

# EVANSVILLE COMMUNITY SCHOOL DISTRICT

## Board of Education Regular Meeting Agenda

Monday, April 9, 2012

6:30 p.m.

District Board and Training Center

340 Fair Street

*Note, public notice of this meeting given by posting at the District Office, Levi Leonard Elementary School Office, Theodore Robinson Intermediate School Office, J.C. McKenna Middle School Office, High School Office, Evansville School District Web Site: [Evansville.k12.wi.us](http://Evansville.k12.wi.us), and by forwarding the agenda to the Evansville Review, M&I Bank, Union Bank & Trust and Eager Free Public Library*

### **6:00 Two board members are available to listen to the public on a drop in basis.**

- I. Roll Call: Dennis Hatfield      Kathi Swanson      Eric Busse      John Rasmussen  
   Tina Rossmiller      Sharon Skinner      Nancy Hurley      Board Rep. Hertina Kan
- II. Approve Agenda.
- III. Executive Session – Under Wisconsin Statute 19.85(1)(c) to Discuss Lay-Offs.
- IV. Approximately 7:30 pm – Return to Open Session.
- V. Public Announcements/Recognition/Upcoming Events:
  - Energy Fair – April 20
  - Week of the Young Child – April 23
  - Open Enrollment Application Period – February 6 – April 30
  - Teacher and Staff Appreciation Week – May 7-11
  - Employee Recognition – May 9
  - Back to School Days - August 15 and 16, 2012
  - Congratulations 8<sup>th</sup> grade math 24 team at the Regional tournament in Mt. Horeb on March 12. Alex Viet placed 1<sup>st</sup>, Alex Diebold placed 2<sup>nd</sup>, and Jacob Kennedy placed 6<sup>th</sup>. The team earned three of the six trophies.
  - Congratulations to Butch Beedle and Mike Czerwonka who were both recognized as People Who Matter by the Janesville Gazette.
- VI. District Administrator Report – Budget, Transition Planning, and District News.
- VII. High School Board Representative Report – High School Events.
- VIII. Information & Discussion:
  - A. Update of 2012-13 Budget Draft.
  - B. Special Education Least Restrictive Environment Presentation.
  - C. School Board Unofficial Election Results.
  - D. High School Low Enrollment/Class Size Courses.
  - E. Middle and High School Student Handbooks.

- F. District Office Staffing Plan.
  - G. Selection of an Audit Firm.
  - H. Upcoming Board Meetings.
  - I. First Reading of Policies: #322-Student School Day, #411.4-Student Bullying, and #722.1-Accident Reports.
- IX. Business (Action Items):
- A. Approval of Staff Changes: Full and Partial Lay-Offs, Staff Retirement, and Job Share Request.
  - B. Approval of Audit Firm Selection.
- X. Consent (Action Items):
- A. Approval of Policies: #453.1-Emergency Nursing Services and #841-Bequests and Gifts.
  - B. Approval of March 12 Regular and March 14 Special Meeting Minutes.
  - C. Approval of February Reconciliation Report and Bills.
- XI. Set April 23, 2012, Regular Meeting Agenda.
- XII. Adjourn.

Mission Statement:

*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.*

Vision Statement:

*Creating a culture of excellence in:*

- *Academic achievement*
- *Character development*
- *Pursuit of arts, athletics, and other activities*
- *Community engagement*
- *Highly effective staff*

This notice may be supplemented with additions to the agenda that come to the attention of the Board prior to the meeting. A final agenda will be posted and provided to the media no later than 24 hours prior to the meeting or no later than 2 hours prior to the meeting in the event of an emergency.

Persons needing special accommodations or more specific information about the agenda items should call 882-5224, Ext. 3387, at least 24 hours prior to the meeting.

Posted: 4-4-12  
Re-Posted: 4-4-12

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting Agenda/Briefs**

**Monday, April 9, 2012**

**6:30 p.m.**

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**340 Fair Street**

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**6:00 Board members Kathi Swanson and John Rasmussen are available to listen to the public on a drop in basis.**

**I. Roll Call:** Dennis Hatfield    Kathi Swanson    Eric Busse    John Rasmussen  
   Tina Rossmiller    Sharon Skinner    Nancy Hurley    Board Rep. Hertina Kan

**II. Approve Agenda.**

**Suggested Motion: I move we approve the agenda as presented.**

**III. Executive Session – Under Wisconsin Statute 19.85(1)(c) to Discuss Lay-Offs.**

**Suggested Motion: I move we move into executive session, under Wisconsin Statute 19.85(1)(c) to discuss lay-offs.**

**Roll Call Vote.**

**IV. Approximately 7:30 pm – Return to Open Session.**

**V. Public Announcements/Recognition/Upcoming Events:**

- Energy Fair – April 20
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- Congratulations 8<sup>th</sup> grade math 24 team at the Regional tournament in Mt. Horeb on March 12. Alex Viet placed 1<sup>st</sup>, Alex Diebold placed 2<sup>nd</sup>, and Jacob Kennedy placed 6<sup>th</sup>. The team earned three of the six trophies.

- Congratulations to Butch Beedle and Mike Czerwonka who were both recognized as People Who Matter by the Janesville Gazette.

**VI. District Administrator Report – Budget, Transition Planning, and District News –**  
*Enclosed is Ms. Carvin's report.*

**VII. High School Board Representative Report – High School Events.**

**VIII. Information & Discussion:**

- A. Update of 2012-13 Budget Draft – *Ms. Treuden has included in the packet a memo on the health and dental insurance premiums for 2012-2013. Also included is a memo on the budgetary impact of the teachers' step or lane movement for 2012-2013. Ms. Treuden continues to work on the 2012-2013 budget forecast and may have additional information to present at the meeting.*
- B. Special Education Least Restrictive Environment Presentation – *Director of Student Services, Ms. Ashby, will make a brief presentation. Materials are included in your packet.*
- C. School Board Unofficial Election Results – *Enclosed are the "unofficial" results. The canvassing of the election will take place on Tuesday, April 10 at 9:00 am in the District Office. Due to the change in the law, municipal clerks have through Friday, following the election (April 6) to update their election results (absentee ballots and provisional ballots) and get information to districts no later than 4:00 pm Monday (April 9). Schools are to canvass between 9:00 am and 4:00 pm on Tuesday (April 10). The canvassers are John Rasmussen, Kelly Mosher and Kaye Crocker.*
- D. High School Low Enrollment/Class Size Courses – *Enclosed are the low enrollment/class size courses and our policy #343.2-Class, Program and School Size. These will be up for approval at the May meeting.*
- E. Middle and High School Student Handbooks – *Enclosed are the middle and high school student handbooks with suggested changes. These will be approved at the May meeting.*
- F. District Office Staffing Plan – *Ms. Treuden has enclosed information. The District Office staffing proposal presented is for Board information. Official Board action will occur when the Board approves the 2012-2013 budget that includes the increased expense for the additional staff hours.*
- G. Selection of an Audit Firm - *Ms. Treuden has enclosed information. We are asking for your approval later in the meeting.*
- H. Upcoming Board Meetings – *Ms. Swanson had sent out a memo about possible upcoming special meetings and changing the dates. Ms. Treuden will not have updated budget information until the May 7 date which would be the committee meeting date for May. April 16 could be used solely for looking at Policy changes based on WASB*

*recommendations, and models for the Support staff handbook. We would hope to have both the policies and models to you by April 13 so you could review them over the weekend, prior to the meeting.*

- I. First Reading of Policies: #322-Student School Day, #411.4-Student Bullying, and #722.1-Accident Reports – *These policies come forward with suggested changes. The Administrative Team has reviewed these policy changes.*

**IX. Business (Action Items):**

- A. Approval of Staff Changes: Full and Partial Lay-Offs, Staff Retirement, and Job Share Request – *Please approve the changes:*

- Full and partial lay-offs -

**Suggested motion: I move we approve, with regret, the lay-offs as presented.**

- Staff retirement of Brenda Berg, middle school music teacher. *She has taught in the District for the past 35 years.*

**Suggested Motion: I move we approve the resignation of middle school music teacher, Brenda Berg, and thank her for her many years of service to the District.**

- Job share request- Nancy Greve-Shannon: *Enclosed is Ms. Greve-Shannon's letter. Nancy has had different job share partners and I have never heard any negative feedback. This request is for two years. An individual agreement outlines the conditions including participating in all professional development and parent conferencing. It would also indicate she can return to the position full time after the two years. This would save the District 40% of a family health insurance cost.*

**Suggested Motion: I move we approve the request of Nancy Greve-Shannon to work 60% for the 2012-13 and 2013-14 school years providing a strong candidate is found for the job share.**

- B. Approval of Audit Firm Selection –

**Suggested Motion: I move we approve Wegner, CPAs, as the District's auditing firm for the next three years.**

**X. Consent (Action Items):**

- A. Approval of Policies: #453.1-Emergency Nursing Services and #841-Bequests and Gifts.  
B. Approval of March 12 Regular and March 14 Special Meeting Minutes.  
C. Approval of February Reconciliation Report and Bills.

Are there any items you want removed from the consent agenda items?

**Suggested Motion: I move we approve the consent agenda items: policies #453.1 and #841, March 12 regular and March 14 special meeting minutes and the February reconciliation report and bills as presented.**

**ROLL CALL VOTE.**

**XI. Set April 23, 2012, Regular Meeting Agenda** – *Enclosed is a draft of the April 23 meeting. School board members elected will take their official oath on or before April 23. Election of school board officials may take place from April 23 to May 23. I suggest that we hold the election (reorganization) meeting at the start of our normal April 23 second meeting of the month.*

**XII. Adjourn.**

**Motion to adjourn.**

**FOR YOUR INFORMATION**

1. Student activity accounts.

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Posted:

## April 2011 Superintendent's Report

### **Congratulations to Incumbents!!!**

Congratulations to Tina Rossmiller and Sharon Skinner on their re-election! I think it will be very helpful to Jerry Roth to have continuity on the Board. Thanks also to Marshall Reese for taking the time and risk to run for public office.

### **WKCE Test Scores**

We are in the process of analyzing our WKCE test scores. A report will be part of the June Board packet. I have included some very preliminary results in the Board packet. In Ms. Lander's absence I will probably be preparing the June report. The main thing to note is that the threshold percentage for the number of students reading Proficient or Advanced increased by 6.5% this year in reading and 9.5% in math. The state is making significant changes to its assessment system over the next two years as to how it measures Adequate Yearly Progress.

### **Budget Update**

Ms. Treuden has some updated information in the Board packet. She has prepared excellent information to guide you through. Some numbers are becoming more firm, but she will not be ready until May 7 to give you a revised model with the up to date numbers for the whole budget.

### **District Administrator Transition**

Mr. Roth is doing a great job meeting with various district staff and attending meetings this week while Edgerton is on Spring Break. He is on our email system and we will include him as much as possible in our planning for next year. We are hoping he can attend the handbook meeting with us on April 17<sup>th</sup> being planned by Boardman and Clark.

### **Future Agenda Items**

While we have been talking about budget cuts, there is one item that needs to be considered if at all possible for a budget increase. We would like to add a section of Fifth grade given that it looks like class sizes will be 27 or 28 which is higher than anywhere else in the District. I would like to put off adding this to a Board agenda until Ms. Treuden gets the budget model updated, but I do want you to be aware of the need.

Next year class sizes at Theodore Robinson are projected to be as follows:

<b>Grade</b>	<b>Total</b>	<b>Sections</b>	<b>Class Size</b>
3	142	8	17.75
4	140	6	23.33
5	137	5	27.40

We considered asking for a SAGE waiver to decrease a section in Third grade and adding it to Fifth. But the loss in SAGE aid would be at least \$10,000 more than if we simply found the money to add the section ourselves. Adding this section would preserve an elementary position on the recommended lay-off list.

2011-12 Preliminary WKCE Results

Grade	% Proficient or Advanced				
	Reading	Math	Language Arts	Science	Social Studies
3	82	<b>79</b>			
4	86	<b>91</b>	79	76	98
5	85	<b>88</b>			
6	84	<b>81</b>			
7	90	<b>84</b>			
8	86	<b>86</b>	62	88	85
10	85	<b>80</b>	74	81	84

Proficient/  
Advanced

threshold            87            **79** **Bold indicates AYP is met by numbers only.**

Given the confidence interval and other statistics used by DPI we won't know for sure if we missed AYP until we get the next level of results from DPI. Given how close we are, it is likely we will have met AYP.

The thresholds increased this year from 80 to 87% for reading and from 68.5% to 79% for math.

HOWEVER: Next year the scores will be converted to NAEP scores as an indicator of how students perform on more stringent criteria. Since we have more students at a Proficient Level than Advanced, it is likely our NAEP equivalent scores will show less than 50% of students meet the threshold for success. This is predicted to be a statewide issue.

Generally, these numbers do not show significant improvement or decline from last year's scores. Third, 8th and 10 increases in both subject areas. Fourth went down in both areas. Fifth went up in reading and down in math. 6th and 7th went down in reading and up in math.



# Evansville

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## Community School District

### MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: 2012-2013 Budget Update – Health and Dental Insurance  
Date: April 9<sup>th</sup>, 2012

The District received the health and dental insurance premium changes from Dean Healthcare and Delta Dental. Insurance rate increases/decreases are based on the District experience rate. The experience rate is calculated by comparing the total dollars paid in medical/dental claims to the total dollars collected in premiums for insurance coverage for a 12 month period.

Dean Healthcare collected \$2,720,935 in health insurance premiums from the District/Employees over the past 12 month period. During the same 12 month period, Dean Healthcare paid \$3,199,913 in medical claims on behalf of the District employees/families. The \$478,978 shortfall results in a health insurance rate increase of 11.9%. This rate increase is based on the current health insurance plan design.

The health insurance plan design changes (negotiated with the teachers) were negotiated with Dean Healthcare after the rate increase was determined. The plan health insurance plan design changes were predicted to reduce the health insurance premiums by 8% for 2012-2013. The final negotiated health insurance plan design savings came in at 9%.

The final result for health insurance premium changes is a net increase of 2.9% (11.9%-9.0%) for the 2012-2013 budget year. The increase has a budget impact of \$78,907.

Delta Dental collected \$241,297 in dental insurance premiums from the District/Employees over the past 8 month period. During the same 8 month period, Delta Dental paid \$226,018 in dental claims on behalf of the District employees/families. The result is a \$15,279 surplus resulting in an experience rate of 93.67%. Because last years' experience rate for dental insurance was 104% and this year's calculation does not include a full 12 months of experience, the dental insurance rate increase is 6% for the 2012-2013 budget year. The rate increase is 1% higher than was predicted for next year's budget and represents a \$3,614 budget impact.

**INSURANCE PREMIUMS - 2011-2012 Dean Healthcare**

	Premiums		Employee Contributions			
	Month	Annual	5% Month	5% Annual	8% Month	8% Annual
Family	1,473.17	17,678.04	73.66	883.90	117.85	1,414.24
Single	626.88	7,522.56	31.34	376.13	50.15	601.80

**INSURANCE PREMIUMS - 2012-2013 Dean Healthcare**

	Premiums		Employee Contributions			
	Month	Annual	5% Month	5% Annual	8% Month	8% Annual
Family	1,515.26	18,183.12	75.76	909.16	121.22	1,454.65
Single	644.79	7,737.48	32.24	386.87	51.58	619.00

**INSURANCE PREMIUMS - 2011-2012 Delta Dental**

	Premiums		Employee Contributions			
	Month	Annual	5% Month	5% Annual	8% Month	8% Annual
Family	146.97	1,763.64	7.35	88.18	11.76	141.09
Single	56.87	682.44	2.84	34.12	4.55	54.60

**INSURANCE PREMIUMS - 2012-2013 Delta Dental**

	Premiums		Employee Contributions			
	Month	Annual	5% Month	5% Annual	8% Month	8% Annual
Family	155.78	1,869.36	7.79	93.47	12.46	149.55
Single	60.28	723.36	3.01	36.17	4.82	57.87

# Evansville

## Community School District

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### MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: 2012-2013 Budget Update – Teacher Step/Lane Movement and Insurance Changes  
Date: April 9<sup>th</sup>, 2012

The teachers submitted requests for step or lane movement per the recently negotiated MOU on March 23<sup>rd</sup>. The final health and dental insurance rates were received on March 29<sup>th</sup>. This information provides final numbers for costing the teacher salary/benefit expense for the 2012-2013 budget. The average teacher salary increase is 3.4% for 2012-2013. Below is a summary of the calculations.

Projected teacher salary/benefit expense for 2012-2013	\$12,279,043
Current teacher salary/benefit expense for 2012-2013	<u>\$11,813,283</u>
Savings	\$ 465,760
Savings from health insurance plan changes (non-teachers)	\$ 52,487
Dental increase for non-teachers (predicted 5%, actual 6%)	<u>\$ -3,614</u>
Net savings for 2012-13	\$ 514,633

# ECSD SPECIAL EDUCATION

Advancing Our Students &  
District Into The Future...

PROFESSIONAL DEVELOPMENT, LEAST  
RESTRICTIVE ENVIRONMENT, CASELOADS



## PROFESSIONAL DEVELOPMENT FOR SPECIAL EDUCATION (Sp Ed) STAFF

• October, 2011 - May 2012

- Full Day for Sp Ed Teachers, educational assistants, the nurse, OT, PT, S/L & school psychologists
- Sp Ed Teachers, the nurse, OT, PT, Speech and Language Therapist (S/L) have a total of five days, 40 hours of professional development

Topics included:

- Physically lifting students
- Communication with Educational Assistants (EAs)
- Development of meaningful IEP
- Nonviolent Crisis Intervention Certification

## PROFESSIONAL DEVELOPMENT TOPICS (SP ED TEACHERS, OT, PT & S/L ONLY)

- Training on the use of Read & Write: Gold.
  - A web-based program designed to provide help to computer users with reading and writing difficulties.
- Least Restrictive Environment (LRE)
- Building Independent Skills for Special Education Students
- Planning Tool For EAs Support
- Common Core Standards and Special Education



## PROFESSIONAL DEVELOPMENT (PD)

One Full Day with the  
Educational Assistants only

- Review "Tool for EAs Support"
- Explain Least Restrictive Environment (LRE)
- Define Building Independent Skills for Special Education Students
- Complete the Training Guide for EAs-Professionals-Chapter 2



## PROFESSIONAL DEVELOPMENT FOR SPECIFIC STUDENT SERVICE TEAM MEMBERS

- Our Schools Psychologists are now certified to train our staff for Nonviolent Crisis Intervention Certification
  - 65 staff members have been trained
  - We are already in compliance with the law
- Our School Nurse became certified to train our staff in CPR
  - First training was today
  - Will train all of our coaches, health clerks, first responders and administrators by Spring, 2013.



## LEAST RESTRICTIVE ENVIRONMENT (LRE)

- IDEA...LRE
  - A free, appropriate education in the LRE for children with disabilities
  - A child with a disability is not removed from education in age-appropriate regular classrooms solely because of needed modifications in the general education curriculum
  - The school district ensures a continuum of placements is available to meet the needs of children with disabilities for special education and related services
  - This includes instruction in regular classes, special classes, special schools, home instruction, and instruction in hospitals and institutions

## LRE...continued

- Supplementary services (such as resource room, itinerant instruction, adult assistance) are provided in conjunction with regular class placement based on the student's IEP
- School district arranges for each child with a disability to participate with nondisabled children in the extracurricular services and activities to the maximum extent appropriate to the needs of that child
- School district ensures that each child with a disability has the supplementary aids and services determined by the child's IEP Team to be appropriate and necessary for the child to participate

## SO LRE IS...

...the specific determination made by the IEP Team of appropriate educational services, location, and building or facility for an individual student

Thus, one child's least restrictive environment may be very different from another child's. The *IEP team identifies the LRE for each child* based upon the child's individual needs

## SO HOW DO WE SUPPORT STUDENTS IN LRE?

- Educating Sp ed students means teaching them while supporting and encouraging independence
- We need to teach and build independent skills in our sp ed students
- That will look different for every student
- Have begun discussion of "systematically fading direct support" for some students
- Will be stated in students' IEP

## ...SUPPORT STUDENTS IN LRE...

- EAs are assigned to students based on a student's IEP but we need to be mindful of a few caveats that have been overlooked...
- We need to look at the amount & type of adult support students are receiving when & where:
  - The school day is 7 hours but an IEP says the student needs 10 hours of support?
  - What should that adult support look like?
  - When do you need two dedicated adults for one student?
  - Does that student need the EA while receiving related services, ie S/L, OT?



## SO HOW DO WE TRAIN STAFF TO SUPPORT IN LRE?

- Presented to TRIS Staff (February) and Levi Leonard Staff (March) on "LRE and Sp Ed"
- Will present to McKenna and ECHS by end of school year
- Have begun discussions of "systematically fading direct support" with sp ed staff
- This is a topic for an April PD for EAs and SP Ed teachers
  - It might mean a student goes from 6 hours of EA support at the beginning of the school year to 5 hours at the end of the school year, roughly fading support 15 minutes a quarter

## LRE ALSO ...

- Promotes natural peer interactions
- Promotes teacher engagement
- Promotes Inclusionary practices
- Allows some personal control
- Limits stigmatizing feelings
- Decreases unnecessary dependence on EAs



## CASELOADS

Factors that assist in determining the number of sp ed students a sp ed teacher manages (caseloads)

- Area/number of disability/ies
- Severity of Disability
- Medical needs
- Grade/ability level
- Related Services ( OT, PT, APE, S/L, Nurse, Psy)
- Classroom placement
  - Reg ed, resource, self contained
- Basic adaptive skills/self help skills
  - Toileting, feeding, mobility, dressing, basic safety

## CASELOADS

Some factors that assist IEP Teams in determining need for adult assistance in addition to teachers (Sp ed and reg ed)

- Area of disability/ies
- Severity of Disability ( behavioral /physical)
- Medical needs
- Specialized Instruction
- Basic adaptive skills/self help skills
  - Toileting, feeding, mobility, dressing, basic safety

## CURRENT SP ED DATA

Sp ed Students 227

504 Students 20

- Sp Ed Teachers & S/L 22
- EA staff 30
  - Full Time Equivalents 27.5
- Occupational Therapy 16
- Physical Therapy 22

## CURRENT SP ED DATA

• Sp ed students 504 students

- Early Childhood-2
 

50	1
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- 3-5 62 11
- 6-8 59 2
- 9-12 69 6

## CURRENT SP ED DATA

• Wheelchair	10
• Medically fragile	14
• tube feeding, lung disease, epilepsy, seizures	
• Occupational Therapy	55
• Physical Therapy	30

• S/L only	38
• Safety issues	6
• Low Incident	12
• Specialized Designed P. E.	16
• Specialized Transportation	21

## EA ALLOCATIONS

- Based on the students' IEP teams decision regarding supplementary aids and services
- Which includes:
  - Severity of Disability ( behavioral /physical)
  - Medical needs
  - Specialized Instruction
  - Basic adaptive skills/self help skills
    - Toileting, feeding, mobility, dressing, basic safety

## PARAMETERS OF EA RESPONSIBILITY

- Direct and Indirect support of ALL students, not the gen ed teacher
- Encourage peer interaction in all settings
- Assist with implementation of the (IEP) educational plan for sp ed students

**Inadvertent Detrimental Effects of EAs Proximity ( Table 1)**

<b>CATEGORY OF EFFECT</b>	<b>DESCRIPTION</b>
Separation from Classmates	Student and EAs in back or side of the room, seated from class
Unnecessary Dependence	Student hesitant to participate without EAs direction, prompting or cueing
Interference with Peer Interactions	Creation of physical or symbolic barriers that interfere with interactions between peers
Insular Relationships	Student with a disability and EAs do almost everything together, to the exclusion of others
Feeling Stigmatized	Student expresses embarrassment/discomfort about having EAs. Makes them stand out negatively.
Limited Access to Instruction	EAs are not necessarily skilled in providing competent instruction, ie doing work for student
Interference with Teacher Engagement	Teachers are less involved with student because individual attention is available
Loss of Personal Control	EAs do so much student does not have the same choices typical of other students
Loss of Gender Identity	Treated as gender of EAs (male student in female bathroom)
May Provoke Problem Behaviors	Students may express their dislike of support by displaying inappropriate behaviors

## IMPLICATIONS FOR 2012-2014 STAFF DEVELOPMENT

### Special Education

- Will include sp ed teachers, educational assistants, the nurse, OT, PT, S/L & school psychologists
- Topics include
  - Aligning IEP goals to common core standards and our curriculum mapping
  - Increasing our capacity to support our behaviorally challenged and Autistic students
  - Developing a ECH-12<sup>th</sup> grade Service Delivery Model
  - Review and obtain curriculum for self-contained classes



## IMPLICATIONS FOR 2012-2014 STAFF DEVELOPMENT

### General Education Teachers

- Adding components to their PD
- Topics include
  - Understanding why and how EA assignments decided
  - Understanding the alignment of IEP goals to common core standards and our curriculum mapping
  - Increasing their capacity to support our sp ed students in the general ed environment

## RESOURCES

- Table 1
  - Giangreco, Broer, and Edelman, 2001; Giangreco et al 1997; Hemmingsson, Borell, & Gustavsson, 2003; Skar & Tamm, 2001)
- "Free Appropriate Education" 30 CFR § 300.17; Wis. Stat. § 115.76(7)
- "Least Restrictive Environment" 20 USC 1412(5)(A) and 34 CFR § 300.550(b)(1)

**Sp Ed Student SERVICE LEVEL MATRIX**

**(DPI-3/2001)**

Instructions for use: Students at each level should meet some or all of the following criteria. Other criteria may be added as deemed appropriate by individual districts.

	Criteria
Level 1	<ul style="list-style-type: none"> <li>• No persistent, documented health, sensory, or behavior problems concurrent with primary disability</li> <li>• Primarily general education curriculum with support and modifications within group/whole class setting; with modifications and accommodations, meets at least minimal behavioral expectations of general education</li> <li>• Students with LD must have an ability/achievement discrepancy of 1.75 SEe or above*</li> <li>• Student receives direct services from special educator for &lt;50% of school day</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>• Persistent documented health, communication, sensory, or behavior problems concurrent with primary disability</li> <li>• Primarily separately designed and paced curriculum requiring small group/individual instruction; significant behavioral needs<sup>1</sup></li> <li>• Students with LD must have an ability/achievement discrepancy of 1.96 SEe or above*</li> <li>• Student receives direct services from special educator for &lt; 75% of school day</li> </ul>
Level 3	<ul style="list-style-type: none"> <li>• Persistent documented health, communication, or behavior problems concurrent with primary disability</li> <li>• Entirely separate curriculum and pace requiring individual or small group instruction; substantial behavioral needs<sup>2</sup></li> <li>• Students with LD must have an ability/achievement discrepancy of 2.33 SEe or above*</li> <li>• Student receives direct and/or extensive indirect services from special educator for ≥ 75% of school day</li> </ul>

<sup>1</sup> Examples: intermittent proximal supervision, support, consultation regarding behavior, etc.

<sup>2</sup> Examples: constant proximal supervision; crisis management, etc.



## Planning Tool for Paraprofessional Support

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade \_\_\_\_\_

Case Manager: \_\_\_\_\_ IEP Date: \_\_\_\_\_

General Ed Teacher: \_\_\_\_\_

Does the student require assistance with basic adaptive/self-help skills (provide details if applicable)?

Toileting  Yes  No

\_\_\_\_\_

\_\_\_\_\_

Diapering  Yes  No

\_\_\_\_\_

\_\_\_\_\_

Mobility  Yes  No

\_\_\_\_\_

\_\_\_\_\_

Feeding  Yes  No  Assisting or Tube Feeding (please circle)

\_\_\_\_\_

\_\_\_\_\_

Dressing  Yes  No

\_\_\_\_\_

\_\_\_\_\_

Following basic safety rules  Yes  No

\_\_\_\_\_

\_\_\_\_\_

Communication  Yes  No

\_\_\_\_\_

\_\_\_\_\_

**Please note:** For any item checked "Yes" you should include the appropriate documentation on the following page "Student Abilities & Assistance Needs Matrix" form.

## Student's Abilities and Assistance Needs Matrix

Student Name: \_\_\_\_\_

Activity:	What the student <u>can</u> do without assistance:	What the student <u>cannot</u> do and needs adult assistance with:	Identify areas to promote social <u>acceptance</u> and how peers will be utilized:	Identify areas you will target for <u>independence</u> (should be identified in IEP):
Arrival and/or Departure Time				
Class/Time:				
Class/Time:				
Class/Time:				
Lunch:				
Transitions:				

**UNOFFICIAL**  
**Tabular Statement of Votes Cast**  
**EVANSVILLE COMMUNITY SCHOOL DISTRICT**  
**SCHOOL BOARD ELECTION TOTALS**  
**April 3, 2012**

Two Open Seats – Vote for Two	BROOKLYN	CENTER	EVANSVILLE	JANESVILLE	MAGNOLIA	PORTER	RUTLAND	UNION	Total Votes
Tina Rossmiller	10	83	424	31	51	57	0	167	823
Sharon Skinner	2	74	383	27	58	46	0	166	756
Marshall J. Reese	11	66	363	24	37	56	0	153	710
Write In			9		1			3	13

EHS Registration numbers for 2012-2013 -- Effective 4.1.12									
Courses recommended for offering are as follows:									
Department	Course #	Course Name Under 15	# Reqs	Room for section?	Capstone?	Safety ?	Enough stations?	Recom mend Offer?	Note
Tech Ed	704	Architectural/Residential Design	7	Y	N	N	NA	Y	May combine with 705
	705	Residential 3D Design**	5	Y	Y** (BHT)	N	Y	Y	May combine with 704
	706	Principles of Welding	21*	Y	N	Y	Y (12 max)	Y	*Two sections, 10.5 average
	707	Techniques of Welding	12	Y	Y** (BHT)	Y	Y (12 max)	Y	
	712	Internal Combustion Engines	26*	Y	N	Y	NA	Y	*Two sections, 13 average
	717	Machines/Lumber	25*	Y	N	Y	NA	Y	*Two sections, 12.5 average
	718 720	Carpentry Building Trades	7 11	Y Y	N Y	Y Y	Y NA	Y Y	
Business	811	Career Co-op	13	Y	Y	N	NA	Y	
Art	911, 912	Jewelry & Metalwork	14	Y	N	N	NA	Y	
	926	Computer Graphics II	11	Y	N	N	NA	Y	
English/LA	213	Adv Lit Seminar	12	Y	N	N	NA	Y	Prior to AP English
Science	416	AP Environ Sci	6	?	Y	N	NA	Y	

EHS Registration numbers for 2012-2013 -- Effective 4.1.12									
Courses recommended for offering are as follows:									
Department	Course #	Course Name Under 15	# Reqs	Room for section?	Capstone?	Safety ?	Enough stations?	Recommend Offer?	Note
Courses <b>NOT</b> recommended for offering are as follows:									
<b>Social Studies</b>	313	<i>Anthropology</i>	11	N	N	N	NA	N	Insufficient staff; Course not needed
<b>Ag Science</b>	761	<i>Leadership Training</i>	5	N	N	N	NA	N	Insufficient staff; Course not needed
	772	<i>Wildlife II</i>	12	N	N	N	NA	N	Insufficient staff; Course not needed
	773	<i>Landscape II</i>	5	N	N	N	NA	N	Insufficient staff; Course not needed
<b>FACE</b>	861	<i>Child Dev II</i>	12	N	N	N	NA	N	Insufficient staff; Course not needed
<b>Art</b>	914	<i>Crafts &amp; Glass</i>	10	N	N	N	NA	N	Insufficient staff based on 1.66 FTE
	925	<i>Stage Design</i>	10	N	N	N	NA	N	Insufficient staff based on 1.66 FTE
<b>Music</b>	973	<i>Music Theory</i>	6	N	Y	N	NA	N	Not enough student interest; course could be offered

Approved: May 11, 1987  
Revised: April 13, 1998  
Revised: July 10, 2006

343.2

## CLASS, PROGRAM AND SCHOOL SIZE

The Board of Education supports appropriately small class, program and school size. Local experience and national research studies indicate that small class size is likely to promote more effective teaching and learning for all students. Also, small school and program size tend to encourage a climate where students take learning seriously and help one another to succeed and grow both academically and socially.

The District Administrator shall work with the administrative team to establish and maintain class and program sizes that promote a safe and productive learning environment.

As the administrative staff consider class sizes and allocation of resources, the following guidelines must be considered:

- 1) Compliance with special education and other mandates/regulations.
- 2) Alignment with district goals.
- 3) Safety and available space.
- 4) Capstone (highest course in a departmental sequence).
- 5) Cost and availability of alternatives.
- 6) Overall ability of a department to accommodate lower enrollment sections.
- 7) Encouraging students to take courses of increasing rigor.

The District Administrator and building principals will provide the Board with a report at least annually indicating class sizes for the current year and projected for the following year.

**Class Size Recommendations  
2012-13  
DRAFT 3/21/12**

**Levi Leonard K-2 (~~Range 15-17~~) (Range 16-18)**

K- <del>15</del>	K - 18
1- <del>16</del>	1 - 18
2- <del>17</del>	2 - 18

**Theodore Robinson Grades 3-5 (~~Range 20-25~~) 20-29**

Third:	18- <del>20</del>	17-25
Fourth:	<del>20-22</del>	22-28
Fifth:	<del>20-25</del>	22-29

**JC McKenna Grades 6-8**

~~20-25 core classes~~

**20-30 Core Classes**

**Evansville High School Grades 9-12**

Departments/classes with space/safety issues 12-15

Writing courses 18-22

Regular classes 20-27

Science lab classes 24 max

Phy Ed 22-30

When department average falls below 15 across all courses two years in a row, revisions and reductions must be considered. For 2008-09 this would be Art (13.5 & 12.2) and Tech Ed (14.1 & 11.6) Art has been below 15 for 5 years. Tech Ed for 4 of 5 years.

# Evansville

Community School District

## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: District Office Staffing Update  
Date: April 9<sup>th</sup>, 2012

The district office reorganization project team has been meeting weekly for the past two months. The project team members include me, Kelly Mosher, Linda Gard, Kaye Crocker, Sue Deininger and Tammy Heissner. At the first meeting the team agreed to the following:

1. Project Scope: To review/restructure/recommend changes to district office staffing positions and duties.
2. Project Goals
  - a. Maximize efficiencies
  - b. Assign back-up person for each duty
  - c. Equalize work load for each staff person
3. Outcomes
  - a. Job duty chart
  - b. Process for future revisions
  - c. Revised organizational chart
  - d. Communication plan to all staff

The team also reached consensus on team member roles, team leadership, team process and team communication.

To date the team has completed the following tasks:

**Task #1 - Develop a list of current job duties for each current district office staff member. (Kelly, Linda, Kaye, Sue, Jenny)**

The team members created their individual duty list as currently assigned. In total, 283 duties were identified and organized into 19 different categories. This process took a great deal of time because it included identifying how much time and effort was needed to complete each duty. Time and effort information was collected by hours/week, hours/month and hours/year. Each duty is further categorized by month if applicable and whether or not there is a back-up person for the duty. This task also included identifying the clerical HR duties that need to be reassigned due to Jenny's retirement.

**Task #2 – Review/reaffirm/revise job duties for expected office staff on July 1<sup>st</sup> (Kelly, Linda, Kaye, Sue, Tammy)**

The team developed a draft list of revised duties for each person. Jenny's clerical duties were reassigned and Tammy's duty list was created by shifting duties from other staff. The revised lists continue to be a work in progress as the team continues to have discussions that may lead to revisions.



### Task #3 – Review/revise duties for possible efficiencies or improvements

The team is committed to reviewing duties in terms of identifying possible improvements or efficiencies. This process has led to the creation of a project list for future consideration.

### Task #4 – Communicate team progress

Communicate team progress to A-team – April 3<sup>rd</sup>.

Communicate team progress to B-team – April 5<sup>th</sup>.

Communicate team progress to the BOE – April 9<sup>th</sup>.

### Preliminary District Office Staffing Recommendation

By compiling the time and effort information for each duty, the team has determined an estimate of the total hours of work needed to complete all duties. All of the hours have been converted to a common measurement of hours/week. The team then compared the hours/week needed to complete all tasks with the hours of work per week that are available given the current staff work schedules as of July 1<sup>st</sup>. Attached you will find a chart with this information.

The team has more work to do before the reorganization can be considered complete. However, we do have enough information at this point to bring forward a request for additional staffing for the district office. It is also important for budgetary reasons that this information is shared with the board now instead of waiting until the process is completely finished. The estimated cost impact of the increased hours is **\$23,000 for the 2012-13 budget year.**

The team will continue to work on the following items over the next couple of months.

1. Create final document that shows job duties by staff member including back-up staff member if necessary.
2. Determine process for future revisions to the job duty assignment lists.
3. Determine process to address projects identified by the team.
4. Review and revise District Organization Chart if necessary to coincide with job duty responsibilities (needs BOE approval).
5. Communicate to all staff the job duty changes of the district office staff.

D. Turlen

K. Mosher

K. Cocker

S. Deininger

Linda R. Ward

Jane Sperry

WORK HOURS NEEDED FOR IDENTIFIED DUTIES		
		Hours Converted to Weekly
Hours per week	129.3	129.3
Hours per month	110.5	25.5
Hours per year	1071.5	20.6
Total hours per week		175.4

CURRENT DISTRICT OFFICE STAFFING			
Current Staff	Weekly Work Hours	Less Time Off per week	Hours Available per week
Sue Deininger (70%)	20.25	3.0	17.25
Kaye Crocker	37.5	5.3	32.2
Tammy Heissner	37.5	5.3	32.2
Linda Gard	40	5.7	34.3
Kelly Mosher	37.5	5.3	32.2
	172.75	24.6	148.15

175.4 hours – 148.15 hours available = 27.25 shortfall of hours per week

PROPOSED DISTRICT OFFICE STAFFING – Budget Impact \$23,000					
Proposed Staff	Weekly Work Hours	Less Time Off per week	Hours Available per week	Increase in Work Hours per week	Increase in Work Hours for Budget
Sue Deininger (80%)	28.8	4.0	24.8	8.55	8.55
Kaye Crocker	40	5.7	34.3	2.5	2.5
Tammy Heissner	40	5.7	34.3	2.5	2.5
Linda Gard	40	5.7	34.3	0	0
Kelly Mosher	40	5.7	34.3	2.5	2.5
Jane Sperry (30%)	12	1.7	10.3	10.3	2.5
	200.80	28.5	172.3	26.35	18.55

175.4 hours – 172.3 hours proposed = 3.1 shortfall of hours per week

PROPOSED STAFF ASSIGNMENTS BY CATEGORY					
Sue Deininger (80%)	Kaye Crocker	Tammy Heissner	Linda Gard	Kelly Mosher	Jane Sperry (30%)
Dist. Office Support	Accts. Payable	Dist. Office Support	Enrollment Coordinator	Superintendent Support	Data Warehouse
B&G Support	Accts. Receivable	Pupil Services Support	Payroll	Board Support	Dist. Office Support
Accts. Payable	Transportation	Spec. Education Support	HR Support	Transportation	
Accts. Receivable	Food Service	C&I Support	Software Admin.		
Food Service	Student Fees		Federal/State Reports		
	Bus. Office Support		Bus. Office Support		
	Facility Use				

## Middle School Handbook Changes for the 12-13 School Year.

Note: Board Policies will be updated in early June to reflect the most recent changes in policy.

Page 7.

Under Missed School Work

Remove - In case of excused absences...

Add - In case of absences,

Page 14.

Added as number 7 in section on Food Consumption.

Students may not order food for delivery at the middle school. Parents may bring in take-out food for to their child students on special occasions after notifying the office.

Page 15.

Added to section on Lockers...

Students may not keep any of their school materials or property in lockers that are not assigned to them.

Page 22

Technology Misuse.

Remove Section on Consequences

**First Offense:** No computer use for one week unless under direct supervision of a teacher.

**Second Offense:** No computer use for one month.

**Third Offense:** No computer use for a semester.

Replace with:

**Parent/guardian notified.**

**First Offense:** Detention or Suspension

**Repeated Offenses:** Suspension or loss of computer privileges.

Page 29.

Add to ACADEMIC REQUIRMENTS:

A coach may bench students if the students are not keeping up with current schoolwork.

## Mission Statement

“Educating & engaging the whole student”

To create a stimulating, caring and socially responsible environment that encourages students to reach their individual potential.

# JC McKenna Middle School

[www.ecsdnet.org/ems](http://www.ecsdnet.org/ems)

## Student/Parent Handbook & Assignment Book

2012-2013

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

I acknowledge that I have read and understand the Student expectations as outlined in the Student/Parent Handbook. I understand that each student infraction will be reviewed on an individual basis. I understand that disciplinary decisions will be based on the evidence related to each individual infraction.

Student Signature and date:

\_\_\_\_\_

Parent/Guardian Signature and date:

\_\_\_\_\_

HomeBase Teacher Signature and date:

\_\_\_\_\_

Please return this signed acknowledgement to your HomeBase teacher.

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### **Nondiscrimination 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.

Dear Students,

Welcome to a new school year at J.C. McKenna Middle School. I look forward to meeting all of our new students and getting reacquainted with those of you who have attended our school in the past. I believe that you will discover that this is a safe and inclusive school that encourages students to be involved in a variety of academic, social and extra/co-curricular activities.

The staff and administration at J.C. McKenna Middle School are committed to helping all students achieve academic excellence, social responsibility, and emotional growth in an environment that is conducive to meeting the varied needs of all students. The staff is highly professional and trained to provide a variety of learning methods to assist students in becoming life-long learners and contributors to our local and world communities.

This handbook answers many questions you may have regarding how the middle school operates. The staff and administration are also excellent references for questions you may have as you become a valuable member of our school. I encourage you to build positive relationships with staff and students as you transition into a new school year. With a good attitude and high expectations, you will find that your experiences at J.C. McKenna Middle School will be rewarding and exciting.

Sincerely,  
*Mr. Flaherty*, Principal

## **MIDDLE SCHOOL BUILDING ACCESS**

### **Morning Access:**

Students are allowed in the cafeteria from 7:30 to 7:45. If a student isn't eating breakfast they are required to stay on the playground until the first bell rings unless they have a pass. When the temperature is below 10 degrees students will be allowed in the cafeteria. If students need to come in the school early they may enter door #14 by the gym or door #15 by the office.

### **BAND STUDENTS**

Band students that need to take their instruments to the band room in the morning may enter door #6 (6<sup>th</sup> grade entrance door on the south side of the playground).

### **BUS DROP OFF**

Students will be dropped off at the northeast end of the school in the morning. Students will then be required to walk to the playground on the path at the north end of the building. Students can then gain access to the building through doors #6 and #14 on the playground side of the building (west side) in the morning.

### **PARENT DROP OFF**

Parents should drop off students at the back of the school on Second Street. Please do not drop students off on First Street in front of JCMC. The combination of busses, traffic, and students who walk to school makes dropping students off on First Street hazardous. Parents may not drop off students in the Liberty Street parking lot. The lot is too small to accommodate all the traffic in the morning.

### **PARENT ACCESS TO THE BUILDING**

Parents are asked to enter door #14 on the northwest end of the school (the gym entrance) before and after school hours. During the school day parents must enter school at door #15. All other doors are locked during school hours for safety purposes. Parents must sign in at the office when visiting the school during school hours.

## JC MCKENNA STAFF DIRECTORY

Robert Flaherty				Principal	<a href="mailto:flahertyr@evansville.k12.wi.us">flahertyr@evansville.k12.wi.us</a>
Jane Sperry				Administrative Assistant	<a href="mailto:sperryj@evansville.k12.wi.us">sperryj@evansville.k12.wi.us</a>
<b>Teacher</b>	<b>Gr</b>	<b>Room</b>	<b>Phone</b>	<b>Subject</b>	<b>E-Mail Address</b>
Ann Alme	7	E108	882-3342	Math	<a href="mailto:almea@evansville.k12.wi.us">almea@evansville.k12.wi.us</a>
Kim Bates	6-8	C110	882-3335	Art	<a href="mailto:batesk@evansville.k12.wi.us">batesk@evansville.k12.wi.us</a>
Butch Beedle	6	D104	882-3330	Social Studies	<a href="mailto:beedleh@evansville.k12.wi.us">beedleh@evansville.k12.wi.us</a>
Brenda Berg	6-8	C121	883-3332	Vocal Music	<a href="mailto:bergb@evansville.k12.wi.us">bergb@evansville.k12.wi.us</a>
Tom Bethke	6	D110	882-3328	Math	<a href="mailto:bethket@evansville.k12.wi.us">bethket@evansville.k12.wi.us</a>
Shelley Bisch	6-8	C106	882-3336	Special Education	<a href="mailto:bischs@evansville.k12.wi.us">bischs@evansville.k12.wi.us</a>
Kevin Breiby	6-8	Gym/A108	882-3316	Physical Education/Health	<a href="mailto:breibyk@evansville.k12.wi.us">breibyk@evansville.k12.wi.us</a>
Bruce Curtis	7	E111	882-3356	Science	<a href="mailto:curtisb@evansville.k12.wi.us">curtisb@evansville.k12.wi.us</a>
Mike Czerwonka	6-8	C202	882-3346	At-Risk / School Social Wkr	<a href="mailto:czerwonkam@evansville.k12.wi.us">czerwonkam@evansville.k12.wi.us</a>
Darren Demmin	6-8	Gym/A108	882-3309	Physical Education/Health	<a href="mailto:demmind@evansville.k12.wi.us">demmind@evansville.k12.wi.us</a>
Pat Dietrich	6-8	A125	882-3320	Special Education	<a href="mailto:dietrichp@evansville.k12.wi.us">dietrichp@evansville.k12.wi.us</a>
Joanie Dobbs	6	D108	882-3329	Science	<a href="mailto:dobbsj@evansville.k12.wi.us">dobbsj@evansville.k12.wi.us</a>
Rich Fanning	8	E115	882-3358	Science	<a href="mailto:fanningr@evansville.k12.wi.us">fanningr@evansville.k12.wi.us</a>
Kelly Fanta Stroik	8	C304	882-3350	Spanish	<a href="mailto:fantak@evansville.k12.wi.us">fantak@evansville.k12.wi.us</a>
Meg Farnung	6-8	LMC	882-3360	Librarian	<a href="mailto:farnungm@evansville.k12.wi.us">farnungm@evansville.k12.wi.us</a>
Leslie Ferrell	6-8	A111	882-3339	Reading Specialist	<a href="mailto:ferrell@evansville.k12.wi.us">ferrell@evansville.k12.wi.us</a>
Mandi Fircens	6-8	A202	882-3331	Computers	<a href="mailto:fircensm@evansville.k12.wi.us">fircensm@evansville.k12.wi.us</a>
Carla Gomez	7	C310	882-3348	Spanish	<a href="mailto:gomezc@evansville.k12.wi.us">gomezc@evansville.k12.wi.us</a>
Courtney Guenther	8	C302	882-3351	Composition/Literature	<a href="mailto:guentherc@evansville.k12.wi.us">guentherc@evansville.k12.wi.us</a>
Pam Haese	6	E112	882-3322	Reading/Language Arts	<a href="mailto:haesep@evansville.k12.wi.us">haesep@evansville.k12.wi.us</a>
Meaghan Hannibal	6-8	C306	882-3361	Psychologist	<a href="mailto:hannibalm@evansville.k12.wi.us">hannibalm@evansville.k12.wi.us</a>
John Hanson	8	A205	882-3340	Social Studies	<a href="mailto:hansonj@evansville.k12.wi.us">hansonj@evansville.k12.wi.us</a>
Bob Harsevoort	6-8	C123	882-3334	Band	<a href="mailto:harsevoortr@evansville.k12.wi.us">harsevoortr@evansville.k12.wi.us</a>
Deb Herbers	6-8	A004	882-3306	Family & Cons. Education	<a href="mailto:herbersd@evansville.k12.wi.us">herbersd@evansville.k12.wi.us</a>
David Kopf	6-8	A127	882-3319	Technical Education	<a href="mailto:kopfd@evansville.k12.wi.us">kopfd@evansville.k12.wi.us</a>
Gretchen Kopf	8	C208	882-3343	Math	<a href="mailto:kopfg@evansville.k12.wi.us">kopfg@evansville.k12.wi.us</a>
Kiara Krohn	6-8	E109	882-3355	Speech	<a href="mailto:krohnk@evansville.k12.wi.us">krohnk@evansville.k12.wi.us</a>
Cathy Kruckenber	6-8	Gym/A108	882-3308	Physical Education/Health	<a href="mailto:kruckenbergc@evansville.k12.wi.us">kruckenbergc@evansville.k12.wi.us</a>
Sue Marsden	6-8	E109	882-3355	OT/PT	<a href="mailto:marsdens@evansville.k12.wi.us">marsdens@evansville.k12.wi.us</a>
Tristan McKittrick	7-8	A105	882-3313	Mentors/Math Resc/StSkills	<a href="mailto:mckittrickt@evansville.k12.wi.us">mckittrickt@evansville.k12.wi.us</a>
Lynda Olienik	6-8	A204	882-3353	Resource / GT Coordinator	<a href="mailto:olienikl@evansville.k12.wi.us">olienikl@evansville.k12.wi.us</a>
Beth Oswald	7	C204	882-3345	Social Studies	<a href="mailto:oswaldb@evansville.k12.wi.us">oswaldb@evansville.k12.wi.us</a>
Matthew Pederson	8	A103	882-3312	Technology Exploration	<a href="mailto:pedersonm@evansville.k12.wi.us">pedersonm@evansville.k12.wi.us</a>
Linda Rehfeldt	6-8	A207	882-3304	Guidance Counselor	<a href="mailto:rehfeldtl@evansville.k12.wi.us">rehfeldtl@evansville.k12.wi.us</a>
Jill Schultz	6	E110	882-3323	Reading/Language Arts	<a href="mailto:schultzj@evansville.k12.wi.us">schultzj@evansville.k12.wi.us</a>
Matt Smith	7-8	A104	882-3355	Special Education	<a href="mailto:smithm@evansville.k12.wi.us">smithm@evansville.k12.wi.us</a>
Rya Stewart	6-8	E106	882-3324	Special Educations	<a href="mailto:stewartr@evansville.k12.wi.us">stewartr@evansville.k12.wi.us</a>
Ruth Ann Yoerger	7	C308	882-3349	Composition/Literature	<a href="mailto:yoergerr@evansville.k12.wi.us">yoergerr@evansville.k12.wi.us</a>
Jo-al Cufaude	6-8	A102	882-3321	Special Education Assistant	<a href="mailto:cufaudej@evansville.k12.wi.us">cufaudej@evansville.k12.wi.us</a>
Pam Heritage	6-8	LMC	882-3360	Media Clerk	<a href="mailto:heritage@evansville.k12.wi.us">heritage@evansville.k12.wi.us</a>
Randene Long	6-8	C106	882-3321	Special Education Assistant	<a href="mailto:longr@evansville.k12.wi.us">longr@evansville.k12.wi.us</a>
Sue Parsons	6-8	E106	882-3336	Special Education Assistant	<a href="mailto:parsonss@evansville.k12.wi.us">parsonss@evansville.k12.wi.us</a>
Carol Schneider	6-8	A104	882-3315	Special Education Assistant	<a href="mailto:schneiderca@evansville.k12.wi.us">schneiderca@evansville.k12.wi.us</a>
Catherine Schuett	6-8	C106	882-3355	Special Education Assistant	<a href="mailto:schuettc@evansville.k12.wi.us">schuettc@evansville.k12.wi.us</a>
Jake Slaback	6-8		882-3307	Technology Assistant	<a href="mailto:slabackj@evansville.k12.wi.us">slabackj@evansville.k12.wi.us</a>
Vicki Zhe	6-8	A109	882-3301	Attendance/Health Clerk	<a href="mailto:zhev@evansville.k12.wi.us">zhev@evansville.k12.wi.us</a>
Custodial Staff		A120	882-3318	Custodian	<a href="mailto:erdmannf@evansville.k12.wi.us">erdmannf@evansville.k12.wi.us</a>
Food Service		B106	882-3311	Food Service	<a href="mailto:petersend@evansville.k12.wi.us">petersend@evansville.k12.wi.us</a>

## CODE OF CLASSROOM CONDUCT

### Restorative Practices

J.C. McKenna Middle School embraces the concept of restorative practices. When students make errors in judgment they are encouraged to admit their errors and fix the problem. When we wrong an individual or the community we are responsible for repairing the damage. When students choose restorative practices traditional consequences outlined in the handbook may not be instituted.

### Encouraged Behaviors

The school encourages students to respect themselves, the school and others. We also work on a daily basis to encourage the following character traits in our students: Responsibility, Respect, Empathy, Positive Attitude, Cooperation, and Honesty.

### Prohibited Classroom Behaviors

Teachers who remove a student from class must submit a written explanation of the reason(s) for removal to the principal by the end of the school day if at all possible or by the end of the next school day following the removal. A teacher may remove a student from class who exhibits the following behaviors.

1. Behavior that interferes with a person's work or school performance.
2. Harassment behavior that creates an intimidating, hostile or offensive classroom environment.
3. Possession or use of a weapon (see page 12), look-alike weapons or other article that might cause bodily harm to persons in the classroom.
4. Fighting.
5. Taunting, baiting, inciting and/or encouraging a fight or disruption.
6. Pushing, striking, or any improper physical contact of a student or staff member.
7. Profanity.
8. Defiance of authority / insubordination.
9. Interference - intentionally obstructing a student or staff member from carrying out his/her duties.
10. Restricting another person's freedom to properly utilize classroom facilities or equipment.
11. Use, possession, dispersion or sale of tobacco, alcohol or other mood-altering chemicals or paraphernalia associated with their use on school property.
12. Willful damage to property.
13. Theft.
14. Cheating.
15. Any other dangerous, unruly or disruptive behavior that interferes with the ability of the teacher to teach and/or maintain an appropriate academic atmosphere.

### Placement Options

A principal or his/her designee is required by law to place a student who has been removed from a class by a teacher in one of the following:

1. The classroom from which the student was removed, if after weighing the interests of the removed student, the other students in the class and the teacher, the principal or his/her designee determines that readmission to the class is the best or only alternative.
2. Another class in the school or another appropriate place in the school, as determined by the principal or his/her designee.
3. Another instructional setting in or outside of the school.
4. An alternative education program as defined by law. According to state statutes, an alternative education program is defined as an instruction program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs and that is offered in place of regularly scheduled curricular programs.



### **Factors for Placement Decisions**

1. The reason the student was removed from class and the severity and/or frequency of the offence.
2. The type of placement options available for particular schools and any limitations on such placement (e.g., costs, availability, location, space, staff resources).
3. Student individual needs and interests.
4. Classmate needs and interests.
5. The estimated length of time for the placement (i.e., remainder of the class period or school day vs. remainder of the school year).
6. Whether the student has been removed from a teacher's class before (repeat offender). The relationship of the placement to any disciplinary action (e.g., if student suspension from school is required as a result of the student's conduct, is the placement applicable before and/or after the suspension is served?).
7. Laws and regulations (e.g., Individuals with Disabilities Education Act) and other district policies and procedures.

### **Parent / Guardian Notification**

The principal or designee shall review each instance of student removal from class. After receiving a written explanation for the removal from the teacher, informing the student of the reason(s) for removal and providing an opportunity to present his/her version of the situation, the principal or designee will make a placement decision regarding the student and notify a parent/guardian in accordance with district policy and procedures.

## **School Attendance Policy**

ECSD Policy #430

Revised: August, 2008

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

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

### **School Notification**

Student attendance is monitored throughout each school day. Parent(s)/guardian(s) should call the school office prior to 9:00 a.m. the morning of an absence to report the absence. If it is not possible to call, a note explaining the student's absence should be presented to the school attendance clerk immediately upon return to school. All absences must be cleared before the end of the 2<sup>nd</sup> school day or the student may be considered unexcused and truant. Parent(s)/guardian(s) who have not notified the school of the absence will be notified by voice mail/phone that their child is absent as part of our safe arrival program. Parent(s)/guardian(s) may substitute email for a phone call or a note providing they have completed a form specifying their preference for email. These are available on-line on the District website and annually at our back-to-school days. Should a student abuse this family privilege, all attendance excuses for at least the remainder of the year must be in writing

### Parent/Guardian Excused:

Parent(s)/guardian(s) may excuse their children for up to ten (10) days per year for any purpose providing the parent/guardian submits prior written approval to excuse their students. If the principal/attendance officer determines that the student will exceed the ten (10) day limit, days beyond 10 will be considered unexcused unless they clearly meet one of the "School Excused" exceptions and have approval of the principal.

### Middle School Procedure:

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

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

If the absence is for more than one day:

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

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

### School Excused/Unexcused:

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

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

A note specifying the reason for the absence must be given to the school before the end of the 2<sup>nd</sup> school day of returning to school. The school reserves the right to record the absence as unexcused if no excuse is given or the reason given cannot be substantiated. The parent(s)/guardian(s) will be notified if the absence is recorded as unexcused. Five (5) or more unexcused absences will require an attendance conference with the parent(s)/guardian(s) and a written plan to improve attendance.

### Medical Related Absences

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

### Missed School Work

In case of absences, time will be allowed for make-up work, including exams with full credit given for work completed. Students will receive an extra day to make up work for each day they miss of school.

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

### Unexcused Absences or Truancy

School officials will proactively involve parent(s)/guardian(s) when a student's attendance is of concern due to frequency of absences and/or tardiness. The school attendance office will communicate with the

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

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

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

#### Habitual Truancy

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

However, most middle school students are under the age of 14 years of age. The school will enforce school consequences and work with parents to improve attendance. The school will result to legal consequences when a truancy issue is blatant or other means of reducing truancy have failed.

Legal Ref.: Sections 118.15, 118.153, 118.155, 118.16, 118.162, 118.163, 118.165 Wisconsin Statutes

Local Ref.: Policies: #430-School Attendance and #431, Compulsory Student Attendance & Alternative Programs

### TRUANCY

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

**"Truant to School" means late to school**

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

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

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

### Tardy/Absence Consequences:

**3<sup>rd</sup> morning tardy (7:50-8:00)**- 30 minute **Lunch Detention**-No legal consequences.  
A 3<sup>rd</sup> tardy to class after first period will also result in a lunch detention.  
An **Office Referral** for a 3<sup>rd</sup> tardy is completed as documentation and communication to parents.

### Absent for Part or All of 1-2 Blocks:

**Absent from School** without an acceptable excuse- 30-60 minute **After School Detention** (If detention is not served when assigned the student may receive a municipal citation referral for **Daily Truancy**.)

An **Office Referral** is completed as documentation and communication to parents.

Each absence for part or all of 2 blocks will accumulate towards a Municipal Citation Referral for **Habitual Truancy** (Under age 12 students will accumulate towards a Juvenile Referral.)

**3<sup>rd</sup> Absence** - Parent Letter and Detention

**4<sup>th</sup> Absence** - Parents/student/ principal meeting and detention.

**5<sup>th</sup> Absence** - Municipal Citation or Juvenile Referral for Habitual Truancy if the problem cannot be resolved at the school level and the principal deems it appropriate.

\* Absent from school **more than two blocks** without an acceptable excuse will result in a municipal citation for **Daily Truancy**. This begins on the first offense.

**Habitual Truancy:** Absent from school for part or a whole school day more than 5 times in a semester without an appropriate reason.

**Daily Truancy:** Absent from school more than two blocks without an appropriate excuse or failure to serve a detention for being absent from school for less than two blocks.

**Municipal Citation:** A citation (ticket) from a municipality (city).

- **First Offense:** a forfeiture of not more than \$50 plus costs.
- **Subsequent Violations:** a forfeiture of not more than \$100 plus costs.
- **Contributing to Truancy:** a forfeiture of not more than \$200 plus costs.

**Juvenile Referral:** A referral written and sent to the Evansville Police Department. This may result in probation, intake to juvenile detention (jail) and/or a combination of these consequences.

**Probation:** A legal set of guidelines to be followed by a person who has violated a set of laws. This can be used as an alternative to juvenile detention or along with juvenile detention.

**Contributing to Truancy:** Any adult 17 years of age or older who, by act or omission, knowingly encourages or contributes to the truancy of a student.

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Students allowed 5 absences due to illness per semester.

Any absence after that will need a medical excuse from a doctor.

## **Procedure for Leaving and Returning to the Building during the School Day**

Students who need to leave the building for any reason during the school day must first obtain a pass from the office.

### **Passes**

**Late to School:** Students will need a tardy pass to enter their first class of the day. Get this pass in the office. Be sure to present a written excuse from home. If a bus is late, no written excuse is required.

**Late to Class:** If students are late for a class, they should obtain a tardy pass from the teacher they were last with, not the office.

**During Lunch Hour:** If any student needs to be with a teacher, at a locker, or in the halls during lunch, they need to have a pass or they will not be allowed in the building.

**Appointments:** Students must bring a note to the office to receive a pass to leave, and then check in at the office when they return with an appointment card from the doctor or dentist. (Refer to the District Attendance Policy for further clarification).

### **Detention for leaving the building without permission**

Students may have to serve an after school or lunch detention for attendance, behavior problems and/or tardies. (Two (2) tardies per semester are allowed. The third tardy will result in a school detention. Tardies

are not excused. Any student who fails to show for after school or lunch detention will be assigned another detention on the following day. This is in addition to the after school or noon detention yet to be served. After school or lunch hour detentions will be served in the classroom of the teacher that assigned the detention, or in the assigned detention room, or in the office. It is up to the student and their parents to provide transportation home if they ride the bus.

## **FEEES AND FINES**

The Evansville Board of Education has established an instructional materials fee for each student to cover the cost of textbooks, workbooks, etc. used by students in school. Parents unable to pay this fee because of low income or economic hardship may apply for an Application for Reduction or Exemption from Instructional Materials Fee. The same financial criteria enabling students to receive free or reduced lunch prices will be in effect. Other instructional fees apply for students participating in specific classes, athletics, and co-curricular activities. Information regarding the specific amounts of each fee will be available in August. All fees and fines must be paid prior to the end of the school year in order to be able to participate in the year-end activities. (Such as reward trips, talent show, 8<sup>th</sup> grade recognition).

## **GRADES**

At the end of every 9 weeks a student will get a report card listing their letter grade in each of their classes. These grades can be accessed at our website, [www.ecsdnet.org](http://www.ecsdnet.org) through Family Access.

At the conclusion of every 12 weeks, students in Art, FACE and Tech Ed will receive a letter grade, which shows their academic progress in the class taken. Reports of progress, exemplary or unsatisfactory, are completed at the midpoint of each trimester when appropriate. These grades can be accessed at our website, [ecsdnet.org](http://ecsdnet.org) through Family Access.

## **HOMEWORK**

Homework is an important part of every JC McKenna Middle School student's education. Students should expect to spend an average of 30-60 minutes every evening to complete their homework.

### **Homework Responsibilities:**

#### **Student Responsibilities**

- accurately record information regarding both short and long term assignments in your assignment notebook
- manage personal time wisely so that school assignments are complete, accurate and turned in on time
- take the initiative to ask questions and seek help when necessary
- take pride in school work

#### **Teacher Responsibilities**

- clearly explain homework assignments
- coordinate amounts of work assigned with grade level teaching teams so as not to overload students
- communicate questions and problems to students and/or parents

#### **Parent Responsibilities**

- provide a quiet study area
- consistently check your student's assignment notebook to be sure that it is neat and up-to-date
- answer your student's questions about homework
- contact teachers when there are concerns regarding your student's homework

## **PROMOTION OF STUDENTS**

Students may be retained in the same grade when his or her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress into the next higher grade.

Recommendations will be made by staff, after working with the student and parents to improve the students' progress. Where professional measures demonstrate a lack of academic gains, the school district reserves the right to deny advancement.

There are some conditions, which may make it desirable for a student to be placed in the senior high environment rather than be retained in the Middle School, even when subjects have been failed. This may be done at the recommendation of the principal and staff with the approval of the district administrator. Refer to School District Policy on Promotion #345.4.

## **GUIDANCE AND COUNSELING**

Counseling and guidance services are provided. Our counselor works closely with teachers, administrators, school/community personnel, and parents as she investigates problems and concerns of the students. The counselor's primary obligation is to the student and his/her progress through school. Any problem or concern, which affects the individual's ability to profit from his/her education, is of major concern to the school counselor. Except in an emergency, students should schedule appointments with the counselor during study halls.

## **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held at regular intervals throughout the year. Anyone visiting the school during an emergency drill must evacuate the building with the students and staff, in a quiet and orderly fashion.

## **MEDICATION PROCEDURES**

From Evansville School District Policy # 453.4

Medications should be administered to students by parents/guardians at home. If that is not possible the following guidelines must be followed in order for school staff to safely dispense medication during the school day:

1. A medication consent form (453.4) must be completed and signed by the child's doctor for all prescription medications.
2. A medication consent form (453.4) must be completed and signed by the child's parent/guardian for both prescription and non-prescription medications.
3. All prescription medications must be in the original container from the pharmacy.
4. All non-prescription medication must be labeled and in the original container.
5. School staff will not split medications. If your child requires a medication to be split, please bring medication that is already split to school.
6. Prescription medication will only be given according to the doctor's written instructions. School staff will not change the dosage of the medication or the time when the medication is given unless there is a signed statement from the doctor for this change.

Any student possessing prescription or non-prescription medication without following the procedures set forth in policy 453.4 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.

## **ACCIDENTS**

Every student in the building or on school grounds, at practice sessions, or any athletic event must report an accident/injury to the staff member in charge and/or to the office immediately. Except in dire emergencies, this must be done before seeing a doctor.

## DRESS AND GROOMING

### **Remember that your appearance affects other's judgments!**

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

1. Students are expected to wear clothes that are considered appropriate and conducive to learning. Hats and outdoor apparel (e.g. jackets, sunglasses) shall not be worn in the classroom.
2. Students are expected to wear hairstyles and clothing that are safe and healthy. Special requirements may be necessary in certain areas such as physical education, art, band, science lab, and technical education classes.
3. Students are expected to wear clothes that do not damage school property or the property of others (e.g. shoes that scratch and or mark floors, chains, clothes with metal rivets).
4. Students are expected to meet the requirements of the situation when representing the school and the community so as not to distract from the group or occasion.
5. Students are expected to leave backpacks, bags in their lockers during the school day.

#### **Guidelines:**

- Any tops that expose the chest, whole back, undergarments or stomach are not allowed.
- Shirts must be able to be tucked in when arms are extended above the head.
- Excessively short, loose, or tight clothing is not permitted (allowed),
- Pants, jeans and shorts should be worn on the hips so undergarments (under clothes) are not visible.
- Clothes or accessories that promote tobacco, alcohol or drugs usage are not permitted.
- Clothing with obscene or vulgar material is not permitted.
- Chains / spiked collars are not permitted (allowed).
- Students should not wear outdoor clothing (hats, hoods, coats, sunglasses, ect.) in the building.

Keep in mind that J.C. McKenna administration and staff requires personal clothing choices that are responsible, appropriate and conducive to learning.

## COMPUTERS / TECHNOLOGY

Technology is a way of life. We need to respect it and use it the right way. We use technology every day and should be able to continue using it. But, your technology privileges might be taken away if you commit the following offenses:

1. Viewing/printing of inappropriate materials.
2. Use of chat rooms or any type of instant messaging
3. Any use of cell phones, MP# players or any handheld device during school hours.
4. **Hacking** (corrupting or stealing) student files or school technology
5. Tampering/messing with student work or files

A hacker is a programmer, who breaks into computer systems in order to steal,  
Change or destroy information. Don't ever stoop to their level. **DO NOT HACK!**

Computers and related technology represent a sizable investment by the Evansville community into our schools. Students are expected to acknowledge this privilege by always treating this equipment with the utmost care and respect. Damage to equipment by a student may result in loss of computer privileges, payment of replacement costs by the student or parent, or other appropriate consequences.

## FOOD SERVICE INFORMATION

To order hot lunch you are to have a 4 digit lunch number and need to have a positive balance in your account. Ala-Cart: Ala-Cart costs an extra amount and can affect your balance if you take it everyday. Payments for your account should be paid in a box located at the office and should be paid before 9:00AM.

Vending Machine: Food or drinks from vending machine cannot be eaten during lunch hours.

(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.

### FREE & REDUCED LUNCHES:

Free and reduced meal prices are available to anyone who qualifies per the current income eligibility guidelines provided by DPI. Applications for free or reduce meal prices are given to each student on the first day of school and are also available at the district office any time during the school year. School funding for state and federal programs is often based on the number of families that qualify. We encourage you to apply if you are eligible, for your families and our district's benefit, even if your child(ren) rarely choose to eat school meals. Students on free meals are only eligible to receive one free lunch and/or breakfast (where applicable) daily.

### ALA-CARTE:

High School and Middle School students have access to additional breakfast and lunch items known as "ala carte". These items are priced between \$.25 and \$2.75. Parents should note that the purchase of these items can have a significant effect on the amount spent for daily lunch purchases.

Please discuss with your teenager an appropriate amount they should be spending for ala carte items, and the nutritional impact of their decisions. It is not possible for food service to monitor or prevent overspending by students on ala carte items. Families on free/reduced meals should note that ala carte items are not eligible for free/reduced prices, but must be paid for.

### PAYMENTS:

There is a box located by each office for students to drop off payments. These payments must be in this box no later than 9:00 a.m. to be reflected in service line balances that day. There is a minimum deposit of \$5.00. Payments also can be dropped off or mailed to the district office at 340 Fair Street. Checks should be addressed to the Evansville School District. Automatic electronic payment options are available through Family Access. If you have multiple children in the district, you may send payments to school with any one of them and it will be credited to the **family** account. Please send all payments in a clearly labeled envelope with at least one child's first and last name and the amount of the payment. This envelope is important to assure that the correct amount is credited to your family's account.

### LOW BALANCES:

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

1. They may use the software Family Access on the school's website to monitor their food service activity and balances. The school website is [ecsdnet.org](http://ecsdnet.org). Please call the District Office at 882-3391 or 882-3380 to set up this free service. Please note that students are set up with one



primary guardian/payer. If the second guardian requests use of Family Access, permission must be given by the primary guardian/payer.

2. Parents/guardians who do not have internet access may contact the food service department at 882-3580 to request information on their account.
3. Upon request by the student, food service personnel will provide balance information to the student.
4. Families will receive an automated phone message for low balance accounts.

**Families may not run a negative account balance. Lunch will be denied if there are insufficient funds in the account. Families with extenuating circumstances should contact the building principal or the building principal may assist in making alternative arrangements if s/he is aware of extenuating circumstances.**

**LUNCH MENUS:** can be viewed on the District web site at [ecsdnet.org](http://ecsdnet.org) or are provided in school newsletters.

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

#### **Closed Noon Hour - Lunch Program**

All students are required to remain on school grounds during the entire lunch hour. Any student who wishes to go home must have written permission from a parent. Any exceptions must be changed through the office.

#### **Food Consumption**

Students must consume food and beverages in the cafeteria only. Students may consume food in classrooms or HomeBase on special occasions approved by the teacher. **Students will be expected to adhere to the following guidelines:**

1. Deposit all lunch litter in wastebaskets.
2. Leave the table and floor around your place in a clean condition for others.
3. Students need to stay in their seats until finished eating.
4. No throwing of food, bags, empty cartons or bottles.
5. Students are not allowed in the halls or classrooms during lunch hours, unless they have a pass from a staff member.
6. Gum and pop are not permitted.
7. Students may not order food for delivery at the middle school. Parents may bring in take-out food for to their child students on special occasions after notifying the office.

#### **Lunchroom Expectations and Playground Rules**

- Throwing any food or food item will result in a minimum of 1 week of clean-up duty
- Once you enter the lunchroom, you may not leave without permission. If you need to see a teacher you must have a written pass from that teacher before you come to lunch
- Only use the restrooms by the Auditorium (return to the café and go outside. You may not be in the hallways.)
- Please stay seated at your table until you are dismissed by a lunch supervisor: 6<sup>th</sup> grade after 11:00, 7<sup>th</sup> grade after 11:45 and 8<sup>th</sup> grade after 12:30 \*\*\*8<sup>th</sup> grade only: when you are dismissed please stack your chairs at your table 8 chairs high before you leave
- Student may not wear jackets or hoodies in the lunch line without permission from a supervisor
- All food and wrappers must be off the table and floor before you will be dismissed
- Staff/Administration reserves the right to assign seating in the lunchroom due to behavior
- Outside rules:
  - \*Coats, hats and gloves are required when the outside temperature and/or wind chill is 10 degrees or less
  - \*once you are outside you may not return to the building without permission until the bell rings.
  - \*no kicking any ball on the blacktop area

\*if you chose to use the equipment you must sign it out on the clipboard on the ball cart. You will be responsible for that item until it is returned. If you do not return the item you will not be allowed to check out other items until it is returned

\* Please play in a safe, fair and inclusive manner

\*Fence climbing, "King of the Mountain", tackle football, baseballs, skateboards, fake fighting or any other unsafe activities are prohibited

\*no food or drinks are allowed outside

- Inside rules:

- \*walk to the gym. Please do not run or talk loud

- \*do not stop at your locker or use the restrooms down by the gym

- \*you may **not** eat in the hallway or gym. All food should be consumed before leaving the cafeteria

- \*you may not leave the gym without permission

- \*no rough play, take care of the equipment and watch out for others in the gym

- \*when the whistle blows stop all activity, help clean-up and exit the gym

- If you chose to not follow the above rules, consequences will be given

## **LOCKERS**

Students are assigned a lock and a locker each year and are expected to use them. Also each student is assigned a gym locker. Students may not keep any of their school materials or property in lockers that are not assigned to them. You may not want to put any valuable items in your lockers. The school is not responsible for any stolen items out of a locker. Also please do not tell anyone your code to your locker.

**School bags / backpacks should be kept in students lockers and not taken into the classrooms.**

All students are assigned a locker at the beginning of the year. Students are to occupy the locker assigned to them. Items of value should not be stored in the locker. An additional phy ed locker will also be assigned. It is the responsibility of the student to make sure their lockers are locked. Any damage to the locker will be the responsibility of the student assigned to the locker.

School lockers are the property of the Evansville Public Schools. At no time does the Evansville School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

## **TEXTBOOKS**

All students are furnished with textbooks for required classes. Students are expected to keep their books covered. Loss or destruction of textbooks is the student's responsibility. Fines will be assessed near the end of the year. Students will be charged according to the following schedule:

1. New Book - 100% of the purchase price.
2. 1-year-old book - 80% of the purchase price.
3. 2-year-old book - 60% of the purchase price.
4. 3-year-old book - 40% of the purchase price.
5. 4 or more years old - 20% of the purchase price.

## **STUDENT PUBLICATIONS**

Student publications and media productions shall serve as educational tools, as media for reporting school events, as a means of expression for students, as forums for disclosure of issues, and as sources of entertainment and enlightenment in the Evansville Community School District.

The Board encourages students to develop and present, in a limited public forum, their creative expression through the production of student publications and media production projects that are within appropriate

standards reflective of the educational setting and community. Appropriate standards in the District shall be interpreted as:

1. Development of student responsibility in distinguishing between freedom and license.
2. Consideration by the faculty of the maturity levels of students and of appropriate standards of journalistic and media production taste.
3. Care for the development of skills of written expression and media production among students.
4. The preclusion of any material of defamatory content.

The middle and high schools may publish school newspapers. Published yearbooks may be purchased by elementary, intermediate, middle and high school students. Formats for all yearbooks and school newspapers must be approved by the building administration.

The advisor shall review the material or content with the building principal. The advisor and building principal reserve the right to review, modify, edit or prohibit the final publication/presentation. The building principal shall have final authority to determine the appropriateness of the content of all student publications/presentations. He/she has the authority to prevent or restrain the duplication and/or distribution of the publication/presentation.

### **TELEPHONE**

The office telephone is for school business and can only be used by students for emergencies with the permission of the office personnel. Students will be called to the office for a phone call only in an emergency; otherwise a message will be given to them.

### **SCHEDULE CHANGES**

If it becomes necessary to change your schedule during the year due to some unforeseen situation, students should go to the guidance office to request a schedule change. No program change can be made without written permission from parents and permission from teachers involved and the guidance counselor. Students are expected to complete courses that they elect.

### **VISITORS**

Students may bring visiting students of middle school age to school if the student will add to the educational opportunities at school (i.e., from a foreign country, or has a unique and valuable experience to share with students). A form may be obtained in the office, and must be signed by the student, visiting student, Home Base teacher, and parent no less than one week before the visit.

### **SCHOOL DANCES**

Dances are held at JC McKenna for the enjoyment of students, staff and faculty. Organizations that want to sponsor a dance must have the date approved with the principal. Dances and social events at J.C. McKenna are for students who attend the middle school. Exceptions to this rule will be made on a case by case basis for former students who have moved away during the school year.

### **SCHOOL CLOSINGS**

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

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

### **SAFETY RESPONSE PLAN**

The Evansville School District has developed a comprehensive Safety Response Plan to deal with a variety of situations from Accidents to Weapons. When a response is needed to a particular situation, we will attempt to get information out on the district website at [ecsdnet.org](http://ecsdnet.org) as soon as possible. Parents should not contact the school or their students when an emergency is in progress. This ties up the phone lines, and takes staff time away from dealing with the situation. If a parent should arrive at school, not knowing a situation is in progress such as a tornado warning, we will invite the parent in to help supervise students if it is appropriate. If not, we will ask the parent to leave and wait until we have issued an all-clear in consultation with the appropriate authorities.

### **CITIZENSHIP PROGRAM**

The Citizenship Honor Grades will be given every 6 weeks. The purpose of the Honor Grades is to reward those students who show through their actions, the kinds of ideas and attitude that make for a good citizenship. The staff will grade the student in the areas of; Respect, Responsibility, Empathy, Attitude, Cooperation and Honesty. Staff members understand that even the best students can make mistakes and should be judged based on their overall behavior during the six week period. The students are not graded on academic achievement.

The marks for citizenship range from a high of four points to a low of zero. At the end of each six-week period the citizenship grade will be recorded.

Students earning a 4.0 to 3.7 citizenship grade will be privileged to participate in unsupervised study halls. Although students with honor passes have considerable freedom during study halls, they will not be allowed to roam the halls, go to their lockers, loiter outside on the front lawn, on the sidewalks or in the auditorium. They will be allowed in the gym only with the approval of the Phy Ed teachers.

Each grade level team retains the option of awarding an honor pass between grading periods to a student who has shown that they are deserving of one. Any staff member may remove a student's honor pass if the student is not complying with school rules. Parents who would like specific information concerning their child's citizenship grade are encouraged to contact the school office. A breakdown of the citizenship grade will be provided.

#### **Citizenship Grading**

(Averaged scores of 4.0 - 3.7 earns an Honor Pass)

#### **4 = Student Always:**

- Completes all work on time
- Comes to class on time
- Has an exemplary attitude; always exhibits RREACH characteristics
- Complies with all school rules without reminders
- Works very well with other (never a problem)

#### **3 = Student Consistently:**

- Completes most of their work, very few missing or late assignments
- Comes to class on time (is tardy once or twice per semester)
- Has a great attitude; usually exhibits RREACH characteristics
- Complies with most school rules without reminders
- Works well with others (rarely a problem)

#### **2 = Student Occasionally:**

- Has missing assignments or hands work in late
- Comes to class on time (is tardy three or four times per semester)
- Has a good attitude; sometimes exhibits RREACH characteristics  
(occasionally talks out of turn; occasionally disrupts class; bends or sidesteps the rules to meet their needs)
- Complies with most school rules with some reminders or redirections

Works with others with occasional conflicts

**1 = Student Frequently:**

Has missing assignments or hands work in late  
Comes to class on time (is tardy most of the time)  
Has a sporadic attitude; rarely exhibits RREACH characteristics (talks out of turn a lot; frequently disrupts class; does not follow directions)  
Does not comply with school rules unless reminded regularly  
Does not work with others very successfully

**0 = Student Continually:**

Does very little work in class; does not make an effort to improve  
Comes to class tardy (is rarely on time)  
Has a poor attitude; never exhibits RREACH characteristics (defiant to adults; displays chronic and severe negative behavior; continually being removed from class; continually disrupting class; uses foul language)  
Never complies with school rules unless constantly reminded  
Needs to work alone

**Grading applies to all school events, field trips, school bus, etc.**

**GENERAL BUS INFORMATION AND REGULATIONS**

Refer to actual bus policies and handbook provided to students at beginning of school year.

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 bus driver for a hand signal to cross.
3. Bus riders shall load the bus at their school's loading zone unless permission is granted otherwise.
4. Reach your seat in the bus without disturbing or crowding other students. **The bus driver retains the right to assign seats.**
5. Riders are not to extend any part of their bodies out of the windows or move about the bus at any time.
6. Riders are expected to obey the bus driver at all times.
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/guardians.
9. Riders shall remain seated unless exiting the bus.
10. If you cross the road, do so in front of the bus, after checking with the driver for a hand signal to cross.
11. **The bus is considered an extension of the classroom. Therefore, the same expectations and consequences for student behavior exist while riding the school bus.**
12. 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 riders.
13. Students must have written permission from parents or guardians to leave the bus at a spot other than their regular stop.
14. Students requesting for rides on a bus other than their 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.
15. Boom boxes, radios, tape players, walkmans, or any other electronic or battery powered devices are prohibited. (Unless permission is granted from the bus driver).
16. These rules apply for any trip that is sponsored by the school.

Violation of bus regulations will be reported to a building principal who may administer standard disciplinary consequences as well as suspension of bus riding privileges.

### **SPORTSMANSHIP AND MIDDLE SCHOOL AND HIGH SCHOOL EVENTS**

J.C. McKenna Middle School students should support their athletic teams, performance groups, etc. vigorously by displaying good sportsmanship and other appropriate behaviors at all times. Attendance as a participant or spectator in any co-curricular activity is a privilege that can be revoked for improper behavior. Use the following as a guide to sportsmanship.

The individual student should:

1. Consider the visiting team, fans and the officials as guests and treat them as such.
2. Respect the rights of students from the opposing school.
3. Respect the authority and judgment of the coach.
4. Respect the rights of spectators.
5. Cheer both teams in a courteous manner.
6. Respect the property of the school and the authority of school officials.
7. Recognize good plays by either team.
8. Applaud an injured player when he/she is removed from the game.
9. Support the cheerleaders wholeheartedly. However, fans should not draw attention to themselves during routines, or distract the team.
10. Accept the official's decision as final.
11. Show self-control - at all times during the game and after.
12. Be modest in victory and gracious in defeat.
13. Consider it a privilege and duty to encourage everyone (players and spectators alike) to live up to the rules of fair play and sportsmanship.
14. Students must be in the gym, not in the halls.
15. Once students leave the building, they will not be allowed to re-enter.

### **BUILDING WIDE - JC MCKENNA AWARDS**

#### **Presidential Fitness Awards**

These awards are given to 8<sup>th</sup> graders on an annual basis for 4 years of high scholarship.

#### **Perfect Attendance Awards**

These awards are given on an annual basis to students who have attended school every day.

#### **Honor Pass Reward**

This is a special treat in honor of the students who earned an honor pass for each 12-week grading period.

#### **Super Star Awards**

Awards presented to students for caring, citizenship, fairness, honesty, kindness, responsibility and trustworthiness.

## JC MCKENNA MIDDLE SCHOOL STUDENT DISCIPLINE CODE

The behavior and conduct of students attending J.C. McKenna Middle School shall reflect standards of good citizenship, high morality, self-discipline, responsibility and respect for others. These expectations lead to a positive learning environment that promotes acceptance of individual differences and talents.

J.C. McKenna Middle School's discipline code was established and will be consistently enforced for the health and safety of all students, staff, parents and community members. Students are expected to observe the rules and regulations stated in the discipline code. Infractions of the discipline code have the potential of changing the climate of the school and can interfere with the educational process. Therefore, according to Evansville Community School District Policies #443.10 and #443.11, students who decline to conduct themselves according to these rules will be subject to consequences as outlined within this discipline code.

Students who are identified as breaking the discipline code will be afforded due process to determine if a consequence is merited. Due process guidelines are outlined in ECSD Policy #440. According to ECSD Policy #347 and 347.1, documented infractions will be retained in student files until one year after the student moves to the next school.

It is understood by the school staff and administration that a high percentage of middle school students may never be in violation of the discipline code. The focus of our school is to identify and promote the positive behaviors that middle school students demonstrate. Staff and administration will celebrate our students' successes through various classroom and school positive incentive programs.

This code book outlines infractions and maximum consequences for each infraction. Please keep in mind that consequences vary from verbal reprimand to possible expulsion. After completing a thorough investigation, the administration retains the right to assign consequences that are appropriate for each infraction. Disciplinary actions will be based on the needs of all students in the school district.

### DISCIPLINE INFRACTIONS AND CONSEQUENCES

#### 1. ALCOHOL – CONTROLLED SUBSTANCES – LOOK A LIKE / COUNTERFEIT SUBSTANCES

Any fermented malt beverage or intoxicating liquors as defined in Chapter 125, Wisconsin Statutes. Any controlled substance or counterfeit substance as defined in section 961.01(5), Wisconsin Statutes. (Refer to Board Policy 443.4, 443.41/522.11)

- **Under the influence, use or possession**
  - Parent/guardian notified.
  - Police notified.
  - Follow district drug and alcohol policy.
  - Up to five (5) days of out-of-school suspension.
  - Possible referral to District Administrator for review and possible recommendation to the School Board for expulsion.
- **Transfer of**
  - Parent/guardian notified.
  - Police notified.
  - Follow district wide drug and alcohol policy.
  - Up to five (5) days of out-of-school suspension.

Referral to District Administrator for review and possible recommendation to the School Board for expulsion.

- **Repeated offenses**

Parent/guardian notified.

Police notified.

Follow district wide drug and alcohol policy.

Up to five (5) days of out-of-school suspension.

Referral to District Administrator for review and possible recommendation to the School Board for expulsion.

- **Sale of**

Parent/guardian notified.

Police notified.

Follow district wide drug and alcohol policy.

Up to five (5) days of out-of-school suspension.

Referral to District Administrator for review and possible recommendation to the School Board for expulsion.

**Alcohol/drug violations will require an evaluation by a certified AODA counselor before students return to school.**

## 2. **BATTERY**

Causing bodily harm to another by an act that is intended to cause bodily harm to another person without the consent of the person harmed.

**Parent/guardian notified.**

Up to five (5) days out-of-school suspension and/or referral to police.

Possible referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

## 3. **BULLY VIOLENCE/HARASSMENT**

Bully violence/harassment occurs whenever anyone intentionally, repeatedly, and over a period of time inflicts or threatens to inflict physical or emotional injury or discomfort upon any person's body or feelings. This type of intimidation may be subtle, but will not be tolerated. (Refer to Board Policy #411.1 and 411.4). Victims will be encouraged to fill out an official complaint form in the office after a bullying incident.

**Parent/guardian notified.**

**First Offense:** Up to five (5) days in or out-of-school suspension and /or referral to police.

**Second Offense:** Up to five (5) days out-of-school suspension and referral to police.

**Repeated Offense:** Up to five (5) days out-of-school suspension and referral to police.

Referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

## 4. **CHEATING**

Submitting/copying information or assignments of any type that was not produced by the person claiming it as original. This includes dishonesty on daily assignments, projects, term papers, tests, etc.

Cheating is of course, not allowed in this school, whether telling someone the answers by:

-Cell phone (which is not supposed to be in class)

-Any other electronic device

-Verbally

-Or on paper



Parent/guardian notified.

**First Offense:** Student-teacher-principal conference. A grade of an "F" will be assigned to the work. Up to five (5) days of in-school suspension.

**Second Offense:** Student-teacher-parent-principal conference. A grade of an "F" will be assigned to the work. Up to five (5) days of out-of-school suspension.

**Repeated Offenses:** Student-teacher-parent-principal conference  
The students will be assigned a grade of an "F" to the term of that class. Up to five (5) days of out-of-school suspension.

## 5. TECHNOLOGY MISUSE

- No chat rooms, chat groups, chat lines or chat boxes, and no games without specific assignment or permission.
- No music or other audible sounds without specific assignment and permission.
- No viewing, exploring or printing of obscene or otherwise inappropriate material.  
(Refer to ECSD Board Policy #363.2)

Parent/guardian notified.

**First Offense:** Detention or Suspension

**Repeated Offenses:** Suspension or loss of computer privileges.

## 6. COMPUTER TAMPERING - HACKING/DAMAGE

Any unauthorized use or misuse of computer technology (hardware or software) including the copying of software and/or use of unauthorized software. (Refer to ECSD Board Policy #363.2)

Parent/guardian notified.

**First Offense:** Up to five (5) days in-school suspension. Possible referral to police.

**Repeated Offense:** Up to five (5) days out-of-school suspension with loss of computer access and privileges to district computers for a time to be determined by a district official.

In all cases, the student is required to make restitution for damages, including repair and labor costs.

## 7. DISCRIMINATORY ACTS

Any act, verbal or in writing, directed toward a person on the basis of race, sex, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or disability that promotes negative stereotyping, degrades or flagrantly demeans any individual.

Parent/guardian notified.

**First Offense:** Up to five (5) days out-of-school suspension and/or referral to police.

**Repeated Offense:** Up to five (5) days out-of-school suspension and referral to police.  
Referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

## 8. DISORDERLY CONDUCT

Engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance.

Parent/guardian notified.

**First Offense:** Up to five (5) days in-school suspension and/or referral to police.

**Second Offense:** Up to five (5) days out-of-school suspension and/or referral to police.

**Repeated Offense:** Up to five (5) days out-of-school suspension and referral to police.  
Referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

**9. DISRESPECT**

To insult, call names, dishonor or in other manners abuse verbally or in writing any member of the school staff or student body.

**Parent/guardian notified.**

Up to five (5) days in-school or out-of-school Suspension

Severe and repeated offenses may result in a referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

**10. DRESS CODE**

All dress code issues, as identified in the student handbook, are reasonably related to valid educational purposes of the Evansville community as a method of maintaining discipline and protecting the health, safety and educational well being of all students. (Refer to ECSD Board Policy #443.10)

**Parent/guardian notified.**

To be determined by the building administrator or designated official.

**11. FALSE ALARMS**

The act of initiating a false fire alarm, an impending bombing or other catastrophe that causes a classroom or school to be disrupted.

**Parent/guardian notified.**

Up to five (5) days out-of-school suspension and referral to police.

Possible referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

Restitution to the Evansville Community School District for monetary losses accrued due to events related to the false alarm. (e.g., reimbursement to law and fire officials for response to false alarms)

**12. FIGHTING**

Aggressive, hostile bodily contact with others.

**Parent/guardian notified.**

**First Offense:** Up to five (5) days out-of-school suspension and/or referral to police.

**Second Offense:** Up to five (5) days out-of-school suspension and referral to police.

**Repeated Offenses:** Up to five (5) days out-of-school suspension and referral to police.  
Referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

**13. FIREWORKS**

Anything manufactured, processed or packaged for exploding, emitting sparks or combustion.

**Parent/guardian notified.**

**First Offense:** Up to five (5) days in or out-of-school suspension and/or referral to police.

Referral to the District Administrator for review and possible recommendation to the School Board for expulsion.  
**Repeated Offenses:** Up to five (5) days out-of-school suspension and referral to police.  
Possible referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

#### 14. FORGERY

The act of falsely using, in writing, the name of another person or falsifying time, dates, grades, addresses or other data on school forms.

Parent/guardian notified.

**First Offense:** Up to five (5) days in or out-of-school suspension and/or referral to police.

**Repeated Offenses:** Up to five (5) days out-of-school suspension and/or referral to police.  
Possible referral to the District Administrator for review.  
Possible recommendation to the School Board for expulsion.

#### 15. HEALTH AND SAFETY

Conduct or behavior which endangers the health or safety of any student, staff or other persons.

Parent/guardian notified.

**First Offense:** Up to five (5) days in-school or out-of school suspension and/or referral to police.

**Repeated Offenses:** Up to five (5) days in-school or out-of-school suspension and/or police referral.  
Possible referral to the District Administrator for review.  
Possible recommendation to the School Board for expulsion.

#### 16. INSUBORDINATION

The willful failure to respond or carry out a reasonable directive by authorized school personnel.

Parent/guardian notified.

**First Offense:** Up to five (5) days in-school suspension

**Second Offense:** Up to five (5) days out-of-school suspension and student-parent administrator meeting.

**Repeated Offenses:** Up to five (5) days out-of-school suspension  
Referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

#### 17. LOITERING

Being present in any school building at a time, or in a manner, not usual or permitted, including restricted areas and times. Students should leave the building as soon as possible at the end of the school day unless they are under the supervision of an adult.

Parent/guardian notified.

**First Offense:** Up to five (5) days in-school suspension.

**Second Offense:** Up to five (5) days in-school suspension, parent conference with principal.

**Repeated Offense:** Up to five (5) days out-of-school suspension, parent conference with principal, and/or referral to police.

#### 18. PHYSICAL ATTACK ON A STAFF MEMBER

The act of intentionally pushing or striking a staff member on or off school grounds.

Parent/guardian notified.

Police notified.

Up to five (5) days out-of-school suspension

Referral to the District Administrator for review with possible recommendation to the School Board for expulsion.

#### 19. SEXUAL HARASSMENT

Engaging in any type of sexually-oriented conduct that would interfere with another's ability to learn or function in the school environment including inappropriate touching of any kind.

**Parent/guardian notified.**

Up to five (5) days out-of-school suspension.

Possible referral to police for sexual assault charge.

Possible referral to the District Administrator for review.

Possible recommendation to the School Board for expulsion.

#### 20. THEFT

The act of taking or concealing the property of another without that person's consent.

**Parent/guardian notified.**

Up to five (5) days out-of-school suspension.

Possible referral to police with restitution and damages to be paid by the offending student.

#### 21. THREATS OR INTIMIDATING ACTS / BULLYING

The act of verbally or by gesture threatening the well being, health or safety of any person on school property or in route to or from school.

Of all the wonderful things that are allowed in this school, two that are not are bullying and harassment. This is not tolerated or allowed in any way. "I'm not punching them so it's not bullying" is not necessarily true. Bullying or harassment is...

-Emotionally hurting

-Threatening

-Physically hurting

-or teasing anyone in any way

Whether it is once or repeated, it always finds its way to the teachers **and you will get punished!**

**Parent/guardian notified.**

**First Offense:** Up to five (5) days in or out-of-school suspension and/or referral to police.

**Second Offense:** Up to five (5) days out-of-school suspension and referral to police.

**Repeated Offense:** Up to five (5) days out-of-school suspension and/or referral to police  
Referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

#### 22. TOBACCO USE OR POSSESSION (including look-alike products)

The use of or possession of any tobacco product. This includes but not limited to smoking tobacco, chewing tobacco or snuff. (Refer to ECSD Board Policy #832.10)

**Parent/guardian notified.**

Police notified for citation of underage tobacco violation.

Up to five (5) days out-of-school suspension.

#### 23. VANDALISM/CRIMINAL DAMAGE

Vandalism: Purposely destroying other people's items/property is the definition of vandalism.

-Graffiti

-Tampering with the sprinkler system

-Tampering with the fire alarms

-Destroying locks

-Tampering with security systems.

-Intentionally breaking school property.

The act of intentional destruction of property belonging to others. This may also include the tampering with or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or the safety of the population or school property.

**Parent/guardian notified.**

**First Offense:** Up to five (5) days out-of-school suspension. Police notified and restitution to cover the loss to the school district.

**Repeated or Severe Offense:** Up to five (5) days out-of-school suspension. Police notified and restitution to cover the loss to the school district.  
Referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

#### **24. WEAPONS (including look-alike items)**

Weapons are defined as any object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to, guns, ammunition, explosives, knives, razors, karate sticks, nanchaku, metal knuckles, chains, chemical sprays, and similar items. Articles designed for other purposes (e.g., ice pick) which are used in a manner that would inflict bodily harm and/or to intimidate, will be considered weapons. (Refer to ECSD Board Policy #831)

##### **Possession of firearm**

**Parent/guardian notified.**

Referral to police.

Five days out-of-school suspension.

Referral to the District Administrator for review and possible recommendation to the School Board for expulsion.

##### **Possession of a weapon other than a firearm**

**Parent/guardian notified.**

Possible referral to police.

Five days out-of-school suspension.

Referral to the District Administrator for review and possible recommendation to the School board for expulsion.

Students who inadvertently bring a weapon (non-firearm) to school must immediately and without incident turn the weapon over to the building principal or designated official. Full cooperation of the student will be taken into consideration before any disciplinary action is determined.

#### **25. GANG-RELATED OR OTHER CRIMINAL ACTS AND STUDENT SAFETY**

From ECSD Policy #443.8

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

##### Related Definition

A "gang" as defined by this policy is:

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

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

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

1. Having gang tattoos.
2. Wearing gang garb that could include the color of clothing, head covering or methods of grooming.
3. Displaying gang markings or slogans on personal property or clothing.

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

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

#### Disciplinary Action

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

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

#### **26. ELECTRONIC COMMUNICATION DEVICES ON SCHOOL PREMISES**

##### **ECSD Policy #443.5**

The Evansville Community School District restricts student possession and use of electronic communication devices for the following purposes:

- Medical
- School
- Educational
- Vocational
- Parental communication or other legitimate purpose, while on premises owned or rented by or under the control of a school of the Evansville District.

The device shall not be used in a way that disrupts the learning environment. The device may only be used before and after school, and shall be stored in the student's locker and not emit noise. Administrative approval may be given if circumstances indicate other use is necessary. Phones 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 will only be returned to the parent/guardian.

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 in the student and parent handbooks.

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

**First Offense:** Returned to the student at the end of the day.

**Second Offense:** Returned to the student at the end of the day and a 30 minute detention.

**Third Offense:** Parent must pick up the device from administration, student will serve a 30 minute detention.

Possession of a cell phone by middle school students is a privilege and not a right. Serious or repeated violations of school policies while using a cell phone may result in the suspension of that privilege. In addition, students who violate school rules or policies while using a cell phone do not have a right to absolute privacy of the content in/on the cell phone. An administrator or a designee may review the content of a cell phone to determine if school rules were violated.

**Note:** Students may have personal music players during their lunch period.

This student code book was designed to help ensure consistency and fairness of discipline procedures. School officials will review each infraction on an individual basis. Disciplinary decisions will be based on the evidence related to each infraction. Disciplinary actions will be decided within the building. Serious infractions may also be reviewed by the Office of the District Administrator and referred to the Evansville Community School District Board of Education.

Students and parents have the right to appeal disciplinary decisions made by the building principal or designee. When a student or parent believes that disciplinary procedures and/or due process were not followed they may appeal to the Office of the District Administrator.

**JC MCKENNA MIDDLE SCHOOL  
EXTRA / CO-CURRICULAR CODE**

**Extra Curricular Activities**

Football                      Wrestling  
Volleyball                  Cross Country  
Basketball                  Track and Field

**Co-Curricular Activities**

Forensics  
Quiz Bowl  
Student Council

**ACADEMIC REQUIREMENTS:**

Students are considered eligible to participate in activities when s/he achieves all grades above an (F) on a progress report or at the conclusion of a grading period. Progress reports include mid-term reports and weekly reports that may be required by a coach/advisor. A coach may bench students if the students are not keeping up with current schoolwork.

Students who become ineligible will remain so for at least five (5) school days. During that time, ineligible students must attend every practice. Ineligible students may not participate in or attend contests or events with the team or group until all grades are above an (F) or the student has made significant academic progress.

Ineligible students must complete a remediation plan with the coach/advisor, teacher and/or principal to regain eligibility. Ineligible students are required to complete a weekly grade sheet to prove that they are achieving at an acceptable level before they will be reinstated as an eligible participant. (See Appendix A) Once an ineligible student becomes eligible the weekly grade reports are at the discretion of the coach/advisor and/or principal.

At the end of the five (5) school day ineligibility period, a student will continue to remain ineligible on a five school day basis until the student is achieving above the (F) level in all subjects and has a least a 1.5 grade point average.

**ALCOHOL-TOBACCO-OTHER DRUG USE OR POSSESSION:**

The use or possession of alcohol, tobacco products or other drugs is prohibited. Any student with such an infraction will receive a suspension from the activity and from school. The following suspensions apply for extra/co-curricular activities. Suspensions will be served simultaneously for students involved in more than one co/extra curricular activity at the same time. (Please refer to the J.C. McKenna Middle School Student Discipline Code for school related suspensions.)

- 1<sup>st</sup> offense:    The student will be suspended for 20% of a season or activity. Suspensions will transfer to the next sport or activity if the suspension can not be completed during the current season or activity.
- 2<sup>nd</sup> offense:    The student will be suspended equivalent to 50% of a season or activity. Suspensions will transfer to the next sport or activity if the suspension can not be completed during the current season or activity.
- 3<sup>rd</sup> offense:    The student will be suspended from all sports and activities for a 12 month period beginning on the date of the offense.

If a student is not involved in a sport or activity at the time of the violation s/he will be suspended from the next sport or activity in which s/he participates.



Students who violate the Drug and Alcohol Use or Possession Policy will be offered an opportunity to participate in a Student Assistance Program (SAP) on the first offense only. If the student successfully completes the SAP program they will have their first violation reduced to 25% of a season or activity.

If a student refuses the opportunity to participate in the SAP program on the first offense they will not be offered the opportunity for the remainder of their middle school career.

#### **APPEAL PROCESS:**

Evansville Community School District recognizes the due process rights of students. The student and his/her parents/guardians may appeal if they believe the alleged offense did not occur or the proper procedures were not followed. A student and his/her parents/guardians must follow the outlined procedures related to Co-Curricular or Extra-Curricular suspensions.

At the beginning of each school year, building principals will be responsible for establishing separate appeal councils for co-curricular and extra-curricular activities, with alternate members suitable for covering the range of activities. Coaches or advisors of the activity in which the student appellant participates will not hear the case. The Appeal Council will be comprised of a principal acting as a nonvoting chairperson, activities director, one coaching/advising faculty representative, one non-coaching/advising faculty representative, and one student representative.

#### **APPEAL PROCEDURE:**

A student and/or his/her parents/guardians may formally appeal the suspension decision in writing to the school administrator or designee within five (5) days of the suspension.

The principal will set the date for the hearing. The Appeal Council will conduct the hearing within three (3) full school days of receiving the written appeal request, barring extenuating circumstances.

The Appeal Council will hear the appeal presented by the student and his/her parents/guardians. The Appeal Council will deliberate and rule on the appeal in private by majority vote, and communicate the decision in person or by phone within one (1) full school day to the student and parents/guardians, barring extenuating circumstances. The hearing decision will be placed in writing and mailed to the student and his/her parents/guardians within five (5) full school days.

A student and/or his/her parents/guardians may formally initiate a second appeal by mailing of the written appeal to the school administrator or designee within three (3) full school days of the findings from the Appeal Council. A requested second appeal will be before the district administrator. The district administrator will conduct a second hearing within three (3) full school days of receiving the written request for a second appeal. The district administrator will hear the appeal presented by the student and his/her parents/guardians. The district administrator will rule on the appeal and communicate the decision to the student(s) and parents/guardians in person or by phone in one (1) full school day, barring extenuating circumstances. The district administrator's finding will be placed in writing and mailed to the student and his/her parents/guardians within five (5) full school days.

If the student and his/her parents/guardians are not satisfied with the findings in the prior appeals, a third appeal may be requested in writing to the School Board within three (3) full school days of the findings from the district administrator. A requested third appeal will be added to the business of the next scheduled Board of Education meeting in closed session. The Board of Education will hear the appeal presented by the student and his/her parents/guardians. The Board of Education will deliberate, rule on the appeal by simple majority

vote, and communicate the decision to the student(s) and parents/guardians in person or by phone in one (1) full school day barring extenuating circumstances. The Board of Education's findings will be placed in writing and mailed to the student and his/her parents/guardians within five (5) full school days.

The provisions as outlined above shall be the sole and exclusive remedy of appeal for students suspended from activities.

#### **ATHLETIC EQUIPMENT:**

Participants of co/extra curricular activities are expected to take pride in our facilities, property and equipment. The school district provides uniforms and equipment necessary for participation on a loan basis. Each athlete is held financially responsible for any lost, stolen or misplaced uniform or equipment checked out to them. Deliberate damage to school property or equipment will not be tolerated. A referral will be made to law enforcement agencies for restitution.

Students may participate in another co/extra curricular activity once the lost, stolen or misplaced equipment is replaced or appropriate restitution has been made.

#### **ATHLETIC PROGRAMS:**

All student athletes must meet all eligibility requirements of the W.I.A.A. for Junior High/Middle Schools along with the requirements established by J.C. McKenna Middle School staff and administration.

#### **ATTENDANCE:**

A student must be in school on the day of a contest and on days of practice by 10:00 a.m. to be eligible to participate. Exceptions are made for medical appointments with supporting documentation. The principal will review all exceptions for absence to determine eligibility.

#### **FEES:**

All student fees must be paid in full prior to participating in a co/extra curricular activity. Fees will not be refunded after the first four days of team practice.

#### **INCOMPLETES:**

When a student has a grade marked as incomplete at the end of a grading period, participation is at the discretion of the Principal, Activities Director and Coach/Advisor.

#### **INELIGIBILITY CONTACT:**

When a student is deemed ineligible, a letter will be sent home or a phone call will be made by the coach/advisor to inform the parents. A parent/guardian may request a conference with the coach/advisor and/or principal to discuss the ineligibility.

#### **INJURIES:**

Participants are required to report all injuries that may occur during a school-sponsored activity to their coach/advisor. An accident report will be completed by the coach/advisor and parents/guardians will be notified as soon as possible.

#### **IN-SCHOOL OR OUT OF SCHOOL SUSPENSION:**

Students receiving an in-school or out-of-school suspension will not be allowed to practice the day of the suspension and will be suspended from the next contest or event. Additional suspension from contests and practice will be at the discretion of the coach/advisor and principal.

### **MEDICAL CONCERNS AND/OR ALLERGIES:**

Participants with medical concerns and/or allergies are required to give written notification to the coach/advisor stating the medical concern or allergy. A student may not participate in interscholastic athletics until the school has written evidence of (a) parental permission and (b) a physical examination by a licensed physician. (Article XXVII - General Rules of Eligibility of the W.I.A.A.)

First year athletes are required to have a completed physical exam card and a signed permission card on file in the school office before participating in any athletic practices or events. Second year athletes are required to have a signed alternate permission card on file in the school office.

All athletes are required to have an insurance waiver card on file with the school office or obtain insurance through the Evansville Community School District.

### **PRACTICE BEFORE PARTICIPATING IN A SPORT CONTEST:**

Students are required to participate in a minimum number of practices as defined by the WIAA before being permitted to compete in an athletic contest. The minimum number of practices may be extended at the discretion of the coach and/or principal.

### **REQUIRED FORMS:**

Students participating in extra/co-curricular activities and a parent/guardian must provide and sign an Attendance Card, an Emergency Waiver, a Physical Exam Card and a Pledge Card before students begin participation in an extra/co-curricular activity. (See Appendix B)

### **TRANSPORTATION TO AND FROM AN EVENT/ACTIVITY:**

All participants are required to ride the school bus to the event and follow all bus riding policies. Students who elect to return from an event with their parents/guardians must present a signed **Travel Release Form** to the coach/advisor by 3:00 on the day of the event. This form can be obtained by contacting the school office.

Students who want to ride home with an adult (age 18 or above) other than their parent/guardian must present a signed note from the parent/guardian to the school office 24 hours before the event. The request must include the name of the person providing the transportation from the event, the reason for the alternative transportation and the parent/guardian phone number to verify written request.

A request for alternative transportation relieves the Evansville Community School District and its employees from all liability related to the alternative transportation.

### **ADDITIONAL POLICIES AND DECISIONS:**

Coaches/Advisors may develop additional policies that are not presented in this code. Students and parents will be informed of additional policies prior to participating in a sport or activity.

Administration reserves the right to develop and place into practice policies and decisions as needed to address specific issues and concerns that may not be explicitly detailed in this code.

This code is a 12 month code that will extend throughout the calendar year. Violations and consequences of this code will extend to non-school days that fall outside the normal school year calendar.

**2012-13 High School Student Handbook**  
**Changes Indicated in Red**

1. Page 11 = Cheating and Plagiarism
2. Page 13 = Dances
3. Page 15 = Dress and Grooming
4. Page 17 = Electronic Communication Devices
5. Page 19 = Food Consumption
6. Page 45 = Athletic Code (Attendance)
7. Page 60 = Co-Curricular Code (Attendance)

## STAFF DIRECTORY

Mr. Scott Everson	Principal
Mr. Brian Cashore	Associate Principal
Mr. Randy Keister	Guidance Counselor
Mrs. Marissa Hansen	Guidance Counselor/GT
Mrs. Meaghan Hannibal	School Psychologist
Mrs. Barb Krumwiede	Administrative Assistant
Mrs. Kathy McCoy	Attendance Clerk/Athletic
Mrs. Tina Thornton	Guidance Secretary
Ms. Jeannie Abel-Wendt	Art Instructor
Mrs. Mary Beth Anderson	Special Educ. Assistant
Mrs. Dee Batinich	Special Educ. Assistant
Mr. Brian Benson	Science Instructor
Ms. Heather Buttchen	Family & Consumer Ed.
Mr. Daniel Cobb	Language Arts Instructor
Mr. Richard Cole	Science Instructor
Mr. Peter Diedrich	Language Arts Instructor
Ms. Janessa Fjelstad	Special Educ. Instructor
Mr. Brandon Frank	Special Educ. Assistant
Ms. Eleanor Haberl	English Instructor
Mr. Peter Hanke	Technology Instructor
Mrs. Sandi Hauri	Special Educ. Assistant
Mrs. Abigail Houfe	Science Instructor
Mrs. Dana Hurda	Business Educ. Instructor
Mrs. Jenny Katzenmeyer	Special Educ. Assistant
Mrs. Kim Katzenmeyer	Special Educ. Instructor
Mrs. Becky Kohler	Art Instructor
Mr. Robert Kostroun	Technology Instructor
Mr. Steve Krupke	Mathematics Instructor
Mr. Nick Kubn	Special Educ. Instructor
Mr. James Kvalheim	Agriculture Instructor
Mr. Andrew Lehman	Physical Educ. Instructor
Ms. Jolene Lenth	Success Unlimited
Mr. Michael Maves	Special Educ. Instructor
Mr. Kyle McDonald	Business Educ. Instructor
Mr. Tristan McKittrick	Social Studies Instructor
Mrs. Penny Messling	Science Instructor
Mrs. Deb Miller	Physical Educ. Instructor
Mrs. Carolyn Mills	Special Educ. Instructor
Mr. Diego Ojeda	Spanish Instructor
Mrs. Lynda Oleinik	Gifted and Talented
Mrs. Valerie Peck	Social Studies Instructor
Ms. Gayle Puhl	Study Hall Supervisor
Mr. DeeJay Redders	Social Studies Instructor
Mrs. Corine Schieldt	Mathematics Instructor
Mrs. Christine Schullo	Mathematics Instructor
Ms. Heather Schwark	Spanish Instructor
Mr. Craig Seeman	Technology Specialist

Mr. Mark Stano	Mathematics Instructor
Mrs. Kim Stieber-White	Media Specialist
Mr. Chris Wagner	Language Arts Instructor
Mr. Ryan Watson	Spanish Instructor
Ms. Melissa Whitmore	Spec. Educ. Instructor
Mrs. Karla Wickersham	Social Studies Instructor
Mr. Tony Wiemiller	Mathematics Instructor
Mrs. Cindy Zblewski	Vocal Music Instructor
Mr. Doug Zblewski	Instrumental Music
Mr. Verne Farnum	Custodian
Mr. Steve Maloney	Custodian
Mr. Louis Pomplun	Custodian
Mr. Alan Tomlin	Custodian
Mr. Kevin Wells	Custodian
Mrs. Cheryl Janes	Kitchen Staff Member
Ms. Mary Kettle	Kitchen Staff Member
Mrs. Jeannie Nelson	Kitchen Staff Member
Ms. Elizabeth Uher	Kitchen Staff Member
Ms. Patricia Matt	Kitchen Staff Member
Mr. Joseph Henn	Kitchen Staff Member

#### ANNOUNCEMENTS

Announcements will be read at the beginning of advisory period every day. Announcements must be approved by a member of the faculty/staff.

#### ASSEMBLIES

During the school year assemblies will be held for various reasons. Some reasons include pep assemblies and lyceums. When an assembly is held during the school day, attendance by students is mandatory. A special assembly schedule is followed on days of assemblies.

#### ATTENDANCE PROCEDURES AND POLICIES

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

In accordance with state law, all children between six and eighteen years of age must attend school full time until the end of the term, quarter or semester in which they become eighteen years of age, or

unless they have a legal excuse, fall under one of the exceptions outlined in the state statutes, or have graduated from high school.

#### School Notification

Student attendance is monitored throughout each school day. Parent(s)/guardian(s) should call the school office prior to 9:00 a.m. the morning of an absence to report the absence. If it is not possible to call, a note explaining the student's absence should be presented to the school attendance clerk immediately upon return to school. All absences must be cleared before the end of the second school day or the student may be considered unexcused and truant. Parent(s)/guardian(s) who have not notified the school of the absence will be notified by voice mail/phone that their child is absent as part of our safe arrival program. Parent(s)/guardian(s) may substitute email for a phone call or a note providing they have completed a form specifying their preference for email. These are available on-line on the District website and annually at our back-to-school days. Should a student abuse this family privilege, all attendance excuses for at least the remainder of the year must be in writing

#### Parent/Guardian Excused:

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

#### High School Procedure:

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

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

If the absence is for more than one day:

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

Students will have at least the same number of days after return to school as the student has been absent to complete all missed school

work. It is the student's responsibility to obtain the assignments and turn work in as soon as possible.

School Excused/Unexcused:

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

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

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

Medical Related Absences

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

Missed School Work

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

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



### Unexcused Absences or Truancy

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

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

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

### Habitual Truancy

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

### Truancy Referral Due to Accumulation of Unexcused Absences

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

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

### TRUANCY

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

**"Truant to School" means late to school**

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

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

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

#### **Citation Amounts:**

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

## Levels of Discipline

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

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

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

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

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

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

### Procedure for Leaving the Building During the School Day

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

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### Early Release and Full-Time Attendance

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

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

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

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

### Age of Majority

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

## AUTOMOBILES AND OTHER VEHICLES

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

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

1. Students who drive their motorized vehicles to school and park vehicles on the school property, or work on them in the shop area, must complete a Parking Permit application available in the office and submit a **Parking Permit fee of \$80/year, \$40/semester or \$20/term** so that your vehicle is registered with the school. Registration must occur at the beginning first 3 days of school. **Parking Fees will not be refunded if a student's parking privileges are revoked. Parking permits will only be issued after all other fees have been paid.**
2. A parking tag is necessary and will be issued to all students who have a completed an approved Student Driving and Parking Permit application form. The parking tag must be affixed in the manner designated. Cycles must be registered and will be issued a registration sticker
3. All student vehicles must be properly parked in the designated areas in the front parking lot West of the school.
4. Speed limits of 15 m.p.h., posted traffic patterns, and designated parking areas must be adhered to.
5. Students are not to be in, or on, any motor vehicle, or in the school parking lot during school hours, including noon hour, unless they are either legitimately entering or leaving the school grounds by motor vehicle.
6. Students are prohibited from driving their vehicles from the high school parking lot during the school day, including the noon hour. Students that have parent request slips or have been requested by a parent telephone call to leave during the school day for an acceptable reason, have been excused by the office, and have properly signed out may drive their automobiles from the school parking lot during the school day. It is the general policy of the school that once a student's car is parked on the school parking lot, it will remain there until the end of the school day.
7. The use of recreational and/or non-licensed vehicles is prohibited on all Evansville School District grounds, parking lots and driveways.

8. Parking on school grounds is a privilege and not a right and thus a student election of this privilege is tantamount to consent for school officials to search their parked cars on school grounds.
9. **Penalties:** Students who are found to be in violation of the preceding rules and regulations will face disciplinary action which can include detention, suspension, expulsion, revocation of driving or parking privileges, towing of vehicle, or referral to the Evansville Police Department.

#### BUS INFORMATION AND REGULATIONS

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 when exiting the bus, 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 of 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.
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.

### CHEATING AND PLAGIARISM

Cheating in any form, including plagiarism, will not be condoned. Described below are the disciplinary measures that will be enforced in incidents involving the act of cheating:

First Violation: The student meets with the teacher and the administrator. ~~A grade of "F" will be given to the student on the work or test where cheating occurred.~~ The parents will be notified and the student will be informed of the consequences as determined by the high school administration ~~for repeated cheating.~~

Second Violation: ~~The student meets with a parent, teacher, and administrator. A grade of "F" will be given on the work or test where cheating occurred. The student and parent will be informed that a third violation of cheating will result in the student being withdrawn from that course with an "F" grade.~~

Third Violation: ~~The student will be withdrawn from the course where the third cheating instance occurred with an "F" grade.~~

Cheating penalties will be cumulative per year and the discipline measures will be carried out whether the student cheats in one class or several.

### CLASS DUES

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

### CLASS STANDING

Class standing (membership within a particular class) is determined not only by years of attendance, but also by accumulated credits. The following number of credits will be used to determine a student's specific class standing:

### 28 CREDITS REQUIRED FOR GRADUATION

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

#### CLOSING SCHOOL DUE TO INCLEMENT WEATHER

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

When determining whether or not to close school due to hazardous weather, the District Administrator shall consult, as applicable, with the National Weather Service, law enforcement, county health and emergency management agencies, and the District bus Contractor.

Upon reaching a decision to close the schools, the District Administrator shall get the announcement posted on the District website and notify local television and radio stations who participate in announcing school closings.

Every effort will be made to have school cancellation/late start notification posted by 6:15 a.m. and early dismissal by 11:00 a.m.

#### ACCIDENTS

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

#### COURSE CHANGES

Students registered for classes the previous spring. Students were given ample time to review course descriptions, talk to teachers, and discuss with their parents what courses they should select for the 2012-2013 school year. Students were instructed that, except for listed exceptions, their selections would be final. Therefore, course changes will not be allowed in general. Only in circumstances described by scheduling policy as acceptable reasons will a student be able to drop a class or change classes.



### DAILY CLASS SCHEDULE

Evansville High School operates on a four period day. On most school days we will follow the regular bell schedule. Periodically through the year we will follow one of the following schedules: homeroom, pep assembly, or staff development (early release). On those days, adjusted schedules will be given to all staff members and posted on the office window.

#### Regular Daily Schedule

Period 1	8:00 - 9:30	90 minutes
Advisory	9:35 - 9:56	21 minutes
Period 2	10:01 - 11:31	90 minutes
Period 3		
First Lunch	11:31 - 12:01	30 minutes
Class A	12:06 - 1:34	88 minutes
Class B	11:36 - 12:20	44 minutes
Second Lunch	12:20 - 12:50	30 minutes
Class C	12:50 - 1:34	44 minutes
Period 4	1:39 - 3:09	90 minutes

### DANCES

Dances are held at Evansville High School for the enjoyment of students, faculty, and staff. Organizations that wish to sponsor a dance must have the date approved with the high school principal. Students that wish to bring a guest to a dance must obtain permission from the principal as well. Guests must be current 9<sup>th</sup>-12<sup>th</sup> grade students and guests who have graduated within the last school year may also attend. No middle school students or adults over 19 years of age will be admitted. A background check will be required for any guest that is not an EHS graduate or currently enrolled in another high school. Cost of the background check is \$10.00 and guest must provide EHS with full name, birthdate and social security # to complete the background check.

### DISCIPLINE / IMPROPER BEHAVIORS

Students are expected to conduct themselves in a manner that brings respect to themselves and the school. Behavior that is disrespectful, rude, or which causes harm to the student or others will not be tolerated. Students exhibiting such behavior will be disciplined. The discipline can range from a verbal reprimand to expulsion from school and/or referral to police.

These behaviors are prohibited at Evansville High School:

1. Threatening, intimidation, or harassment of other people
2. Fighting (will result in police involvement)
3. Profanity
4. Littering
5. Overt display of affection
6. Disrespectful or insubordinate behavior
7. Use / possession of tobacco
8. Vandalizing of school building or grounds
9. Dispersing / sale of mood-altering chemicals on school property
10. Possession of mood-altering chemicals or paraphernalia associated with their use on school property
11. Battery (unprovoked attack)
12. Hazing
13. False fire alarm
14. Possession / use of firecrackers, smoke bombs, fireworks, or firearms
15. Theft
16. Interference--intentionally obstructing student or staff member from carrying out his / her duty
17. Leaving school grounds without permission
18. Chronic tardiness or truancy
19. Use of electronic devices that disrupt the learning environment
20. Any other behavior that, in the view of the high school administration, may be detrimental to the learning environment of Evansville High School.

The administration of Evansville High School reserves the right to administer disciplinary consequences for any infraction of the rules.

Disciplinary consequences include but are not limited to:

1. Verbal reprimand
2. Written reprimand
3. Detention  
Detentions shall occur either before or after school.  
Detentions are 45 minutes in length. All students must provide their own transportation when serving detention.  
Students who fail to serve detention may be suspended from school.
4. Truancy citation
5. Parent conference
6. Clean-up detail
7. Loss of privileges
8. Payment of restitution costs

#### 9. Suspension (in-school)

In-school suspension lasts from 8:00 - 3:09. Students are expected to use their time constructively by completing schoolwork or class related projects. Students are given a 20-minute lunch and two restroom breaks. Students remain with the supervisor during lunch and the breaks. All behaviors prohibited at EHS are also prohibited during in-school suspension. Upon repeated non-compliance during in-school suspension, out-of-school suspension time will be administered by the administration.

#### 10. Suspension (out-of-school)

A student may be suspended for a violation of school rules or conduct while at school, or under the supervision of a school authority outside of school, which endangers the health, safety or property of others, or for any other reason stated in section 120.13(1)(b), Stats.

The principal has the power to suspend a student for a period not to exceed five (5) school days as provided by law. Suspended students must be allowed to make up all major exams, and to complete course work missed during the suspension period.

#### 11. Expulsion

The School Board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules. In addition, the school board may expel a pupil who is at least 16 years old, whenever it finds that the pupil has repeatedly engaged in conduct that disrupted the ability of school authorities to maintain an orderly atmosphere at school. See Board Policy #447.

#### 12. Referral to police / proper authorities

### DRESS AND GROOMING

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

1. Students are expected to wear clothes that are considered appropriate and conducive to learning. Outdoor apparel shall not be worn in the classroom or during the school day (e.g. jackets, sunglasses). Hats shall be removed upon entry into the building and placed in assigned locker or backpack before the start of the school day. Hats and "hoodies" are strictly prohibited unless approved by building principal (eg. homecoming hat day).

2. Students are expected to wear hairstyles and clothing that are safe and healthy. Special requirements may be necessary in certain areas such as physical education, art, band, science lab, and technical education classes.
3. Students are expected to meet the requirements of the situation when representing the school and the community so as not to distract from the group or occasion.

Guidelines:

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

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

#### DRUG AND ALCOHOL USE / POSSESSION

Evansville High School strives to be a drug-free school zone. Students suspected of using alcohol or drugs will be referred to an administrator. Students are prohibited from engaging in the manufacture, distribution, dispensation, sale, possession, consumption or use of a controlled substance, alcohol or drug-related paraphernalia in any school building or anywhere on school premises. Students are prohibited from possessing, distributing, or selling any medications, nutritional supplements or “look-alike” drugs as defined by WIAA (Wisconsin Interscholastic Athletic Association) in any school building or anywhere on school premises. If reasonable suspicion exists, administrator action may include, but not be limited to, interviews with the student, peers, or staff; locker search; vehicle search; use of drug sniffing dogs; and request to empty pockets and search coats. If such suspicions are confirmed, follow-up action may include, but not be limited to, suspension / expulsion from school; referral to police; parental contact; and referral to Student Assistance Program (SAP).

### ELECTRONIC COMMUNICATION DEVICES

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

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

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

### PRIVACY IN LOCKER ROOMS

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

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

3. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law.

#### ELEMENTARY / INTERMEDIATE / MIDDLE SCHOOL POLICY

Unless accompanied by a staff member, participating in a class activity, or possessing a proper pass, high school students are not allowed in the elementary school, intermediate school, middle school or school grounds surrounding these areas during the school day. These areas are not viewed as part of the high school campus. Students in these areas without proper permission will face consequences for leaving school grounds without permission. Students should enter and exit the school through the front (main) doors. There is no need for use of any other exits during the school day.

#### FEES / FINES

The Evansville Board of Education has established a materials fee for each student to cover the cost of textbooks, workbooks, periodicals, etc. used by students in school. Parents unable to pay this fee because of low income or economic hardship may apply for an Application for Reduction or Exemption from the Materials Fee. The same financial criteria enabling students to receive free or reduced lunch prices will be in effect.

Other fees apply for students participating in specific classes, athletics, and co-curricular activities. Information regarding the specific amounts for each fee will be available in August. Also, all athletic fees must be paid in full prior to participating in any sport.

**Sport fees will not be refunded after the first four days of a team practice.**

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

### FIRE, TORNADO AND LOCK DOWN DRILLS

Drills will be held at unexpected times during the year to train students to move out of the building or to shelter areas as the case may be. Quick, efficient movement without panic or noise is essential. Students are to leave the building according to the directions in each classroom.

The tornado signal will be signaled by an announcement by a high school administrator. Remember to leave books, etc., stay in line, refrain from talking, and walk quickly to the directed safe area. Don't run. Remain calm.

The hold-lock and hold-lock secure drills will be signaled by an announcement by a high school administrator. Remember to be calm and don't speculate.

### FOOD CONSUMPTION

During lunch times, students must consume food, candy and beverages in the cafeteria only. Food or drink is not permitted in the classroom unless administrative authorization is given. Students will be expected to adhere to the following guidelines.

1. Deposit all lunch litter in wastebaskets
2. Leave the table and floor around your place in a clean condition for others.
3. ~~No food may be taken from the cafeteria at any time.~~
4. ~~Food is not to be eaten any place in the building other than the cafeteria during lunch hours.~~
5. ~~Students are not to be at their lockers or on the 2nd floor during lunch~~ should remain in the commons unless given a teacher pass for an alternate lunch location. Otherwise, no food may be taken from the commons at any time.

### GANG-RELATED OR OTHER CRIMINAL ACTS AND STUDENT SAFETY

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

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

will not be tolerated and will be reported to and monitored by school administrators.

Related Definition

A "gang" as defined by this policy is:

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

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

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

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

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

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

Disciplinary Action



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

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

#### GRADES

Midway through each nine- week term, students will receive a letter grade, which shows their academic progress in classes being taken. Mid-term grades, in addition to final exams, are used to determine the final course grades, which are recorded on the student's transcript. Reports of exemplary or unsatisfactory progress are completed every two to three weeks.

#### GRADUATION REQUIREMENTS

The following 28 credits are required for graduation from Evansville High School:

##### Language Arts - 4 credits

- 1 credit of English 9
- 1 credit of English 10
- 1/2 credit Introduction to Communications
- 1/2 credit in writing elective
- 1/2 credit in a literature elective
- 1/2 credit Seminar Composition, English 12 or AP English – senior year

##### Social Studies - 3 credits **(3.5 credits Beginning with the class of 2014)**

- 1 credit Civics and Society **(Beginning with the class of 2014)**
- 1 credit U.S. History
- 1 credit World History
- 1/2 credit (Anthropology, Human Relations, Issues)
- 1/2 credit Economics

##### Science - 2 credits

- 1 credit Biology
- 1 credit Science elective

##### Mathematics - 3 credits

- 1 credit Algebra or Algebra 1: Concepts & Skills
- 2 credits Advanced Math (Including Geometry)

##### Physical Education - 1 1/2 credits (PE I, II, III)

##### Health - 1/2 credit

##### **Business – 1/2 credit Personal Finance beginning with the class of 2014**

**Senior Graduation Project Beginning with the class of 2015**

(above requirements in addition to):

Assessed Area Elective (language arts, social studies, mathematics and/or science) - 1 credit

Elective Courses - 13 credits

**Elective Courses – 12 credits beginning with the class of 2014**

**COMMENCEMENT EXERCISES**

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

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

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

**GUIDANCE AND COUNSELING**

Counseling and guidance services are provided. Our counselor works closely with teachers, administrators, school/community personnel, and parents as they investigate problems and concerns of the students. The counselor's primary obligation is to the individual and his/her progress through the school. Any problem or concern, which affects the individual's ability to profit from his/her education, is of major concern to the school counselor.

Entrance requirements for colleges, vocational schools, etc. vary greatly. Students should check to determine those requirements by examining college catalogs or by consulting the counselors. Many of the Wisconsin schools of higher education now require the ACT test as a requirement for admission to be used for counseling and placement purposes. It is becoming more expensive each year, but financial resources are available for students who are sincerely

interested in higher education. The counselors will be happy to provide financial aid information to any student interested in continuing his/her education.

The Guidance Resource Area is a facility for all students. Information on colleges, vocational and technical schools, military service, careers, employment, and scholarships is readily accessible. Students and faculty are welcome and encouraged to use these materials located in the Guidance area. The Wisconsin Career Inventory System (WCIS) is also available for student use on the school computer network.

#### HARASSMENT / DISCRIMINATION

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

Any student who is subjected to harassment, discrimination or intimidation should present concerns to the identified person and request that the behavior cease. A student may initiate in-house complaint procedures if the student is unable or unwilling to confront the identified offender, or if the harassment, discrimination, or intimidation persists. Students seeking to initiate in-house complaint procedures should meet with a principal or guidance counselor to present the facts and discuss other alternatives that could resolve the issue.

If, after exhausting in-house complaint procedures, the objectionable behavior continues, the student is encouraged to file a legal complaint. A student always has the option to bypass the in-house complaint options and initiate a legal complaint.

#### HIGH SCHOOL HOMEWORK

##### **Purpose of Homework**

Homework is defined as written or non-written tasks assigned by a teacher to be completed outside the classroom. These assignments should complement class work and be relevant to the curriculum. Homework is a natural extension of the school day and an important part of a child's educational experience at Evansville High School. Homework encourages self-discipline, pride in one's work, positive

self-esteem, and an interest in learning. Homework reinforces Evansville High School's home/school connection.

### **Kinds of Homework**

Home work may be assigned as preparation for upcoming lessons or as an extension of class work.

- preparation homework - given to prepare a student for upcoming lessons.
- practice homework - designed to reinforce lessons already taught in class.
- extension/creative homework - intended to provide challenging learning opportunities for enrichment and extension of the lesson.

These assignments reinforce the Wisconsin Curriculum Frameworks and promote inquiry, problem solving, discovery, analysis, and application of essential concepts.

### **Parent(s)/Guardian(s)' Responsibilities**

- Respond to the school's request for support of stated expectations for homework for a given year.
- Expect daily assignments and insist that students complete them regularly.
- Review progress on long-term assignments periodically.
- Provide a suitable study atmosphere for students that are quiet, well-lighted and supervised periodically.
- Maintain the home/school connection through calls, email, and conferences.
- Show interest in the homework being done but do not do the work for the child.
- Take part in the child's learning by providing enriching experiences outside the school day.
- Encourage reading for pleasure, above and beyond specific homework assignments.

### **Teachers' Responsibilities**

- Homework is to be set following each class whenever appropriate.
- Completed homework should be checked and corrected during the following lesson, where appropriate; and
- A record should be kept of students who have not completed homework satisfactorily.

### **Students' Responsibilities**

- Develop the habit of recording directions for homework and asking questions for clarification.

- Complete homework assignments accurately, neatly, and on time.
- Complete assignments missed because of absence within a reasonable time, according to established policy in the Student Handbook.

**Expected Ranges**

Grades 9 - 12 at least 30 minutes/day/subject at least 4 times/week, where appropriate.

**HONOR AWARDS**

Honor Roll

Students will receive grade points based on the following scale:

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

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

High Honors:	3.6 - 4.0
Honors:	3.0 - 3.59

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

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

High Honors:	3.6 - 4.0
Honors:	3.0 - 3.59

Academic Letter

EHS students will receive academic honors based on the accumulation of points each quarter throughout high school. They will receive points each quarter based on their GPA for the term as follows:

3.00 - 3.24 = 1 point
3.25 - 3.74 = 2 points
3.75 - 4.00 = 3 points

Points will be computed cumulatively over a high school career for each student. Students will receive awards as follows:

21 points = Letter (or pin if already a letter winner)

33 points = Academic Medal

45 points = Academic Plaque

The 45 points must be earned by the end of a senior's third term.

The awards will be distributed at the spring Awards Night ceremony.

Valedictorian and Salutatorian Awards

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

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

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

Wisconsin Academic Excellence Scholarship

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

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

- A. If the highest ACT scores are of equal value, the student with the greater number of academic course credits at the conclusion of the 14<sup>th</sup> quarter will receive the scholarship.
- B. If the number of academic course credits are of equal value, the student with the greatest GPA of academic courses taken at the end of the 14<sup>th</sup> quarter will receive the scholarship.

- C. The student with the highest SAT test score recorded, at the conclusion of the 14<sup>th</sup> quarter, will receive the scholarship.

#### LEARNING MATERIALS CENTER (LMC)

The Learning Materials Center, or LMC, is open from 7:30-3:30 each school day. Students and staff are encouraged to make full use of all available print, media, and digital resources.

#### Facilities/Resources

Seating choices for students include tables for independent study or collaboration and comfortable chairs for leisurely reading.

- Desktop computer lab, as well as mobile laptop cart available for class sign-out
- Internet, network, e-mail and data base access
- Virtual Library resources available at <http://www.evansville.k12.wi.us/hslmc>
- Kindles, MP3 players, boomboxes, flip cameras and flash drives available for checkout
- Scanners, a copy machine and a printer use for students and staff

#### Circulation

All books circulate for a period of four weeks. Kindles may be checked out for a week, and laptops, flash drives, magazines, videotapes, and DVD's circulate overnight. There are no overdue fines, but students will be charged for damaged or lost items.

#### Services

- Book selection consultation with individuals or classes
- Individual or class instruction relating to:
  - any part of the research process
  - database access and use
  - applications such as digital movies, podcasts, social networking, wikis, etc.

#### Access

Any student with a pass from the library media specialist, teacher or study hall monitor is welcome in the LMC during class. The LMC is also open during lunch, and students may eat lunch in the LMC if they have a sack lunch and wish to work during this time. Computer use is not allowed while eating. Age of majority students are also allowed to use the LMC during their open class period(s). These students may enter the LMC after class has started and before class ends if they wish.

The Evansville High School LMC is a vibrant center of learning. Collaboration is an essential part of learning, so the atmosphere in the LMC definitely allows for discussion. We just ask that you keep the level of your discourse such that other patrons are not distracted by your conversations. Patrons who choose not to follow this guideline may lose individual LMC privileges for a short time, but will always be allowed in the LMC with a class.

Database Passwords

SIRS Issues Researcher: username: evansville password: evansville

Health Resource Center: username: evansville password: evansville

ACT/SAT/PSAT 2010-11 TEST DATES

ACT

Required by all UW Schools and accepted by many others nationwide

September 8, 2012  
October 27, 2012  
December 8, 2012  
February 9, 2013  
April 13, 2013  
June 8, 2013

SAT

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

October 6, 2012  
November 3, 2012  
December 1, 2012  
January 26, 2013  
March 9, 2013  
May 4, 2013  
June 1, 2013

Registration for the ACT must be mailed at least 5 weeks prior to the testing date. Registration for the SAT must be mailed at least 4 weeks prior to the testing date.

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

PSAT

This test will be given at Evansville High School on Wednesday, October 17, 2012.

LOCKERS

All students will be assigned a corridor locker. Students are to occupy the locker assigned to them and keep it locked. Items of



value should not be stored in the locker. The Evansville School District assumes no responsibility for stolen items.

School lockers are the property of the Evansville Community School District. At no time does the Evansville district relinquish its exclusive control of lockers provided for the convenience of students enrolled in our school. Materials displayed in the locker shall be in good taste and all material must be removed at the close of the school year. Periodic inspection of corridor lockers will occur to ensure that lockers are clean, orderly, and in compliance with laws and regulations. School officials will search a particular locker if reasonable suspicion exists that some item kept in the locker is in violation of school rules.

#### LOST AND FOUND

Students should bring items they have found to the high school office. Students who have lost something should check in the office to see if the item has been turned in.

#### LUNCH PERIOD POLICY

The following regulations serve to implement the Evansville Board of Education's High School Closed Campus policy and allow responsible students to go home for lunch during their noon lunch period.

Students that live within walking distance from school and that can walk home, eat lunch, and return to school within 30-minutes are eligible for a lunch pass. The principal will determine if the student lives within an adequate distance from school.

1. Students may not drive their cars from school grounds during the lunch hours unless leaving for the day. The general rule is that once a student brings a car on the school grounds, it will remain there for the rest of the school day.
2. Students may only go to their own homes while on a lunch pass.
3. Parents may request in writing to pick up their son or daughter during their lunch hour to take them home for lunch. The student must sign out in the office, receive a blue permit, and check back into the office when returning. Students may apply for and earn a Lunch Pass. The pass will be issued each semester. The criteria for earning and maintaining a lunch pass are as follows:

- A. The student must not have received any Discipline Referrals for the previous 4 1/2 weeks grading period.
- B. A parent requests in writing that the student go home for lunch during the noon hour. This will be kept on file in the office for the school year.
- C. If a discipline referral is received during the term for which a student has been issued a lunch pass, the pass will be immediately revoked and the student will be restricted to the school grounds during lunch for 4 1/2 weeks.
- D. Forging or using an altered pass will result in revocation of the lunch pass for the school year.
- E. Students are responsible for using their own lunch pass. If a student is in violation of letting another student use his/her lunch pass, the privilege will be automatically revoked.
- F. When signing out and leaving the building, students must present their passes when an adult requests to see it. Failure to show a lunch pass when requested to do so will be treated as though no lunch pass has been issued.
- G. Students who leave the building at lunch without a lunch pass or blue permit face consequences such as detention or suspension from school and parent conference for readmission.

Fourth year students may leave the campus, individually in their own vehicle during their lunch period if they have no failing grades and no active attendance or disciplinary issues. Such students lose this privilege upon one unexcused absence, three un-excused tardies, or one disciplinary referral. To regain eligibility, parents/guardians must request reinstatement in writing. Students must meet with the principal or designee and successfully comply with all conditions set forth.

#### MEDICATION PROCEDURE

Medications should be administered to students by parents/guardians at home. Before any prescription medication can be administered to a student, school personnel must receive written parental/guardian consent and written instructions from the students' physician or dentist. Non-prescription medications may be administered with written parental/guardian consent only. The Medications Consent Form (453.4) must be completed and filed in the high school office prior to administering any medications.

Any student possessing prescription or non-prescription medication without following the procedures set forth in policy 453.4 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.

#### NONDISCRIMINATION

The Evansville Community School District is committed to a policy of nondiscrimination in relation to disability and any other classification protected by law. This policy (#411) will prevail in all matters concerning staff, students, volunteers, the public, educational programs and services, and individuals with whom the School District does business. In keeping with the requirements of federal and state law, the Evansville Community School District shall strive to prevent any discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered to students; in their assignment to schools and classes, and in their discipline; in location and use of facilities; in educational offerings and materials.

#### PASSES

A pass system is utilized at Evansville High School to enable students to move to different instructional areas during the school day after beginning bells have rung for each class period.

Students are to report directly to the area designated on the pass.

Students that use passes to go to the library or other areas of the school are to remain in those areas for the entire period. Any student who misuses pass privileges (i.e. wandering the halls, leaving before the bell, etc.) will be put on the No Pass List. For the first offense a student will be denied passes for a period of one month. For the second offense the student will be denied pass privileges for the remainder of the school year.

Passes from classes to obtain a drink of water, go to the restroom, or go to a student's locker should be highly restricted. Teachers are instructed to allow students to leave their classes only in extraordinary cases. The planner will be used by teachers to write students passes.

#### REPEATING OR AUDITING A COURSE

Special consideration by administration and guidance will be given to a student/parent request to retake an academic course for the purpose of acquiring or attaining a higher level of learning. Consent of the

instructor will be required. In such cases both the former and latter grade will become a permanent part of the student's grade record.

#### SPORTSMANSHIP

Evansville High School students should support their athletic teams, performance groups, etc. vigorously by displaying good sportsmanship and other appropriate behaviors at all times. Attendance as a participant or spectator in any co-curricular or extra-curricular activity is a privilege that can be revoked for improper behavior. Use the following as a guide to sportsmanship.

The individual student should:

1. Consider the visiting team, fans, and the officials as guests and treat them as such.
2. Respect the rights of students from the opposing school.
3. Respect the authority and judgment of the coach.
4. Respect the rights of spectators.
5. Respect the property of the school and the authority of the school officials.
6. Cheer both teams in a courteous manner.
7. Acknowledge good plays by either team.
8. Applaud an injured player when he/she is removed from the game.
9. Support cheerleaders and pom-poms.
10. Accept the official's decision as final.
11. Show self-control at all times during and after the game.
12. Be modest in victory and gracious in defeat.
13. Consider it a privilege and duty to encourage everyone (players and spectators alike) to live up to the spirit of the rules of fair play and sportsmanship.

#### STUDENT CONDUCT IN THE CLASSROOM

A teacher may remove a student from the class who exhibits the following behaviors:

1. Behavior that interferes with a person's work or school performance.
2. Harrassment behavior that creates an intimidating, hostile or offensive classroom environment.
3. Possession of use of a weapon or other article that might cause bodily harm to persons in the classroom.
4. Fighting.
5. Taunting, baiting, inciting and/or encouraging a fight or disruption.
6. Pushing, striking, or any improper physical contact of a student or staff member.

7. Profanity.
8. Defiance of authority/insubordination.
9. Interference - intentionally obstructing a student or staff member from carrying out his/her duties.
10. Restricting another person's freedom to properly utilize Classroom facilities or equipment.
11. Use, possession, dispersion or sale of tobacco, alcohol or other mood-altering chemicals or paraphernalia associated with their use on school property.
12. Willful damage to property.
13. Theft.
14. Cheating.
15. Any other dangerous, unruly or disruptive behavior that interferes with the ability of the teacher to teach and/or maintain an appropriate academic atmosphere.

A principal or his/her designee is required by law to place a student who has been removed from a class by a teacher in one of the following:

1. The classroom from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or his/her designee determines that readmission to the class is the best or only alternative.
2. Another class in the school or another appropriate place in the school, as determined by the principal or his/her designee.
3. Another instructional setting in or outside of the school.
4. An alternative education program as defined by law.

#### STUDENT COUNCIL

The purpose of the student council is to promote the welfare of the student body, to supervise student activities, and to help in planning and carrying them out. It shall serve as a medium for promoting good student-faculty relationships and for developing good government in the school. Any interested student may be a member of the student council. The student council elects officers of the student council.

#### STUDENT PUBLICATIONS

Student publications and media productions shall serve as educational tools, as media for reporting school events, as a means of expression for students, as forums for disclosure of issues, and as sources of entertainment in Evansville High School.

Evansville High School encourages students to develop and present, in a limited public forum, their creative expression through the

production of student reflective of the educational setting and community. Appropriate standards in the district shall be interpreted as:

1. Development of student responsibility in distinguishing between freedom and license.
2. Consideration by the faculty of the maturity levels of students and of appropriate standards of journalistic and media production taste.
3. Care for the development of skills of written expression and media production among students.
4. The preclusion of any material of defamatory content.

The high school may publish a school newspaper. Published yearbooks may be purchased by high school students. Formats for all yearbooks and school newspapers must be approved by the building principal. The advisor shall review the material and content with the building principal. The advisor and building principal reserve the right to review, modify, edit, or prohibit the final publication or presentation. The building principal shall have the final authority to determine the appropriateness of the content of all student publications/presentations. The building principal has the authority to prevent or restrain the duplication and/or distribution of the publication/presentation.

#### TEXTBOOKS

Textbooks are issued to students in many courses at Evansville High School. Students are responsible for the upkeep of the textbooks. Lost or damaged textbooks will result in replacement cost or a fine.

#### TRANSCRIPTS

These records, on file in the guidance office, include a listing of courses taken by the student, the student's final semester grades, the scores achieved on standardized tests, the student's attendance record, and a compilation of all extra-curricular activities the student has participated in.

Transcript information is confidential and available only to an adult pupil or to the parent or guardian of a minor pupil. Upon request, a minor pupil may view his/her transcript in the presence of a person qualified to explain and interpret the records.

With the written permission of an adult pupil or the parent or guardian of a minor pupil, the school shall make a copy of the transcript available to the person named on a permission form.

## VISITORS

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

## WEAPONS / FIREARMS ON SCHOOL PREMISES

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

### Definitions

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

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

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

## YOUTH OPTIONS

Eligible juniors and seniors may participate in the Wisconsin Youth Options program. This program allows students to enroll in courses at colleges and or technical schools at school district expense. The courses must be different from those offered at the high school. Students must register with the guidance counselor in the fall for spring courses and in the spring for fall courses.

## COMPUTER NETWORK POLICY

### K-12 STUDENTS

#### I. EDUCATIONAL TECHNOLOGY MISSION STATEMENT

The Evansville Community School District sees the primary mission of technology to be a seamless tool for learning. All students must have opportunities to develop proficiencies in information technology applications important for life skills as contributing citizens and workers. Further, the District is committed to using these resources to provide to the community access to opportunities for life long learning. Finally, the District intends to exploit the full potential of technology to maximize efficiencies in management and administration.

#### II. SCHOOL DISTRICT RESPONSIBILITIES

##### Network Computing Security

The Evansville School District is responsible for securing its network and computing systems to a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users, both registered and unregistered, of expected standards of conduct and the disciplinary or legal consequences for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action regardless of the success or failure of the attempt.

##### Filtering Policy

The Evansville School District provides access to the World Wide Web (Web) at all workstations. A filtering service is used at all student stations, to help provide security from potentially inappropriate web sites. Network filters provide NO GUARANTEE that students will not be able to access inappropriate web sites. It is impossible to filter out everything that may be questionable on the Web, because it grows exponentially every day.

##### Privacy and Law

The system administrators have access to all files, including e-mail files, so users should have no expectation of privacy with respect to said files or e-mail. Evansville School District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any e-mail transmitted on or misuses of the network and computing systems.

Reprinted in part from W. Morgan, University of KY, A.H. Rinaldi, Florida Atlantic University, and the Northern Valley Regional High School District.



### III. USER RESPONSIBILITIES

#### A. Conditions for Use

1. The users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, the district will fully comply with the authorities to provide any information necessary for the litigation process.
2. All users of the network are expected to adhere to regulations specified in computing areas, including but not limited to:
  - \* Consumption of food and/or beverages while seated at a computer workstation
  - \* Logging in to a workstation using an ID other than one's own
  - \* Accessing non-approved chat rooms
  - \* Disrupting the learning environment through excessive volume control on a computer workstation
3. Once a user receives a user ID to be used to access the network and computer systems on that network, they are solely responsible for all actions taken while using that user ID. It will be the responsibility of the user to pay any fees accrued by that user ID or by anyone using his user ID. Therefore, the following actions are prohibited:
  - \* Establishing a user ID under false pretenses.
  - \* Sharing your user ID with another person. If you do share your user ID with another person, you will be solely responsible for any abuse by that person.
  - \* Deleting, examining, copying, or modifying of files and/or data belonging to other users without their prior consent.
  - \* Changing the password of others.
  - \* Loading any software onto a workstation or downloading resources from the Internet or the network without receiving prior permission from an administrator, teacher, or the technology coordinator.
  - \* Impeding other users through mass consumption of system resources (i.e. downloading large files, printing large documents, saving large files), after receipt of a request to cease such activity.
  - \* Damaging or removing any piece of computer hardware.
  - \* Using facilities and/or services for unauthorized commercial purposes.

\* Any unauthorized, deliberate action, which damages or or causes a malfunction regardless of system location or time duration.

4. A user of the network is allowed to access only authorized computer systems attached to the network. Therefore, the following are prohibited:

\* Using systems and/or the network in an attempt to gain unauthorized access to remote systems.

\* Decrypting system or user passwords.

\* Copying or accessing system files.

\* Going into DOS or the finder.

\* Duplicating copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license.

\* Attempting to "crash" network systems or programs.

\* Attempting to secure a higher level of privilege on network systems.

\* Willfully introducing computer viruses, disruptive, or destructive programs into the network.

5. Electronic Mail (e-mail) is an electronic message sent by or to a user in correspondence with another person having e-mail access. Students in grades K-12 will be assigned a school-based e-mail account upon receipt of a signed request/agreement. Student e-mail is provided through a web-based service that blocks SPAMs, as well as incoming and outgoing mail containing inappropriate language and/or obscene content. Parents of students in grades K-5 will be notified in writing when a student e-mail account is opened. Messages received by the system are retained on the system for a time period specified by the network administrator, or until deleted by the recipient. Users are expected to remove old messages in a timely fashion and the system administrators will remove such messages if not attended to regularly by the user. A canceled account will not retain its e-mail. When a user sends electronic mail (e-mail), his/her name and user ID are included in each mail message. The user is responsible for all electronic mail from his user ID. Therefore, the following are prohibited:

\* Forging or attempting to forge electronic mail messages.

\* Attempting to read, delete, copy, modify or view without permission, other users' e-mail.

\* Attempting to send harassing, obscene, and/or other threatening e-mail to another user.

\* Attempting to send unsolicited junk mail, "for profit" messages, or other chain letters.

6. The World Wide Web has opened whole new worlds of learning opportunity for students. Unfortunately, much of the material on the Web is not appropriate for students. Students will be supervised while they are using network resources, but they must agree to monitor their own behavior before they will be allowed to do so. Therefore, the following are prohibited:

- \* Intentionally accessing any part of the network that is inappropriate for in-school use, such as obscene materials or those intended to impede the civil rights or liberties of others.
- \* Using the network for purposes of commercial gain.
- \* Using the network for unauthorized disclosure, use, and dissemination of personal identification information.
- \* **Inappropriate online behavior, including cyberbullying and inappropriate use of social networking sites.**

#### B. Consequences of Misuse

A student who intentionally violates any of the rules outlined in this document will face possible punishment(s) including, but not limited to:

- \* Restriction of computer access.
- \* Removal from computer access for the rest of the semester or the rest of the year.
- \* Parent notification.
- \* Detention.
- \* Suspension.
- \* Conference with an administrator.
- \* Payment of the costs to repair any damage to the computer system.
- \* Loss of Internet access.
- \* Loss of e-mail access.
- \* Criminal prosecution.

The consequences assigned to a student for a violation of the Network Computing Policy will be at the discretion of the administration

#### IV. DISTRICT WEB SITE

The school district web pages provide many opportunities for sharing information about our schools, which may include student work and/or images. The Evansville School District will not use a student's last name when publishing work to the web without prior parental authorization. Names will not be displayed. Student photographs and names will not be posted without prior consent of a parent or guardian.

EXTRA/CO-CURRICULAR HANDBOOK  
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## PHILOSOPHY

The primary purpose of education is to provide each student with the values and training necessary to lead a rewarding and successful life. The extra/co-curricular programs are an integral part of the educational process as it provides certain opportunities and emphasizes definite aims, difficult to duplicate in other school activities.

Participation in extra/co-curricular activities is a privilege. Involved students have a responsibility to follow established rules of conduct, maximize their performance, and present a positive image to fellow students, the Evansville community, and the larger world.

The goals of the Evansville Schools extra/co-curricular programs are:

1. To help students develop leadership skills and responsibility.
2. To promote teamwork, with the development of such commitments as loyalty and cooperation.
3. To promote the ideals of good sportsmanship and fairness that make for winning and losing graciously.
4. To provide opportunities for students to set personal goals and to work toward success.
5. To generate a sense of unity by providing a focus of interests on activity programs for students, staff, and community.
6. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
7. To promote excellence by providing opportunities for the expression of gifted and talented abilities.
8. To create alternatives for personal enrichment by providing outlets for students with varied needs, interests, and abilities.
9. To provide opportunities for personal enjoyment.
10. To promote a philosophy for life-long health and worthy use of leisure time, either as a participant or spectator.
11. To develop an understanding of the value of activities in a balanced educational process.

EVANSVILLE SCHOOLS  
ATHLETIC EXTRA-CURRICULAR CODE  
HANDBOOK

* Baseball	*Football	*Softball
* Basketball	*Golf	*Track
* Cheerleading	*Pom-Poms	*Wrestling
* Cross-Country	*Soccer	*Volleyball

**RULES OF ELIGIBILITY**

Evansville students participating in interscholastic athletics must abide by specific rules of eligibility. These rules of eligibility are established by the Wisconsin Interscholastic Athletic Association (WIAA) and are supplemented by locally developed Evansville School District rules. Any athlete planning to participate in school athletics must sign and have his/her parent/guardian sign a pledge card stating understanding and adherence to the code. The athlete will not be permitted to compete until the pledge card is returned to the school office with the required signatures.

**An Abbreviated Listing of WIAA Eligibility Requirements for Participation in Athletics at Evansville High School:**

1. You must be a legally registered student in the Evansville Community School District.
2. You must not have reached your 19th birthday before August 1 of that school year to be eligible for grade 9-12 activities.
3. In grades 9-12 you may not be in attendance at our high school more than four years.
4. You may not participate on any team of the same sport other than your high school team during the given activity season.
5. You must maintain amateur status. Before agreeing to participate in any non-school sponsored activity, consult your coach/advisor.
6. You must maintain acceptable academic standing. (The specific academic requirements are explained in the next section.)

### **Evansville School District Rules for Athletes**

In addition to the rules of eligibility as published by the WIAA, Evansville School District has developed rules which supplement those of the WIAA. These rules consist of the following:

1. **Required Forms**  
You must have on file with your school a completed physical exam/alternate year card, pledge card, insurance waiver (see page 10) and emergency card.
2. **Fees-Middle School=\$32/Sport High School=\$60/Sport**  
All fees must be paid in full prior to participating in any sport. Sports fees will not be refunded after the first four days of a team practice.
3. **Academic Eligibility**  
Academic eligibility for any nine-week period shall be determined by the previous nine-week (quarter) grades. The following two standards describe the criteria an athlete must meet to earn the privilege of participating for Evansville Schools. These standards will determine whether a student athlete is eligible, ineligible, or on academic probation.

#### **First Academic Standard**

The student earned passing grades in a minimum of 20 credit hours (3.0 ninety minute blocks in high school) and currently enrolled in 20 credit hours.

#### **Second Academic Standard**

- A. **Eligible if**  
No F's were earned and a 1.5 GPA or higher was accumulated for the 9 week term.  
**or**  
One F was earned but a 1.75 GPA or higher was accumulated for the 9 week term.
- B. **On Probation if**  
Did not meet eligibility **Standard A** above  
**and**  
Earned no more than one F but also accumulated a GPA from 1.25 - 1.74 for the 9-week term.
- C. **Ineligible if**  
Did not meet the eligibility or probationary standards listed above.

A student found academically **ineligible** is unable to compete in athletics for a **minimum of 15 consecutive school days**. If the sport

is in session when the grades are submitted and a grade report is generated showing a student ineligible, the fifteen days will begin at that time.

Mid-term (4.5 week) grades or subsequent reports by teachers should be viewed as an academic warning. End-of-term (9 week) grades determine eligibility.

A student on probation must meet with the athletic director or designee to commit to a plan for academic remediation. If a probationary student-athlete follows this plan appropriately, he/she will remain eligible for competition for the next 15 consecutive school days. At the end of this 15-day period, the athletic director will contact individual teachers for current grades which must meet the eligibility requirements or suspension will be immediate for the remainder of the 9-week grading period. A student on probation unwilling to commit and follow through with an academic remediation plan will be ineligible for competition for the entire/remaining 9-week grading period.

A student ineligible for competition must meet with the athletic director or designee at the beginning of the ineligibility period to commit to a plan for academic remediation if he/she wishes to attempt to regain eligibility sometime during the current 9-week grading period. An ineligible student is not allowed in competition for 15 consecutive school days. If the ineligible student has followed this plan appropriately, at the end of this 15-day period, the athletic director or designee will contact individual teachers for current grades which must meet the eligibility requirements or suspension will be immediate for the remainder of the 9-week grading period. An ineligible student who refuses to commit to and follow through with an academic remediation plan will be ineligible for the entire 9-week grading period.

Student athletes who were ineligible or probationary at the beginning of a given 9-week term but follow the stated procedures to regain eligibility at the 15 day mark are eligible academically for the remainder of the 9-week term, provided that they submit a weekly grade check form from their teachers to the athletic director each week for the remainder of the quarter. This form can be obtained from the office. If a student has incurred an academic ineligibility suspension and is not in continuous athletic participation from season to season, he/she must meet academic eligibility requirements in the grading period previous to his or her participation in a sport later in the year.

Student-athletes who are ineligible for competition for a period of time for academic or training rule violations must continue to attend



practice sessions to remain eligible in that sport upon completion of the suspension.

#### Academic Violations Affecting Fall Sports Participation

WIAA policy states the minimum ineligibility period for an academic violation involving a fall sport is the lesser of:

- 1) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport  
or
- 2) One-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

#### 4. **Attendance**

Participants must be in attendance the entire day of school in order to participate in any ~~an after-school or evening~~ practice or contest. It is also expected that participants be in school the entire day following any contest or event which is followed by a school day. Serious illness or death in the immediate family; medical, dental, and DMV appointments which cannot be otherwise avoided; and special situations such as field trips and for which an excuse has been secured beforehand from an administrator are exceptions to this rule. In addition, a student excused absent due to illness, transportation problems, or other excusable reasons for part of a day but in attendance for at least one half (two ninety minute blocks) of the same school day will be granted an exception to participate, but this allowance will be limited to one time per season. Otherwise, it should be noted that a student who is too ill to attend classes is too ill to perform in activities.

#### Acts of Truancy

A student participating in interscholastic athletics with an unexcused absence of one or more class periods will not be eligible for participation in that same day's practice or contests whichever may be the case. Repeated acts of truancy will result in ineligibility in the next scheduled contest.

#### 5. **Joining a Second, Same-Season Team**

No student who is dropped from one squad for disciplinary reasons, or who quits, shall be eligible to compete in another sport for that particular season unless the coaches of both sports involved agree to the arrangement. However, any student who is cut from a squad may compete in another sport during that season.

6. **Injuries/Special Medical Problems**  
Any athlete who is injured during an athletic practice or contest shall report the injury to the coach at once. If a physician's care is required, the physician must sign a statement that the athlete is physically fit to resume participation. Please see page 10 for more information.
7. **Practices**  
When an athlete joins a squad, he/she is expected to dedicate the time specified for practice by the coach of that activity. Regular attendance at practice is required. If an athlete has an unexcused absence from practice or a contest, he/she will not be permitted to participate in the next regularly scheduled game, meet, or match.
8. **Grooming/Uniform Guidelines**  
An athlete is expected to commit oneself to the team and to represent the team, school, and community in a positive manner. It is expected that each student-athlete will be clean and well-groomed. It is also expected that each athlete will appear for competition dressed in district provided uniforms and in compliance with those standards established by the coach. In general, the appearance and grooming of each team's members is under the discretion of the head coach. Uniforms will be selected by the athletic director and head coach. The building principal and athletic director will approve any uniform purchases.
9. **Equipment**  
Each athlete is responsible for the equipment issued to him/her. This equipment must be returned at the end of the season. Failure to return such equipment shall result in one or several of the following:
  - A) The athlete shall be excluded from any continued involvement in interscholastic athletics.
  - B) Awards earned by the athlete shall not be presented until such equipment is returned.
  - C) Lost equipment must be paid for by the athlete to whom it was issued.
  - D) Any equipment (even though paid for as a lost item) still belongs to the school and shall be repossessed upon discovery.
  - E) An athlete found to be in possession of athletic equipment from another school shall have that equipment repossessed and disciplinary action taken which may prevent further participation.

- F) An athlete who knowingly continues to retain equipment shall be reported to the proper law enforcement agency.

10. **Suspensions/Detentions**

Any student who is serving a suspension (in-school or out-of-school) cannot participate in any practice sessions or athletic contests for the period of the suspension. For example, a student suspended in-school or out-of-school on a Tuesday is ineligible to practice or compete anytime Tuesday. In addition, any absences from practice resulting from a suspension will be addressed according to the policies of the specific coach. Those students serving detention during practice sessions will be subject to the specific coach's discipline.

**Training Rules**

Training rules are a matter of self-discipline.

The best performance the athlete is capable of producing comes only after the body and mind have been conditioned through a regular training routine.

Training rules are established for the best interests of the athletes and the team. The athlete who complies with those rules demonstrates a desire to dedicate him/herself to self-improvement as well as to enhance the best interests of fellow teammates, coach, school, and community. **Training rules must be observed by all athletes throughout the calendar year, including when the particular sport is not in season.**

An athlete must refrain from any conduct at any time that would reflect unfavorably on him/herself or the school. Conduct which would reflect unfavorably on an athlete or on the school includes but is not limited to the following:

**Training Rule Violations -- Group A**

1. Drug abuse, including sale, possession or illegal use.  
Drug paraphernalia, possession or use.
2. Use, possession or purchase of alcoholic beverages.
3. Use or possession of tobacco in any form.
4. A criminal offense or a violation of a municipal or county ordinance having a statutory counterpart.
5. Acts of vandalism.

6. Presence in a bar or tavern without the athlete's parents/guardians.

#### **Training Rule Violations -- Group B**

1. Insubordination while involved in athletic activity.
2. Profanity or obscene gestures during athletic involvement.
3. Unsportsmanlike conduct resulting in contest expulsion.
4. Truancy.
5. Behavior or conduct which reflects unfavorably on an athlete.

#### **Other Training Rules**

Other training rules, such as curfews, not addressed specifically in the code are left to the discretion of each head coach. It is important, however, that each head coach make his/her position very clear to his squad at the beginning of the sports season. This clarity is desirable so that all the athletes know how the coach stands on these points.

The Athletic Handbook shall apply to the middle school athletic program. Penalties are not cumulative from the middle school.

#### **Training Rule Violations -- Guidelines for Minimum Penalties**

All athletic code penalties are superseded by the Evansville Community School District's policy (Section 443.4) which specifies penalties dealing with students who sell, possess, exchange, distribute or illegally use alcohol or drugs on school premises or at a school-related activity. **An athlete suspended or expelled from school shall be barred from participation in athletics during that period of time.** However, if the school suspension due to an alcohol or other drug violation is a shorter period of time than the athletic code dictates, then the athletic code penalty shall prevail in terms of athletic ineligibility.

Participation in interscholastic athletics is a privilege. Failure to abide by established training rules shall result in withdrawal of the privilege to participate. For any violation, the following guidelines are established, setting forth the minimum penalty that shall be imposed. Group A training rule violations are cumulative during a student's high school career. For example, a first offense in alcohol would cause a second penalty offense for the second training rules violation, even if it is not alcohol-related. Group B training rule violations are cumulative **within themselves only**. For example, an

obscenity violation during competition would only result in a second offense penalty if a student-athlete had a different obscenity violation earlier in his/her career.

When a second violation occurs prior to a first violation penalty being served, the two penalties must be served cumulatively -- they are not to be served concurrently.

Note

A training rule violation is not fully cleared until the student completes the entire season where the ineligibility period ended in good standing.

**Training Rule Penalties for Group A Violations:**

**First Violation** -- Suspension from participation in 25% of the contests for the regular season with carry over into the next season if necessary. If the student has violated the code in the area of alcohol or drugs, the student may reduce the suspension to one contest provided the student has self-referred or been referred by his/her parent/guardian and has successfully completing a SAP (Student Assistance Program) at his or her expense of \$50. If the student has violated the code in the area of tobacco and has self-referred or been referred by his/her parent/guardian, he/she may reduce the suspension from athletics to one contest by agreeing to complete the Evansville School District's SAP tobacco education program at his or her expense of \$25. Unless suspended from or suspended in school, attendance at all practices is required during the ineligibility period and the student must complete the season in good standing.

**Second Violation** -- Suspension from participation in 50% of the contests for the regular season with carry over into the next season if necessary. **If the student has violated the code in the area of alcohol or drugs, he/she will be required to complete a formal assessment , by a non-school agency and successfully complete a Student Assistance Program, by a non-school agency at his /her expense.**

**(Student Assistance Program).** The Student Assistance Program offered through the Evansville School District will be available to a student one time only, unless the local facilitators determine that repeating the program would be beneficial to the student. Without the formal AODA assessment, the student will be suspended from extra/co-curricular participation for one calendar year (twelve months from the date of the offense). If the student violated the code in the area of tobacco, he/she must agree to complete the SAP tobacco education program. Unless suspended from or suspended in school, attendance at all practices is required during the ineligibility period and the student must end the season in good standing

**Third Violation** -- Suspension shall be for one full calendar year (twelve months from the date of the offense). Any subsequent violations beyond the third will be cause for an additional calendar year suspension for each violation.

**Training Rule Penalties for Group B Violations -- GROUP B VIOLATIONS ARE CUMULATIVE WITHIN THEMSELVES ONLY**

1. **Insubordination during athletic involvement** -- Suspension from one game, meet, or match. Unless suspended from or suspended in school, attendance at all practices is required during the ineligibility period. Second offense means suspension for one-half season. Third offense means suspension for one season or equivalent of one season.
2. **Profanity or obscene gestures during athletic involvement** -- Suspension from one game, meet, or match. Unless suspended from or suspended in school, attendance at all practices is required during the ineligibility period. Second offense means suspension for one-half season. Third offense means suspension for one season or equivalent of one season.
3. **Acts of unsportsmanlike conduct which result in the expulsion from a contest** -- Suspension from the next scheduled contest.
4. **Behavior or conduct which reflects badly upon an athlete** -- Suspension from at least the next scheduled contest or more as deemed appropriate by the administration.

**Penalty Calculation Table**

(For students ineligible for 25% of the Season)

A contest shall be defined as both junior varsity and varsity games for athletes who play at both levels of any sport.

Tournament or multi-team contests on the same day may be considered as two contests.

Number of scheduled Contests in your sport:	Number of contests for which student will be ineligible:
1 – 5	2
6 – 10	3
11 – 15	4
16 – 20	5
21 – 25	6

### **Enforcement of Rules**

#### **Related to the Athletic Code of Evansville Schools**

Investigation of the athletic code will be based on the following:

1. Violations reported by teachers, coaching staff, school officials, parents/guardians, or community members presented in writing (signed and dated) to a principal or athletic director.
2. Violations reported by students that are supported through further investigation.
3. Violations confirmed to the school by law enforcement officials.
4. Self-admission.

Upon receiving a report of violation, a principal, athletic director, and/or designee shall conduct an investigation (including an interview with the accused) and determine whether or not the student has violated the athletic code. Any such report must be received within a reasonable period of time from the alleged occurrence of the violation. Disciplinary action will be handled as outlined in the athletic handbook.

#### **Important**

The listed standards, rules, and penalties for violations of the athletic code serve as minimum guidelines. Individual coaches may inform their student-athletes of more stringent expectations and penalties. Also, the administration reserves the right to adjust penalties as deemed appropriate. **Consequences will be served simultaneously for students involved in more than one extra/co-curricular activity at the same time.**

#### **Travel**

A student who travels to an out-of-town game with a school team must return with the team under school-approved supervision. An exception to this rule is, that if a student's parent/guardian is present at the out-of-town site, he/she may request that the student return with the parent/guardian. **This request must be made in person by the parent/guardian to the coach in charge.** This verbal request must be accompanied by a signed note by the parent/guardian that is given to the coach. A parent obtaining this permission may only transport his/her own children. Any other arrangements must be made and approved via a signed travel release form that must be filed in the school office prior to the dismissal of school on the day of the contest. This form can be obtained in the office.

## **APPEAL PROCESS FOR EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES**

Evansville Community Schools recognize the rights of students. The student and his/her parents/guardians have recourse in the event they believe the alleged offense did not occur or the proper procedures were not followed. The appeal procedure outlined in this policy is the process a student and his/her parents/guardians are to follow when appealing decisions related to Co-Curricular or Extra-Curricular suspensions. Students will remain ineligible during the appeal process.

At the beginning of each school year, building principals will be responsible for establishing separate appeal councils for co-curricular and extra-curricular activities, with alternate members suitable for covering the range of activities. Coaches or advisors of the activity in which the student appellant participates will not hear the case. The Appeal Council will be comprised of a principal acting as non-voting chairperson, one coaching/advising faculty representative, one non-coaching/advising faculty representative, and one student representative.

### **Appeal Procedure**

A student and/or his/her parents/guardians may formally appeal the suspension decision in writing to the school administrator or designee within five (5) days of the suspension.

The principal will set the date of the hearing. The Appeal Council will conduct the hearing within three (3) school days of receiving the written appeal request, barring extenuating circumstances.

The Appeal Council will hear the appeal presented by the student and his/her parents/guardians. The Appeal Council will deliberate and rule on the appeal in private by a majority vote, and communicate the decision within one (1) school day to the student and parents/guardians, barring extenuating circumstances. The hearing decision will be placed in writing and mailed to the student and his/her parents/guardians within five (5) school days.

A student and/or his/her parents/guardians may formally initiate a second appeal in writing to the school administrator or designee within three (3) days of the findings from the Appeal Council. A requested second appeal will be before the district administrator. The district administrator will conduct a second hearing within three (3) school days of receiving the written request for a second appeal. The district administrator will hear the appeal presented by the student



and his/her parents/guardians. The district administrator will rule on the appeal and communicate the decision to the student(s) and parents/guardians in one (1) school day, barring extenuating circumstances. The district administrator's finding will be placed in writing and mailed to the student and his/her parents/guardians within five (5) school days.

If the student and his/her parents/guardians are not satisfied with the findings in the prior appeals, a third appeal may be requested in writing to the school administrator or designee within three (3) days of the findings from the district administrator. A requested third appeal will be added to the business of the next scheduled Board of Education meeting. The Board of Education will hear the appeal presented by the student and his/her parents/guardians. The Board of Education will deliberate, rule on the appeal by a simple majority vote, and communicate the decision to the student(s) and parents/guardians in person or by phone in one (1) school day barring extenuating circumstances. The Board of Education's finding will be placed in writing and mailed to the student and his/her parents/guardians within five (5) school days.

The provisions as outlined above shall be the sole and exclusive remedy of appeal for students suspended from activities.

#### **Insurance and Athletic Injuries**

1. The school does not carry individual or group insurance for any athlete or athletic program. **Insurance is a parental/guardian responsibility!** Insurance is available, however, to parents/guardians from a private company for any student for the entire school year or for an athlete for an athletic season(s).  
The school will act as a clearing house for this private company in distributing this insurance information and application forms, forwarding insurance application forms and fees and in processing claims.
2. Students intending to participate in athletics must:
  - A) Turn in a completed insurance application form from the private insurance company with the premium
  - or
  - B) Turn in an insurance waiver card signed by the parent/guardian indicating they are adequately covered by insurance or that they assume full

responsibility before the student will be allowed to participate in any athletic program.

Submitting a completed insurance waiver card for an athlete without insurance coverage has the potential for severe financial consequences. Parents/guardians are strongly advised to avoid this option but choose it at their own risk!

### **Report All Injuries**

1. All injuries must be reported to the head coach immediately.
2. Always consult with the head coach or athletic director if it is necessary to see the physician or dentist.
3. In case of emergency, athletes will be sent to our local doctor(s) or to a local hospital. Parents/guardians should indicate any specific doctor desired on the student's medical card.
4. Parents/guardians and/or athletes need to inform the athletic director or head coach of any special medical problems, regardless to how minor they may seem.
5. Should an injury be discovered after the athlete has returned home, the head coach and/or athletic director should be notified.
6. If an athlete requires a physician's care, the physician must sign a statement that the athlete is physically fit to resume participation before the athlete will be allowed to practice or compete.

### **Procedure for Resolving Concerns**

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

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

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

### **Concerns the Athlete and Parent/Guardian May Discuss**

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

**Concerns the Athlete and Parent/Guardian May Not Discuss**

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

**COACHING STAFF -- LETTER AWARDS**

**FOOTBALL - Ron Grovesteen**

A player must participate in one more than one-half of the quarters of any game played, plus discretion of the coach.

**BOYS SOCCER – Matt Smith**

To receive a soccer letter the athlete must complete the season in good standing. The athlete must compete in a minimum of 7 halves.

**BOYS BASKETBALL – Chris Wagner**

A player must participate in one-fourth the accumulated varsity quarters for the season. May also receive a letter at the discretion of the coach.

**BOYS TRACK – Tina Thornton**

Must score a minimum of 20 points during the season in varsity competition. Must be a definite asset to the team. All decisions will be subject to the discretion of the coach.

**WRESTLING – Robert Kostroun**

To receive a letter a wrestler must earn a minimum of 20 varsity team points during the regular season. The majority of team points should be earned by winning matches and not by receiving a forfeit. Also, a wrestler needs to compete in a minimum of 50% of all possible varsity contests. All final decisions will be subject to the discretion of the coaching staff.

**BASEBALL -- Brian Cashore**

A player must participate in at least one-fourth of all varsity innings played during the season. May also receive a letter at discretion of the coach.

**SOFTBALL** – Charity Kostroun

A player must participate in at least one-fourth of all varsity innings played during the season. May also receive a letter at discretion of the coach

**VOLLEYBALL** – Kevin Breiby

To letter in volleyball a player must participate in three-fourths of the varsity matches and exhibit a spirit of cooperation and sportsmanship. The athlete may also receive a letter at the discretion of the coach.

**GIRLS BASKETBALL** – Jim Schoenenberger

To letter in girls basketball a girl must do the following (1) attend all practices. The coach must be notified prior to any excused absence; (2) participate in one more than one-half of the total quarters played during the season; (3) exhibit a spirit of cooperation and sportsmanship on and off the court with her coaches, fellow teammates, and official personnel. Girls are also expected to follow all of the rules of conduct as mentioned in this handbook.

**GIRLS TRACK** – Tina Thornton

To letter in girls track a participant must score a minimum of 20 points. She must also be a definite asset to the team. All decisions to warrant a letter will be subject to the discretion of the coach.

**BOYS & GIRLS CROSS COUNTRY** – Quentin Yoerger

A runner must finish in the top seven team places for one-half of all meets. A runner that exceeds the allotted time for one-half of all meets. All decisions to warrant a letter will be subject to the discretion of the coach.

**GIRLS SOCCER** – Kendall Buttchen

To receive a soccer letter the athlete must complete the season in good standing. The athlete must compete in a minimum of 7 halves.

**GOLF** – Dennis Reese

To receive a golf letter the athlete must participate in one-third of all varsity matches. The coaching staff may also award letters at their discretion if unusual circumstances prevail.

**POM-PONS** – Kelly Fanta-Stroik & Courtney Guenther

To earn a letter a pom team member must successfully complete two sport seasons and perform in 90% of the games within each of those seasons.

**CHEERLEADING** – Shelley Meredith/Heidi Deininger  
To earn a letter a cheerleader has to be on, and competing in, more than on-half of all routines for four sports seasons.

**EVANSVILLE SCHOOLS**  
**NON-ATHLETIC EXTRA/CO-CURRICULAR CODE**  
**HANDBOOK**

The following general provisions apply to all students participating in non-athletic extra/co-curricular activities sponsored by the Evansville Community Schools other than interscholastic athletics, cheerleading, and pom-poms.

**General Guidelines for All Non-Athletic Extra/Co-Curricular Groups**

*Band/Choir Music Tour	*HMV Club
*Chamber Choir	*Forensics
*Wind Ensemble	*Musical
*Jazz Band	*Fall Play
*Solo/Ensemble	*Student Production
*Symphonic Band	*Computer Programming Team
*Vocal Jazz	*HCP
*AFS	*Math Team
*Class Officers	*FBLA
*FFA	*Pit Band
*Homecoming Court	*Set Crew
*National Honor Society	*RVC Student Council
*Prom Court	*Student Council
*RVC Honors Band	*Yearbook
*RVC Honors Choir	*Quiz Bowl
*Winter Dance Court	*Future Problem Solvers
*School Newspaper	*GSA
*Writing Club	

**Homecoming**

Violation of any code guidelines beginning the first day of school through the day of the homecoming dance will result in suspension from homecoming court eligibility.

Winter Dance

Violation of any code guidelines beginning the first day of the third quarter through the day of the winter dance will result in suspension from winter court eligibility.

Prom

Violation of any code guidelines beginning the first day of the fourth quarter through the day of the prom dance will result in suspension from prom court eligibility.

Students in all activities covered by this section of the code will be governed by state and national association guidelines for regional, state, and national competition in addition to the appropriate provisions of this code.

**A statement signed annually by both student and parents/guardians indicating an understanding of the activities code must be returned to the coach/advisor by each participant by the first day of practice or activity. These statements are to be collected by the director, coach, or advisor and submitted to the building principal.**

**1. Academic Eligibility**

Academic eligibility for any 9-week period shall be determined by the previous 9-week term (quarter) grades. The following two standards describe the criteria a student must meet to earn the privilege of participating for Evansville Schools. These standards will determine whether a student is eligible, ineligible, or on academic probation.

**First Academic Standard**

The student earned passing grades in a minimum of 20 credit hours (3.0 ninety minute blocks in high school)

**Second Academic Standard**

**A. Eligible if**

No F's were earned and a 1.5 GPA or higher was accumulated for the 9-week term.

**Or**

One F was earned but a 1.75 GPA or higher was accumulated for the 9-week term.

**B. On Probation if**

Did not meet eligibility

Standard A above

**And**

Earned no more than one F but also accumulated a GPA from 1.25 - 1.74 for the 9-week term.

**C. Ineligible if**

Did not meet the eligibility or probationary standards listed above.

A student found academically **ineligible** is unable to participate in non-athletic extra/co-curricular activities for a **minimum of fifteen consecutive school days**. This penalty will begin once a grade list shows a student ineligible and will include all non-athletic extra/co-curricular activities occurring during the period of ineligibility. **Mid-term (4.5 week) grades or subsequent reports by teachers should be viewed as an academic warning. End-of-term (9-week) grades determine eligibility.**

A student on probation must meet with his/her grade level principal or designee to commit to a plan for academic remediation. If a probationary student follows this plan appropriately, he/she will remain eligible for competition for the next 15 consecutive school days. At the end of this 15-day period, the grade level principal will contact individual teachers for current grade point, which must meet the eligibility requirements or suspension will be immediate for the remainder of the 9-week grading period. A student on probation unwilling to commit to and follow through with an academic remediation plan will be ineligible for competition for the entire/remaining 9-week grading period.

A student ineligible for participation must meet with his/her grade level principal or designee at the beginning of the ineligibility period to commit to a plan for academic remediation if he/she wishes to attempt to regain eligibility sometime during the current 9-week grading period. An ineligible student is not allowed to participate for 15 consecutive school days. If the ineligible student has followed this plan appropriately, at the end of this 15-day period, the grade level principal will contact individual teachers for current grades which must meet the eligibility requirements or suspension will be immediate for the remainder of the 9-week grading period. An ineligible student who refuses to commit to and follow through with an academic remediation plan will be ineligible for the entire 9-week grading period.

Students who were ineligible or probationary at the beginning of a given 9-week term but follow the stated procedures to regain eligibility at the 15-day mark are eligible academically for the remainder of the 9-week term, provided that they submit a weekly grade check form from their teachers to the grade level principal each week for the remainder of the quarter. This form can be obtained from the office.

**2. Attendance**

Participants **must be in attendance the entire day of school in order to participate in any an-after school or evening practice, contest, or event.** It is also expected that participants be in school the entire day following any contest or event which is followed by a school day. Serious illness or death in the immediate family; medical, dental, and DMV appointments which cannot be otherwise avoided; and special situations such as field trips and **for which an excuse has been secured beforehand from an administrator** are exceptions to this rule. In addition, a student excused absent due to illness, transportation problems, or other excusable reasons for part of a day but in attendance for at least one-half two ninety minute blocks of the same school day will be granted an exception to participate, but this allowance will be **limited to one time per semester.** Otherwise, it should be noted that a student who is too ill to attend classes is too ill to participate in co-curricular activities.

A student with an unexcused absence of one or more class periods on the day of a performance, practice, or competition will not be allowed to participate in that day's performance, practice, or competition.

**3. Suspensions/Detentions**

Any student who is serving a suspension (in-school or out-of-school) cannot participate in any practice sessions or athletic contests for the period of the suspension. For example, a student suspended in-school or out-of-school on a Tuesday is ineligible to practice, perform, or participate anytime Tuesday.

**4. Conduct**

A student participating in non-athletic extra/co-curricular activities will be subject to disciplinary action for the following violations:

1. Drug abuse, including sale, possession or illegal use.  
Drug paraphernalia, possession or use.
2. Use, possession or purchase of alcoholic beverages.



3. Use or possession of tobacco in any form.
4. A criminal offense or a violation of a municipal or county ordinance having a statutory counterpart.
5. Acts of vandalism.
6. Presence in a bar or tavern without the student's parents/guardians.
7. Habitual truancy.

### **Conduct Violation Penalties -- Minimum Guidelines**

#### **Important**

The listed penalties for violations of the non-athletic extra/co-curricular code **generally** serve as minimum guidelines. The administration reserves the right to adjust **any** penalties as deemed appropriate.

**First Violation** – 20 hours of community service as determined by Administration and Advisor. Community service must be completed in a timely manner with at least 5 hours completed a week and must be completed in consecutive weeks. Once a contract outlining how the student will meet the above requirements has been signed by the student and his/her parent/guardian, the student may resume participation in non-athletic activities. If the student has violated the code in the area of alcohol or drugs, the student may reduce the suspension to 10 hours of community service provided the student has self-referred or been referred by his/her parent/guardian and has successfully completing a SAP (Student Assistance Program) at his or her expense of \$50. If the student has violated the code in the area of tobacco and has self-referred or been referred by his/her parent/guardian, he/she may reduce the suspension to 10 hours of community service by agreeing to complete the Evansville School District's SAP tobacco education program at his or her expense of \$25.

**Second Violation** -- Suspension from 50% of all activities' seasons/performances or their equivalents. However, if the student has violated the code in the area of alcohol or drugs, then he/she **will be required to complete a formal assessment**, by a non-school agency, provide a release of information to the District, successfully complete a Student Assistance Program (SAP) at his or her expense of \$50, and follow through on all recommendations. The Student Assistance Program offered through the Evansville School District will be available to a student one time only, unless the local facilitators determine that repeating the program would be beneficial to the student. Without the formal AODA assessment, the student will be suspended from non-athletic extra/co-curricular participation

for one calendar year (twelve months from the date of the offense). If the student violated the code in the area of tobacco, he/she must agree to complete the SAP tobacco education program at his or her expense of \$25.

**(Student Assistance Program).** The Student Assistance Program offered through the Evansville School District will be available to a student one time only, unless the local facilitators determine that repeating the program would be beneficial to the student. Without the formal AODA assessment, the student will be suspended from extra/co-curricular participation for one calendar year (twelve months from the date of the offense). If the student violated the code in the area of tobacco, he/she must agree to complete the SAP tobacco education program. Unless suspended from or suspended in school, attendance at all practices is required during the ineligibility period and the student must end the season in good standing.

**Third Violation** -- Suspension for one full calendar year (twelve months from the date of the offense) from all extra/co-curricular activities. Any subsequent violations beyond the third will be cause for an additional calendar year suspension for each violation.

**Exceptions For Some Music Performing Groups**  
**Chamber Choir, Symphonic Band, Wind Ensemble, Concert Choir.**

These music performing groups in Evansville Schools are unique in that they are curricular (taken for credit) and also non-athletic extra/co-curricular (performances are outside of class time, but are an extension of the classroom work and part of the curriculum). Therefore, disciplinary actions for students involved in these courses/activities will not involve concert group performances. Instead, ineligibility will affect ensembles and other activities related to the group. **In these situations, specific consequences will be determined by the administration in consultation with the music director(s).**

**Other Conduct Violations**

Students participating in non-athletic extra/co-curricular activities have a responsibility to conduct themselves in a manner that will reflect positively on themselves, their group, school, and community. Students who behave or conduct themselves in a manner which reflects unfavorably on our school and community may face consequences. These penalties will be determined as appropriate by the school administration.

**Enforcement of Rules  
Related to the Non-Athletic Extra/Co-Curricular Code of  
Evansville Schools**

Investigation of the non-athletic extra/co-curricular code will be based on the following:

1. Violations reported by teachers, coaching staff, school officials, parents/guardians, or community members presented in writing (signed and dated) to a principal or staff advisor.
2. Violations reported by students that are supported through further investigation.
3. Violations confirmed to the school by law enforcement officials.
4. Self-admission.

designee shall conduct an investigation (including an interview with the accused) and determine whether or not the student has violated the non-athletic extra/co-curricular code. Any such report must be received within a reasonable period of time from the alleged occurrence of the violation. Disciplinary action will be handled as outlined in the non-athletic extra/co-curricular handbook.

**Disciplinary Actions**

**The guidelines listed above must be observed by all students participating in non-athletic extra/co-curricular activities for the duration of that activity.**

**Awards**

Each student must complete the activity year in good standing to be eligible for school awards.

**Specific Requirements/Expectations**

Membership in a music performing group is based upon the following: ability, attitude, and attendance at major performances and required rehearsals outside of class time. Performances serve as evaluation, final exams, and the culmination of group team effort which can only be created through this group experience. A list of the dates for required performances will be given to the students well in advance of the required dates. For the previously listed concert, chamber, and symphonic groups, concert performances are a major component of the course grading. Students are responsible for any schoolwork missed during the school day due to musical performances or special rehearsals.

Any emergency absence must be excused by the director in order for the students to maintain membership in the group. Illness and family

emergencies are excusable if approved by the director. Baby-sitting or work are NOT excusable absences from a required performance or rehearsal. Truancy will not be accepted from members of the music groups which represent the school. Advance posting of concert dates should preclude conflicts.

### **Disciplinary Actions for Behavior Not Covered By the Code of Conduct**

1. Each director will monitor his/her group to uphold and maintain reasonable expectations. In cases where disciplinary situations may arise, the director will confer with the building administration to determine the appropriate actions.
2. Any student reported for violation of any of these rules shall have a fair hearing conducted by a principal/designee.

### **Specific Disciplinary Actions**

Violation of any of the code guidelines will result in suspension from one meeting, activity, or event or more as deemed appropriate in addition to prescribed disciplinary action.

### **Travel**

A student who travels to an out-of-town game with a school team must return with the team under school-approved supervision. An exception to this rule is, that if a student's parent/guardian is present at the out-of-town site, he/she may request that the student return with the parent/guardian. **This request must be made in person by the parent/guardian to the coach in charge.** This verbal request must be accompanied by a signed note by the parent/guardian that is given to the coach. A parent obtaining this permission may only transport his/her own children. Any other arrangements must be made and approved via a signed travel release form that must be filed in the school office prior to the dismissal of school on the day of the contest. This form can be obtained in the office.

### **APPEAL PROCESS FOR EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES**

Evansville Community Schools recognize the rights of students. The student and his/her parents/guardians have recourse in the event they believe the alleged offense did not occur or the proper procedures were not followed. The appeal procedure outlined in this policy is the process a student and his/her parents/guardians are to follow when appealing decisions related to Co-Curricular or Extra-Curricular

suspensions. Students will remain ineligible during the appeal process.

At the beginning of each school year, building principals will be responsible for establishing separate appeal councils for co-curricular and extra-curricular activities, with alternate members suitable for covering the range of activities. Coaches or advisors of the activity in which the student appellant participates will not hear the case. The Appeal Council will be comprised of a principal acting as non-voting chairperson, one coaching/advising faculty representative, one non-coaching/advising faculty representative, and one student representative.

#### Appeal Procedure

A student and/or his/her parents/guardians may formally appeal the suspension decision in writing to the school administrator or designee within five (5) days of the suspension.

The principal will set the date of the hearing. The Appeal Council will conduct the hearing within three (3) school days of receiving the written appeal request, barring extenuating circumstances.

The Appeal Council will hear the appeal presented by the student and his/her parents/guardians. The Appeal Council will deliberate and rule on the appeal in private by a majority vote, and communicate the decision within one (1) school day to the student and parents/guardians, barring extenuating circumstances. The hearing decision will be placed in writing and mailed to the student and his/her parents/guardians within five (5) school days.

A student and/or his/her parents/guardians may formally initiate a second appeal in writing to the school administrator or designee within three (3) days of the findings from the Appeal Council. A requested second appeal will be before the district administrator. The district administrator will conduct a second hearing within three (3) school days of receiving the written request for a second appeal. The district administrator will hear the appeal presented by the student and his/her parents/guardians. The district administrator will rule on the appeal and communicate the decision to the student(s) and parents/guardians in one (1) school day, barring extenuating circumstances. The district administrator's finding will be placed in writing and mailed to the student and his/her parents/guardians within five (5) school days.

If the student and his/her parents/guardians are not satisfied with the findings in the prior appeals, a third appeal may be requested in writing to the school administrator or designee within three (3) days of the findings from the district administrator. A requested third

appeal will be added to the business of the next scheduled Board of Education meeting. The Board of Education will hear the appeal presented by the student and his/her parents/guardians. The Board of Education will deliberate, rule on the appeal by a simple majority vote, and communicate the decision to the student(s) and parents/guardians in person or by phone in one (1) school day barring extenuating circumstances. The Board of Education's finding will be placed in writing and mailed to the student and his/her parents/guardians within five (5) school days.

The provisions as outlined above shall be the sole and exclusive remedy of appeal for students suspended from activities.

# Evansville

*Community School District*

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## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: Proposal for Audit Services  
Date: April 9<sup>th</sup>, 2012

Requests for Proposals for auditing services were sent to 10 auditing firms selected from the DPI list of approved auditors. The proposal term requested was for three years. The District received responses from six firms. Included is a table that includes specific information from the audit proposals.

The selection process included reviewing proposed auditing costs, interviewing contacts provided in the proposal; and checking references. Based on the proposed cost for services, three auditing firms were selected for interviews. Telephone interviews were conducted on April 3<sup>rd</sup> using the following questions:

1. Evansville has engaged the same auditing firm for the past several years. Discuss how you would handle the transition plan should the District choose your firm. Who, what, when and how?
2. Describe the scope of consultation services that would be provided during the year outside of the regular audit work. When is there a cost for consultation services?
3. Describe a general audit presentation to the Board of Education.
4. The Evansville Business Office staff works hard to be as efficient as possible because there is never enough time. Do you have an example of a time-saving practice or procedure that you were able to recommend to business office staff regarding the work related to the audit or any general business office work?

Following the interviews, two firms were selected for references checks. Brad Boll, Business Manager from Beloit Turner School District provided a very good reference for the contacts at Wegner, CPAs. Kathy Davis, Business Manager from Cambridge School District provided a very good reference for Johnson Block.

My recommendation to the Board is to accept the auditing proposal from Wegner, CPAs based on the following information. The all-inclusive three-year proposed cost for auditing services from Wegner, CPAs is the lowest of the six proposals and will save the District \$5,200-\$6,650 per year for the next three years in auditing expense. Natalie Rew, Senior Manager for Wegner, is a very well respected auditor who worked at DPI for many years and is considered an expert in public school finance.

	AUDITING FIRMS SUBMITTING PROPOSALS					
	Wegner, CPAs	Johnson Block and Co.	Reilly, Penner & Benton, LLP	Clifton Larson Allen LLP	WIPFLI CPAs	Smith & Gesteland, LLP
3-Year Proposed Cost of Financial Audit	\$12,800	\$14,300	\$13,900	\$15,970	\$17,950	\$18,000
	\$12,800	\$14,700	\$14,300	\$16,300	\$18,450	\$18,000
	\$12,800	\$15,100	\$14,700	\$16,600	\$18,950	\$18,000
3-Year Proposed Cost of Membership Audit	\$2,500	\$1,750	\$1,300	\$2,500	\$2,500	\$3,950
	\$2,500	\$1,750	\$1,350	\$2,550	\$2,600	\$3,950
	\$2,500	\$1,750	\$1,400	\$2,600	\$2,700	\$3,950
3-Year Total	\$45,900	\$49,350	\$46,950	\$56,520	\$63,150	\$65,850



Revised: ~~October 13, 2003~~

Revised: ~~March 12, 2007~~

Revised: May 12, 2008

Revised: September 12, 2011

1<sup>st</sup> Reading: 4-9-12

## STUDENT SCHOOL DAY

Wisconsin law requires the Board to reserve to itself the right to establish rules which schedule the hours of the normal school day. In establishing such rules, the Board will consider comments from parents, staff, and district residents.

Once established, the schedule of hours of a normal school day will be posted in school buildings, on the web site, and distributed to the local media.

The schedule of hours for a normal school day for respective grade levels shall be as follows:

½ Day Kindergarten	Morning class	8:05 a.m. -	11:20-a.m. (if a.m. only)
	Afternoon class	12:00 p.m. -	<del>3:00</del> <b>3:05</b> p.m.
Full Day Kindergarten		8:05 a.m.	3:05 p.m.
Grades 1 – 2		8:05 a.m. -	3:05 p.m.
Grades 3 – 5		8:05a.m. -	3:00 <b>3:05</b> p.m.
Grades 6 – 8		7:50 a.m. -	<del>2:55</del> <b>3:00</b> p.m.
Grades 9 – 12		8:00 a.m. -	3:09 p.m.

Legal Ref.: Sections 115.01(10) Wisconsin Statutes (Classifications)

120.12(15) (School Board Duties)

121.02(1)(f)2 (School District Standards)

PI 8.01(2)(f)2 Wisconsin Administrative Code

## 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

Approved: January 11, 1988

722.1

Revised: June 10, 2002

Revised: January 12, 2009

1<sup>st</sup> Reading: 4-9-12

## STAFF ACCIDENT REPORTS

Accident reports support the safe and efficient operation of the school system as well as the protection and education of the students.

In order to expedite prompt and appropriate medical attention and to facilitate processing of insurance claims, all accidents and injuries occurring on school grounds or while under school supervision shall be reported immediately to the building administrator or **designated supervisor** designee. ~~A written accident report must be filed in the school district office within 48 hours after its occurrence.~~ **The building administrator or designated supervisor will immediately put the staff member in touch with Acuity to process the report.**

~~The building principal shall be responsible for following up on and maintaining records of any accident involving a student on school grounds or while under school supervision at any school sponsored event or activity.~~

~~Accidents or injuries involving employees shall be reported on the accident form to the employee's immediate supervisor.~~

~~Copies of all accident reports must be given to the district business manager.~~

**The procedure is as follows:**

**Instructions for reporting non-life threatening work related injuries:**

- 1. Employee notifies principal/supervisor immediately following injury;**
- 2. The principal/supervisor will initiate a call to Medcor on behalf of the injured employee and then give the employee privacy to complete the call to Medcor (1-800-775-5866);**
- 3. The injured employee will detail any medical symptoms or complaints which will be evaluated by a Registered Nurse (RN) specially trained to perform telephonic triage;**
- 4. The RN will recommend first aid self-treatment or refer the injured employee for an off-site medical evaluation by a DeanCare medical provider;**
- 5. The RN will fax after-care instruction sheets in English or Spanish to a designated location at the workplace for the injured employee at the conclusion of the call, which will summarize any recommended self-treatment protocol;**
- 6. For all injuries that are called to the service, standardized reports will be generated at the conclusion of the call that capture the most important information relative to the potential work related injury that was reported.**

**Timely reporting is an essential practice for all potential work related injuries to ensure the best possible outcomes.**

**For life-threatening injuries, call 911 immediately and disregard information above.**

**Should you have any questions about the process outlined above, please contact Doreen Treuden, Business Manager, Ext. 3383.**

February 28, 2012

Dear Mrs. Carvin and the Evansville School Board,

It is with much soul searching and deliberation that I have decided the 2011/2012 school year will be my final year as the vocal music teacher at J.C. McKenna Middle School in the Evansville School District. I am officially retiring.

I have loved my job from the first day I started at J.C. McKenna but realize with the looming problems this district is facing and some medical issues I have dealt with this past year, that this is the best decision for me and my family. It's time.

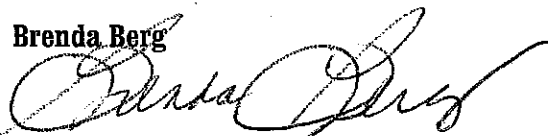
My thanks to the school board, administration, Evansville community, my colleagues, parents, and principals who have been extremely supportive over the years. Mr. Maloney, Mr. Roth and Mr. Flaherty trusted my abilities as a teacher and musician and I will always be grateful to them. I am lucky to have had them for my principals. (Although they would admit I helped them through a few snags during their years here!) My music colleagues from K-12 are incredible teachers, musicians, and dear friends...Roland Barth, a Harvard educator and author states "the relationship of the adults have more impact on the learning factor in schools than any other factor." That is certainly one of the reasons for the success of our music program.

However, I will assuredly miss the McKenna music students who I have had the privilege of teaching the last 35 years the most. Their talents have never ceased to amaze me over the years. It's been fun, challenging and very rewarding watching them blossom into amazing performers and (mostly) outstanding citizens of the world.

I have always told my students: 'everybody has a voice' and that 'there is always a choir to sing in wherever you go in life'. My hope is that their lives will continue to be enhanced with their love, joy, passion and talent for singing... and that their wonderful memories of 'music at McKenna' will endure throughout their lives.

I know they will for me....

Brenda Berg



PS . I would respectfully ask that this letter and my intentions not be revealed to anyone until later in the semester. It will be very difficult for me to tell my students and I do not want them to read about it in the paper. Thanks.

Dear School Board Members,

April 4, 2012

I hope this letter finds you doing well and enjoying the spring weather we're having in Wisconsin! The warm weather has made it a little more challenging to keep kids (and sometimes staff) on task.

I am writing to ask your permission to work part-time for the next two school years (September 2012- June 2014). I would like to have some more time at home with my youngest child, Sarah, before she enters kindergarten in two years. I have discussed this arrangement with my building principal, Mrs. Wick, as well as our superintendent, Ms. Carvin. Both administrators have given their support to this proposal; there is already a contract that I have used in the past for a job-share position. I would like to teach 60% of the time (Mondays, Tuesdays, and Wednesdays). My job-share partner would teach the remaining 40% (Thursdays and Fridays).

I moved to Evansville in July of 2000 because I accepted a job-share position in fourth grade. Prior to my job here, I was working part time for the Monroe School District as their diagnostician for students with special needs. When Monroe wanted to make the diagnostician's job full time, I looked around for other options because I had young kids at the time and wanted to be home with them until they began public school.

I am very proud of the tradition and commitment shown by the Evansville Community School District to support their staff in finding a balance between family and work. I feel very fortunate to work in a school district and live in a community that is child-centered. I have over 7 years of experience in a job-share position; please know that I will be dedicated to meeting the needs of my students and working to collaborate closely with my job-share partner to ensure smooth transitions and high quality instruction.

If you have any questions, please feel free to contact me:

[greven@evansville.k12.wi.us](mailto:greven@evansville.k12.wi.us)

882-0652 (home)

449-3646 (cell)

Thank you very much for your time and consideration of this job-share position. I look forward to hearing from you.

Sincerely,

Nancy Lee Greve-Shannon

## EMERGENCY NURSING SERVICES

The District shall provide for emergency nursing services in accordance with state law and established procedures. The emergency nursing service shall be under the Direction of the Director of Student Services. Although the responsibility for the well-being of the student ultimately remains with the parent or guardian, the District assumes the duty to provide for the immediate care of illness or injury occurring during the school day and at all school sponsored activities.

In providing the emergency nursing service, the District shall:

- a. Employ its own nurse, currently licensed by the State of Wisconsin, or contract with the Rock County Health Department for the purpose of directing emergency nursing services.
- b. Arrange for a local physician to serve as medical advisor.
- c. Establish written policies and procedures for dealing with accidental injury, illness, and administration of medication at school and at all school-sponsored activities. These policies and procedures will be developed by the District and reviewed by the medical advisor and the school nurse or the Rock County Health Department and be adopted by the Board.
- d. Ensure that in the absence of the school nurse, the building principal or his/her designee is responsible for providing or obtaining emergency care. The principal is responsible for the designation of individuals responsible in each school and for all school functions to carry out the emergency nursing procedures when the school nurse is not officially in attendance at the school or school function.
- e. Designate the school health clerk as the person responsible for the actual implementation of the emergency nursing program in each school building.
- f. Provide a health area at each school, which is equipped with the supplies necessary to provide emergency care in accordance with established procedures.
- g. Maintain a record system at each school which includes accident reports, medication logs, and a log of rendered services.
- h. Provide for the annual review of the Emergency Nursing Services manual to include the Director of Student Services, district health clerk, school nurse, or the Rock County Health Department.
- i. Obtain and maintain emergency information for each student and district employee. Failure by the parent or legal guardian to provide updated emergency information for their child will give the District the authority to provide emergency care as needed according to school approved procedures.

Legal Ref: Sections: 118.07(1) Wisconsin Statutes (Health and Safety Requirements)

118.125 (Pupil Records)

118.29 (Administration of Drugs to Pupils and Emergency Care)

118.291 (Asthmatic Pupils; Possession and Use of Inhalers)

121.02 (1)(g) (School District Standards)

146.81-146.83 (Miscellaneous Health Provisions)

252.12 (HIV and Related Infections, Including Hepatitis C Virus Infections; Services and Prevention)

PI 8.01 (2)(g) Wisconsin Administrative Code

Revised: September 13, 2004

841

Revised: July 16, 2007

**1<sup>st</sup> Reading: 2-27-12; 2<sup>nd</sup> Reading: 3-12-12; 3<sup>rd</sup> Reading: 4-9-12**

## BEQUESTS AND GIFTS

The Board may accept and use any bequest or gift of money or property for a purpose deemed by the Board to be consistent with district goals.

To be accepted, a gift shall:

- have a purpose consistent with those of the school
- be offered by a donor acceptable to the Board
- place no unreasonable restrictions on the school program
- not be inappropriate or harmful to the best education of students
- not imply endorsement of any business or product
- not be in conflict with any provisions of policy, school code or public law

Gifts Over \$2,500:

Any gift presented to the District over \$2,500.00 needs to be approved in advance by the Board. If accepted, a letter of appreciation signed by the Board President or the district administrator will be sent to the donor, or donor's designee.

Gifts Under \$2,500:

Gifts of lesser amounts may be made directly to schools or programs and deposited into the appropriate district account through the business manager.

All gifts should be acknowledged with a letter of thanks from the business office that will provide a verification to the donor of receipt by the District of a non-profit donation.

All gifts, grants and bequests will become school property to be used at the discretion of the school unless otherwise specified in the bequest.

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

118.27 (Gifts and Grants)

PI 9.03(1)(d) Wisconsin Administrative Code (Pupil Nondiscrimination)



EVANSVILLE COMMUNITY SCHOOL DISTRICT  
Evansville, Wisconsin

MINUTES OF REGULAR MEETING

The regular meeting of the Board of Education of the Evansville Community School District was held Monday, March 12, 2012, at 6:30 pm in the District Board and Training Center room.

The meeting was called to order by President Kathi Swanson. Roll call was taken. Members present: Hatfield, Swanson, Busse, Rasmussen, Rossmiller, Skinner, Hurley and High School Rep. Kan.

**APPROVE AGENDA**

Motion by Mr. Hatfield, seconded by Mr. Busse, moved to approve the agenda as presented. Motion carried, 7-0 (voice vote).

**PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS**

- Mr. Jerry Roth in attendance and his contract will be approved later in the meeting
- 2012 Accounting Careers Awareness Grant in the Amount of \$1,405 to High School Teacher, Dana Hurda- Congratulations!
- Congratulations to 6<sup>th</sup> Grade Math 24 Competitors at the Regional Tournament. Braden Updike, Linden Wright, Jillian McNett, Bryan Bartlett, Austin Letts, and Zoe Yoerger all Represented Evansville with Zoe Yoerger Taking the 3<sup>rd</sup> Place Trophy
- Open Enrollment Application Period – February 6 – April 30
- Kindergarten Screener – March 14, 15, and 16
- Energy Fair – April 20
- Week of the Young Child – April 23
- Employee Recognition – May 9
- Back to School Days - August 15 and 16, 2012
- Michelle Klopp, attended an all day workshop, Student Center Learning Arts
- Solo and ensemble event was held on Saturday with many students participating
- Chili Cook Off was on Saturday – Mr. Everson received Theme title and People's Choice went to Ms. Treuden, Ms. Ashby and Ms. Wick

**DISTRICT ADMINISTRATOR REPORT**

Ms. Carvin's submitted report was on budget, district news and youth Art month.

**HIGH SCHOOL BOARD REPRESENTATIVE REPORT**

Ms. Kan's submitted report was on National Honor Society, Hispanic Community Project, set crew, and math meet team. Discussion.

**INFORMATION & DISCUSISON**

Ms. Swanson presented for a second reading, policies #453.1-Emergency Nursing Services and #841-Bequests and Gifts. Discussion.

**BUSINESS (Action Items)**

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to approve the retirements of Bill Hartje and Butch Beedle.

Amended motion by Mr. Hatfield, seconded by Ms. Hurley, expressing thanks to both individuals for their top quality teaching for many years. Motion carried, 7-0 (voice vote).

Motion by Mr. Hatfield, seconded by Mr. Busse, moved we approve the district administrator contract as drafted. Motion carried, 7-0 (voice vote).

Motion by Mr. Busse, seconded by Mr. Rasmussen, moved we issue teachers' letters of intents by March 15 according to the attached list. Discussion. Motion carried, 7-0 (voice vote).

**CONSENT (Action Items)**

Motion by Mr. Rasmussen, seconded by Mr. Hatfield, moved we approve the consent agenda items: policies #225.1-Colleague Assessment Questionnaire and #341.6-Kindergarten Instruction and minutes of February 13 and 27 regular and February 15, 21, 23, and 28 special meeting minutes as presented. Motion carried, 7-0 (roll call vote).

**FUTURE AGENDA**

April 9, 2012, regular meeting agenda shared. Discussion.

Motion by Ms. Rossmiller, seconded by Ms. Skinner, moved for a ten minute recess. Motion carried, 7-0 (voice vote). Time, 6:45 pm.

**EXECUTIVE SESSION**

Motion by Mr. Busse, seconded by Ms. Skinner, moved to move into executive session, under Wisconsin Statute 19.85(1)(c) to discuss teacher contracts and lay-offs. Motion carried, 7-0 (roll call vote).

Meeting adjourned from executive session at 9:23 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: \_\_\_\_\_ Dated: \_\_\_\_\_ Approved: 4-9-12  
Kathi Swanson, President

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
Evansville, Wisconsin

MINUTES OF SPECIAL MEETING

A special meeting of the Board of Education of the Evansville Community School District was held Wednesday, March 14, 2012, at 7:05 pm in the District Office Conference Room.

The meeting was called to order by President Kathi Swanson. Roll call was taken of those present. Members present: Hatfield, Swanson, Busse, Rasmussen, Skinner, and Hurley. Rossmiller arrived at 7:13 pm.

Motion by Mr. Busse, seconded by Mr. Hatfield, moved to move into executive session, under Wisconsin Statute 19.85(1)(c) to discuss layoffs and personnel. Motion carried, 6-0 (roll call vote).

Meeting adjourned from executive session at 9:54 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: \_\_\_\_\_  
Kathi Swanson, President

Dated: \_\_\_\_\_

Approved: 4-9-12

unapproved minutes

# Evansville

*Community School District*

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## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: February, 2012 Reconciliation  
Date: April 9<sup>th</sup>, 2012

Attached you will find the following documents for the February reconciliation:

Bank Reconciliation Statement for all Funds – nothing unusual to report

Skyward Balance Sheet Report to verify bank reconciliation statement

Listing of all receipts - February

Check Register – February

Notes for check register:

Check total -	\$502,973.96
ACH total -	\$ 5,031.49
Manual check total -	\$ 37,758.03
	<u>                    </u>

Total                      \$545,763.48

Void check number 71568 lost check - \$413.94

Void check number 72033 destroyed by recipient - \$25.00

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
BANK RECONCILIATION

FOR THE MONTH OF

February, 2012

BALANCE PER BANK:	62,000.00
LESS OUTSTANDING CHECKS	-264,749.89
LESS WRS POSTING	-105,399.02

MMA ACCOUNT	1,449,597.96	
BALANCE PER BANK		1,141,449.05

BALANCE PER GENERAL LEDGER:	BEGINNING BAL.	ACTIVITY	ENDING BAL.
FUND 10 General	1,001,789.72	122,919.97	1,124,709.69
FUND 21 Donations	19,406.80	1,405.00	20,811.80
FUND 27 Special Ed	-1,367,977.85	-162,053.35	-1,530,031.20
FUND 38 Debt	-0.11	0.00	-0.11
FUND 39 Debt	-2,273.46	0.00	-2,273.46
FUND 49 Capital Projects	500.00	0.00	500.00
FUND 50 Food Service	45,607.83	13,565.38	59,173.21
FUND 99 Voc Ed/ESL/Grants	18,961.16	0.00	18,961.16

MMA ACCOUNT		1,449,597.96	
BALANCE PER GENERAL LEDGER			1,141,449.05
		-24,163.00	

DIFFERENCE

0.00

Fd	T	Loc	Obj	Func	Prj	Func	Beginning Balance	February 2011-12 Monthly Activity	Ending Balance
10	A	000	000	711100	---	CASH ON DEPOSIT	1,058,890.15	122,919.97	1,124,709.69
10	-	---	---	-----	---	GENERAL FUND	1,058,890.15	122,919.97	1,124,709.69
21	A	000	000	711100	---	CASH ON DEPOSIT	17,845.43	1,405.00	20,811.80
21	-	---	---	-----	---	GIFTS/DONATIONS	17,845.43	1,405.00	20,811.80
27	A	000	000	711100	---	CASH ON DEPOSIT	-2,062,982.52	-162,053.35	-1,530,031.20
27	-	---	---	-----	---	SPECIAL EDUCATION FUND	-2,062,982.52	-162,053.35	-1,530,031.20
38	A	000	000	711100	---	CASH ON DEPOSIT	23,049.89		-0.11
38	-	---	---	-----	---	NON-REFERENDUM DEBT	23,049.89		-0.11
39	A	000	000	711100	---	CASH ON DEPOSIT	519,537.81		-2,273.46
39	-	---	---	-----	---	REFERENDUM APPROVED DEBT SERVI	519,537.81		-2,273.46
49	A	000	000	711100	---	CASH ON DEPOSIT			500.00
49	-	---	---	-----	---				500.00
50	A	000	000	711100	---	CASH ON DEPOSIT	75,038.25	13,565.38	59,173.21
50	-	---	---	-----	---	FOOD SERVICE	75,038.25	13,565.38	59,173.21
99	A	000	000	711100	---	CASH ON DEPOSIT			18,961.16
99	-	---	---	-----	---	COOP. PROGRAM FUNDS-66:03			18,961.16
<b>Grand Asset Totals</b>							<b>-368,620.99</b>	<b>-24,163.00</b>	<b>-308,148.91</b>

Number of Accounts: 8

\*\*\*\*\* End of report \*\*\*\*\*

Post Date	Func	Description	Amount
02/29/2012	SCHOOL BUILDING ADMINISTRATION	HS REIMB OF CHARGE CARD - DECEMBER	3820.00
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	75.00
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1584.00
02/29/2012	SCHOOL BUILDING ADMINISTRATION	TRIS REIMB OF CHARGE CARD - COMMUNITY FOUNDAT	491.51
02/29/2012	SCHOOL BUILDING ADMINISTRATION	TRIS REIMB OF CHARGE CARD	882.66
02/29/2012	SCHOOL BUILDING ADMINISTRATION	HS REIMB OF CHARGE CARD - JAN.	1700.01
02/29/2012	DISTRICT WIDE	KID CONNECTION - FACILITY USE	236.67
02/29/2012	REGULAR CURRICULUM	AFTER SCHOOL PROGRAM - FEES	45.00
02/29/2012	OTHER SUPPORT SERVICES	K. MADISON HEALTH INS. FOR JAN	269.56
02/29/2012	COACHING	WRESTLING TOURN FEE - BRODHEAD	125.00
02/29/2012	COACHING	WRESTLING TOURN FEE - CLINTON	125.00
02/29/2012	COACHING	WRESTLING TOURN FEE - WHITEWATER	125.00
02/29/2012	GIFTED AND TALENTED	AP EXAM REIMB.	25.00
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1141.15
02/29/2012	DISTRICT WIDE	GATE RECEIPTS - BBB VS BELLEVILLE	416.00
02/29/2012	SCHOOL BUILDING ADMINISTRATION	REIMB FOR COURTIER FOUNDATION 2011 SCHOLARSHI	5000.00
02/29/2012	SCHOOL BUILDING ADMINISTRATION	HS REIMB FOR STAFF COPIES AND FAXES	10.05
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1415.60
02/29/2012	DISTRICT WIDE	STUDENT FEES	997.00
02/29/2012	OTHER SUPPORT SERVICES	R. SCHWARTZ LIFE INS. PAID THROUGH JUNE 2012	70.44
02/29/2012	DISTRICT WIDE	KIDS KORNER HOT LUNCH REIMB.	332.50
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2362.75
02/29/2012	SCHOOL BUILDING ADMINISTRATION	TRIS 7-UP REIMB.	115.20
02/29/2012	DISTRICT WIDE	REIMB FOR COPIES FOR MEDICAID	26.00
02/29/2012	ART	REIMB FROM M. KLOPP FOR 2/2/12 ACH PAYMENT MA	149.66
02/29/2012	STATE INCOME TAX	REIMB FOR OVERPAYMENT OF STATE WITHHOLDING TA	803.07
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1878.20
02/29/2012	DISTRICT WIDE	GATE - GBB VS PALMYRA EAGLE	421.00
02/29/2012	DISTRICT WIDE	MS REIMB FOR FOOD SERVICE INV. #1111	122.36
02/29/2012	SPECIAL EDUCATION TRANSPORTATI	DONATION FOR SPEC ED. TRANS EXP.	23.50
02/29/2012	REGULAR CURRICULUM	REIMB FROM BLACKHAWK TECH FOR TEACHER HOURS O	383.25
02/29/2012	DISTRICT ADMINISTRATION	DO REIMB FOR SODA	17.18
02/29/2012	DISTRICT WIDE	STUDENT FEES	237.50
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1148.70
02/29/2012	SCHOOL BUILDING ADMINISTRATION	ELEM REIMB FOR CHARGE CARD	378.89
02/29/2012	HOME ECONOMICS	HS REIMB OF FOOD CLASS FEES	200.00
02/29/2012	INDUSTRIAL ARTS	HS REIMB OF SHOP FEES	35.00
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2889.55
02/29/2012	OPERATION OF PLANT	T. KOLASCH REIMB OF SUPPLIES	45.00
02/29/2012	DISTRICT WIDE	FACILITY USE - SIMMONS	50.00
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2676.00
02/29/2012	DISTRICT WIDE	DEPT OF CORRECTIONS - RESTITUTION	33.72
02/29/2012	DISTRICT WIDE	REIMB FOR MEDICAID COPIES	26.00
02/29/2012	INSTRUCTIONAL STAFF TRAINING	CESA 1 REFUND FOR CONFERENCE	120.00
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1998.00
02/29/2012	DISTRICT WIDE	GATE - BBB VS EAST TROY	1247.00
02/29/2012	DISTRICT WIDE	GATE - GBB VS MCFARLAND	359.00
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2129.10
02/29/2012	DISTRICT WIDE	STUDENT FEES	1635.25
02/29/2012	INDUSTRIAL ARTS	HS REIMB FOR SHOP CLASS	20.00
02/29/2012	SCHOOL BUILDING ADMINISTRATION	TRIS REIMB FOR CHARGE CARD - J. WICK	200.80
02/29/2012	SCHOOL BUILDING ADMINISTRATION	TRIS REIMB FOR CHARGE CARD	676.50
02/29/2012	FIELD TRIPS - CLASSROOM	TRIS REIMB. FOR FIELD TRIPS	352.35

Post Date	Func	Description	Amount
02/29/2012	OTHER SUPPORT SERVICES	EBC COBRA PAYMENT	170.61
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2095.05
02/29/2012	INFORMATION SERVICES	DO REIMB FOR POSTAGE	7.75
02/29/2012	REGULAR CURRICULUM	AFTER SCHOOL FEES	247.50
02/29/2012	DISTRICT ADMINISTRATION	DO REIMB FOR COFFEE	11.50
02/29/2012	SCHOOL BUILDING ADMINISTRATION	TRIS REIMB FOR CHARGE CARD	200.00
02/29/2012	SCHOOL BUILDING ADMINISTRATION	HS REIMB FOR CHARGE CARD	3556.62
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1888.50
02/29/2012	DISTRICT ADMINISTRATION	OPEN RECORDS REQUEST - HALL'S STUDIO	8.50
02/29/2012	DISTRICT WIDE	TOWN OF BROOKLYN TAX LEVY	30436.17
02/29/2012	DISTRICT WIDE	MAGNOLIA MOBILE HOME FEES	390.86
02/29/2012	DISTRICT WIDE	TAX LEVY - TOWN OF RUTLAND	1630.47
02/29/2012	DISTRICT WIDE	TAX LEVY - TOWN OF CENTER	236644.01
02/29/2012	DISTRICT WIDE	TAX LEVY - TOWN OF MAGNOLIA	183766.54
02/29/2012	DISTRICT WIDE	FACILITY USE - EVANSVILLE COMM. PARTNERSHIP	138.52
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1998.75
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1872.25
02/29/2012	DISTRICT WIDE	GATE - GBB VS. JEFFERSON	516.00
02/29/2012	OPERATION OF PLANT	FACILITY USE - YOUTH WRESTLING CUSTODIAL PAY	506.44
02/29/2012	DISTRICT WIDE	FACILITY USE - YOUTH WRESTLING	25.00
02/29/2012	SPEC ED TUITION- NON OE	CESA 2 VISION REFUND	4130.00
02/29/2012	DISTRICT WIDE	KIDS KORNER REIMB FOR HOT LUNCHE INV. #1112	370.00
02/29/2012	DISTRICT WIDE	STUDENT FEES	522.00
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2463.00
02/29/2012	DISTRICT WIDE	TAX LEVY - TOWN OF PORTER	180537.23
02/29/2012	DISTRICT WIDE	TAX LEVY - TOWN OF UNION	413844.87
02/29/2012	DISTRICT WIDE	TAX LEVY - TOWN OF JANESVILLE	107675.70
02/29/2012	DISTRICT WIDE	PILT PAYMENT TOWN OF UNION	4591.94
02/29/2012	DISTRICT WIDE	PILT PAYMENT TOWN OF MAGNOLIA	2836.38
02/29/2012	OTHER SUPPORT SERVICES	MIDAMERICA - P. KELLEY	626.88
02/29/2012	OTHER SUPPORT SERVICES	MIDAMERICA - M. KELLEY	626.88
02/29/2012	OTHER SUPPORT SERVICES	LIFE INS. FOR G. BREEZER MAR-JUN. 2012	34.44
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2124.60
02/29/2012	GENERAL TUITION PAYMENTS	REIMB OF YOUTH OPTIONS INST. MATERIAL FROM BL	364.86
02/29/2012	OTHER SUPPORT SERVICES	INS. PAYMENT FOR MARCH - GROVESTEEEN	176.30
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1447.00
02/29/2012	OTHER SUPPORT SERVICES	HELEN JO HARGRAVES LIFE INS. NOV. - JUN., 201	16.88
02/29/2012	DISTRICT WIDE	GATE - BBB VS. EDGERTON	487.00
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1825.50
02/29/2012	DISTRICT WIDE	WPPI ENERGY - TUNE UP GRANT	1650.00
02/29/2012	FIELD TRIPS - CLASSROOM	HS REIMB FOR FIELD TRIPS	370.74
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	3184.00
02/29/2012	DISTRICT WIDE	STUDENT FEES	239.25
02/29/2012	DISTRICT ADMINISTRATION	DO REIMB FOR COFFEE	9.50
02/29/2012	DISTRICT WIDE	GATE - GBB VS PARKVIEW	324.00
02/29/2012	SCHOOL BUILDING ADMINISTRATION	DAVID LOSEY - DEE LOSEY SCHOLARSHIP	350.00
02/29/2012	BUSINESS EDUCATION	ACCOUNTING AWARENESS GRANT - DANA HURDA	1405.00
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1880.75
02/29/2012	SCHOOL BUILDING ADMINISTRATION	HS REIMB FOR LOST BOOK	80.74
02/29/2012	INDUSTRIAL ARTS	HS REIMB FOR SHOP CLASS	5.00
02/29/2012	ENGLISH	HS REIMB FOR STUDENT BOOKS	40.00
02/29/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1900.90
02/29/2012	CASH ON DEPOSIT	NATL SCHOOL LUNCH AID	19310.68



Post Date	Func	Description	Amount
02/29/2012	DISTRICT WIDE	INTEREST FOR FEB	1653.02
02/29/2012	DISTRICT WIDE	SAGE GRANT AID	101167.47
02/29/2012	DISTRICT WIDE	SPEC ED AID	120260.00
02/29/2012	DEPOSITS PAYABLE	DIRECT LUNCH PAYMENTS	2459.24
02/29/2012	CASH ON DEPOSIT	NATL BREAKFAST AID	2582.86
02/29/2012	DEPOSITS PAYABLE	DIRECT LUNCH PAYMENTS	2529.24
02/29/2012	DISTRICT WIDE	VENDING	174.00
02/29/2012	DISTRICT WIDE	VENDING	126.15
02/29/2012	DEPOSITS PAYABLE	DIRECT LUNCH PAYMENTS	2006.24
02/29/2012	DISTRICT WIDE	VENDING	176.97
02/29/2012	DISTRICT WIDE	VENDING	149.25
02/29/2012	DISTRICT WIDE	VENDING	135.90
02/29/2012	DISTRICT WIDE	TAX LEVY - CITY OF EVANSVILLE	1212504.55
		Total for Cash Receipts	2709135.63

POST	CHECK	CHE	CHECK		
DATE	NUMBER	TYP	DATE	VENDOR	AMOUNT
02/02/2012	72057	R	02/02/2012	DAVE'S ACE HARDWARE	190.41
02/02/2012	72058	R	02/02/2012	ALL 'N ONE	72.00
02/02/2012	72059	R	02/02/2012	ARROWHEAD LIBRARY SYSTEM	1,262.00
02/02/2012	72060	R	02/02/2012	ASCI	1,145.49
02/02/2012	72061	R	02/02/2012	ASHBY, VAUNCE	137.64
02/02/2012	72062	R	02/02/2012	AT&T LONG DISTANCE	699.09
02/02/2012	72063	R	02/02/2012	AT&T	745.00
02/02/2012	72064	R	02/02/2012	BADGER SPORTING GOODS CO., INC	21.47
02/02/2012	72065	R	02/02/2012	BLAIN, MADELEINE	5,000.00
02/02/2012	72066	R	02/02/2012	BOB STOHR	96.00
02/02/2012	72067	R	02/02/2012	BUSSE, ERIC	88.00
02/02/2012	72068	R	02/02/2012	CAMERA CORNER	0.00
02/02/2012	72069	R	02/02/2012	CESA 1	594.00
02/02/2012	72070	R	02/02/2012	CESA #2	650.00
02/02/2012	72071	R	02/02/2012	CESA 9	125.00
02/02/2012	72072	R	02/02/2012	DAN BRICE	31.50
02/02/2012	72073	R	02/02/2012	HURDA, DANA	96.57
02/02/2012	72074	R	02/02/2012	DANIEL SIMENSON	48.00
02/02/2012	72075	R	02/02/2012	DARYL SCHULTZ	60.00
02/02/2012	72076	R	02/02/2012	DAVID MANKE	60.00
02/02/2012	72077	R	02/02/2012	DAVID YOSS	50.00
02/02/2012	72078	R	02/02/2012	DAVIDSON TITLES INC	2,138.14
02/02/2012	72079	R	02/02/2012	DIVERSIFIED BENEFIT SERVICES	432.90
02/02/2012	72080	R	02/02/2012	ED LUBECK	48.00
02/02/2012	72081	R	02/02/2012	EMPATHIA INC	250.00
02/02/2012	72082	R	02/02/2012	EVANSVILLE REVIEW	620.00
02/02/2012	72083	R	02/02/2012	EVERETT FENWICK	60.00
02/02/2012	72084	R	02/02/2012	FOLLETT SOFTWARE COMPANY	133.33
02/02/2012	72085	R	02/02/2012	FUCHS, GARY	96.00
02/02/2012	72086	R	02/02/2012	DEININGER, GARY	40.00
02/02/2012	72087	R	02/02/2012	HANSON ELECTRONICS	25.98
02/02/2012	72088	R	02/02/2012	HELLENBRAND INC	348.82
02/02/2012	72089	R	02/02/2012	HM RECEIVABLES CO LLC	118.80
02/02/2012	72090	R	02/02/2012	HONEYWELL INC.	793.62
02/02/2012	72091	R	02/02/2012	J.W. PEPPER & SON INC	159.73
02/02/2012	72092	R	02/02/2012	JOSTENS	1,132.50
02/02/2012	72093	R	02/02/2012	KEITH HENNIG	167.75
02/02/2012	72094	R	02/02/2012	LANDMARK SERVICES COOPERATIVE	7,247.70
02/02/2012	72095	R	02/02/2012	LARRY GARVOILLE	60.00
02/02/2012	72096	R	02/02/2012	LOU, ABBY	57.70
02/02/2012	72097	R	02/02/2012	OLEINIK, LYNDIA	59.64
02/02/2012	72098	R	02/02/2012	MATHISON, NICHOLE	50.00
02/02/2012	72099	R	02/02/2012	MORNING FRESH LAUNDRY	444.00
02/02/2012	72100	R	02/02/2012	NASCO	57.18
02/02/2012	72101	R	02/02/2012	NELSON-YOUNG LUMBER COMPANY	1,979.87
02/02/2012	72102	R	02/02/2012	NORTH AMERICAN MECHANICAL INC	3,500.00
02/02/2012	72103	R	02/02/2012	PAUL AURIT	48.00
02/02/2012	72104	R	02/02/2012	THE PENWORTHY COMPANY	419.41
02/02/2012	72105	R	02/02/2012	PRINTING & BUSINESS SOLUTIONS	24.65
02/02/2012	72106	R	02/02/2012	REESE, DENNIS	120.00
02/02/2012	72107	R	02/02/2012	RHYME BUSINESS PRODUCTS	3,799.23
02/02/2012	72108	R	02/02/2012	RIISING STAR EDUCATION	499.95
02/02/2012	72109	R	02/02/2012	ROCK VALLEY PRINCIPALS ASSOCIA	100.00
02/02/2012	72110	R	02/02/2012	RON THORNTON	121.00
02/02/2012	72111	R	02/02/2012	STEVE GARVOILLE	60.00
02/02/2012	72112	R	02/02/2012	SU CONSULTING	3,279.25

POST DATE	CHECK NUMBER	CHE TYP	CHECK DATE	VENDOR	AMOUNT
02/02/2012	72113	R	02/02/2012	THE O'BRIEN AGENCY, LLC	6,513.60
02/02/2012	72114	R	02/02/2012	THOMAS NIPPLE	60.00
02/02/2012	72115	R	02/02/2012	TODD CAMPBELL	50.00
02/02/2012	72116	R	02/02/2012	TOM BIER	48.00
02/02/2012	72117	R	02/02/2012	TRANE COMPANY	448.10
02/02/2012	72118	R	02/02/2012	WE ENERGIES	26,714.34
02/02/2012	72119	R	02/02/2012	WIL-KIL PEST CONTROL	131.00
02/08/2012	72120	R	02/08/2012	AMERICAN AWARDS & PROMOTIONS	96.00
02/08/2012	72121	R	02/08/2012	BOB STOEHR	48.00
02/08/2012	72122	R	02/08/2012	BUSSE, ERIC	48.00
02/08/2012	72123	R	02/08/2012	BUTCHEN ELECTRIC	1,226.06
02/08/2012	72124	R	02/08/2012	BUTCHEN, KENDALL	48.00
02/08/2012	72125	R	02/08/2012	CITY GLASS COMPANY	72.40
02/08/2012	72126	R	02/08/2012	DAN RANKIN	50.00
02/08/2012	72127	R	02/08/2012	DANIEL BOTHUN	48.00
02/08/2012	72128	R	02/08/2012	DAVIDSON TITLES INC	236.25
02/08/2012	72129	R	02/08/2012	DEININGER, GARY	40.00
02/08/2012	72130	R	02/08/2012	DIVERSIFIED BENEFIT SERVICES	231.00
02/08/2012	72131	R	02/08/2012	DWD-UNEMPLOYMENT INSURANCE	1,284.75
02/08/2012	72132	R	02/08/2012	ED LUBECK	50.00
02/08/2012	72133	R	02/08/2012	EVANSVILLE HIGH SCHOOL	372.00
02/08/2012	72134	R	02/08/2012	FIRST SUPPLY LLC - MADISON	466.53
02/08/2012	72135	R	02/08/2012	FUCHS, GARY	48.00
02/08/2012	72136	R	02/08/2012	HAMMER, MICHAEL	158.00
02/08/2012	72137	R	02/08/2012	HONEYWELL INC.	1,799.62
02/08/2012	72138	R	02/08/2012	JACOB KADERLY	110.00
02/08/2012	72139	R	02/08/2012	JELAINE LISA OLSEN	402.00
02/08/2012	72140	R	02/08/2012	KATZENMEYER, JENNY	150.00
02/08/2012	72141	R	02/08/2012	KLOPFENSTEIN, JEFFREY	50.00
02/08/2012	72142	R	02/08/2012	KNOWBUDDY RESOURCES	326.15
02/08/2012	72143	R	02/08/2012	LATHROP CLARK LLP	100.00
02/08/2012	72144	R	02/08/2012	MIKE MOORE	50.00
02/08/2012	72145	R	02/08/2012	MIKE CUFAUDE	54.00
02/08/2012	72146	R	02/08/2012	MJ CARE, INC.	467.50
02/08/2012	72147	R	02/08/2012	NELSON-YOUNG LUMBER COMPANY	2,909.46
02/08/2012	72148	R	02/08/2012	OCCUPATIONAL HEALTH CENTERS	216.00
02/08/2012	72149	R	02/08/2012	PAUL AURIT	48.00
02/08/2012	72150	R	02/08/2012	THE PENWORTHY COMPANY	327.00
02/08/2012	72151	R	02/08/2012	PETTERSON PLUMBING	5,554.45
02/08/2012	72152	R	02/08/2012	PIGGLY WIGGLY	59.28
02/08/2012	72153	R	02/08/2012	PROJECT LEAD THE WAY INC	590.00
02/08/2012	72154	R	02/08/2012	RASMUSSEN, JOHN	48.00
02/08/2012	72155	R	02/08/2012	REESE, DENNIS	80.00
02/08/2012	72156	R	02/08/2012	REINDERS INC	291.37
02/08/2012	72157	R	02/08/2012	RICHARD LEUZINGER	60.00
02/08/2012	72158	R	02/08/2012	ROGER HOMB	48.00
02/08/2012	72159	R	02/08/2012	RON GROVESTEN	48.00
02/08/2012	72160	R	02/08/2012	RON THORNTON	25.00
02/08/2012	72161	R	02/08/2012	ROTO ROOTER SEPTIC TANK SERVIC	263.00
02/08/2012	72162	R	02/08/2012	RUSSEL O'LEARY	110.00
02/08/2012	72163	R	02/08/2012	STANLEY SECURITY SOLUTIONS INC	60.07
02/08/2012	72164	R	02/08/2012	SUPERIOR CHEMICAL CORPORATION	349.00
02/08/2012	72165	R	02/08/2012	SUSTAINABLE ENGINEERING GROUP	2,458.20
02/08/2012	72166	R	02/08/2012	TAHER	31,941.15
02/08/2012	72167	R	02/08/2012	TODD CAMPBELL	25.00
02/08/2012	72168	R	02/08/2012	TOM BIER	60.00

POST	CHECK	CHE	CHECK		
DATE	NUMBER	TYP	DATE	VENDOR	AMOUNT
02/08/2012	72169	R	02/08/2012	TOM TAUTGES	60.00
02/08/2012	72170	R	02/08/2012	TRUGREEN	1,125.00
02/08/2012	72171	R	02/08/2012	VEOLIA ES SOLID WASTE MIDWEST	1,977.00
02/08/2012	72172	R	02/08/2012	WADE BOEGLI	60.00
02/08/2012	72173	R	02/08/2012	WFCA OFFICE	515.00
02/08/2012	72174	R	02/08/2012	WSCA	160.00
02/10/2012	72175	R	02/10/2012	AMERIPRISE FINANCIAL SERVICES	770.00
02/10/2012	72176	R	02/10/2012	FRANKLIN TEMPLETON BANK & TRUST	2,435.00
02/10/2012	72177	R	02/10/2012	HORACE MANN LIFE INSURANCE	125.00
02/10/2012	72178	R	02/10/2012	METLIFE	225.00
02/10/2012	72179	R	02/10/2012	MG TRUST COMPANY	820.00
02/10/2012	72180	R	02/10/2012	SBG-VAA	1,180.00
02/14/2012	72181	R	02/14/2012	RINGHAND BROTHERS INC	55,662.51
02/16/2012	72182	R	02/16/2012	DAVE'S ACE HARDWARE	274.92
02/16/2012	72183	R	02/16/2012	ALL 'N ONE	410.71
02/16/2012	72184	R	02/16/2012	AT & T	112.60
02/16/2012	72185	R	02/16/2012	AT&T	745.00
02/16/2012	72186	R	02/16/2012	BADGER WATER LLC	121.10
02/16/2012	72187	R	02/16/2012	BELoit COLLEGE	1,332.00
02/16/2012	72188	R	02/16/2012	BIER, THOMAS	48.00
02/16/2012	72189	R	02/16/2012	BOB STOEHR	48.00
02/16/2012	72190	R	02/16/2012	BOBCAT OF JANESVILLE	191.27
02/16/2012	72191	R	02/16/2012	BUSSE, ERIC	40.00
02/16/2012	72192	R	02/16/2012	CITY GLASS COMPANY	368.32
02/16/2012	72193	R	02/16/2012	DANIEL BOTHON	48.00
02/16/2012	72194	R	02/16/2012	DARYL SCHULTZ	48.00
02/16/2012	72195	R	02/16/2012	DEININGER, GARY	40.00
02/16/2012	72196	R	02/16/2012	DPI TEACHER LICENSING	75.00
02/16/2012	72197	R	02/16/2012	ED LUBECK	50.00
02/16/2012	72198	R	02/16/2012	EVANSVILLE REVIEW	20.00
02/16/2012	72199	R	02/16/2012	GARY FUCHS	48.00
02/16/2012	72200	R	02/16/2012	HAGERTY, MARK	60.00
02/16/2012	72201	R	02/16/2012	HELLENBRAND INC	387.96
02/16/2012	72202	R	02/16/2012	J.W. PEPPER & SON INC	24.98
02/16/2012	72203	R	02/16/2012	JEREMY RASMUSSEN	24.00
02/16/2012	72204	R	02/16/2012	JOHN HORN	60.00
02/16/2012	72205	R	02/16/2012	JOHN MEYERS	48.00
02/16/2012	72206	R	02/16/2012	KLOPFENSTEIN, JEFFREY	50.00
02/16/2012	72207	R	02/16/2012	LANDMARK SERVICES COOPERATIVE	8,705.88
02/16/2012	72208	R	02/16/2012	PIGGLY WIGGLY	5.99
02/16/2012	72209	R	02/16/2012	PRINTING & BUSINESS SOLUTIONS	46.19
02/16/2012	72210	R	02/16/2012	REESE, DENNIS	80.00
02/16/2012	72211	R	02/16/2012	RHYME BUSINESS PRODUCTS	96.08
02/16/2012	72212	R	02/16/2012	RICHARD LEUZINGER	60.00
02/16/2012	72213	R	02/16/2012	ROGER HOMB	50.00
02/16/2012	72214	R	02/16/2012	RON THORNTON	48.00
02/16/2012	72215	R	02/16/2012	SEW MANY THREADS, LLC	56.00
02/16/2012	72216	R	02/16/2012	SOFTWARE & SERVICE USER GROUP	145.00
02/16/2012	72217	R	02/16/2012	SYMDON CHEVROLET INC	14.58
02/16/2012	72218	R	02/16/2012	TAYLOR DEVALK	60.00
02/16/2012	72219	R	02/16/2012	TODD CAMPBELL	50.00
02/16/2012	72220	R	02/16/2012	TOWN OF UNION	451.83
02/22/2012	72221	R	02/22/2012	BUTTCHEN, KENDALL	48.00
02/22/2012	72222	R	02/22/2012	DANIEL SIMENSON	48.00
02/22/2012	72223	R	02/22/2012	DAVE BROST	60.00
02/22/2012	72224	R	02/22/2012	DAVID YOSS	98.00

POST DATE	CHECK NUMBER	CHE TYP	CHECK DATE	VENDOR	AMOUNT
02/22/2012	72225	R	02/22/2012	JASON SCHLEKER	75.00
02/22/2012	72226	R	02/22/2012	JONATHAN VIAU	75.00
02/22/2012	72227	R	02/22/2012	KARLA WICKERSHAM	75.00
02/22/2012	72228	R	02/22/2012	KATZENMEYER, JENNY	50.00
02/22/2012	72229	R	02/22/2012	PARKVIEW HIGH SCHOOL	13.00
02/22/2012	72230	R	02/22/2012	REESE, DENNIS	40.00
02/22/2012	72231	R	02/22/2012	RON THORNTON	73.00
02/22/2012	72232	R	02/22/2012	SCOTT HUFFMAN	60.00
02/22/2012	72233	R	02/22/2012	TODD CAMPBELL	25.00
02/22/2012	72234	R	02/22/2012	WISCONSIN SCHOOL MUSIC ASSOCIA	2,939.50
02/24/2012	72235	R	02/24/2012	AMERIPRISE FINANCIAL SERVICES	770.00
02/24/2012	72236	R	02/24/2012	DEAN HEALTH PLANS	232,355.17
02/24/2012	72237	R	02/24/2012	DELTA DENTAL OF WISCONSIN	29,843.83
02/24/2012	72238	R	02/24/2012	EVANSVILLE EDUCATION ASSOC AUX	1,838.00
02/24/2012	72239	R	02/24/2012	EVANSVILLE EDUCATION ASSOC.	14,151.88
02/24/2012	72240	R	02/24/2012	FRANKLIN TEMPLETON BANK & TRUST	2,035.00
02/24/2012	72241	R	02/24/2012	GREAT LAKES HIGHER EDUCATION G	484.00
02/24/2012	72242	R	02/24/2012	HORACE MANN LIFE INSURANCE	125.00
02/24/2012	72243	R	02/24/2012	METLIFE	225.00
02/24/2012	72244	R	02/24/2012	MG TRUST COMPANY	420.00
02/24/2012	72245	R	02/24/2012	SBG-VAA	780.00
02/24/2012	72246	R	02/24/2012	SUN LIFE FINANCIAL	2,987.09
02/24/2012	72247	R	02/24/2012	TEAMSTERS LOCAL UNION 695	902.00
02/24/2012	72248	R	02/24/2012	WEA INSURANCE TRUST	5,483.97
02/17/2012	2012010	M	02/17/2012	AT & T	1,640.30
02/17/2012	2012011	M	02/17/2012	EVANSVILLE WATER & LIGHT DEPT	35,649.99
02/17/2012	2012012	M	02/17/2012	U.S. CELLULAR	267.23
02/20/2012	2012013	M	02/20/2012	U.S. CELLULAR	200.51
02/02/2012	111200066	A	02/02/2012	SLABACK, JACOB	16.98
02/02/2012	111200067	A	02/02/2012	BELZ, TERRI	23.31
02/02/2012	111200068	A	02/02/2012	BETHKE, THOMAS	50.00
02/02/2012	111200069	A	02/02/2012	CARVIN, HEIDI	286.52
02/02/2012	111200070	A	02/02/2012	DEININGER, SUE	10.79
02/02/2012	111200071	A	02/02/2012	HAVLIK, LOUISA	1,815.00
02/02/2012	111200072	A	02/02/2012	HURLEY, NANCY	79.61
02/02/2012	111200073	A	02/02/2012	KATZENMEYER, JENNY	100.00
02/02/2012	111200074	A	02/02/2012	KETTLE, MARY	14.43
02/02/2012	111200075	A	02/02/2012	MIDAMERICA ADMINISTRATIVE & RE	55.00
02/02/2012	111200076	A	02/02/2012	OJEDA, DIEGO	91.35
02/02/2012	111200077	A	02/02/2012	RASMUSSEN, JOHN	40.00
02/02/2012	111200078	A	02/02/2012	RIDDLE, MICHAELA	756.42
02/02/2012	111200079	A	02/02/2012	SCHULTZ, JILL	69.49
02/02/2012	111200080	A	02/02/2012	VELASQUEZ-KLOPP, MICHELLE	149.66
02/16/2012	111200081	A	02/16/2012	SLABACK, JACOB	23.86
02/16/2012	111200082	A	02/16/2012	BEEDLE, HAROLD	133.26
02/16/2012	111200083	A	02/16/2012	BETHKE, THOMAS	48.00
02/16/2012	111200084	A	02/16/2012	BJUGSTAD, RENEE	146.51
02/16/2012	111200085	A	02/16/2012	BLOHM, MARGARET	182.95
02/16/2012	111200086	A	02/16/2012	DOBBS, JOANIE	25.03
02/16/2012	111200087	A	02/16/2012	FEENEY, SALLY	258.50
02/16/2012	111200088	A	02/16/2012	GARD, LINDA	64.60
02/16/2012	111200089	A	02/16/2012	KATZENMEYER, JENNY	100.00
02/16/2012	111200090	A	02/16/2012	KETTLE, MARY	11.66
02/16/2012	111200091	A	02/16/2012	MARSDEN, SUSAN	41.07
02/16/2012	111200092	A	02/16/2012	OSWALD, BETH	17.49
02/16/2012	111200093	A	02/16/2012	RASMUSSEN, JOHN	93.00

POST	CHECK	CHE	CHECK		
DATE	NUMBER	TYP	DATE	VENDOR	AMOUNT
02/16/2012	111200094	A	02/16/2012	STIEBER-WHITE, KIMBERLY	177.00
02/16/2012	111200095	A	02/16/2012	VOGEL, HEATHER	150.00
Totals for checks					545,763.48

# EVANSVILLE COMMUNITY SCHOOL DISTRICT

## Board of Education Regular Meeting Agenda

Monday, April 23, 2012

6:30 p.m.

District Board and Training Center  
340 Fair Street

*Note, public notice of this meeting given by posting at the District Office, Levi Leonard Elementary School Office, Theodore Robinson Intermediate School Office, J.C. McKenna Middle School Office, High School Office, Evansville School District Web Site: [www.evansville.k12.wi.us](http://www.evansville.k12.wi.us), and by forwarding the agenda to the Evansville Review, M&I Bank, Union Bank & Trust and Eager Free Public Library.*

- I. Roll Call: Dennis Hatfield Kathi Swanson Eric Busse John Rasmussen  
Tina Rossmiller Sharon Skinner Nancy Hurley
- II. Approve Agenda.
- III. Annual Board Reorganization.
- A. Election of Officers.
- B. Discussion of Committees, Determine Committee Structure, and Make Assignments.
- C. Determine Meeting Times and Dates. How Board Members are Notified.
- D. What Every New Board Member Needs to Know, About the District.
- E. Review of Board Binder and:
- 1) Legal Authority and Duties of Board Members (Policy #150).
  - 2) Open Meetings Law (Brochure).
  - 3) How Agendas are Set (Policy #171.2).
  - 4) How Board Meetings are Conducted (Policies #171 and #172).
  - 5) Purpose and Structure of Minutes (Policy #184).
- IV. Business (Action Item):
- A. Approval of Selection of Delegate Representative to CESA 2.
- V. Budget Finance – Chair, Eric Busse -
- A. Discussion Items:
- 1) 2011-2012 Budget Update.
  - 2) 2012-2013 Budget Process Update.
  - 3) Update on Evansville Education Foundation.
  - 4) Non Represented and Support Staff Benefits.
- B. Develop Budget Finance Draft Agenda for May or June Meeting.
- VI. Policy – Chair, Nancy Hurley -
- A. First Reading of Policies:
- 1) Policy ##411.4-Student Bullying.
  - 2)
- B. Develop Policy Agenda Draft Agenda for May or June Meeting.
- VII. Board Development – Chair, Kathi Swanson -
- A. Board Presidents' Meeting Report.
- B. Employee Handbook.
- C. Develop Board Development Draft Agenda for May or June Meeting.
- VIII. Future Agenda – Chair, Kathi Swanson -
- A. Develop May 14 Regular Board Meeting Agenda.
- IX. Adjourn.

General Ledger Report

Financial Report

Levi Leonard Elemenatry

From Date: 2/1/2012  
To Date: 2/29/2012

From Acct: 1  
To Account: 999999

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000100	General	\$4,553.29	\$0.00	\$0.00	\$0.00	\$4,553.29	\$0.00	\$4,553.29
000115	At Risk Fund	\$408.46	\$0.00	\$0.00	\$0.00	\$408.46	\$0.00	\$408.46
000125	Artist Activities	\$1,116.79	\$0.00	(\$538.05)	\$0.00	\$578.74	\$0.00	\$578.74
000130	Book Sales IMC	(\$162.91)	\$0.00	\$0.00	\$0.00	(\$162.91)	\$0.00	(\$162.91)
000135	Crossing Guard	\$21.00	\$0.00	\$0.00	\$0.00	\$21.00	\$0.00	\$21.00
000140	Physical Education	\$577.34	\$0.00	\$0.00	\$0.00	\$577.34	\$0.00	\$577.34
000145	Staff Water Fund	\$113.01	\$0.00	\$0.00	\$0.00	\$113.01	\$0.00	\$113.01
000150	Wind Prairie	\$139.48	\$0.00	\$0.00	\$0.00	\$139.48	\$0.00	\$139.48
000155	Music	\$1,608.63	\$0.00	\$0.00	\$0.00	\$1,608.63	\$0.00	\$1,608.63
000165	Popcorn	\$733.56	\$0.00	(\$567.40)	\$0.00	\$166.16	\$0.00	\$166.16
000185	Yearbook	\$1,622.89	\$0.00	\$0.00	\$0.00	\$1,622.89	\$0.00	\$1,622.89
000190	School Garden	\$78.11	\$0.00	\$0.00	\$0.00	\$78.11	\$0.00	\$78.11
000195	Kindergarten Field Trip	\$477.44	\$0.00	\$0.00	\$100.00	\$577.44	\$0.00	\$577.44
000200	First Field Trip	\$1,461.41	\$0.00	\$0.00	(\$100.00)	\$1,361.41	\$0.00	\$1,361.41
000205	Second Field Trip	(\$98.42)	\$0.00	\$0.00	\$0.00	(\$98.42)	\$0.00	(\$98.42)
000210	ECH Field Trip	\$0.04	\$0.00	\$0.00	\$0.00	\$0.04	\$0.00	\$0.04
<b>Group Total</b>		\$12,650.12	\$0.00	(\$1,105.45)	\$0.00	\$11,544.67	\$0.00	\$11,544.67
<b>Activity Accounts Grand Total</b>		\$12,650.12	\$0.00	(\$1,105.45)	\$0.00	\$11,544.67	\$0.00	\$11,544.67

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
992	Checking	\$12,650.12	\$0.00	(\$1,105.45)	\$0.00	\$11,544.67	\$0.00	\$11,544.67
<b>General Ledger Grand Total</b>		\$12,650.12	\$0.00	(\$1,105.45)	\$0.00	\$11,544.67	\$0.00	\$11,544.67

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Ryan M. Miel Date: 3/8/12  
Principal: Jessica Hordek Date: 3/8/12



**THEODORE ROBINSON INTERMEDIATE**

**General Ledger Report**

**Financial Report**

**Theodore Robinson Intermediate School**

**From Date:** 2/1/2012  
**To Date:** 2/29/2012

**From Acct:** 1  
**To Account:** 999999

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
00050	TRIS Art Club	\$3,169.89	\$0.00	(\$287.00)	\$0.00	\$2,882.89	\$0.00	\$2,882.89
00060	Music Program	\$1,024.85	\$1,170.02	(\$710.00)	\$0.00	\$1,484.87	\$0.00	\$1,484.87
00070	3rd Grade Fieldtrip	\$547.91	\$0.00	\$0.00	\$0.00	\$547.91	\$0.00	\$547.91
00080	4th Grade Fieldtrip	\$674.20	\$0.00	(\$352.35)	\$0.00	\$321.85	\$0.00	\$321.85
00090	5th Grade Fieldtrip	\$275.82	\$0.00	\$0.00	\$0.00	\$275.82	\$0.00	\$275.82
00100	General	\$18,810.16	\$398.00	(\$300.80)	\$0.00	\$18,907.36	\$0.00	\$18,907.36
00105	History Hunters	\$929.66	\$0.00	\$0.00	\$0.00	\$929.66	\$0.00	\$929.66
00110	School Store	\$2,289.67	\$753.51	(\$460.00)	\$0.00	\$2,583.18	\$0.00	\$2,583.18
00115	At Risk	\$566.59	\$0.00	\$0.00	\$0.00	\$566.59	\$0.00	\$566.59
00125		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00130	Forensics	\$6.00	\$0.00	\$0.00	\$0.00	\$6.00	\$0.00	\$6.00
00135	Science Club	\$882.26	\$0.00	(\$150.00)	\$0.00	\$732.26	\$0.00	\$732.26
00140	Book Sales - IMC	\$359.66	\$0.00	(\$316.50)	\$0.00	\$43.16	\$0.00	\$43.16
00145	Yearbook Sales	\$2,469.40	\$0.00	\$0.00	\$0.00	\$2,469.40	\$0.00	\$2,469.40
00155	Popcorn Account	\$1,377.50	\$108.85	(\$81.90)	\$0.00	\$1,404.45	\$0.00	\$1,404.45
<b>Group Total</b>		\$33,383.57	\$2,430.38	(\$2,658.55)	\$0.00	\$33,155.40	\$0.00	\$33,155.40
<b>Activity Accounts Grand Total</b>		\$33,383.57	\$2,430.38	(\$2,658.55)	\$0.00	\$33,155.40	\$0.00	\$33,155.40

*Request Michael 3-8-12*

Wednesday, April 04, 2012

**J.C. MCKENNA MIDDLE SCHOOL  
General Ledger Report  
Financial Report**

Page 1 of 2

**From Date:** 2/1/2012  
**To Date:** 2/29/2012

**From Acct:** 1  
**To Account:** 999999

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000001	Activity	\$13,948.52	\$0.00	(\$130.00)	\$0.00	\$13,818.62	\$0.00	\$13,818.62
000002	Athletics	\$1,867.63	\$0.00	\$0.00	\$0.00	\$1,867.63	\$0.00	\$1,867.63
000003	PTSO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000004	Band/Chorus	\$11,618.82	\$0.00	\$0.00	\$0.00	\$11,618.82	\$0.00	\$11,618.82
000005	Ski Club	\$7,006.21	\$805.00	(\$670.00)	\$0.00	\$7,141.21	\$0.00	\$7,141.21
000006	Forensics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000007	FACE	\$4,280.74	\$187.13	(\$340.00)	\$0.00	\$4,127.87	\$0.00	\$4,127.87
000008	Quiz Bowl	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000009	Library	\$69.93	\$0.00	\$0.00	\$0.00	\$69.93	\$0.00	\$69.93
000010	Pop	\$380.16	\$0.00	\$0.00	\$0.00	\$380.16	\$0.00	\$380.16
000011	Energy Fair/Rainforest	\$12,265.83	\$383.00	\$0.00	\$0.00	\$12,648.83	\$0.00	\$12,648.83
000012	Snack Machine	\$355.96	\$0.00	\$0.00	\$0.00	\$355.96	\$0.00	\$355.96
000013	SAP	\$104.63	\$0.00	\$0.00	\$0.00	\$104.63	\$0.00	\$104.63
000014	McKenna Market	\$566.10	\$0.00	\$0.00	\$0.00	\$566.10	\$0.00	\$566.10
000015	Student Council	\$1,725.43	\$1,032.80	(\$180.75)	\$0.00	\$2,577.48	\$0.00	\$2,577.48
000016	Newspaper	\$77.98	\$0.00	\$0.00	\$0.00	\$77.98	\$0.00	\$77.98
000017	HCP	\$339.77	\$428.25	(\$60.00)	\$0.00	\$708.02	\$0.00	\$708.02
000018	Garbage Bags	\$431.06	\$0.00	\$0.00	\$0.00	\$431.06	\$0.00	\$431.06
000019	6th Grade Activly	\$716.00	\$0.00	\$0.00	\$0.00	\$716.00	\$0.00	\$716.00
000020	7th Grade Activity	\$169.60	\$0.00	\$0.00	\$0.00	\$169.60	\$0.00	\$169.60
000021	8th Grade Activity	\$296.39	\$0.00	(\$110.00)	\$0.00	\$186.39	\$0.00	\$186.39
000022	Open	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000023	NMSA	\$44.09	\$0.00	\$0.00	\$0.00	\$44.09	\$0.00	\$44.09
000024	Magazine Sale	\$10,700.08	\$0.00	\$0.00	\$0.00	\$10,700.08	\$0.00	\$10,700.08
<b>Group Total</b>		<b>\$66,965.03</b>	<b>\$2,836.18</b>	<b>(\$1,490.75)</b>	<b>\$0.00</b>	<b>\$68,310.46</b>	<b>\$0.00</b>	<b>\$68,310.46</b>
<b>Activity Accounts Grand Total</b>		<b>\$66,965.03</b>	<b>\$2,836.18</b>	<b>(\$1,490.75)</b>	<b>\$0.00</b>	<b>\$68,310.46</b>	<b>\$0.00</b>	<b>\$68,310.46</b>
<hr/>								
992	Checking	\$66,965.03	\$2,836.18	(\$1,490.75)	\$0.00	\$68,310.46	\$0.00	\$68,310.46
<b>General Ledger Grand Total</b>		<b>\$66,965.03</b>	<b>\$2,836.18</b>	<b>(\$1,490.75)</b>	<b>\$0.00</b>	<b>\$68,310.46</b>	<b>\$0.00</b>	<b>\$68,310.46</b>

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: *[Signature]* Date: 4/3/12  
Principal: *[Signature]* Date: 4/3/12