



EVSC: Bringing Learning to Life

STUDENT HANDBOOK 2020-2021

WELCOME TO HARWOOD CAREER PREPARATORY HIGH SCHOOL!

Harwood Career Prep provides a non-traditional learning environment for students who may have experienced challenges in traditional schools. Our goal is to help every student graduate college and career ready. This handbook provides the information parents and students need in order to help everyone at HCP and meet that goal.

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HANDBOOK CONTENTS

Attendance	3
EVSC GAIN & PBIS	4
Policies and Procedures	6
Social and Emotional Support	12
Academic Information	13
Dress Code	14
Graduation Requirements/Testing Information	16
Schoolwide Expectation Matrix	19
Bell Schedule	22
Academic Calendar	22

Attendance

Our students' day begins at 7:50 a.m. and ends at 1:42 p.m. Students should not arrive on campus and will not be admitted to the building before 7:30 a.m. since there is no staff available to supervise. We cannot accept responsibility for students who arrive at school before 7:30 a.m. Absence from school is often the single greatest cause of poor academic performance and achievement. The responsibility for a student being present on time at school rests upon the student and his/her parent or guardian.

As part of ECA/ISTEP waiver eligibility, students must possess a 95% attendance history throughout their high school career. Students must not miss more than nine (9) unexcused days of school per semester or their opportunity to earn an ECA/ISTEP waiver will be jeopardized. Students should NOT come to school when they are legitimately ill and possibly contagious. If a student needs to be absent or tardy for legitimate reasons, a parent or guardian MUST contact the office in order to have the absence excused. A doctor's note or other legal notice may be required in order to comply with Indiana State law.

Students who have unsatisfactory attendance may be reported to their probation officer or Social Security case manager if they have attendance issues. This may cause additional consequences with these agencies.

Students 18 or Older: Students who are 18 years of age or older are expected to remain in school for all scheduled classes. Students may sign themselves out of school for excused reasons, such as medical or legal appointments. Students who need to leave school early, should do so between classes in order to avoid disciplinary consequences for disrupting class, and must leave the building immediately through the office doors. These students cannot stop to visit with teachers or students, or interrupt classes to collect assignments. Students who sign out without documentation will have unexcused absences resulting from signing out counted against them. **This may result in ineligibility for an ECA waiver.** A student who is 18 or older who leaves school property may NOT return for the remainder of the day without a legal note (doctor's note, etc.) and may be charged with trespass if he or she returns. Students who are 18 or older who return to school without a legal note will also be responsible for their own transportation home and may not ride the bus. If students leave without checking out in the office, there may be disciplinary consequences.

Students late to school and late to class. Students are encouraged to be on time to school and to class. An unexcused absence is recorded for every three incidents of late to school. Students who reach 10 unexcused absences may face court action. Students who are late to class will be assigned a consequence such as lunch detention. Students who are chronically late may be required to have an escort to each class.

Students with partial day schedules. Students who have a partial day schedule are expected to sign in AND out at the office and leave the building immediately for the day as soon as their last class is over. Once signed out, students may NOT return to property that school day.

Students under the age of 18 may not sign themselves out of school and may only be signed out of school by a legal parent or guardian. Anyone who picks a student up from HCPHS must show valid

ID. If the person picking up the student is not a parent or guardian, parent permission must be obtained.

EVSC GAIN: Social Emotional Learning

PBIS

As a part of the EVSC GAIN initiatives, HCPHS utilizes Positive Behavior Intervention and Support as a school-wide system in which students are actively taught and supported in simple, clear behavioral expectations. Our Behavior Expectations are for all students to be **SAFE, ACHIEVING, RESPONSIBLE and RESPECTFUL**. This handbook provides an outline of the basic behavioral expectations for HCPHS along with a chart of goals for behavior in all areas of the building. These expectations will be taught in classes, in homeroom, and throughout the building. All students are expected to learn and meet the expectations.

Rewards and Incentives

HCPHS strives to provide rewards and incentives for students to achieve. Points are awarded throughout the school day as students meet and exceed expectations. These points may be used to exchange for items in the school's store, *The Nest*. Students will also be recognized for academic and attendance achievements through honor roll and good attendance incentives. Students can earn "Hawk Dress" privileges through participation in required homeroom instruction and other incentive initiatives.

Behavior Management

Our goal in managing student behavior is to keep students in the classroom and at school. We aim for a positive approach to behavior management, focusing on rewards that motivate positive behavior and discourage negative behavior. However, students will receive consequences for inappropriate behavior up to and including expulsion from school for non-compliance with school expectations.

SEL - Social Emotional Learning

Students will receive instruction regarding their social emotional development to help students identify their stressors and stress load. Self-regulation tools will be identified and practiced to build students' self-regulation skills, assisting our students to stay in class and stay on task.

Restorative Practices

Restorative Practices emphasize the importance of positive relationships, a priority at our school. Restorative Practices build relationships and a sense of community, improving the learning environment. When an incident occurs, staff and students are encouraged to talk through the situation, and identify how others were affected. Students learn and practice how to express emotions, listen with empathy, and problem-solve how to make amends to repair relationships. Schools that utilize this approach have shown a decrease in misbehavior, bullying, and violence.

Restorative Conferences may require the participation of others who were affected by the student's behavior. This may include guardians, relatives, community connections, as well as peers.

Strategy Groups

Throughout the year, students may have the opportunity to take part in several group sessions aimed at building skills for emotional and academic success. Examples of possible groups are Mindfulness, grief counseling, etc.

Disciplinary Consequences

Students who choose to be non-compliant with school expectations may receive disciplinary consequences, including, but not limited to lunch detention, class suspension, Alternative Education Assignment (AEA), suspension, or expulsion. Skipping a lower level consequence ie: (lunch detention, class suspension) will result in a higher level consequence (ie:full day of AEA, suspension, etc). Refusal to comply with Supervision Room rules may also result in a higher level of disciplinary consequence.

Alternative Education Assignment (AEA)

When students are assigned to AEA, it is an opportunity to still be at school with access to teachers and school resources. Work will be provided to students in AEA and students must complete this work in order to avoid a zero for that day's classes. Under certain circumstances, students who are assigned a full day of AEA may be released back to classes for good behavior and/or completion of assigned work, depending on the violation and on administrator discretion.

Supervision Room (SR) Rules

Students must be compliant with Supervision Room rules and staff directions. Failure to comply may result in higher level consequences such as removal from school. Students assigned to the SR, should bring all necessary materials, and use the restroom prior to reporting on time. Restroom breaks are taken as a group and only at assigned times. Students assigned to lunch detention should bring their lunch trays with them within the first 10 minutes of the lunch period. In order to avoid consequences, only students scheduled for the SR may enter the area.

Rules:

Sign in at the desk when you arrive.

Stay seated quietly in your assigned seat, facing toward the desk.

Keep personal electronics put away at all times.

Use school electronics for school assignments only.

Sign out at the desk when you are dismissed.

Suspension and Expulsion.

Suspension and expulsion are a physical removal of a student from all EVSC property and events. Violation of this procedure may result in a legal charge of trespass. Students who are removed from property may continue with their school work at home. Teacher emails and Google classrooms are accessible from home through an internet connection. Students have a limited time after returning to school to make up any work not completed while removed from school property. The parents of a student recommended for expulsion will be given an opportunity for a conference with the students and a district assigned examiner. The examiner makes a final determination regarding the expulsion request from the school administrator.

Students who habitually utilize behaviors which do not meet school expectations, as well as students who engage in a major offense, may receive a suspension for **up to 10 days out of school** or may be expelled.

Legal Consequences are separate from school consequences. Criminal behavior will be subject to law enforcement action. A student may face both legal and school consequences depending on the severity of the charges involved.

POLICIES AND PROCEDURES

All HCPHS school policies are in addition to or are in clarification of EVSC rules and responsibilities.

Assemblies

During assemblies, students will sit in their assigned rows with their homerooms. Students are expected to follow School-wide Behavioral Expectations during assemblies.

After-school Programs

Afterschool programming will not be available this year.

Food and Beverages

Students may not have food or beverages other than water* in the hallways and classrooms. If students receive food or drink from staff in the classroom, they must finish that food or drink in the classroom or dispose of the remainder before exiting the room and should not leave a mess in the classroom. Food from The Nest, candy sales, popcorn, or other school sponsored sales should not be consumed outside of the homeroom or cafeteria / lunch area. Students who chronically leave a mess with these items may be denied the privilege to purchase these extra items at school. *Students will be asked to dispose of any food or drinks which do not meet these guidelines - without reimbursement.*

Students may bring UNOPENED, SEALED food or drinks to school for their personal consumption at breakfast or lunch only. Because of food guidelines and health concerns, these personal food items may NOT be shared with others. All personal food or beverage items must be finished in the cafeteria/assigned class area. All remaining food or beverage other than water must be disposed of once the breakfast or lunch period is over. Glass containers should be avoided.

*Students are encouraged to carry clear water in a clear, closed container with them during the day.

***Due to current health concerns and EVSC and Board of Health Guidelines, water fountains will be used to fill water containers only.*

Food Services

Breakfast and lunch will be available daily. Breakfast and lunch are free to all Harwood students regardless of financial status. Even though a free and reduced lunch form is not required for food services, families will still need to fill out the appropriate forms in order to be considered for the school textbook fee waiver.

Student Personal Food Deliveries -

In accordance with EVSC School Board Policy, we strive to provide a healthy environment for our students by eliminating the presence of fast food around our students during the school day. If a parent brings restaurant food for his or her student, the student will be asked to eat the food in a designated area away from the cafeteria / assigned class area. Parents may only drop off food for their own child. Students may NOT order food or deliveries to be delivered to the school nor have these items delivered by a family member or friend.

***Due to current health concerns and EVSC and Board of Health Guidelines,, lunch visits from parents will be avoided.*

Drills/Alarms

Students must follow teacher directions during fire, tornado or other drills, warnings and alarms. Students are expected to proceed in a calm, quiet, orderly manner so that instructions may be heard. Students are expected to remain with their teacher until the identified threat or drill is over. Students may be required to stay in the building beyond the final bell of the school day, as they will not be released into dangerous conditions. *During emergency situations, students will not be released to parents for any reason until an "All clear" is given.*

In-school Sales

From time to time, groups may conduct sales during school time. All sales must be coordinated by a staff sponsor. No students may independently sell anything at school. All sales and fundraising must be pre-approved by the Principal.

School Dances

Students are required to meet the Citizenship requirements of the hosting school in order to attend dances at other schools. Students attending other EVSC schools who wish to attend dances at HCPHS must meet our Citizenship requirements in order to be approved to attend as our guest. Even though dances are an after school hours event, EVSC and HCPHS guidelines and expectations are still in place since dances are a school sponsored event. Students and guests at HCPHS dances *may be asked to leave the event without reimbursement* for non-compliance with school expectations and guidelines. Students and guests who violate school code during dances *may face school and/or legal repercussions.*

Criteria for attending school dances:

- Must be currently enrolled
- 0 days of out of school suspensions/expulsions during current semester
- 1 or fewer verbal aggression referrals (cannot be towards a staff member)
- 0 physical aggression referrals
- 0 drug/alcohol offenses
- No more than 10 days absent in the current semester

Criteria for Royal Court

- 0 days of out of school suspensions/expulsions during this semester
- 1 or fewer verbal aggression referrals (cannot be towards a staff member)

- 0 physical aggression referrals
- 0 drug/alcohol offenses
- Must be enrolled at Harwood Career Preparatory High School
- No more than 10 days absent in the current semester

Criteria for Guests outside of Harwood

- Must complete the EVSC Dance Guest Request Form including administrators' signatures
- Must be in high school or high school age (under 21)
- Must present a valid state ID
- 0 days of out of school suspensions during this semester
- 0 verbal/physical aggression referrals
- 0 drug/alcohol offenses
- No more than 10 days absent in the current semester

Any exceptions to these guidelines are at the principal's discretion only

Lockers/Personal Belongings

All students will be assigned a locker with a lock. Students **MUST** use their own assigned locker and the school issued lock. Personal locks will be cut from lockers at students' expense in order to allow administrative access to school lockers. Sharing lockers with others will not be permitted. If students lose their locks, they will be charged for a replacement lock. Students are responsible for any items that are in their assigned lockers, vehicles, bags, purses, backpacks and so forth. **EVSC and HCPHS are not responsible for lost or stolen personal property.**

***Due to current health concerns and EVSC and Board of Health guidelines, students are only able to use lockers at arrival and dismissal times. Locker needs should be handled quickly without socializing or loitering.*

Medication

All medications, prescription and non-prescription, need to be checked in at the nurse's office upon arrival at school, and a permission slip needs to be filled out by the parent / guardian before medicine may be administered. Medication **cannot be carried on the student's person**. Should there be a situation in which a doctor has ordered a student to carry a medication/medical device with him/her at all times, written documentation of the order must be provided by the physician. Medication must be brought in its original container. Transportation of medication by a high school student may only occur with signed permission on the EVSC medication form. Medications not picked up by the end of the last student day will be disposed of in accordance with Indiana law.

Passes / Passing Time

***Due to current health concerns and EVSC and Board of Health guidance, students' access to the nurse, office area, and hallways will be limited. Students may not congregate in office areas or hallways to wait for staff or peers. Student non-emergencies may not be able to be handled at school at this time.*

Students have three minutes between classes. They should use the restroom, check in with other teachers, and conduct personal business during passing periods. Students may only enter their own

assigned classrooms. Students are to avoid entering any unassigned classroom without express staff permission in order to avoid disciplinary consequences.

Hall Passes

There are NO PASSES during the first ten minutes and last ten minutes of class. All *passes out of class are limited* and should be used with care since time out of class is time away from instruction. Students who have passes remaining at the end of the grading period may receive PBIS Points (“Bird Bucks”) or other incentives. Students who use all assigned passes prior to the end of the grading period may require an escort protocol.

Students will not receive passes at any time to visit students in other classes or to pick up work from other classroom teachers during class. If students abuse passes or leave class without a pass, they may receive disciplinary action from the office or be assigned to an escort protocol requiring a staff escort to move through the school day. Students with a pass should not be gone from the classroom for more than four minutes - the length of time of a passing period.

Nurse Passes

HCPHS is fortunate to have a nurse on staff to assist students during the majority of the school day. Because the nurse’s time is limited, passes to the nurse during class time should only be requested for true medical issues (ie: life-threatening, major documented medical condition). Misuse of nursing time or supplies may be referred to the administration.

Office Passes

If a student needs to see someone in the office, they should fill out an electronic request between classes or ask the classroom teacher to send a request online. The student will be called out of class when that office staff becomes available.

Personal Electronic Devices & Social Media

Personal electronic devices, including but not limited to phones, earbuds, headphones, tablets, and personal computers are to be **TURNED OFF AND PUT AWAY** during the school day. Unauthorized use and refusal to put a personal electronic device away will result in confiscation of the device. Students will receive one warning to put a device away before a teacher will ask for their device for the **remainder of the class period**. If the student refuses to give the device to the teacher, he or she will be sent to the office and the device will be confiscated for the **remainder of the day**. Parents may be asked to come to the school and pick up the device. If the student refuses to turn the device in at the office, this will result in an out-of-school suspension for the remainder of the day. Teachers may offer PBIS Points or other incentives for turning in electronics at the beginning of class time to encourage students to avoid the distraction during academic time. ALL electronics would need to be turned in for a student to receive one set amount of points or incentive.

Students may not charge their phones or other personal electronics in any manner at school (ie: wall socket, cart, through school electronic connection, etc.).

Students who routinely violate the electronics policy (five incidents or more) may be required to leave these items at home or to turn these devices in to staff at the beginning of every day for a two week

period. ALL devices would need to be turned in to be in compliance with school expectations. Continued defiance of electronics policies may result in removal from school.

If listening to a device during breakfast or lunch, earbuds or headphones must be used. External speakers may not be used. All devices must be turned off and put away in the hallway and in classrooms. Use of devices is only allowed during lunch and breakfast. Students are responsible for securing their personal devices at school. **The EVSC and HCPHS do not accept responsibility for any lost, stolen or damaged devices. Searches will NOT be conducted for missing personal items.**

School-Based Technology Acceptable Use Policy (Desktop units, ThinkPads, iPads, etc.)

Students at HCPHS will have access to a classroom device during their classes, and will be expected to know and follow the district's Acceptable Use Policy and use appropriate online etiquette. Use of social media or social networking, such as Facebook and Instant Messaging, is not allowed.

With a signed EVSC policy form, students will be assigned a 1-1 device this school year. These school devices are provided for school related work ONLY. Students should arrive at school each day with their devices fully charged. Devices should stay "Lids Down" until permission for use is given by the teacher in class. *Any recording -digital or otherwise, through any format or device - of any person in school, teacher or student, is prohibited without express teacher permission for academic purposes.*

School Telephone Use

Cell phone use is not permitted in the classrooms and hallways. Students should not take or make personal phone calls or text messages during class or in the hall. If students need to make a true emergency phone call during the school day, the student should tell a staff member and staff will arrange for the student to have access to a phone or direct the student to the office, where an emergency call may be made.

Transportation - Bus, Personal Vehicle, Walkers

***Due to current guidelines and restrictions on bus routes, bus transportation may not be available for new transfer students. Alternate bus drop off arrangements cannot be honored. This includes requests to ride home with a friend.*

Students are not allowed on property prior to 7:30 a.m. Students are to enter the school building immediately upon arrival at school and should leave school property promptly at the end of the assigned school day. Students may NOT congregate or loiter with peers in bus areas, car areas, hallways, doorways, or any other unassigned area. Students must remain on property once they have arrived and may be subject to search for leaving without administrative permission.

Bus

If bus transportation would become available, it may take up to 10 days of transfer to HCPHS to be set up. Families are contacted by bus transportation (812-435-8263) with pick-up and drop-off times.

EVSC bus transportation provides a ride from home to school and back. When afterschool activities are available (Tuesday, Thursday) a bus is also provided to transport students home afterward. Bus transportation is a privilege, and if a student violates the bus rules or other school rules while being transported back and forth from school, he or she may lose all bus riding privileges. Students may NOT board an unassigned bus without administrative permission.

Personal Vehicle

Any student who drives to school in a vehicle requiring parking space must provide a copy of their driver's license, license plate number, and valid insurance to the school. A student parking permit will be issued and must be displayed on the vehicle while in the school parking lot. Students who drive should only park in the designated student parking area - between exits 28-31. Parking in a non-designated area may result in removal of the vehicle at the owner's expense. A licensed student may not transport other students without explicit permission from both students' parents.

Students must have a staff escort to go to their vehicles during the school day. If a student leaves the building without an escort, staff may search the car and/or the student upon their return to the building. No weapons or prohibited items of any kind may be kept in cars on school property.

Unauthorized Items

In accordance with EVSC School Board Policy, certain items are not allowed at school. This includes items which are illegal or are disruptive to the educational process or school day. If an item is not directly related to class work, students are asked to leave the item at home. Prohibited items include but are not limited to: toys, personal athletic equipment, skateboards, drugs, drug paraphernalia, tobacco, tobacco products, lighters, e-cigarettes, vape devices, Juuls, knives, pocket knives, tasers, pepper spray, or weapons of any kind. Unauthorized items may be confiscated from students and a parent may be required to pick these items up. *Certain unauthorized items may carry legal charges or citations with fines or court appearances, and may not legally be able to be returned to the student or family.* Any confiscated items still remaining at school by the end of each semester will be disposed of by office administration.

Visitors

***Due to current health concerns and EVSC and Board of Health guidelines, visitors will not be invited into the building except in certain rare / emergency situations.*

In the event a parent is invited into the building, they must report directly to the front office and must sign in. A valid state issued picture ID (driver's license) is required and will be electronically scanned at the front office. On future visits, the visitor will scan the barcode on the ID when they enter and leave the building. Friends, boyfriends, girlfriends, siblings, etc. are not to visit during the school day or during after school activities.

Searches

On a regular basis, administrative personnel and EVSC Officers may perform searches of students and their personal items. Unauthorized items will be confiscated and may be returned to parents. Illegal items will be turned over to EVSC officers and may not be returned to the parent / guardian. If a student has a chronic issue with confiscated items, the items may be held until the end of the

semester or until the end of the school year at the administrators' discretion. *Unclaimed items will be disposed of at the end of each semester. Refusal to comply with a search may result in disciplinary actions.*

STUDENT SUPPORTS

Seeking Support

At HCPHS, we recognize that our students may have significant social, emotional or life challenges that act as barriers to success. We stand ready to support our students as they cope with these challenges. Students should utilize their homeroom teachers as a first point of contact for problem-solving. If a student needs additional support, he or she may request to see our school social worker or counselor. Students should complete or ask their teacher to complete a request form online. We ask that students respect the learning process and communicate with staff at appropriate times so as not to interrupt instruction.

Extra-Curricular Activities/Clubs

***Due to current health concerns and bus constraints, after school programming will be on hold.*

Community Partners

HCPHS regularly partners with a variety of community agencies both in and outside of the school building. These partners are chosen because of student needs and our common goals to provide our students with opportunities and supports. Vanderburgh County Probation Officers communicate with school staff on a regular basis and receive academic and behavioral reports on their students.

Parents as Partners

We welcome and encourage parents/guardians to be a part of our school. Parents are crucial to making sure that students are well rested and prepared to learn every morning. Parents can participate in their child's education by attending school events and encouraging achievements. In addition, participation in meetings regarding students' progress is vital to student success.

Individual Service Plans/Individual Education Plans

Each student at HCPHS will have an Individual Service Plan (ISP) or Individual Education Plan (IEP) detailing their academic and behavioral goals. This will be developed with guardian and student input. Staff will meet with students regularly to review their plan and progress. Parents/Guardians play a very important role in developing these plans, and are asked to attend conferences and be available for other phone and personal contacts by staff.

Interns

Frequently, HCPHS is privileged to have the assistance of social work interns during the school year. These individuals meet with, counsel, and act as a resource for students. All interns have undergone a background check and are under the supervision of the school social worker. Please contact the social worker if you do not want your student to meet with an intern.

ACADEMIC INFORMATION

Finals

All classes include a final that is 20% of the course grade. Finals are comprehensive, and **may not be taken early**. Please schedule vacations, procedures, etc. around finals. Grades will not be frozen and students will receive a zero for their finals if they are missed. In the event of a true medical emergency, rescheduling of finals is at the administrator's discretion. No students will be exempted from finals.

Homeroom

Students will attend the same homeroom every day and are expected to participate in specific instruction daily, either academic, for-credit classes or instruction relevant to a school initiative (GAIN instruction, brain development practices, social-emotional learning, Restorative Practices, etc.). If students in non-credit homerooms complete this assigned work early, they may be allowed to work on missing assignments or classwork. Students may NOT use personal electronics during this time. All students are expected to attend only their own assigned homerooms. There are a limited number of for-credit courses offered during homeroom.

Late and Missing Work

Students who start at HCPHS late in the semester without a transfer grade or who have a failing transfer grade are responsible for gathering their missing work and completing it. Teachers will provide each missing assignment to the student ONE TIME. Make-up work will be accepted until the school-wide make-up work cutoff dates. Extensions may rarely be given to students who have excused absences or who transfer into HCPHS very close to the cutoff dates at teacher discretion. Teachers will generally provide a few assignments at a time in order to avoid overwhelming students. When those assignments are returned, additional assignments will be given. In most situations missing assignments will be given at the end of the class period. *Make-up work WILL NOT be provided for students who are in class but refuse to do an assignment. Students are NOT permitted to interrupt current instruction to collect work or to collect work and then leave the building. This includes stopping by class at an unassigned time other than passing period.*

Study Hall

In rare instances, a student may be assigned to a study hall. Students are to remain in the scheduled room, to bring their materials and classwork, and to work without disrupting the classroom. Study hall is not a free period, nor is it a period that can be used to visit other classes or roam the building. Use of personal electronics is also prohibited during this time.

Grading, Credits and EdEase(RDS Student and Parent Access)

Students will receive their EdEase passwords and instructions on how to access their grades and other data from their homeroom teachers. Students and parents should check EdEase regularly. This year, HCPHS will be following a non-traditional 9-week semester where students will concentrate on four credits each nine weeks for longer class periods. Students need to achieve 41 credits to graduate.

Transfer Policy

If a student wishes to transfer to the home district school, he or she must obtain the “Request for Transfer” form from the HCPHS office one month prior to the end of the semester. This form must be completed in full and returned at least two weeks prior to the end of semester. After the form is received, it will be reviewed by administration. Students must meet criteria for grades, credits, attendance and discipline history during the most recent semester in order to be considered for transfer. After review by HCPHS administration, the home district school Dean will be contacted for approval. Home district administrators may choose to deny the request if students do not meet exit criteria.

HCPHS DRESS CODE

Dress for Success Dress Code -

HCPHS follows the EVSC “Dress for Success” dress code for high school students. Administrators will have the final say on any questions regarding dress code issues. If students have difficulty acquiring dress-code appropriate clothes, they should contact the school social worker or counselor. Occasionally, the school is able to loan a clothing item to a student. Students who borrow clothes from the school must return them at the end of the day or they will not be able to borrow again until the items are returned.

***Following EVSC and Board of Health guidance, students will be required to wear masks as part of school dress code in common areas where social distancing is difficult (ie: hallway, bus, restroom).*

Masks

Any solid color or simple pattern
School and college logos
Student name
Gaiters

AVOID: Slogans, phrases, vulgarities, bandanas, scarves

Pants

Type: uniform style, khaki, dress or cargo
Solid Colors: navy, black, tan, brown, gray

AVOID: jeans, “jeggings”, leggings, stretch pants, tights, yoga pants, sweatpants, track pants, sagging, pajama pants or pants with holes, rips, tears in them

Shorts

Type: knee length - uniform style, khaki, dress or cargo
Solid Colors: navy, black, tan, brown, gray

AVOID: jeans, “jeggings”, leggings, stretch pants, tights, yoga pants, sweatshorts, sagging, or basketball shorts, pajama shorts, shorts with holes, rips, tears in them

Skirts/Dresses

Type: Knee-length (including slit) - uniform style, khaki, dress or cargo
Solid Colors: navy, black, tan, brown, gray

Shirts

Type: collared button down or polo shirt, long or short sleeves; solid color long sleeve shirt may be worn under the polo

Colors: any solid, stripe, or plaid shirt.

School issued apparel is acceptable - school logo or college logo (Must be visible)

AVOID: Exposed cleavage, shoulders, or midriff

Uniforms tops for classes or sports the student is participating in ON THAT DAY are acceptable (shoulders must be covered)

Cool-Weather Items

HOODLESS, LIGHT, UNLINED sweater, sweatshirt, vest, fleece, cardigan, or nylon jacket

Must have a VISIBLE COLLARED SHIRT underneath the jacket or sweatshirt

AVOID: Hooded clothing

Coats, hooded sweatshirts, heavy jackets, blankets, and hats must be kept in lockers throughout the school day

Belts: Recommended

Footwear:

- Should have an outdoor type sole. Avoid athletic slides, house shoes/slippers, footies

Accessories: MAY NOT BE CARRIED WITH THE STUDENT, MUST BE STORED IN LOCKERS -

- AVOID Hats and accessories which cover or obscure the face (ex: sunglasses, headbands, hair-bands worn as headbands, etc.)
- AVOID Bandanas including as part of a garment or garment design

Purses / Backpacks:

- Purses must be no larger than an 8 ½ x 11 piece of paper.
- Backpacks, including string bags, must be put in lockers.

Items/Apparel that distract from learning: May NOT be worn. Examples include insulting, profane, drug-related, sexual or violent words or images, Confederate flags, gang-affiliated items, or anything otherwise deemed inappropriate by school administration will result in a dress code violation.

Violation of Dress Code - Students are expected to be in dress code when they arrive at school and should remain in dress code throughout the school day. Students out of dress code will be sent to the office and offered a change of clothes *if any are available*, or will have to call home for more clothes. If a student refuses to change, the student will be given a referral and assigned to AEA. Should a student refuse AEA, the student will be suspended out of school for the day. Students who change into dress code, but change back out of code during the school day, will receive a referral for dress code defiance and will face disciplinary consequences. Repeated dress code infractions will also result in out of school suspension.

Hawk Dress Dress Code

Hawk Dress is a privilege students may earn by making positive behavior choices such as completing certain homeroom assignments and being on time to class at designated times of day. Students must

be able to show a signed Hawk Dress Pass that is valid for the day that they are using it; lost passes will NOT be re-written. Hawk Dress Passes may not be re-used and may have a specific date of use.

Top half:

Students may wear school-appropriate T-shirts or other tops

- Avoid excessive skin showing (this includes cleavage, midriff, shoulders)
- Avoid profanity, suggestive, distracting or offensive statements or images,
- Avoid Confederate flags and graphics involving nudity, or drug references
- Avoid gang related items including bandanas

Bottom half:

Students may wear jeans, basketball shorts, sweatpants

Skirts and shorts need to approach knee length, including the slit

AVOID: pajama pants, skin tight apparel, leggings, rips, tears, holes, sagging

Feet: Slides are allowed. Avoid house shoes, slippers, and footies.

Outerwear:

Follow standard dress code.

Hawk Dress is NOT free dress. If an item is not listed above, check with the office for approval first. School administration has the final say on dress code issues.

HIGH SCHOOL GRADUATION REQUIREMENTS

THE FOLLOWING REQUIREMENTS APPLY TO STUDENTS WHO WILL GRADUATE BY 2022

*Students must earn **41 credits** in order to obtain a high school diploma. Students who enroll during their freshman year will have an opportunity to earn 64-plus credits during a four year period.*

To receive a diploma, a student must satisfy all requirements outlined by the State Board of Education, as well as those specified by the Evansville Vanderburgh School Corporation.

GENERAL DIPLOMA credit requirements:

8 credits in Language Arts

6 credits in social studies (2 U.S. History, 2 Elective Social Studies, 1 U.S. Gov., 1 Econ or Personal Finance)

6 credits in mathematics (2 Algebra I & 4 additional courses-two of which may be qualitative reasoning courses)

4 credits in science (2 Biology, and 2 additional science courses)

1 credit in health

3 credits in physical education

13 credits in elective classes

***For a general diploma, students with an IEP may replace the two elective social studies**

courses with general electives.

CORE 40 DIPLOMA credit requirements:

8 credits in Language Arts

6 credits in social studies (2 U.S. History, 2 Geography/History of the World., 1 U.S. Gov., 1 Econ.)

6 credits in mathematics (2 Algebra I, 2 Geometry, and 2 Algebra II)

6 credits in science (2 Biology, 4 additional higher level science courses)

1 credit in health

3 credits in physical education

11 credits in electives

Students must also complete one of the following requirements:

1. Pass both the Math and English ISTEP exams; OR
2. Fulfill the requirements for an “Evidence-Based” Waiver (see below)

ISTEP passing scores: English Language Arts 244, Mathematics 271

“Evidence-Based” Waiver (in the event that a student does not pass the ECA):

- **Maintain a 95% attendance rate for grades 9 through 12.** Students must not miss more than nine (9) unexcused days of school per semester, during the year.
 - Participate in school remediation to remain eligible for a waiver.
 - Take the End-of-Course Assessments at least one time in the junior and senior years.
 - Special education students: test according to their Individual Educational Plan (IEP) with each student testing at least one time per year.
 - Maintain a minimum cumulative grade point average of 2.0 (grade of C-) in the 34 credits required by the State Board of Education for an Indiana high school diploma.
 - Obtain a written recommendation from the mathematics and/or English department(s) in the area(s) where the student did not meet the academic standard score. The recommendation must be supported by documentation that the student has attained the academic standard by demonstrating grade 9 skills in English and mathematics through other assessments or classroom work. For special education students, the Teacher of Record along with the case conference committee may determine that the student is eligible based on his/her IEP and documentation that the state proficiencies in mathematics and/or English have been met.
 - The high school principal must also concur in writing with the recommendation.

The following information applies to students graduating in 2023 or later. Students graduating earlier may also “opt in” to this pathway.

Students in the graduating class of 2023 must satisfy at least one option from each of the three boxes in order to graduate.

Graduation Requirements	Graduation Pathway Options
1) High School Diploma (Students must complete the course requirements of one of the following.)	<ul style="list-style-type: none"> • Core 40 designation; • Academic Honors designation; • Technical Honors designation; • General designation.
2) Learn and Demonstrate Employability Skills (Students must complete <u>at least one</u> of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by <u>one</u> the following: <ul style="list-style-type: none"> • Project-Based Learning Experience; OR • Service-Based Learning Experience; OR • Work-Based Learning Experience.
3) Postsecondary-Ready Competencies (Students must complete <u>at least one</u> of the following.)	<ul style="list-style-type: none"> • Honors Designation: Fulfill all requirements of either the Academic or Technical Honors designation; OR • ACT: College-ready benchmarks; OR • SAT: College-ready benchmarks; OR • ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR • State- and Industry-recognized Credential or Certification; OR • Federally-recognized Apprenticeship; OR • Career-Technical Education Concentrator: Must earn a C <u>average</u> or higher in at least 6 high school credits in a career sequence; OR • AP/IB/Dual Credit/Cambridge International courses or CLEP Exams: Must earn a C <u>average</u> or higher in at least three courses; OR • Locally Created Pathway that meets the framework from and earns the approval of the State Board of Education.

SPECIAL EDUCATION STUDENTS:

Special Education students should consult with their Teacher of Record in order to determine graduation requirements.

CERTIFICATE OF COMPLETION:

A Certificate of Completion may be awarded to a student who obtains all 41 credits but does not pass both ECA’s or meet the criteria for a waiver or a graduation pathway.

For additional information about graduation requirements, see the guidance counselor, Mrs. South.

HCPHS School-Wide Expectations

	Be Safe	Be Responsible	Be Achieving	Be Respectful
Classroom	<ul style="list-style-type: none"> - Stay seated - Walk - Keep chairs and desk on the floor 	<ul style="list-style-type: none"> - Follow emergency procedures - Clean up after yourself - Be prepared for instruction with all necessary materials - Keep personal electronic devices put away 	<ul style="list-style-type: none"> - Attend class daily and on time - Turn in all of your homework - Ask questions when you don't understand 	<ul style="list-style-type: none"> - Respect others' rights to learn - Accept redirection, feedback or discipline from staff by listening, asking appropriate questions and following directions - Focus on teachers and other students when they are speaking
Office	<ul style="list-style-type: none"> - Stay seated in waiting area. - Contain yourself within your own physical space 	<ul style="list-style-type: none"> - Request a pass to return to class - Sign in and out - Keep personal electronic devices put away 	<ul style="list-style-type: none"> - Appropriate language for school setting - Give accurate information - Return to class immediately after talking to designated staff member 	<ul style="list-style-type: none"> - Speak at appropriate times. - Use a reasonable inside voice - Treat all teachers, guests, and peers appropriately - Use appropriate language
Restroom	<ul style="list-style-type: none"> - Wash hands. - Keep unfriendly and overly friendly hands and feet to self - Report any broken or unsanitary conditions 	<ul style="list-style-type: none"> - Take your pass back to class - Leave the restroom once you have finished - Report any activities that could hurt others physically, emotionally, or mentally - Only flush toilet paper - Keep personal electronic devices put away 	<ul style="list-style-type: none"> - Use the restroom, wash your hands, and return to class - Use two pumps of soap - Use two paper towels 	<ul style="list-style-type: none"> - Allow others privacy - Flush toilet - Place litter in trashcans
Hallways	<ul style="list-style-type: none"> - Walk - Earbuds and electronics must be kept in pockets - Report dangerous situations to an adult 	<ul style="list-style-type: none"> - Follow the dress code - Keep hallways clean and uncluttered - Store jackets/coats, backpacks, and electronic devices in your locker from 8:05-2:55 	<ul style="list-style-type: none"> - Get to class before the bell rings - Take what you need to class 	<ul style="list-style-type: none"> - Use a reasonable inside voice - Use words and actions that are kind, welcoming, and helpful

		-Keep personal electronic devices put away		
Cafeteria	<ul style="list-style-type: none"> - Stay in seats. Stay off of tables and booths. - Avoid conflict with peers - Stay at your own booth or table for the duration of the lunch period 	<ul style="list-style-type: none"> -Pick up after yourself. If you make a mess, clean it up. -Please pay for all items -Please get items the first time through the line 	<ul style="list-style-type: none"> -Make healthy food choices -Eat all of your food -Food should be kept on trays and in mouth 	<ul style="list-style-type: none"> -Use appropriate language and volume when speaking in line -Return trays to dish window - Food must stay in the cafeteria -Be courteous to the cafeteria workers
Auditorium	<ul style="list-style-type: none"> - Stay seated - Keep unfriendly and overly friendly hands and feet to self 	<ul style="list-style-type: none"> -Listen with your head up and your eyes open -Keep cell phones in pocket or purse -Sit in designated seats. -Wait quietly for your class to be dismissed to leave your seat. -Keep personal electronic devices put away 	<ul style="list-style-type: none"> -Bring needed items with you -Ask any questions in a respectful manner -Think about the topic presented and how you can benefit 	<ul style="list-style-type: none"> -Refrain from speaking to your neighbor -Enter and leave the auditorium quietly
Gym	<ul style="list-style-type: none"> - Zero dangerous behaviors in the gym (kicking and throwing of equipment) - Keep exterior doors closed - Use hands and feet for working out 	<ul style="list-style-type: none"> -Change clothes in the locker room -Be prepared for class (wear proper clothing and bring a positive attitude) -Be on time and ready to go in your attendance spot 5 minutes after the bell -Keep personal electronic devices put away 	<ul style="list-style-type: none"> -Give your best effort; participation is part of your grade -Listen when the teacher is speaking. -Stay inside the double doors until the bell rings for dismissal 	<ul style="list-style-type: none"> -Respect all classmates, teachers, and property (school's, others', and your own) - Participate fully- take turns contributing Use sportsmanship that is kind, welcoming, and helpful
Nurse's Office	<ul style="list-style-type: none"> - Remain seated in waiting area - Contain yourself within your own physical space - Avoid touching or coming into contact with any medical supplies 	<ul style="list-style-type: none"> - Request a pass to return to class - Enter nurse's office only if you have been sent by staff with pass - Request a pass to the nurse only for medical concerns 	<ul style="list-style-type: none"> - Use appropriate language for school setting - Return to class immediately after being helped - Cell phones are kept away 	<ul style="list-style-type: none"> - Wait to be called on to speak. - Use a soft inside voice - Treat all teachers, guests, and peers with respect - Allow other students their privacy (No peeking behind curtains)

		<ul style="list-style-type: none"> - Avoid use of staff restroom in nurse's office - Keep personal electronic devices put away 		<ul style="list-style-type: none"> - Refrain from touching any of the nurse's materials
Supervision Room	<ul style="list-style-type: none"> - Stay seated - Keep chairs and desk on the floor 	<ul style="list-style-type: none"> - Follow emergency procedures - Clean up after yourself - Be prepared with all necessary materials - Follow school policy on food and beverages - Keep personal electronic devices put away 	<ul style="list-style-type: none"> - Complete your given assignments - Take time to think about your responses when completing your assignments 	<ul style="list-style-type: none"> - Respect others' rights to learn - Accept redirection, feedback or discipline from staff by listening, asking appropriate questions and following directions - Maintain a quiet working environment
Phoenix Nest	<ul style="list-style-type: none"> - Walk - Stay with your assigned group and teacher until ready to return to class - keep hands and feet to yourself 	<ul style="list-style-type: none"> - Follow emergency procedures - Clean up after yourself - Items are to remain closed until you return to the classroom - Keep personal electronic devices put away 	<ul style="list-style-type: none"> - Have your phoenix dress pass available on the day that you use it. - Make efforts to earn phoenix points - Make suggestions for merchandise - Wear your badge 	<ul style="list-style-type: none"> - Accept redirection, feedback or discipline from staff by listening, asking appropriate questions and following directions - Wait quietly for your turn to enter the Phoenix Nest - Respect the merchandise
Community Circles	<ul style="list-style-type: none"> - Rearrange the room in an orderly manner when forming the circle - remain seated - Keep hands and feet to yourself 	<ul style="list-style-type: none"> - Put desks and chairs back into the original order - One person speaking at a time - Remain on the topic provided by the teacher - Keep personal electronic devices put away 	<ul style="list-style-type: none"> - Everyone participates in the circle - Maintain a positive tone 	<ul style="list-style-type: none"> - Use appropriate language - allow each person their time to speak without negative reactions or laughing - Items shared in the circle are to be kept in the circle

HCPHS BELL SCHEDULES

Daily

7:30 - 7:50 Breakfast

7:50 - 9:00 Period 1

9:03 - 10:13 Period 2

10:16 - 11:26 Period 3

11:29 - 11:59 Lunch / HR- Recovery

Class

11:59 - 12:29 HR - Recovery / Lunch

12:32 - 1:42 Period 4

Two Hour Delay

9:30 - 9:50 Breakfast

9:50 - 10:30 Period 1

10:33 - 11:13 Period 2

11:16 - 11:46 Lunch / HR - Recovery

11:46 - 12:16 Lunch / HR - Recovery

12:19 - 12:59 Period 3

1:02 - 1:42 Period 4

EVSC CALENDAR

August.....14-18 - Teacher Meetings/Work Days
 August.....19-21 - Students with last names A-J
 August.....24-26 - Students with last names K-Z
 August.....27 - ALL Students at School
 September.....7 - NO SCHOOL-Labor Day
 October.....9 - Fall Break
 October.....23 - 9-wk Grading Pd = 46 days
 November.....11 - NO SCHOOL-Veterans' Day
 November 25-27- NO SCHOOL-Thanksgiving Break
 Dec. 21 - Jan. 1... - WINTER BREAK
 January.....15 - END OF FIRST SEMESTER
 9-wk Grading Pd= 46 days
 January.....18 - NO SCHOOL - M.L. King Jr. Day
 January.....19- FIRST DAY OF 2nd SEMESTER
 February.....15 - NO SCHOOL - President's Day
 March.....22-26 - SPRING BREAK
 April.....2 - 9-wk Grading Pd= 48 days
 May.....28 - END OF 2nd SEMESTER
 9-wk Grading Pd= 40 days
 May.....26-28 - High School Commencements

If additional makeup days are needed, they will be added to the end of the school year. Department of Education requires 180 instructional days.

***NOTE: When a scheduled school day is cancelled, a virtual day will be utilized. Exceptions will be made at EVSC's discretion.

GRADING PERIODS:

2 weeks
 1st.....46 days.....08/19 - 10/23
 2nd.....46 days.....10/26 - 01/15
 3rd.....48 days.....01/19 - 04/2
 4th.....40 days.....04/5 - 05/28

CALENDAR LEGEND	
STUDENTS LAST NAMES A-J	Green
STUDENTS LAST NAMES K-Z	Yellow
ALL STUDENTS IN ATTENDANCE	Red
NO SCHOOL	White
STAFF DEVELOPMENT DAY	Blue

JULY 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2021

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2020

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FEBRUARY 2021

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SEPTEMBER 2020

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MARCH 2021

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OCTOBER 2020

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APRIL 2021

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NOVEMBER 2020

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29	30					

MAY 2021

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30	31					

DECEMBER 2020

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23	24	25	26	27	28	29
30	31					

JUNE 2021

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					