

THEODORE ROBINSON INTERMEDIATE SCHOOL

@ the Grove Campus



PARENT HANDBOOK

Vision Statement

The Theodore Robinson Intermediate School staff will provide an inviting, safe, clean environment that promotes positive attitudes, attention to diversity, and the desire to learn. We will provide meaningful education through interdisciplinary approaches within the curriculum. We will encourage family and community involvement to help enhance the level of pride and respect in our school.

Principal – Barb Dorn

dornb@evansville.k12.wi.us

Administrative Asst. – Raquel Michel

michelr@evansville.k12.wi.us

Theodore Robinson

Intermediate School – 882-3888

Intermediate School Fax – 882-3889

Evansville Dist. Office – 882-5224

Dear Families,

Welcome to the 2016-17 school year! We are so glad that you are here to join us as we begin another year of school at Theodore Robinson. I know how dedicated the staff and all of you are to making Theodore Robinson a school of excellence for all. I, too, will be relentless in my work to create a welcoming, engaging and positive school community where all students, staff and families work collaboratively to nurture and celebrate the gifts each of us brings to the table.

In families and communities, we have times of celebration, conversations that need to be had and challenges. As all of you know, having a family like building a community is hard yet important work. We all need to be committed to creating an equitable school community where all students have access to an excellent education. It will take all of us working together! Collectively, we can all work to support a positive school culture at Theodore Robinson that supports learning and celebrations.

Please hang out with us, learn with us, laugh with us, grow with us, work with us and celebrate with us! Together we can strengthen relationships, build connections and create a learning community at Theodore Robinson that is a wonderful place to be for all staff, students and families. I look forward to continuing to get to know all of you. It is an honor to be here.

Sincerely,

Barb Dorn, Principal

**INTERMEDIATE SCHOOL DAY
2016 - 2017**

7:30 a.m.	Breakfast
7:45 a.m.	Teachers arrive
7:50 a.m.	Bell rings to enter building
8:00 a.m.	Instruction begins
10:45 – 11:05	4 th Grade Lunch
11:05 – 11:25	4 th Grade Lunch Recess
11:15 – 11:35	3 rd Grade Lunch
11:35 – 11:55	3 rd Grade Lunch Recess
11:45 – 12:05	5 th Grade Lunch
12:05 – 12:25	5 th Grade Lunch Recess
3:00 p.m.	Dismissal

TABLE OF CONTENTS

INTERMEDIATE SCHOOL DAY	2
FEES	4
CALENDAR	5
INTERMEDIATE STAFF LISTING	6
ARRIVAL/DEPARTURE	6
ATTENDANCE POLICIES	7
BEHAVIOR	7
BIKE RULES	7
BUS REGULATIONS/BEHAVIOR	8
CELL PHONES	8
CLASSROOM ASSIGNMENTS	8
COMPLAINT PROCEDURES	8
EARLY DISMISSAL/SNOW DAYS	9
FOOD SERVICE.....	9
HEALTH PROCEDURES.....	10
HOMEWORK.....	11
DRESS CODE.....	11
VOLUNTEERS.....	11
PLAYGROUND RULES.....	12
PROCEDURE FOR SENDING MONEY.....	12
P.T.O.....	12
STUDENT ENRICHMENT OPPORTUNITIES.....	13
VISITORS/REGISTRATION	13
BUS REGULATIONS	14
MEDICATION CONSENT FORM	15, 16, 17
ELECTRONIC COMMUNICATION DEVICES.....	18
STUDENT BULLYING	19, 20
LIST OF SCHOOL POLICIES	21

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, color, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other basis protected by law.

Reviewed: June 6, 2012
 Reviewed: April 29, 2013
 Revised: May 13, 2015

EVANSVILLE COMMUNITY SCHOOL DISTRICT 2016-2017 STUDENT FEE SCHEDULE

<u>Materials Fee:</u>	
(helps defray the cost of textbooks, workbooks, periodicals, etc.)	
Elementary School	\$8 *
Intermediate School	\$8
Middle School	\$11
High School	\$16

***No fees for 4K**

<u>** Athletic Fees</u>	
<u>Per Sport / Per Season</u>	
Middle School	\$17
High School	\$31

** After the first four days of a team practice or meetings of an extra or co-curricular activity, students are not eligible for a refund, unless cut from a team

<u>*** Co-Curricular Activities Fees</u>	
Middle School	\$ 3.50
High School	\$12.00

*** Charge is for any co-curricular with teacher advisor

<u>Musical Instrument Rental</u>	
(excludes percussion)	
\$50/annually, \$25/semester	

<u>Parking Permits</u>		
(will only be issued after all other fees have been paid)		
\$80.00/annually	\$40.00/semester	\$20.00/term – no refunds

- Donation for activities fees scholarships may be given and are very appreciated.
- All fees, including food service, must be paid for students to participate in end of year celebratory field trips, prom, or graduation.

Theodore Robinson Intermediate School Calendar 2016 - 2017 School Year

August 10	10:00 a.m.–2:00 p.m. Back to School Days Students/Families
August 16	2 p.m.–7:00 p.m. Back to School Days Students/Families
August 24, 25	New Teachers
August 26	Teacher Work Day
August 29, 30, 31	Professional Development Days
August 30	Open House from 5:00 p.m. – 7:00 p.m.
September 1	First Day of School
September 5	Labor Day - NO SCHOOL
September 6	Fall Fundraiser Begins
September 20	Fall Fundraiser Ends
October 10	Professional Development Day – NO SCHOOL
October 21	Fundraiser Delivery 2:30 - 5:00 p.m. Grove Campus Cafe
October 29	Picture Retake Day
November 3	Family Teacher Conferences 3:15 p.m. – 8:00 p.m.
November 4	End of 1 st Quarter
November 4	K-8 Early Release Day (Grading) – 12:00 p.m.
November 8	Family Teacher Conferences 3:15 p.m. – 8:00 p.m.
November 23	NO SCHOOL
November 24	Thanksgiving – NO SCHOOL
November 25	Conference Comp – NO SCHOOL
December 5	Professional Development Day – NO SCHOOL
December 23 – 30	Winter Break – NO SCHOOL
January 2	Students Return
January 16	Professional Development Day – NO SCHOOL
January 20	End of 2nd Quarter
January 20	K-8 Early Release Day (Grading) – 12:00 p.m.
February 13	Professional Development Day – NO SCHOOL
February 24	Conference Comp Day – NO SCHOOL
March 13	Professional Development Day – NO SCHOOL
March 16	Family Teacher Conferences 3:15 p.m. – 8:00 p.m.
March 21	Family Teacher Conferences 3:15 p.m. – 8:00 p.m.
March 24	End of 3rd Quarter
March 24	K-8 Early Release Day (Grading) – 12:00 p.m.
March 27 – 31	Spring Break – NO SCHOOL
April 3	Students Return
April 17	Professional Development Day – NO SCHOOL
May 29	Memorial Day – NO SCHOOL
June 7	End of 4 th Quarter
June 7	Early Release – Last Day for Students – 12:00 p.m.

Theodore Robinson Intermediate School 2016 - 2017

Barb Dorn, Principal

Raquel Michel, Administrative Assistant

<u>Grade 3</u>	<u>Extension</u>	<u>3rd – 5th Staff</u>	<u>Extension</u>
Jo Ann Grovesteen	3868	Teresa Doyle	3865
Renee Bjugstad	3890	Charity Kostroun	3165
Nancy Greve-Shannon	3868	Kim Marshall	3884
Jolene Hammond	3899	Jo Ann Mumm	3864
Katie Horgen	3898	Doug Schwenn	3857
Sandy Papendieck	3870	Judy Strieker	3865
Kelley Gransee	3869	Marcela Tyson	3858
		Cindy Zblewski	3854
		<u>Pupil Services</u>	<u>Extension</u>
<u>Grade 4</u>	<u>Extension</u>	Deb Arnold	3847
Nikki Forster	3875	Steve Feeney	3845
Keith Miller	3878	Jessica Schooff	3850
Deanna Pickering	3882	Patty Nimz	3892
Connie Schultz	3876	Lisa Standish	3849
Kim Sperandeo-Wehner	3881	Nichole Eiler	3894
Mark Schwartz	3897		
<u>Grade 5</u>	<u>Extension</u>	<u>OT/PT</u>	<u>Extension</u>
Kim Wollinger	3885	Jenny Maves	3880
Stephanie Johnson	3891	New Person	3880
Jenny Mohns	3887	Melissa Staskal	3880
Kari Reuter	3886		
Kendra Statton	3877	<u>Office</u>	<u>Extension</u>
		Raquel Michel	3840
		Amy Templeton	3841
		Barb Dorn	3842

Arrival/Departure

Student supervision on the playground begins at 7:45 a.m. each morning. Students should not be on the playground before this time. The bell rings for students to enter the building at 7:50 a.m. Students will be discouraged from entering the building until then with the exception of breakfast which starts at 7:30 a.m. and check-ins.

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

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 48 hours in advance. These forms are available in the office.

After students are dismissed, they must leave school grounds and be on the way to their destination. There is no supervision after school due to staff meetings, etc.

Attendance/Absence

The Board of Education adopted a comprehensive attendance policy. It states that parents/guardians should notify the school office (882-3841) prior to 9:30 a.m., on the morning of the absence, if their child will be absent that day. If possible, please call by 8:15 a.m. If it is not possible to call, a note explaining the child's absence should be presented to the school attendance clerk immediately upon the child's return to school. All absences must be cleared within 48 hours. Without this clearance, the absence becomes unexcused. The consequences for unexcused absences or tardies are included at the end of this section. Every effort will be made to contact parents/guardians who have not notified the school of the 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. After 9:00 a.m. the child is considered a full day absent. If your child is tardy due to a medical appointment or special circumstance, that tardy will be excused. The district attendance policy is available at the school office and on the district website if you would like a copy.

Absences Per Semester

Excused: Parents may excuse up to 10 days per year with **prior** approval
More than 5 days of illness per semester will require a doctor excuse

Absences/Tardies Per Semester

Unexcused: 3 days – student conference with principal and letter sent home
4 days – letter to parent requesting parent/student conference
5 days – habitual truancy proceedings

Please check our district policy #430 for complete details. It is located on our school website.

Assessment

Students will participate in a universal screener (STAR) three times per year (September, January, and May). The purpose of this assessment is to establish a baseline and determine academic growth in the areas of math and reading. Students will also participate in the Qualitative Reading Inventory to obtain an instructional level in the area of reading (assessed twice per year September and May). All assessment data is used to assist teachers in making instructional decisions to ensure all students are gaining at least one year of growth in the areas of reading and math.

Behavior

Respectful, responsible and safe behavior is expected at all times toward all students and adults. Students are acknowledged for doing the "right thing" through our Positive Behavior Support System. Students will receive "Rah Rah Robinson" megaphones which will be displayed throughout the building. The five traits that are reinforced on a daily basis are: cooperation, assertion, responsibility, empathy and self-control.

Students who are not respectful, responsible and safe will be dealt with on an individual basis. Consequences for inappropriate behavior may include:

- 1) completing a "Fix it" or "Think Sheet"
- 2) meeting with the principal
- 3) serving a recess or after school detention
- 4) a phone call to the family
- 5) a conference with the student and family
- 6) in school or out of school suspension

Serious offenses (weapons, violence) may lead to expulsion proceedings according to state law.

Bikes, Skateboards, Wheelies and Rollerblades

Please remind your child to follow bicycle safety practices and the following bike rules:

1. Bikes must be walked at crossing guard corners.
2. Bikes must be placed in the bike racks.
3. No riding of bikes, skateboards, or rollerblades on school grounds during the school day (7:45-3:15).
4. Wheelies (contained in bottom of shoes) may not be worn on school grounds during the school day.

Bullying

Please look at policy 411.4 for information regarding bullying. An updated version will be available on the district website by August 16th.

Bus Regulations/Behavior

Since bus regulations/behavior are determined cooperatively by the bus company and the schools, it is our joint expectation that students will be prompt, orderly, and respectful while waiting for, riding, and departing buses. As a response to inappropriate behavior, bus conduct slips may be issued leading to suspension of riding privileges. Please see policy 443.2 and 443.21 including corresponding forms. Bus rules are included in the appendix of this handbook.

Cell Phones

Students in the intermediate school must leave their cell phones with their classroom teacher or in the school office. They should not be stored in lockers for security reasons. Student cell phones and other electronic devices are not allowed on field trips. This is listed under policy 443.5

Classroom Assignments/Student Placement

Each year student classrooms are assigned by grade level teaching teams according to a variety of criteria, such as special education, gifted and talented, academic strengths and weaknesses, social/emotional needs, availability of teacher and material/equipment resources, and learning styles.

Clothing Labels/Winter Dress

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 to the correct owner clothing and items not claimed. Lost & Found items will be taken to the Evansville Care Closet once a month. Please check your child's clothes regularly. We have had many pieces of expensive clothing go unclaimed. As the seasons change, please be sure that your child is dressing for the weather. We do go outside until the temperature reaches below zero.

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 policy # 411.1:

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

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

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

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

Cumulative Folders

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

Early Dismissal/Snow Days

Each child’s family filled out a form regarding early dismissal. Students will be sent to the location indicated on that early dismissal form (which is sent home on the first day of school or at the District Back To School Days.). Your child’s teacher keeps these forms; if you have any changes during the year please contact your child’s teacher.

Food Service

The District Food Service Department has implemented a computerized 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. Our Food Service Director is Rebecca Selmer. She would be happy to answer any questions you may have. You may reach her at 882-3580 or email her at selmerr@evansville.k12.wi.us.

Free and Reduced Lunch

Applications for free and reduced lunch are available at Back to School Days and outside of the school office. Additionally, they are available at the School District office and online. 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 students in the cafeteria beginning at 7:30 a.m. at no cost.

Milk

ECH thru 5th grade students participating in the morning milk program at Levi Leonard and Theodore Robinson Intermediate Schools will have the daily \$.35 withdrawn directly from the family lunch account. Any monies supporting the purchase of morning milk at break-time may be deposited directly into the family lunch account. Family lunch accounts will be charged accordingly based on individual student free/reduced meal status. Any student qualifying for free/reduced meals will receive free morning milk. Parents/guardians will be granting permission for their student(s) to participate in the morning milk program. These permission slips will be distributed by homeroom teachers at the start of the school year. Any changes to morning milk participation by your student(s) should be communicated to their respective homeroom teacher. Please contact Linda Gard at gardl@evansville.k12.wi.us or 608-882-3385 if any questions or concerns.

Lunchroom Procedures

All students have 40 minutes for lunch/lunch recess. Students are responsible for leaving their area (tables, floor) clean. Students are supervised at all times and must remain in the lunchroom for at least 15 minutes to eat. Family members, who wish to have lunch with their child, should contact the office in advance. While we encourage your interest and visits, our space is quite limited at lunchtime.

4 th Grade	11:05 – 11:25	Lunch Recess	10:45 – 11:05	Lunch
3 rd Grade:	11:35 – 11:55	Lunch Recess	11:15 – 11:35	Lunch
5 th Grade:	12:05 – 12:25	Lunch Recess	11:45 – 12:05	Lunch

(Refer to ECSD Policy #762)

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

Health Procedures

Student Illness

If your child is ill or will not be attending school, we request that you contact the intermediate office by 8:15 a.m. on each morning of absence. The compiled list of notifications will be checked against the absentee list submitted by the classroom teacher. If you have not notified us, we will call you.

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

1. Attempts will be made to reach a parent/guardian.
2. The parent/guardian 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/guardian.
3. Emergency numbers will be used as alternatives if parents/guardians cannot be reached.

***It is very important for you to make any necessary changes in Skyward at the District Back To School Days or on your own computer. It is critical that phone numbers are updated throughout the year so that we can contact you in case of an 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 in 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 up to \$25.00 per day. If you have any questions, please call 882-4608 and speak with Mindy Larson or to speak with Peggy Blohm, county nurse.

Medication

Medication should be administered to school children by parents/guardian; 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.

The following procedures shall be adhered to when administering medication to students:

1. A written statement shall be provided by parent/guardian requesting and authorizing designated school personnel to be responsible for administering the medication.
2. 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 willingness to accept direct communication.

All **non-prescribed** medications require the parent/guardian signature only.

3. 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.**
4. 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.
5. In some cases, such as with inhalers, the principal may allow students to self-administer prescription or non-prescription medication. Forms can be found in the intermediate school office.

6. 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.
7. 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.
8. The Emergency Nursing Manual (on page 16 of this handbook) 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 doctor's 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 Rock County Health Department at 757-5440.

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 the Back to School Days for grades 3 and 5. Parent volunteers are sought to help with this process.

Homework

Homework at the intermediate level serves two main purposes: 1) to help children become confident and independent in their learning, a lifelong skill; and 2) to keep families aware of what is taught during the school day. Homework should reinforce classroom objectives and be an extension of what happens in the classroom. Students at the intermediate level should spend 20-30 minutes each day on homework. There are three kinds of assignments:

- 1) practice—reinforces newly acquired skills
- 2) preparation—involves research, collecting materials, or gathering information
- 3) extension—applies previous learning; emphasizes creative learning and student initiative

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 families 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

Dress Code

Short shorts/skirts or low cut shirts are not allowed. A good rule of thumb for determining the length of shorts/skirts is the length of the shorts/skirts should come to the tips of your fingers when your arms are at your sides. Tops should have straps that are at least 1" wide and must be long enough to cover the stomach.

Volunteers

If you have time available during the school day, we welcome you to volunteer in our classrooms. Please inform your child'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.

If you are interested and willing to help occasionally, please fill out a volunteer form which can be found in the school office or on the district website.

Volunteers share their time and talents with our students. This is a wonderfully enriching experience for both the volunteer and the students with whom they work. It is also a great help for the classroom teacher.

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. Some ways that volunteers help out include:

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

We appreciate your time and efforts in working with students. We hope you understand that we are doing the background checks for the safety of all our students. Through all our efforts, we can create a safe, supportive learning environment for our students.

Playground Rules

All children at Theodore Robinson Intermediate 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 include:

- Stay on school property, away from the road and sidewalk.
- Play on the playground, not in trees or bushes.
- Use playground equipment appropriately.
- Play games like “tag” on the grass, not on equipment.
- Play “touch” football, not tackle.
- Play away from windows.
- Use appropriate, respectful language.
- Treat others as you would want them to treat you.

These are only some examples of appropriate behavior. As long as students treat one another respectfully, our playground will be a safe place for all children.

Procedure for Sending Money to 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. Please include 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.

P.T.O.

Theodore Robinson Intermediate School sponsors a parent-teacher organization (PTO). Parents/Guardians, teachers, and staff are automatically members of the PTO. There are no dues. The PTO organizes and/or supports a variety of activities throughout the year to bring students, families, and teachers closer together. Some of these activities are: the Jack O Lantern Jamboree; Book Swap; and conference night suppers for teachers. It is our hope that every family will find a way to support the teaching/learning efforts at Theodore Robinson Intermediate. The PTO needs support with committees to plan activities, baked goods donations, and assistance at special events, both day and evening.

Look for PTO information monthly. Please call or email a PTO officer listed below if you have questions or comments.

President – Eileen Bradley
Secretary – Regina Ylvisaker

Treasurer – Becky Hildebrandt

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 in allowing the student to meet with the social worker 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. Desk & locker searches may be conducted by school building administrators or individuals designated by the district administrator. A more comprehensive policy #446.1 regarding this issue is on our district website.

Student Enrichment Opportunities

History Hunters – An after school organization for 4th graders interested in researching and learning about the history of the Evansville area. Meetings are once a month from 3:05 – 4:15 p.m. Please contact Deanna Pickering, coordinator, for additional information.

Theodore Robinson Singers – Fifth grade students who love to sing should definitely check this group out. Please contact Cindy Zblewski for more information.

Theodore Robinson African Drumming and Xylophone Group – Students who love to play instruments will love this group. Please contact Cindy Zblewski for more information.

We continue to look for opportunities so that each child may discover an area of strength.

Visitors/Registration

We welcome families into our building! However, we do have an obligation to protect the health, safety, and welfare of our children. Anyone who comes to the intermediate school is to enter by the **main entrance** and **register** in the office. This includes all volunteers and all visitors. Please notify the office before visiting your child out on the playground during recess. Please exit through the main office. This policy is for the protection of our children. **All volunteers who work with students or who supervise student activities, including fieldtrips, must have a background check prior to working/supervising students.** The following board policy has been developed.

VISITORS TO THE SCHOOLS

The Evansville Community School District Board of Education and the staff welcome members of the community and other interested persons to visit the schools. Visitors are welcome whether to conduct business or take an interest in our students and programs. Visits should be prearranged with the building principal.

1. Any adult visitor during the hours (7:20 a.m. – 4:00 p.m.)(e.g., volunteer, community member, parent/guardian, salesperson, visiting student) must register at the school's main office before going anywhere in the building and wear an ID badge or sticker.
2. A student visitor who is a guest of a student must be pre-approved by the building administrator or designee at least one day before the visitation occurs. Pre-approval will be based upon completion of the "Visitors Request Form." The visiting student shall abide by all school policies and regulations.

Principals or designee shall have complete authority to exclude from the school any visitor whom they have reason to believe poses a threat to safety or security or interferes with the educational process.

Bus Regulations

Be on time at the designated pick up point. (A student who is habitually late or who intentionally wastes time on the way from home to the loading point may be left if the bus has already stopped).

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 bus driver for a hand signal to cross.

Bus riders shall board the bus at their school's loading zone unless permission is granted otherwise.

Proceed to your seat in the bus without disturbing or crowding other pupils. Bus drivers may assign seats.

Riders are not to extend any object or part of their body out of the windows or move around the bus at any time.

Riders are expected to obey the bus driver promptly.

Help keep the bus clean and orderly. No littering!

Repairs for damage to seats or other bus equipment must be paid by the rider or his/her parents or guardian.

Riders shall remain seated unless exiting the bus.

The following is unacceptable behavior:

- Swearing, profanity, indecent or objectionable language or gestures.
- Fighting, pushing or tripping another student.
- Throwing objects in or outside the bus.
- Creating unnecessary confusion or noise
- Eating or drinking without permission of the bus driver.
- Possession of tobacco, alcohol or drugs.
- Overt display of affection
- Possession of water squirting apparatus.

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.

Students must have written permission from a parent/guardian to leave the bus other than the regular unloading area.

Student requests to ride on a bus other than the regular designated bus will be treated on an individual basis dependent on bus routes, seating availability and driver's discretion. Written parental request is required at all times.

These rules also apply for any trip that is sponsored by the school.

The school retains the right to remove bus privileges for refusing to obey the driver, or for any infractions that may endanger the safety of self or other bus students.



Busrules.doc

MEDICATION CONSENT FORM
Evansville Community School District

Prescription & Non-Prescription Medications

Specify one medication per form

For **prescription** medications, ask your pharmacist to prepare two labeled containers, one for school and one for home.

Non-prescription medications may be administered by designated school staff only after the parent/guardian has provided written consent and instructions for dispensing the medication to the building principal and/or school nurse. **High school students may carry and self-administer non-prescription medication in the school with prior permission on Medication Consent Form.** If possible, these medications should be given at home.

All medications (prescription and non-prescription) must be supplied in the original packaging or container and brought in by the parent/guardian. The medication must be clearly marked with the child's name. A separate form must be filled out for each medication.

PARENT/GUARDIAN SECTION

Student: _____
Medication _____ Dose: _____
Start Date: _____ End Date: _____
Method of Administration: _____ Time/Frequency: _____
Diagnosis: _____ School: _____
Grade: _____

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

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

- With physician permission, I too, allow my student to carry and self-administer his/her epinephrine (auto-injector, epi-pen) and inhaler.
- For my high school student, I give he/she permission to carry and self-administer this nonprescription 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: _____

*******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 Station.

Approved: April 8, 2015

PHYSICIAN/PRACTITIONER MEDICATION CONSENT FORM
Evansville Community School District

Prescription Medications

Specify one medication per form

PHYSICIAN/HEALTH PRACTITIONER SECTION

Please administer to _____ the following medication at school:
(Student's Name)

Medication: _____ Dose: _____ Start

Date: _____ End Date: _____

Method of Administration: _____ Time/Frequency: _____

Diagnosis: _____ As
needed for _____, but no more frequently than every _____ Special

Instructions:

Inhalers & EpiPen's:

- 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 or EpiPen on his/her person

Physician Name

Phone

Fax

Clinic/Facility

Physician/Health Care Practitioner Signature

Date

Revised: June 28, 2004
Revised: February 11, 2008
Revised: February 12, 2014

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-12 are governed by the student handbooks.

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 (Electronic Communication Devices Prohibited)
120.13(1) (School Board Powers)
947.0125 (Unlawful Use of Computerized Communication Systems) 995.50(2)(a)
(Right of Privacy)

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

To Parents/Guardians and Students:

Below is a listing of important student policies for the Evansville Community School District that you should be aware of.

To access these policies you may:

- Contact any of the school offices, including the District Office.
- Go to the Eager Free Public Library and view the Policy Manual.
- Go to our website: www.evansville.k12.wi.us. School Board. Policies.

Student Section Policy #	Title
322	Student School Day
323.1	Special Observance Days
324	Evening, Wednesday and Weekend Activities
324 Form	Wednesday Student Participation Notice
333.2	Student Surveys
342.1	Local Agency Special Education Program
343.1	Student Class Selection and Schedule Changes
343.12	Protecting Instructional Time
343.3	Virtual School Program
343.3 Form	Virtual School Program Form
343.31	Virtual School Program – Admin. Rule
345.1	Grading Systems
345.2	Progress Reports to Parents
345.4	Promotion of Students from 4th to 5th and 8th to 9th Grade
345.51	Academic Honors
345.6	Graduation Requirements
347	Student Records
347 Exhibit	Student Records Notice
347.1	Procedures for the Maintenance and Confidentiality of Student Records
352	School Sponsored Excursions
352.1	Overnight Excursion Regulations
352.1 Form	Overnight Excursion – Parent Permission
353.1	School Volunteers
363.2/554	Acceptable Use and Internet Safety Policy for Students, Staff and Guests
370	The Co-and Extra-Curricular Activities
371	Co-and Extra-Curricular Participation
374	School Fund Raising Activities
374.1	Fund Raising for Co-and Extra-Curricular Activities
374.2	Fund Raising for Outside Organizations By Staff or Students
375	Activities When School is Canceled
383	Animals in School
411.1	Student Nondiscrimination/Harassment
411.1 Form	Discrimination or Harassment Complaint
411.2	Harassment on School Bus
411.3	Complaint Procedures
411.4	Student Bullying
411.4 Form	Bullying Report
423 Form	Enrollment Form

