

EVANSVILLE HIGH SCHOOL

Home of the Blue Devils



PARENT HANDBOOK

2016-2017

Evansville High School
640 S Fifth St.

Evansville WI 53536

882-4600/882-3501 fax: 608 882-6157 www.evansville.k12.wi.us

Scott Everson – Principal 882-3508 eversons@evansville.k12.wi.us

Brian Cashore – Associate Principal, Athletic Director 882-3506 cashorebr@evansville.k12.wi.us

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Vision Statement

Our vision for Evansville High School is to continue to strive to become a truly elite environment of excellence for student learning.

Non discrimination

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

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Evansville High School Calendar 2016-2017

August 24, 25	New Teacher Orientation
August 26	Teacher Work Day
August 29-31	Teacher Work Day
September 1	First Day of School
September 5	Labor Day - No School
October 10	Professional Development – No School
October 12	Parent/Teacher Conferences 5pm – 8pm
November 3	Term 1 Exams
November 4	Term 1 Exams – End of 1 st Quarter
November 23	No School
November 24	Thanksgiving – No School
November 25	Conference Comp Day – No School
December 5	Professional Development
Dec 23-Jan 1	Winter Break
January 2	Students Return
January 16	Professional Development – No School
January 19	Term 2 Exams
January 20	Term 2 Exams, End of 2 nd Quarter
February 13	Professional Development – No School
February 24	Conference Comp Day – No School
March 13	Professional Development – No School
March 8	Parent/Teacher Conferences 5pm – 8pm
March 23	Term 3 Exams
March 24	Term 3 Exams, End of 3 rd Quarter
Mar 27 – Apr 2	Spring Break
April 3	Students Return
April 17	Professional Development – No School
May 29	Memorial Day – No School
June 6	Term 4 Exams
June 7	Term 4 Exams, End of 4 th Quarter
June 8	½ work day for Staff
June 11	Graduation

EHS Staff Directory 2016-2017

Staff Member	Room	Phone	Subject/position	email
Benson, Brian	E102	882-3545	Science	bensohb@evansville.k12.wi.us
Bisgrove, Tristram	C202	882-3577	Social Studies	bisgrovet@evansville.k12.wi.us
Bonow, Melissa	D203	882-3569	English	bonowm@evansville.k12.wi.us
Buttchen, Heather	C150	882-3511	F.A.C.S.	buttchenh@evansville.k12.wi.us
Cashore, Brian		882-3506	Assoc. Principal/A.D.	cashorebr@evansville.k12.wi.us
Cobb, Dan	C219	882-3573	English	cobbd@evansville.k12.wi.us
Collins, Gina	D220	882-3562	Spanish	collinsg@evansville.k12.wi.us
DeMeuse, Rob	C203	882-3576	Social Studies	demeuser@evansville.k12.wi.us
Everson, Scott		882-3508	Principal	eversons@evansville.k12.wi.us
Hanke, Pete	E113	882-3533	Tech Ed	hankep@evansville.k12.wi.us
Hannibal, Meaghan	C130	882-3515	Psychologist	hannibalm@evansville.k12.wi.us
Hansen, Marissa	C129	882-3516	School Counselor	hansenm@evansville.k12.wi.us
Henn, Joe	kitchen	882-3523	Food Service	hennj@evansville.k12.wi.us
Holmes, Amanda	C216	882-3570	English	holmesa@evansville.k12.wi.us
Hurda, Dana	C147	882-3513	Business Education	hurdad@evansville.k12.wi.us
Kangas, Andrienne	LMC	882-3565	LMC Media Specialist	kangasa@evansville.k12.wi.us
Katzenmeyer, Kim	E223	882-3560/3812	Special Education	katzenmeyerk@evansville.k12.wi.us
Kostroun, Rob	E114	882-3535	Tech Ed	kostrounr@evansville.k12.wi.us
Krebsbach, Keri	B118	882-3585	Choir	krebsbachk@evansville.k12.wi.us
Krumwiede, Barb		882-3501	Admin. Assistant	krumwiedeb@evansville.k12.wi.us
Krupke, Steve	E203	882-3550	Math	krupkes@evansville.k12.wi.us
Kuhn, Nick	E214	882-3559	Special Education	kuhnn@evansville.k12.wi.us
Kvalheim, Jim	E130	882-3540	Agriscience	kvalheimj@evansville.k12.wi.us
Lehman, Andy	gym	882-3599	Phy Ed	lehmana@evansville.k12.wi.us
Loggans, Natalie	C217	882-3571	English	loggonsn@evansville.k12.wi.us
Lyons, Donnell			Educational Assistant	lyonsd@evansville.k12.wi.us
Marshall, Kim	D118	882-3529	Art	marshallk@evansville.k12.wi.us
Marlin, Alison	E105	882-3544	Science	marlina@evansville.k12.wi.us
McCoy, Kathy		882-3500	Attendance/Athletics	mccoyk@evansville.k12.wi.us
McDonald, Kyle	C144	882-3512	Business Education	mcdonaldk@evansville.k12.wi.us
McKenna, Heather	E223	882-3556	Special Education	mckennah@evansville.k12.wi.us
Messling, Penny	E104	882-3546	Science	messlingp@evansville.k12.wi.us
Miller, Deb	D205,gym	882-3597,3805	Phy Ed, Health	millerd@evansville.k12.wi.us
Mills, Carolyn	D109	882-3524	Special Education	millsc@evansville.k12.wi.us
Nelson, Jeannie	kitchen	882-3523	Food Service	nelsonj@evansville.k12.wi.us
Nelson, Jennifer			Educational Assistant	nelsonje@evansville.k12.wi.us
O'Bel, Dave		882-3519	Custodian	obeld@evansville.k12.wi.us
Pomplun, Louis		882-3519	Custodian	pomplunl@evansville.k12.wi.us
Redders, DeeJay	C204	882-3575	Social Studies	reddersd@evansville.k12.wi.us
Reese, Lindsay			Educational Assistant	reesel@evansville.k12.wi.us
Riel, Tony	D131	882-3526	Art	riela@evansville.k12.wi.us
Schildt, Corine	E202	882-3549	Math	schildtc@evansville.k12.wi.us
Schmidman, Amanda	B112	882-3586	Band	schmidmana@evansville.k12.wi.us

Schuett, Catherine			Educational Assistant	schuettc@evansville.k12.wi.us
Schullo, Chris	E201	882-3548	Math	schulloc@evansville.k12.wi.us
Schwab, Sable	E217	882-3557	ELL	schwabs@evansville.k12.wi.us
Selmer, Rebecca	Kitchen	882-3580	Food Service Director	selmerr@evansville.k12.wi.us
Smith, Matt		882-3852	Alternative Education	smithm@evansville.k12.wi.us
Stalder, Betsy	E135	882-3542	Science	stadlerr@evansville.k12.wi.us
Stano, Mark	E225	882-3553	Math	stanom@evansville.k12.wi.us
Swartwout, Aimee		882-3517	School Counselor	sutherlandj@evansville.k12.wi.us
Teske, Dana	E204	882-3551	Spanish	tesked@evansville.k12.wi.us
Thornton, Tina		882-3518	School Counselor Secretary	thorntont@evansville.k12.wi.us
Tomlin, Alan		882-3519	Custodian	tomlina@evansville.k12.wi.us
Tyson, Courtney	C218	882-3572	English	tysonc@evansville.k12.wi.us
Uher, Elizabeth	kitchen	882-3523	Food Service	uherj@evansville.k12.wi.us
Wells, Kevin		882-3519	Custodian	wellsk@evansville.k12.wi.us
Whitmore, Melissa	E217	882-3557	Special Education	whitmorem@evansville.k12.wi.us
Wickersham, Karla	C201	882-3578	Social Studies	wickershamk@evansville.k12.wi.us
Wiemiller, Tony	E226	882-3549	Math	wiemillera@evansville.k12.wi.us
Zblewski, Doug		882-3564	G/T	zblewskid@evansville.k12.wi.us

SCHOOL BOARD POLICIES

To view School Board Policies go to the website: www.ecsdnet.org. School Board. Policies. You may also view policies by clicking on the Back To School information page or visiting the District Office.

*Note policies concerning Student Conduct on Buses (443.2, 442.21, 443.2 Forms 1,2,3,4A,4B).

ACT/SAT/PSAT 2016-2017 TEST DATES

ACT

Required by all UW Schools and accepted by many others nationwide

September 10, 2016
 October 22, 2016
 December 10, 2016
 February 11, 2017
 April 6, 2017
 June 10, 2017

SAT

Required by many prestigious schools nationwide; accepted/preferred by many schools in the west, east, and south

October 1, 2016
 November 5, 2016
 December 3, 2016
 January 21, 2017
 March 11, 2017
 May 6, 2016
 June 3, 2016

Registration for the ACT must be mailed at least 5 weeks prior to the testing date.

Registration for the SAT must be mailed at least 4 weeks prior to the testing date.

Registration materials for both tests are available in the guidance office.

PSAT

This test will be given at Evansville High School on Wednesday, October 19, 2016.

EVANSVILLE HIGH SCHOOL
BELL SCHEDULE

Good Morning Bell	7:55
Period 1	8:00 - 9:31
Advisory	9:36 - 9:58
Period 2	10:03 - 11:34
Period 3	
<u>First Lunch</u>	11:34 - 12:04
Class A	12:09 - 1:39
Class B	11:39 - 12:24
<u>Second Lunch</u>	12:24 - 12:54
Class C	12:54 - 1:39
Period 4	1:44 - 3:15

STUDENT ATTENDANCE

The Board of Education of the Evansville Community School District encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. Frequent absence of students from regular classroom learning experiences disrupts the continuity of the instructional process. Consequently, students who miss school frequently experience difficulty in achieving the maximum benefit of schooling.

In accordance with state law, all children between six and eighteen years of age must attend school full time until the end of the term, quarter or semester in which they become eighteen years of age, or unless they have a legal excuse, fall under one of the exceptions outlined in the state statutes, or have graduated from high school.

School Notification

Student attendance is monitored throughout each school day. Parent(s)/guardian(s) should call the school office prior to 9:00 a.m. the morning of an absence to report the absence. If it is not possible to call, a note explaining the student's absence should be presented to the school attendance clerk immediately upon return to school. All absences must be cleared before the end of the second school day or the student may be considered unexcused and truant.

Parent(s)/guardian(s) who have not notified the school of the absence will be notified by voice mail/phone that their child is absent as part of our safe arrival program. Parent(s)/guardian(s) may substitute email for a phone call or a note providing they have completed a form specifying their preference for email. These are available on-line on the District website and annually at our back-to-school days. Should a student abuse this family privilege, all attendance excuses for at least the remainder of the year must be in writing

Parent/Guardian Excused:

Parent(s)/guardian(s) may excuse their children for up to ten (10) days per year for any purpose providing the parent/guardian submits prior written approval to excuse their students. If the principal/attendance officer determines that the student will exceed the ten (10) day limit, days beyond 10 will be considered unexcused unless they are documented by the parent/guardian as meeting one of the "School Excused" exceptions and have approval of the principal. Policies for obtaining and completing work for pre-arranged absences will be set by each building and provided annually in the school handbook.

High School Procedure:

In order for the absence to be excused, it is the responsibility of the student and parent(s)/guardian(s), during the school day prior to the absence to:

- Obtain approval from the principal/attendance officer in each school the student attends.

If the absence is for more than one day:

1. Obtain, from each teacher, the list of assignments that can be completed while absent.
2. Turn in a signed copy of the assignments prior to departure.

Students will have at least the same number of days after return to school as the student has been absent to complete all missed school work. It is the student's responsibility to obtain the assignments and turn work in as soon as possible.

School Excused/Unexcused:

Students are expected to be in attendance unless there is a need to be absent for one of the following reasons under the following conditions:

1. Student illness: The school may require a written verification from physician.

2. Sudden emergencies: The school will require written verification upon return to school.
3. Educational opportunities approved by the district administrator or building principal.
4. Suspension from school.
5. Religious holidays.

A note specifying the reason for the absence must be given to the school before the end of the second school day of returning to school. The school reserves the right to record the absence as unexcused if no excuse is given or the reason given cannot be substantiated. The parent(s)/guardian(s) will be notified if the absence is recorded as unexcused. Five (5) or more unexcused absences will require an attendance conference with the parent(s)/guardian(s) and a written plan to improve attendance.

Medical Related Absences

Students going to the doctor or dentist during school hours must bring back a slip from their doctor/dentist stating the date and time of the appointment. On appointment days, students are expected to spend the balance of the day in school unless excused by the doctor/dentist. While infrequent absences due to illness are normal, frequent absences jeopardize a student's standing in classes. If a student is absent more than five (5) days per semester because of illness, the school may require a doctor's statement to excuse the student for illness. Failure to produce a doctor's excuse at that point would result in an unexcused absence.

Missed School Work

In the case of excused absences, time will be allowed for make-up work, including exams with full credit given for work completed.

The school may not deny a student credit in a course or subject solely because of the student's unexcused absences from school. Students will be permitted to take examinations missed during unexcused absences, following the procedures in the relevant school handbook.

Unexcused Absences or Truancy

School officials will proactively involve parent(s)/guardian(s) when a student's attendance is of concern due to frequency of absences and/or tardiness. The school attendance office will communicate with the parent(s)/guardian(s) to discuss the causes of the absences and to try to arrange for a solution. The Board does not distinguish between truant and unexcused. Thus, all absences not covered under the excused absence list above will be considered unexcused and have the same meaning as "truancy" under Wisconsin Statutes. Consequences will vary depending on the age of the student. Each building is responsible for establishing age-appropriate consequences consistent with State Statute. Under State Statute and City Ordinance, a truancy citation may be issued, depending on age of the student and length of absence.

A student's parent(s)/guardian(s) will be notified by telephone and mail as soon as it is ascertained that a student is truant. Any student found to be truant will be required to attend a conference with the principal/attendance officer or designee. The student and parent/guardian will be informed of the penalty to be imposed by the school for the truancy. Mitigating factors in a student's family, emotional, educational, or health situation will be considered along with the need to develop an attendance plan. The student will also be warned of the consequences of continued truancy both at school and through the municipal court. The principal/attendance officer will positively reinforce the reasons for good attendance, attempt to assess the factors that may have contributed to the truancy, and call upon appropriate school personnel as needed. If the student has more unexcused absences and reaches the habitual truant level, a certified letter will be sent to the parent(s)/guardian(s) requesting a parent/guardian conference to discuss the truancy. At this time, a referral to the municipal court may also be sent for action under state truancy laws for habitual truants.

As a consequence of a student's truancy the student may be assigned to detention or to a supervised, directed study program. The program need not be held during the regular school day. The building will develop the conditions under which credit may be given for work completed during the period of

detention or assignment to a supervised, directed study program. A student must be permitted to take any examinations missed during a period of assignment to a supervised, directed study program.

Habitual Truancy

A student who is absent from school without an acceptable excuse for part or all of five (5) or more school days per semester will be declared habitually truant. If so, the student's parent(s)/guardian(s) may be notified in writing of the student's status. Within five (5) days after the date the habitual truancy notice has been sent to the parent(s)/guardian(s), by certified mail, a meeting may be scheduled with them and school officials to discuss the student's truancy. With the consent of the student's parent/guardian, the date for the meeting may be extended for an additional five school days. The Board will actively support any and all ordinances and laws dealing with truant students.

Truancy Referral Due to Accumulation of Unexcused Absences

Truancy means a student is absent from school and his/her absence is not an excused absence. Habitual truancy is being absent from school without an acceptable excuse for part or all of 5 or more school days on which school is held during a school semester.

Students who are habitual truants, truant from school for more than one-half of a single school day, excessively tardy, or failed to serve attendance related detentions will be referred to the proper authorities for appropriate consequences.

TRUANCY

"Truancy" (Wis. Stats. 118.15) means any absence from school for **part** (including tardiness) or all of one or more school days without an acceptable excuse for pupils between the age of 6 and 18.

"Truant to School" means late to school

"Truant to Class" means late to class, study hall or homeroom

"Truant from Class" means absent from class, study hall or homeroom without an acceptable excuse

"Contributing to Truancy" means any student 17 years of age or older who, by act or omission, knowingly encourages or contributes to the truancy of a person 17 years of age or under.

Citation Amounts:

1. First Offense: a forfeiture of not more than \$50.00 plus costs.
2. Subsequent Violations: a forfeiture of not more than \$100.00 plus costs.
3. Contributing to Truancy: a forfeiture of not more than \$200.00 plus costs.

Levels of Discipline

I. Truant (Tardy) to School: Arriving to 1st Block after the tone has sounded

Infraction	Action
1. 3 rd unexcused tardy	30-Minute Detention
2. 3 rd unexcused tardy—failure to serve DT	Citation
3. 4 th unexcused tardy	45-Minute Detention
4. 4 th unexcused tardy—failure to serve DT	Citation
5. 5 or more unexcused tardies	Citation

II. Truant (Tardy) to Class: Arriving to class, study hall or homeroom after the tone has sounded

Infraction	Action
1. 3 rd unexcused tardy	30-Minute Detention
2. 3 rd unexcused tardy—failure to serve DT	Citation
3. 4 th unexcused tardy	45-Minute Detention
4. 4 th unexcused tardy—failure to serve DT	Citation
5. 5 or more unexcused tardies	Citation

III. Truant from School: Arriving to class over ten (10) minutes late

Infraction

- | | |
|---|--|
| 1. Unexcused-Arriving over 10-minutes late for a 1 class period | Action =45-Minute Detention |
| 2. Unexcused-For over 10-minutes—failure to serve DT | Action =Citation |
| 3. Unexcused-From 2 class periods | Action =(2) 45-Minute
Detentions |
| 4. Unexcused-From 2 class periods—failure to serve DT | Action =Citation |
| 5. Unexcused-For more than 2 class periods | Action =Citation |

Procedure for Leaving the Building During the School Day

Students who need to leave the building for any reason during the school day must first obtain a permit from the office. A permit will only be issued with permission from a parent and the school. Otherwise, the absence will be considered unexcused.

Early Release and Full-Time Attendance

All students enrolled in Evansville High School are required to be scheduled for eight semesters of full-time course work or until the end of the term, quarter, or semester in which they become 18 years of age. However, early release may be approved as follows:

1. Students who wish to graduate after seven semesters of work must make a written request to the high school principal for early release no later than the end of the semester prior to the semester of their anticipated graduation date.
2. Students who wish to graduate after six semesters of work must make a written request to the high school principal for early release one year prior to the anticipated graduation date.
3. Arrange for a conference between student, parent, and counselor to develop a final semester schedule and to assist in the development of post-high school plans.
4. Students who wish to be involved with a reduced daily schedule must meet the requirements of an Individual Education Plan, 504 Plan, or a supervised work experience program.

Students who meet graduation requirements are eligible for academic awards such as honors, high honors, salutatorian or valedictorian in the next regularly scheduled spring commencement ceremony following their requested early release.

Since they are no longer attending school regularly, students who have completed an early release program are no longer eligible to participate in co-curricular activities. They will, however, be allowed to participate in graduation exercises should they so desire.

AGE OF MAJORITY

All students at Evansville High School are subject to school rules. Students who have reached their 18th birthday are permitted to originate their own excuse for absence only if they (1) are not living with their parent or guardian or (2) the appropriate form is completed by the parent or guardian stating that the student is responsible for himself or herself. The student is still bound by the same set of acceptable reasons as listed in the school attendance policies.

CLOSED CAMPUS

A closed campus means that students are not permitted to leave the school building or grounds from the time they arrive in the morning to the time they are dismissed after school, without first securing permission from the high school office. Leaving without permission will be considered truancy and will be dealt with according to established policy.

CLASS STANDING AND PLACEMENT

Class standing (membership within a particular class) is determined by years of attendance and by accumulated credits. The following number of credits will be used to determine a student's specific class standing:

28 credits required for graduation

0 - 6.00	accumulated credits = freshman
6.25 - 12.00	accumulated credits = sophomore
12.25 - 18.00	accumulated credits = junior
18.25 or above	accumulated credits = senior

GRADUATION REQUIREMENTS

In order to receive an Evansville High School diploma, students must have been enrolled in class or participated in an activity approved by the school board during each class period of each school day and have satisfied all high school credit requirements. Students shall select a minimum of four classes per term and should earn a minimum of eight credits per year. They shall be in regular attendance for eight semesters, except as otherwise provide by state law or local rule.

<u>Course</u>	<u>Credits Required</u>
English Language Arts	4
Social Studies	3.5
Mathematics	3
Science	2 (3**)
Personal Finance	.5
Additional Academic Credit*	1
Physical Education	1.5
Health Education	.5
Elective Courses	12 (11**)
TOTAL CREDITS	28

Credit* = elective from Science, Social Studies, Math, English or World Languages

**Beginning with the class of 2017

Senior Graduation Project

Starting with the class of 2015, students will need to successfully complete and present a Senior Graduation Project as a graduation requirement.

Special Needs Program

Students enrolled in a program with an individual education plan (IEP) may have their individual educational sequence modified to meet their needs. Students must obtain the required number of credits – but required course credits may be obtained by taking a required course from a regular education class with modifications or by taking a required course through special education with the course content being constructed around alternative performance indicators.

Transfer Students

Consideration will be given to transfer students whose previous high school required fewer credits for graduation. The number of credits needed for students to graduate from Evansville High School will be determined on the basis of a sliding scale. For transfer students who have completed their freshman year at another school, the graduation requirement will be 75% of the difference between the two schools, for students transferring after completing their sophomore year 50%, and for students transferring after completing their junior year 25%. The chart below serves as the guideline.

Grade Level	22 Transfer Credits	23 Transfer Credits	24 Transfer Credits	25 Transfer Credits	26 Transfer Credits	27 Transfer Credits
9	26.50	26.75	27.00	27.25	27.50	27.75
10	25.00	25.50	26.00	26.50	27.00	27.50
11	23.50	24.25	25.00	25.75	26.50	27.25

The high school principal shall be responsible for certifying that graduating students have met all requirements.

Alternative Education Program

The Alternative Education Program requires students to successfully complete all competencies as documented in the Program curriculum. Students successfully completing the Program requirements will receive an Evansville Community School District High School diploma. Students attending the Program who choose to take Evansville High School elective classes will be able to substitute one EHS credit for two competencies, as often as needed. Likewise, students transferring between Evansville High School and the Alternative Education Program (or vice versa) will transfer credits-to-competencies at a one-to-two ratio.

Commencement Exercises

To be eligible to participate in the commencement exercises, a senior must have at least the minimum number of credits as stated. Any student who does not meet this requirement will not be permitted to participate in commencement.

Student participation in graduation exercises is optional. All graduating seniors are encouraged to participate in the graduation exercise as it marks an important accomplishment in their lives. Since participation in graduation exercises is optional, students that do participate are expected to conduct themselves in an orderly manner. To maintain the dignity and decorum of the graduation ceremonies, only those students appropriately dressed for the occasion shall be permitted to participate in the graduation ceremonies.

Graduating seniors must have satisfactorily completed all obligations (fines, fees, assessments, assignments, tests, detentions, etc.) to be eligible to participate in the graduation exercise.

WARNING NOTICE OF FAILING GRADES

Students who are receiving failing grades, or who run the risk of failing, will receive a notice to that effect from their teachers halfway through each midterm in each grading period. Because a student does not receive a failure notice at the midpoint does not ensure a passing grade for the grading period if performance tapers off badly or a major project is not completed.

PARENT CONFERENCE

Parents are strongly encouraged to discuss an individual student's progress with the appropriate teacher, counselor or administrator. Formal parent conferences will be held October 12, 2016 and March 8, 2017, but others may be arranged at any other time that is mutually convenient. In order to schedule a conference, parents are requested to contact the high school office at 882-4600 to arrange for an appointment. Parents are also encouraged to call school personnel at any time they have questions about their child's program or progress. School personnel can also be accessed via e-mail located in the staff directory.

HONOR AWARDS

Honor Roll

Students will receive grade points based on the following scale:

A = 4.00	C = 2.00
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.67	D- = .67
C+ = 2.33	F = .00

An honor roll is made at the end of each quarter and semester grading period. The grade points mentioned above will determine the honor roll according to the following:

High Honors: 3.6 - 4.0
Honors: 3.0 - 3.59

Any student with an "F" or "I" grade in that semester is not eligible for the honor roll.

Graduation honors are determined by the following seven consecutive semester cumulative grade point averages:

High Honors: 3.6 - 4.0
Honors: 3.0 - 3.59

VALEDICTORIAN AND SALUTATORIAN AWARDS

Students selected for Valedictorian and Salutatorian honors shall be chosen from the graduating class membership on the basis of their accumulated grade point average (GPA), calculated to the third decimal place, after the conclusion of the 14th quarter (term) of a sequence of 16 quarters, as shown on the official high school transcript. The student(s) ranked first in GPA will be named valedictorian and the student(s) ranked second in GPA will be named salutatorian.

To become eligible for the Valedictorian and Salutatorian awards, a student must have been enrolled at Evansville High School on a full-time basis for six consecutive complete quarters, including the conclusion of the 14th quarter of schooling for the senior class. The student must have earned enough credits to qualify as a member of the senior class and may be considered as a candidate for an award one time.

A student who joins a graduating class as a result of satisfying the District's early graduation policy and rules is also eligible for Valedictorian or Salutatorian honors.

WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP

The class Valedictorian shall be awarded the State of Wisconsin Academic Excellence Scholarship according to the conditions of WIS STATS 39.41, Chapter HEA 9 of the Wisconsin Higher Education Board Rules and local policy or rules.

If more than one student is named as class Valedictorian, the student with the highest ACT test score recorded, at the conclusion of the 14th quarter, will receive the scholarship. The following tie breaking criteria will be applied:

- A. If the highest ACT scores are of equal value, the student with the greater number of academic course credits at the conclusion of the 14th quarter will receive the scholarship.
- B. If the number of academic course credits are of equal value, the student with the greatest GPA of academic courses taken at the end of the 14th quarter will receive the scholarship.
- C. The student with the highest SAT test score recorded, at the conclusion of the 14th quarter, will receive the scholarship.

MEDICATION POLICY

ADMINISTERING MEDICATIONS TO STUDENTS

Medication should be administered to school children by parents/guardian at home whenever possible. However, when requested by parents/guardian, physician-prescribed medications and nonprescription medications may be administered by school under the following established conditions. Before any prescription medication can be administered to a student, school personnel must receive written parental/guardian consent and written instructions from the students' physician or dentist. Non-prescription medications may be administered with written parental/guardian consent only. The Medications Consent Forms (453.4 Form, 453.4 Form 1) must be completed and filed in the high school office prior to administering any medications. Any student possessing prescription or non-prescription medication without following the procedures set forth in this policy may be subject to disciplinary action. Sharing/dispersing of prescription or non-prescription medications may result in immediate suspension. Sale of medications will result in a recommendation for expulsion.

All written instructions and consent forms will be filed in the school office. The school nurse shall be responsible for reviewing the written medication instructions. The building principal and his/her designees will be responsible for maintaining complete and accurate medication records, and storing all prescription and non-prescription medications in a safe and secure place. School personnel authorized to administer medications to students will be provided appropriate instruction and training by the school nurse.

The following procedures shall be adhered to when administering medication to students in grades PreK-12.

Procedures for Administering Medication to Students:

1. Definitions

- Administer – Medications which are in the possession of the school and given to the student by designated school personnel.
- Medication – Medication includes any drug or remedy for illness. Prescription, nonprescription (Over the Counter – OTC), and herbal treatments are all considered medication.
- Medication Error – Medication errors include: administering the wrong medication or doses of medication, administering the medication at the wrong time, administering a medication by the wrong methods or route (i.e. orally instead of injection) or failing to administer the medication.
- Pupil – Any person who is enrolled in the Evansville Community School District as a student, on a full or part-time basis in an approved instructional or co-curricular activity.
- School – A pupil is in school when in attendance at an approved instructional or co-curricular activity, whether held on or off school premises.

2. Prescription Medications

a. Prescription medications will not be administered to a student until the following steps are completed:

- (1) The parent/guardian provides the school with a completed parent/guardian consent form.
- (2) The school receives a completed physician order form for administering medications.
- (3) Staff have been trained to administer medications.

b. Prescription medications must be in the original container from the pharmacy.

Information printed on the container must include:

- Student's full name
- Name of medication and dosage
- Time medication is to be administered
- Physician name

c. Prescription medication will be stored according to manufacturer's guidelines.

Prescription medications will be kept in a locked cabinet or drawer that is not accessible to students or where food is stored. Only a limited quantity of the prescription medication is to be kept at school.

d. Only school district employees who are designated by the principal of each school will be able to administer prescription medications. Except in an emergency, the only other people who may administer prescription medications to a student include:

- Student's parent/guardian
- School nurse
- Emergency response worker

e. The length of time for which a prescription medication is to be administered will be specified in the written instructions from the prescribing physician. The maximum length of any written instruction will be until the end of the current school year. Any time there is a change in dosage, number of doses, or time of administration a new written statement from the prescribing physician is necessary.

f. School personnel will communicate with parents/guardians when the supply of medication at school needs to be refilled. The current medication container will not be sent home for the parent/guardian to refill.

g. With medications that are to be given at a specific time during the day, there is a leeway of 60 minutes before to 60 minutes after this specific time within which the medication can be given.

h. The Evansville School District will have the building principal, school nurse, and school medical advisor review all requests for the administration/dispensing of injectable medications by school personnel in order to maintain the physical, emotional, and mental health of pupils and staff members while they are at school or at school sponsored activities. If it is determined acceptable, the school nurse will train and supervise the administration/dispensing of the medication by the school personnel. Only medications for emergency needs will be considered by the school district. This policy does not preclude students who self-administer prescription medications from continuing this practice.

i. The following non-emergency situations should be reported to the Rock County Health Department nurse who will follow-up with parents/guardians and/or physicians.

- The color or shape of a refill medication is different from the last prescription.
- Information on the medication permission form from the doctor is different from the information on the label of the medication container.
- A parent/guardian gives permission for school personnel to give a medication at a time other than the scheduled time. Do not give the medication; this situation requires a change by the physician on the medical consent form.
- Parent/guardian calls the school or sends a permission slip to school requesting the dose of medication be changed. Do not give the medication; this situation requires a change by the physician on the medical consent form.
- The label on the front of the medication container requires a tablet to be cut. Do not give the medication. The school district is not responsible for the cutting or breaking of pills. If pills are already split, they may be administered.

j. It is the responsibility of the school to insure that prescription and non-prescription medications, which are administered by school personnel, be provided to the correct student, at the designated time. The only exceptions would be if the student refuses the medication, or is absent from school. A student's refusal to take medication should be documented and the parent/guardian informed.

Notification of parent/guardian will also be documented. It is also the responsibility of the school employee administering medications to witness the student taking the medication in his/her presence.

k. When a school staff person identifies that medication the school is administering is missing, the building principal and school nurse will be notified. The school staff person will document on the medication log the date, time, amount, and medication name that is missing. The principal, or designee, will contact the student's parent/guardian to inform them of the missing medications. If the medication is a controlled substance (i.e. Ritalin, Adderall, Methylphenidate, etc.), a report must be filed with the Director of Pupil Services and the Evansville Police Department.

l. When a medication error is noted by school staff, it must be documented with the school building principal and school nurse. Appropriate medical contacts will be consulted and such contacts documented

3. Non-Prescription Medications and Herbal Treatments

Designated personnel will administer non-prescription (over-the-counter) medication and herbal treatments only with parental approval as indicated by written consent on the *Parental/Guardian Consent Form for Medication*. Non-prescription or herbal treatments must be in an original container and labeled with the child's name, why the medication is needed, when to use the medication/treatment and amount of medication/treatment to give.

If the dosage for non-prescription medications or herbal treatments is higher than the recommended dose for the student's age/size, the nurse will contact the parent/guardian and request a statement from the health care provider to support the need for a higher dosage.

4. Adverse Side Effects

Any school staff person who observes adverse side effects to a medication or has concerns with behavioral or physical changes of a student should report these concerns to the parent/guardian and building principal and appropriate medical contact made if necessary. If a student is exhibiting side effects to a medication, the nurse will be contacted to follow-up on the concerns. If a change in medication is made by the doctor, verbal orders can be taken by the nurse and followed up with written orders to both the doctor and parent/guardian. If the parent/guardian requests changes in the medication, the only change the school can make is to stop administering the medication. If this is the case, school staff will provide the parents/guardians with a new medication consent form to be completed by the physician.

5. Self-Medication of Non-Prescription Medications for High School Students

High school students may self-administer non-prescription medication in the school with prior permission (Medication Consent Form 453.4 Form). Current state law allows a student to carry an inhaler if the school receives a written request from the parent/guardian and doctor. Parents/guardians will be notified if the privilege to carry an inhaler and/or self-medicate is suspended or removed.

6. Disposing of Medication

Before the end of the school year, the District health clerk will send a letter home to parents/guardians indicating they are responsible for coming and picking up remaining medications at school. Medications, with the exception of inhalers, will not be sent home with students. Medications that are not picked up by parents/guardians will be collected by designated staff. Each medication (both prescription and non-prescription) will be listed on a manifest along with the student's name. For prescription medications, the number of pills will also be added to the manifest. A manifest will be completed for each school. Two persons must sign off on the completed manifest. Nonprescription medications will be collected, placed in a container, sealed and discarded. Prescription medications will be placed in a Sharps container and incinerated by the local pharmacy or MacNeil Environmental Services.

The Emergency Nursing Manual (Appendix A) will provide direction and more detailed process information. School personnel should under no circumstances provide aspirin or any other medicine to students without meeting stated criteria. An accurate and confidential system of record keeping shall be established for each student receiving medication.

Legal Ref.: Sections Wisconsin Statutes

118.29

118.291

121.02(1)(g)

PI 8.01(2)(g) Wisconsin Administrative Code

Local Ref.: Appendix A, Emergency Nursing Manual

If you have any questions regarding these medication guidelines, please call the high school office at 882-4600 or the Rock County Health Department at 757-5440.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event or other events sponsored by the school, must be reported to the school office as soon as possible. Accident forms are available at the high school office.

EMERGENCY SCHOOL CLOSING

The District Administrator shall have authority to close the district schools in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel.

When determining whether or not to close school due to hazardous weather, the District Administrator shall consult, as applicable, with the National Weather Service, law enforcement, county health and emergency management agencies, and the District bus Contractor. Upon reaching a decision to close the schools, the District Administrator shall get the announcement posted on the District website and notify local television and radio stations who participate in announcing school closings. Every effort will be made to have school cancellation/late start notification posted by 6:15 a.m. and early dismissal by 11:00 a.m.

DRESS AND GROOMING

Students at Evansville High School are encouraged to dress appropriately for the school setting. The appearance of a person does effect the personal judgment others may make of an individual. With this in mind, we expect all students to follow the school guidelines regarding personal appearance.

1. Students are expected to wear clothes that are considered appropriate and conducive to learning. Outdoor apparel shall not be worn in the classroom or during the school day (e.g. jackets, sunglasses). Hats shall be removed upon entry into the building and placed in assigned locker or backpack before the start of the school day. Hats and hoods are strictly prohibited unless approved by building principal (eg. homecoming hat day).
2. Students are expected to wear hairstyles and clothing that are safe and healthy. Special requirements may be necessary in certain areas such as physical education, art, band, science lab, and technical education classes.
3. Students are expected to meet the requirements of the situation when representing the school and the community so as not to distract from the group or occasion.

Guidelines:

- Halter tops, tank tops, spaghetti straps or tops that expose the chest, whole back, or midriff are not permitted.
- Excessively short, loose, or tight clothing is not permitted.
- Pants, jeans and shorts should be worn on the hips so undergarments are not visible.
- Clothes or accessories that promote tobacco, alcohol or drugs usage are not permitted.
- Clothing with obscene or vulgar material is not permitted.
- Chains and spiked collars are not permitted.

The high school staff and administration retain the right to make decisions on student dress which they feel is indecent or disruptive to a positive educational atmosphere.

AUTOMOBILES & OTHER VEHICLE PARKING

Driving a car or other motor vehicle to school is a privilege granted to students by the state, school, and parents. In the interest of student safety, students to whom school bus transportation is provided by the district are encouraged to ride the school bus to and from school.

In an attempt to provide maximum safety for all students, the following procedures and rules will be followed by students who want to drive a motor vehicle to school and park in the school parking lot:

1. Students who drive their motorized vehicles to school and park vehicles on the school property, or work on them in the shop area, must complete a Parking Permit application available in the office and submit a **Parking Permit fee of \$80/year, \$40/semester or \$20/term** so that your vehicle is registered with the school. Registration must occur at the beginning first 3 days of school. **Parking Fees will not be refunded if a student's parking privileges are revoked. Parking permits will only be issued after all other fees have been paid.**
2. A parking tag is necessary and will be issued to all students

who have a completed an approved Student Driving and Parking Permit application form. The parking tag must be affixed in the manner designated. Cycles must be registered and will be issued a registration sticker

3. All student vehicles must be properly parked in the designated areas in the front parking lot West of the school.
4. Speed limits of 15 mph., posted traffic patterns, and designated parking areas must be adhered to.
5. Students are not to be in, or on, any motor vehicle, or in the school parking lot during school hours, including noon hour, unless they are either legitimately entering or leaving the school grounds by motor vehicle.
6. Students are prohibited from driving their vehicles from the high school parking lot during the school day, including the noon hour. Students that have parent request slips or have been requested by a parent telephone call to leave during the school day for an acceptable reason, have been excused by the office, and have properly signed out may drive their automobiles from the school parking lot during the school day. It is the general policy of the school that once a student's car is parked on the school parking lot, it will remain there until the end of the school day.
7. The use of recreational and/or non-licensed vehicles is prohibited on all Evansville School District grounds, parking lots and driveways.
8. Parking on school grounds is a privilege and not a right and thus a student election of this privilege is tantamount to consent for school officials to search their parked cars on school grounds.
9. **Penalties:** Students who are found to be in violation of the preceding rules and regulations will face disciplinary action which can include detention, suspension, expulsion, revocation of driving or parking privileges, towing of vehicle, or referral to the Evansville Police Department.

NON-SMOKING/TOBACCO POLICY

All students, parents and/or any other persons are prohibited from smoking and other use of tobacco products or tobacco like products (eg. E-cigarettes, electronic or vapor devices, hookah pipes etc.) while on school premises. **Possession of tobacco or tobacco like products by students on school property is also prohibited.**

ELECTRONIC COMMUNICATION DEVICES

The Evansville Community School District prohibits a student from using or possessing an electronic communication device while on premises owned or rented by or under the control of a school of the Evansville District, unless the student must possess and use an electronic communication device for one of the following purposes:

- Medical
- School
- Educational
- Vocational
- Parental communication or other legitimate purpose

The device shall not be used in a way disruptive of the learning environment. Unless otherwise indicated, the device shall be stored in the locker and shall not emit noise. The device may only

be used during lunch in the commons, during passing time, before and after school in such a manner so as not to disrupt any school activity. Phones may not be used in restrooms or locker rooms at any time. Failure to follow these guidelines will result in confiscation of device. A detention will be assigned with the first and subsequent violations. The device will only be returned to the parent/guardian on all violations. Possession of a cell phone by high school students is a privilege and not a right. Serious or repeated violations of school policies while using a cell phone may result in the suspension of that privilege. In addition, students who violate school rules or policies while using a cell phone do not have a right to absolute privacy of the content in/on the cell phone.

PRIVACY IN LOCKER ROOMS

The District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

1. Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
2. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
3. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

VISITORS

A visitor who is a guest of a student must be pre-approved by the building administrator at least one day before the visitation occurs. Pre-approval will be based upon completion of the "Visitors Request Form" (860). All of the student's teachers will be polled regarding their consent to the visitation. With objection to the visitation, the request will be denied. The host student is responsible for the conduct of the guest who must abide by all school policies and regulations. No student will be allowed more than two visitors per school year.

WORK PERMITS

Work permits are issued at the high school. Students must provide the following documents to receive a work permit: birth certificate, social security card, letter from employer identifying general job duties, letter from parent/guardian providing permission for student to work and \$10.00.

LOCKERS

All students will be assigned a corridor locker. Lockers will be assigned according to homeroom. Students are not to share their assigned locker with other students and keep locker locked at all times. Items of value should not be stored in the locker. The Evansville School District assumes no responsibility for stolen items. School lockers are the property of the Evansville Community School District. At no time does the Evansville district relinquish its exclusive control of lockers provided for the convenience of students enrolled in our school. Materials displayed in the locker shall be in good taste and all material must be removed at the close of the school year. Periodic inspection of corridor lockers will occur to ensure that lockers are clean, orderly, and in compliance with laws and regulations. School officials will search a particular locker if reasonable suspicion exists that some item kept in the locker is in violation of school rules.

ADMINISTRATIVE REVIEW OF COMPUTER FILES

School computers, memory devices, networks, and related hardware and software are the property of the Evansville Community School District. At no time does the school district relinquish its exclusive control of computer systems provided for the convenience of students. Any use of district computers which interferes with the work of the school, or which impinges upon the rights of other students, may be proscribed.

Computers shall not be used to disseminate sexually explicit, vulgar, indecent, offensive, lewd or threatening communications to other students. Like lockers, computers are provided to students for their convenience and said use may be likened to a privilege rather than a right.

STUDENT NETWORK (INCLUDING INTERNET) USE PROCEDURES

The Evansville Community School District believes that knowledge of technology and electronic information is fundamental to learning. The District encourages reasonable access to various information formats and believes it is incumbent upon users of this technology to avail themselves of this privilege in an appropriate and responsible manner.

Educational Purpose

Access to the technology in the Evansville Community Schools has been established for educational purposes. All school computer network accounts must be used in support of the educational objectives of the District.

Students are responsible for anything sent on the network with their name on it. The use of the Evansville Community School District network is a privilege, not a right, which may be revoked at any time for abusive or inappropriate conduct.

Students are expected to abide by the generally accepted rules of network etiquette including but not limited to the following:

LEGAL USE OF NETWORK

- All illegal activities are strictly forbidden including accessing or distributing obscene, abusive, sexually explicit, or threatening language or materials.
- Students may not load software/applications onto district computers.
- Students may not copy commercial software for use by friends.
- Students may not copy software from the Evansville Community School District computers for any reason.

APPROPRIATE LANGUAGE

- Appropriate language must be used in all private and shared documents.

PRIVACY OF PERSONAL INFORMATION

- Do not reveal names, addresses, phone numbers, etc., or personal information of other friends to anyone.
- Under no circumstances should a personal password/account be provided to another person.
- Students may not use an account other than their own nor misrepresent their identity.

SOFTWARE

- All software (networked and non-networked) must be loaded by and stored with the Technology Director.

EQUIPMENT

- Students shall not relocate computers, add peripherals, remove any cords or connections, or dismantle a computer in any way.
- Students shall not consume food and/or beverage while seated at computer workstations. Students will be held responsible for the cost of damaged equipment.
- Students and their parents/guardians will be responsible for any damage and will be held responsible for the replacement of parts or technician time to correct that has been altered or destroyed.

MANAGEMENT

- The Evansville Community School District reserves the right to monitor all District technology. The District also reserves the right to search Internet accounts accessed with school equipment without permission if it is believed that illegal or otherwise inappropriate use of the technology is occurring.
- Improper use of the District's technology, including the Internet, will result in fines, loss of network privileges, suspension or expulsion as deemed appropriate by school officials.
- Students who vandalize equipment or who fail to abide by the above provisions may have their network privileges removed for part or all of the school year.

WEAPONS/LOOK-ALIKE WEAPONS`

The possession or use of a dangerous weapon or a look-alike weapon (or a dangerous or a look-alike firearm) in school buildings, on school grounds, in school vehicles, or at school-sponsored activities is strictly prohibited.

Definitions

A dangerous or look-alike weapon is any object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to, guns, ammunition, explosives, knives, razors, karate sticks, nonchaku, metal knuckles, chains and similar items.

A dangerous or look-alike firearm is any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device.

Any student violating this weapons policy shall be subject to the penalties outlined in state law and suspended and/or expelled from school in accordance with state and federal law. Any student violating this firearms policy shall, according to state law, be expelled from school for not less than one year. The student's parents/guardians and law enforcement officials shall be notified in all cases and the district shall confiscate the weapon.

GANG RELATED OR OTHER CRIMINAL ACTS

The Board recognizes that students must feel physically safe in school. Gang-related or other criminal acts committed by individual students or groups of students interfere with the mission of the District. Intimidation, weapons or the threat of violence have no place in our schools.

The Board further recognizes that the presence of gangs, gang activities, and gang affiliations can cause a disruption of or interfere with school and school activities. Students enrolled in the District shall not be involved in anti-social, gang-related, or criminal activities which disrupt school or school sponsored activities. Students will refrain from gang-related activities in school or at school sponsored activities. Gang-related, gang titled, anti-social or criminal activities will not be tolerated and will be reported to and monitored by school administrators.

Related Definition

A "gang" as defined by this policy is:

1. A group of three or more individuals with a unique name, identifiable marks or symbols;
2. who claim turf or territory;
3. who associates on a regular basis, and/or;
4. who engage in anti-social or criminal activity.

School administrators shall monitor student behavior by using the following criteria to identify gang involvement.

The criteria to be considered include, but are not limited, to the following:

1. Having gang tattoos.
2. Wearing gang garb that could include the color of clothing, head covering or methods of grooming.
3. Displaying gang markings or slogans on personal property or clothing.
4. Possessing literature that indicates gang membership.
5. Admitting or alleging gang membership.
6. Being arrested with known gang members.
7. Attending functions sponsored by the gang or known gang members.
8. Obtaining corroborating evidence from reliable and multiple sources such as relatives, faculty, staff, students or citizens of gang involvement.
9. Receiving information from law enforcement agencies that a youth is a gang member.
10. Exhibiting behavior fitting police profiles of gang related activity.
11. Being stopped by the police with a known gang member.
12. Loitering, riding or meeting with a gang member.
13. Selling or distributing drugs for a known gang member.
14. Helping a known gang member commit a crime.
15. Committing a crime at the request of or on behalf of a known gang member.

School staff will monitor and document the existence of gang activity or weapons in the schools. If school officials record student involvement for monitoring purposes, the parents/guardians of the student will be informed in writing by school officials.

The District Administrator will coordinate all efforts related to this policy and any other gang activities undertaken by the District to eliminate gang related anti-social behavior.

Disciplinary Action

Depending on the number of gang affiliation indicators and severity of the threat to student safety, some or all of the following actions may occur:

1. Conference with parent/guardian and student to discourage gang related activities.
2. Detention.
3. Suspension.
4. Expulsion.

DISCIPLINE

In order for Evansville High School to be a good learning environment, it must be a safe and orderly learning environment. Students are expected to conduct themselves in a manner that brings respect to themselves and the school. Behavior that is disrespectful, rude, or which causes harm to the student or others will not be tolerated. Students exhibiting such behavior will be disciplined. The discipline can range from a verbal reprimand to expulsion from school and/or referral to police.

These behaviors are prohibited at Evansville High School:

1. Threatening, intimidation, or harassment of other people
2. Fighting (will result in police involvement)
3. Profanity (may result in police involvement)
4. Littering
5. Overt display of affection

6. Disrespectful or insubordinate behavior
7. Use / possession of tobacco
8. Desecration of school building or grounds (vandalism)
9. Dispensing / sale of mood-altering chemicals on school property
10. Possession of mood-altering chemicals or paraphernalia associated with their use on school property
11. Battery (unprovoked and provoked)
12. Hazing
13. False fire alarm
14. Possession / use of firecrackers, smoke bombs, fireworks, or firearms
15. Theft (may involve police involvement)
16. Interference--intentionally obstructing student or staff member from carrying out his / her duty
17. Leaving school grounds without permission
18. Chronic tardiness or truancy
19. Use of a walkman or radio
20. Bomb threats (will result in police involvement)
21. Any other behavior that, in the view of the high school administration, may be detrimental to the learning environment of Evansville High School.

The administration of Evansville High School reserves the right to administer disciplinary consequences for any infraction of the rules. Disciplinary consequences include but are not limited to:

1. Verbal reprimand
2. Written reprimand
3. Detention

Detentions shall occur either before or after school. Detentions are 45 minutes in length. All students must provide their own transportation when serving detention. Students who fail to serve detention may be suspended from school.

4. Truancy citation
5. Parent conference
6. Clean-up detail
7. Loss of privileges
8. Payment of restitution costs
9. In-School Suspension

In-school suspension lasts from 8:00 – 3:15. Students are expected to use their time constructively by completing schoolwork or class related projects. Students are given a 20-minute lunch and two restroom breaks. Students remain with the supervisor during lunch and the breaks. All behaviors prohibited at EHS are also prohibited during in-school suspension. If a student is repeatedly non-compliant during in-school suspension, out-of-school suspension time will be immediately administered by the administration.

10. Out-of School Suspension

A student may be suspended for a violation of school rules or conduct while at school, or under the supervision of a school authority outside of school, which endangers the health, safety or property of others, or for any other reason stated in section 120.13(1)(b), WI Statutes. The principal has the power to suspend a student for a period not to exceed five (5) school days as provided by law. Suspended students must be allowed to make up all major exams, and to complete course work missed during the suspension period.

11. Expulsion

The School Board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules; or engaging in conduct that endangers a person or property, including making a threat to the health or safety of a person or making a threat to property. In addition, the school board may expel a pupil who is at least 16 years old, whenever it finds that the pupil has repeatedly engaged in conduct that

disrupted the ability of school authorities to maintain an orderly atmosphere at school. See Board Policy #450 (Student Discipline: detention, suspension, expulsion).
12. Referral to police / proper authorities

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Students must be in attendance the entire day of school in order to participate in an after school or evening practice or contest. Special situations such as field trips and an excuse that has been secured beforehand from an administrator are exceptions to this rule. In addition, a student excused absent due to illness, transportation problems, or other excusable reasons for part of a day but in attendance for at least one half of the same school day will be granted an exception to participate, but this allowance will be **limited to one time per season**. Otherwise, it should be noted that a student who is too ill to attend classes is too ill to perform in school activities. Participation in Extra/Co-Curricular activities is a privilege and students have a responsibility to follow established rules of conduct, maximize their performance, and present a positive image to fellow students, and the community of Evansville.

SCHOOL SPIRIT

School Spirit may be considered as consisting of three major components:

1. COURTESY towards teachers, fellow students, parents, and the officials of school activities.
2. PRIDE in everything our school endeavors to accomplish and has accomplished.
3. SPORTSMANSHIP, the ability to win and lose gracefully.

School spirit means loyalty to all school functions. Loyal students support their school and do their best to keep their scholastic and activity standards at the highest possible level. All students are expected to exhibit good sportsmanship and citizenship at all times. Evansville High School has always had a tradition of good school spirit and good sportsmanship. Visitors from other schools and other communities frequently commend our school spirit and sportsmanship. This is a tradition to be extremely proud of, and it is the responsibility of every student to maintain that tradition.

ATHLETICS

Evansville High School participates in the Rock Valley Conference and the Wisconsin Interscholastic Athletic Association. All conference and state regulations pertaining to eligibility and participation in athletic programs must therefore be completely satisfied. If you have questions concerning your eligibility for participation in the interscholastic athletic program, please contact the appropriate coach or the Athletic Director.

At the end of each sport season, the athlete must return all gear assigned to him/her for that sport before he/she will be allowed to transfer to the next sport of his/her choice. If the coach of his/her previous sport has not cleared him/her, he/she will have to talk to that coach to get clearance for the next sport. That coach must then notify the office that the athlete has been cleared.

The athletic program at Evansville High School has included interscholastic competition for both male and female students. The Evansville High School Athletic Code governs all athletic programs. A copy of this code is available in the high school office.

Fall Sports

Football
Boys Soccer
Girls Volleyball
Boys Cross Country
Girls Cross Country
Girls Swimming

Winter Sports

Wrestling
Boys Basketball
Girls Basketball
Girls Hockey
Cheerleading
Pom Pom

Spring Sports

Girls Soccer
Girls Track
Girls Softball
Boys Track
Baseball
Boys Golf

Procedure for Resolving Concerns

Step One – the athlete addresses the concern/s with the coach

Step Two – the parent/guardian of the athlete requests a conference with the coach to address the concern/s. If the parent is unsuccessful in contacting the coach, the athletic director may be contacted and he/she will have the coach contact the parent/guardian.

Step Three – If the parent/guardian conference with the coach does not resolve the concern/s, there will be a meeting scheduled and mediated by the athletic director. The meeting will be held in a non-threatening environment and parties will be allowed to speak in an uninterrupted manner.

Concerns the Athlete and Parent/Guardian May Discuss

- A. The treatment of the athlete mentally and/or physically
- B. Ways to help the athlete improve his/her performance and skill level.
- C. Concerns about the athlete's behavior in school, practice and games.

Concerns the Athlete and Parent/Guardian May Not Discuss

- A. Athlete's playing time
- B. Team strategy
- C. Play selection
- D. The make-up of a team and the decision as to who plays on a particular team

ROCK VALLEY CONFERENCE

Evansville High School Blue Devils

Turner High School Trojans
Big Foot High School Chiefs
Brodhead High School Cardinals
Whitewater High School Whippets
East Troy Trojans

Clinton High School Cougars

Edgerton High School Crimson Tide
Palmyra Eagle High School Panthers
Parkview High School Vikings
Jefferson High School Eagles
McFarland High School Spartans

MUSIC

The Evansville High School Music Department offers seven curricular classes and two co-curricular groups. Symphonic Band and Chamber Choir are available to all students. Wind Ensemble and Concert Choir are available to all students by audition. Treble choir is also available to all students who sing a treble voice part by audition. Students are expected to attend all required concerts and performances as part of a curricular grade. Music Theory I and II are available as non-performance classes, but music knowledge is expected prior to taking these classes. All students currently enrolled in band and choir are invited to audition for the two co-curricular groups: Jazz Ensemble (for band students-piano, bass, and guitar do not have to be in band) and Soundwave Vocal Jazz (for choir students). Rehearsals for these two groups are based on available time while not conflicting with other activities outside of the school day.

The music department offers activities for student involvement through solo and ensemble festival, music tours, large group festivals and clinics, field trips and community performances. High expectations are upheld in music knowledge, musical understanding and individual and large group advancement of skills and techniques.

Evansville music students have been accepted into the Wisconsin Youth Symphony Orchestras, State Honors Choir, State Honors Band, WI-All State Band, Rock Valley Honors Band, State FFA Choir and the ACDA State Honors Choir.

All parents of music students are automatically considered a member of the Music Boosters. The Boosters support the Music Department through fundraising for equipment, trips, scholarships and other items not provided for in the school budget. They also are involved in chaperoning fieldtrips, supporting their music student by attending performances and being involved in other service opportunities. Music Boosters meet monthly.

Music is a vital part of a well-rounded education. The skills that you learn in music classes can be used and enjoyed for a lifetime. We look forward to sharing our music with you this year.

For more information, please see the band and choir handbooks given to every music student on the first day of classes.

NON-DISCRIMINATION

The Evansville Community School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion or handicap.

NON-DISCRIMINATION/HARASSMENT OF STUDENTS

The Evansville School District strives to provide an environment that is free from intimidation, discrimination or harassment. Harassment or bullying demeans and degrades. It affects an individual's self-esteem, and can have a negative impact on performance at work or in class. It can make an individual feel angry, powerless and fearful. The Evansville School District will not tolerate harassment of its students in the Evansville Schools or at any school-sponsored event or program. Nor will the Evansville School District tolerate harassment of its students by non-school personnel in programs sponsored or supported by the school.

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

No student shall be forced by an employee, another student, or a third party associated with the school district, to endure any unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, verbal or physical threatening, or verbal or physical intimidation that is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

Examples of bullying, unsolicited, unwelcome, prohibited behavior, including those that are sexual in nature, are:

- Suggestive, intimidating, or obscene comments, threats, jokes, any sexual propositions, comments about a person's body, or sexual characteristics that are used in a negative or embarrassing way.
- Suggestive, intimidating, or obscene letters, notes, invitations, drawings in any medium including computer terminal messages.
- Repeated brushing up against another's body, assault or blocking movement.
- Any intentional sexualized pats, squeezes, touching, pinching, or coercing sexual intercourse.

- Gesturing or displaying intimidating or sexually suggestive objects or pictures, cartoons, posters, or magazines.
- Suggestive looks, leering, or staring at another’s body.
- Behavior to intimidate or control another person’s learning environment is also prohibited -- this includes opportunities, evaluations and/or class assignments or grades.

Any student who is subjected to the above forms of harassment, discrimination or intimidation, should present concerns to the identified person and request that the behavior cease. A student may initiate inhouse complaint procedures if the student is unable or unwilling to confront the identified offender, or if the harassment, discrimination, or intimidation persists.

INHOUSE PROCEDURES

- Step 1** The student meets with a principal or guidance counselor to present the facts of the perceived discrimination, harassment or intimidation and discuss other alternatives that could resolve the issue.
- Step 2** The principal or counselor will meet with the persons involved to discuss the complaint and ascertain the facts of the case.
- Step 3** A meeting may be held between the appropriate authority (s), the student involved to mediate an agreement or a plan, outlining terms of either a continued relationship, or other contingency, for the dual existence of both parties in the academic environment of the Evansville School District.
- Step 4** If the problem persists, but does not meet the legal definition of harassment, intimidation or discrimination, the situation may be mediated through the superintendent or school board as necessary, with appropriate involvement and consent of parents.

If the objectionable behavior continues, the student is encouraged to file a legal complaint. When harassment, intimidation or discrimination is verified, the identified person will be subject to all appropriate disciplinary processes. Legal remedies, and/or consequences, may be considered if applicable (use Policy 411.1 Complaint Form). A student always has the option to bypass the inhouse complaint options and initiate a legal complaint.

Because of the sensitive nature of harassment charges, and the need to protect the privacy of the parties, the confidentiality of the persons involved will be observed provided it does not interfere with the school district’s ability to investigate or take corrective action.

Retaliation against anyone reporting or thought to have reported harassment behaviors is prohibited. Such retaliation shall be considered a serious violation of this policy. Such action shall be disciplined, independent of whether a charge or informal complaint of harassment is substantiated. Encouraging others to retaliate also violates the policy.

Copies of this policy shall be included in faculty and student handbooks and posted for all support staff employees. Complaints regarding the interpretation or application of the district’s student nondiscrimination policies shall be referred to:

District Administrator or Business Manager
 Evansville Community School District
 420 South Fourth Street
 Evansville, WI 53536

Legal Ref.: 118.13 Wisconsin Statutes
Local Reference: Policy #112

COMPLAINT PROCEDURE

Any complaint regarding the interpretation or application of the district's student nondiscrimination, harassment, or bullying policies shall be processed in accordance with the following grievance procedures:

1. Any student, parent, or resident of the district complaining of harassment or discrimination in any program or activity on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other basis protected by law shall report the complaint to the district administrator.
2. A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district administrator. The district administrator or designee shall send written acknowledgment of receipt of the complaint within 10 days, and shall attempt to resolve the complaint. Notification that a complaint has been filed shall be forwarded to the Board.
3. A written determination of the complaint shall be made by the Board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, subch. V, Wis. Stats. Complaints under 20 USC s. 1231e-3 and 34 CFR ss. 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.
4. If a complainant wishes to appeal a negative determination by the Board, s/he has the right to appeal the decision to the state superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707-7841.
5. Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

Copies of these complaint procedures shall be included in student handbooks.

HOMECOMING

Homecoming is a weeklong activity and culminates with the homecoming dance on Saturday, September 24, 2016. All grade levels are encouraged to participate in the activities of the week and attend the homecoming dance. The Student Council members, advised by Mr. Mark Stano are in charge of the activities for the week. Students that wish to bring a guest to the homecoming dance must obtain prior permission from the building principal as well.

PROM

The junior class sponsors prom each spring. The dance is traditionally held on campus with the event open to high school students. Junior Parents are prom advisors. Students that wish to bring a Non-Evansville High School guest to the prom dance must obtain prior permission from the building principal as well.

NATIONAL HONOR SOCIETY

Students entering the junior year with an overall grade point average in excess of 3.5 are eligible for selection into the National Honor Society (NHS). The NHS chapter follows the national charter, which bases selection on student's academic and leadership abilities as well as the makeup of an individual's character.

COLLEGE SELECTION

While there is much to know about the college selection process, it is important to plan early if your son/daughter is contemplating attending a university or college after high school. The counselors are the best sources of information regarding ACT, PSAT, and SAT testing, as well as financial aid, scholarship availability, and prerequisites for entrance. It is important to note that course selection and course success as early as the freshman year can impact the college entrance process. Parents are encouraged to contact the high school guidance counselor to develop a four-year educational plan for their children.

CLASS DUES

Students will be assessed class dues, which are a modest amount collected for conducting class activities. It is expected that students will pay this yearly. Failure to pay class dues will result in failure to take part in the graduation ceremony and may prevent participation in other class activities.

FEES / FINES

The Evansville Board of Education has established a fee for parking and instrument rental. Other fees apply for students participating in specific classes and class dues of \$5 each year of high school.

Students may be assessed fines for various reasons including loss of or damage to books, materials and/or equipment. All fines and fees are cumulative through the student's four years at Evansville High School. All school fees, including food service must be paid as a condition for receiving report cards, transcripts, or participation in celebratory field trips, prom or graduation.

EVANSVILLE COMMUNITY SCHOOL DISTRICT FOOD SERVICE INFORMATION

Through a computerized lunch accounting program, the District shall maintain **family** lunch accounts to handle payments for meals offered to free, reduced, and full-pay students. All families who have students in the school district have a family meal account. The system functions as a debit system, similar to a checking account. There must be money in the family account in order to serve the student(s) in the lunch line. The Evansville Community School District maintains accurate records of meals sold and served to students in the National School Lunch Program. Parents/guardians are responsible for and are expected to maintain their food service account with a **positive** balance. Students eligible for free or reduced priced meals are charged accordingly by the computer in a confidential manner.

FREE & REDUCED LUNCHES: Free and reduced meal prices are available to anyone who qualifies per the current income eligibility guidelines provided by DPI. Applications for free or reduce meal prices are given to each student on the first day of school and are also available at the

district office any time during the school year. School funding for state and federal programs is often based on the number of families that qualify. We encourage you to apply if you are eligible, for your families and our district's benefit, even if your child(ren) rarely choose to eat school meals. Students on free meals are only eligible to receive one free lunch and/or breakfast (where applicable) daily.

A LA-CARTE: High School and Middle School students have access to additional breakfast and lunch items known as "ala carte". These items are priced between \$.25 and \$3.75. Parents should note that the purchase of these items can have a significant effect on the amount spent for daily lunch purchases. Please discuss with your teenager an appropriate amount they should be spending for al a carte items, and the nutritional impact of their decisions. It is not possible for food service to monitor or prevent overspending by students on al a carte items. Families on free/reduced meals should note that al a carte items are not eligible for free/reduced prices, but must be paid for.

PAYMENTS: There is a box located by each office for students to drop off payments. These payments must be in this box **no later than 8:30 a.m.** to be reflected in service line balances that day. There is a minimum deposit of \$10.00. Payments also can be dropped off or mailed to the district office at 340 Fair Street. Checks should be addressed to the Evansville School District. If you have multiple children in the district, you may send payments to school with any one of them and it will be credited to the **family** account. Please send all payments in a clearly labeled envelope with at least one child's first and last name and the amount of the payment. This envelope is important to assure that the correct amount is credited to your family's account.

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

1. They may use the software Family Access on the school's website to monitor their food service activity and balances. The school website is ecsdnet.org Please call the District Office at 882-3385 to set up this free service. Please note that students are set up with one primary guardian/payor. If the second guardian requests use of Family Access, permission must be given by the primary guardian/payor.
2. Parents/guardians who do not have internet access may contact the food service department at 882-3580 to request information on their account.
3. Upon request by the student, food service personnel will provide balance information to the student.
4. Families will receive an automated phone message for low balance accounts.

Families may not run a negative account balance. Lunch will be denied if there are insufficient funds in the account. However, a peanut butter/jelly sandwich may be provided on a limited basis as needed. Families with extenuating circumstances should contact the building principal or the building principal may assist in making alternative arrangements if s/he is aware of extenuating circumstances.

LUNCH MENUS: can be viewed on the District web site at ecsdnet.org

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

BUILDING LEADERSHIP TEAM

The Building Leadership Team (BLT) is comprised of the principal and associate principal, faculty, and parents. The BLT sets school goals, plans professional development activities, and discusses other issues as needed. The meetings are held after school. If you are interested in serving on the BLT, please contact the principal for more information.

STUDENT BULLYING

Introduction

The Evansville Community School District strives to provide a safe, secure and respectful learning environment for all students in school buildings and on school grounds, on school buses and at school-sponsored activities. Bullying has harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause or resulting in fear, humiliation, intimidation or harm.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft).
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks).
3. Social (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet-also known as cyber bullying).
4. Between students and students, students and adults, or adults and adults.
5. Motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district or through district resources such as the computer network. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member or the building principal as designated by the Board of Education to be a recipient of such reports. Acts of bullying reported on our website will be reviewed by the appropriate building administrator. All such reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying

An investigation to determine the facts will take place in a timely manner (1-2 days) to verify the validity and the seriousness of the report. Affected parents and/or guardians will be notified that 2

a report has been made. The district shall keep the complaint confidential to the extent required by law for both the accused and the accuser.

Sanctions and Supports

If it is determined that students participated in bullying behavior or retaliation against anyone due to reporting of bullying behavior in violation of the policy, the principal may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Students found in violation of the bullying policy may be referred to pupil services staff for counseling or other educational programming designed to prevent repetitive bullying behavior.

Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained by the Building Principal on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board no later than August of each year, included with the annual report on building goals, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Legal Ref.: Sections 118.13 Wisconsin Statutes (Pupil Discrimination Prohibited)

118.46(2) (Policy on Bullying)

120.13(1) (School Board Powers)

120.44 (School Board Powers and Duties)

895.77(2) (Injury Caused by Criminal Gang Activity)

947.0125 (Unlawful Use of Computerized Communication Systems)

947.013 (Harassment)

948.51(2) (Hazing)

PI 9, Wisconsin Administrative Code

Title IX, Education Amendments of 1972

Title VII, Civil Rights Act of 1964

Equal Employment Opportunities Commission Guidelines (29 C.F.R.-Part 1604.11)

Local Ref.: Policy #411.1-Student Nondiscrimination/Harassment

Evansville High School

