

# Levi Leonard Elementary

## Parent Handbook



### @ The Grove Campus

**Mission:**

The mission of Levi Leonard Elementary School, in partnership with families and the community, is to teach students the skills that will empower them to become responsible and productive world citizens.

Levi Leonard Elementary 882-4606  
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Evansville School District 882-5224

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Policies and Forms

Dear Evansville Families,

On behalf of the Levi Leonard staff, it is my pleasure to extend a warm and heartfelt welcome as we begin the school year. We are looking forward to working with you and your child and anticipate an exciting and productive year. We recognize that in order to be successful in school, our children need support from both home and school. As principal at Levi Leonard, I will work diligently with parents/guardians, students and staff to foster an environment that promotes learning through student centered instruction and decision making. Trust, respect, community involvement, communication and recognition of both student and staff achievements will be high priorities. We ask that you guide and support your child's learning by ensuring that he/she:

- attends school daily and arrives on time
- reads (or is read to) daily to develop a love of reading
- completes homework assignments
- informs you if they need additional support at school
- knows that you believe that he/she will be successful and that you expect him/her to succeed
- shares school experiences with you.

I feel honored to work with the Levi Leonard staff, families and community. Please don't hesitate to call, email or stop in at the office if you have any questions, want to share a positive experience and/or concern. I look forward to a successful school year working with you to prepare our students for success.

Joanie Dobbs  
Levi Leonard Principal



**Elementary School Day**  
**2016-17**

7:45	Teachers arrive
7:50	Bell rings to enter building
8:00	Instructional day begins
11:00-11:45	First Grade Lunch and Recess
11:35-12:20	Second Grade Lunch and Recess
12:10-12:50	Kindergarten Lunch and Recess
3:00	Dismissal

Evansville Community School District Goal:

*Through benchmarking against high performing school districts in our conference, region, and the state, the ECSD strives to be among these top performers: to that end, we will focus on high-quality instruction to increase K-12 student achievement in reading by 20 percentage points by the end of the 2017-2018 school year.*



**Mission:**

The mission of Levi Leonard Elementary School, in partnership with families and the community, is to teach students the skills that will empower them to become responsible and productive world citizens.

**Levi Leonard Elementary School Goal**

We will improve the overall LLE student reading proficiency to have at least 90% of students reading at or above grade level by the end of the 2017-2018 school year as shown through triangulated data from STAR, PALS, Fountas & Pinnell, and/or QRI-5.

**Non-Discrimination Statement-**

**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.**



## EVANSVILLE COMMUNITY SCHOOL DISTRICT

Aug	24,25	New Teachers
	26	Teacher Work Day
	29	Kindergarten Open House 6:00-7:00
	29-31	Staff Development Days
	30	First and Second Grade Open House 5:00-7:00
Sept	1	First Day of School (Staggered Kindergarten start, students A-K attend)
	2	Kindergarten L-Z attend
	5	Labor Day- No School
	6	School Fundraiser kick-off
	19	STAR Testing
Oct	10	Professional Development Day- No School
	21	School Fundraiser pick-up items in the cafeteria after school
	28	Jack-O-Lantern Jamboree
Nov	1, 3	K-2 Parent/Teacher Conferences 3:30-8:00
	4	End of 1 <sup>st</sup> Quarter; 1/2 day, K-8 Grading
	17	Second Grade Concert 9:45 & 6:30 in High School PAC
	23-25	Thanksgiving - NO SCHOOL
Dec	5	Professional Development Day-No School
	23	Start of Winter Break
Jan	2	Students Return
	9	STAR Testing
	16	Professional Development Day- No School
	20	End of 2 <sup>nd</sup> Quarter; 1/2 day; K-8 Grading
Feb	13	Professional Development Day- No School
	21,23	K-2 Parent/Teacher Conferences 3:30-8:00
	24	No School
March	9	First Grade Concert 9:45&6:30 in High School PAC
	13	Professional Development Day- No School

	24	End of 3 <sup>rd</sup> Quarter; 1/2 day; K-8 Grading
	27-31	Spring Break- NO SCHOOL
April	1-2	Spring Break- NO SCHOOL
	17	Professional Development Day-No School
	21	Family Fun Night
	27	Kindergarten Music Concert 9:45 and 6:00 Fieldhouse
May	8	STAR Testing
	29	Memorial Day-No School
June	7	End of 4 <sup>th</sup> Quarter; ½ Day K-8 students

**No School and Early Release Days**

October 10: Professional Development Day- No School  
 November 4: Grading day- ½ Day for students (Dismiss at 12:00)  
 November 23-25: Conference Comp-No School  
 December 5: Professional Development Day- No School  
 January 16: Professional Development Day- No School  
 January 20: Grading day- ½ Day for students (Dismiss at 12:00)  
 February 13: Professional Development Day- No School  
 February 24: Conference Comp-No School  
 March 13: Professional Development Day- No School  
 March 24: Grading day- ½ Day for students (Dismiss at 12:00)  
 April 17: Professional Development Day- No School  
 June 7: End of 4<sup>th</sup> Quarter- ½ Day for students (Dismiss at 12:00)

**Dates for: Progress Reports, Report Cards, Parent Conferences**

November 4	End 1 <sup>st</sup> Quarter/grading day
November 13	Parent/Teacher Conferences
January 20	End 2 <sup>nd</sup> Quarter/grading day
January 25	Report Cards go home
February 21,23	Parent/Teacher Conferences
March 24	End 3 <sup>rd</sup> Quarter/grading day
June 7	End 4 <sup>th</sup> Quarter/grading day

**Levi Leonard Elementary School Staff and Phone numbers**

Joanie Dobbs, Principal 3104  
Mindy Larson, Administrative Assistant 3100

<p><b>Kindergarten</b></p> <p>Amy Gribble 3120 Darlene Gallman 3119 Laura Martin 3147 Rachel Marty 3122 Jenny Runkle 3121 Cheryl Thomas 3136 Julie Creek-Hessler 3133 Sandra McClellan 3142 Kari Schwengals</p> <p><b>First Grade</b></p> <p>Julie Creek-Hessler 3133 Molly Deegan 3143 Christine Humberg 3138 Katie McDaniel 3139 Cheryl Thomas 3136 Tamara Wallisch 3140 Katie Johnson 3152</p> <p><b>Second Grade</b></p> <p>Beth Jeremiason 3171 Linda Knudson 3141 JoMarie Oakeson 3117 Christina Ross 3116 Karla Sendelbach 3118 Penny Viken 3146 Rod Marty 3145 Nancy Brummond 3144 Jon Wopat 3150</p> <p><b>Related Arts</b></p> <p><u>Art</u>-Michelle Klopp 3128 <u>Music</u>- Shari Fettig 3130 <u>Physical Ed</u>-Doug Schwenn, Rin Kundert 3123 <u>Talented/Gifted/Resource</u>-Terrie Schmoltdt 3112 <u>Reading Specialist</u> –Debra Fritz 3113 <u>Guidance Counselor</u>- Mark Simonson 3162 <u>Librarian</u>-Jo Ann Mumm (SS) 3153, 3860 <u>Media Clerk</u>- Jenean Hamilton 3154</p>	<p><b>Health Department</b></p> <p>Nurse 3161 Health Clerk/Office Clerk 3101</p> <p><b>Special Education Department</b></p> <p>Director of Student Services- Janessa Katzenberger Psychologist-Steve Feeney (SS) 3107, 3845 Speech &amp; Language-Mindy Johnson 3127 Early Childhood Teacher- Sonya Keyser 3125 Teacher of children with Special Education needs – Jon Wopat, Katie Johnson, Kari Schwengal 3150 At Risk/Guidance-Mark Simonson 3162</p> <p><b>Education Assistants</b></p> <p>Kathy Beal            Jill Krupke            Ivy Otto Lynne Pope            Gayla Mellin Jay Hrdlicka</p> <p><b>Therapists-P.T.-</b> Melissa Staskal O.T.-            3880</p> <p><b>Custodians-</b> Vern Farnum/Days, Russ Hall/Evenings, /Evenings 3110</p> <p><b>District Administrator</b></p> <p>Jerry Roth 3386</p> <p><b>Board of Education</b></p> <p>Mason Braunschweig - President Eric Busse Sandra Spanton-Nelson            Keith Hennig John Rasmussen            Melissa Hammann Jane Oberdorf</p>
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**Levi Leonard Elementary School  
2016-2017 Supply List**

**Evansville Levi Leonard Early Childhood Supply List**

Kleenex – 2 Boxes  
1 Pkg Large Size Paper Plates  
1 Pkg Small Size Paper Plates  
2 Rolls Paper Towels  
2-4 Glue Sticks  
1 Bottle of Glue  
1 8-Pack of Washable Markers (Primary Colors)  
Snack to Share with the Class  
Large Size Backpack

**Please send your child in tennis shoes or put a pair in their backpack every day.**

If there are special snacks for a child that has limited eating habits or allergies, please mark these items and let us know. Notes will go home as we need more supplies.

**Evansville Levi Leonard Kindergarten Supply List**

Large backpack (large enough to fit a folder and supplies) NO WHEELS!, label  
2 watercolor paints with brush, label  
Large T-shirt for art (old or new) and place in a gallon size ziplock bag. PLEASE LABEL BAG AND SHIRT  
Fiskars Metal Scissors, label  
2 boxes of crayons (regular, 24 or less), label box  
1 pack of 12 yellow #2 Pencils, SHARPENED  
1 pack of colored pencils  
Tennis Shoes for Phy Ed. – to be left at school, label  
1 – 2 pocket folder, label  
2- PLASTIC folders with PRONGS, label  
2 bottles of Elmer’s White Glue (no school glue)  
12 glue sticks  
2 boxes of 10 thick Crayola **CLASSIC** washable markers, label box  
1 box of 10 thin Crayola **CLASSIC** washable markers, label box  
2 dry erase markers, label  
1 lg. pink erasers, label  
1 pack of napkins  
1 pack of small plain paper plates  
2 rolls of paper towel  
1 basic clipboard – label  
2 reg. size cups of Play- doh brand playdough - label  
1 set of headphones (place in baggie and label)  
1 pack of Post It notes



## Evansville Levi Leonard Creek-Hessler/Thomas Classrooms

### All Kindergarten and First grade students will need to supply

- 1-pair of gym shoes *labeled* with name *to keep at school for the year*
- 1-art smock *labeled* with name in a large Ziploc bag
- 2 Black Sharpie Fine Point Markers for Art Class – do not label with child’s name
- 1-package of cellulose sponges for art
- 1-pair of headphones *labeled* with name (not ear buds)
- 1-large backpack
- 24- *Sharpened* number 2 pencils (Ticonderoga brand only please)
- 1-large pink erasers
- 1-boxes of 24 crayons
- 10-glue sticks
- 1-pair of scissors with sharp points (*labeled* with name)
- 2-plastic two pocket folders
- 1-plastic two pocket folder with three holes to use in a three ring binder
- 1-plastic two pocket folder with fasteners to hold paper
- 2-large boxes of Kleenex
- 1- large box of snack size baggies
- 1- snack to share with the class *each month* (enough for 36 children) – a large box/bag of cereal, crackers, cheese sticks, large bag of carrots, fresh fruit/veggies works well. Please refrain from cookies/cakes/sweet treats except for birthday/special person days. Also, do not send anything with nuts or we will have to return it.

*\*If you think your kindergarten child will need to rest, you will need to supply a nap mat.*

**Please note that we share most supplies so the only material you may receive back at the end of the year will be your scissors. Please do not label supplies unless requested to do so.**

## Evansville Levi Leonard First Grade Supply List

- 1 large backpack
- Small supply box (labeled)
- 24 –**sharpened** number 2 pencils (Ticondera preferred)
- 2 large pink erasers
- 2 boxes of 24 crayons (one box will be used 2<sup>nd</sup> semester)
- 1-8 oz bottles of Elmer’s glue (no colored or school glue) (**Not needed for Deegan’s class.**)
- 12 glue sticks
- 1 pair of scissors – labeled with name
- 2 -Two pocket folders
- 2 spiral notebooks
- 2 packages Post-It notes
- 1 box of 8 *thin* washable classic markers
- 1 box of 8 *thick* washable classic markers
- 2 fat Dry Erase Markers (any color, Expo brand preferred)
- 1 pair headphones (labeled) in zip lock bag – No earbuds please
- 2 large boxes of Kleenex (**Girls Only**)
- 1 box of Sandwich Size baggies (**Boys Only**)
- 1 box Gallon Size baggies (**Girls Only**)
- 2 rolls Paper Towels (**Boys Only**)
- 2 Boxes of snacks to share with class (**not needed for Deegan’s Class**)
- Tennis shoes for Phy. Ed (labeled with name)
- 1 art smock in a large zip lock bag (labeled)
- Cellulose sponges for Art Class
- 2 Black Sharpie Fine Point Markers for Art Class (do not label with child’s name)

**Evansville Levi Leonard Second Grade Supply List \*\*Please label all supplies with student's name**

- 1- 3-ring binder – 1 inch (not for Brummond)
- 3 spiral notebooks – wide lines
- 3 – Two pocket folders (no trapper keepers)
- 1 supply box (no supply bags if possible)
- 24 – Yellow #2 pencils – sharpened – Ticonderoga tri-write or Ticonderoga Groove style pencils preferred (Shopko or Office Max \$3.99 for 10)
- 3 erasers (no eraser caps please)
- 1 box of 24 crayons
- 1 box of colored pencils – 24 pack
- 1 box of 8 or more washable markers
- 2 dry erase markers – thick size, any color
- 1 pair of scissors with sharp points
- 6 Large Elmer's School Glue Sticks
- 2 Large glue bottles (not for Brummond)
- 1 ruler – must have inches and centimeters clearly marked (no flexible or foldable rulers, please)
- 1 box of gallon size Ziploc bags – girls only
- 1 roll of paper towels – boys only
- 1 deck of playing cards for math class
- Art smock/shirt labeled with name in a labeled zip lock bag
- 1 pair of tennis shoes – to leave at school for gym (labeled with name)
- 2 large boxes of Kleenex
- 2 package of post-it notes measuring 3" x 3" square (not for Brummond)
- Headphones – no ear buds
- Special request for Art:
  - 1 - 6 x 9 (5 ½ x 8 ½) white paper spiral bound sketchpad (can be purchased from art teacher)

**Advanced Learner Services**

Students with a wide range of experiences and learning needs can be found in our classrooms. All students are expected to learn and demonstrate proficiency of local, state, and Common Core standards. Some students may demonstrate mastery of concepts/skills prior to instruction or may learn the material very quickly. These students will typically need differentiation, enrichment, and/or extensions in their learning. We do this through several different methods:

- Students may be grouped with others who learn in similar ways.
- Students may see our advanced learner specialist for a specified period of time.
- The advanced learner specialist may work with the student's grade level teacher to differentiate classroom lessons and activities.
- The advanced learner specialist may team teach with the grade level teacher.
- There may be special projects involving the student with accelerated needs.

Since the focus is on each individual student and what he/she needs, services and interventions are fluid to meet the changing needs of the student. Students who are significantly advanced based on grade level assessments and secondary assessments have an individual plan designed for them in which the advanced learner specialist and the grade level teacher both play a part. Parents are kept informed and involved in the assessment and goal-setting. Periodically, the student's progress is monitored to make sure the methods of instruction and intervention are meeting the student's needs.

### Arrival/Departure

Students who walk, bike or are dropped off at school need to arrive after **7:45 a.m.** since supervision duty begins at that time. **The bell rings for students to enter the building at 7:50 a.m.** If a parent needs to drop off treats or classroom projects this may be done after 7:30 by leaving it in the office. The office staff will be certain to get the items to the classroom when the school day begins. Thank you for your cooperation.

To ensure student safety, walkers or bicycle riders may use the Third or Fourth Street entrances. Parents may drop off or pick up their students at the Third Street or Fourth Street doors. **Only** bus riders may use the Fair Street parking lot. Please try to drop off or pick up students so that they do not need to cross the road.

Students who leave during the day **must** be dismissed from the office. Also, parents/guardians arriving to pick up the child should report to the office, **not to the child's classroom.** Children are not allowed to leave the school grounds during the day unless they have **written** permission.

If a bus student is not to ride the bus home, or if another child is to join him/her on the bus, they **must** have a **written request** from their parent or guardian submitted to the teacher and bus driver.

Please call the office, email, or leave a voicemail message before **2:00 p.m.** with any dismissal **changes.** At dismissal time (3:00 P.M.), students are to leave the school grounds promptly and be on their way to their destination. Often, faculty is involved in meetings beginning at 3:15 p.m. and, consequently, is not available for outside supervision.

### Assessment

All K-2 students are assessed three times per year; beginning, middle and end, to determine their beginning levels in reading and math, and their progress. Students who receive intervention either with a grade level teacher or with a reading specialist, are also assessed through progress monitoring more frequently. The assessments include: The Diagnostic Reading Assessment (DRA), STAR which is a district-wide assessment, and PALS which is a state-wide assessment for PreK-2. Results from these assessments are shared with parents at Parent/Teacher Conferences and with the last report card.

### Attendance

In School Board Policy #430, the board recognizes that there is a positive relationship between good school attendance and success in school and employment. In accordance with state law, all children from Kindergarten through high school must attend school full-time.

Parents/guardians should call the school office before 8:30 AM the morning of the absence to report the absence. If it is not possible to call, a note or e-mail explaining the absence should be sent to the school attendance clerk before the end of the second school day after the absence. Every effort will be made to contact parents/guardians who have not notified the school of an absence.

Parents/guardians may excuse their children for up to *ten days* per year for any purpose providing the parents/guardians submit prior written or e-mailed approval to excuse their student. If the principal determines the student will exceed the ten day limit, days beyond ten will be considered unexcused unless they clearly meet one of the "school excused" exceptions and have approval of the principal.

School excused exceptions include the following:

1. Student illness: the school may require written verification from a physician.
2. Sudden emergencies: the school will require written verification upon return to school.
3. Educational opportunities approved by the district administrator
4. Suspension from school
5. Religious holidays

A note specifying the reason for the absence must be given to the school, or e-mailed, before the end of the second school day of the student 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. *Five or more unexcused absences will require an attendance conference* with the parent/guardian and principal and a written plan to improve attendance.

*When a student is absent, the parent must contact their child's teacher for any school work to be made up.*

**Students going to the doctor or dentist during school hours must bring back a slip from their doctor or 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 or dentist.** While infrequent absences due to illness are normal, frequent absences negatively impact a student's progress. If a student is absent more than five 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.

**Tardy** Regular attendance and punctual arrivals are essential to a quality education. A child is tardy to school if he/she arrives after 8:00 a.m. but before 10:00 a.m. After 10:00 a.m. the child is considered to be 1/2 day absent. If your child is tardy due to a medical appointment or special circumstance, that tardy will be excused. For each unexcused tardy, a parent will be notified. The district attendance policy is available at the school office and on the district website if you would like a copy.

If a **student's attendance is of concern**, the school principal will proactively involve parents/guardians. If a student begins to develop a pattern of unexcused absences, the principal will communicate with the parents/guardians to discuss the causes of the absences and to try to arrange for a solution. Parents/guardians will be notified by phone or mail as soon as it is ascertained that a student is truant and will be informed of their responsibilities in regards to their student's attendance. If following this conference, the student has more unexcused absences and reaches the habitual truant level, another letter will be sent to the parents/guardians requesting a conference to discuss the truancy. At this time, a referral to the municipal court will also be sent for action under state truancy laws for habitual truants. **Habitual truancy is defined as a student who is absent from school without an acceptable excuse for part or all of five or more school days per semester.**

The district attendance policy is available on the district website.

### **Student Behavior (see PBIS Matrix in appendix)**

Respectful behavior is expected at all times toward all students and adults. Students are recognized for exceptional behavior through our character education program. Students who do not respect the rights or property of others will be dealt with on an individual basis. Consequences for inappropriate behavior may include:

1. Meeting with the principal
2. Serving a recess or after school detention
3. Telephone call to parent(s)
4. Conference with the student and the parent(s)
5. In school or out of school suspension
6. Serious offenses (weapons, violence) may lead to expulsion proceedings according to state law.

### **Bike, Skateboard, Wheelie and Rollerblade Rules**

Please remind your child of the following wheeled toy rules.

1. No riding on school grounds during the school day (7:45-3:15).
2. Bikes must be placed in the bike racks, other wheeled items may be stored in lockers.
3. Kindergartners are not allowed to ride bikes to school (school board policy).
4. Bikes **must** be walked at crossing guard corners.
5. Wheelies (contained in bottom of shoes) may not be worn on school grounds during the school day.



### **Building Independence in Young Children**

Parents love to do things for their children. It is easier and more efficient to be sure, but it does not help children to learn independent skills or give them the sense of achievement gained from doing things on their own.

Once children begin school and learn the routines, they can gradually gain more independence and responsibility for taking care of their own items. Teachers at the K-2 levels build this into their routines. Children enjoy, and need to be able to take off and put away their own outdoor clothes, put homework in the proper location, hang up backpacks and other beginning of the day activities. At the end of the day, they can pack their own backpacks, put on their outdoor clothes and meet their parent at an agreed upon location. Parents do not need to help with any of this. In fact it especially helps at the first and second grade levels if parents wait for their students in the front hallway or outside.

Parents can assist with this growing independence by applauding their student's efforts, having them carry their own backpack, and encouraging them to try to do things on their own at home. Too much help can actually handicap a child so that they are unable to problem-solve or help themselves. They are so proud, and feel such a sense of achievement when they can do things independently!

It is good for children to have some responsibilities at home as well. Kindergarten children can pick up their toys and set the table. First graders can take out the trash and feed the family pet. Second graders can clean up dirty dishes. All of these activities help children to become contributing members of their families and independent thinkers.

### **Bus Regulations/Behavior**

Students who do not normally ride the bus may wish to ride the bus home with a friend. They must have a **written form** filled out by their parent or guardian. Forms may be obtained in the office. In some cases, due to the overcrowding of buses, they may not be allowed to ride home with their friend.

At the Bus Stop: Students must walk and wait safely. They should be at the bus stop FIVE MINUTES before the bus arrives. Stay at the stop. The house, yard, garage, trees, and fences near the bus stop are the property of others and must be respected.

### **Rules of Safety for Bus Riders:**

Drivers will not tolerate any behavior that distracts or interferes with them driving safely. All passengers are entitled to receive safe transportation; drivers will not allow behavior that jeopardizes safe transportation.

Transportation to and from school is a privilege, which will be suspended or revoked if necessary.

### **Students Will:**

1. Be on time at the designated pick-up points.
2. Be careful in approaching bus stops. Walk on the left side toward oncoming traffic. If you cross the road, do so in front of the bus after checking with the driver for a hand signal to cross.
3. Bus riders shall board the bus at their school's loading zone unless permission is granted otherwise.
4. Reach seat in bus without disturbing or crowding other pupils. Bus driver retains the right to assign seats.
5. Riders are not to extend any part of their bodies out of windows or move about the bus at any time.
6. Riders are expected to obey the school bus driver promptly.
7. Help keep the bus clean, sanitary, and orderly--no littering.
8. Damage done to seats or other bus equipment must be paid by the rider or his/her parents or guardians.
9. Riders shall remain seated unless exiting the bus. If you cross the road, do so in front of the bus, after checking with the bus driver for a hand signal to cross.

10. *The bus is considered an extension of the classroom. Therefore the same expectations and consequences for student behavior exist while riding a school bus.*
11. The bus driver is in charge of the bus at all times, and retains the right to establish additional rules necessary to promote the health, welfare, and safety of the riders.
12. Students must have written permission from parents or guardians to leave the bus at a spot other than the regular loading areas.
13. Student requests for ridership on the bus other than school designated bus transportation will be treated on an individual basis dependent on bus routes, seating availability, and driver's discretion. Written parent request is required using the Guest Rider Permission form.
14. Boom boxes, radios, tape players, or any other electronic or battery powered devices may not be played on school buses at any time.
15. These rules apply for any trip that is sponsored by the school.

Outside of the Bus: Students will stay outside of the danger zone, around the bus, which is 5 feet on all sides of the bus. Do not attempt to touch the bus. If a student needs to cross the street after getting off the bus, state law requires them to wait in the front right corner of the bus where the driver can see the student and the student can see the driver. The driver will signal the student to cross after all students are off the bus and the traffic is stopped. In the morning if the student gets to the stop after the bus is there and needs to cross, the student must wait for the driver's signal.

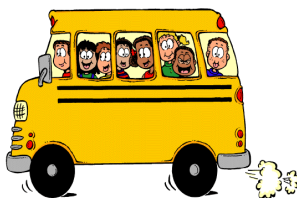
CONSEQUENCES: Consequences issued by the school and bus company may include: loss of privileges or added tasks at school or suspensions. Depending on severity of the incident the consequence could skip levels. It would show parental support if there are consequences at home in addition to those issued by the school and bus company.

GUEST RIDERS: Students are to ride only on assigned buses; no passengers are allowed except those authorized to ride. Exceptions will be made in emergency situations or with 24 hour notice if the following conditions are met:

- 1) Space must be available on the bus. Some routes are full.
- 2) A Guest Transportation form is completed or in emergency situations only, the information supplied over the phone to the student's school.

The form is available on the district website and one is included with the bus rules in the school handbooks for future use. Transportation may be approved only with a written permission slip from the parent/guardian. The student must take the parent permission slip to the school office the morning of the day before the change is requested. The school will approve it. The student should pick it up at the end of the day to give it to the driver. Students without signed bus permission slips will be refused a ride.

ADULTS ON BUSES: Drivers will **NOT** allow any unauthorized adults on a bus. If an unauthorized adult gets on board and will not step off the bus when directed, the driver will call for police assistance. Parents wishing to obtain authorization to ride a bus must contact the appropriate school office with 24 hour notice. The school will then notify the bus company of any authorizations. If parents have discipline concerns regarding any other student on the bus; first please call the bus company office (882-4844) to make them aware of and resolve the issues. If this is not successful, please call the appropriate school.



### Car Seats

Children 40 pounds and under must be restrained in a car seat. Children between 40 and 80 pounds must be in booster seats. Seatbelts are designed for adults, so they do not work as effectively for children. The booster seat makes the seatbelt more effective. It also helps your child see out the window!

Since most cars have protective airbags, please remember that children should always be in the back seats. The front seat air bag is designed for an adult of over 100 pounds. It could kill or seriously injure a child.

This law affects all of our children since even most of our second graders weigh less than 80 pounds. If you are ever stopped for any other traffic issue, and your child is not appropriately restrained, you could be charged a second fine for not having proper restraints.

### Classroom Assignments/Student Placement

Each year student classrooms are assigned by grade level teaching teams according to student needs such as special education, gifted and talented, academic strengths and needs, social needs, availability of teacher and material/equipment resources, and learning styles (as presented by teachers with parent input).

### Clothing, Labels, Appropriate Dressing

Removable clothing that children wear to school should be **labeled with first and last name**. Frequently, children have identical clothing (e.g., boots, tennis shoes, jackets, scarves, and backpacks) that they easily misplace. Labels assist us in locating and returning clothing items to the correct owner.

Please be sure your child wears appropriate attire in the wintertime including boots, mittens, and snow pants. Our playgrounds become messy in the wintertime. If children's clothing gets wet, rooms and desks become messy, and students are uncomfortable sitting in wet clothes.

**In warm weather, please do not let students wear "flip flops" or sandals that are not strapped on securely as they often cause accidents on the playground.**

### Complaint procedure

Any complaint regarding the interpretation or application of the district's student non-discrimination, harassment, or bullying policies shall be processed in accordance with the following grievance procedures based on school board policy 411.1 available on the school district website:

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 or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in writing to the district administrator.
2. A written statement of complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district administrator. The district administrator shall send written acknowledgement 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. The Board shall make a written determination of the complaint within 90 days of receipt of the complaint unless the parties agree to an extension of time. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational needs shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.
4. If a complainant wishes to appeal a negative determination by the Board, she/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 for the receipt of the complaint or made a determination within 90 days of receipt of written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Weber 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, 8<sup>th</sup> Floor, and Chicago, Illinois 60606.



Copies of these complaint procedures are attached to the back of this handbook.

### **Crossing Guards**

Adult crossing guards will be at the following intersections to assist our students crossing streets: Fourth and Badger, Third and Lincoln, 2<sup>nd</sup> and Lincoln, and directly in front of Levi Leonard parking lot. Please advise your student that they should be courteous to crossing guards and obey their commands. Please model this behavior when you cross the street with your student.

### **Cumulative Folders**

Parents may examine information contained in a student's cumulative folder. Please schedule an appointment with Mrs. Dobbs in **advance** if you wish to discuss your child's cumulative folder with her.

### **Early Dismissal/Snow days**

At the beginning of the year, a form will go home for parents to indicate where a child should go on early dismissal or weather emergency days. This information will be used when dismissing your child. If there is a change in this information at any time, please call the school office as well as your child's teacher. Please listen to an area radio station, or watch a news station on a regular basis. Any emergency or weather related information will be given over these stations.

### **Electronic Communications Devices on School Premises**

The Evansville Community School District restricts student use of electronic communication devices while on the premises owned, rented by, or under the control of the Evansville District.

Electronic devices such as cell phones, music players, game players and PDAs shall not be used in any way that disrupts the learning environment. Devices at K-5 are discouraged and will be stored in the school office during the school day. See School Board Policy #443.5 for further details.

During local or other emergencies, an announcement will be made by e-mail to those parents who provide the school district with this information. It will also be posted on the school district website and parents will be informed by telephone if the daytime number is provided to the school district office.

### **Food Service**

The District Food Service Department has an on-line family food account system in all 4 schools. This involves a prepaid, declining balance system to track school meals on a computer. It eliminates identifying whether students are approved for free or reduced meals in the lunch line, and improves the accuracy of meal counting. Each family has one account that all the family's students can access.

Our Food Service Director is Rebecca Selmer. He would be happy to answer any questions you may have. You may reach him 882-3580 or email him at [SelmerR@evansville.k12.wi.us](mailto:SelmerR@evansville.k12.wi.us).

### **Free and Reduced Lunch**

Applications for free and reduced lunch were in your registration folder. Additionally, they are available at the School District office if one is desired at a time later in the year. Students who qualify for free or reduced lunches also may receive free milk during break time. If you are eligible for the free lunch program, but choose not to use the program, you may still receive free milk for break time for your child. It is the intent of the school staff to protect the anonymity of those who receive free or reduced lunch/milk. Therefore, this information will remain confidential.



### Breakfast Program

Each morning breakfast is served to elementary students in the cafeteria beginning at 7:30 a.m.

### Milk

Students receive milk during a break each day. The cost of milk is \$31.50 (due at the beginning of each semester) or \$63.00 for the year (due at the beginning of the school year). If you want your child to take milk, please send the money to school with your child to cover the cost. Milk money will be collected during a one-week period prior to each semester. A note will be sent home requesting payment. Please note that milk fees are a separate fee from the food service account.

### Lunchroom procedures

All students have 45 minutes for lunch and noon recess. Hot and cold lunch students may sit together. Students are responsible for leaving their areas (tables, floor) clean. Students are supervised at all times and must remain in the lunchroom at least 25 minutes to eat. After the 25 minutes, students who are finished are dismissed and others may leave as they finish. Recess fills the remaining 20 minutes. Parents, who wish to have lunch with their child, please contact the office in advance. While we encourage your interest and visits, our space is quite limited at lunchtime.

11:00-11:25	First Grade Lunch
11:25-11:45	First Grade Recess
11:35-12:00	Second Grade Lunch
12:00-12:20	Second Grade Recess
12:10-12:35	Kindergarten Lunch
12:35-12:55	Kindergarten Recess



### Grades:

Students earn grades based on their own performance on classroom tasks and participation. Their work is compared to state standards and our benchmarks. The grades that are used at 1<sup>st</sup> and 2<sup>nd</sup> grade include:

O = Outstanding      S+ = Very Good      S = Satisfactory      S- = Fair Progress

I = Improving      N = Needs Improvement

At Kindergarten we use: B = Beginning Learner      D = Developing Learner      S = Secure Learner.

### Health Procedures

#### Student Illness

If your child is ill or will not be attending school, we request that you contact the elementary office by 8:30 a.m. on each morning of absence. If you have not called us, we will attempt to call you.



#### Guidelines for contacting a parent/guardian when children become ill at school:

1. At least two attempts will be made to reach a parent – one at home, one at work within a reasonable period of time.
2. The parent will be responsible for making arrangements to pick up their child. Before picking up the child, the school should be contacted to confirm who will be transporting the child if not the parent.
3. All students need to be signed out at the office before leaving with a parent/guardian, or other adult
4. Emergency numbers will be used as alternatives if a parent/guardian cannot be reached. We will inform the parent(s) that we will call the alternative number if the first party choice is not available. It is then the responsibility of the person who takes the child home, to contact the out of town parents. **\*It is very important for you make any necessary changes and return the registration form which includes all of the above information for any emergency situation.**

### Wisconsin Immunization Law

In order to protect the health of our children, state law 140.05(16), requires that within 30 school days after admission, all students kindergarten through grade 12, and children attending day care centers must meet minimum immunization requirements. Letters will be sent to parents of students who have not met the State of Wisconsin immunization requirements. These requirements can be waived for legitimate reasons of health, religious, or personal convictions.

In accordance with State law, you must have your child's immunization record on file with the school. Failure to do so may result in court action and a fine. If you have any questions, please call 882-3101 and speak with Mrs. Mindy Larson.

### Medication

Physician-prescribed medications and nonprescription medications may be administered by school personnel in accordance with appropriate procedures developed by the school administration (Policy 453.4) as required by Wisconsin Act 334-D- Dispensing Medications to Pupils. See forms in the appendix of this handbook. The following procedures shall be adhered to when administering medication to students:

- A written statement shall be provided by the parent/guardian requesting and authorizing designated school personal to be responsible for administering the medication.
- For all prescribed medication, a written statement from the physician should be provided which includes:
  - ✓ Name of student
  - ✓ Name of drug
  - ✓ Amount to be given
  - ✓ Time of day to be given
  - ✓ Duration of treatment
  - ✓ Side effects to be expected (if any)
  - ✓ Physician's name
- In the written statement, the physician shall state his/her willingness to accept direct communication
- All **non-prescribed** medications require the parent/guardian signature only.
- The parents/guardian and/or physician must supply a properly labeled bottle of medication. The label on the bottle should contain the name and number of the pharmacy; the student's name, name of physician, name of drug, and the dosage given. It should be sent in small amounts, if possible, so that full bottles are not kept in school. **All prescriptions and non-prescriptions must be in the original container.**
- Medication shall be stored in and dispensed from the health office or other designated area. Individuals designated by the principal of each school will administer medications.
- In some cases for Pre K-2, such as with inhalers, the principal may allow students to self-administer prescription or non-prescription medication.
- When prescription medications need to be filled, a letter will go home informing the parent/legal guardian of the need for a refill. **No** empty containers will be sent home.
- School staff will not split medication tablets. If your child requires a medication to be split, please bring medication that is already split to school.
- The Emergency Nursing Manual (available in the office) will provide direction and more detailed information. An accurate and confidential system of record keeping shall be established for each student receiving medication.



There are copies of the doctors' order form and parental consent form in the office. Please use these forms if your child should need medication at school. If you have questions about these procedures please call

the attendance clerk at 882-3101. THESE HEALTH PROCEDURES ARE STATE MANDATES. THE SCHOOL WILL ADMINISTER MEDICATION ONLY IF THE ABOVE GUIDELINES ARE FOLLOWED.

### Vision/Hearing Screening

Vision/hearing screening will take place at registration at the elementary school for grades ECH, K, and 1<sup>st</sup> grade students

### Homework Policy

Homework is designed to help all students achieve greater academic success, and helps develop effective work habits.

- Homework should be promoted as a positive experience for students that link with classroom work.
- Homework should reinforce or extend lessons and provide a range of practice in the areas of reading/language arts, spelling and math. Homework should support the weekly objectives outlined in the grade level curriculum and/or unit plans.
- Time spent on homework may vary depending on individual needs of the student or special projects or activities assigned within the classroom.

At second grade, homework may include:

- 15-20 minutes of daily reading by student alone or to a family member,
- Practicing spelling words and/or math work as assigned Monday through Friday, or as set by individual classroom teachers.
- Occasional long-term projects or reports will be worked on in class and at home.

At first grade, homework may include

- 10-15 minutes of daily reading by student alone or to a family member,
- Practicing of word cards, practicing of spelling words and/or math work as assigned Monday through Friday, or as set by individual classroom teachers.
- Occasional long-term projects or reports will be worked on in class and at home.

In kindergarten,

- It is recommended that parents read to their child 10-15 minutes each evening.
- Occasional long-term projects or reports will be worked on in class and at home.

#### **Student responsibilities:**

- Write assignments in assignment notebook each day
- Set a regular time to study in a quiet, well-lit place
- Complete assignments according to instructions and on time

#### **Teacher responsibilities:**

- Assign meaningful homework that reinforces classroom learning
- Give feedback on homework
- Involve parents and contact them if a pattern of late or incomplete homework develops

#### **Parent/guardian responsibilities:**

- Set a regular study time each day
- Provide a quiet, well-lit area
- Monitor student assignments via the assignment notebook
- Contact teachers when there are concerns about student progress

### Money at school

Whenever you send money to school with your child, please place the money in an envelope with your child's *full name* on the outside, write the homeroom teacher's name on the envelope, the amount enclosed, and the purpose for the money (e.g., lunch, milk, fees, field trips, books, etc.). This information will assure accounting accuracy and prevent money from getting lost.

### **Newsletters**

The school writes a newsletter each month including information on upcoming events, menus, helpful hints, medical concerns and student work. Families may receive these newsletters by going on-line at the school website, [www.ecsdnet.org](http://www.ecsdnet.org). Teachers send home newsletters as well with pertinent curriculum and other information. These may be sent by e-mail or carried home by the child.

### **Parent Volunteers**

If you have time available during the school day, we welcome you to volunteer in our classrooms. Please inform your student's homeroom teacher of the day(s) and time(s) that you would be willing to assist a teacher/grade level on a regular basis. You will find working with students most rewarding. Some ways that volunteers help out are:

- Chaperone field trips
- Work with learning stations
- Working with individual or small groups of students
- Assisting in classroom projects
- Being a rereading volunteer

Having their parent or other important adult chaperone on a field trip or assisting in the classroom is very important and special to your school-age child. Please do not bring your baby or toddler along when you volunteer either on field trips or in the classroom. The baby or toddler takes your attention away from the students in your station or on the field trip. This also keeps you from enjoying some special time with your older child.

Evansville School Board policy #237 indicates that all volunteers who work with children in the following capacities should have a background check before working with children. This check only needs to be done once per calendar year, and all information will be kept confidential.

### **Parking**

Adults should **not** leave their cars parked in the circle drive in front of school. There are parking spaces in the small parking lot or on the street. Our concern is that a driver may not see a child crossing between cars. It also allows for safer movement of vehicles in and out of the parking lot. Please remember to turn off the car and take toddlers and babies with you should you need to leave your car.

Please model pedestrian safety rules. Cross with the crossing guard and show respect for them. Your children learn so much from what you say and do.

### **Picking up students during the school day**

When parents pick up a child from school, we ask that they sign out in a notebook at the office. When the child returns during the school day, again please sign them in at the office. This way we know that the child is with a caring adult. We appreciate the notes or calls you make to let us know of illnesses or appointments. We will also call you if your child becomes ill during the day. When you arrive to pick up your child, s/he may be in the office health room or a staff member will call your child's classroom to have them come to the office.

### **Playground Rules**

All children at Levi Leonard Elementary need to behave in ways that are safe and respectful towards others and themselves. Given this very basic rule, some behaviors that are safe and respectful are included on our PBIS matrix in the appendix of this handbook. As long as students treat one another respectfully, our playgrounds will be safe and happy places for all children.

### Inappropriate Behavior

The following is a list of consequences for inappropriate behavior:

Students may be:

1. Given a verbal or non-verbal reminder with redirection to perform task correctly, if needed.
2. Directed to walk during recess with the teacher (playground supervisor) or will be asked to move to another seat or area in the classroom/cafeteria.
3. Assigned a time out in a designated area.
4. A parent conference with the teacher and/or principal.

### Office referral will occur for behaviors such as:

1. Inappropriate language
2. Illegal acts (e.g., matches, cigarettes, jack knives, weapons)
3. Overt defiance/disrespect of any school staff member
4. Physical violence that endangers self or others

Acts, such as the above may result in an immediate attempt to contact parents, and/or suspension. According to state law, students may be suspended for up to five (5) days. For serious offenses (e.g., weapons) suspension or expulsion proceedings may be initiated according to state law.

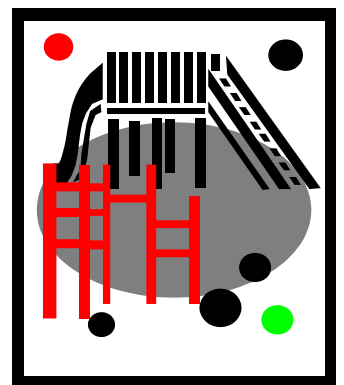
### Police Intervention

If a student is deemed a danger to him/herself or to others, or leaves the school without permission, the building principal will determine if police intervention is necessary, and notify the authorities. There may be exceptions to this in the event of an emergency as described in the District Safety Plan. If the building principal is not available, the Intermediate School Principal, Director of Student Services, or the School Psychologist, may make the decision to notify the police. Parent(s) will be called as soon as possible and invited to be with the student during the meeting. If the student is in a special education program, parent permission to release the most recent evaluation and IEP to the police must be obtained. The staff member will remain with the student until the parent(s) arrive. Once the police have met with the student, or have the student in custody, a school staff member will accompany the student, or meet him/her at the police station.

### P.T.O.

Parents, teachers, and staff are automatically members of the Parent Teacher Organization. There are no dues. The PTO organizes and/or supports a variety of activities through the year to bring students, parents, and teachers closer together. Some of these activities are the Fall Jack-o-Lantern Jamboree, He and Me Breakfast, Kindergarten Play Date, Book Swap and conference night suppers for teachers. It is our hope that every parent will find a way to support the teaching/learning efforts at Levi Leonard Elementary. The PTO needs support with volunteers for committees to plan activities, baked goods donations and assistance at special events, day and evening.

Meetings are held monthly on the third (3rd) Monday at 6:00 p.m. at the Theodore Robinson Intermediate School Conference Room. Look for PTO information in each monthly school newsletter with other school information. The SCOOP section has general information; the HELP WANTED page has specific requests from teachers, staff and the PTO for parent help. Please call or email a PTO officer listed if you have questions or comments.



President: Eileen Bradley	876-6075	K-2 VP Regina Ylvisaker	577-6644
3-5 VP: Tracy Hall	577-9565	Treasurer-Becky Hildebrandt	882-4404
Board Member: Jessica Nellen	469-5053		



### **Resource Room**

Our resource room serves reading, math and advanced learner needs. The Resource Teachers are available to assist students in these areas. If you have specific needs or questions regarding your child, please contact your child's homeroom teacher first.

### **School Board Meetings**

Parents are encouraged to attend the School Board Meetings, which are held the second Wednesday of each month at 6:00 p.m. in the classroom behind the District Office. Please contact Mr. Jerry Roth, School District Administrator (882-3386) if you have an item, which you believe should be addressed so that he can assist you with the process.

### **Standardized Tests**

The Kindergarten thru second grade students will take the PALS assessment provided by the state of Wisconsin, and will also take the STAR assessment three times during the school year. Students answer questions in reading, math and language arts at the computer. As students answer correctly, the questions become more difficult. As they answer incorrectly, the questions become a little easier. This results in a very individualized test, and very specific individualized results. The results are shared with parents as soon as possible. The results are also used by teachers to refine their curriculum and to meet individual needs. While this is not the only measure used in developing lesson plans and meeting student needs, it is certainly a useful one.

Parents can best prepare their children for assessments by making sure children have a good night's rest and a healthy breakfast. It would also be helpful for parents to talk about the importance of the test and encouraging children to do their best work.

### **Social Service/Police Interviews with Students**

In the event that a social service worker or police officer needs to interview one of our students, the following procedures will be followed. By law, we must comply by allowing the student to meet with the social worker/officer once they have shown their credentials or badge.

- The social worker/police officer must sign in with office personnel and show their credentials or badge.
- The principal, classroom teacher, and appropriate pupil services staff members will be notified of the visit.
- Either an office staff member or a pupil services staff member will remove the student from the classroom, and accompany them to the private meeting place.
- The staff member will introduce the social worker/police officer to the student.
- After the interview, the same staff member will accompany the student back to the classroom. The staff member should be aware of any changes in the student's behavior, or if s/he seems distraught.
- IF the child is distraught or upset, the school counselor, psychologist, at-risk coordinator, or principal will provide a comforting place for the student and accompany the student to the classroom when ready.
- Social Services or the Police Department will notify parents of the interview.

### **Student Desk/Locker Searches**

Desks and lockers assigned to students are the property of the Evansville School District. Students and parents should not assume a right to privacy regarding their contents. Desks and lockers also may be searched

at the request of our administrator. A more comprehensive policy #454 regarding this issue is available upon request.

### **Visitors/Registration**

We welcome parents into our building! However, we do have an obligation to protect the health, safety, and welfare of our children. The following board policy has been developed.

1. All visitors/volunteers or salespersons must sign in and out at the school's main office and wear a visitor badge before going anywhere in the building. Only those visitors who have legitimate business at the school shall be welcome.
2. There shall be no loitering on school property. Principals shall have complete authority to exclude from the school any persons whom they have reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or children on the premises or whom the principals believe are on the premises for the purpose of committing an illegal act.
3. At the Elementary, Intermediate, and Middle schools, children and students who are accompanied by a parent will be permitted to visit classes after obtaining the prior approval of the building principal. Anyone who comes to the elementary school is to enter by the **main entrance** and **register** at the office. All other doors are locked from 8:10-3:00. This includes volunteers for learning stations and all visitors. Please notify the office before visiting your child out on the playground during recess. There is a sign in book at the front counter, please sign in and out when you arrive and depart.

### **Winter Recess Rules**

1. Students who are not wearing boots or snow pants must stay on blacktop.
2. Please stay off the ice.
3. For everyone's safety, we request that students not climb on snow hills
4. Non-bus students may not arrive before 7:45 a.m. as playgrounds are not adequately supervised for all students before that time.
5. Students need to stay away from the front bike rack side of the building (2<sup>nd</sup> grade east-side exit).

**Policies can be viewed online at [www.ecsdnet.org](http://www.ecsdnet.org)**

Please continue reading



# Levi Leonard Elementary Behavior Matrix



Expectations	Classroom	Hallway	Lunchroom	Playground	Bathroom	Bus
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>*Walking feet</li> <li>*4 on the floor</li> <li>*Use supplies correctly</li> <li>*Push in chairs</li> </ul>	<ul style="list-style-type: none"> <li>*Walking feet</li> <li>*Bubble space</li> <li>*Stay on the right</li> <li>*Eyes forward</li> <li>*Hands at sides</li> <li>*Feet quiet</li> </ul>	<ul style="list-style-type: none"> <li>*Walking feet</li> <li>*Bubble space</li> <li>*Eat your own food</li> <li>*Keep hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Bubble space</li> <li>*Up steps, down slide, feet first</li> <li>*Use equipment correctly</li> <li>*Dress for the weather</li> </ul>	<ul style="list-style-type: none"> <li>*Control body</li> <li>*Wash hands with 2 squirts of soap and water</li> <li>*Report problems</li> </ul>	<ul style="list-style-type: none"> <li>*Stay seated and face forward</li> <li>*Keep aisles clear</li> <li>*Keep hands, feet and objects to yourself</li> </ul>
<b>Be Kind</b>	<ul style="list-style-type: none"> <li>*Voice level 0-2</li> <li>*Work together</li> <li>*Share</li> </ul>	<ul style="list-style-type: none"> <li>*Voice level 0-1</li> <li>*Help friends in need</li> </ul>	<ul style="list-style-type: none"> <li>*Voice level 0-2</li> <li>*Say please and thank you</li> <li>*Chew with your mouth closed</li> <li>*Help friends if asked</li> <li>*Include others</li> </ul>	<ul style="list-style-type: none"> <li>*Voice level 0-4</li> <li>*Play by the rules</li> <li>*Share and take turns</li> <li>*Use nice words</li> </ul>	<ul style="list-style-type: none"> <li>*Voice level 0-1</li> <li>*Honor privacy</li> </ul>	<ul style="list-style-type: none"> <li>*Voice level 0-2</li> <li>*Use nice words</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>*Be prepared</li> <li>*Keep your area clean</li> <li>*Put materials away</li> <li>*Give me 5</li> <li>*Follow class and school rules</li> </ul>	<ul style="list-style-type: none"> <li>*Keep locker area neat</li> <li>*When in line, stay in line</li> </ul>	<ul style="list-style-type: none"> <li>*Stay seated and face the table</li> <li>*Wait to be dismissed</li> <li>*Raise hand for help</li> <li>*Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Take care of equipment</li> <li>*Put equipment away</li> <li>*Keep wood and snow on the ground</li> <li>*Line up when the bell rings or whistle blows</li> </ul>	<ul style="list-style-type: none"> <li>*Use toilet paper</li> <li>*Use 3 pulls of paper towels</li> <li>*Unlock door</li> <li>*Return to class quickly</li> <li>*Use toilet and urinal correctly</li> <li>*Flush toilet</li> </ul>	<ul style="list-style-type: none"> <li>*Listen to and respect driver</li> <li>*Take care of belongings</li> <li>*Keep food/drink in backpack</li> </ul>



Approved: June 10, 1985 151.2

Revised: September 10, 2001

Revised: July 12, 2004

### ACCESS TO BOARD POLICIES

The district administrator shall make reasonable efforts to disseminate policies adopted by the Board to employees of the district, students and citizens. The policies will be available, upon request at the District Office, prior to the second reading by the Board. Following a third reading/approval by the Board, copies of adopted policies shall be available at each of the following locations, prior to the next board meeting:

1. District office.
2. School offices.
3. Eager Free Public Library.
4. District website.

School board members may each have a copy of the current policy book along with the following school district employees:

1. Superintendent (District Office copy).
2. Business Manager.
3. Director of Instruction.
4. Director of Pupil Services.

All policy manuals distributed are the property of the Board and shall be considered as “on loan”. They are subject to recall at any time deemed necessary by the District Administrator for purposes of updating.

## STUDENT NONDISCRIMINATION/HARASSMENT

The Evansville Community School District is committed to maintaining and ensuring a learning and working environment that is free of harassment or intimidation toward students and employees. The District will not tolerate any form of harassment, including sexual harassment, and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

Harassment based upon a protected group status is particularly prohibited in the District. In that regard, no person shall be subject to harassment based on age, sex, race, color, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital status, disability/handicap or any other basis protected by state or federal law.

Harassment refers to physical or verbal conduct, or psychological abuse, by any person that disrupts or interferes with a person's work or school performance, or which creates an intimidating, hostile or offensive work or learning environment. It may occur student to student, student to staff, staff to student, staff to staff, male to female, female to male, female to female, or male to male. Harassment may include, but is not limited to, the following:

- Verbal harassment, including epithets, kidding, derogatory comments, slurs or ethnic jokes;
- Physical interference with movement, activities or work;
- Visual harassment, including derogatory cartoons, drawings or posters; and
- Sexual harassment, which is defined as any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark that is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's academic or work performance. Sexual harassment can take the form of any unwanted sexual attention, ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material and subtle or expressed pressure for sexual activity. In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, the possibilities of harassment escalation, unsatisfactory academic/work evaluations, difference in academic/work treatment, sarcasm, or unwarranted comments to or by peers.
- Any form of harassment using electronic devices, commonly known as "cyber bullying" by students, staff or third parties is prohibited and will not be tolerated in the District. "Cyber bullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyber bullying.

- The behavior may be 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.

It is further the policy of the District that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school/workplace, in that it interferes with the educational process and involves elements of coercion by reason of the relative status of a staff member to a student.

Any individual who believes he/she has been subjected to harassment by any other person should report the incident to the building principal/designee or immediate supervisor. It is the intent of the District to create an atmosphere where complaints and alleged complaints will be treated fairly and quickly. If a student or employee is not comfortable making a complaint to the principal/designee or immediate supervisor, the complaint may be made to any other adult employee. The employee will report the complaint to the appropriate principal/designee, supervisor or the District Administrator of Schools.

Third party witnesses are strongly encouraged to report observed incidents of harassment to the administration.

Any employee who has reasonable cause to suspect that a child has been harassed by an adult, or another student, shall immediately report such suspicion to the building principal. Any employee who observes student to student harassment of any form shall take reasonable action to stop the harassment and shall report the incident to the building principal.

The District Administrator shall establish a written procedure for responding to complaints. The procedure shall include a means for the complainant to appeal decisions to the District Administrator and to the Board of Education. The District Administrator will develop appropriate alternative procedures for special needs and younger students.

Education and intervention shall be implemented for all students and employees, but particularly those who file a complaint of harassment. This policy and complaint procedure will be made available to all students and District employees on an annual basis. The District forbids retaliation against anyone who has reported harassment or cooperates in a harassment investigation. However, the District requests that all complaints will be made in good faith and based on a reasonable belief that a student or employee has been harassed.

Legal Ref.: Sections 111.32 (13) Wisconsin Statutes (Definition-Sexual Harassment)

118.13 (Pupil Discrimination Prohibited)

118.20 (Teacher Discrimination Prohibited)

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 #411.4 – Student Bullying

Policy #512 – Nondiscrimination/Harassment of Employees

Approved: July 26, 2010 411.4  
Revised: May 14, 2012

## 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 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

Revised: April 8, 2002  
Revised: June 11, 2007  
Revised: July 9, 2012

453.4

## ADMINISTERING MEDICATIONS TO STUDENTS

It is the policy of the Evansville Community School District that medication should be administered to school children by parents/guardians at home whenever possible. However, when requested by parents/guardians, medications prescribed by a health care practitioner and nonprescription medications may be administered by school staff under the following established conditions.

School personnel must receive a written parental/guardian consent and written instructions from the students' health care practitioner before any prescription medication can be administered to a student.

A form is available from the District website and school offices for this purpose. A form from a clinic is allowable if it has all of the information on the District form.

Non-prescription medications may be administered with written parental/guardian consent only unless the dosage requested is greater than the recommended dose for the student's age/size in which case written consent is required from the health care practitioner.

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.
- Health Care Practitioner (HCP) – Any physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber or podiatrist.
- Medication – Medication includes any drug or remedy for illness. Prescription, non-prescription (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

- Prescription medications will not be administered to a student until the following steps are completed:
  - The parent/guardian provides the school with a completed parent/guardian consent form.
  - The school receives a completed physician order form for administering medications.
  - Designated staff have been trained to administer medications.
- 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
  - HCP name
- Prescription medication will be stored according to manufacturer's guidelines. Prescription medications will be kept in a secured 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.
- Only 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
- The length of time for which a prescription medication is to be administered will be specified in the written instructions from the prescribing HCP. 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 HCP is necessary.
- 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.
- 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.
- The District will have the school nurse review and consult with the building principal and school district medical advisor if necessary, 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. 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 school nurse who will follow-up with parents/guardians and/or HCP:
  - The color or shape of a refill medication is different from the last prescription.
  - Information on the medication permission form from the practitioner 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 HCP on the medication 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 HCP on the medication consent form.
  - The label on the front of the medication container requires a tablet to be cut. Do not give the medication. The 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 Medication Consent Form. 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, written consent is required from the HCP.

### 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 HCP.

#### 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. Prescriptions and nonprescription medications will be collected and disposed of in the Drug Drop-Off Box at the Evansville Police Station.

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 118.25 Wisconsin Statutes (Pupil Records)  
118.29 (Administration of Drugs to Pupils and Emergency Care)  
118.291 (Asthmatic Pupils: Possession and Use of Inhalers)  
118.292 (Possession and Use of Epinephrine Auto-Injectors)  
121.02(1)(g) (School District Standards)  
146.82 (Confidentiality of Patient Health Care Records)  
146.83 (Access to Patient Health Care Records)  
N 6.03(3) Wisconsin Administrative Code (Supervision and Delegation of Nursing Acts)  
PI 8.01(2)(g) Wisconsin Administrative Code (School District Standards)

- Local Ref.: Appendix A, Emergency Nursing Manual  
Policy #453.4 Form - Medication Consent Form

Approved: June 11, 2007  
Revised: July 9, 2012

453.4 Form

**MEDICATION CONSENT FORM**  
Evansville Community School District  
**PARENT SECTION**

**This section must be completed by the parent/guardian for the administration of BOTH prescription and non-prescription medication. This form must be completed in order for high school students to self-administer non-prescription medication.**

Start Date: \_\_\_\_\_ End date: \_\_\_\_\_  
Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone (Home): \_\_\_\_\_  
City: \_\_\_\_\_ Phone (Other): \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Name of Medication \_\_\_\_\_ Dosage \_\_\_\_\_  
How often: \_\_\_\_\_

I agree with the medication requested below and will be responsible for the following:

- Delivery of medication in a pharmacy-labeled container or original manufacturer's container to the school office.
- Maintain a sufficient supply of medication.
- Keep school personnel informed of changes in the dosage or time medications to be given.
- Obtain a new form from the doctor for any changes in this medication.

In the event more information is needed regarding this medication or its administration, I authorize school personnel to contact the student's physician/health care practitioner.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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**PHYSICIAN/PRACTITIONER SECTION**

**This section must be completed by the physician/health care practitioner for the administration of prescription medication.**

Please administer to \_\_\_\_\_ the following medication at school.  
(Student's Name)

Name of Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

**Administer Medication:**

- At the following times: \_\_\_\_\_
- As needed for \_\_\_\_\_, but no more frequently than every \_\_\_\_\_.

Special Instructions:  
\_\_\_\_\_  
\_\_\_\_\_

**Inhalers:**

- May carry on his/her person. This student has been instructed in the proper use of this medication and is sufficiently responsible to self-administer.
- May not carry inhaler on his/her person.

Start Date: \_\_\_\_\_ End date: \_\_\_\_\_

\_\_\_\_\_  
(Physician/Health Care Practitioner Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clinic/Facility

\_\_\_\_\_  
(Print Physician/Health Care Practitioner Name)

\_\_\_\_\_  
(Phone Number)

**PLEASE SEE OTHER SIDE FOR IMPORTANT INFORMATION**

\*\*\*\*\***IMPORTANT INFORMATION**\*\*\*\*\*

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.

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. Prescription and Nonprescription medications will be collected and taken to the Drug Drop-Off Box located at the Evansville Police Dept.

Revised: April 9, 2001  
Revised: May 12, 2003  
Revised: June 28, 2004  
Revised: February 11, 2008

443.5

## ELECTRONIC COMMUNICATION DEVICES ON SCHOOL PREMISES

The Evansville Community School District restricts student use of electronic communication devices while on premises owned or rented by or under the control of a school of the Evansville District. Electronic devices such as cell phones, music players, game players, and PDA's shall not be used in any way that disrupts the learning environment. Devices may only be used before the start of the school day or after the end of the school day unless the written policy of the building provides otherwise. Devices at grades K-5 are discouraged, and should be stored according to building policy. Devices in grades 6-8 shall be stored in the student's locker and not emit noise. Devices at grades 9-12 are governed by the student handbook. Administrative approval may be given if circumstances indicate other use is necessary. Devices such as phones or cameras may not be used in restrooms or locker rooms at any time. Failure to follow these guidelines will result in confiscation of the device and it will only be returned to the parent/guardian. Further consequences, up to and including expulsion, may be necessary depending on the severity of the offense. During local or other emergencies, an announcement may be made for all student electronic communication devices to be turned off, so emergency networks are not overwhelmed. Building principals shall inform students and their parents/guardians of this policy by publishing the above statement along with the details of use in the building in the student and parent handbooks.

Legal Ref.: Sections 118.258 Wisconsin Statutes 120.13(1)

### **Mission & Vision Statements for Media and Technology in the 21<sup>st</sup> Century Evansville Community School District**

#### **MISSION**

##### **A. School District Mission**

The Evansville Community School District, in active partnership with families and the community, will provide a positive learning environment that challenges all students to achieve personal excellence and become contributing citizens of the world community.

##### **B. Media and Technology Mission**

The Evansville Community School District will provide a positive learning environment that allows students to develop the skills necessary to live and work in the 21<sup>st</sup> century. Through collaboration of classroom teachers, administrators and media and technology professional, the Wisconsin *Model Academic Standards for Information and Technology Literacy* will be integrated into all curricular areas. Students will develop information, communication, interpersonal, self-directional, thinking and problem-solving skills using 21<sup>st</sup> century tools in real-world, 21<sup>st</sup> century contexts.

#### **VISION**

The Evansville School District will use media and technology to help improve student achievement. Technology can enhance learning, and students must develop and apply essential information literacy skills in today's digital age. Students must be able to work collaboratively in applying problem-solving and critical thinking skills together with basic skills through online communication for all students.

The Evansville Community School District will implement the Wisconsin Model Academic Standards for Media and Technology, and will communicate through assessments and joint plans to assure that the standards are being met. Research shows that collaboration between media specialists and educators is the most effective way to implement true integration of technology into the curriculum.

The Evansville School District will have online staff development available for anywhere, anytime training. Various models and opportunities of staff development will be developed in order to meet the ever-changing set of needs for teachers. Administrators will become effective instructional technology leaders and/or hire top quality presenters of technology for staff development.

The Evansville School District will provide an infrastructure that provides instant reliable access to software, the network, e mail, the Internet and other resources.

Technology in the Evansville Community School District will provide constant and current information, data and communication for schools and school families. E mail, Internet broadcasting, and reliable telephone service for all employees are tools that help to involve parents into their children's education. Ultimately, this will reach every family regardless of socioeconomic status.

According to the Wisconsin Model Academic Standards for Information and Technology Literacy, it is important that all Wisconsin students become information literate. In today's society, information is doubling every three to five years and technology is providing increased access to a wide array of information. The Wisconsin Model Academic Standards define the knowledge and skills essential for becoming information and technology literate.

*Technology literacy is defined as the ability of an individual, working independently or with others, to use tools, resources, processes, and systems responsibly to access and evaluate information in any medium, and to use that information to solve problems, communicate clearly, make informed decisions, and construct new knowledge, products, or systems (Fortier et al., 1998)*

These standards are designed to be integrated into the various skill and content areas of the school curriculum. The focus is on learning with technology rather than learning about technology. In order to meet the goal of integrating technology into the core curriculum, there must be adequate and equalized access to technology resources.

With equal availability of instructional technology to all students regardless of socioeconomic status, culture, ability, religion, gender, age, or race, schools can help *all* students develop necessary skills for advancement in the 21<sup>st</sup> century.

The Evansville Community School District is committed to providing equal access to technological tools for all students. This includes a low student to computer ratio, access to the Internet for all, and adequate locations, scheduling, and resources for students to practice technological skills.

The professional library and media staff of the Evansville Community School District are committed to providing leadership in developing and implementing the vision for integrating information and technology literacy. In order to carry out the vision, the Evansville School District Library and Media team is committed to:

- Developing programs that focus on student achievement.
- Integrating information and technology standards into all curricular areas.
- Maintaining membership on district information and technology teams as well as administrative, professional development, and curriculum teams.
- Supporting and promoting the *Wisconsin Model Academic Standards for media and Technology Literacy* to meet district educational goals.

- Providing leadership for the integration of technology into the core curriculum.
- Support teaching staff willing to experiment with integrating technology into the curriculum.
- Promoting intellectual freedom and equal access to resources.
- Promoting emerging technologies.
- Articulating the media and technology vision to the school and community.

Approved: October 10, 1994

433.1

### ELEMENTARY STUDENT CLASSROOM PLACEMENT

The Board of Education believes that our daily efforts to challenge all students to work and learn to their full potential requires a shared commitment by various constituents of the Evansville Community. Our collective efforts must promote a positive attitude toward education and provide encouragement for learning.

Therefore, parents should be treated as essential partners in the decisions making and processes of their children's education. As elementary school children are promoted through grades K-4 a school committee of principal, teachers and counselors will converse to consider learning styles, instructional strategies, and individual social needs. Parental input is encouraged and may be very beneficial before assigning students to classrooms. Such input may be offered according to guidelines developed by school staff and parents and available each spring through the elementary school office.

Approved: October 9, 2006

446.1

### LOCKER SEARCHES

The school provides a locker for convenience of the student to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. No student shall use the locker for any other purpose.

The locker assigned to a student is the property of the District. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, without a search warrant, and without notification of parent/guardian. The search may be conducted by the district administrator, a building principal, an assistant principal, a police-school liaison officer or a school employee designated by the district administrator or building principal.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian(s) of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

The District shall include a copy of this policy in the student handbook that is distributed annually to each student enrolled in the District.

## PUBLIC SCHOOL OPEN ENROLLMENT

The Evansville Community School District will provide the opportunity for students to attend public schools outside the District and will accept nonresident Open Enrollment students. All nonresident public school Open Enrollment students attending a school or high school classes in the District shall have all the rights and privileges of resident students. They also are subject to the same expectations, rules, and regulations during their term of enrollment.

### **Nonresident Students Coming Into the District**

The parent(s)/guardian(s) of nonresident students who wish to attend school in the Evansville School District shall submit the required application form to the Open Enrollment Coordinator, in the District Office during the Open Enrollment Application period. Parents may contact the District Office if they need assistance.

A nonresident student may apply for full-time enrollment in an Evansville School under the State Open Enrollment Law and Program. When accepting or rejecting a nonresident student's application for full-time enrollment, the District shall consider the following criteria:

1. Application is submitted during the required time period.
2. Space in buildings is available.
3. Space in the class is available.
4. Impact on student-teacher ratios.
5. Projection for future school growth.
6. Status as an Evansville student during the current school year. Any applicant who is currently attending the Evansville Community School District will be included in the count of occupied spaces.
7. Expulsion (current or prior two school years) or expulsion proceedings.
8. Habitual truancy.
9. Ability to satisfy individualized education program (IEP)/services needs of a student with disabilities.
10. Whether the student has been referred for a special education evaluation that has not been completed.
11. Undue financial burden due to special education program or related services.

### Students With Disabilities

If the District determines that the special education program or related services described in the nonresident student's Individualized Education Program (IEP) are available in the District, there is space available in the special education program identified in the student's IEP, and it is not an undue financial burden due to special education program or related services, the Open Enrollment application shall be accepted. If the special education program or services described in the student's IEP are not available or there is no space available in the program, the application shall be denied. If a nonresident student receives his/her initial IEP while attending the District under open enrollment, or if a nonresident student's IEP changes after the student begins attending school in the District, and the special education program or services required by that initial or revised IEP are

not available in the District or there is no space available in the program or services identified within the IEP, the nonresident student may be returned to the resident district.

#### Students Referred for a Special Education Evaluation

An Open Enrollment application shall be denied if the nonresident student has been reported or identified as having a possible disability but not yet evaluated by an IEP team in the resident district. Assuming other acceptance criteria are and continue to be met, the District may reconsider a denial under this criteria if the IEP is completed, forwarded to the District, and reviewed by the District prior to the close of the period during which applications would normally continue to be reviewed or accepted from any waiting list.

#### Space Availability

If space available limits the District's ability to accept Open Enrollment students, the Board will set limits by grade level no later than the regular January board meeting if there are substantial factors that limit our ability to accept students. The Board will hear preliminary recommendations on enrollment limits at the December board meeting.

If the number of applicants exceeds space available, students will first be accepted if they are:

1. Continuing students.
2. Siblings of continuing students.

Remaining spaces will be filled by a random lottery. Any unassigned students will be placed on a waiting list created by a random lottery. If an opening occurs, the district administrator will review the waiting list by the grade level of the opening and the next eligible student will be selected. Parent(s)/guardian(s) will be notified by phone and mail. They will have 10 calendar days to accept the opening. If they do not respond or if they decline, another applicant will be selected. No applicants will be selected after the third Friday in August.

Full-time nonresident Open Enrollment students are eligible to participate in all co-curricular and extra-curricular student activities and organizations. WIAA sports are governed by WIAA laws and bylaws.

The District does not require students to reapply for open enrollment when entering middle or high school.

### **Nonresident Part-Time High School Students Coming Into the District**

A nonresident high school student may apply for enrollment in a course(s) at Evansville High School under the State Open Enrollment Law and Program. Students must apply through the Open Enrollment Coordinator in the District Office and be accepted for each course. When accepting or rejecting a nonresident's application for part-time enrollment, the District shall consider the following criteria:

1. The request is made according to the required timeline.
2. Nonresident students take no more than 2 courses at a time.
3. The prerequisites for entry into a course are met.
4. Availability of space in the course selected for enrollment.
5. Enrollment preference in a course will be given to resident students.

Part-time students will participate in their resident school district's activities and organizations, except for activities that are extensions of Evansville courses in which they are enrolled.

#### Resident Students Going Out of the District



Evansville resident students may apply for full-time enrollment in another public school district as a nonresident student under the State Open Enrollment Law and Program. When accepting or rejecting a resident application for full-time enrollment in another school district, the Evansville District shall consider the following criteria:

1. The application is submitted during the required time period.
2. A student IEP or a change in services required does not place an undue financial burden on the Evansville District.

Resident students enrolled in other public school districts, including virtual charter schools, will be eligible to participate in Evansville District courses or programs based on satisfying the following conditions:

- a. The request is made in a timely manner.
- b. The student presently resides within Evansville Community School District boundaries.
- c. The student satisfies local standards for admission, i.e., completion of enrollment and attendance forms.
- d. The requested course is suitable for part-time enrollment.
- e. The student participates in up to 40% of the school day.
- f. There is sufficient space in the classes selected.
- g. There will be random selection of overflow-qualified applicants.
- h. Participants may be revoked if attendance below the District average.
- i. Eligibility to participate in future classes will depend on successful completion of classes. A contract outlining these expectations is encouraged.

## **Resident Part-Time High School Students Going Out of the District**

Resident Evansville high school students may apply for part-time enrollment in another public school district under the State Open Enrollment Law and Program. When accepting or rejecting a resident application for part-time enrollment in another school district, the District shall consider the following criteria:

1. The request is made according to the required timeline.
2. Students may take no more than 2 courses at a time.
3. For students with disabilities, courses must be consistent with the student's IEP.
4. Each course must be consistent with Evansville High School graduation and transfer credit requirements.
5. The tuition cost of the course(s) must not impose an undue financial burden on the Evansville operating budget.

## **Pre-School Children**

A child who resides in Evansville may attend a District operated pre-kindergarten, 4-year old kindergarten, early childhood education, or school-operated day care only if Evansville offers the same type of program, and the child is eligible to attend that program in the Evansville Community School District.

## **Transportation**

Transportation for all students selecting an Open Enrollment option shall be the responsibility of the parent/guardian. The parent/guardian of students who are eligible for free or reduced price lunch is also eligible for reimbursement of transportation costs by the Department of Public Instruction. As a resident district, Evansville Community School District will not allow non-resident districts to enter the District to pick up or drop off Open Enrollment students. As a non-resident district, Evansville will not pick up students within their resident school districts. Students who can get to a district bus stop will be transported, provided space is

available. Transportation for students with disabilities, if included as a related service in the student's IEP, will be provided.

### Appeal of Rejection

If an application for enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the Department of Public Instruction within 30 days after the decision.

## APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT CRITERIA AND PROCEDURES

### Eligibility Criteria

A parent/guardian of a student who wishes to attend school in a nonresident school district may submit an Open Enrollment application outside of the regular Open Enrollment application period or in lieu of it if the application is for the current school year, the student meets one of the following criteria, and the parent/guardian describes the criteria that the student meets in the application:

1. The resident school board determines that the student has been the victim of a violent criminal offense in a school in the resident school district. The application must be made within 30 days of the resident school board's determination.
2. The student is or has been a homeless student in the current or immediately preceding school year.
3. The student has been the victim of repeated bullying and harassment and all of the following apply:
  - a. The student's parent/guardian must have reported the bullying or harassment to the school board or designee under a bullying/harassment complaint process and;
  - b. In spite of action taken by the Board or designee the repeated bullying and harassment continues.
4. The place of residence of the student's parent/guardian and of the student has changed as a result of military orders. The application must be made within 30 days of the date on which the military orders changing the place of residence were issued.
5. The student moved into Wisconsin. The application must be made within 30 days after moving into the state.
6. The student's residence has changed as a result of a court order or custody agreement or because the student was placed in or removed from a foster home or with a person other than the student's parent/guardian. The application must be made within 30 days after the student's change in residence.
7. The student's attendance in a school in the nonresident school district is considered to be in the best interests of the student. The application must explain the reasons for requesting this exception and why attendance at the nonresident school district is in the best interest of the student.

### Application Review and Approval Process

1. When the District receives an Open Enrollment application that has been submitted under the Alternative Open Enrollment criteria outlined above, whether it is submitted by a nonresident student or a resident student, the application shall be forwarded to the District Administrator or his/her designee for review and recommendations.
  - a. If the application involves a nonresident student seeking to attend school in the District under Open Enrollment, the District will:
    - 1) Immediately send a copy of any paper application received by the District to the student's resident school district, or, if applicable, the student's anticipated resident school district;
    - 2) Work with the resident district (or the anticipated resident district) identified in the application to determine where the applicant is currently attending school, and to determine from which school the District will receive any relevant special education records (e.g., the student's current IEP) and/or disciplinary records (e.g., expulsion records). If the applicant

- is not currently attending school in the resident district, the District will request such records from the school or school district the student is attending or most recently attended; and
- 3) Within 10 days after receiving, or, if necessary, developing, an IEP for a student with a disability, provide an estimate to the resident district of the costs to provide the student with special education or related services.
  - b. If the application involves a resident student who is attending, or who previously attended, school in the District, the District shall send the nonresident school district to which the Open Enrollment application was made a copy, if applicable, of the student's IEP and any expulsion or other relevant discipline-related records within 10 days of receiving the application.
2. The District Administrator, along with other members of the administrative staff, shall review the application using the acceptance/denial criteria outlined in Board policy. The District Administrator or his/her designee shall submit recommendations regarding acceptance or denial of the application to the Board for action.
    - a. The District may deny an application of a resident student if:
      - 1) It determines that the criteria relied on by the parent/guardian to submit the application do not apply to the student or;
      - 2) It determines that the cost of special education and related services required in the IEP for a student with a disability is an undue financial burden (except for an applicant whom the Board determines was the victim of a violent crime).
    - b. The District may deny an application of a nonresident student:
      - 1) For the same reasons it may deny an application submitted during the regular Open Enrollment application period; or
      - 2) If the application relies on the best interests of the student criteria and the District determines that open enrollment is not in the student's best interests.
  3. If the application involves a nonresident student seeking to attend school in the District, the District will notify the applicant, in writing, whether the application has been approved or denied no later than 20 days after receiving the application.
    - a. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and District policy, acceptance of an application may be contingent or subject to revocation.
    - b. If the District has approved the Open Enrollment application of a nonresident student, the notification provided to the applicant shall identify the specific school or program the student may attend. A nonresident student accepted for enrollment may immediately begin attending the assigned school or program in the District and shall begin attending the school or program no later than the 15<sup>th</sup> day following receipt of the notice of acceptance. If the nonresident student has not enrolled in or attended school in the District by that date, the District may notify the student's parent/guardian, in writing, that the student is no longer authorized to attend the school or program in the District.
    - c. If there is a delay in the District's receipt of any relevant disciplinary records from another school or school district, the District will review and act upon such records promptly, and, if necessary, inform the student that the District's ability to confirm or deny the application is contingent upon the District's receipt and review of such records. If the DPI allows the District to conditionally approve such an application subject to that contingency, the District may do so. Otherwise, such application may be held in abeyance until the relevant records are received, or, if necessary, the application may be denied.
  4. If, for purposes of the application, the District is identified as the resident school district, the District shall notify the applicant whether the application has been approved or denied in accordance with any deadlines established by state law or DPI rule. Normally, the District will issue such notifications no later than 20 days after the District's receipt of the application. In addition:

- a. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and District policy, approval of an application may be contingent or subject to revocation.
- b. To the extent that there is a delay in the District's receipt of any relevant records or information such that the District is unable to determine whether the criteria upon which the application was based apply to the student, the District will act upon such records/information promptly upon receipt and notify the applicant of its decision to approve or deny the application within five days of making the determination.
- c. If the student is a student with a disability, the District shall normally make a determination whether the nonresident school district's estimate of relevant special education and services costs constitutes an undue financial burden on the District within 15 days after the District has received the relevant estimate. The District will notify the applicant of a denial relying on this criteria within five (5) days of making the determination.

Legal Ref.: Sections 115,787 Wisconsin Statutes (Individualized Educational Programs)

118.13 (Pupil Discrimination Prohibited)

118.16(1)(a) (School Attendance Enforcement)

118.51 (Full-Time Open Enrollment)

118.52 (Part-Time Open Enrollment)

120.13(1)(f)(h) (School Board Powers)

121.54(3)(10) (Transportation by School Districts)

121.55 (Methods of Providing Transportation)

PI 36, Wisconsin Administrative Code (Public School Inter-District Open Enrollment)