:47
Pathways:	12:50 – 1:19
Period 6:	1:23-2:10
Period 7:	2:14-3:00

### Two- hour Delay

Period 1:	10:00-10:30
Period 2:	10:34-11:04
Period 3:	11:08-11:38
Period 4:	11:42-12:12
Lunch	12:14-12:47
Pathways:	12:50-1:19
Period 5:	1:23-1:53
Period 6:	1:57-2:27
Period 7:	2:31-3:00

## EMERGENCY SCHOOL CLOSING

Eminence Community Schools will be notifying parents of school closings, delays, early dismissals, and other pertinent information through the School Messenger notification system. The following procedures will be used:

1. If the decision is made early in the morning, the School Messenger notification system will be used. You must have a current phone number on file.
2. If the decision is made after buses have delivered students to school, the School Messenger notification system will be utilized after all bus drivers have been contacted. **Parents should make advance arrangements for their children in case parents are away from home and school has to be closed.**
3. If extra-curricular activities are cancelled, the School Messenger notification system may be used or coaches may notify their respective players/parents.
4. **NO LATE ARRIVAL DAYS IF WE HAVE A TWO-HOUR DELAY!**

**Eminence Schools are not responsible when stations do not air the school closing or give incorrect information concerning a school closing.**

### RADIO STATIONS STATIONS

Martinsville WCBK FM 102.0  
59

Channel 6

Channel 8

### TELEVISION

Indianapolis FOX Channel

Indianapolis WRTV

Indianapolis WISH

WTHR Channel 13

Indianapolis WXIN TV 5

## **ACADEMIC INFORMATION / POLICY**

### **MISSING WORK**

Schoolwork is assigned to help you develop the knowledge and skills you need. You are expected to complete all work assigned by your teachers.

A lack of assignment completion is a behavioral issue, not an academic issue. Students refusing to complete assignments or missing assignments will be subject to disciplinary actions and will be given an F or 0% on their assignment. Students making well documented attempts to complete assignments but scoring less than 50% on assignments will be given a 50% on that specific assignment and the student will be expected to seek out additional assistance in order to redo an assignment for a higher grade.

### **CLASS RANKING**

The rank in class is based on the average of all classes (except driver education) attempted. Class rank is figured at the end of each semester.

### **CREDIT CLASSIFICATION OF STUDENTS**

Freshman-completed the 8<sup>th</sup> grade

Sophomore-completed 11 credits

Junior-completed 22 credits

Senior-completed 30 credits

### **GOAL OF EMINENCE HS CREDITS**

Freshman 12

Sophomore 24

Junior 36

Senior (44+)

**DIPLOMA REQUIREMENTS (CLASS OF 2020-2022)**  
**INDIANA**

**CORE40**

<b>Course and Credit Requirements</b>	
<b>English/ Language Arts</b>	<b>8 credits</b>
	Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits</b>
	2 credits: Algebra I
	2 credits: Geometry
	2 credits: Algebra II
	<i>Or complete Integrated Math I, II, and III for 6 credits.</i>
	All students must complete a math or physics course in the junior or senior year.
<b>Science</b>	<b>6 credits</b>
	2 credits: Biology I
	2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics
	2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b>
	2 credits: U.S. History
	1 credit: U.S. Government
	1 credit: Economics
	2 credits: World History/Civilization or Geography/History of the World

<b>Directed Electives</b>	<b>5 credits</b>
	World Languages Fine Arts Career-Technical
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives</b>	<b>6 credits</b> (Career Academic Sequence Recommended)

**with Academic Honors** (*minimum 47 credits*)

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
  - A. Complete AP courses (4 credits) and corresponding AP exams
  - B. Complete IB courses (4 credits) and corresponding IB exams
  - C. Earn a combined score of 1200 or higher on the SAT critical reading and mathematics
  - D. Score a 26 or higher composite on the ACT

- E. Complete dual high school/college credit courses from an accredited postsecondary institution (6 transferable college credits)
- F. Complete a combination of an AP course (2 credits and corresponding exam) or an IB Standard Level course (2 credits and corresponding exam) and dual high school/college credit course(s) from an accredited postsecondary institution (3 transferable college credits)

**with Technical Honors** *(minimum 47 credits)*

For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Complete a career-technical program (8 or more related credits)
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Recommended: Earn 2 additional credits in mathematics and 4-8 credits in World Languages for four year college admission.
- Complete two of the following, one must be A or B:
  - A. Score at or above the following levels on WorkKeys:  
Reading for Information - Level 6; Applied Mathematics - Level 6; Locating Information - Level 5
  - B. Complete dual high school/college credit courses in a technical area (6 college credits)
  - C. Complete a Professional Career Internship course or Cooperative Education course (2 credits)



- D. Complete an industry-based work experience as part of a two-year career-technical education program (minimum 140 hours)
- E. Earn a state-approved, industry-recognized certification

### Graduation Pathways (Class of 2023 and beyond)

Graduation Requirements	Graduation Pathway Options
<p><b>1) High School Diploma</b> (Students must complete the course requirements of one of the following.)</p>	<ul style="list-style-type: none"> <li>• Core 40 designation;</li> <li>• Academic Honors designation;</li> <li>• Technical Honors designation;</li> <li>• General designation.</li> </ul>
<p><b>2) Learn and Demonstrate Employability Skills</b> (Students must complete at least one of the following.)</p>	<p>Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one the following:</p> <ul style="list-style-type: none"> <li>• <b>Project-Based Learning Experience:</b> OR</li> <li>• <b>Service-Based Learning Experience:</b> OR</li> <li>• <b>Work-Based Learning Experience.</b></li> </ul>
<p><b>3) Postsecondary-Ready Competencies</b> (Students must complete at least one of the following.)</p>	<ul style="list-style-type: none"> <li>• <b>Honors Designation:</b> Fulfill all requirements of either the Academic or Technical Honors designation; OR</li> <li>• <b>ACT:</b> College ready benchmark; OR</li> <li>• <b>SAT:</b> College-ready benchmark; OR</li> <li>• <b>ASVAB:</b> Earn at least a minimum AFQT score to qualify for placement into one of the benefits of the US military; OR</li> <li>• <b>State- and Industry-recognized Credential or Certification;</b> OR</li> <li>• <b>Federally-recognized Apprenticeship;</b> OR</li> <li>• <b>Career Technical Education Concentrator:</b> Must earn a C average in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR</li> <li>• <b>AP/IB/Dual Credit/Cambridge International courses or CLEP Exams:</b> Must earn a C average or higher in at least three courses; OR</li> <li>• <b>Locally-Created Pathway</b> that meets the framework from and earns the approval of the State Board of Education.</li> </ul>

### ENROLLMENT POLICY

The State of Indiana mandates that children between the ages of 7 and 18 are to be enrolled and attending school, or receiving an equivalent education. A student is required to have parent/school administrator permission to withdraw from school between ages 16-17. Students attending school are required by Indiana laws to be in school all day.

A student who lives within the boundaries of the Eminence School Corporation district must be enrolled and/or in attendance on the first day of school, or be considered truant. Any student not enrolled or in attendance after the first ten (10) school days will be remanded to the proper authorities for legal action. Students who have transferred to another school district or private school are exempted from this rule.

A student who enrolls in Eminence Jr.-Sr. High School must be living with a parent and/or legal guardian. If there is a change in guardianship (custody), the school must have a legal transfer of guardianship paper in the student's file located in the Guidance Office.

A student enrolling in Eminence Jr.-Sr. High School for the first time must have been in good standing at the school previously attended. If that student is under expulsion from another school, he/she will not be permitted to enroll until the semester following the termination period of the expulsion. Thereafter, enrollment is possible provided the student has legal residence in the district. Previous school records are required for verification of status. At registration, a student needs a birth certificate or transcript from the previous school attended and a record of health immunizations. In addition, all athletes are required to have a physical on file with the Athletic Director.

Transfer students will have twenty (20) school days from the date of enrollment in school to produce a current record of immunizations. If the twenty (20) day limit is exceeded, the student will be removed from school until such records are produced.

## **GUIDANCE DEPARTMENT**

A counselor is on staff to serve students in the following manner:

1. Scheduling and academic planning.

2. Providing college and scholarship information.
3. Assisting with personal problems, individually and in groups. Confidentiality is observed. (In cases of possible injury to self or others, or situations that are required by law to be reported, confidentiality cannot be kept.)
4. Conferring with parents.

## **GRADUATION REQUIREMENTS**

1. Students must earn a minimum of **44 credits** to graduate.
2. Students must meet the 8-semester attendance requirement, and be enrolled as a full-time student during each of those 8 semesters or 7 semesters allowing mid-year graduation to attend college or military. Students must request early graduation at the end of their junior year in writing to the principal.
3. According to regulations set by the State of Indiana, just obtaining enough credits is not adequate for meeting graduation requirements. A student must be recommended for graduation by the principal.
4. Students graduating from Eminence High School will have the option to earn a General Diploma, a Core 40, a Core 40 with Technical Honors, or a Core 40 with Academic Honors.
5. At Eminence High School a limited amount of credit may be earned from other sources. It may be helpful for some high school juniors and seniors to pursue credit in a college or vocational setting. The basic rule to remember is that three college credits equal one high school credit. If a student is interested in pursuing this option, the counselor should be consulted. Approval from the high school principal must be granted before a student enrolls in a college class for high school credit. Keep in mind the following guidelines:
  - a. All fees, tuition, and transportation (parent assumes all liability) must be provided by the student or parents.

- b. Students are encouraged to enroll in approved late afternoon, evening and Saturday courses.
- c. Students should continue to be enrolled in **six (6)** classes for each semester throughout their junior and senior years so that any combination of high school classes and dual enrollment classes total **six (6)** per semester.
- d. Correspondence Courses must be accredited.

### **SENIORS ONLY**

If you complete high school with an Indiana Core 40, an Indiana Core 40 w/Technical Honors Diploma, or an Indiana Academic Honors Diploma, you may qualify for financial assistance from the State Student Assistance Commission of Indiana (SSACI). In order for you to be considered for such assistance, the guidance office must submit your name, birth date, and social security number. Unless the Guidance office receives written notification from you, we will release information to SSACI.

## ATTENDANCE POLICY

Good attendance is essential to success in school and in later employment. The Eminence Jr.-Sr. High School goal for attendance is to be above the state average around 96%. The following policy is designed for each student to meet that goal. After 9:00 a.m., Eminence Jr.-Sr. High School will send out a truancy alert each day for students marked absent, who have not been called in by a parent/guardian.

Every absence beyond a student's 5<sup>th</sup> unexcused absence must have a doctor's note or verification the absence is an excused absence or a pre-arranged approved absence (See page 16). Excuse slips must be turned in to the front office within one week from the date of the absence. ***It is the responsibility of the student/parent to keep track of the number of absences from school/each class.***

- 3<sup>rd</sup> - unexcused absence will result in written letter given to student.
- 5<sup>th</sup> - unexcused absence will result in an official warning to parent and student will be placed on attendance probation and temporary non-credit status.
- 6<sup>th</sup> - unexcused absence will suspend credits in each class that is violated and/or student will make up time missed.

***Doctor's notes, excused absences and pre-arranged approved absences do not count in the 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> unexcused absence total outline above.***

***Student drivers with unexcused absences or 3 or more tardies will lose driving privileges temporarily or indefinitely.***

- **Additional Unexcused Absences:**
  - After a student (under age 18) accumulates his/her eleventh unexcused absence for a school year, student will be referred to the Morgan County Prosecutor for truancy/educational neglect.

All students on temporary non-credit status will be evaluated at the end of (each) semester as needed pending days missed. The student that is on non-credit status can have the credit(s) reinstated if he/she has:

- Passed the class academically
- Has no additional unexcused absences
- Has not been a behavior problem and is recommended by the teacher(s)

### **Excused Absences**

- Illness with doctor note
- Dentist note
- Death in immediate family
- Required court appearance
- School sponsored trip or activity
- Any other absence approved by the administration

### **Pre-Arranged Approved Absences**

- Religious observance
- Page in legislature
- Driver's license exam
- Exhibiting at State Fair
- College visit
- Working polls on Election Day
- Out of Town/Family Vacation (limit of 5 days per school year)
- AEP/OSS will not be held against a student's attendance.

### **EARLY DISMISSAL FROM CLASSES**

Students are not permitted to leave the school building or grounds during the school day unless the office upon parental request grants special permission. The office reserves the right

to deny permission for early dismissal and to confirm the necessity for such requests. **The student needs both parental phone call and office permission in order to leave school early.** Students wishing to be dismissed during the school day for medical appointments must present the 7-12 main office with a note from the parent or guardian **Those wishing to have these absences counted as excused must present parental note before leaving and an appointment card upon return. All other early dismissal is considered part of the unexcused attendance days per semester.**

### **EVENING TRANSPORTATION CHANGES**

Parents wishing to make a change in evening transportation for your child must call into the school prior to 2:00 p.m. in order to give the school adequate time to send notice to the child. **ONLY EMERGENCIES WILL BE TAKEN AFTER 2:00. Call 765-528-2222 for all changes.**

### **EXTENDED ABSENCE POLICY**

We believe that students who are absent from school miss a valuable opportunity to learn and grow. While nothing can replace being in the classroom, it is our intention to give special consideration to students who are absent for six or more consecutive days due to a serious illness or hospitalization. Each extended absence will be evaluated separately on its own merit. When the Certificate of Child's Incapacity is completed, the Principal will determine if the extent of the illness or injury warrants a hearing. If a hearing is indicated, a hearing officer will be appointed to determine what course of action is in the best interest of the student. The hearing officer may require, but is not limited to any of the following options:

1. The student might return to class with a grade period in which to complete make-up work.

2. The student might meet the criteria that require exclusion.
3. The student might not be afforded the opportunity to make up work.
4. If a student qualifies and if the absence exceeds four weeks in length, home bound instruction might be established.

## **MAKE UP WORK**

Students returning from absences are expected to make-up work missed in each class. Arrangements for making up assignments shall be made by the student with each teacher. The length of time for the completion of the make-up assignments shall be equivalent to the number of days missed up to a maximum of FIVE (5) school days. The deadline for tests and projects, which were announced (verbal or written) prior to the student's absence, are not extended. All incomplete grades must be made up within five (5) school days, unless extraordinary circumstances make this impossible.

***\*It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon returning to school.***

## **PARTICIPATION IN ACTIVITIES AFTER SCHOOL**

A student who is unable to attend school because of illness or out of school suspension will also be unable to attend athletic practice, and all curricular and extracurricular functions.

**Students must be present during at least four (full) class periods that day to be eligible to participate in any extra-curricular activity.** Students who attend such events are insubordinate and shall be disciplined.



## **PROCEDURES FOR SIGNING IN AND OUT**

Students are encouraged to make their medical and personal appointments after school hours. However, if a student must leave during school hours, a parent phone call must be received in the 7-12 main office prior to the student signing out and leaving the building. Failure to sign out can result in a truancy violation and/or disciplinary action.

Students reporting to school after the beginning of school and/or students returning to school from an appointment outside of the school must sign in upon their arrival or return. Failure to sign in may result in disciplinary action. This procedure is necessary because it is the school's responsibility to know where all students are during the school day. Students are to be inside the building during and between classes, unless under supervision of an instructor or with permission from the office.

## **TRUANCY**

Truancy is defined as absence from school during any part of the school day without the consent of parent and/or proper school officials. Truancy will be recorded as unexcused. A student is truant if he/she:

1. Leaves school without signing out in the main office.
2. Leaves school at lunch without proper permission.
3. Is absent from school without prior permission from parent(s).
4. Is absent from class without permission (skipping).
5. Obtains a pass to go to a certain place and does not report there or goes somewhere else besides the destination on the pass.
6. Becomes ill and goes home or stays in the restroom instead of reporting to the nurse or main office.
7. Comes to school, but does not attend classes.

\*Truancy from school or class will result in disciplinary action. All work

missed while a student is truant may NOT be made up for credit.

## **TRUANCY / HABITUAL DESIGNATION**

On the third truancy from a class or classes during a school year, a student who is at least thirteen (13) but less than fifteen (15), will be classified as a habitual truant and will have his/her name sent to the Indiana Bureau of Motor Vehicles. A student identified as a habitual truant is entitled to a review of the attendance record at least once a year to determine if the attendance has improved so that the student can become eligible for a license/permit. **In addition, for all students, the matter may be referred to the office of the Morgan County Prosecutor (I.C. 20-33-2-25).**

## **WITHDRAWAL**

Students withdrawing for purposes of transfer or for other reasons should inform the guidance counselor prior to their last day of attendance. A withdrawal form must be signed by each of the student's classroom teachers and other auxiliary personnel indicated on the form to insure the student and orderly an expeditious withdrawal. A conference with the principal must be done prior to receiving approval to completely withdraw.

In accordance with state law students under eighteen years old must have written permission from the parent/guardian and the principal before withdrawing from school. The principal is to conduct an exit interview with the student and parents. A minor student, even with parental permission, by law may only withdraw due to one of these three stipulations: **financial hardship within family, court order, or illness.** All financial obligations must be paid before the withdrawal is final.

## **Eminence Virtual Academy**

**Mission-** Eminence Virtual Academy students thrive in an environment of structured flexibility, individualized support, and engaging digital coursework.

**Vision-** At Eminence, we understand the ever changing educational world. We understand that in the 21st century, students have adapted to a more technology integrated classroom environment. In an attempt to better meet the needs, the Eminence Virtual Academy has been developed to assist our students meet their personal educational goals as well as be college and career ready.

### **Who may participate-**

- Students and parents concerned with the Covid19 pandemic.
- Students hoping to engage in a more technological and self paced program.
- Students who do not meet the standards of behavioral expectations of the traditional brick and mortar school setting.
- Students needs regarding a non-traditional schedule for necessary employment.
- Students placed on Homebound instruction

- Students who have fallen behind academically in regards to credits or wish to get ahead.
- Current homeschooled students wishing to remain home but receive instruction through the Eminence Virtual Academy.
- Students' medical needs placing them on an extended medical leave from school.

**Design and overall course layout-** Students at the 7-12 level will have the flexibility to their 100% online courses at the place and time of their choice while enjoying support from highly-qualified instructors and caring counselors.

We have partnered with APEX in order to provide credits of core instruction. Additionally, there will be a variety of virtual training and classes provided by Eminence teachers via classroom webcams/google hangouts/google classroom per grade level. These variety of courses help ensure the highest quality digital curriculum that is rigorous, engaging, and aligned to Indiana State Standards. Required credits for HS graduation at Eminence is 44 credits.

**Meetings-**All students/parents wishing to enroll in the Eminence Virtual Academy need to complete an application enrollment form and meet with an administrator and guidance director in order to gain approval for entrance into the program.

-Some students may be placed in the Eminence Virtual Academy by an administrator based on issues with behavioral expectations. A conference between the family and school officials will be conducted prior to this decision being made.

Parents/guardians are encouraged to work with the designated Eminence staff when creating their student's Individual Learning Outcome Plan. Our focus is on success, "no-fail" options. Students work toward personal achievement and proficiency.

## **HEALTH SERVICES**

### **INJURY/ILLNESS**

The school nurse is available for consultation and recommendation. The school nurse does not diagnose conditions, but refers students for evaluation and diagnosis by a physician, who alone can diagnose and prescribe treatments. First aid is provided by the school nurse and her delegate(s) in the event of illness or injury at school.

Any illness or injury should be reported to the nurse. If students miss class because they say they are ill and do not report to the nurse, those students will be considered truant and appropriate disciplinary action will be taken. Except in the case of emergencies, all students needing to visit the nurse's clinic should first report to class, obtain a pass from their teacher, and then proceed to the clinic.

If the illness or injury warrants it, parents or emergency contacts will be contacted immediately for information, instruction, and/or to assume responsibility for the student. It is the family's responsibility to provide reliable phone numbers in case of emergencies. If no family member can be reached in a

reasonable amount of time, the nurse will, with administrator approval, call Emergency Medical Services (9-1-1) if there is a signed Medication Authorization form on file (in Harmony) for that school year.

Regular school attendance is important. However, a child with a temperature of 100 degrees or higher, repeated vomiting, low fever combined with vomiting, or a diagnosed contagious disease should stay home. A student will be sent home if s/he develops these symptoms at school or is suspected of having a contagious disease that should be excluded from school under Health Board recommendations. Once the family physician has made a diagnosis, the physician or the school nurse can give guidelines for the student's return to school.

Accidents occurring on school property will also be reported to the principal's office. An accident report will be filed in the principal's office.

Indiana Code (IC 20-34-3-9) states that:

1. If a child is ill, has a communicable disease, or is infested with parasites, the school principal may send the child home with a note to the child's parent. The note must describe the nature of the illness or infestation and, if appropriate, recommend that the family physician be consulted.
2. If the parent of a child who is sent home under this section is financially unable to provide the necessary medical care, it shall be provided by a public health facility. If no public health facility is available, the township trustee or other appropriate governmental agency shall provide the necessary relief.
3. A child who is sent home under this section may be readmitted to the school:

a. when it is apparent to school officials that the child is no longer ill, no longer has a communicable disease, or is no longer infested with parasites.

b. upon certification of a physician that the child is no longer ill, no longer has a communicable disease, or no longer is infested with parasites.

c. upon certification of physicians that the child has a communicable disease, but the disease is not transmissible through normal school contacts; or

d. upon certification by a Christian Science practitioner, who is listed in The Christian Science Journal, that based on the practitioner's observation the child apparently is no longer ill, no longer has a communicable disease, or no longer is infested with parasites.

If school personnel disagree with the certifying physician or Christian Science practitioner as to whether the child should be readmitted to school, the local health officer shall determine whether the child may be readmitted to school. A person who objects to the determination made by the health officer under this section may appeal to the secretary of the state board of health, who is the ultimate authority.

## **HEAD LICE**

Any student found with live head lice in his/her hair will be excluded from school and the bus until he/she has been determined to be free of live lice following treatment. Students with lice will be excused from school for one day, but any additional days will be unexcused. Upon returning to school, the student should be accompanied by a parent or guardian. The

student will be checked by the nurse to ensure that the student is free of live lice before returning to school.

## **IMMUNIZATION POLICY**

1. All students are required by the law of the State of Indiana to present proof of the following immunizations on or before the first day of attendance at the given grade level:

A. Students in grades 6-11:

1. Three doses of Hepatitis B
2. Five doses of Diphtheria/Tetanus/Pertussis (DTaP)
3. Three/four doses of Polio <sup>(1)</sup>
4. Two doses of Measles/Mumps/Rubella (MMR)
5. Two doses of Varicella <sup>(2)</sup>
6. One dose of Tetanus and Pertussis (Tdap)
7. One dose of Meningococcal (MCV4)
8. Two doses of Hepatitis A—recommended only

B. Students in grade 12:

1. Three doses of Hepatitis B
2. Five doses of Diphtheria/Tetanus/Pertussis (DTaP)
3. Three/four doses of Polio <sup>(1)</sup>
4. Two doses of Measles/Mumps/Rubella (MMR)
5. Two doses of Varicella <sup>(2)</sup>
6. One dose of Tetanus and Pertussis (Tdap)
7. One dose of Meningococcal (MCV4)
8. Two doses of Hepatitis A—recommended only
9. A complete series of Meningococcal Serogroup B (MenB)—recommended only



(1) Last dose of Polio must be administered on or after 4th birthday and at least 6 months from the previous dose.

(2) Physician documentation of disease history, including month and year, is proof of immunity for grades 6<sup>th</sup> - 7<sup>th</sup>. Parental report of disease history is acceptable for grades 8<sup>th</sup>-12<sup>th</sup>.

2. Students who cannot receive one or more of these immunizations for health reasons must submit a Vaccine Medical Exemption (State Form 54648) signed by the Physician. This form is due by the first day of attendance each school year. Such students may be excluded from school for several weeks at a time in the event of the outbreak of a vaccine-preventable disease.

3. Students whose parents object to one or more of these immunizations for religious reasons must submit a written statement, signed by the parent, and specifying which immunization(s) is (are) being objected to for religious reasons. This form is due by the first day of attendance each school year. Such students may be excluded from school for several weeks at a time in the event of the outbreak of a vaccine-preventable disease.

4. Under Indiana Code 20-34-4-5, any student who does not have proof of complete immunization (#1 above), a medical exemption (#2 above), or a religious objection (#3 above) on file each school year will have a period of 20 days to submit:

- What is missing (#1, 2, or 3 above), OR
- Written proof that appointment(s) have been made to receive the missing immunization(s).

If at the end of the 20 days the student's records are not in compliance with the Indiana Code, the student will be excluded from school until such records are presented.

## **CHRONIC HEALTH/MEDICATION POLICY**

Any chronic health condition (asthma, food/medication allergy, epilepsy, diabetes, etc.) should be reported to the school nurse on enrollment or diagnosis, and updated annually or upon any changes (See Health History form in Harmony). An individualized health plan will be made annually in collaboration with the family and family physician to address the student's health needs at school.

Requests for a modification of a student's activities and/or educational program must be made in writing by the physician; and it must describe the health concern, the modifications necessary, and the time frame involved. The physician's statement will be kept on file for the remainder of that school year.

All medications (both prescription and non-prescription) must be brought to the nurse's office, where it will be stored and administered to the students by authorized staff. Violation of this rule may result in disciplinary action. Students may only self-carry/self-administer medications if the nurse has on file a permission to self-carry form for that student for the given school year. This form is available from the nurse and must be signed by the parent and family physician.

Medications to be administered at school will only be given with the written consent of the parents:

- In case of a non-prescription medication (such as aspirin, cough drops, etc.), with the written permission and

- administration instructions by the student's parent. Specific medication needs must be supplied from home.
- In case of a prescription medication, the medication will be given in compliance with the written instructions of a physician or dentist acting within the scope of their practices. Medications must be in their original containers, with the prescription label on it; along with a signed note from the parent, with specific directions as to when to take the medication.

For the safety of the students, medications will not be given if the above directions are not followed. Parent permission forms and physician instructions shall be valid for no more than one year and shall be kept on file at the school. Student medications no longer used or needed will either be returned or destroyed at the end of the school year, according to the parent's instructions.

## **SCREENINGS**

All students are encouraged to have a complete physical and dental examination completed annually.

Indiana Code 20-34-3-12 and 20-34-3-14 require that the school conduct annual vision and hearing screenings to students in select grades.

The Eminence Lions Club and the school nurse perform vision screenings annually for students in 8<sup>th</sup> grade; and as needed for any student suspected of having a vision deficit. The Speech/Language Therapist performs hearing tests annually to students in 7<sup>th</sup> and 10<sup>th</sup> grades, to those who are new to the district, and to any student suspected of having a hearing deficit. Parents are notified in writing if their child fails any of the screenings and are encouraged to seek out a more thorough vision and/or hearing evaluation.

Parents who object to one or more of these screenings for religious reasons must submit--at the start of the school year or upon enrollment--a written statement, signed by the parent, and specifying which screening(s) is (are) being objected to for religious reasons.

## **SHOT CLINICS**

Discounted immunization clinics are held at the school at various times throughout the year by providers affiliated with a local health network. Parents will be notified of these opportunities and are encouraged to take advantage of them to obtain the required school shots and/or other recommended shots for their student. However, signed parental consent will be obtained before any information is shared with these providers.

## **HEALTH INFORMATION**

To ensure the safety and well-being of students, medical information about students will be shared with corporation employees, the transportation department, emergency medical personnel, etc., on a need-to-know basis. Parents must notify the school nurse in writing--at the start of the school year or upon enrollment--if they do not wish for medical information to be shared.

## **CENTERSTONE**

Centerstone, a private, not-for-profit health care provider, has offered a full range of quality behavioral health services for nearly 50 years. Our treatment options include outpatient services such as individual, marital and family consultations and counseling, group classes and counseling, case management, alcohol and drug treatment programs, and intensive outpatient programs. We provide services to children, teens and adults of all

ages. In Morgan County, Centerstone has two offices, one in Martinsville and another in Mooresville.

Centerstone currently has a partnership with Eminence schools where services are available free of charge for all students through a grant-funded program. This means individual therapy is available to all students free of charge, including students with private insurance or without health insurance. Life skills are also available for clients with Medicaid. Through this partnership, a Centerstone therapist will be working out of Eminence schools a minimum of one day a week during the school year. This means that individual therapy can be provided to students at school during the school day. This grant-funded program operates all year round and individual therapy can continue during school breaks as well. These services may be provided at the Centerstone offices of Morgan County.

For more information or to schedule an initial evaluation please contact the school guidance counselor or call 765-342-6616 to be forwarded to the Centerstone therapist working at Eminence schools. Evaluations will be provided by a Centerstone therapist.

## **GENERAL SCHOOL INFORMATION**

### **AREA 30 PROCEDURES**

All students must ride the bus to and from AREA 30 unless they have been given an exception to drive on their own based on special circumstances (ie. Clinicals). **THERE WILL BE NO CAR DRIVERS TO AREA 30.** You must return to Eminence on the bus. Should you leave Area 30 for any reason, you will have to clear that with Area 30 Administration, a parent/guardian, and find a way to inform the bus driver. When the AREA 30 bus returns to Eminence, students who drive to school may head to their vehicles and leave immediately. There is to be no waiting in cars or loitering on school property. You must leave school property immediately.

Any student, who rides the bus (at the 3:00 dismissal), is picked up by their parent/guardian, is waiting to drive home another student, or attending after school activities must report directly to the library upon arrival. Students may not leave early.

Attendance will be recorded and students who do not report to the library will be treated according to the handbook as truant. Students are not permitted to go to lockers or use the restroom until 3:00 unless given permission and a hall pass from the supervising teacher.

### **BUS TRANSPORTATION**

Bus transportation is provided to students who live in the Eminence Community School Corporation. Students and parents are reminded that bus transportation to and from school is a privilege and not a legal right. Those students who cannot maintain a reasonable level of self-discipline while riding as a passenger on a bus can and will be disciplined for unacceptable behavior. The following rules will be in effect on school buses:

1. Students should be waiting at their boarding stop when the school bus arrives. The bus driver will use his/her discretion

in waiting for students who are late.

2. Each student shall be seated in his/her assigned seat immediately upon entering the bus.
3. No student shall stand or move from seat to seat during the trip.
4. Loud, boisterous, or profane language, or inappropriate conduct, will not be tolerated. Students, who talk back, are disrespectful, and/or insubordinate to bus drivers may be denied bus transportation.
5. Students should not tease, scuffle, trip, hold, hit or use their hands, feet or body in any objectionable manner.
6. Windows or doors should not be opened unless given permission by the driver. No objects shall be thrown or extended from the windows. (Includes arms, heads, etc.)
7. No student shall stand or leave the bus until it has come to a full stop and the driver has opened the door.
8. A student who intentionally causes damage to any school bus property will be held financially responsible and face disciplinary action. Students should enter the school building immediately after exiting the bus.
9. No guns, knives, or other items that can be considered weapons will be permitted on the bus.
10. Upon recommendation of the bus driver, school may deny bus privileges to any students who refuse to abide by the established rules.

If a student becomes a discipline problem on the bus, the following discipline procedures will take place:

- a. The driver will warn the student of misbehavior and contact the parents.
- b. Students will be sent to the principal; 1 day bus suspension will be issued.
- c. Students will be sent to the principal; 3 day bus suspension will be issued.
- d. Students will be sent to the principal; 5 day bus suspension

will be issued.

## **CAFETERIA / MEAL PROCEDURES**

The cafeteria provides well-balanced meals at reasonable prices. All sack lunches and cafeteria food is to be eaten in the cafeteria. Students should go directly to the cafeteria when dismissed for lunch. After eating, students will either remain in the cafeteria, or go to the multi-purpose gym. No student will be permitted leave without administrative approval. The following lunch rules are in effect:

1. Enter the cafeteria in a single lunch line. Students are NOT permitted to cut in line.
  2. Eating lunch should be a pleasant time for each student. Visiting with your friends is permitted, but loud talking or shouting will not be permitted.
  3. Please return your tray, dishes, silverware, milk cartons, straws, and napkins to the designated areas after eating.
  4. Leave the table and surrounding area clean. If you spill something, please clean it up.
  5. No food is to be taken from the cafeteria.
  6. Arrangements may be made for lunch payment between parent and cafeteria management.
  7. Students are not allowed to leave early from pathways to go to lunch early.
- \*A student is NOT allowed to charge more than **5 meals**. After the fifth meal is charged, you must send money to pay charges or send meals from home with your child. If there are financial problems, please contact the school cafeteria, and we will implement a payment program. Free and reduced forms are available in the K-12 office. Ala Carte items may not be charged. We will serve any students, who have a negative balance of 5 meals, a lunch consisting of peanut butter sandwich (or other cold sandwich if peanut allergy) and milk until the balance is paid.



## **CLUBS/ECA**

The terms of participation in clubs and extracurricular activities shall be determined by the sponsor as approved by the administration. If a student cannot meet these terms of participation, they will not be allowed to continue their participation in the club or extracurricular activity.

## **DANCES/PROM**

Eminence Jr.-Sr. High School, in cooperation with the school's clubs and organizations, sponsors dances for the students of Eminence Jr.-Sr. High School. Students are encouraged to attend and have a good time; however, behavior at a dance is the same as a regular school day. Student dress at dances will follow the school dress code.

1. Students may bring one guest to dances. The school sponsor or administration reserves the right to admit or deny any student or guest attending dances. The student must enter the dance with his/ her guest, and the guest must sign in at the door. The student is responsible for the guest and must accept the consequences of that person's behavior.
2. Students are not allowed into the main building to use the office telephones after the dance has ended.

The Junior/Senior Prom is held annually for the enjoyment of both the junior and senior classes and their guests. Sophomores, freshmen and early graduates may attend as a guest of a junior or senior only. The school sponsor shall establish guidelines for the approval of guests.

## **DRIVING POLICY**

Driving to school is a privilege, not a right. Failure to operate a vehicle according to the driving policy will result in loss of

driving privileges. Students must comply with the following guidelines:

1. Students must present a valid Indiana driver's license with a completed application for parking each school year.
2. Parking permits must be displayed in the front window
3. Students are expected to drive in a safe and courteous manner.
4. Vehicles must be parked within the marked parking lanes on the parking lot. Vehicles may be towed away if necessary.
5. Students are not permitted to visit their vehicles during school hours.
6. Students should lock their vehicles upon arriving to school and report directly into the building.
7. Students will not be allowed to return to their vehicle to retrieve forgotten items once the school day has started.
8. School buses have the right-of-way at all times. Observe caution when driving in the presence of children and buses.
9. The school is not responsible for theft of contents or damage to vehicles parked in school parking lots.
10. Student drivers who are tardy or absent because of trouble with their vehicles may receive tardies or unexcused absences.
11. Student drivers can have driving privileges revoked for poor attendance and tardiness at the discretion of administration.

***Eminence Jr.-Sr. High School assumes no responsibility or liability for student drivers, passengers, vehicles, or contents of vehicles.***

## **SEAT BELT POLICY**

Students must wear a seatbelt when they enter and leave school grounds. As this is a state law, Eminence will enforce this policy. Should students not have a seatbelt on prior to arrival and departure, administrators may revoke driving privileges to and from school.

## **EMANCIPATED STUDENTS**

A student who is claiming to be emancipated must furnish the principal with legal documents indicating emancipation.

## **EXTRA-CURRICULAR EVENTS / CONFLICTS**

A number of Eminence students participate in more than one extra-curricular program. Our calendar of evening and weekend school activities often includes two or more events (contests, practices, etc.) scheduled for the same time. For the student who sincerely wants to participate in multiple school extra-curricular programs the inevitable scheduling conflicts can become a genuine nightmare. The following points and/or regulations should be kept in mind.

1. By and large, extra-curricular activities are subordinate to academic activities.
2. Each coach or sponsor should check the monthly calendar, master calendar, published practice schedules, etc, so that potential conflicts involving a student's participation in extracurricular events can be discovered and communicated before the events take place.
3. When a potential conflict is discovered, the coaches or sponsors should discuss the matter at the earliest convenience.
4. Every attempt should be made to avoid conflicts when scheduling activities; this can be accomplished by studying the master calendar and published practice schedules.

5. Generally speaking, sectional type events take precedence over practices. In each of the above categories, scheduled events take precedence over rescheduled events.
6. If a student is committed on a given date to a sponsor or coach of a higher priority category, other coaches or sponsors should not allow that student to participate on that date unless the sponsors or coaches involved agree to the change.
7. Each coach or sponsor needs to not make the student the “pawn” in the extra-curricular conflict game. If a student is involved in another activity on a given date, coaches or sponsors should not directly or indirectly penalize that student for his or her absence. Within this guideline, we generally support student choice with this caution: consequences that accrue as a result of student choice are not forgiven without prior negotiation.
8. If the events in contention are in the same priority category, the student and family have the right to appeal for administrative review.
9. Each coach or sponsor should be as fair about student activity conflicts as possible.
10. If coaches or sponsors disagree or if these regulations need interpretation, please contact an administrator.
11. Let us all work together to preserve the integrity and student opportunities of our fine extra-curricular program.

### **FAMILY VACATION / PRE-ARRANGED ABSENCE**

Request for family travel forms are available in the Guidance/Attendance office. All requests must be submitted no later than two weeks prior to the scheduled absence. Please note\*\* Absences will not be approved during final exams or during state mandated testing (ILEARN).

## ALICE

Alice is used as our standard response protocol for active shooter scenarios. Alice (Alert, Lockdown, Inform, Counter, Evacuation) will be practiced two times per year, once a semester. Alice focuses on providing additional opportunities to engage in various options in case of an emergency. Whether it is an attack by an individual person or by an international group of professionals intent on conveying a political message through violence, ALICE provides option based tactics have become the accepted response, versus the traditional “lockdown only” approach. All administration, staff, and students will be trained in this protocol in case of an emergency.

## FIRE / DISASTER DRILLS

Fire/Tornado drill directions are posted by the door in each classroom. The intercom emergency alert signal will be used for a tornado drill. All drills are treated as though they are real emergencies. Students are to move QUICKLY and QUIETLY to disaster stations since special instructions may have to be given without the use of the public address system. The ALL CLEAR signal will be given by the administration.

## GRADES

The grading periods are nine (9) weeks long.

**High School:** The two grading periods represent 80% of the final semester grade. The semester exam equals 20% of the final semester grade.

**Junior High:** Each grading period represents 50% of the final semester grade (except for JH students enrolled in HS courses).

## GPA SCALE

A = 4.00	C = 2.00
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A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.67	D- = .67
C+ = 2.33	F = 0

### GRADES-WEIGHTED

Students who take an A.P. (Advanced Placement) class, or approved Dual Credit course, who receive a 70% or higher would receive an additional 1.00 calculated into their grade. The classes that meet at least one of the above criteria include: Pre-Calculus (DC), Calculus (AP/DC), Chemistry (AP), Spanish (AP), Literature and Composition (AP), U.S. History (AP), Anatomy and Physiology (AP)

### GRADING SCALE

93 -100 = A	90-92 = A-	88-89 = B+	83-87 = B	80-82 = B-	78-79 = C+
73-77 = C	70-72 = C-	68-69 = D+	63-67 = D	60-62 = D-	59-0 = F

### GRADES FOR STUDENTS / ENROLLING FROM ACCREDITED SCHOOLS

Incoming students from accredited schools who enroll late in the school year/or grading period or whose schedules cannot be matched with their former school will be enrolled in classes with teacher's knowledge. A student enrolling after the beginning of a semester will be graded on the work accomplished beginning at the entry date into the class/ classes. Grades for a new student will be given to receiving teachers by guidance as soon as an official record is received for the student. That grade will be

calculated with what the student earns at Eminence to arrive at grades for the grading period.

### VIRTUAL CLASS GRADING (APEX)

Students enrolled in a virtual class taken concurrently during the school day with regular classes will receive a grade during each of the grading periods that comprise the semester long course. The policy does not include classes taken after the regular school day ends. The grades will be determined as follows:

1. Student must be enrolled in an internet/virtual class during the regular school day.
2. A grade will be assigned for the first grading period of the current semester and a final grade for the entire semester based upon grades assigned and completed coursework.
3. In order to receive a passing grade in the first grading period of a semester, a student must have completed 50% of the coursework by the end of the first grading period. Upon completion of 50% or more of the coursework, the grade for the course will be given that has been achieved at the end of the grading period.
4. Any student not completing at least 50% of the coursework by the end of the first grading period in a semester will receive a grade of “I” or “Incomplete” for that grading period.
5. Upon completion of all coursework by the end of the semester, the student will receive, as a semester grade, the final grade assigned for all coursework.
6. If at the end of the semester the student has not completed the course, a grade of “I” (Incomplete) will be

assigned until all work is completed within on week of the end of the semester. All remaining assignments will be averaged as a failing grade. (Note: the IHSAA recognizes “I” or “Incomplete” as a failing grade and does not permit students to count this class toward eligibility requirements)

## **HONOR ROLL**

To attain honor roll status, a student must meet the following grade requirements:

1. “A” Honor Roll: The student must have no grades lower than A-.
2. “A-B” Honor Roll: The student must have no grades lower than B-.

## **INCOMPLETES**

Occasionally, because of illness, accidents, or family emergencies, it becomes necessary to receive an incomplete on the report card. For a student to receive an incomplete, the administration must be informed of the reason before the grades are due, and then all missed work shall be completed within 5 school days after he/she returns to school. Failure of a student to report a reason for not completing course requirements or not completing requirements in the allotted five school days shall result in a grade of “zero” on the incomplete work. There shall be no incompletes given at the end of the school year except through the approval of the principal. It is the students' responsibility to complete requirements and to keep teachers informed of their current status.

## **NATIONAL HONOR SOCIETY SELECTION CRITERIA**

1. To be eligible for membership the candidate must be a member of the (any high school class 10-12). Candidate must



have been in attendance at school the equivalent of one (1) semester. A transfer student may be considered based on presenting a letter addressed to the present school principal from the former school principal pursuant to the candidate's selection. Based on the recommendation of the previous principal, the faculty council may waive the semester regulation.

2. Candidates must have a cumulative scholastic average of at least a B+ or a 3.3 on a 4.0 scale or higher (no rounding up). Candidates shall then be evaluated on the basis of scholarship, service, leadership, and character.
  - a. Sophomore candidates- must have been or presently be involved in one (1) activity during the freshman year - one (1) of which may be athletic teams.
  - b. Junior candidates - must have been or presently be involved in three (3) activities during the freshman, sophomore, or junior year - two (2) of which may be athletic teams.
  - c. Senior candidates - must have been or presently be involved in five (5) activities during the freshman, sophomore, junior, or senior year - three (3) of which may be athletic teams.
3. If a student held or presently holds a major club office, this may be counted toward the activity requirement.
4. Examples of activities are athletic teams, clubs, scouts, 4-H, church groups, and volunteer work, etc.
5. The principal shall appoint a faculty council annually. The faculty council consists of three (3) voting members and shall not include the National Honor Society faculty advisor or principal. The selection of each member to the chapter shall be by a majority vote of the faculty council. The word majority will reflect more than half, assuming that all five members cast votes as either yea or nay. In the event that less than 3 cast a yea or nay vote, the determination will be based on more than one half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions. **The faculty council will use whatever**

**means necessary to seek input from the entire faculty on the prospective candidates to help assure that the faculty council knows all candidates.**

## **NETWORK / INTERNET ACCEPTABLE USE AND SAFETY**

The responsibility for the educational value of Internet access is the joint responsibility of school staff, the students with access to the Internet, and their parents. The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. The School Board is pleased to provide internet services to its students. The Board encourages students to utilize the internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century.

The Corporation has implemented technology protection measures which block/filter internet access to websites deemed inappropriate by school personnel. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or

controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the internet.

All internet users (and their parents if they are minors) are required to sign the Network/Internet Acceptable Use Policy indicating they will abide by the terms, conditions, and its accompanying guidelines.

Internet usage is closely monitored and must be for an **educational purpose**. Students must enter the computer programs through their own logins and passwords.

Users who disregard this policy may have their privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the internet through the Corporation's computers assume personal responsibility and liability, both civil and criminal, for uses of the internet not authorized by this policy.

## **MEDIA CENTER RULES AND USAGE**

Books, newspapers, magazines, reference materials, online resources and audio-visual equipment are available to students and faculty. Students, who have passes indicating their purposes, are welcome in the media center.

All loaned materials should be returned promptly. Fines will be assessed for any late, damaged, or lost items. Damaging or destroying any media center materials or furnishings will result in disciplinary action.

## **NON-DISCRIMINATION STATEMENT**

*The Eminence Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, disabilities, or national origin*

*including English proficiency, and any employment opportunity, educational program, or student activity. No person is excluded from participation in, denied benefits of, or otherwise subjected to unlawful discrimination on such basis in any employment practice educational program, or student activity.*

*If you believe that the Eminence Community School Corporation or any of the Corporation's staff has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) The Age Discrimination Act of 1975, as amended, (4) the Genetic Information Act (GINA) of 2008, and/or (5) Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, you may present a complaint, which shall be referred to as a grievance to one of the Civil Rights Coordinators. Building level violations should be reported to the building principal. Corporation level violations should be reported to the Superintendent.*

## **PRE-HIGH SCHOOL CREDIT**

It is the policy of the Eminence Community School Corporation to issue high school credit for high school courses successfully completed at pre-high school grade levels provided:

1. The instructional materials used are those required by Indiana Textbook Code (IC 20-10.1-9-7).
2. For each credit issued, the amount of teacher contact time will be equivalent to that of the equivalent high school course(s).
3. The course(s) is taught by a teacher with documented competency to teach the course(s).
4. It is indicated on the student's transcript that the course(s) was completed prior to grade nine.

5. The student's participation in the course(s) is evaluated under the same criteria as equivalent course(s) is evaluated at the high school level.

### **Physical Education Alternative Credit**

Any student grades 9-12 has the opportunity to earn two (2) high school PE credits for participation in a high school athletic program. The student must engage in two different sports during the same year or the same sport over the course of two different years. The student does not have to earn a varsity letter in order to receive the pe credit. The student must complete the season in its entirety within good academic and athletic standing, complete the pe alternative credit form, obtain the required signatures and return the form to the Guidance Office in order to be awarded an alternative physical education credit.

PE Alternative Credit grades are recorded on a student's transcript and impact honor roll, GPA, and class rank. Therefore, no exceptions will be made to the following deadlines:

Summer and Fall sports are due the last day of First Semester. Winter and Spring sports are due the last day of Second Semester.

### **PROGRESS REPORTS**

Progress reports will be distributed after the 9th week of the semester and final grades will be distributed after the 18th week of the Semester. Parents may see their student's grades at any time by logging on to Harmony through to the Eminence School website. Please call the high school Guidance Office for more information.

## **RELEASE OF RECORDS**

1. Eminence Jr.-Sr. High School maintains records on all students 6-12. These records may include directory information such as:
  - a. Basic identifying information, including student and parent names and address, birth date, place of birth, gender, phone numbers, and student picture.
  - b. Academic transcripts, including grades, promotion, grade level achievement and scores on any achievement, aptitude, or entrance examinations.
  - c. Attendance records.
2. This information is not released unless a “Record of Request for Release” is on file in the Guidance Office. The release of any student records other than in the areas specified requires the written consent of the parent or eligible student. However, student records may also be released without consent as follows:
  - a. A transcript of student records will be forwarded to another public or private school or post-secondary educational institution to which a student transfers or applies for admission or in which a student enrolls.
  - b. A transcript of student records will be forwarded to scholarship or financial aid sponsors to whom the student is making or has made application.
3. FERPA (Family Educational Rights and Privacy Act) requires schools and local education agencies to annually notify parents of their rights under FERPA. The notice must effectively inform parents with disabilities or who have a primary home language other than English. The annual notice pertaining to FERPA rights must explain that parents may inspect and

review records and, if they believe the records to be inaccurate, they may seek to amend them. Parents also have the right to consent to disclosures of personally identifiable information in the record, except under authorized circumstances.

FERPA gives both parents, custodial and non-custodial, equal access to student information unless the school has evidence of a court order or state law revoking these rights. When students reach the age of 18, or when they become students at postsecondary education institutions, they become “eligible students” and rights under FERPA transfer to them. However, parents retain access to student records of children who are their dependents for tax purposes.

## **SALES**

There are to be no sales of products by school clubs without first obtaining permission from the principal. Students who accept items to sell for the purpose of gaining revenue for a school organization are responsible for returning the items or the monetary value of them.

## **SCHEDULING CHANGES**

The schedule you receive is the schedule you are expected to follow for the school year. Therefore, it is important for you to plan carefully when making your course selections. Schedule changes will only be made for the following reasons:

- The student needs to add a graduation requirement, a Core 40 requirement, or an Indiana Technical or Academic Honors Diploma requirement
- The student needs to retake a failed required class
- There is an IEP, a doctor's order, or a court order
- There is an administrative need or a teacher recommendation.
- Student and parent requests will be not be considered after the first week of the semester.

\*\*Failing the first semester of a course is not a basis for dropping the second semester of a course.

## **SEARCH AND SEIZURE**

Desks and lockers are school property, and school authorities make regulations regarding their use. School officials may inspect automobiles, desks, lockers, and personal effects when there are reasonable grounds to believe that the contents threaten the safety, health, or welfare of students, or include stolen property or contraband.

Stolen items and items which are prohibited by law, board policy, or school authorities, may be removed and impounded, and the parents notified. If the student is not present during the search, he/she shall be informed, as soon as practical, of the action taken. This policy is enforced during the school day, on school buses, in school buildings and grounds. The policy extends to all school-sponsored and related activities including field trips and athletic and music trips, whether held before or after school, evenings, or weekends.

## **SIGNS/DISTRIBUTION OF MATERIALS**

Signs/posters may be posted in appropriate areas. Clubs or individuals are to check at the main office for permission and appropriate locations. Signs or printed materials of promotion or



advertising may not be distributed to students in the school building, on the school grounds, on the school buses, or at any school-sponsored activity without the prior approval of the principal and/or assistant principal. Signs should be mounted with masking tape on sign boards or walls and thumbtacks on bulletin boards. Signs without proper authorization will be removed.

## **STUDENT LEADER**

A student who is applying for or is in a position of school leadership is expected to model proper behavior. When a student fails to remain in good standing due to an infraction of school rules, the student may not run and may be removed from a position of leadership. Class officer's expectations are as follows:

1. Attend all meetings called by the class sponsor. (Students excused at sponsor's discretion.)
2. Maintain academic eligibility for extra-curricular activities as outlined in the student handbook.
3. Participate in a class sponsored community service project.
4. Perform to the best of their ability.
5. Read announcements when asked.
6. Work during homecoming/prom week to organize.
7. Organize sheet/class participation for homecoming week.
8. Remain in good standing with school rules including expulsions or suspensions.
9. Display proper behavior and act as a role model when representing school activities.

## **CELL PHONE USE**

We understand cell phones have become a part of modern life, but in the school building, during school hours, we will operate

as a phone-free zone. Cell phones can be kept in lockers. Parents or guardians may contact students about emergencies by calling the office. Any cell phone that is visible between 8:00 and 3:00 MUST be confiscated, as they are a security violation due to their potential in bullying, classroom distraction, inappropriate searches and communications, and violation of student privacy rights. Having a phone out during school hours will be cause for a digital search of the device for social media, text, and photos that violate the school's policies. Students that have a phone confiscated more than once will need to surrender their phone in the office temporarily or indefinitely. Failing to turn over a phone to school staff or refusing a digital search is insubordination and will result in immediate out-of-school suspension.

### **TEXTBOOKS/FEES**

All texts are rented to students for their use during the school year. Rented textbooks are to be kept clean and handled carefully. The student is responsible for the cost of repair or replacement of damaged or lost books. Students must put their names inside the books, in the space provided, in case the book is misplaced.

Students should examine a rented textbook to make sure that it is in good repair when accepted. Damage should be reported to the administrative office so the student is not made responsible for previous book damage.

### **TEXTBOOK LOSS/DAMAGE CHARGES**

Fees are charged to replace lost or damaged rental textbooks. The amount charged for damage to a book's cover or the appropriate personnel will determine binding.

## **TRANSFER STUDENTS OF ACCREDITED SCHOOLS**

If a student transfers to Eminence Jr.-Sr. High School from an accredited school, grades and credits earned in the previous school will be considered equivalent to grades and credits earned in the Eminence Community School Corporation. It is the responsibility of the student and parent/guardian to obtain all information necessary to properly evaluate and place the student.

## **TRANSFER STUDENTS OF HOME SCHOOLS/NON-ACCREDITED SCHOOLS**

Credits from non-accredited schools and home schools must be thoroughly evaluated before they are granted and placed on a student's transcript in order for such credits to be accepted at Eminence Jr.-Sr. High School. Subject tests may be administered to the student by the guidance department or their designee. Upon successful completion of subject tests, credits may be granted and placed on the student's transcript. However, no grades will be entered on the transcript. Credits earned in home schools/non-accredited schools will not be considered for G.P.A. or class ranking.

## **VALEDICTORIAN/SALUTATORIAN**

A student must be enrolled in high school for four (4) complete school years to be eligible for valedictorian or salutatorian. No early graduates will be considered regardless of GPA or rank. Transfer students must have been enrolled at Eminence Jr.-Sr High School for four consecutive semesters to be considered. The class valedictorian and salutatorian positions will be declared after the first semester of the senior year, based on the highest and second highest GPAs, respectively. At the end of the 1<sup>st</sup> semester "candidates" for Valedictorian and Salutatorian will be determined. If more than a .03 difference exists between candidates, Valedictorian and Salutatorian will be announced at that time. If a GPA difference is less than .03, the Valedictorian

and Salutatorian will not be announced until the final grades for those students are calculated. If the final calculations involve a GPA difference of less than .01 then the candidates will be Co-Valedictorians and/or Salutatorians.

## **VISITORS AND GUESTS**

Eminence Jr.-Sr. High School encourages parents and guardians to visit the school. All visitors must check in at the office immediately upon entering the building. All parent/teacher/administrative conferences should be prearranged 24 hours in advance. Students will not be called out of class to see visitors (other than for emergency purposes). No student visitors will be allowed to visit or attend school. Former students must have a prearranged visit, and they are to meet with office staff prior to entering the halls.

## **WORK PERMITS AND STUDENT EMPLOYMENT**

All students should know that the Indiana Industrial Laws require boys and girls between the ages of 14 and 17 who work for pay to possess work permits, except for certain exempt occupations, such as farming and domestic work. The student should first obtain a job before requesting an “Intent-to-Employ” card from the high school office. The “Intent-to-Employ” will need to be filled out by the employer and must be signed by the employer, the parent and the student. The student should then present the completed “Intent-to-Employ” form along with his/her birth certificate to the Eminence Jr.-Sr. High School Office for a work permit. They will be processed by the end of the day upon which they are turned in. There will be no charge for a work permit.

**\*Schools may refuse to issue work permits due to poor grades and/or attendance, and once issued, work permits may be revoked for the same reasons. Employers shall be notified immediately.**



**EMINENCE ATHLETICS**  
**STUDENT ATHLETE/PARENT ATHLETIC HANDBOOK**  
**ATHLETIC HANDBOOK FOR STUDENT-ATHLETES**  
**“HOME OF THE EELS”**

I WOULD LIKE TO PERSONALLY WELCOME YOU TO THE ATHLETIC PROGRAM FOR EMINENCE COMMUNITY SCHOOLS. I AM EXCITED TO CONTINUE TO HAVE THE OPPORTUNITY TO WORK WITH OUR STUDENT-ATHLETES AND HELP THEM ACHIEVE THEIR GOALS BOTH IN AND OUT OF ATHLETICS.

I KNOW THE MAJOR IMPACT THAT SPORTS HAS MADE IN MY LIFE AND REALIZE THE VITAL IMPORTANCE THAT SPORTS CAN PLAY IN THE LIVES OF THE STUDENTS WITHIN OUR COMMUNITY. I AM HONORED AND PRIVILEGED TO SERVE AT THE ATHLETIC DIRECTOR AT EMINENCE. SINCE BEING SELECTED AS THE ATHLETIC DIRECTOR, I HAVE PROMISED THAT I WOULD TAKE THE THOUGHTS AND IDEAS FROM MR. BURELISON AND ADD THEM TO MY AGENDA TO FULLY GROW OUR ATHLETIC PROGRAM. I HAVE BROUGHT AND PLAN ON CONTINUING TO BRING VARIOUS PROGRAMS, IDEAS, AND STRATEGIES TO HELP IMPROVE ATHLETICS AT EMINENCE.

THE CONTENTS OF THIS MANUAL ARE DESIGNED FOR THE PARENT AND ATHLETE AND WILL HOPEFULLY ANSWER ANY QUESTIONS YOU MAY HAVE ABOUT THE OPERATION OF OUR ATHLETIC PROGRAM. BOTH PARENT/GUARDIAN AND ATHLETE NEED TO COMPLETE THE PERMISSION TO PRACTICE WHICH CAN BE DONE USING PRIVIT, OUR NEW ONLINE PHYSICAL PROGRAM.

I HAVE AN OPEN DOOR POLICY AND WELCOME ANY CONSTRUCTIVE FEEDBACK IN ORDER TO HELP GROW OUR ATHLETIC PROGRAM. THEREFORE PLEASE DO NOT HESITATE TO CONTACT ME.

SINCERELY,  
*SHANE DAVIS*  
ATHLETIC DIRECTOR

BEST OF LUCK THIS YEAR  
AND  
GO EELS!

### ATHLETIC STATEMENT

THIS ATHLETIC HANDBOOK IS DESIGNED TO INFORM ATHLETES AND THEIR PARENTS OR GUARDIANS OF THE RULES, REGULATIONS AND INFORMATION THAT HELPED DEVELOP THE TRADITION OF COMPETITION AT EMINENCE COMMUNITY SCHOOLS.

PARTICIPATION IN EMINENCE ATHLETICS IS A PRIVILEGE WHICH CARRIES WITH IT VARYING DEGREES OF HONOR, RESPONSIBILITY AND SACRIFICE. SINCE ATHLETIC COMPETITION OF EMINENCE TEAMS IS A PRIVILEGE AND NOT A RIGHT, THOSE WHO CHOOSE TO PARTICIPATE WILL BE EXPECTED TO FOLLOW THE *CODE OF CONDUCT* ESTABLISHED BY THE ADMINISTRATION, AND OTHER SPECIFIC COACH'S RULES FOR THEIR SPORT. ATHLETES REPRESENT THEIR SCHOOL AND STUDENT BODY. ATHLETES ARE TO CONDUCT THEMSELVES IN A MANNER THAT IS BECOMING TO THEIR FAMILY, EMINENCE SCHOOLS AND THE COMMUNITY.

### ATHLETIC PHILOSOPHY / MISSION

THE PHILOSOPHY OF THE EMINENCE ATHLETIC DEPARTMENT IS TO PROVIDE THE BEST OPPORTUNITIES FOR ITS STUDENT-ATHLETES TO EXCEL IN TEAMWORK, SPORTSMANSHIP, SELF-DISCIPLINE, AND MORAL CHARACTER. THE PURPOSE IS TO PROVIDE EACH PARTICIPANT WITH EXPERIENCES THAT WILL BE POSITIVE, MEMORABLE, AND HELPFUL TO THEM TO DEVELOP THE CAPACITY FOR COMMITMENT TO A CAUSE, ACCEPTANCE OF RESPONSIBILITY, AND LOYALTY TOWARD ANY CHOSEN ENDEAVOR.

### SPORTSMANSHIP

EMINENCE COMMUNITY SCHOOLS IS COMMITTED TO PROVIDING A SPORTSMANLIKE ENVIRONMENT FOR STUDENTS, COACHES, AND SPECTATORS. AS A PARTICIPANT IN ATHLETICS, PLAYERS ARE TO RESPECT THE INTEGRITY AND JUDGEMENT OF ALL OFFICIALS, AND THE IHSAA. ATHLETES ARE EXPECTED TO DISPLAY EXEMPLARY BEHAVIOR AS A REPRESENTATIVE OF OUR SCHOOL. FAILURE TO ABIDE BY THE EXPECTATIONS OF THE SCHOOL OR THE IHSAA MAY RESULT IN SUSPENSION OF PLAYING PRIVILEGES.

### ATHLETE DEFINED



THE EMINENCE ATHLETE IS DEFINED AS AND INCLUDES ALL YOUNG MEN AND WOMEN WHO REPRESENT A TEAM THAT ENGAGES IN INTERSCHOLASTIC COMPETITION AND FURTHER INCLUDES CHEERLEADERS, STUDENT MANAGERS, AND STATISTICIANS AFFILIATED WITH A TEAM. STUDENTS WILL BE CONSIDERED ATHLETES FROM THE TIME THEY TRY OUT FOR THEIR FIRST TEAM UNTIL THEY GRADUATE OR ARE NO LONGER A STUDENT AT EMINENCE SCHOOLS.

### ATHLETIC TRANSFERS

PARENTS OF STUDENTS WHO WISH TO PARTICIPATE IN ATHLETICS AT EMINENCE COMMUNITY SCHOOLS, BUT DID NOT ATTEND EMINENCE DURING THE PREVIOUS YEAR OF HIGH SCHOOL, ARE REQUIRED TO COMPLETE AN IHSAA ATHLETIC TRANSFER FORM. THE STUDENT, PARENT(S)/GUARDIANS, AND THE ATHLETIC OFFICE MUST FILL OUT THIS FORM. STUDENTS DO NOT BECOME ELIGIBLE TO PARTICIPATE IN CONTESTS UNTIL BOTH SCHOOLS AND THE IHSAA HAVE APPROVED THE TRANSFER. STUDENTS WHO TRANSFER WITHOUT A CORRESPONDING CHANGE OF ADDRESS MAY BE GRANTED “LIMITED ELIGIBILITY” TO COMPETE BELOW VARSITY LEVELS FOR 365 DAYS.

### ATHLETIC PROGRAM PROFILE

-EMINENCE SUPPORTS 3 MALE, 3 FEMALE SPORTS, AND 5 COED SPORTS IN GRADES 6-12.

-EMINENCE PARTICIPATES IN MORGAN COUNTY SPORTS AND IS THE GIAC ATHLETIC CONFERENCE.

BOYS SPORTS: BASKETBALL, WRESTLING, BASEBALL

GIRLS SPORTS: VOLLEYBALL, BASKETBALL, SOFTBALL

COED SPORTS: CROSS COUNTRY, TRACK AND FIELD, SOCCER, WRESTLING, CHEERLEADING

### ATHLETIC DEPARTMENT STAFF & ADMINISTRATION

SHANE DAVIS- ATHLETIC DIRECTOR

[SDAVIS@EMINENCE.K12.IN.US](mailto:SDAVIS@EMINENCE.K12.IN.US)

JAMA HOOVER- ASSISTANT ATHLETIC DIRECTOR

[JHOOVER@EMINENCE.K12.IN.US](mailto:JHOOVER@EMINENCE.K12.IN.US)

BRIAN BURELISON- PRINCIPAL

[BBURELISON@EMINENCE.K12.IN.US](mailto:BBURELISON@EMINENCE.K12.IN.US)

## ELIGIBILITY

### ACADEMIC/ATHLETIC ELIGIBILITY AT EMINENCE

IN ORDER TO REPRESENT EMINENCE COMMUNITY SCHOOLS IN ATHLETICS AND INTERSCHOLASTIC COMPETITION, ALL STUDENTS MUST MEET ELIGIBILITY REQUIREMENTS SET FORTH BY THE EMINENCE SCHOOL CORPORATION, THE EMINENCE ATHLETIC DEPARTMENT, AND THE IHSAA.

1. HS AND MS STUDENTS MUST BE PASSING 5 CREDITS AND MAINTAIN A D+ AVERAGE. STUDENT-ATHLETES MUST BE ENROLLED AT EMINENCE AND PASS FIVE FULL CREDITS (IHSAA STANDARD) WITH NO MORE THAN 1 F EACH 9 WEEK GRADING PERIOD IN ORDER TO CONTINUE TO PARTICIPATE AS A TEAM MEMBER. SEMESTER-ENDING GRADES TAKE PRECEDENCE. COACHES AND SPONSORS CAN CHECK PROGRESS OF STUDENTS BY TALKING WITH TEACHERS, ISSUING PERIODIC GRADE CHECKS AND CHECKING GRADE CARDS AT THE END OF GRADING PERIODS. IT IS THE POLICY OF THE ATHLETIC DEPARTMENT TO WORK CLOSELY WITH THE ACADEMIC PROGRESS OF EACH PARTICIPANT. STUDENTS WITH FAILING GRADES WILL ATTEND PRACTICES OR STUDY AT THE COACHES' DISCRETION DURING PERIODS OF ACADEMIC DIFFICULTY. THE INELIGIBILITY WILL BE IN EFFECT UNTIL THE NEXT 9 WEEK REPORT CARD. AT THAT TIME, ELIGIBILITY WILL BE DETERMINED.

2. STUDENTS IN GRADES 6-12 MUST PASS 7 OF THEIR 8 CLASSES AND MAINTAIN A D+ AVERAGE.
3. GRADES WILL BE DETERMINED AT THE END OF EACH GRADING PERIOD.
4. STUDENTS WHO ARE INELIGIBLE WILL BE ALLOWED TO ATTEND PRACTICES PROVIDING THEY'VE MET WITH THE COACH AND ATHLETIC DIRECTOR TO DISCUSS EXPECTATIONS.
5. STUDENTS ATTENDING AFTER SCHOOL CLASSES FOR PURPOSE OF CREDIT RECOVERY MIGHT NOT BE ABLE TO PARTICIPATE DUE TO CONFLICTING PRACTICE TIMES AND CLASSES. STUDENTS MAY NOT USE NIGHT SCHOOL AS AN EXCUSED ABSENCE FROM ATHLETIC PRACTICES OR GAMES.

### PHYSICAL EXAMINATIONS

EVERY STUDENT-ATHLETE IS REQUIRED BY EMINENCE AND THE IHSAA TO HAVE A YEARLY PHYSICAL EXAMINATION COMPLETED AND ON FILE WITH THE ATHLETIC OFFICE BEFORE PRACTICING IN ANY SPORT. ALL FORM ARE DUE ON PRIVIT IN ORDER TO PARTICIPATE IN ANY SPORTS. PHYSICAL EXAMS ARE THE RESPONSIBILITY OF THE ATHLETE AND HIS/HER PARENTS. EXAMS ARE IN EFFECT FOR THE NEXT SCHOOL YEAR IF TAKEN AFTER APRIL 1ST. PHYSICALS MUST HAVE THE SIGNATURE OF A LICENSED PHYSICIAN (MD OR DO) AND NOT A NURSE, NURSE PRACTITIONER, ETC.

### CONCUSSION AND SUDDEN CARDIAC ARREST

IN COMPLIANCE WITH INDIANA STATE LAWS (IC-20-34-7 AND IC-20-34-8) EMINENCE COMMUNITY SCHOOL CORPORATION WILL ASK ALL STUDENT ATHLETES AND PARENTS/GUARDIANS TO FOLLOW THE FOLLOWING GUIDELINES

- ALL STUDENT ATHLETES WILL BE PROVIDED AND EXPECTED/ENCOURAGED TO READ *HEADS UP CONCUSSION: A FACT SHEET ATHLETES* AND *SUDDEN CARDIAC ARREST: A FACT SHEET FOR ATHLETES*.
- ALL PARENTS/GUARDIANS WILL BE PROVIDED AND EXPECTED/ENCOURAGED TO READ *HEADS UP CONCUSSION: A FACT SHEET FOR PARENTS* AND *SUDDEN CARDIAC ARREST: A FACT SHEET FOR PARENTS*.
- ALL STUDENT ATHLETES AND THEIR PARENTS/GUARDIANS MUST SIGN AN ACKNOWLEDGEMENT FORM OF RECEIVING AND READING THE DOCUMENTATION MENTIONED ABOVE. THIS FORM MUST BE ON FILE WITH THE ATHLETIC TRAINER.

RETURN TO PLAY AFTER INJURY

- **CONCUSSION** – A STUDENT ATHLETE RETURNING FROM A CONCUSSION WILL BE EXPECTED TO PROVIDE DOCUMENTATION FROM AN ATHLETIC TRAINER OR HAVE A WRITTEN RELEASE FROM A LICENSED PHYSICIAN WHO HAS BEEN TRAINED IN CONCUSSION EVALUATION AND MANAGEMENT. THE RELEASE MUST BE ON AN OFFICIAL DOCUMENT FROM THE PHYSICIAN’S OFFICE.
- **SUDDEN CARDIAC ARREST** – A STUDENT ATHLETE WHO HAS BEEN REMOVED FROM PLAY DUE TO SUDDEN CARDIAC ARREST SYMPTOMS MAY NOT RETURN TO PLAY UNTIL THE STUDENT ATHLETE HAS BEEN EVALUATED AND CLEARED BY A LICENSED PHYSICIAN. THE RELEASE MUST BE ON AN OFFICIAL DOCUMENT FROM THE PHYSICIAN’S OFFICE AND PROVIDED TO THE ATHLETIC TRAINER.

## WHAT MUST BE DONE BEFORE YOUR FIRST PRACTICE

THE FOLLOWING ITEMS ARE TO BE COMPLETED BY THE ATHLETE AND PARENT/GUARDIAN BEFORE THE FIRST PRACTICE WITH ANY TEAM:

- TAKE AND PASS PHYSICAL EXAMINATION AND HAVE SUPPORTING STUDENT, PARENT AND DOCTOR SIGNATURES
- MEET ACADEMIC ELIGIBILITY REQUIREMENTS
- HAVE ATHLETIC TRANSFER FILED (TRANSFER STUDENTS NEW TO EMINENCE COMMUNITY SCHOOLS CANNOT COMPETE IN INTERSCHOLASTIC CONTESTS UNTIL AN ATHLETIC TRANSFER IS COMPLETED)
- HAVE HANDBOOK ACKNOWLEDGMENT SIGNED AND ON FILE
- HAVE CONCUSSION & SUDDEN CARDIAC ARREST ACKNOWLEDGEMENTS SIGNED AND ON FILE

- HAVE ALL OTHER SUPPORTING DOCUMENTATION COMPLETED AND ON FILE

## CODE OF CONDUCT

### STATEMENT

THE FOLLOWING EMINENCE COMMUNITY SCHOOL RULES ARE IN ACCORDANCE WITH THE IHSAA CONSTITUTION. AN ATHLETE IS DEFINED AS A PARTICIPANT ON AN ATHLETIC TEAM, CHEERLEADERS, MANAGERS, TRAINERS, AND ATHLETIC ASSISTANTS.

THE EMINENCE COMMUNITY SCHOOL CORPORATION IS COMMITTED TO FAIR PLAY, ETHICAL BEHAVIOR, AND INTEGRITY - ALL CRITICAL ELEMENTS OF GOOD SPORTSMANSHIP. THE VALUES OF GOOD CITIZENSHIP AND HIGH BEHAVIORAL STANDARDS APPLY EQUALLY TO ALL SCHOOL ACTIVITIES, PARTICIPANTS, AND FANS.

### ENFORCEMENT OF THE CODE OF CONDUCT

THE PRINCIPAL OR HIS/HER DESIGNEE SHALL ENFORCE ALL RULES AND REGULATIONS AS DESCRIBED IN THE CODE OF CONDUCT (HEREAFTER THE CODE) FOR ATHLETES. ALL RULES REGARDING BEHAVIOR AND/OR TRAINING AS OUTLINED IN IHSAA REGULATIONS APPLY. THE CODE WILL BE REINFORCED BY THE COACH OF EACH SPORT DURING THE YEAR. PARENTS/GUARDIANS AND ATHLETES ARE REQUIRED TO SIGN THE ACKNOWLEDGMENT, CONSENT, INJURY AWARENESS AND DISCLOSURE DOCUMENT STATING THAT THEY UNDERSTAND THE CODE AND THE ATHLETE IS SUBJECT TO DISCIPLINARY MEASURE SHOULD HE/SHE VIOLATE THE CODE.

ANY ALLEGED VIOLATION OF THE CODE SHALL BE REPORTED FIRST TO THE PRINCIPAL OR HIS/HER DESIGNEE AND THEN IS TO BE FOLLOWED BY AN INVESTIGATION BY ANY OR ALL OF THE FOLLOWING PEOPLE...COACH, SPONSOR, ATHLETIC DIRECTOR, PRINCIPAL OR HIS/HER DESIGNEE.

*THE CODE IS IN FORCE TWELVE (12) MONTHS A YEAR*  
EXPECTED STANDARDS OF CONDUCT FOR ATHLETES.

- NO PLAYER(S) WILL EVER EMPLOY ILLEGAL TACTICS TO GAIN AN UNDESERVED ADVANTAGE. ALL PLAYERS WILL DEVOTE THEMSELVES TO BEING A TRUE SPORTSMAN.
- ALL ATHLETES WILL CARE FOR ALL EQUIPMENT AS THOUGH IT WAS THEIR OWN PERSONAL PROPERTY. IF EQUIPMENT IS DESTROYED THROUGH PRACTICE IT WILL BE REPLACED BY THE SCHOOL. IF EQUIPMENT IS LOST THE ATHLETE(S) WILL FULFILL THEIR RESPONSIBILITY BY PAYING FOR REPLACEMENT OF ITEMS(S).
- ALL ATHLETES WILL OBEY THE SPECIFIC TRAINING AND PRACTICE RULES OF THEIR TEAM AS GIVEN TO THEM BY THE COACHING STAFF.
- ATHLETES WILL NOT ENGAGE IN NEGATIVE THINGS. DRINKING ALCOHOL, TAKING CONTROLLED DRUG SUBSTANCES, USING TOBACCO PRODUCTS, USING PROFANITY AND BEING DISOBEDIENT ARE HARMFUL TO ATHLETES AND THEIR TEAM. MAXIMUM EFFORT AND PERFORMANCE CANNOT BE ATTAINED DOING THESE THINGS.

- ATHLETES AND SUPPORT STUDENTS OF THE TEAM MUST PASS FIVE CREDITS, WITH NO MORE THAN 1 F, EACH GRADING PERIOD TO BE ELIGIBLE TO PARTICIPATE IN ATHLETICS. TEAM MEMBERS SHOULD PLAN THEIR TIME SO THAT THEY DEVOTE ENERGY TO THEIR STUDIES TO INSURE PASSING GRADES WHICH REPRESENT THEIR TRUE ABILITIES.
- ATHLETES SHOULD BE A POSITIVE INFLUENCE IN ALL THEY ATTEMPT TO DO. THEY ARE TO WORK FOR THE BETTERMENT OF EMINENCE AND SET A GOOD EXAMPLE BY DOING WHAT IS RIGHT AND GOOD.
- OFFICIALS DESERVE COURTEOUS RESPECT. ALL MUST REALIZE THAT OFFICIALS DO NOT LOSE A GAME OR CONTEST. THEY ARE THERE FOR THE PURPOSE OF INSURING BOTH TEAMS A FAIR CONTEST.
- ATHLETES SHOULD APPRECIATE THAT COACHES, TEACHERS AND SCHOOL OFFICIALS HAVE THE BEST INTERESTS OF ALL ATHLETES IN MIND AS THEY EQUIP, SCHEDULE AND CONDUCT THE ATHLETIC PROGRAM.
- ALL EMINENCE ATHLETES MUST COMPLY WITH THE STANDARDS OF OUR ATHLETIC CODE OF CONDUCT AND SCHOOL RULES OR BE SUBJECT TO DISCIPLINARY ACTION OR DISMISSAL FROM A TEAM AS DETERMINED BY THE RULES, COACHING STAFF, ATHLETIC DIRECTOR AND OR PRINCIPAL OF EMINENCE COMMUNITY SCHOOLS.

## ANTI-HAZING POLICY



EMINENCE COMMUNITY SCHOOLS IS COMMITTED TO PROVIDING THE BEST LEARNING ATMOSPHERE FOR OUR STUDENTS. HAZING ACTIVITIES ARE INCONSISTENT WITH OUR EDUCATIONAL MISSION AND WILL NOT BE TOLERATED IN THE ATHLETIC DEPARTMENT. THE INDIANA CODE DEFINES HAZING AS "FORCING OR REQUIRING ANOTHER PERSON-(1.) WITH OR WITHOUT THE CONSENT OF THE OTHER PERSON AND (2.) AS A CONDITION OF ASSOCIATION WITH A GROUP OR ORGANIZATION; TO PERFORM AN ACT THAT CREATES A SUBSTANTIAL RISK OF BODILY INJURY." THE AMERICAN HERITAGE DICTIONARY, FOURTH EDITION, DEFINES HAZING AS: "TO PERSECUTE OR HARASS WITH MEANINGLESS, DIFFICULT, OR HUMILIATING TASKS. TO INITIATE BY EXACTING HUMILIATING PERFORMANCES FROM OR PLAYING ROUGH PRACTICAL JOKES UPON." THE EMINENCE ATHLETIC DEPARTMENT WILL NOT TOLERATE ACTIONS BY ATHLETES THAT RECKLESSLY OR INTENTIONALLY ENDANGER THE MENTAL OR PHYSICAL HEALTH OR SAFETY OF A STUDENT. THIS INCLUDES, BUT IS NOT LIMITED TO, PADDLING, BEATING, BRANDING, EXPOSURE TO THE ELEMENTS, FORCED CONSUMPTION OF FOOD OR DRINK, "SWIRLIES", FORCED CONDUCT RESULTING IN EXTREME EMBARRASSMENT, OR ANY OTHER CONDUCT WHICH COULD ADVERSELY AFFECT THE MENTAL HEALTH OR DIGNITY OF ANOTHER INDIVIDUAL. DISCIPLINARY ACTIONS WILL BE TAKEN AGAINST STUDENTS WHO PLAN, ENCOURAGE, OR ENGAGE IN HAZING ACTIVITIES. ATHLETIC DEPARTMENT EMPLOYEES WHO PERMIT, ENCOURAGE, CONDONE OR TOLERATE HAZING WILL BE SUBJECT TO DISCIPLINE.

## RULES OF CONDUCT

THE FOLLOWING RULES ARE SPECIFIC EXAMPLES OF CONDUCT THAT WOULD VIOLATE THE *CODE OF CONDUCT* SET FORTH ABOVE. CONDUCT THAT IS NOT COVERED BY THESE SPECIFIC EXAMPLES BUT THAT VIOLATE THE PRINCIPLES OF THE *CODE OF CONDUCT* IS SUBJECT TO DISCIPLINARY MEASURES AT THE DISCRETION OF THE PRINCIPAL OR HIS/HER DESIGNEE.

**RULE 1:** ATHLETES SHALL NOT KNOWINGLY POSSESS, USE, TRANSMIT OR BE UNDER THE INFLUENCE OF ANY NARCOTIC DRUG, HALLUCINOGENIC DRUG, ALCOHOL, TOBACCO, STIMULANT, DEPRESSANT, ANABOLIC STEROIDS, MARIJUANA, COUNTERFEIT CAFFEINE PILLS OR POSSESS, USE OR TRANSMIT PARAPHERNALIA FOR USE OF SUCH SUBSTANCES, POSSESSION OF/PURCHASE OF/SELLING OF ILLEGAL DRUGS, OR AN ATHLETE FOUND GUILTY BY A COURT OF LAW OF A **B** MISDEMEANOR, VANDALISM, OR DISORDERLY CONDUCT OR WORSE. (USE OF AN AUTHORIZED DRUG AS PRESCRIBED BY A REGISTERED PHYSICIAN SHALL NOT CONSTITUTE A VIOLATION OF THIS RULE). \*ANY OF THE ABOVE OFFENSES, WHETHER DONE CONSECUTIVELY OR SEPARATELY, ARE CONSIDERED AN OFFENSE.

1) ANY STUDENT FOUND IN POSSESSION OF OR USING ATOD's ON SCHOOL PROPERTY OR OUTSIDE OF A SCHOOL FUNCTION WILL BE INELIGIBLE TO PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITIES FOR A PERIOD OF **365** DAYS FROM THE DAY OF THE OCCURRENCE.

2) ANY STUDENT FOUND IN POSSESSION OF OR USING ATOD's OFF SCHOOL PROPERTY OR OUTSIDE OF A SCHOOL FUNCTION (INCLUDING SUMMER OR WHEN SCHOOL IS OUT IS SEASON) WILL BE PENALIZED IN THE FOLLOWING MANNER.

**CONSEQUENCE:** FIRST OFFENSE

A. SUSPENSION FROM **25%** OF ALL REGULAR SEASON CONTESTS FOR THAT SPORT HE/SHE IS ABLE TO COMPETE. STUDENT-ATHLETES WILL BE ALLOWED TO PRACTICE AND ATTEND CONTESTS IN STREET CLOTHES. THE CARRY OVER RULE WILL BE USED IN INSTANCES WHERE NEEDED.

B. THE STUDENT AND AT LEAST ONE PARENT/GUARDIAN ATTEND AND COMPLETE AN APPROVED ATOD AWARENESS OR CESSATION PROGRAM. DOCUMENTATION OF COMPLETION SHOULD BE SUBMITTED TO THE PRINCIPAL AND/OR AD.

C. THE EXPENSES OF THE CLASSES OR PROGRAM ARE THE RESPONSIBILITY OF THE STUDENT ATHLETE AND THE PARENT/GUARDIAN.

D. THE STUDENT ATHLETE AND THE PARENT/GUARDIAN WILL BE EXPECTED TO SIGN A RELEASE OF INFORMATION FROM THE FACILITY TO THE EMINENCE COMMUNITY SCHOOLS ATHLETIC DEPARTMENT.

E. THE STUDENT ATHLETE WILL BE REQUIRED TO PRACTICE FOR DURATION OF THE ATHLETIC SEASON AND ATTEND ALL GAMES (WITH THE EXCEPTION OF TRIPS INVOLVING OVERNIGHT STAYS) IN ORDER TO REMAIN IN GOOD STANDING AND A RECIEVE A LETTER.

#### SECOND OFFENSE

SUSPENSION FROM ATHLETICS FOR 365 CALENDAR DAYS FROM THE TIME INFRACTION WAS DISCOVERED BY THE ADMINISTRATION.

STUDENT-ATHLETES WILL NOT BE ALLOWED TO PRACTICE, COMPETE, AND/OR TRY-OUT FOR ANY SPORT THAT FALLS WITHIN THE TIME FRAME THAT THE SUSPENSION IS BEING SERVED.

#### THIRD OFFENSE

SUSPENSION FROM PARTICIPATION IN ATHLETICS FOR THE REMAINING TIME THEY ARE A STUDENT AT EMINENCE COMMUNITY SCHOOLS.

**\*CARRY OVER RULE:** THE STUDENT'S SUSPENSION WILL BEGIN THE FIRST OFFICIAL DAY HIS/HER PRACTICE BEGINS. IF THE STUDENT COMMITS THE OFFENSE DURING SUMMER BREAK OR ANY OTHER TIME WHEN THE STUDENT IS NOT PARTICIPATING IN HIS/HER SPORT SEASON, THE CONSEQUENCE WILL START ON THE FIRST OFFICIAL PRACTICE DAY OF HIS/HER SPORT. SHOULD A STUDENT BE SUSPENDED FROM PARTICIPATION IN THE MIDDLE OF THE ATHLETIC SEASON, HE/SHE WILL FINISH OUT THE REMAINDER OF THE SUSPENSION WHEN THEY PARTICIPATE IN ANOTHER SPORT.

## **RULE 2: CONDUCT**

A STUDENT MAY BE SUSPENDED FROM ATHLETICS FOR THE USE OF VIOLENCE, FORCE, NOISE, COERCION, THREAT, INTIMIDATION, PASSIVE RESISTANCE, OR CONDUCT CONSTITUTING AN INTERFERENCE WITH THE ATHLETIC PROGRAM. HE/SHE MAY ALSO BE SUSPENDED FOR URGING OTHER STUDENTS TO ENGAGE IN THE ABOVE ACTIVITY. FURTHERMORE, DAMAGE OR THEFT INVOLVING SCHOOL AND/OR PRIVATE PROPERTY, INTENTIONALLY CAUSING BODILY HARM TO FELLOW STUDENTS OR SCHOOL EMPLOYEES, INTIMIDATING ANY STUDENT WITH THE INTENT OF OBTAINING MONEY, POSSESSING WEAPONS, AND FAILING IN A SUBSTANTIAL NUMBER OF INSTANCES TO COMPLY WITH THE DIRECTIVES OF COACHES AND/OR RULES OF THE ATHLETIC PROGRAM AND/OR SCHOOL ARE ALL GROUNDS FOR SUSPENSION

**CONSEQUENCE:** THE ATHLETE WILL SUFFER CONSEQUENCES AT THE DISCRETION OF THE ATHLETIC DEPARTMENT.

**RULE 3:** ATHLETES SHALL NOT BE IN VIOLATION OF SCHOOL RULES SUCH AS TRUANCY, CLASSROOM DISRUPTION, OR OTHER PUNISHABLE ACTS.

**CONSEQUENCE:** THE ATHLETE WILL BE DISCIPLINED BY ALREADY-ESTABLISHED SCHOOL RULES. HE/SHE MAY FURTHER BE DEALT WITH WITHIN THE STRUCTURE OF EACH COACH'S RULES FOR THEIR SPORT.

**RULE 4:** SPECIFIC TEAM RULES MAY BE SET FORTH BY THE COACH OF EACH SPORT. THESE RULES AND THE PENALTIES FOR BREAKING THEM WILL BE GIVEN TO THE ATHLETES BY THE COACH OF THAT SPORT. THESE WRITTEN REGULATIONS WILL BE ON FILE WITH THE ATHLETIC DIRECTOR.

### ATHLETIC SEASON DEFINED

THE ATHLETIC SEASON IS DEFINED AS COMMENCING WITH THE FIRST PRACTICE AND ENDING WITH THE FINAL EVENT FOR THAT SPORT.

PENALTIES FOR VIOLATIONS TAKE EFFECT IMMEDIATELY UPON VERIFICATION OF ANY VIOLATION AND WILL INCLUDE GAMES IN SUCCESSION - I.E. SEASON SCHEDULE, TOURNAMENT AND STATE SERIES, IN ORDER OF COMPETITION.

### FORFEITURE OF AWARDS

IF AN ATHLETE IS NOT IN GOOD STANDING AT THE END OF THE SPORTS SEASON THAT ATHLETE WILL FORFEIT ALL LETTERS AND AWARDS FOR THAT SPORT.

### CARRY-OVER SUSPENSION

IF THE VIOLATION OF THE CODE OCCURS IN THE LAST PART OF A SPORT AND THE VIOLATOR CANNOT FULFILL THE TERMS OF HIS/HER VIOLATION IN THAT SPORT THE SUSPENSION DOES CARRY-OVER UNTIL THE SUSPENSION IS FULFILLED. IF A TYPICALLY ONE-SPORT ATHLETE ELECTS TO PARTICIPATE IN A NEW SPORT IN ORDER TO SERVE A SUSPENSION, HE/SHE WILL BE REQUIRED TO COMPLETE THAT NEW SEASON IN GOOD STANDING.

### COMPLETING A SUSPENSION

WHEN SERVING A SUSPENSION, THE ATHLETE IS EXPECTED TO BE PRESENT AT ALL ATHLETIC CONTESTS AND PRACTICES INVOLVING HIS/HER TEAM. THE ATHLETE IS A MEMBER OF THE TEAM AND IS EXPECTED TO FULFILL THIS RESPONSIBILITY. IF THE ATHLETE DOES NOT ATTEND THE CONTEST, CREDIT WILL NOT BE GIVEN TOWARD FULFILLING THE REQUIREMENTS OF THE SUSPENSION. IT IS THE COACH'S DISCRETION TO EXCUSE THE ATHLETE FROM ATTENDING A CONTEST.

## DISCIPLINARY ACTIONS

PLAYING HIGH SCHOOL SPORTS IS A PRIVILEGE THAT COMES WITH RESPONSIBILITY. AS A MEMBER OF AN EMINENCE TEAM, YOU REPRESENT NOT ONLY YOURSELF, YOUR FAMILY, BUT ALSO YOUR TEAM, COACH, SCHOOL, AND COMMUNITY.

- A. MOST DISCIPLINARY ACTIONS WILL BE HANDLED BY THE COACHES AS PER THEIR TEAM RULES.
- B. IF A STUDENT IS BECOMING A DISRUPTIVE FORCE IN THE CLASSROOM, SHOWS EXCESSIVELY POOR SPORTSMANSHIP, OR HAS OTHER BEHAVIOR ISSUES, THE AD AND/OR PRINCIPAL MAY SUSPEND PLAYING PRIVILEGES.
- C. IF A STUDENT RECEIVES AN "IN-SCHOOL"/AEP OR "OUT OF SCHOOL" SUSPENSION, HE/SHE MAY NOT PARTICIPATE DURING DAYS OF SUSPENSION. IF THAT SUSPENSION ENDS ON A FRIDAY, THE STUDENT WOULD BE ELIGIBLE ON A SATURDAY (AS LONG AS TEAM RULES DON'T OVERRIDE THIS.)

## AWARDS

### CRITERIA AND PROCEDURES

THE ATHLETIC DIRECTOR SHALL ANNUALLY REVIEW THE CRITERIA AND PROCEDURES FOR ALL ATHLETIC AWARDS. CHANGES IN REWARD CRITERIA AND PROCEDURES SHALL BE DISCUSSED BY THE AD WITH THE PRINCIPAL AND SHALL BE APPROVED BY THE PRINCIPAL AND SCHOOL BOARD.

### ATHLETE'S CRITERIA

IN ORDER TO RECEIVE AN ATHLETIC AWARD A STUDENT MUST:

- A. ADHERE TO ALL RULES SET FORTH BY THE IHSAA AND EMINENCE COMMUNITY SCHOOLS.
- B. THE ATHLETE MUST COMPLETE THE ENTIRE SEASON TO RECEIVE AN AWARD, HOWEVER, INJURIES MAY WAIVE THIS REQUIREMENT (DECISION IS LEFT SOLELY TO THE AD)
- C. RETURN ALL EQUIPMENT AND UNIFORMS ISSUED.

### INITIAL VARSITY AWARD

THE HEAD COACH FOR SPORT WILL BE RESPONSIBLE FOR KEEPING ACCURATE RECORDS. ALL HEAD COACHES WILL BE RESPONSIBLE FOR DETERMINING WHICH STUDENT ATHLETES RECEIVE VARSITY LETTERS BY USING THE GUIDELINES SET FORTH IN THIS HANDBOOK. IT IS THE RESPONSIBILITY OF THE HEAD COACH TO MAKE RECOMMENDATIONS FOR VARSITY LETTER WINNERS IMMEDIATELY FOLLOWING THE CONCLUSION OF THE SEASON.

### INITIAL VARSITY AWARD

STUDENTS WILL EARN THEIR NUMERALS AND "E" AFTER SUCCESSFULLY EARNING THEIR FIRST VARSITY LETTER IN A SPORT. STUDENTS WILL ALSO EARN A CHEVRON FOR EACH VARSITY LETTER THEY EARN. NUMERALS, "E'S", AND CHEVRONS WILL BE PURCHASED AND PROVIDED BY THE ATHLETIC DEPARTMENT.

## CHAMPIONSHIP PATCHES

INDIVIDUAL CHAMPIONS OR VARSITY TEAM CHAMPIONS WILL BE ELIGIBLE TO ORDER PATCHES FOR WINNING THE CONFERENCE, COUNTY, SECTIONAL, REGIONAL, SEMI-STATE OR STATE TITLE(S). INDIVIDUALS THAT ARE AWARDED ALL-CONFERENCE ARE ELIGIBLE TO ORDER PATCHES FOR THIS INDIVIDUAL ACCOMPLISHMENT AS WELL. ALL CHAMPIONSHIP PATCHES WILL BE PURCHASED BY THE STUDENT-ATHLETE.

## CAPTAIN STARS

CAPTAIN STARS AWARDED TO EACH VARSITY TEAM CAPTAIN AND WILL BE PROVIDED BY THE ATHLETIC DEPARTMENT.

## LETTER JACKETS

LETTER JACKETS CAN BE PURCHASED BY THE ATHLETE OR HIS/HER FAMILY AFTER AN ATHLETE EARNS HIS/HER FIRST VARSITY AWARD. LETTER JACKETS WILL NOT BE ORDERED THROUGH THE SCHOOL. PATRONS MAY PURCHASE THEM AT A LOCAL BUSINESS (I.E. TRI COUNTY SPORTS) THAT CARRIES THESE AT THEIR OWN PERSONAL EXPENSE.

1<sup>st</sup> LETTER- THE ATHLETE WILL RECEIVE A LETTER WINNER CERTIFICATE, NUMERALS, AND LETTER (E TO BE PLACED ON THE JACKET), AND THEIR CHEVRON.

2<sup>nd</sup>, 3<sup>rd</sup>, AND 4<sup>th</sup> LETTERS- THE ATHLETE WILL RECEIVE A LETTER WINNER CERTIFICATE AND A CHEVRON.

\*\*EACH CHEVRON REPRESENTS EACH VARSITY SPORT LETTERED IN PER ACADEMIC YEAR.

## CRITERIA FOR EARNING A VARSITY LETTER



## VOLLEYBALL

- COMPLETE THE SEASON IN GOOD STANDING AND
- PARTICIPATE IN 25% OF ALL MATCHES PLAYED DURING THE SEASON AND IN THE TOURNAMENT AND BE ON A SECTIONAL ROSTER.

## CROSS COUNTRY B/G

- COMPLETE THE SEASON IN GOOD STANDING AND
- RUNNER MUST PARTICIPATE (TOP 7) IN 50% OF VARSITY CONTESTS

## CHEERLEADING

- COMPLETE THE SEASON IN GOOD STANDING AND
- MUST CHEER IN 90% OF ALL SCHEDULED EVENTS (GAMES, PRACTICES, ETC...)

## BASKETBALL B/G

- COMPLETE THE SEASON IN GOOD STANDING AND
- PLAYER MUST PLAY IN 25% OF ALL QUARTERS OF ALL CONTESTS AND BE ON SECTIONAL ROSTER

## BASEBALL/SOFTBALL

- COMPLETE THE SEASON IN GOOD STANDING AND
- PLAYER MUST PARTICIPATE IN 25% OF ALL GAMES PLAYED.

## SOCCER

- COMPLETE THE SEASON IN GOOD STANDING AND
- PLAYER MUST PARTICIPATE IN 25% OF ALL GAMES PLAYED.

## WRESTLING

- COMPLETE THE SEASON IN GOOD STANDING AND
- PLAYER MUST PARTICIPATE IN 25% OF ALL MEETS.

## TRACK AND FIELD

- COMPLETE THE SEASON IN GOOD STANDING AND
- RUNNER MUST PARTICIPATE (TOP 7) IN 50% OF VARSITY CONTESTS

## Weight Lifting

- Must attend the weight lifting program at least 75% of the year.
- Must make a club in their perspective year and weight class.

## TEAM MANAGERS

- COMPLETE THE SEASON IN GOOD STANDING AND
- MUST ATTEND ALL PRACTICE AND GAMES, UNLESS EXCUSED BY THE COACH, AND BE RESPONSIBLE FOR DUTIES OUTLINED BY THE COACH.

**\*\*A 4<sup>th</sup> YEAR PLAYER WHO COMPLETES THE SEASON IN GOOD STANDING MAY BE AWARDED A LETTER AS WELL. THIS DECISION WILL BE MADE BY THE COACH AND THE AD.**

**INJURED ATHLETES:** AN ATHLETE WHO IS INJURED DURING THE SEASON WILL RECEIVE POINTS ACCORDING TO THE ATHLETE'S STATUS AND INVOLVEMENT WITH THE TEAM BEFORE, DURING, AND AFTER INJURY.

**SENIORS:** ANY SENIOR WHO HAS BEEN A PART OF THE PROGRAM FOR FOUR YEARS AND HAS NOT MET THE ABOVE REQUIREMENTS MAY RECEIVE A LETTER AT THE COACH'S DISCRETION.

**LATE START RULE:** IN A TEAM SPORT, AN ATHLETE MAY BE PROMOTED FROM THE RESERVE TEAM AND BECOME A STARTER ON A REGULAR BASIS ON THE VARSITY TEAM. IN SUCH A CASE, THE ATHLETE MAY EARN A VARSITY LETTER.

**\*HEAD COACHES MAY AWARD A VARSITY LETTER TO AN INDIVIDUAL FOR REASONS BEYOND THE SCOPE OF THIS HANDBOOK WITH ADMINISTRATIVE APPROVAL.**

## CERTIFICATES

ALL STUDENT ATHLETES THAT PARTICIPATE IN A VARSITY SPORT, BUT DO NOT MEET THE QUALIFICATIONS FOR A VARSITY LETTER WILL BE AWARDED A CERTIFICATE OF PARTICIPATION. CERTIFICATES WILL ALSO BE AWARDED TO RESERVE, FRESHMEN LEVEL, AND JUNIOR HIGH ATHLETES.

## ACCIDENTS/INJURIES

ALL ACCIDENTS OR INJURIES, HOME OR AWAY, ARE TO BE REPORTED TO THE TRAINER, AD, AND/OR COACH IMMEDIATELY.

## ATHLETIC TRAINER

THERE IS NO ATHLETIC TRAINER ON SITE BUT EMS SERVICES WILL BE PROVIDED AT AS MANY HOME EVENTS AS POSSIBLE.

## ATTENDANCE (ABSENCE) SCHOOL & GAME DAY

DAILY ATTENDANCE TO SCHOOL AND PRACTICE IS VERY IMPORTANT AND EXPECTED. A STUDENT-ATHLETE MUST ATTEND THE LAST FOUR CLASS PERIODS OF THE SCHOOL DAY IN ORDER TO PARTICIPATE IN HIS/HER ATHLETIC EVENT OR PRACTICE. WHEN THE ABSENCE OCCURS ON A FRIDAY, THE STUDENT-ATHLETE IS INELIGIBLE TO PARTICIPATE UNTIL THE FOLLOWING MONDAY. APPROVED FIELD TRIPS OR SCHOOL ACTIVITIES CONSTITUTE ATTENDING SCHOOL. ANY EXEMPTIONS (FUNERAL, DENTAL, DOCTOR) MUST BE APPROVED THROUGH THE PRINCIPAL'S OFFICE AND/OR ATHLETIC OFFICE.

## PRICES

- A. PRICES TO BE DETERMINED ON A YEAR-TO-YEAR BASIS.
- B. CURRENT PRICES ARE STUDENTS \$3, ADULTS \$5, 65+ OR PRE-K FREE
- C. CURRENT EEL PASSES INCLUDE: STUDENT \$50, ADULTS \$60, SENIOR CITIZENS \$50, FAMILY PASS \$185

## ATHLETIC COUNCIL (ESALC)

1. THE BASIC PURPOSE AND PRIME CONCERN OF THE HIGH SCHOOL AND MIDDLE SCHOOL ATHLETIC COUNCIL IS TO PROMOTE A POSITIVE INFLUENCE AND PROVIDE A PURPOSEFUL DIRECTION FOR THE TOTAL ATHLETIC PROGRAM AT EMINENCE COMMUNITY SCHOOL CORPORATION. THE EMINENCE STUDENT ATHLETIC LEADERSHIP COUNCIL WILL MEET AS NEED REQUIRES TO DISCUSS THE DIRECTION OF THE ATHLETIC PROGRAM AND TO CONSIDER SIGNIFICANT ATHLETIC QUESTIONS.

2. THE EMINENCE STUDENT ATHLETIC LEADERSHIP COUNCIL IS A GROUP COMPOSED OF THE ATHLETIC DIRECTOR AND SELECTED STUDENTS WHO COMPLETE AN APPLICATION AND ARE SELECTED BY THE ADMINISTRATION TEAM. THE MEMBERSHIP OF THIS COMMITTEE MAY CHANGE AS NEEDED. THE PURPOSE OF THE COUNCIL IS TO ACT UPON ANY SPECIAL CIRCUMSTANCES THAT MAY ARISE.

**INSURANCE-** THE EMINENCE ATHLETIC DEPARTMENT DOES NOT PROVIDE INSURANCE COVERAGE FOR STUDENT-ATHLETES. ALL ATHLETES ARE GIVEN THE OPPORTUNITY TO PURCHASE INSURANCE THROUGH THE SCHOOL AT THEIR OWN COST. PARENTS CAN OBTAIN AN APPLICATION FROM THE HIGH SCHOOL MAIN OFFICE. EMINENCE COMMUNITY SCHOOLS ADMINISTRATORS AND COACHES ARE SAFETY CONSCIOUS AND ARE TRAINED TO INSTRUCT ATHLETES IN THE SAFE AND PROPER TECHNIQUES OF THEIR INDIVIDUAL SPORT(S). DUE TO THE NATURE OF ATHLETIC ACTIVITY, INJURY MAY OCCUR. WHILE THE SCHOOL PROVIDES THE OPPORTUNITY FOR ATHLETIC PARTICIPATION, THE PARENT/GUARDIAN RESERVES THE RIGHT OF DENIAL OF SUCH PARTICIPATION AND MUST CARRY THE RESPONSIBILITY FOR PROVIDING MEDICAL CARE AND INSURANCE COVERAGE FOR THEIR CHILD. **IT SHOULD BE NOTED THAT NEITHER THE IHSAA NOR EMINENCE COMMUNITY SCHOOLS CARRIES ANY KIND OF MEDICAL INSURANCE FOR ATHLETIC INJURIES.**

#### **TRAVEL POLICY**

D. **CONDUCT-** ATHLETES WILL BE CONSIDERED AS “GOOD WILL AMBASSADORS” FOR EMINENCE COMMUNITY SCHOOLS. ATHLETES WILL CONDUCT THEMSELVES AS LADIES AND GENTLEMEN AT ALL TIMES. , BOTH ON AND OFF THE PLAYING SURFACES.

E. **DRESS-** ATHLETES WILL BE NEATLY DRESSED ACCORDING TO THE COACH’S STANDARD AND EXPECTATIONS ON ALL ATHLETIC TRIPS.

F. RETURNING FROM OUT OF TOWN CONTESTS- ATHLETES MUST TRAVEL TO AND FROM CONTESTS IN TRANSPORTATION PROVIDED BY THE SCHOOL. THE EXPECTATIONS ARE:

- 1) INJURY TO A PARTICIPANT: WHICH WOULD REQUIRE ALTERNATIVE TRANSPORTATION.
- 2) PRIOR ARRANGEMENT: (24 HOURS IN ADVANCE) BETWEEN THE PARTICIPANTS PARENT/GUARDIAN AND THE AD FOR THE PARTICIPANT TO RIDE WITH PARENT/GUARDIAN.

AT NO TIME SHOULD AN ATHLETE REQUEST TO RIDE HOME WITH SOMEONE OTHER THAN HIS OR HER PARENT.

### PRACTICES

TEAM MEMBERS ARE TO REGULARLY ATTEND PRACTICES AND COMMUNICATE CLEARLY WITH COACHES IF THERE IS A NEED TO BE ABSENT. THE ATHLETIC DEPARTMENT TAKES THE STANCE THAT ANY PLAYER WHO ACCUMULATES 3 UNEXCUSED ABSENCES LACKS THE DESIRE OR COMMITMENT TO PARTICIPATE AND WILL NO LONGER BE ALLOWED TO PARTICIPATE IN THAT SPORTS SEASON.

### RESPONSIBILITY OF PARENTS

IT IS THE RESPONSIBILITY OF THE PARENTS/GUARDIANS TO PROVIDE TRANSPORTATION TO AND FROM EMINENCE COMMUNITY SCHOOLS (NOT THE COACH) FOR EACH PRACTICE AND EACH CONTEST. EACH COACH WILL PROVIDE ALL PARENTS/GUARDIANS WITH PRACTICE TIMES-WHEN PRACTICE BEGIN AND PRACTICE ENDS.

### COACHES

ALL COACHES ARE RESPONSIBLE FOR SETTING AND ENFORCING THE RULES AND REGULATIONS OF EMINENCE COMMUNITY SCHOOLS AND THE IHSAA AS WELL AS OTHER REGULATIONS THEY DEEM NECESSARY AND APPROPRIATE FOR THEIR PARTICULAR SPORT. COACHES SHOULD SUBMIT THESE POLICIES TO THE ATHLETIC DIRECTOR AND/OR PRINCIPAL FOR APPROVAL.

## IHSAA

IHSAA RULES MUST BE FOLLOWED IN ALL CASES OF ELIGIBILITY, TRANSFER, PHYSICAL EXAMINATIONS, STARTING DATES, AND USE OF SCHOOL EQUIPMENT. EACH SCHOOL HAS THE RESPONSIBILITY TO KNOW, INFORM TEAM MEMBERS AND PARENTS, AND TO ENFORCE SCHOOL AND IHSAA REGULATIONS.

STUDENT-ATHLETES MUST ENGAGE IN 10 PRACTICES IN ORDER TO BE CONSIDERED ELIGIBLE FOR GAMES.

## IHSAA INDIVIDUAL ELIGIBILITY RULES (GRADES 9 THROUGH 12)

ATTENTION ATHLETE: TO BE ELIGIBLE TO REPRESENT EMINENCE IN INTERSCHOOL ATHLETICS YOU:

- 1) MUST BE A BONA FIDE STUDENT IN GOOD STANDING; MUST BE ENROLLED NOT LATER THAN THE 15<sup>TH</sup> DAY OF THE CURRENT SEMESTER.
- 2) MUST HAVE COMPLETED 10 SEPARATE DAYS OF ORGANIZED PRACTICE IN ONE SPORT UNDER THE DIRECT SUPERVISION OF THE HIGH SCHOOL COACHING STAFF.
- 3) MUST HAVE RECEIVED PASSING GRADES IN AT LEAST FIVE FULL CREDIT SUBJECTS, WITH NO MORE THAN 1 F DURING YOUR LAST GRADING PERIOD AND MUST BE CURRENTLY ENROLLED IN AT LEAST FIVE FULL CREDIT SUBJECTS.
- 4) MUST NOT HAVE REACHED YOUR 20<sup>TH</sup> BIRTHDAY PRIOR TO OR ON THE SCHEDULED DATE OF THE IHSAA STATE FINALS IN A SPORT.

- 5) MUST HAVE BEEN ENROLLED IN YOUR PRESENT HIGH SCHOOL LAST SEMESTER OR AT EMINENCE MIDDLE SCHOOL.
- 6) MUST NOT HAVE BEEN ENROLLED IN MORE THAN EIGHT CONSECUTIVE SEMESTERS BEGINNING IN GRADE 9.
- 7) MUST BE AN AMATEUR (HAVE NOT PARTICIPATED UNDER AN ASSUMED NAME, HAVE NOT ACCEPTED MONEY OR MERCHANDISE DIRECTLY OR INDIRECTLY FOR ATHLETIC PARTICIPATION, HAVE NOT ACCEPTED AWARDS, GIFTS, OR HONORS FROM COLLEGES OR THEIR ALUMNI, HAVE NOT SIGNED A PROFESSIONAL CONTRACT.)
- 8) MUST HAVE HAD PHYSICAL EXAM BETWEEN APRIL 1ST AND YOUR FIRST PRACTICE.
- 9) MUST NOT HAVE TRANSFERRED FROM ONE SCHOOL TO ANOTHER FOR ATHLETIC REASONS AS A RESULT OF UNDUE INFLUENCE BY ANY PERSON OR GROUP.
- 10) MUST NOT HAVE RECEIVED ANY AWARD FROM YOUR ATHLETIC ABILITY NOT APPROVED BY YOUR PRINCIPAL OR IHSAA.
- 11) MUST NOT ACCEPT AWARDS IN THE FORM OF MERCHANDISE, MEALS, CASH, ETC.
- 12) MUST NOT PARTICIPATE IN AN ATHLETIC CONTEST DURING THE IHSAA AUTHORIZED CONTEST SEASON FOR THAT SPORT AS AN INDIVIDUAL OR ON ANY TEAM OTHER THAN YOUR SCHOOL TEAM.
- 13) MUST NOT REFLECT DISCREDIT UPON YOUR SCHOOL.
- 14) STUDENTS WITH REMAINING ELIGIBILITY MUST NOT PARTICIPATE IN TRYOUTS OR DEMONSTRATIONS OF ATHLETIC ABILITY IN THAT SPORT.
- 15) MUST, IF ABSENT 5 OR MORE DAYS DUE TO ILLNESS OR INJURY, PRESENT WRITTEN VERIFICATION FROM A PHYSICIAN STATING YOU MAY PARTICIPATE AGAIN.
- 16) MUST NOT PARTICIPATE IN CAMPS, CLINICS OR SCHOOLS DURING THE IHSAA AUTHORIZED CONTEST SEASON.
- 17) GIRLS SHALL NOT BE PERMITTED TO PARTICIPATE IN AN IHSAA TOURNAMENT PROGRAM FOR BOYS WHERE AN IHSAA TOURNAMENT PROGRAM IS OFFERED FOR GIRLS IN THAT SPORT.

## NUMBER OF PARTICIPANTS FOR ATHLETICS

THERE MAY BE OCCASIONS WHERE TEAM PARTICIPANT LEVELS MAY FALL BELOW WHAT IS CONDUCTIVE FOR PRACTICES AND COMPETITION IN ATHLETIC CONTESTS. IN THESE CASES, PLAYERS MAY BE MOVED UP OR TEAMS CANCELLED BASED ON THE AD'S DISCRETION.

## CHANGING A SPORT

IF AN ATHLETE IS CUT FROM A TEAM AT THE START OF A SEASON, HE/SHE MAY JOIN ANOTHER TEAM OR PROGRAM IN THAT SPORT SEASON.

AN ATHLETE CANNOT QUIT ONE SPORT TO JOIN ANOTHER SPORT UNTIL THE ORIGINAL SPORT IS NO LONGER COMPETING. ATHLETES MAY TRANSFER FROM ONE SPORT TO ANOTHER DURING A SEASON ONLY UPON MUTUAL AGREEMENT OF BOTH COACHES AND THE ATHLETIC DIRECTOR.

IF AN ATHLETE IS REMOVED FROM A TEAM FOR ANY REASON (I.E. QUITTING, RULE VIOLATION, GRADES, ETC.), THAT ATHLETE WILL NOT BE ALLOWED TO PARTICIPATE IN ANY PRACTICE, CONDITIONING PROGRAM, OR WEIGHT ROOM ACTIVITY UNTIL COMPLETION OF COMPETITION FOR THAT SPORT HE/SHE WAS REMOVED. IF THE ATHLETE WISHES TO APPEAL, A WRITTEN APPEAL MUST BE SUBMITTED TO THE ATHLETIC DIRECTOR.



## COMMUNICATION

AS AN ATHLETE INVOLVED IN YOUR CHOICE OF SPORTS AT EMINENCE YOU WILL EXPERIENCE REWARDING MOMENTS AND TIMES WHEN THINGS DO NOT GO THE WAY YOU WISH. AT THESE TIMES YOUR BEST CHOICE IS TO EXPRESS DIRECTLY TO THE COACH YOUR CONCERNS. IT IS ALWAYS APPROPRIATE FOR THE ATHLETE TO DISCUSS POSITION, CONSIDERATION FOR FUTURE PLAY, TREATMENT, BEHAVIOR AND WAYS TO IMPROVE. ALSO, IT IS IMPORTANT FOR EACH ATHLETE TO INFORM HIS/HER PARENT(S) THAT THEY ARE ENCOURAGED TO DISCUSS TREATMENT, IMPROVEMENT AND BEHAVIOR WITH THE COACH. HOWEVER, IT IS NEVER APPROPRIATE FOR ATHLETES OR PARENTS TO DISCUSS OTHER STUDENT-ATHLETES WITH THE COACH.

THE EMINENCE ATHLETIC DEPARTMENT SUGGESTS THAT YOU GO THROUGH THE FOLLOWING STEPS WHEN YOU HAVE A CONCERN.

1. THE ATHLETE SHOULD ADDRESS THE PROBLEM WITH THE COACH ONE ON ONE.
2. IF THE PROBLEM IS NOT RESOLVED, THE PARENT SHOULD CONTACT THE COACH.
3. IF THE PROBLEM STILL EXISTS, CONTACT THE ATHLETIC DIRECTOR AND SET UP A MEETING WITH HIM PRIVATELY OR WITH THE COACH PRESENT.
4. IT IS ALWAYS THE PREROGATIVE OF THE PARENT TO CONTACT THE PRINCIPAL, IF THE ISSUE IS STILL A PROBLEM AFTER MEETING WITH THE ATHLETIC DIRECTOR AND THE COACH.

## DRESS

COACHES MAY ASK THEIR PLAYERS TO DRESS ACCORDING TO TEAM RULES.

## DUAL SPORTS

ALL STUDENTS AT EMINENCE ARE ENCOURAGED TO PARTICIPATE IN A WIDE RANGE OF SCHOOL-SPONSORED ACTIVITIES. STUDENTS SHOULD EXAMINE CAREFULLY THE TIME COMMITMENT AND SCHEDULES OF ACTIVITIES TO AVOID MAJOR CONFLICTS THAT WOULD RESULT IN A NEGATIVE IMPACT ON OTHERS OR THEMSELVES BY PARTICIPATION.

THE ATHLETE IS REQUIRED TO FILL OUT A DUAL SPORT FORM AND INFORM BOTH SPORT COACHES OF HIS/HER DESIRE TO PARTICIPATE IN DUAL SPORTS BY THE FIRST DAY OF TRY-OUTS/PRACTICE. FAILURE TO COMPLY WITH THIS GUIDELINE WILL RESULT IN NOT BEING ALLOWED TO PARTICIPATE IN DUAL SPORTS FOR THAT SEASON. AFTER INFORMING BOTH COACHES, THE COACHES AND ATHLETIC DIRECTOR WILL MEET TO DISCUSS THE REASONABLENESS OF THE DUAL SPORT REQUEST AND SCHEDULE THE STUDENT ATHLETE. THE DECISIONS OF THIS MEETING WILL TAKE PRECEDENCE UNLESS AT A LATER DATE BOTH COACHES AGREE TO AMEND THE SCHEDULE. IF AFTER REVIEWING THE SCHEDULE, THE STUDENT ATHLETE DECIDES TO RECONSIDER AND PARTICIPATE IN ONLY ONE ACTIVITY, HE/SHE MUST INFORM BOTH COACHES WITHIN A WEEK OF THE BEGINNING OF THE LATEST SEASON

THE FOLLOWING PRIORITY LIST SHALL BE USED IN DETERMINING AN APPROPRIATE RESOLUTION TO A SCHEDULE CONFLICT:

1. STATE LEVEL COMPETITION INCLUDING TRAVEL TIME
2. QUALIFYING EVENTS TO STATE AND NATIONAL SCHOOL-SPONSORED ACTIVITIES
3. LEVEL OF ACTIVITY (VARSITY, JV, FRESHMAN)
4. CONFERENCE TOURNAMENTS AND EVENTS
5. COUNTY TOURNAMENTS AND EVENTS
6. IF A DIRECT CONFLICT CANNOT BE RESOLVED THROUGH THE ABOVE, THEN THE IMPORTANCE A

STUDENT'S PARTICIPATION IN THE GROUP'S PERFORMANCE WILL BE CONSIDERED

NO PENALTY SHALL BE ASSESSED TO THE STUDENT PARTICIPANT IF HE/SHE PROPERLY COMMUNICATES THE CONFLICT TO ALL PARTIES. ALL DECISIONS WILL BE ADHERED TO; HOWEVER, IF ANY UNUSUAL CIRCUMSTANCES DO OCCUR AT A LATER DATE, THE STUDENT MAY REQUEST A CHANGE IN THE DECISION BY FILING HIS/HER REQUEST IN WRITING TO THE ATHLETIC DIRECTOR NO LATER THAN 10 DAYS PRIOR TO THE SCHEDULED CONFLICT.

CONFLICTS WITH NON-SCHOOL RELATED ACTIVITIES SHOULD BE RESOLVED BETWEEN THE STUDENT AND THE ACTIVITY SPONSOR OR INSTRUCTOR. IT IS UNDERSTOOD THAT SUCH CONFLICTS ARE NOT GENERALLY EXCUSED AND PENALTIES MAY BE ASSESSED.

## EQUIPMENT

ALL ATHLETES WILL CARE FOR ALL EQUIPMENT AS THOUGH IT WERE THEIR OWN PERSONAL PROPERTY. IF EQUIPMENT IS DESTROYED THROUGH PRACTICE IT WILL BE REPLACED BY THE SCHOOL. IF EQUIPMENT IS LOST OR STOLEN, THE ATHLETE(S) WILL FULFILL THEIR RESPONSIBILITY BY PAYING FOR REPLACEMENT OF ITEM(S). REMEMBER THAT STEALING OR WEARING STOLEN EQUIPMENT IS A VIOLATION OF THE CODE OF CONDUCT AND PUNISHABLE BY SUSPENSION FROM ATHLETICS. EQUIPMENT MAY NOT BE WORN DURING THE SCHOOL DAY, AT HOME OR ON THE STREETS WITHOUT APPROVAL OF THE COACH OF THAT SPORT. ALL ISSUED EQUIPMENT AND UNIFORMS REMAIN THE PROPERTY OF EMINENCE AND MUST BE RETURNED AT THE CONCLUSION OF THE SEASON. ANY MISSING ITEMS WILL BE CHARGED TO THE STUDENT-ATHLETE.

1. IN MOST SPORTS, PRACTICE AND/OR GAME EQUIPMENT WILL BE ISSUED TO ATHLETICS. ATHLETES WILL BE RESPONSIBLE FOR SAID EQUIPMENT.

2. ALL EQUIPMENT WILL BE RETURNED WHEN THE ATHLETE FINISHED THE SPORT EITHER AT THE END OF THE SEASON OR UPON QUITTING THE SPORT. ANY EQUIPMENT NOT RETURNED OR PAID FOR, WILL CAUSE THE ATHLETE TO BE INELIGIBLE TO COMPETE IN NEXT SEASON. ONCE FEES AND FINES ARE PAID IN FULL, THE ATHLETE WILL BECOME ELIGIBLE TO COMPETE AGAIN.

3. ANY EQUIPMENT WILL BE PAID FOR BY THE ATHLETE IF IT IS LOST (THIS INCLUDES THEFT), OR DESTROYED THROUGH NEGLIGENCE. COST OF EQUIPMENT WILL BE DETERMINED BY THE ATHLETIC DEPARTMENT AND WILL BE BASED ON REPLACEMENT COST OF EQUIPMENT. NEW EQUIPMENT WILL BE ISSUED ONLY UPON RECEIPT OF PAYMENT FOR LOST ARTICLE(S).

4. IT IS THE RESPONSIBILITY OF THE HEAD COACH TO KEEP BEGINNING AND ENDING UNIFORM AND EQUIPMENT INVENTORY. THIS LIST MUST BE SUBMITTED TO THE ATHLETIC DIRECTOR PRIOR TO THE 1<sup>ST</sup> ATHLETIC CONTEST.

### PRACTICES (REGULAR, VACATION, SCHOOL CLOSING)

ALL TEAM MEMBERS ARE EXPECTED TO ATTEND ALL PRACTICES.

PRACTICE SCHEDULED DURING SCHOOL VACATIONS ARE SET BY THE COACH AND ONLY THE COACH CAN EXCUSE AN ATHLETE FROM PRACTICE.

PRACTICE DURING A SCHOOL CLOSING TIME (SNOW, ETC.) IS NOT PERMITTED.

## QUITTING A TEAM

AN ATHLETE CANNOT QUIT ONE SPORT TO JOIN ANOTHER SPORT UNTIL THE ORIGINAL SPORT IS NO LONGER COMPETING. ATHLETES MAY TRANSFER FROM ONE SPORT TO ANOTHER DURING A SEASON ONLY UPON MUTUAL AGREEMENT OF BOTH COACHES AND THE ATHLETIC DIRECTOR. IF AN ATHLETE IS REMOVED FROM A TEAM FOR ANY REASON (I.E. QUITTING, RULE VIOLATION, GRADES, ETC.), THAT ATHLETE WILL NOT BE ALLOWED TO PARTICIPATE IN ANY PRACTICE, CONDITIONING PROGRAM, OR WEIGHT ROOM ACTIVITY UNTIL COMPLETION OF COMPETITION FOR THAT SPORT HE/SHE WAS REMOVED. IF THE ATHLETE WISHES TO APPEAL, A WRITTEN APPEAL MUST BE SUBMITTED TO THE ATHLETIC DIRECTOR.

## TEAM CUTTING POLICIES

COACHES OF THE ALL VARSITY SPORTS AND CHEERLEADING AT EMINENCE HAVE THEIR OWN POLICY ON HOW THEY WILL CHOOSE THEIR TEAMS. IN SOME SPORTS "CUTTING" A TEAM DOWN TO A MANAGEABLE SIZE IS A NECESSITY. HOWEVER, THE EMINENCE ATHLETIC DEPARTMENT DOES NOT CONDONE "CUTTING" AN ATHLETE DUE TO KEEPING NUMBERS IN TEAMS LOW. CUTTING AND DISMISSAL FROM A TEAM ARE TWO SEPARATE TERMS.

## WEATHER

IF THE EMINENCE COMMUNITY SCHOOL CORPORATION IS ON A DELAY, ALL MORNING PRACTICES ARE CANCELED. IF SCHOOL IS CLOSED OR WE HAVE AN EARLY DISMISSAL, ALL AFTERNOON AND EVENING PRACTICES AND GAMES WILL BE CANCELED UNLESS THE SUPERINTENDENT MAKES AN EXCEPTION.

## WEIGHT ROOM

THE WEIGHT ROOM IS AVAILABLE FOR USE BY TEAMS BEFORE AND AFTER SCHOOL. NO STUDENT SHALL USE THE WEIGHT ROOM WITHOUT ADULT SUPERVISION OR WITHOUT HAVING A PHYSICAL EXAM ON FILE IN THE ATHLETIC OFFICE. COACHES SHOULD CONSULT WITH THE ATHLETIC DIRECTOR ON THE APPROVED CORE WORKOUTS FOR ALL ATHLETES.

## CELL PHONES & SOCIAL NETWORKING SITES

1. CELL PHONES AND CAMERAS MAY NOT BE USED INSIDE A LOCKER ROOM FOR ANY PURPOSE. THIS MEANS NO TEXTING, NO CALLING AND OBVIOUSLY NO PICTURES. THE USE OF CELL PHONES, REGARDLESS IF IT HAS A BUILT-IN CAMERA OR NOT, IS NOT PERMITTED IN THE LOCKER ROOM AT ANY TIME. **NO EXCEPTIONS TO THE RULE.** THIS RULE APPLIES TO ALL PLAYERS, MANAGERS AND COACHES (COACHES MAY USE A CELL PHONE IN THEIR OFFICE, NOT THE LOCKER ROOM). A VIOLATION OF THIS RULE WILL RESULT IN IMMEDIATE PENALTY, WHICH COULD INCLUDE DISMISSAL FROM THE TEAM. IF A PHOTOGRAPH IS TAKEN, THE MATTER MAY BE TURNED OVER TO LEGAL AUTHORITIES FOR POSSIBLE PROSECUTION. SHOULD AN ATHLETE RECEIVE A CALL OR TEXT WHILE HE/SHE IS IN THE LOCKER ROOM, HE/SHE SHOULD TAKE THE PHONE (STILL IN BACKPACK, BOOK BAG, GYM BAG, ETC.) OUT TO THE HALL OR OUTSIDE THE BUILDING BEFORE USE. **CAMERAS AND PHONES MAY NOT BE IN USE OR OUT IN VIEW IN THE LOCKER ROOM FOR ANY REASON.**

2. SOCIAL NETWORKING SITES: STUDENT-ATHLETES ARE RESPONSIBLE FOR INFORMATION CONTAINED IN WRITTEN OR ELECTRONIC TRANSMISSIONS (E.G. E-MAIL) AND ANY INFORMATION POSTED ON A PUBLIC DOMAIN (E.G. TWITTER, FACEBOOK, VINE, SNAPCHAT, INSTAGRAM, YOU TUBE, ETC... ). INAPPROPRIATE OR EMBARRASSING INFORMATION OR PICTURES SHOULD NOT BE POSTED IN ANY PUBLIC DOMAIN. STUDENT-ATHLETES ARE NOT PRECLUDED FROM PARTICIPATION IN SUCH ONLINE SOCIAL NETWORKS; HOWEVER, STUDENT-ATHLETES SHOULD BE REMINDED THAT THEY SERVE AS REPRESENTATIVES OF THEIR TEAM, THE ATHLETIC PROGRAM AND THE EMINENCE COMMUNITY SCHOOL CORPORATION. TEXTING, TWEETING AND USES OF OTHER SOCIAL NETWORKS TO DISPARAGE OR CRITICIZE THE TEAM, OTHER STUDENTS, OPPONENTS, COACHES OR OTHER SCHOOL PERSONNEL IS INAPPROPRIATE BEHAVIOR AND CONDUCT UNBECOMING OF A EMINENCE STUDENT-ATHLETE. ANY INDIVIDUAL IDENTIFIED ON A SOCIAL NETWORKING SITE WHICH DEPICTS ILLEGAL OR INAPPROPRIATE BEHAVIOR, WILL BE CONSIDERED IN VIOLATION AND SUBJECT TO ATHLETIC DISCIPLINE WHICH COULD INCLUDE SUSPENSION OR DISMISSAL FROM THE PROGRAM. LENGTH OF SUSPENSION WILL BE DETERMINED BY THE ATHLETIC DIRECTOR WITH COACH'S INVOLVEMENT.

## EXPECTATIONS

### A. EXPECTATIONS AND RESPONSIBILITIES OF THE AD

1. THE AD WILL PROVIDE THE BEST AVAILABLE FACILITIES FOR STUDENT ATHLETES, ENSURING SAFETY AND QUALITY AT ALL TIMES BY:

- SCHEDULING FOR EFFECTIVE ALLOCATION AND MAXIMUM UTILIZATION OF FACILITIES.
- PRIORITIZING REQUESTS FROM COACHES, STAFF, AND BUILDINGS AND GROUNDS FOR MAINTENANCE AND IMPROVEMENTS.
- DEVELOPING A STRONG RELATIONSHIP AMONG BUILDING AND GROUNDS, MAINTENANCE, AND ATHLETIC STAFF.
- ENSURING STUDENT ATHLETES PLAY IN A SAFE AND HEALTHY ENVIRONMENT.

2. THE AD WILL ENSURE A LEVEL OF EXCELLENCE IN THE COACHING STAFF BY:

- SEEKING OUT AND HIRING COACHES WITH EXCELLENT QUALIFICATIONS, EXPERIENCE, AND MOTIVATION.
- PROVIDING OPPORTUNITIES FOR CONTINUING GROWTH IN THE COACHING PROFESSION (I.E. CLINICS, CAMPS, ETC.).
- HOSTING PRESEASON MEETINGS WITH ALL COACHES IN EACH SPORT AT THE BEGINNING OF EACH SEASON.
- FACILITATING EFFECTIVE POST-SEASON PERFORMANCE REVIEWS WITH EACH COACH AND SEEK THEIR INPUT FOR PROGRAM IMPROVEMENT.
- PROVIDING SUPPORT TO THE COACHING STAFF

3. THE AD WILL ESTABLISH, MAINTAIN, AND ENSURE THE ENFORCEMENT OF AN ATHLETIC CODE OF CONDUCT BY:

- PROVIDING A REASONABLE AND FAIR ATHLETIC CODE OF CONDUCT AND ENFORCING IT.
- EDUCATING STUDENTS, COACHES, PARENTS, AND COMMUNITY MEMBERS AS TO THE BYLAWS OF THE CODE OF CONDUCT.
- FACILITATING EFFECTIVE COLLABORATION BETWEEN EMINENCE ATHLETICS, CO-CURRICULAR, AND EXTRA-CURRICULAR PROGRAMS.



4. THE AD WILL DEMONSTRATE THEY VALUE ATHLETICS AND ATHLETIC ENDEAVORS BY:

- ATTENDING ATHLETIC CONTESTS OF VARIOUS SPORTS AND LEVELS.
- ATTENDING VARIOUS PRESEASON PLAYER/PARENT/COACH TEAM MEETINGS.
- DEVELOPING RAPPORT REGARDING ATHLETICS WITH PLAYERS, COACHES, PARENTS, AND THE COMMUNITY AT LARGE.
- ENSURING THE FAIR RECOGNITION OF ATHLETES THAT SUPPORTS ALL INTERSCHOLASTIC SPORTS.

5. THE AD WILL ENCOURAGE AND PROMOTE GOOD SPORTSMANSHIP AND COMMUNITY PARTICIPATION BY:

- BECOMING ROLE MODELS OF GOOD SPORTSMANSHIP.
- ENSURING THE EMINENCE COMMUNITY WILL BECOME EDUCATED IN REGARD TO IHSAA SPORTSMANSHIP BYLAWS WILL BE ENFORCED.

6. THE AD WILL MAINTAIN AN OPEN CHANNEL OF COMMUNICATION REGARDING ATHLETIC PROGRAMS BY:

- CREATING MECHANISMS FOR COMMUNICATION BETWEEN EACH GROUP OF STAKEHOLDERS IN THE ATHLETIC COMMUNITY.

## B. EXPECTATIONS AND RESPONSIBILITIES OF COACHES

1. THE COACHES WILL MAINTAIN A ROLE OF COACH AS PROFESSIONAL AND WILL KEEP THE ROLE OF COACH IN PROPER PERSPECTIVE BY:

- DEVELOPING AND COMMUNICATING CLEAR AND SPECIFIC GOALS FOR THE TEAM AND INDIVIDUAL PLAYERS THROUGHOUT TRYOUTS AND THE SEASON.
- MAINTAINING OPEN AND HONEST COMMUNICATION WITH STUDENTS, PARENTS, AND OTHER COACHES.
- DEVELOPING AND DEMONSTRATING A GOOD KNOWLEDGE BASE OF BEST PRACTICE SPECIFIC TO THEIR COACHING ARENA.
- SUPPORTING AND COLLABORATING WITH COACHES IN OTHER ATHLETIC PROGRAMS.
- MODELING AND TEACHING SKILLS NECESSARY TO SUCCEED.

- SUPPORTING STUDENT ACADEMIC EXPECTATIONS, RESPONSIBILITIES, AND ACHIEVEMENTS.
- DEVELOPING THE KNOWLEDGE AND UNDERSTANDING OF EMINENCE POLICIES AND PROCEDURES AS IT APPLIES TO ATHLETICS.
- PROMOTING AND ENFORCING THE STUDENT ATHLETE CODE OF CONDUCT.

2. THE COACHES WILL BE POSITIVE ROLE MODELS IN PERSONAL MANAGEMENT, APPEARANCE, ETHICS, AND BEHAVIOR BY:

- CONNECTING ATHLETIC EXPERIENCES WITH LIFE EXPERIENCES.
- PROVIDING AN ATMOSPHERE OF TEAMWORK AND COLLABORATION AMONG COACHES AND PLAYERS.
- BECOMING AN INTEGRAL PART OF, AND DEVELOPING RAPPORT WITH, THE EMINENCE COMMUNITY INCLUDING ADMINISTRATION, COACHES, PARENTS, AND STUDENTS.
- MODELING GOOD SPORTSMANSHIP AT ALL TIMES.
- CREATING AND MAINTAINING A SAFE AND HEALTHY ENVIRONMENT FOR STUDENT ATHLETES.
- UNDERSTANDING THEIR LEADERSHIP STYLE AND ITS IMPACT ON STUDENT ATHLETES.
- CONSIDERING IMPORTANT COMMITMENTS OF STUDENT ATHLETES OUTSIDE THEIR SPORTS.

### C. EXPECTATIONS AND RESPONSIBILITIES OF PARENTS

1. THE PARENTS WILL COMMUNICATE FAIRLY AND OPENLY WITH COACHES BY:

- COMMUNICATING OPENLY, HONESTLY, AND WITH RESPECT.
- COMMUNICATING ISSUES AND CONCERNS IN A TIMELY MANNER INCLUDING THOSE OF PHYSICAL AND EMOTIONAL WELL-BEING ON BEHALF OF THEIR STUDENT.
- FOLLOWING AN APPROPRIATE CHAIN OF COMMUNICATION SUCH AS:

- PARENT AND HEAD COACH/ASSISTANT COACH
- PARENT AND ATHLETIC DIRECTOR

- PARENT/PRINCIPAL/SUPERINTENDENT

- ATTENDING PARENT MEETINGS AND READING INFORMATION DISSEMINATED BY THE COACHES.

2. THE PARENTS WILL DEMONSTRATE GOOD SPORTSMANSHIP BY DISPLAYING THE FOLLOWING BEHAVIORS:

- PROVIDING SUPPORT FOR COACHES AND OFFICIALS IN ORDER TO PROVIDE A POSITIVE, ENJOYABLE EXPERIENCE FOR ALL STUDENT ATHLETES.
- UNDERSTANDING THE GAME IS FOR THE STUDENTS AND NOT FOR THE ADULTS.
- RECOGNIZING THAT STUDENT PARTICIPATION IN ATHLETICS IS A PRIVILEGE.
- USING GOOD SPORTSMANSHIP AS A SPECTATOR AND CONDUCT THEMSELVES IN A MANNER THAT REFLECTS WELL ON BOTH THE TEAM AND THE SCHOOL.
- PROMOTING THE TEAM BY BEING SUPPORTIVE AND HELPFUL OF THE SCHOOL PROGRAM.
- REFRAINING FROM COACHING THEIR STUDENT FROM THE STANDS OR SIDELINES.
- EXPECTING CONSISTENT STUDENT ATTENDANCE AT PRACTICES AND GAMES.

3. THE PARENTS WILL CREATE A POSITIVE AND SUPPORTIVE ENVIRONMENT TO PROMOTE THEIR STUDENT/ATHLETE'S WELL-BEING BY:

- SUPPORTING GOOD CONDITIONING AND HEALTHY LIFE STYLE HABITS.
- PLACING THE EMOTIONAL AND PHYSICAL WELL-BEING OF THEIR STUDENT AHEAD OF ANY PERSONAL DESIRE TO WIN.
- EXPECTING THEIR STUDENT TO PLAY IN A SAFE AND HEALTHY ENVIRONMENT.
- SUPPORTING THEIR STUDENT IN PLANNING HOW TO MEET THEIR ACADEMIC RESPONSIBILITIES GIVEN THE DEMANDS OF TRAINING AND PRACTICE.

- BEING A ROLE MODEL FOR OTHER PARENTS BY REMAINING POSITIVE AT SPORTING EVENTS.

#### D. EXPECTATIONS AND RESPONSIBILITIES OF THE STUDENT-ATHLETES

1. THE STUDENT ATHLETES OF EMINENCE WILL BE COMMITTED TO THE SCHOOL ATHLETIC PROGRAM ON AND OFF SEASON BY:

- FOLLOWING THE RULES SET BY THE COACHES AND THE SCHOOL.
- PARTICIPATING ENTHUSIASTICALLY.
- MAKING APPROPRIATE PERSONAL SACRIFICES FOR THE GOOD OF THE TEAM.
- RECOGNIZING THAT STUDENT PARTICIPATION IN ATHLETICS IS A PRIVILEGE.
- SETTING CHALLENGING AND REALISTIC GOALS.
- DEVELOPING A WINNING ATTITUDE.
- MAINTAINING HIGH ACADEMIC STANDARDS.
- BEING COMMITTED TO SKILL DEVELOPMENT IN THEIR SPORT.
- NOT ENGAGING IN BEHAVIORS THAT WILL EMBARRASS THEIR TEAM, COACHES, OR SCHOOL.

2. THE STUDENT ATHLETES OF EMINENCE WILL COMMUNICATE OPENLY AND HONESTLY WITH RESPECT FOR COACHES, TEAMMATES, PARENTS, OFFICIALS, AND OPPONENTS BY:

- DEVELOPING A TEAM ATTITUDE.
- BEING COACHABLE AND OPEN TO CONSTRUCTIVE FEEDBACK.
- SHARING APPROPRIATE INDIVIDUAL AND TEAM CONCERNS WITH THE COACHING STAFF.

3. THE STUDENT ATHLETES OF EMINENCE WILL DEMONSTRATE GOOD CITIZENSHIP AND SPORTSMANSHIP BY:

- BEHAVING WITH INTEGRITY.
- EXHIBITING PRIDE IN THEIR TEAM AND SCHOOL.
- PLAYING BY THE RULES.
- ACCEPTING RESPONSIBILITY AS A ROLE MODEL FOR OTHERS.
- SUPPORTING OTHER SPORTS AND UNDER LEVEL TEAMS.

- **PLAYING WITH DIGNITY AND GRACE, REGARDLESS OF WINNING OR LOSING.**

**4. THE STUDENT ATHLETES OF EMINENCE WILL DEVELOP AND MAINTAIN MENTAL AND PHYSICAL (HEALTH) BEHAVIORS BY:**

- **BEING ALCOHOL AND DRUG FREE.**
- **PRACTICING SELF-DISCIPLINE.**
- **DEMONSTRATING GOOD PERSONAL HEALTH HABITS.**
- **DEALING WITH CHALLENGES IN A POSITIVE MANNER.**

CONSENT FORM: EMINENCE ATHLETIC DEPARTMENT

THIS CONSENT FORM IS VALID FOR THE FOLLOWING SCHOOL YEAR, IF SIGNED AFTER MAY 1<sup>ST</sup>.

STUDENT CERTIFICATION FOR ATHLETIC PARTICIPATION

I HEREBY CERTIFY THAT I HAVE READ THE EMINENCE ATHLETIC HANDBOOK AND UNDERSTAND THE ELIGIBILITY AND CONDUCT GUIDELINES AS PRINTED. I ALSO UNDERSTAND THE RISKS INVOLVED IN ATHLETIC PARTICIPATION. TO THE BEST OF MY KNOWLEDGE, I HAVE SUFFERED NO INJURY OR ILLNESS IN THE PAST THAT WOULD HINDER MY PARTICIPATION IN ATHLETICS AT EMINENCE COMMUNITY SCHOOLS.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED : \_\_\_\_\_

GRADE: \_\_\_\_\_

**PARENT/GUARDIAN CONSENT FORM** (TO BE COMPLETED BY PARENT OR LEGAL GUARDIAN; WHERE DIVORCE OR SEPARATION, PARENT WITH LEGAL CUSTODY MUST SIGN)

A. IN ACCORDANCE WITH THE RULES OF THE IHSAA AND EMINENCE COMMUNITY SCHOOLS, I HEREBY CONSENT FOR THE ABOVE STUDENT TO PARTICIPATE IN ALL ATHLETICS AT EMINENCE JR/SR HIGH SCHOOL.

B. I UNDERSTAND THAT PARTICIPATION MAY NECESSITATE AN EARLY DISMISSAL FROM CLASSES. I ALSO UNDERSTAND THAT TRAVEL IS NECESSARY AND AN ACCIDENT CAUSING INJURY IS A POSSIBILITY.

C. I KNOW OF AND ACKNOWLEDGE THAT MY SON/DAUGHTER KNOWS OF THE RISKS INVOLVED IN ATHLETIC PARTICIPATION, UNDERSTANDS THAT SERIOUS INJURY AND EVEN DEATH MAY BE POSSIBLE IN SUCH PARTICIPATION, AND CHOOSES TO ACCEPT ANY AND ALL RESPONSIBILITY FOR HIS/HER SAFETY AND WELFARE WHILE PARTICIPATING IN ATHLETICS. WITH FULL UNDERSTANDING OF THE RISKS INVOLVED, I RELEASE AND HOLD HARMLESS MY SCHOOL, THE SCHOOLS INVOLVED, AND THE IHSAA OF ANY AND ALL RESPONSIBILITY AND LIABILITY FOR ANY INJURY OR CLAIM RESULTING FROM SUCH ATHLETIC PARTICIPATION. I AGREE TO TAKE NO LEGAL ACTION AGAINST THE IHSAA OR MY SCHOOL BECAUSE OF ANY ACCIDENT OR MISHAP INVOLVING THE ATHLETIC PARTICIPATION OF MY SON/DAUGHTER.

D. AS A PARENT AND/OR GUARDIAN OF THE ABOVE STUDENT I HAVE READ THE EMINENCE ATHLETIC HANDBOOK AND DISCUSSED IT WITH MY SON/DAUGHTER. I UNDERSTAND THE CODE OF CONDUCT AND REALIZE IT APPLIES YEAR-ROUND. I ALSO REALIZE THAT MY SON/DAUGHTER IS SUBJECT TO DISCIPLINARY MEASURES SHOULD HE/SHE VIOLATE THE RULES OF THE CODE OF CONDUCT.

E. I AUTHORIZE EMINENCE COMMUNITY SCHOOLS TO INVESTIGATE AND OBTAIN INFORMATION FROM POLICE AGENCIES, THE PROBATION DEPARTMENT, OR ANY OTHER SOURCE REGARDING EVENTS LEADING UP TO AN ARREST OF FILING OR CHARGES FOR AN ACT WHICH WOULD BE IN VIOLATION OF ANY OF THE RULES AND REGULATIONS AS STATED IN EMINENCE'S ATHLETIC HANDBOOK.

F. AS THE PARENT OR LEGAL GUARDIAN FOR THE STUDENT LISTED ABOVE, I DO HEREBY CONSENT TO THE STUDENT RECEIVING EMS SERVICES AND UNDERSTAND THAT DURING THE COURSE OF THESE SERVICES CERTAIN HEALTH INFORMATION RELATED TO STUDENT'S ATHLETIC TRAINING SERVICES MAY BE USED AND/OR DISCLOSED FOR TREATMENT, PAYMENT OR HEALTHCARE OPERATIONS PURPOSES, OR AS OTHERWISE REQUIRED BY LAW. I FURTHER CONSENT TO CERTAIN HEALTH INFORMATION BEING DISCLOSED TO SCHOOL PERSONNEL, INCLUDING BUT NOT LIMITED TO, COACHES, SCHOOL ADMINISTRATION, AND/OR STAFF, AS NECESSARY AS WELL AS THE TEAM PHYSICIAN AND/OR TREATING PHYSICIAN.



G. ABSENT THE FAULT OR NEGLIGENCE OF EMINENCE AGENTS OR EMPLOYEES CAUSING INJURY OR HARM TO MY CHILD, I WILL NOT HOLD EMINENCE OR ITS PERSONNEL LIABLE OR RESPONSIBLE FOR PAYMENT OF ANY CLAIMS ARISING FROM AN INCIDENT OR ACCIDENT OCCURRING IN CONNECTION WITH MY CHILD'S PARTICIPATION IN ATHLETICS.

I HAVE READ THE ABOVE CAREFULLY

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED: \_\_\_\_\_