

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting Agenda**

**Wednesday, August 12, 2015**

**6:00 p.m.**

**District Board and Training Center**

**340 Fair Street (Door 36)**

*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, Union Bank & Trust and Eager Free Public Library.*

- I. Roll Call: Kathi Swanson            Sandra Spanton Nelson            Mason Braunschweig  
                 Eric Busse                            Melissa Hammann  
                 John Rasmussen            Amanda Koenecke
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
- First Day of School, September 1, 2015
  - September 30, Annual School Board Meeting
- IV. Public Presentations.
- V. Information & Discussion:
- A. 2015-2016 FFA Overnight Field Trips.
  - B. Updated Middle School Handbook Changes.
  - C. Student Academic Standards.
  - D. Salary Parameters for Hiring Teaching Staff.
  - E. Presentation of Teachers and Support Staff Compensation Models.
  - F. Second Reading of Policies:
    - 1. #424– Admission of Adult Students
    - 2. #448– Students of Legal Age
    - 3. #456-Student Assistance Program
  - G. Third Reading of Policy: #441.1-Student Government.
- VI. Public Presentations.
- VII. Business (Action Items):
- A. Approval of Student Academic Standards.
  - B. Approval of Salary Parameters for Hiring Teacher Staff.
  - C. Approval of Staff Changes: Resignations of Teachers and Co-and Extra Curricular Contracts; Hiring of Teachers, Support Staff, and Co/Extra Curricular Activities.

- VIII. Consent (Action Items):
- A. Approval of Policies:
    - 1. #435-Early Dismissal
    - 2. #480-Student Support Services
    - 3. #840-Public Gifts to the Schools
  - B. Approval of July 15 Regular and July 28 Special Meeting Minutes.
  - C. Approval of June Bills and Reconciliation.
- IX. Future Agenda – August 26 Regular Meeting Agenda.
- X. Five Minute Break.
- XI. Executive Session – Under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance data of any public employee over which the governmental body has jurisdiction or exercises responsibility; namely, to discuss the District Administrator Evaluation; and, to deliberate and discuss strategy concerning collective bargaining negotiations; namely, to discuss negotiation strategy concerning the 2015-2106 contract with the Evansville Education Association covering teachers.
- XII. Reconvene in Open Session to Take Action on Matters Discussed in Closed Session if Necessary and Appropriate.
- XIII. Adjourn.

*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.

Upon reasonable notice, effort will be made to accommodate the needs of people with disabilities through appropriate aids and services. For additional information or to request this service, contact the District Office at 340 Fair Street, 882-3387 or 882-3386. Persons needing more specific information about the agenda items should call 882-3387 or 882-3386 at least 24 hours prior to the meeting.

Posted: 8/6/15

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

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

**Wednesday, August 12, 2015**

**6:00 p.m.**

**District Board and Training Center**

**340 Fair Street (Door 36)**

- I. Roll Call:** Kathi Swanson      Sandra Spanton Nelson      Mason Braunschweig  
Eric Busse      Melissa Hammann  
John Rasmussen      Amanda Koenecke

**II. Approve Agenda.**

**Suggested Motion: I move to approve the agenda as presented (OR add/delete items).**

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

- First Day of School, September 1, 2015
- September 30, Annual School Board Meeting

**IV. Public Presentations.**

**V. Information & Discussion:**

- A. 2015-2016 FFA Overnight Field Trips – High School Ag Teacher, Mr. Kvalheim, has enclosed information. He will be in attendance to answer any questions you may have.
- B. Updated Middle School Handbook Changes – Principal Mr. Knott, has enclosed a revised Middle School Handbook.
- C. Student Academic Standards – Interim Director of Instruction, Ms. Murphy, has enclosed information. We will be asking for approval later in the meeting.
- D. Salary Parameters for Hiring Teaching Staff – Enclosed are the possible parameters as discussed at the July 15 meeting. Will be approved later in the meeting.
- E. Presentation of Teachers and Support Staff Compensation Models – Enclosed is information on the Teachers and Support Staff Compensation Models. Also, minutes of the Teachers Compensation Committee meetings of June 1<sup>st</sup>, 30<sup>th</sup>, and July 9<sup>th</sup>.

F. Second Reading of Policies:

1. #424– Admission of Adult Students – *comes with no changes since last meeting.*
2. #448– Students of Legal Age – *comes with no changes since last meeting.*
3. #456-Student Assistance Program – *comes with suggested changes.*

G. Third Reading of Policy: #441.1-Student Government – *Board had wanted to wait on this policy until it was inserted into the Middle School Student Handbook.*

VI. **Public Presentations.**

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

A. Approval of Student Academic Standards –

**Suggested Motion: I move to approve the proposed NOTICE OF STUDENT ACADEMIC STANDARDS THAT ARE IN EFFECT FOR THE 2015-16 SCHOOL YEAR, as said proposed notice was presented to the Board in written form on August 12, 2015, in the Board's packet of supplemental materials, all pursuant to section 120.12(13)(b) and section 118.30(1g)(a) of the state statutes.**

**AND**

**I move that the Board direct the administration to provide parents/guardians of District students with notice of the Board-adopted student academic standards that are in effect for the 2015-16 school year in a manner that is consistent with the requirements of section 120.12(13) of the state statutes.**

B. Approval of Salary Parameters for Hiring Teacher Staff –

**Suggested Motion: I move we approve the salary parameters for hiring teacher staff as proposed.**

C. Approval of Staff Changes: Resignations of Teachers and Co-and Extra Curricular Contracts; Hiring of Teachers, Support Staff, and Co/Extra Curricular Activities –

**Resignation of Teacher**

1. Tessa Nelson, *Special Education Teacher at the Middle School, effective July 20, 2015.*

**Suggested Motion: I move we accept the resignation of Tessa Nelson, Special Education Teacher, effective July 20, 2015, pending receipt of \$250 in liquidated damages.**

### **Resignation of Co/Extra Curricular Activity**

1. *Alyssa Widmyer, JV Poms Pon Coach, effective July 21, 2015.*

**Suggested Motion: I move we accept the resignation of Alyssa Widmyer, as the JV Poms Pon Coach, effective July 21, 2015.**

### **Hiring of Teachers**

1. *Kari Schwengels, Special Education Teacher at Levi. Kari is an experienced elementary Special Educator who earned a Bachelor's Degree in Special Education in the areas of Specific Learning Disabilities and Cognitive Disabilities as well as a Masters Degree in Special Education emphasizing in Emotional/Behavioral Disabilities. Kari has worked in a variety of instructional environments and looks forward to working to co-teaching in an inclusive environment. Kari has been involved in the development and implementation of Positive Behavior Supports Plans, RtI, PLC's, Extended Learning, and PBIS. Kari is passionate about teaching and celebrating each of her student's progress. Kari replaces Jenny Wiedel, and will be paid a salary of \$53,000.*

**Suggested Motion: I move we hire Kari Schwengels, Special Education Teacher, for a salary of \$53,000.**

2. *Brittany Deaver, Special Education Teacher at JC McKenna. Brittany comes to Evansville after one year of experience at Beloit-Turner Middle School. She has a dual licensure in both Regular and Special Education and believes the key to success is building relationships with everyone involved. She believes student success is a team effort and it is her job, as a teacher, to be an advocate for the student and to connect with families to ensure all voices are heard. Brittany replacing Tessa Nelson, and will be paid a salary of \$38,000.*

**Suggested Motion: I move we hire Brittany Deaver, Special Education Teacher, for a salary of \$38,000.**

3. *Jessica Schooff, One Year Contracted Special Education Teacher at TRIS. Jessica is coming to Evansville from Franklin Middle School in Janesville. She has six years of teaching experience and strives to make learning fun, create laughter, and add excitement. Her comfort level has always been in the area of Cognitive Disabilities, but she has a Cross-Categorical degree and is passionate about working with all students. She forms relationships with students based on open and honest communication and respect. Every time that she interacts with a student, she strives to be positive, educational, and fun at the same time. She believes that it is the responsibility of teachers to do more and be more. As a result, students will do more and be more. Jessica is replacing a staff member on a one year leave of absence, and will be paid a salary of \$40,000.*

**Suggested Motion: I move we hire Jessica Schooff, for a One Year Contract as a Special Education Teacher, for a salary of \$40,000.**

*The District is asking that you accept her resignation, as stated in her one year contract, to be effective June 9, 2016.*

**Suggested Motion: I move we accept the resignation of Jessica Schooff, as a one year contract as a Special Education Teacher, effective June 9, 2016.**

- 4. Sable Schwab, ELL Teacher at the High School. Replacing Alice Toftne at MS/HS. Sable comes to ECSD with a wealth of knowledge and experience working with adults with ESL needs. She received her Master's degree in teaching ESL from Northern Arizona in 2012. Sable is fluent in several languages, and brings her passion for working with individuals with ESL needs to the MS/HS. Sable also worked as a long term substitute at EHS two years ago as a Spanish instructor. Although Sable will be working under an Emergency Permit, she is committed to completing her K-12 DPI licensure in ESL.*

**Suggested Motion: I move we hire Sable Schwab, ELL Teacher at the High School, for a salary of \$38,000.**

- 5. Natalie Loggans, HS English Language Arts at the High School. Replacing Bobby Von Kaenel. Natalie is coming to ECSD having recently lived and taught in Topeka, KS. She bring with her an expertise in instructional technology, multi-tiered system of support services, and instructional best practices. Natalie also bring a vast world perspective given she has traveled and observed teaching in South America, Europe, Asia, and many US states, including Alaska.*

**Suggested Motion: I move we hire Natalie Loggans, HS English Language Arts Teacher at the High School, for a salary of \$38,000.**

#### **Hiring of Educational Assistant**

- 1. Gayla Mellin, Special Educational Assistant. Gala is returning to the ECSD. She has years of experience working with kids in the EA role, and has experience as a bus driver for the District as well. This new position was approved by the Board on 6/10/15. Gayla will be paid \$12.50/hour.*

**Suggested Motion: I move we approve hiring Gayla Mellin as a Support Staff, Educational Assistant, at \$12.50/hour.**

#### **Hiring of Co/Extra-Curricular Positions**

- 1. Andrew Cresswell, Boys JV Soccer. Replacing Bobby VonKaenel. Andrew brings passion and energy to our boys soccer program. Andrew has coaching experience working with high school aged boys and girls in the Evansville area.*
- 2. Brittany Deaver, High School Varsity Winter Cheerleading. Brittany brings to our EHS cheerleading program personal experience from Oregon High School and UW-Oshkosh. She participated in the UW-Oshkosh Titan cheerleading*

*came and served as a volunteer coach at Turner High School. Brittany is replacing Shelly Meredith and will be paid a salary of \$1443.20.*

**Suggested Motion: I move we approve the hiring of co/extra-curricular positions for: Boys JV Soccer and High School Varsity Winter Cheerleading.**

**VIII. Consent (Action Items): Do you want to remove any items?**

**A. Approval of Policies:**

1. #435-Early Dismissal – *comes forward with no changes since last meeting.*
2. #480-Student Support Services – *comes forward with no changes since last meeting.*
3. #840-Public Gifts to the Schools – *comes forward with suggested changes. This was tabled at the June Board meeting.*

**B. Approval of July 15 Regular and July 28 Special Meeting Minutes – *Enclosed are the minutes.***

**C. Approval of June Bills and Reconciliation – *Information enclosed.***

**Suggested Motion: I move we approve the consent agenda items: policies: #435-Early Dismissal, #480-Student Support Services, #840-Public Gifts to the Schools; the July 15 Regular and July 28 Special Meeting Minutes, and the June Bills and Reconciliation, as presented.**

**Roll Call Vote -**

**IX. Future Agenda – August 26 Regular Meeting Agenda - *Enclosed is a draft agenda.***

**X. Five Minute Break.**

**XI. Executive Session – Under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance data of any public employee over which the governmental body has jurisdiction or exercises responsibility; namely, to discuss the District Administrator Evaluation; and, to deliberate and discuss strategy concerning collective bargaining negotiations; namely, to discuss negotiation strategy concerning the 2015-2106 contract with the Evansville Education Association covering teachers.**

**Suggested Motion: I move we go into executive session, under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance data of any public employee over which the governmental body has jurisdiction or exercises responsibility; namely, to discuss the District Administrator Evaluation; and, to deliberate and discuss strategy concerning collective bargaining negotiations; namely, to discuss negotiation strategy**

concerning the 2015-2106 contract with the Evansville Education Association covering teachers.

Roll Call Vote -

XII. Reconvene in Open Session to Take Action on Matters Discussed in Closed Session if Necessary and Appropriate.

XIII. Adjourn.

Suggested Motion: I move we adjourn the meeting.

**For Your Information:**

1. A Memorandum from Interim Director of Instruction, Alice Murphy, on Student Achievement Data.
2. Upcoming Board Meetings:
  - a. August 26, 2015
  - b. September 9, 2015
  - c. September 30, 2015 (Regular and Annual)
  - d. October 14, 2015
  - e. October 28, 2015



**EVANSVILLE AGR-SCIENCE DEPARTMENT**  
**EVANSVILLE FFA**  
**640 SOUTH FIFTH STREET**  
**EVANSVILLE, WI 53536**

PHONE (608) 882-3541

FAX (608) 882-6157

Advisor: James Kvalheim

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July 28, 2015

To: School Board

From: Mr. Jim Kvalheim

Re: FFA overnight excursion request to school board for 2015-2016

**\*FFA Officer Training.** Fall (August or September). This will be a Friday to Saturday evening event. We will be doing team building activities, leadership training, and planning activities. During this trip the students will develop the Program of Activities for the entire year.

Student cost: snacks and a meal

Cost to district: The FFA will fund this leadership training

Location: Cabin or camping in Wisconsin Dells, Wyalusing State Park, or Green Lake

Transportation: Mr. Kvalheim's Vehicle

Forms: overnight excursion forms will be completed

**\*National Convention in Louisville, Kentucky October 28-October 31.** We'll be staying in a hotel in Louisville and will be traveling with a group of 55 from Janesville Craig, Janesville Parker, Edgerton and Evansville. For 8-10 students.

Student cost-\$125.00

Cost to District- Substitute Teacher for Wednesday, Thursday, Friday

The FFA Alumni will provide the rooming costs for each student to attend (approx..\$100)

Funds from fundraising will cover the rest ~\$50-\$100

Transportation: Coach bus

Number of Chaperones: 6-7 for entire bus-1 adult per school-Agriculture teachers

Mr. Kvalheim and will attend

Forms-students will all sign an Overnight Excursions form and an FFA Conduct form in addition to receiving an itinerary of the four day trip.

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**\*212 degree Leadership Conference and 360 degree Advanced Leadership Training Conference.**

November 13<sup>th</sup> -14<sup>th</sup> in Stevens Point, WI. I will be taking 2-8 members with another school from the area.

Student cost: \$50 The FFA and FFA Alumni will cover the remaining costs  
Cost to district: ½ day substitute  
Location: Stevens Point, WI  
Transportation: Bus shared with Janesville or surrounding schools  
Number of chaperones: 1-Mr. Kvalheim will attend with chaperones from Janesville and other schools  
Forms: overnight excursion forms will be completed

**\*Half-Time Leadership Workshop for 2 upperclassmen FFA Officers. Stevens Point, WI. January 8<sup>th</sup> and 9<sup>th</sup>. Leadership workshop for officers to motivate and encourage new ideas for the 2<sup>nd</sup> half of the year. FFA Advisor workshops for Mr. Kvalheim.**

Student cost: \$25 The Evansville FFA Chapter will cover the rest  
Cost to district: 1 day substitute (Friday)  
Location: Country Springs Hotel, Stevens Point, WI  
Transportation: joint ride with Janesville FFA advisor and 2 members  
Number of chaperones: 1-Mr. Kvalheim will attend  
Forms: overnight excursion forms will be completed

**\*Wisconsin FFA Farm Forum February 19<sup>th</sup> – 20<sup>th</sup> in Wisconsin Rapids. I will be taking 2-4 FFA members that are Juniors in High School and have strong interests in production agriculture.**

Student cost: Free  
Cost to district: ½ day substitute and the Evansville FFA (and the Rock County Farm Bureau) will cover the rest of the expenses  
Location: Wisconsin Rapids, WI  
Transportation: Carpool with another school in Mr. Kvalheim's Vehicle  
Number of chaperones: 1-2 -Mr. Kvalheim will attend  
Forms: overnight excursion forms will be completed

**\*Evansville FFA Banquet Planning Extravaganza Sometime in February or March**

Student cost: Free  
Cost to district: ½ day substitute and the Evansville FFA will cover the rest of the expenses  
Location: Madison, Sun Prairie, or Wisconsin Dells  
Transportation: Mr. Kvalheim's Vehicle  
Number of chaperones: 2 -Mr. Kvalheim will attend  
Forms: overnight excursion forms will be completed

**\*Experiencing Discovery, Growth and Excellence (EDGE) Conference and 212 degrees of Leadership Workshop – Green Bay, WI March 18<sup>th</sup> – 19<sup>th</sup>**

I will be taking 2-8 members in grades 7-10 with another school from the area.

Student cost: \$50

Cost to district: ½ day substitute

Location: Green Bay, WI

Transportation: Vehicle shared with Janesville or surrounding schools

Number of chaperones: 1-Mr. Kvalheim will attend with chaperones from other schools

Forms: overnight excursion forms will be completed

**\*Wisconsin State FFA Convention**

June 14<sup>th</sup> – 16<sup>th</sup> at the Alliant Energy Center in Madison, WI

Leave at 7:30am Tuesday and return at 1:00pm on Thursday

Transportation: Mr. Kvalheim's Vehicle

Chaperone: Mr. Kvalheim

Cost to District - \$0

Cost to Student No cost – but they will need money for Food for 2-3 lunch meals, souvenirs.

The Evansville FFA and Alumni will cover the cost of the Hotel Rooms.

Schedule of events in Brief:

Tuesday: Leave 7:30 a.m. on Tuesday Morning in official dress

Delegate business sessions, workshops, courtesy corps, possible tours, supper at Red Robin and Hypnotist Jim Wand in the evening.

Wednesday: award sessions, leadership workshops, State Degree Ceremony, courtesy corps, dance, band and chorus concerts, announce state officers!

Thursday: Last session, choir/band concert, drive back home ~ 1:00pm

**\*FFA Officer Training.** Spring (May, June). This will be a Friday to Saturday evening event, or if held in June it will be Monday through Wednesday. We will be doing team building activities, leadership training, and planning activities. During this trip the students will develop the Program of Activities for the entire year.

Student cost: snacks and a meal

Cost to district: The FFA will fund this leadership training

Location: Cabin or camping in Wisconsin Dells, Wyalusing State Park, or Green Lake

Transportation: Mr. Kvalheim's Vehicle

Forms: overnight excursion forms will be completed

Date: August 3, 2015  
To: Board of Education  
From: Jason Knott  
Re: MS Handbook Changes

In February of 2015, the JC McKenna Leadership Team began identifying areas of the Middle School Handbook that were in need of updating, or in some cases, deletion. These updates included addressing our PBIS program, our RTI process, and lunchroom expectations. The additions/changes are color-coded in blue, while the items for deletion are color-coded in red.

The updated version of the handbook will be posted to the school web page and communicated via email to students and parents upon approval from the School Board.

## 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)

## 2015-2016 Student/Parent Handbook

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 decision will be based on the evidence related to each individual infraction.

Student Signature and Date:

\_\_\_\_\_

Parent/Guardian Signature and Date:

\_\_\_\_\_

Team Teacher Signature and Date:

\_\_\_\_\_

Please return this signed acknowledgement to your Team teacher.

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**JC McKenna Student Discipline Code Book** 20-28

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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.

UPDATED DIRECTORY INSERTED HERE

Hello,

We are pleased to welcome you as a part of our JC McKenna Middle School Family. Here at JC McKenna, we want every student to succeed, and we are committed to working with you and your parents or guardians to ensure that you can learn and grow in a safe and supportive environment.

As a student here at JC McKenna, you will undergo many changes during your years here. There will be new friends, new teachers, new knowledge, and a variety of opportunities. We encourage you to get involved! This is YOUR SCHOOL, and there are many exciting academic and extra-curricular opportunities for you. The supportive and caring staff and administration here at JC McKenna encourage you to take advantage of all that we have to offer. Accept the many challenges you will face with determination and enthusiasm. During middle school, expectations for your responsibility and leadership will increase. We hope that with clear expectations, a strong instructional program, and the support of your family and teachers, you will make the most of your middle school experience.

The purpose of this handbook is to inform our students and their families about JC McKenna's policies and procedures, it contains essential information that will allow you to better understand how your school community functions. If you have any questions about any of the policies, please do not hesitate to give us a call. We look forward to working with each of you, and to this year being our best year yet at JC McKenna Middle School!

*Mr. Jason Knott*  
Principal  
(608) 882-3302

## **MIDDLE SCHOOL BUILDING ACCESS**

### **MORNING ACCESS**

Students are allowed in the cafeteria from 7:30 to 7:45. If a student is not 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. Depending on weather conditions, students may be allowed early access into the cafeteria. If students need to come in the school early, they may enter 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 JC McKenna. The combination of buses, 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. Parents must enter at the office (door #15) when visiting the school and follow District Security Protocol.

## **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.

### **Positive Behavioral Expectations and Supports (PBIS)**

#### ***McKenna Motto: Be Respectful, Be Responsible, Be Safe, Be a Learner***

The above motto helps students learn the expectations of our school. Expectations of respectful, responsible and safe learning behavior are in place for all areas of J.C. McKenna including classrooms, hallways, bathrooms and performance areas. These expectations are taught to students and are posted throughout the school. Students receive reminders when needed and acknowledgements when teachers, staff, or other students notice their positive behavior. Positive acknowledgements include parent contacts to share student's accomplishments, such as phone calls or letters home. Students may also receive McKenna Money that can be used to by students to participate in activities or receive rewards.

## **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**

School Board Policy 430  
September 13, 2010

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 five 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.

#### 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/or voice 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 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. 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 will 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.

- Legal Ref.: Sections 118.15 of the Wisconsin Statutes (Compulsory School Attendance)
- 118.153 (Children At Risk of Not Graduating From High School)
  - 118.155 (Released Time for Religious Instruction)
  - 118.16 (School Attendance Enforcement)
  - 118.162 (Truancy Committee and Plan)
  - 118.163 (Municipal Truancy and School Dropout Ordinances)
  - 118.164 (Removal of Pupils from the Class)
  - 118.165 (Private Schools)

Local Ref.: Policy #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. determined by the Evansville City Municipal Court System
- Subsequent Violations: a forfeiture of not more than \$100 plus costs determined by the Evansville City Municipal Court System
- Contributing to Truancy: a forfeiture of not more than \$200 plus costs determined by the Evansville City Municipal Court System

**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.

## **Intervention Process for Tardiness to School**

### **SCHOOL-WIDE PRACTICE**

- Students tardy to school will enter through the main office and report in with the office staff.
- Office staff will issue a pass to the student to class
- 2 Tardies to school - Parent contact made by principal or social worker
- 3 Tardies to school - Parent and Student meeting to address attendance--meeting facilitated by Principal or Social Worker

### **Tardy to Class**

- **All students are expected to be in class and on time.**
- **Staff will take attendance each class period they have students scheduled.**
- **Staff will issue student passes if students will be late to a class.**

After 3 or more absences or tardies, an automated email notification will be sent to the Principal or Social Worker. This will result in;

- Parent Contact by Principal or social worker.

The 4TH and 5TH Tardy/Absences, as documented in Skyward, will result in;

- Lunch Detention
- Possible extension/addition of School Day.

The 6TH and subsequent tardies/absences, as documented in skyward, may result in the following;

- Parent/Student/Principal Meeting
- Saturday Success Club
- Extension/addition of School Day

### **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.

## **FEES 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, [www.ecsdnet.org](http://www.ecsdnet.org), through Family Access.

JC McKenna Middle School frequently measures student progress during the school year. Currently the following assessments are given to middle school students:

- The Wisconsin Knowledge and Concepts Exam (WKCE), 8<sup>th</sup> grade only for Science and Social Studies.
- Smarter Balance for 6-8 grades.
- STAR Testing (3 times a year to monitor student progress).
- Some students will take a shorter version of the STAR test if they need extra support to improve their level of proficiency in mathematics or language arts.
- Eighth graders periodically take the National Assessment of Educational Progress (NAEP).

## **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
- accurately record information regarding assignments, due dates, and daily objectives 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
- have daily objectives and assignments displayed and/or discussed
- 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/Guardian 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

## 6TH GRADE HOMEWORK RTI PROCESS

### Tier 1 SCHOOL-WIDE SUPPORTS

- All students are to write daily objectives and assignments in their assignment notebooks during each class.
  - End-of-day team:
    - Bring backpacks and homework to team.
    - Assignment notebook is checked by students and team teacher.
    - Homework is noted.
- All students are required to get a parent/guardian signature daily.
- All students have their assignment notebooks checked by their team time teacher in morning team.
  
- 5 or more missing assignments (Grade-level Google Doc)

### Tier 2

In addition to School-wide Supports:

- \*Parent Phone Call/Email with confirmed contact (Team Teacher)
- \*Mandatory Extension of School Day (Wednesday)
- Extension of School Day (Teacher)
- Lunch Homework (Teacher) \*Required
- 10 or more missing assignments (Grade-level Google Doc)

### Tier 3

In addition to Tier 2:

- \*Parent/Student/Principal/Teacher Meeting (Principal)
  - Action Plan Created/Visited
- \*Saturday Success Club (Principal)
- Extension/addition of School Day (Teacher)
- Day 3 Academic ISS during Core Classes (End of Quarter) \*Required

## 7TH GRADE HOMEWORK RTI PROCESS

### Tier 1 SCHOOL-WIDE SUPPORTS

- All students are to write daily objectives and assignments in their assignment notebooks during each class.
  - End-of-day team:
    - Bring backpacks and homework to team.
    - Assignment notebook is checked by students and team teacher.
    - Homework is noted.
- All students are required to get a parent/guardian signature daily (1st Semester Only).
- All students have their assignment notebooks checked by their team time teacher in morning team.
- 5 or more missing assignments (Grade-level Google Doc)

## Tier 2

In addition to School-wide Supports:

- \*Parent Phone Call/Email with confirmed contact (Team Teacher)
- \*Mandatory Extension of School Day (Wednesday)
- Extension of School Day (Teacher)
- Lunch Homework (Teacher) \*Required
- 10 or more missing assignments (Grade-level Google Doc)

## Tier 3

In addition to Tier 2:

- \*Parent/Student/Principal/Teacher Meeting (Principal)
  - Action Plan Created/Visited
- \*Saturday Success Club (Principal)
- Extension/addition of School Day (Teacher)
- Day 3 Academic ISS during Core Classes (End of Quarter) \*Required

## **8TH GRADE HOMEWORK RTI PROCESS**

### Tier 1 SCHOOL-WIDE SUPPORTS

- All students are to write daily objectives and assignments in their assignment notebooks during each class.
  - End-of-day team:
    - Bring backpacks and homework to team.
    - Assignment notebook is checked by students and team teacher.
    - Homework is noted.
- All students are required to get a parent/guardian signature daily (1st Semester Only).
- All students have their assignment notebooks checked by their team time teacher in morning team.
- 5 or more missing assignments (Grade-level Google Doc)

## Tier 2

In addition to School-wide Supports:

- \*Parent Phone Call/Email with confirmed contact (Team Teacher)
- \*Mandatory Extension of School Day (Wednesday)
- Extension of School Day (Teacher)
- Lunch Homework (Teacher) \*Required
- 10 or more missing assignments (Grade-level Google Doc)

## Tier 3

In addition to Tier 2:

- \*Parent/Student/Principal/Teacher Meeting (Principal)  
- Action Plan Created/Visited
- \*Saturday Success Club (Principal)
- Extension/addition of School Day (Teacher)
- Day 3 Academic ISS during Core Classes (End of Quarter) \*Required

## **PROMOTION OF STUDENTS**

Refer to School District Policy on Promotion #345.4.

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.

## **SCHOOL COUNSELING**

Counseling services are available to all J.C. McKenna students. Our counselor works closely with teachers, administrators, school/community personnel, and parents to ensure that students academic, personal/social and career goals and needs are addressed, promoting the education of the whole child and academic success. The counselor's primary obligation is to the student and his/her progress through school. The school counselor can be contacted to help address concerns which may affect a student's ability to profit from his/her education.

## **GUIDANCE AND COUNSELING**

Counseling and guidance services are provided. Our counselor works closely with teachers, administrators, school/community personnel, and parents as she investigate problems and concerns of students. The counselor's primary obligation is to the student and his/her progress through school. Any problem or concern, which affects the individuals 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, etc.) 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, MP3 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 every day.

Payments for your account should be paid in a box located at the office and should be paid before 8:15 AM. 8:30 AM.

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 chooses 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 8:15 8:30 AM 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 may be denied if there are insufficient funds in the account. Recommend this sentence for deletion--otherwise see below for recommend language**

**Families may not run a negative account balance. Lunch will may 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 Team on special occasions approved by the teacher. **Students will be expected to adhere to the following guidelines:**

**Lunch at the middle-school is a closed campus. Students may not leave campus for lunch except with a parent/guardian.**

#### **Lunch Room Expectations:**

- Bags and books should be placed in a locker before coming to lunch
- Bring the equipment you will need for outside recess with you (coats, hats, basketballs, etc.)
- Keep eight (8) seats to the round tables unless otherwise given permission to add chairs
- You can save a seat for yourself, but not for your friend(s)
- Students should leave their coat, sweatshirt, hat, etc. at the table before entering the lunch line
- Pick up any trash in and around your table area
- Wait to be excused by a lunch room supervisor and slide your chair in when dismissed
- Bring a pass with you before lunch if you need to see a staff member during lunch time
- Gum and Pop are not allowed during the lunch period
- Students may not order food for delivery at the middle-school; however, parents may bring in food for students from area restaurants for special occasions by notifying the office first.
- Leave the tables and seats clean for other students
- Throwing food, bags, cartons, other items will result in consequences
- Food and drinks should be consumed in the cafeteria before leaving for lunch recess



- 8<sup>th</sup> grade students will place chairs into stacks of 8 and the end of their lunch period--other grades eating during the last lunch period of the day will be expected to stack chairs.
- Assigned seating may be made by staff members—students will need to follow the assigned seating.
- Electronic devices are to be used during the recess portion of lunch not inside at the lunch table
- Students need to be outside for the last 10 minutes of lunch recess in order to allow enough time for the food service staff to clean and prepare for the next lunch period.

Students requested to be elsewhere—need to use a foam tray and head to that location without incident—examples: you were assigned a lunch detention by a staff member. You enter the cafeteria get your lunch items and head directly to the location you were assigned.

Lunch room staff may have a list of names of students expected to eat in other locations you are expected to report to that location

### **Lunch Recess Expectation:**

- Students should be prepared to be outside for lunch recess as often as possible
- Staff consult the NOAA wind chill chart to determine safe and appropriate conditions for outside lunch recess—please be prepared
- Students are expected to play safely—no tackle football, no pushing, shoving, etc.
- Unsafe play may result in the loss of recess time or restriction from the activity where students were being unsafe
- Students can bring their own equipment to use for lunch recess (footballs, basketballs, soccer balls, chalk, jump ropes, etc.) Students are expected to use their equipment safely. Unsafe use may result in the confiscation of the equipment to be returned to the student at a later time
- The school may provide a limited amount of equipment for students—please return all equipment to the ball cart when lunch recess is over (as indicated by a staff member whistle or the school bell)
- Students getting equipment (footballs, soccerballs, etc.) on the roof are expected to notify a staff member—the items may not be returned as staff are not able to retrieve items from the roof regularly due to other duties, obligations and staff safety during inclement weather
- Students may use their electronic device outside for music and games. They do so at their own risk
- Food and Drinks are not to be consumed outside, any garbage outside should be placed in the trash cans, we expect students to help keep the building and grounds looking clean
- Students are expected to work to resolve their own conflicts about unfair teams, rule violations and other difficulties. Staff will help them negotiate rules and expectations, but do not act as referees. Staff may limit or ban activities if they continue to cause difficulties and the students are not able to reach an agreement. Temporary bans on certain activities have happened in the past
- Students playing in an unsafe manner may lose their privileges of playing during lunch recess
- Students will be outside in the winter and can play in and around the snow hills and ice in a safe manner. Staff members will explain the rules of safe behavior at lunch recess and students playing in an unsafe manner may have some recess restrictions. Example of safe playing (sliding down snow hills): example of unsafe playing (pushing/shoving on the snow hills)
- Playing unsafely in the snow or on the ice may result in being restricted to playing on the blacktop only

### **On Occasions when lunch recess is inside**

- Students will be dismissed from the lunch room by lunch supervision staff
- Students should walk to the gym and sit quietly on the bleachers (the same ones they do to get ready for phy. ed. class).
- When the majority of students are in and seated quietly, staff will give directions for lunch recess for the day—depending on the equipment available
- Lunch supervision staff in conjunction with the Phy. Ed. Staff will determine what equipment can be used and the manner it should be used
- Students not wishing to play with the equipment available may remain on the bleachers and talk or play on their electronic device (at their own risk)
- At the end of lunch recess, students should replace the equipment to the location determined by staff
- Students will be dismissed out both sets of double doors and are expected to walk to their locker and/or next classroom.

Recommend Deleting below--until Locker section:

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 and are excused from the table.**
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. 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 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 counseling 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 school 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 JC 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.

## **GENERAL BUS INFORMATION AND REGULATIONS**

School Board Policies; 443.2, 443.21

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 and/or expulsion 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 officials 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.

### **President's Education Awards**

These awards are given to 8th graders on an annual basis based on their academic performance over their middle school career.

### **McKenna Money**

Each student has the opportunity to receive McKenna Money for displaying respectful, responsible, safe and positive learning behavior. Students can use their McKenna Money to participate in activities or receive prizes.

### **Positive Behavior Award**

Rewards given weekly to reward positive behaviors of students.

### **Perfect Attendance Award ?**

### **Honor Roll?**

## 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

**Second Offense:** Suspension or loss of computer privileges for a quarter.

**Third Offense:** Suspension or referral to the superintendent for expulsion.

**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 #832.1)

**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, nunchaku, 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, or during recess time at lunch 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

### **Co-Curricular Activities**

Forensics

Volleyball  
Basketball

Cross Country  
Track and Field

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 cannot 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 advisers 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/Advisor's 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.

#### **STUDENT GOVERNMENT**

The purpose of such councils shall be to promote the welfare of the student body, foster ideas of student government and leadership, promote good student-faculty relationships and to plan and carry out student activities. Student councils shall not have authority to make policies for the district or

regulations for the school. The councils may, however, make recommendations to the administration on any topic of student concern.

The principal and each student council shall keep channels of communication open, not only between themselves, but between all students and the council.

Members of the student councils shall be elected democratically. Specific student council guidelines shall be developed by the middle and high school principals. An advisor for each student council shall be selected by the administration.

## MEMORANDUM

To: ECSD Board of Education

From: Alice A. Murphy, Director of Instruction, Interim

Re: Parent/Guardian Notice of District Student Academic Standards That Are in Effect for 2015-16 New Requirement for an Annual School Board Declaration

Date: August 12, 2015

Under section 120.12(13) of the state statutes, as created by 2015 Wisconsin Act 55, (2015-17 state budget), each school district must annually notify parents and guardians of the academic standards that the school board has adopted and that will be in effect for the current school year. According to the new statute which was signed into law on July 12, 2015, the school board must annually include an agenda item for the first school board meeting of the school year that clearly identifies the academic standards adopted by the board. The specific academic subject content areas that must be addressed with this annual notice are reading, writing, mathematics, science, geography and history.

### NOTICE OF STUDENT ACADEMIC STANDARDS THAT ARE IN EFFECT FOR THE 2015-16 SCHOOL YEAR

*In the Evansville Community School District, academic standards serve as rigorous goals for teaching and learning. Setting standards enables students, parents, educators and citizens to know what students should be learning at a given point in time. Clear statements about what students must know and be able to do are essential to ensure that our schools offer all students the opportunity to acquire the knowledge and skills necessary for success. ECSD aligns curriculum at all grade levels to the Wisconsin Academic Standards, including the Common Core State Standards (CCSS) for English Language Arts, Mathematics, Literacy in All Subjects, and Reading. These academic standards will be in effect for the 2015-16 school year.*

*Parents and guardians can access ECSD information about specific academic standards on the District website, Instructional Services Department: <https://sites.google.com/a/ecsdnet.org/c-i/dashboard> or at the Department of Public Instruction: [www.dpi.wi.gov/standards](http://www.dpi.wi.gov/standards).*

*Questions may be directed to the District Administrator, Jerry Roth, or to the Director of Instruction, Interim, Alice A. Murphy.*

### Suggested motions:

"I move to approve the proposed NOTICE OF STUDENT ACADEMIC STANDARDS THAT ARE IN EFFECT FOR THE 2015-16 SCHOOL YEAR, as said proposed notice was presented to the Board in written form on August 12, 2015, in the Board's packet of supplemental materials, all pursuant to section 120.12(13)(b) and section 118.30(1g)(a) of the state statutes." AND

"I move that the Board direct the administration to provide parents/guardians of District students with notice of the Board-adopted student academic standards that are in effect for the 2015-16 school year in a manner that is consistent with the requirements of section 120.12(13) of the state statutes."

## Possible Salary Parameters for Hiring Teaching Staff

- Not hard-to-fill positions: Salary range
  - BA - \$38,000-\$43,576 (Levels I and II of proposed compensation model)
  - MA - \$44,000-\$49,936 (Levels I and II of proposed compensation model)
  
- Hard-to-fill positions: Salary range
  - BA - \$46,191-\$48,591 (Level III of proposed compensation model)
  - MA - \$52,932-\$55,332 (Level III of proposed compensation model)
  - Hold special Board meeting to determine salary if a hard-to-fill position needs to exceed \$55,332 to hire a candidate
  
- New hires will not migrate on the proposed Compensation Model

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
2015-2016 PROFESSIONAL STAFF COMPENSATION SCHEDULE

Base Increase	\$400
Percent Increase for Skill Level	6.0%
Stipend for Senior Staff Lane	

	Step Within Level	BA	MA	Senior Staff
Level I	A	\$38,000	\$40,000	\$400
	B	\$38,400	\$44,400	\$400
	C	\$38,800	\$44,800	\$400
	D	\$39,200	\$45,200	\$400
	E	\$39,600	\$45,600	\$400
Level II	A	\$41,976	\$48,336	\$2,376
	B	\$42,376	\$48,736	\$400
	C	\$42,776	\$49,136	\$400
	D	\$43,176	\$49,536	\$400
	E	\$43,576	\$49,936	\$400
Level III	A	\$46,191	\$52,932	\$2,615
	B	\$46,591	\$53,332	\$400
	C	\$46,991	\$53,732	\$400
	D	\$47,391	\$54,132	\$400
	E	\$47,791	\$54,532	\$400
	F	\$48,191	\$54,932	\$400
	G	\$48,591	\$55,332	\$400
Level IV	A	\$51,506	\$58,652	\$2,915
	B	\$51,906	\$59,052	\$400
	C	\$52,306	\$59,452	\$400
	D	\$52,706	\$59,852	\$400
	E	\$53,106	\$60,252	\$400
	F	\$53,506	\$60,652	\$400
	G	\$53,906	\$61,052	\$400
	H		\$61,452	\$400
	I		\$61,852	\$400
	J		\$62,252	\$400
	K		\$62,652	\$400
	L		\$63,052	\$400
	M		\$63,452	\$400
				\$200.00
				\$200.00
				\$200.00

	Step Within Level	BA	MA	Senior Staff
Level I	A	\$38,000	\$40,000	\$400
	B	\$38,400	\$44,400	\$400
	C	\$38,800	\$44,800	\$400
	D	\$39,200	\$45,200	\$400
	E	\$39,600	\$45,600	\$400
Level II	A	\$41,976	\$48,336	\$2,376
	B	\$42,376	\$48,736	\$400
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	E	\$47,791	\$54,532	\$400
	F	\$48,191	\$54,932	\$400
	G	\$48,591	\$55,332	\$400
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	E	\$53,106	\$60,252	\$400
	F	\$53,506	\$60,652	\$400
	G	\$53,906	\$61,052	\$400
	H		\$61,452	\$400
	I		\$61,852	\$400
	J		\$62,252	\$400
	K		\$62,652	\$400
	L		\$63,052	\$400
	M		\$63,452	\$400
				\$65,166.00
				\$67,230.00
				\$68,396.00
				\$69,394.00

Funding Priorities Going Forward

- PRIORITY #1 BA to MA movement - Move to MA step that provides not less than \$1,500 increase
- PRIORITY #2 PD step - 20 hours to increase the base (see attachment for list) - must be approved by principal each year (cell G4)
- PRIORITY #3 Move to next level (longevity)
- PRIORITY #4 Stipend to senior lane
- PRIORITY #5 Increase the base to absorb senior staff lane (cell G4)

# Evansville

*Community School District*

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## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: Support Staff Compensation Model  
Date: July 28, 2015

The Support Staff Compensation Committee met eight times during the 2014-2015 school year. Committee members included Eric Busse, Mary Beth Anderson, Kelly Mosher, Jerry Roth, Kathi Swanson, Tina Thornton, Doreen Treuden, Linda Gard, Barb Krumwiede, Mindy Larson, Ivy Otto, Sue Parsons, Tina Rossmiller, and Jane Sperry.

The committee accomplished the following tasks over the past year:

- Developed/updated job descriptions for all positions in this group
- Reviewed past pay schedules for ECSD support staff groups
- Reviewed pay schedules from other Districts and discussed pros/cons
- Developed proposed draft compensation model attached
  - Pay ranges
  - Starting pay for each range

Attached is the proposed compensation model draft for the support staff employee group. The model increases previous starting wages for each employee pay range and provides for pre-set increases every five years (longevity increases). Annual pay increases outside of the anniversary increases are not set and will be determined by the Board each year.

The total cost to migrate the support staff to the new model is \$19,952 or about \$2,900 more than the 1.5% increase that is in the approved 2015-2016 budget. Of the 44 employees in this group, 28 employees would not receive an increase due to migration (frozen) and 14 employees would receive an increase ranging from 4% to 8%. The cost to provide a 1.5% increase to the 28 staff members that would not get a "migration" increase would be an additional \$11,477 expense for the 2015-2016 budget.



EVANSVILLE COMMUNITY SCHOOL DISTRICT  
Support Staff Compensation Schedule

Pay Range	Title	<u>Minimum Hourly Rate at Designated Anniversary</u>						
		Start	5 years 8%	10 years 6%	15 years 5%	20 years 4%	25 3%	30+ 3%
1	EA, Clerk, Clerical I - 9 mo.	\$ 12.50	\$ 13.50	\$ 14.31	\$ 15.03	\$ 15.63	\$ 16.10	\$ 16.58
2	Clerical II - 10 mo.	\$ 13.00	\$ 14.04	\$ 14.88	\$ 15.63	\$ 16.25	\$ 16.74	\$ 17.24
3	Clerical III - 11 mo.	\$ 14.00	\$ 15.12	\$ 16.03	\$ 16.83	\$ 17.50	\$ 18.03	\$ 18.57
4	Clerical IV - 12 mo.	\$ 16.00	\$ 17.28	\$ 18.32	\$ 19.23	\$ 20.00	\$ 20.60	\$ 21.22
5	Specialist	\$ 18.00	\$ 19.44	\$ 20.61	\$ 21.64	\$ 22.50	\$ 23.18	\$ 23.87

**Rationale**

Employee's hourly wage may be more at anniversary date, but will not be less

Annual increases will be determined by the BOE

5 Classifications - determined by months worked per year and job description responsibilities

Starting wage - set to attract and retain new employees

Years of service increases - increases for years of service are larger in the beginning because there is more training taking place

## EVANSVILLE COMMUNITY SCHOOL DISTRICT

### Teachers (EEA) Employee Compensation Committee Meeting Minutes

The Teachers Employee Compensation Committee meeting was held Monday, June 1, 2015, at 4:04 pm in the District Board and Training Room.

#### **Attendance**

Members in attendance: Eric Busse, Julie Creek Hessler, Gary Feldt, Deb Fritz, Jolene Hammond, Kim Katzenmeyer, Rob Kostroun, Kyle McDonald, Dee Jay Redders, Jerry Roth, Kathi Swanson, Doreen Treuden, Jon Wopat, Rob DeMeuse, Mason Braunschweig, and Jim Kvalheim arrived at 4:09 pm. Absent: Dave Kopf, Deanna Pickering, and Kim Sperandeo-Wehner.

#### **Approve Minutes**

Motion by Mr. Roth, seconded by Ms. Creek Hessler, moved to approve the May 11, 2015, minutes as presented. Motion carried.

#### **Review List of What is Going to be Included**

Discussion:

- 20 hour requirement?
- Should be over all the items on the list except for item #1?
- Items 2-12 on the list can be combined to equal 20 hours.
- How does a PDP log 20 hours? Or an online class? May be required to submit a log of time.

#### **Review the Salary Schedule Draft**

A draft salary schedule shared. Ms. Treuden given direction to bring back a draft salary schedule with salary amounts.

#### **Set Next Meeting Date and Agenda**

The next meeting is Tuesday, June 30, at 5:00 pm, in the Board Room. Agenda items: Review the Salary Schedule Draft.

#### **Adjourn**

Motion by Ms. Katzenmeyer, seconded by Mr. Kvalheim, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 5:26 pm.

Submitted by Doreen Treuden, Business Manager

Approved: June 30, 2015

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Teachers (EEA) Employee Compensation Committee Meeting Minutes

The Teachers Employee Compensation Committee meeting was held Tuesday, June 30, 2015, at 5:01 pm in the District Board and Training Room.

**Attendance**

Members in attendance: Eric Busse, Julie Creek Hessler, Gary Feldt, Kim Katzenmeyer, Kyle McDonald, Jerry Roth, Kim Sperandeo-Wehner, Kathi Swanson, Doreen Treuden, Mason Braunschweig, and Deb Fritz arrived late. Absent: Jolene Hammond, Dave Kopf, Rob Kostroun, Jim Kvalheim, Deanna Pickering, Dee Jay Redders, Jon Wopat, and Rob DeMeuse. Others in attendance: Melissa Hammann.

**Approve Minutes**

Motion by Ms. Creek Hessler, seconded by Ms. Katzenmeyer, moved to approve the June 1, 2015, minutes as presented. Motion carried.

**Review the Salary Schedule Draft**

The salary schedule draft model was presented by Ms. Treuden. Committee discussed.

**Determine Deadline for Completion of the Compensation Model**

Mr. Roth began discussion on having the Committee set a date to finalize the compensation model. Discussion: group decided that attendance at this meeting was too low to make that decision. After further discussion: consensus of group to have the compensation model done by August 1, 2015.

**Set Next Meeting Date and Agenda**

The following dates were set for upcoming meetings: July 7, July 9, and July 14, all starting at 5:00 pm. Mr. Roth will provide food. Agenda items: discuss other forms of teacher compensation outside of the salary schedule.

**Adjourn**

Motion by Mr. Braunschweig, seconded by Ms. Katzenmeyer, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 6:26 pm.

Submitted by Doreen Treuden, Business Manager

Approved: 7/7/15

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Teachers (EEA) Employee Compensation Committee Meeting Minutes

The Teachers Employee Compensation Committee meeting was held Tuesday, July 7, 2015, at 5:04 pm in the District Board and Training Room.

**Attendance**

Members in attendance: Eric Busse, Julie Creek Hessler, Gary Feldt, Deb Fritz, Kim Katzenmeyer, Rob Kostroun, Jim Kvalheim, Kyle McDonald, Deanna Pickering, Dee Jay Redders, Jerry Roth, Kim Sperandeo-Wehner, Kathi Swanson, Doreen Treuden, Rob DeMeuse, and Mason Braunschweig. Absent: Jolene Hammond, Dave Kopf, and Jon Wopat. Others in attendance: Sandi Spanton Nelson.

**Approve Minutes**

Motion by Ms. Katzenmeyer, seconded by Ms. Creek Hessler, moved to approve the June 30 minutes, as presented, with revision. Motion carried, voice vote.

**Review the Salary Schedule Draft**

Ms. Treuden presented the proposed compensation model again. Discussion:

- Concerned about topping out at \$63,452. What is the rationale?
- Attracting teachers when Verona tops out at \$72,000+
- Is there a way to add a grandfathered lane to show the highest paid amounts on the salary schedule?

**Set Next Meeting Date and Agenda**

Meetings of July 9 and July 14 were set at the June 30 meeting. Will continue the agenda items from the July 7, 9, and 14 agenda.

**Adjourn**

Motion by Mr. Kvalheim, seconded by Mr. McDonald, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 7:06 pm.

Submitted by Doreen Treuden, Business Manager

Approved: 7/9/15

## EVANSVILLE COMMUNITY SCHOOL DISTRICT

### Teachers (EEA) Employee Compensation Committee Meeting Minutes

The Teachers Employee Compensation Committee meeting was held Thursday, July 9, 2015, at 5:05 pm in the District Board and Training Room.

#### **Attendance**

Members in attendance: Eric Busse, Deb Fritz, Kim Katzenmeyer, Rob Kostroun, Kyle McDonald, Dee Jay Redders, Jerry Roth, Kathi Swanson, Doreen Treuden, and Rob DeMeuse. Absent: Julie Creek Hessler, Gary Feldt, Jolene Hammond, Dave Kopf, Jim Kvalheim, Deanna Pickering, Kim Sperandio-Wehner, Jon Wopat, and Mason Braunschweig.

#### **Approve Minutes**

Motion by Mr. McDonald, seconded by Mr. DeMeuse, moved to approve the July 7, 2015, minutes as presented. Motion carried, voice vote.

#### **Discuss Other Forms of Teacher Compensation Outside of the Salary Schedule**

Opportunities for extra compensation discussed and consensus on rates:

- Chaperones - \$12/hour, no Professional Development
- Detention – \$20/hr, no Professional Development
- Educator Effectiveness Coaches – Stipend, no Professional Development
- Extended School Year – Per Diem, no Professional Development
- Extended Contract/Part-Time Teacher Hours – Per Diem, no Professional Development
- In School Sub - \$20/hr, no Professional Development
- Teacher Mentors – Stipend, no Professional Development
- Summer School - \$20/hr, no Professional Development
- Stipend – varies, no Professional Development
- Summer Curriculum - \$20/hr or Professional Development
- Non-Violent Crisis Intervention Training - \$20/hr or Professional Development
- Miscellaneous Duties - \$20/hr or Professional Development
- Professional Development – e.g. data retreat - \$20/hr or Professional Development

#### **Begin Preparing Recommendation to the Board of Education**

Committee addressed questions:

1. How do we place new hires on the schedule?  
Use comparable salary of current staff member with similar years of experience, education and licensure. Salary hiring range determined by BOE during budget development. Agreeable, with multiple ranges:
  - a. Level I-II – BA - \$38,000 - \$43,576 and MA - \$44,000 - \$49,936; if can't find anyone, then open position to next level;
  - b. Level III – BA - \$46,191 - \$48,591 and MA \$52,932 - \$55,332; if can't find anyone, then open position to next level;
  - c. Level IV – BA - \$51,506 - \$53,906 and MA \$58,652 - \$63,452.
2. How do we place new hires in hard-to-fill position?  
Follow process above for all hires.

3. How to move form BA lane to MA lane?  
Staff member will be placed in the MA lane on the step that provides not less than \$1,500 pay increase.
4. Does this model attract the highly qualified professionals?  
Yes.
5. Does this model retain the highly qualified professionals?  
To be determined; the best we can do at this time.
6. Does this model establish a clear consistent definition of quality professionals?  
It recognized that professional learning is important.
7. Does this model provide support for professionals as they strive for excellence?  
Professional development piece, yes, as long as it is rigorous.
8. Does this model recognize the contributions of professionals who are dedicated to the advancement of school and district goals and initiatives?  
Yes.
9. Does this model encourage professionals to experiment with innovative methods that will enhance performance, productivity and student achievement?  
Yes.
10. Is this model based on annual revenue?  
Yes.
11. What happens if the teacher doesn't do the 20 hours?  
Freeze the teacher for the next contract and they have to do 40 hours in the next year.

Positives:

- Defined schedule
- Place to move next
- Pathway to move yearly
- All get a raise
- Set priorities for money
- Change it yearly; money
- Affordable
- Ability to use surplus money when available
- Raised the base wage
- Nobody goes backwards
- We didn't have to reduce staff FTE
- Safety value with the BOE

Concerns:

- How is the administrative staff going to receive increases? Large increases for administrative salaries and then the 1.5% gets added on top of it. That is going to be a "rub" for the 140 teachers.
- The starting teacher wage is now one of the top rates in the conference. The administrators salaries are at the bottom and will probably never reach a comparable amount in the conference because it will cost too much money. There are different definitions of equitable. All employees agreed to come work here for the salary that they were offered. Administrative starting salaries don't seem to follow the same process as teachers, where they get hired at a much lower rate if they don't have years of experience. For administrators, they get hired at the same rate the outgoing

administrator received or more. Percentage increases are not equitable. 1.3% on \$40,000 versus 1.3% on \$90,000. Explained the increases to the administrative team. There was an equity issue between males and females that needed to be addressed because of potential liability issues. Administrators are different than teacher positions.

**Set Next Meeting Date and Agenda**

The next meeting that had been scheduled is Tuesday, July 14, 2015, at 5:00 pm. Agenda item, work on communication plan to the Board and review question #6 above.

**Adjourn**

Motion by Ms. Katzenmeyer, seconded by Mr. Roth, to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 6:51 pm.

Submitted by Doreen Treuden, Business Manager

Approved: 7/14/15

Revised:

1<sup>st</sup> Reading: 7/15/15; 2<sup>nd</sup> Reading: 8/12/15

**Suggestion – to remove as is not required and would go by state statutes**

### ADMISSION OF ADULT STUDENTS

The Evansville Board of Education recognizes that a minimum level of education is highly stressed in our society today and that some citizens have legitimate reasons for failing to complete their high school education. Therefore, individuals beyond the age of 20 who have not completed a high school diploma may enroll in school district programs. Such enrollment must not interfere with the students of school age.

“Adult” students are expected to comply with all rules and regulations required of the regular student body. Participation in co-curricular activities will be limited by the rules and regulations of the specific activity.

The Board of Education may grant high school diplomas to those residents of the school district who fulfill the requirements for this diploma as outlined below.

The following requirements shall be used by the high school counselor and principal in determining the eligibility of adults to return to high school.

1. Residence: A candidate must be a resident of the Evansville Community School District.
2. Minimum Age: Any adult who has reached 19 years of age and who was a member of a high school class which has already graduated, shall be considered eligible to apply for a diploma.
3. Method of Applying: Candidates shall apply, in writing, to the counselor of the high school.
4. Evaluation of Credits: The high school counselor and principal shall evaluate all previous educational credits and determine work needed to complete the requirements for a diploma. The applicant shall fulfill the requirements for graduation, exclusive of physical education, required for a diploma at the time his original class graduated. If that number of credits can not be ascertained, current credit requirements shall apply.

Fulfillment of these requirements may be based on any or a combination of the following:

- a. High school credits earned previously that are properly documented.
- b. High school credits earned through approved extension/correspondence work, or upon return to Evansville High School as a special student.
- c. Credits earned on the basis of approved courses taken within the Wisconsin Vocational, Technical and Adult Education System.
- d. Credits awarded for secondary school level work on a college or university campus.

Final awarding of the Evansville High School diploma requires the recommendation of the superintendent of schools, high school counselor and principal and approval of the Board of Education.



Approved: January 11, 1988

448

1<sup>st</sup> Reading: 7/15/15; 2<sup>nd</sup> Reading: 8/12/15

**Suggestion – to remove as not required**

**STUDENTS OF LEGAL AGE**

Every student 18 years of age or older is an adult and shall be dealt with as such by the schools. Such students, however, shall comply with school rules, pursue the prescribed courses of study and submit to the authority of teachers and others in authority over them.

Students of legal age must assume responsibility for their report card, attendance and all other school related procedures and activities.

LEGAL REF.: Sections 118.125 Wisconsin Statutes

118.15

118.16

120.13 (1)

## STUDENT ASSISTANCE PROGRAM

The Evansville Community School District Board of Education expects each school to establish a safe learning environment to facilitate student achievement. Students experiencing Alcohol and Other Drug Abuse (AODA) and other issues are vulnerable to and may create unsafe conditions for themselves and others. Therefore, the District shall provide education, prevention, intervention and support services for students and their families regarding AODA and other issues that can negatively affect academic performance.

The Board recognizes that parents and guardians retain primary responsibility for helping students struggling with AODA, **mental, emotional, social, physical, intellectual, and health** and other issues. Schools are in a unique position to partner with parents and community resources to help students make responsible decisions in this regard and offer assistance to those individuals who experience AODA and other problems. Services are delivered in a multi-faceted approach including classroom and/or community presentations, peer advocacy programs, AODA screenings, support groups and individual counseling services.

The Student Assistance Program services will be facilitated by the building level school counselors, school social worker and/or school psychologist. Counseling services will be provided as needed using in-house and/or external resources.

Student utilization of the Student Assistance Program services will be voluntary and confidential, but may be used in cases of co- and extra-curricular code violations in conjunction with reduced consequences.

Legal Ref.: Sections 118.01(2)(d) Wisconsin State Statute (Educational Goals and Expectations)  
118.125 (Pupil Records)  
118.126 (Privileged Communications)  
118.127 (Law Enforcement Agency Information)  
118.24(2)(f) (School District Administrator)  
938.396 (Records)

Local Ref.: Policy #347–Student Records  
Policy #364–Guidance Program  
Policy #443.4–Student Alcohol and/or Other Drug Use  
Co-Curricular Code  
Student Handbook

Approved: January 11, 1988

441.1

1<sup>st</sup> Reading: 6/24/15; 2<sup>nd</sup> Reading: 7/15/15; 3<sup>rd</sup> Reading: 8/12/15

**Recommendation – to remove from Policy Manual – information in student handbooks and covered in policy #133**

## STUDENT GOVERNMENT

The Evansville Board of Education sanctions and recommends the organization of student councils in the middle school and high school. The purpose of such councils shall be to promote the welfare of the student body, foster ideas of student government and leadership, promote good student-faculty relationships and to plan and carry out student activities.

Student councils shall not have authority to make policies for the district or regulations for the school. The councils may, however, make recommendations to the administration on any topic of student concern.

The principal and each student council shall keep channels of communication open, not only between themselves, but between all students and the council.

Members of the student councils shall be elected democratically. Specific student council guidelines shall be developed by the middle and high school principals. An advisor for each student council shall be selected by the administration.

## Possible Salary Parameters for Hiring Teaching Staff

- Not hard-to-fill positions: Salary range
  - BA - \$38,000-\$43,576 (Levels I and II of proposed compensation model)
  - MA - \$44,000-\$49,936 (Levels I and II of proposed compensation model)
  
- Hard-to-fill positions: Salary range
  - BA - \$46,191-\$48,591 (Level III of proposed compensation model)
  - MA - \$52,932-\$55,332 (Level III of proposed compensation model)
  - Hold special Board meeting to determine salary if a hard-to-fill position needs to exceed \$55,332 to hire a candidate
  
- New hires will not migrate on the proposed Compensation Model

Tessa Nelson  
6005 Hempstead Rd.  
Madison, WI 53711  
tpnelson@uwalumni.com  
(608) 516-8684

July 20, 2015

Jason Knott  
Principal  
JC McKenna Middle School  
Evansville, WI 53536

Mr. Knott,

Please accept this letter as notification that I am leaving my teaching position at JC McKenna Middle School, within the Evansville Community School District, as of July 20, 2015. I appreciate the opportunity that I was given to work for your District.

If you need any further information during this transition, do not hesitate to contact me.

Sincerely,  
*Tessa Nelson*  
Tessa Nelson

*Read 7-21-15  
RM*

Approved: January 11, 1988

435

1<sup>st</sup> Reading: 6/24/15; 2<sup>nd</sup> Reading: 7/15/15; 3<sup>rd</sup> Reading: 8/12/15

**Recommendation – for removal from Policy Manual – is in policy #430**

#### EARLY DISMISSAL

No staff member shall excuse any student from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the school office.

The school office shall not excuse a student before the end of the school day without a request for the early dismissal by the student's parent or guardian. Additional precautions shall be taken by the school administration appropriate to the age of students, and as needs arise.

Approved: January 11, 1988

480

1<sup>st</sup> Reading: 6/24/15; 2<sup>nd</sup> Reading: 7/15/15; 3<sup>rd</sup> Reading: 8/12/15

**Recommendation from WASB, to Remove as Should be covered in Emergency Nursing Services, Student Assistance Program, Suicide Prevention, Guidance Counseling, Special Education, etc.**

#### STUDENT SUPPORT SERVICES

The Board recognizes its responsibility to promote the positive social and emotional development of students in the school district. Social awareness and emotional stability serve to enhance the development of basic knowledge and skills and help to insure a well rounded education.

It is the intent of this school district to produce a well-adjusted, adaptable, loving human being who will continue to seek new knowledge and skills throughout life and who can contribute in a positive way to both family and society.

The district shall organize a Student Services Advisory Committee of school board members, administrators, faculty members, students and community members to participate in the planning, development and evaluation of our student support programs.

## To replace our current policy 841, Bequests and Gifts

### PUBLIC GIFTS TO THE SCHOOLS

The Evansville Community School District Board of Education appreciates the generosity of individuals and organizations within the community that wish to donate money or other gifts to enhance the work of the schools and extend student learning opportunities. At the same time, the Board feels it must maintain control over the District's educational programs and student activities and assure equity among District schools.

The Board may accept and use gifts of money or property and bequests for a purpose deemed by the Board to be consistent with District mission and goals.

The following guidelines shall be considered in accepting a gift.

- Gifts and bequests ~~may~~ **shall** not place unreasonable restrictions on the school program.
- Gifts and bequests ~~may~~ **shall** not add unnecessarily to other costs.
- Gifts and bequests ~~may~~ **shall** not add to staff load.
- Gifts and bequests ~~may~~ **shall** not start a program the Board may be unwilling or unable to continue.
- Gifts ~~may~~ **shall** not be accepted with any contingencies or promises of special privileges or consideration.
- Acceptance of gifts does not imply an endorsement of any business or product.
- The District shall not unlawfully discriminate in the acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons. Discrimination complaints shall be processed in accordance with established procedures.
- Gifts must be in compliance with all provisions of policy, school code or public law.

#### Individual Gifts under \$5,000.00 in value:

Gifts offered to the District with a value under \$5,000.00 may be made directly to schools or programs and deposited into the appropriate District account through the business manager. The Board shall be notified of these donations at the next board meeting following the date of donation.

#### Individual Gifts at or above \$5,000.00 in value:

Gifts offered to the District with a value at or above \$5,000.00 must be approved in advance by the Board. Receipt of the gift shall be arranged after final Board approval.

For all approved gifts, a letter of appreciation by the District Administrator will be sent to the donor or the donor's designee. ~~In addition, all gifts shall be acknowledged with a letter of thanks from the District Business Office, which~~ **This letter** will serve as a receipt for the donor in acknowledgement of a non-profit donation to the District.



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)

Local Ref.: Policy 842 Donation and Memorial Signage

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 on Wednesday, July 15, 2015, at 6:00 pm in the District Board and Training Room.

The meeting was called to order by President Kathi Swanson. Roll call was taken. Members present: Swanson, Rasmussen, Spanton Nelson, Hammann, and Braunschweig. Absent: Busse and Koenecke.

**APPROVE AGENDA**

Motion by Mr. Rasmussen, seconded by Mr. Braunschweig, moved to approve the agenda as presented. Discussion. Motion carried, 5-0 (voice vote).

**PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS**

- Back To School Days – August 4, 3:00-7:00 pm; August 12, 10:00 am-2:00 pm
- First Day of School, September 1, 2015
- September 30, Annual School Board Meeting
- Welcomed Janessa Katzenberger, Director of Student Services

**PUBLIC PRESENTATIONS**

None.

**INFORMATION & DISCUSSION**

Mr. Josh Hinson, MEP Associates, LLC, presented the study results of the High School Geothermal System. Discussion.

Business Manager, Ms. Treuden, introduced PMA Financial Network, Inc. Advisor, Michele Wiberg. District will be using services of PMA.

Ms. Swanson presented the 2014-2015 Health and Nursing Services Report. Discussion.

Ms. Treuden presented the Bus Transportation Contract, Ringhand Brothers, Inc., with suggested changes. Discussion.

Ms. Treuden presented information on Fund 46 (Long Term Capital Improvement Trust Fund). Discussion. Board will review on an annual basis.

High School Principal, Mr. Everson, presented implementing the Laude System at the High School.

Ms. Swanson presented School Sponsorship/Advertising information for discussion. Discussion. A Committee will be formed through the Policy Committee to review.

Ms. Swanson presented donation of a Middle School Scoreboard in the gym from UB&T. Discussion. Suggested changes agreed upon.

Ms. Swanson presented donation of a backstop to the Varsity Baseball Field, from the Baseball Youth of Evansville. Discussion.

Ms. Swanson presented for a first reading, policies: #345.53, Laude System, #424, Admission of Adult Students, #448-Students of Legal Age; and #456-Student Assistance Program. Discussion. Policies to be brought back for a second reading.

Ms. Swanson presented for a second reading, policies: #435-Early Dismissal; #441.1-Student Government; and #480-Student Support Services. Discussion. Policy #441.1 to come back for a third reading and #435 and #480 to come back for approval.

## **PUBLIC PRESENTATIONS**

None.

## **BUSINESS (Action Items)**

Motion by Mr. Braunschweig, seconded by Ms. Spanton Nelson, moved to implement the Laude System in grades 9-12. Motion carried, 5-0 (voice vote).

Motion by Mr. Braunschweig, seconded by Mr. Rasmussen, moved to accept the resignation of Cheryl Janes, Food Service Worker, effective June 25, 2015. Motion carried, 5-0 (voice vote).

Motion by Mr. Braunschweig, seconded by Ms. Spanton Nelson, moved to accept the resignation of Robert "Bobby" Von Kaenel, High School English Teacher, effective, July 14, 2015, pending receipt of \$250 in liquidated damages. Discussion. Motion carried, 5-0 (voice vote).

Motion by Ms. Spanton Nelson, seconded by Mr. Rasmussen, moved to approve hiring of the following teachers: Mark Schwartz, Elementary Teacher, for a salary of \$55,132; Tamara Wallisch, Elementary Teacher, for a salary of \$43,720; Keri Krebsbach, .83 Choir Teacher, for a salary of \$33,512; Tristram Bisgrove, .50 Social Studies Teacher, for a salary of \$19,000; JoAnn Grovesteen, 20% Job Share Teacher Agreement with Nancy Greve Shannon, for a salary of \$9,193.40; and Kathy Wille, 20% Job Share Teacher Agreement with Nicole Forster, for a salary of \$7,422.60. Discussion. Consensus: for future teacher hires, not hard to fill positions, salary ranges to be between: BA-\$38,000-\$43,576 and MA-\$44,000-\$49,936. The two hard to fill positions: ELL and special education teacher, the Board is willing to pay a salary up to \$60,000. Discussion. Consensus: to not migrate new hires on the proposed Compensation Model.

Motion by Ms. Spanton Nelson, seconded by Mr. Braunschweig, moved to approve the hiring of Support Staff, Educational Assistants, Donnell Lyons, David Soddy, and Jennifer Nelson as a .50, at a rate of \$12.50/hour, for the 2015-2016 school year. Discussion. Motion carried, 5-0 (voice vote).

Motion by Ms. Spanton Nelson, seconded by Mr. Braunschweig, moved to approve the hiring of co/extra-curricular positions for: Rya Counes, Middle School Volleyball Coach, for a stipend of \$1,550; Kendall Buttchen, Boys Varsity Soccer Coach, for a stipend of \$3,214; Keri Krebsbach, HS Cross Country Assistant Coach, for a stipend of \$1,968; Dave Soddy, High School Varsity Volleyball, for a stipend of \$3,214; Keri Krebsbach, HS Choir Director for a stipend of \$2,211; Mark Schwartz, HS Assistant Football Coach, for a stipend of \$2,296; Dave Soddy, HS Assistant Track for a stipend of \$2,410; Taylor Mack, 50% Pon Poms Coach for fall and winter seasons, for total stipend of

\$1,312; Rachael Knickmeier, HS Frosh Volleyball, for a stipend of \$1,640; and Melinda Molloy, HS JV Volleyball, for a stipend of \$2,410. Discussion. Motion carried, 5-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Ms. Spanton Nelson, moved to hire Alice Murphy, as the Interim Director of Curriculum and Instruction, for the 2015-2016 school year, at a salary of \$86,192. Discussion. Motion carried, 5-0 (voice vote).

Motion by Mr. Braunschweig, seconded by Mr. Rasmussen, moved to approve the revised 2014-2016 Student Transportation Contract with Ringhand Brothers, Inc., as presented. Motion carried, 5-0 (voice vote).

Motion by Ms. Spanton Nelson, seconded by Mr. Braunschweig, moved to accept the donation of \$5,625 from UB&T for a new Middle School scoreboard, and the donation of \$17,900 from the Baseball Youth of Evansville, for a new backstop on the Varsity Baseball Field, and thank them both for their generous donations. Motion carried, 5-0 (voice vote).

Motion by Mr. Braunschweig, seconded by Ms. Spanton Nelson, moved to approve the Continuous System Improvement (CSI) Goals Action Plans for: Teaching and Learning; Workforce Engagement and Development; Communication and Community Engagement; Technology; Facilities and Operations; and Climate and Culture, as presented. Discussion. Motion carried, 5-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Braunschweig, moved to approve the transfer of funds from the General Fund 10 Fund Balance to the Fund 46 Long-Term Capital Improvement Trust Fund equal to 5% of the amount that would increase the General Fund 10 Fund Balance at the end of the 2014-2015 fiscal year knowing that the funds transferred to Fund 46 are not accessible to be spent until July 1, 2020. Motion carried, 5-0 (roll call vote).

Motion by Mr. Braunschweig, seconded by Ms. Spanton Nelson, moved to approve the Resolution Authorizing Temporary Borrowing In An Amount Not To Exceed \$5,000,000; Issuance of Tax and Revenue Anticipation Promissory Notes; and Participation in the PMA Levy and Aid Anticipation Notes Program. Motion carried, 5-0 (roll call vote).

Motion by Mr. Braunschweig, seconded by Ms. Spanton Nelson, moved to approve the Revised CESA 2 Contract, as presented. Discussion. Motion carried, 5-0 (voice vote).

Motion by Mr. Braunschweig, seconded by Ms. Spanton Nelson, moved to approve the June 24 Regular Meeting Minutes as presented. Motion carried, 5-0 (voice vote).

#### **FUTURE AGENDA**

August 12, 2015, Regular meeting agenda discussed.

#### **ADJOURN**

Motion by Mr. Braunschweig, seconded by Ms. Hammann, moved to adjourn the meeting. Motion carried, 5-0 (voice vote). Meeting adjourned at 8:54 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: \_\_\_\_\_ Dated: \_\_\_\_\_ Approved:  
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 Tuesday, July 28, 2015, at 5:00 pm in the District Board and Training Center.

The meeting was called to order by President Kathi Swanson. Roll call was taken. Members present: Swanson, Busse, Rasmussen, Spanton Nelson, Hammann, Koenecke, and Braunschweig.

**INFORMATION & DISCUSSION**

Business Manager, Ms. Treuden, presented the final 2014-15 budget, resulting in a surplus, and shared options, including the use of Fund 46, Long Term Capital Improvement Trust Fund Discussion.

Ms. Koenecke left the meeting at 5:37 pm.

**BUSINESS (Action Item)**

Motion by Mr. Braunschweig, seconded by Mr. Busse, moved to approve a transfer of 70% in addition to the approved 5% transfer of funds from the General Fund 10 Fund Balance to the Fund 46 Long-Term Capital Improvement Trust Fund equal to that amount that would increase the General Fund 10 Fund Balance at the end of the 2014-2015 fiscal year knowing that the funds transferred to Fund 46 are not accessible to be spent until July 1, 2020. Motion carried, 4-2 (roll call vote)(Rasmussen, Spanton Nelson).

**ADJOURN**

Motion by Mr. Rasmussen, seconded by Mr. Braunschweig, moved to adjourn the meeting. Motion carried, 6-0 (voice vote). Meeting adjourned at 5:52 pm.

Submitted by John Rasmussen, Clerk

Approved: \_\_\_\_\_ Dated: \_\_\_\_\_ Approved: 8/12/15  
Kathi Swanson, President

# Evansville

*Community School District*

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## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: June 2015 Reconciliation  
Date: July 28, 2015

Attached you will find the following documents for the June reconciliation:

- Bank Reconciliation Statement for all Funds – nothing unusual to report
- Skyward Fund Balance Report to verify bank reconciliation statement
- Listing of all receipts – June \$ 462,881.88
- Check Register – June \$1,495,474.08

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
 BANK RECONCILIATION

FOR THE MONTH OF	Jun-15	
BALANCE PER BANK:		96,000.00
CHECK RUN 7-10-15		-3,281.91
CHECK RUN 7-14-2015		-184,315.25
CHECK RUN 7-16-15		-100.00
CHECK RUN 7-17-15		-213,754.84
CHECK RUN 7-21-2-15		-151,909.44
OUTSTANDING CHECKS		-482,699.05
LESS WRS POSTING		-279,627.32
MMA ACCOUNT		4,010,395.85
BALANCE PER BANK		2,790,708.04

BALANCE PER GENERAL LEDGER:	BEGINNING BAL.	ACTIVITY	ENDING BAL.
FUND 10 General	1,880,503.85	(3,004,204.88)	(1,123,701.03)
FUND 21 Donations	26,785.63	(547.96)	26,237.67
FUND 27 Special Ed	(1,901,629.78)	1,914,862.57	13,232.79
FUND 38 Debt	18,040.79	-	18,040.79
FUND 39 Debt	(168,092.23)	-	(168,092.23)
FUND 50 Food Service	(18,494.97)	33,089.17	14,594.20
FUND 99 Voc Ed/ESL/Grants	4,212.83	(4,212.83)	-
MMA ACCOUNT		-	4,010,395.85
BALANCE PER GENERAL LEDGER		-1,061,013.93	2,790,708.04

DIFFERENCE 0.00

Fd	T	Loc	Obj	Func	Prj	Func	Beginning Balance	June 2014-15 Monthly Activity	Ending Balance
10	A	000	000	711100	---	CASH ON DEPOSIT	-418,003.93	-3,004,204.88	-1,123,701.03
10	-	---	---	---	---	GENERAL FUND	-418,003.93	-3,004,204.88	-1,123,701.03
21	A	000	000	711100	---	CASH ON DEPOSIT	14,544.21	-547.96	26,237.67
21	-	---	---	---	---	GIFTS/DONATIONS	14,544.21	-547.96	26,237.67
27	A	000	000	711100	---	CASH ON DEPOSIT	-100,255.98	1,914,862.57	13,232.79
27	-	---	---	---	---	SPECIAL EDUCATION FUND	-100,255.98	1,914,862.57	13,232.79
38	A	000	000	711100	---	CASH ON DEPOSIT	20,103.07		18,040.79
38	-	---	---	---	---	NON-REFERENDUM DEBT	20,103.07		18,040.79
39	A	000	000	711100	---	CASH ON DEPOSIT	-113,092.73		-168,092.23
39	-	---	---	---	---	REFERENDUM APPROVED DEBT SERVI	-113,092.73		-168,092.23
50	A	000	000	711100	---	CASH ON DEPOSIT	45,007.94	33,089.17	14,594.20
50	-	---	---	---	---	FOOD SERVICE	45,007.94	33,089.17	14,594.20
99	A	000	000	711100	---	CASH ON DEPOSIT	4,212.83	-4,212.83	
99	-	---	---	---	---	COOP. PROGRAM FUNDS-66:03	4,212.83	-4,212.83	
Grand Asset Totals							-547,484.59	-1,061,013.93	-1,219,687.81

Number of Accounts: 7

\*\*\*\*\* End of report \*\*\*\*\*



Post Date	Func	Description	Amount
06/30/2015	DISTRICT ADMINISTRATION	PAYMENTS FROM EMPLOYEES FOR BOY PARTY	585.00
06/30/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR JUNE - R. COLE	155.09
06/30/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR JUNE - R. DENNIS	155.09
06/30/2015	DISTRICT WIDE	KIDS KORNER MEALS 5/18 - 5/29	102.50
06/30/2015	DISTRICT WIDE	MEDICAID PAYMENT	3969.84
06/30/2015	SCHOOL BUILDING ADMINISTRATION	COURTIER FOUNDATION	52.50
06/30/2015	MUSIC	EHS REIMB. FOR MUSIC ACCOMPANIST - CHORUS	440.00
06/30/2015	DISTRICT WIDE	TOWN OF UNION - US FISH & WILDLIFE SERVICE	986.36
06/30/2015	DISTRICT WIDE	KID CONNECTION - JUNE RENT	282.85
06/30/2015	SCHOOL BUILDING ADMINISTRATION	MS REIMB. FOR MUSIC IN MOTION INVOICE	352.90
06/30/2015	OPERATION OF BUILDINGS	HS GIRLS BATHROOM	8.01
06/30/2015	MUSIC	EHS REIMB. FOR J. GILDNER - CHOREAGRAPHER	500.00
06/30/2015	CO-CURRICULAR MUSIC	EHS REIMB. FOR D. ZBLEWSKI - CO DIRECTOR	599.99
06/30/2015	TRACK CO-ED	TRACK INVITE ENTRY FEE - ALBANY	100.00
06/30/2015	TRACK CO-ED	TRACK INVITE ENTRY FEE - BRODHEAD	100.00
06/30/2015	TRACK CO-ED	TRACK INVITE ENTRY FEE - CLINTON	100.00
06/30/2015	TRACK CO-ED	TRACK INVITE ENTRY FEE - EAST TROY	100.00
06/30/2015	TRACK CO-ED	TRACK INVITE ENTRY FEE - MILTON	100.00
06/30/2015	TRACK CO-ED	TRACK INVITE ENTRY FEE - BELOIT TURNER	100.00
06/30/2015	DISTRICT WIDE	FACILITY USE - L. HALZEL - SOFTBALL DIAMOND	15.00
06/30/2015	DISTRICT WIDE	FACILITY USE - J. STRICKER - TRIS RESOURCE RO	15.00
06/30/2015	SCHOOL BUILDING ADMINISTRATION	WORK PERMITS	70.00
06/30/2015	INDUSTRIAL ARTS	REIMB.FOR NAPA - L. HAEGELE	124.46
06/30/2015	INDUSTRIAL ARTS	REIMB.FOR NAPA - D. HALL	25.27
06/30/2015	SCHOOL BUILDING ADMINISTRATION	REIMB.FOR NAPA CC - L. POMPLUN	33.25
06/30/2015	INDUSTRIAL ARTS	REIMB.FOR NAPA - J. ROTH	214.94
06/30/2015	DISTRICT ADMINISTRATION	DO COFFEE	17.26
06/30/2015	SCHOOL BUILDING ADMINISTRATION	KATIE HORGEN CLASSROOM SUPPLIES ON CC	32.77
06/30/2015	SCHOOL BUILDING ADMINISTRATION	FROM TRIS SCHOOL STORE AND ART SUPPLIES	618.97
06/30/2015	DISTRICT WIDE	FROM MS 7TH GRADE ACTIVITY REENACTOR LUNCHES	25.50
06/30/2015	TRACK CO-ED	TRACK INVITE ENTRY FEE - JEFFERSON	100.00
06/30/2015	DISTRICT WIDE	FACILITY USE - M. KLOPP KILN ROOM	30.00
06/30/2015	GOLF TEAM WITH EVANS GOLF ASSO	WIAA- GOLF SECTIONAL HOAST SCHOOL ALLOWANCE	60.00
06/30/2015	GIFTED AND TALENTED	HS REIMB FOR D. ZBLEWSKI PAYAROLL BENEFITS	4.35
06/30/2015	GIFTED AND TALENTED	HS REIMB FOR D. ZBLEWSKI PAYAROLL BENEFITS	18.60
06/30/2015	GIFTED AND TALENTED	HS REIMB FOR D. ZBLEWSKI PAYAROLL BENEFITS	20.40
06/30/2015	GIFTED AND TALENTED	HS REIMB FOR D. ZBLEWSKI PAYAROLL BENEFITS	4.35
06/30/2015	GIFTED AND TALENTED	HS REIMB FOR D. ZBLEWSKI PAYAROLL BENEFITS	18.60
06/30/2015	GIFTED AND TALENTED	HS REIMB FOR D. ZBLEWSKI PAYAROLL BENEFITS	20.40
06/30/2015	FIELD TRIPS - CLASSROOM	HS REIMB FOR BUS TRIP TO WHITEWATER	91.50
06/30/2015	SCHOOL BUILDING ADMINISTRATION	REIMB.FOR NAPA CC - K. PAPE	15.00
06/30/2015	SCHOOL BUILDING ADMINISTRATION	REIMB.FOR NAPA CC - N. RINEHART	164.00
06/30/2015	INFORMATION SERVICES	PHOTOCOPIES FOR SPANISH PROGRAM - ASAEP	45.00
06/30/2015	SCHOOL BUILDING ADMINISTRATION	FROM MS BAND/CHORUS IN TUNE PARTNERS INVOICE	215.00
06/30/2015	SPEC ED TUITION- NON OE	CESA 2 REFUND - DECREASE IN SERVICES	367.00
06/30/2015	INDUSTRIAL ARTS	ENERGY FAIR GRANT TO COVER OFFICE DEPOT INVOI	100.00
06/30/2015	DISTRICT WIDE	FOOD SERVICE INVOICE 1101 TO P. MESSLING- BRE	46.40
06/30/2015	GIFTED AND TALENTED	AP EXAM FEE - STEINHOFF	53.00
06/30/2015	GENERAL TUITION	ONLINE SUMMER CLASSES - JEDI - LOVELL	590.00
06/30/2015	GENERAL TUITION	DID NOT PASS JEDI CLASS - BRYCE PLOESSL	295.00
06/30/2015	DISTRICT WIDE	FOOD SERVICE INVOICE 1104 - LUNCHES - T. BETH	24.15
06/30/2015	DISTRICT WIDE	GATE - SOFTBALL SECTIONAL TICKET SALES	1913.00
06/30/2015	DISTRICT WIDE	GATE - SOFTBALL SECTIONAL RADIO - BIG RADIO	50.00

Post Date	Func	Description	Amount
06/30/2015	PETTY CASH	HS - REIMB OF CASH BOX FOR ATHLETICS	1000.00
06/30/2015	DISTRICT WIDE	GATE - RADIO FOR BASEBALL SECTIONAL GAMES	50.00
06/30/2015	DISTRICT WIDE	GATE - BASEBALL SECTIONALS	50.00
06/30/2015	DISTRICT WIDE	GATE - BASEBALL SECTIONALS	3205.00
06/30/2015	DISTRICT WIDE	STUDENT FEES	795.50
06/30/2015	DISTRICT WIDE	MANUFACTURED HOME TAX-MAGNOLIA 2/15	263.28
06/30/2015	INDUSTRIAL ARTS	REIMB.FOR NAPA CC - C. SCHIELDT	197.48
06/30/2015	INDUSTRIAL ARTS	REIMB.FOR NAPA CC - M. ROONEY	43.98
06/30/2015	INDUSTRIAL ARTS	REIMB.FOR NAPA CC - S. KRUPKE	125.47
06/30/2015	INDUSTRIAL ARTS	REIMB.FOR NAPA CC - J. KVALHEIM	85.49
06/30/2015	INDUSTRIAL ARTS	REIMB.FOR NAPA CC - J. KLEISCH	349.00
06/30/2015	DISTRICT WIDE	FACILITY USE - J. MANION MADISON DRUM & BUGLE	50.00
06/30/2015	OPERATION OF BUILDINGS	EVANSVILLE SPORTS BOOSTER FUND - 1/2 COST OF	17850.00
06/30/2015	TERMINATION OF BENEFITS	EBC - COBRA DENTAL - FLAHERTY	166.68
06/30/2015	TERMINATION OF BENEFITS	EBC - COBRA HTL - PFAFF WAGNER	1123.32
06/30/2015	TERMINATION OF BENEFITS	EBC - COBRA HTL HRA - PFAFF WAGNER	240.00
06/30/2015	DISTRICT WIDE	GRANT FOR LL - COMMUNITY FOUNDATION OF SOTHER	1440.00
06/30/2015	SCHOOL BUILDING ADMINISTRATION	EHS CC REIMB FROM ACTIVITY ACCOUNT	3178.15
06/30/2015	DISTRICT WIDE	STUDENT FEES	795.50
06/30/2015	DISTRICT WIDE	TAX SETTLEMENT - TOWN OF UNION	200000.00
06/30/2015	SCHOOL BUILDING ADMINISTRATION	CREDIT CARD REIMB FROM ACT. ACCT.-LEVI	1552.72
06/30/2015	DISTRICT WIDE	OE FROM JANESVILLE SCHOOL DISTRICT	13270.00
06/30/2015	DISTRICT WIDE	RECYCLE SCRAP METAL	117.30
06/30/2015	DISTRICT WIDE	RECYCLE SCRAP METAL	63.25
06/30/2015	GENERAL TUITION	JEDI ON-LINE CLASS - NICK ALLEN PARENT - GERM	295.00
06/30/2015	OPERATION OF BUILDINGS	SOLD TRAILER PER STEVE SHULTA	200.00
06/30/2015	TRACK CO-ED	TRACK INVITE FEE - MCFARLAND	100.00
06/30/2015	DISTRICT WIDE	FACILITY USE - EVANSVILLE SOCCER	100.00
06/30/2015	SCHOOL BUILDING ADMINISTRATION	REIMBURSE DIST FOR CC PURCHASE - ON MARTIN'S	99.99
06/30/2015	SCHOOL BUILDING ADMINISTRATION	REIMBURSE DIST CC FROM MS	1600.50
06/30/2015	INDUSTRIAL ARTS	HS TECH ED REIMB - C. ZBLEWSKI	84.98
06/30/2015	INDUSTRIAL ARTS	HS TECH ED REIMB - S. EVERSON	90.85
06/30/2015	DISTRICT WIDE	EDGERTON SCHOOL DIST. - TRANSIT OF AID	11705.89
06/30/2015	DISTRICT WIDE	FACILITY USE FEE - LEMKE	15.00
06/30/2015	GIFTED AND TALENTED	HS AP TEST FEE - R. ROTH	182.00
06/30/2015	SOFTBALL	REIMB DIST. FROM SOFTBALL ACT. ACCT - PYMT TO	1200.00
06/30/2015	SOFTBALL	REIMB DIST. FROM SOFTBALL ACT. ACCT - PYMT TO	81.60
06/30/2015	SOFTBALL	REIMB DIST. FROM SOFTBALL ACT. ACCT - PYMT TO	74.40
06/30/2015	SOFTBALL	REIMB DIST. FROM SOFTBALL ACT. ACCT - PYMT TO	17.40
06/30/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	683.57
06/30/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	585.95
06/30/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	861.70
06/30/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	322.30
06/30/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	499.87
06/30/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS-CASH DEPOSITS	290.30
06/30/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	264.35
06/30/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	199.64
06/30/2015	DEPOSITS PAYABLE	FOOD SERVICE	26.30
06/30/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSIT	38.15
06/30/2015	DISTRICT WIDE	VENDING	62.25
06/30/2015	DISTRICT WIDE	VENDING	41.35
06/30/2015	DISTRICT WIDE	INTEREST	1122.72
06/30/2015	DISTRICT WIDE	E-FUNDS STUDENT FEES	268.00

Post Date	Func	Description	Amount
06/30/2015	DEPOSITS PAYABLE	E-FUNDS MEAL PAYMENTS	5143.50
06/30/2015	DISTRICT WIDE	SPECIAL ED AID	201144.00
06/30/2015	DISTRICT WIDE	TRANSPORTATION AID	1805.17
06/30/2015	DISTRICT WIDE	EQUALIZATION AID	3790994.00
06/30/2015	DISTRICT WIDE	HIGH COST SPEC ED AID	36044.00
06/30/2015	DISTRICT WIDE	CTE GRANT	4000.00
06/30/2015	DISTRICT WIDE	SAGE GRANT	86979.42
06/30/2015	DISTRICT WIDE	HIGH COST SPEC ED AID	13913.00
06/30/2015	DISTRICT WIDE	FOOD SERVICE BREAKFAST AID	4894.68
06/30/2015	DISTRICT WIDE	FOOD SERVICE LUNCH AID	44774.44
06/30/2015	DISTRICT WIDE	FLOW THROUGH GRANT	144367.36
06/30/2015	DISTRICT WIDE	ECH GRANT	13467.83
		Total for Cash Receipts	4628881.88

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
06/04/2015	78258	R	DIEDRICH, PETER	3,616.00
06/04/2015	78259	R	FENRICK, CRAIG	102.90
06/04/2015	78260	R	GEORGE, TONY	144.00
06/04/2015	78261	R	HAUGLI, ORRIN	60.00
06/04/2015	78262	R	JAMESON, DAVE	88.50
06/04/2015	78263	R	KOEHN, RANDALL	122.70
06/04/2015	78264	R	RINGHAND BROTHERS INC	63,387.70
06/04/2015	78265	R	SEMMENS, WILLIAM	80.00
06/04/2015	78266	R	DAVID YOSS	48.00
06/01/2015	78268	R	DEAN HEALTH PLANS	186,349.94
06/01/2015	78270	R	DELTA DENTAL OF WISCONSIN	28,593.97
06/01/2015	78271	R	DELTAVISION	352.78
06/01/2015	78272	R	SUN LIFE FINANCIAL	2,807.77
06/01/2015	78273	R	WEA INSURANCE TRUST	4,556.17
06/09/2015	78274	R	FRONHEISER, RICH	123.60
06/09/2015	78275	R	HALDIMAN, TIM	120.00
06/09/2015	78276	R	KAUTZA, JEREMY	93.00
06/09/2015	78277	R	NORENBERG, STEVE	125.40
06/09/2015	78279	R	THEOBALD, TIM	75.00
06/09/2015	78280	R	RUHLE, ROBERT	75.00
06/09/2015	78281	R	AMERICAN AWARDS & PROMOTIONS	308.38
06/09/2015	78282	R	AP EXAMS	7,026.00
06/09/2015	78283	R	BATES, DON	60.00
06/09/2015	78284	R	BOOKS 4 SCHOOL	685.17
06/09/2015	78285	R	BRIGHTSTAR CARE	1,143.75
06/09/2015	78286	R	CAREER CRUISING	1,598.00
06/09/2015	78287	R	DANE COUNTY CLERK	37.97
06/09/2015	78288	R	DEININGER, CHERYL	120.00
06/09/2015	78289	R	E & D WATER WORKS INC	78.06
06/09/2015	78290	R	EDGERTON SCHOOL DISTRICT	13,247.30
06/09/2015	78291	R	EVANSVILLE HIGH SCHOOL	356.14
06/09/2015	78292	R	EQUAL RIGHTS DIVISION	52.50
06/09/2015	78293	R	EVANSVILLE GOLF ASSOCIATION	130.00
06/09/2015	78294	R	EVANSVILLE REVIEW	343.00
06/09/2015	78295	R	FIDELITEC LLC	12.00
06/09/2015	78296	R	FORREST PIANO SERVICE	190.00
06/09/2015	78297	R	GET SET FOR SCHOOL	2,348.89
06/09/2015	78298	R	GILDNER, JUSTINE	500.00
06/09/2015	78299	R	HANDWRITING WITHOUT TEARS	412.25
06/09/2015	78300	R	J.W. PEPPER & SON INC	189.19
06/09/2015	78301	R	JANESVILLE SCHOOL DISTRICT	619.79
06/09/2015	78302	R	JOSTENS	50.00
06/09/2015	78303	R	KEY BENEFIT CONCEPTS	6,800.00
06/09/2015	78304	R	LEVI LEONARD ELEMENTARY	20.25
06/09/2015	78305	R	MAAS, DON	100.00
06/09/2015	78306	R	OFFICE DEPOT	320.89
06/09/2015	78307	R	OREGON SCHOOL DISTRICT	46,445.00
06/09/2015	78308	R	PERSONS, JENNIFER	84.36
06/09/2015	78309	R	PIGGLY WIGGLY	13.86
06/09/2015	78310	R	READ IT ONCE AGAIN	2,453.00
06/09/2015	78311	R	SMITH, MATTHEW	2,076.74
06/09/2015	78312	R	STARK-SUMMIT SALES LLC	11,000.00
06/09/2015	78313	R	TEACHERS ON CALL	15,712.56
06/09/2015	78314	R	THE PHONICS DANCE	199.00
06/09/2015	78315	R	THE OMNI GROUP	87.00
06/09/2015	78316	R	THEODORE ROBINSON INTERMEDIATE	70.85

CHECK DATE	CHECK CHE NUMBER	TYP	VENDOR	AMOUNT
06/09/2015	78317	R	UDVARI-SOLNER, ALICE	3,471.92
06/09/2015	78318	R	UTTER, TERRANCE	60.00
06/09/2015	78319	R	WI ASSOC OF AGRICULTURAL EDUCA	565.00
06/09/2015	78320	R	WARD-BRODT MUSIC MALL	22.50
06/09/2015	78321	R	WASBO INC	295.00
06/09/2015	78322	R	WELDERS SUPPLY COMPANY	75.00
06/09/2015	78323	R	WI STATE READING ASSOC.	760.00
06/10/2015	78324	R	HALDIMAN, TRENT	75.00
06/10/2015	78325	R	HOLLAND, RORY	99.30
06/10/2015	78326	R	JICHA, BRIAN	102.90
06/10/2015	78327	R	AMERIPRISE FINANCIAL SERVICES	370.00
06/10/2015	78328	R	FRANKLIN TEMPLETON BANK &TRUST	1,274.00
06/10/2015	78329	R	KOHN LAW FIRM S.C.	627.22
06/10/2015	78330	R	METLIFE	75.00
06/10/2015	78331	R	MG TRUST COMPANY	750.00
06/10/2015	78332	R	SBG-VAA	30.00
06/25/2015	78333	R	AMERIPRISE FINANCIAL SERVICES	370.00
06/25/2015	78334	R	FRANKLIN TEMPLETON BANK &TRUST	1,274.00
06/25/2015	78335	R	KOHN LAW FIRM S.C.	733.38
06/25/2015	78336	R	METLIFE	75.00
06/25/2015	78337	R	MG TRUST COMPANY	750.00
06/25/2015	78338	R	SBG-VAA	30.00
06/25/2015	78339	R	KOHN LAW FIRM S.C.	532.77
06/30/2015	78340	R	ADLER, LEROY	60.00
06/30/2015	78341	R	ADVANCED DISPOSAL	1,335.67
06/30/2015	78342	R	ALL 'N ONE	489.26
06/30/2015	78343	R	AMERICAN AWARDS & PROMOTIONS	410.28
06/30/2015	78344	R	APEX BUILDING CONSULTANTS	11,235.00
06/30/2015	78345	R	AT & T	440.69
06/30/2015	78346	R	BADGER SPORTING GOODS CO., INC	301.22
06/30/2015	78347	R	BADGER WATER LLC	306.30
06/30/2015	78348	R	BANDT COMMUNICATIONS INC	7,650.00
06/30/2015	78349	R	BJ ELECTRIC SUPPLY INC.	500.00
06/30/2015	78350	R	BRIGHTSTAR CARE	1,012.50
06/30/2015	78351	R	BUCKY'S RENTALS LLC	200.00
06/30/2015	78352	R	CARTER & GRUENEWALD CO., INC.	27.70
06/30/2015	78353	R	CESA #2	5,675.00
06/30/2015	78354	R	CHARTER COMMUNICATIONS	1,887.96
06/30/2015	78355	R	CITY OF EVANSVILLE	532.16
06/30/2015	78356	R	COMMUNICATIONS ENGINEERING CO.	43,390.31
06/30/2015	78357	R	CURRICULUM ASSOCIATES	390.88
06/30/2015	78358	R	CZERWONKA, MIKE	24.42
06/30/2015	78359	R	DELL MARKETING LP	3,000.00
06/30/2015	78360	R	DICKERT, ROBERT	23.45
06/30/2015	78361	R	EMPLOYEE BENEFITS CORPORATION	251.25
06/30/2015	78362	R	ENVIRONMENTAL MANAGEMENT CON	3,450.00
06/30/2015	78363	R	ESSER, DON	65.00
06/30/2015	78364	R	FANNING, RICHARD	56.52
06/30/2015	78365	R	FIRST SUPPLY LLC - MADISON	2,551.02
06/30/2015	78366	R	FRANKSON, DAVID	60.00
06/30/2015	78367	R	FRANKLIN, TIMOTHY	105.96
06/30/2015	78368	R	GATEWAY TECHNICAL COLLEGE	1,117.12
06/30/2015	78369	R	THE GRUENKE COMPANY INC	96.96
06/30/2015	78370	R	HALLMAN LINDSAY	629.44
06/30/2015	78371	R	HAMMARQUIST, DENNIS	67.55
06/30/2015	78373	R	HEARTLAND BUSINESS SYSTEMS	75,113.77

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
06/30/2015	78374	R	HELLENBRAND INC	27.72
06/30/2015	78375	R	JACK & DICK'S FEED & GARDEN	237.90
06/30/2015	78376	R	JOHNSON SEED & FEED	82.45
06/30/2015	78377	R	JOSTENS	10.77
06/30/2015	78378	R	KAETHER, ALBERT	57.17
06/30/2015	78379	R	JEFF KLEHFOTH	60.00
06/30/2015	78380	R	L.W. ALLEN INC	562.22
06/30/2015	78381	R	LANDMARK SERVICES COOPERATIVE	6,399.13
06/30/2015	78382	R	MENARDS	421.86
06/30/2015	78383	R	MEP ASSOCIATES, LLC	3,237.00
06/30/2015	78384	R	MICROSCOPE WORLD	15.00
06/30/2015	78385	R	MILLS, CAROLYN	345.65
06/30/2015	78386	R	MILLS, ERNEST	18.50
06/30/2015	78387	R	MJ CARE, INC.	691.00
06/30/2015	78388	R	MOSHER, KELLY	14.45
06/30/2015	78389	R	NASCO	860.56
06/30/2015	78390	R	NEWBRIDGE EDUCATIONAL PUBLISHI	1,179.14
06/30/2015	78391	R	NORTH AMERICAN MECHANICAL INC	1,639.44
06/30/2015	78392	R	OCCUPATIONAL HEALTH CENTERS	268.60
06/30/2015	78393	R	OLSEN, JELAINE LISA	1,540.00
06/30/2015	78394	R	OSTERHAUS, MICHELLE	150.00
06/30/2015	78395	R	OSWALD, BETH	20.00
06/30/2015	78396	R	PALS MARKETPLACE	486.00
06/30/2015	78397	R	RAPTOR TECHNOLOGIES, LLC	6,068.00
06/30/2015	78398	R	REINDERS INC	281.82
06/30/2015	78399	R	RHYME BUSINESS PRODUCTS	3,076.71
06/30/2015	78400	R	RHYME BUSINESS PRODUCTS	98.00
06/30/2015	78401	R	RIEL, TONY	15.15
06/30/2015	78402	R	ROTH, JERRY	111.00
06/30/2015	78403	R	RSCHOOL TODAY	4,307.50
06/30/2015	78404	R	SALVESON, DEAN	121.70
06/30/2015	78405	R	SAN A CARE INC	10,249.53
06/30/2015	78406	R	SCHOOL OUTFITTERS	65.59
06/30/2015	78407	R	SCHUETT, CATHERINE	12.77
06/30/2015	78408	R	SOUTHERN WISCONSIN ROOFING	1,387.00
06/30/2015	78409	R	SUMMIT COMPANIES	377.85
06/30/2015	78410	R	TEACHERS ON CALL	4,062.58
06/30/2015	78411	R	TECHNOLOGY RESOURCE ADVISORS,	35,473.00
06/30/2015	78412	R	THEOBALD, TIM	42.30
06/30/2015	78413	R	TRUGREEN	1,675.00
06/30/2015	78414	R	UPDIKE, JEFF	48.00
06/30/2015	78415	R	VAN LEUVEN M.D., CATHERINE	4,725.00
06/30/2015	78416	R	VIEMEISTER, DAVID	100.00
06/30/2015	78417	R	WARD-BRODT MUSIC MALL	5.95
06/30/2015	78418	R	WASDA	295.00
06/30/2015	78419	R	WE ENERGIES	2,099.59
06/30/2015	78420	R	WIL-KIL PEST CONTROL	737.00
06/30/2015	78421	R	WISCONSIN SCHOOL MUSIC ASSOCIA	8.00
06/30/2015	78424	R	DEAN HEALTH PLANS	176,553.02
06/30/2015	78426	R	DELTA DENTAL OF WISCONSIN	28,760.53
06/30/2015	78427	R	DELTAVISION	352.78
06/30/2015	78428	R	SUN LIFE FINANCIAL	2,807.77
06/30/2015	78429	R	WEA INSURANCE TRUST	5,262.62
07/10/2015	78444	R	FRANKLIN TEMPLETON BANK &TRUST	100.00
07/14/2015	78445	R	RINGHAND BROTHERS INC	3,281.91
07/16/2015	78446	R	AASEN, TROY	222.21

CHECK DATE	CHECK CHE NUMBER	TYP	VENDOR	AMOUNT
07/16/2015	78448	R	DAVE'S ACE HARDWARE	534.75
07/16/2015	78449	R	ALBANY SCHOOL DISTRICT	6,635.00
07/16/2015	78450	R	AMERIPRISE FINANCIAL SERVICES	370.00
07/16/2015	78451	R	AT & T	439.93
07/16/2015	78452	R	AT&T	1,490.00
07/16/2015	78453	R	BANDT COMMUNICATIONS INC	420.98
07/16/2015	78454	R	BLOCK IRON & SUPPLY CO. INC	29,942.67
07/16/2015	78455	R	BRIGHTSTAR CARE	525.00
07/16/2015	78456	R	CRM	1,021.62
07/16/2015	78457	R	EQUAL RIGHTS DIVISION	15.00
07/16/2015	78458	R	EVANSVILLE GOLF ASSOCIATION	3,300.00
07/16/2015	78459	R	FIDELITEC LLC	36.00
07/16/2015	78460	R	GOLZ ELECTRIC	1,069.42
07/16/2015	78461	R	HEALY AWARDS INC	8.92
07/16/2015	78463	R	HEARTLAND BUSINESS SYSTEMS	22,938.86
07/16/2015	78464	R	HOUGHTON MIFFLIN HARCOURT PUB	3,262.00
07/16/2015	78465	R	JEDI VIRTUAL SCHOOL	46,040.00
07/16/2015	78466	R	JOSTENS	21.54
07/16/2015	78467	R	KOSTROUN CONSTRUCTION LLC	1,800.00
07/16/2015	78468	R	L.W. ALLEN INC	214.04
07/16/2015	78469	R	MCCANN'S SEWER & DRAIN	140.00
07/16/2015	78470	R	MENARDS	108.85
07/16/2015	78471	R	MEP ASSOCIATES, LLC	6,666.50
07/16/2015	78472	R	O'BRIEN, MEGAN	178.25
07/16/2015	78473	R	OFFICE DEPOT	99.41
07/16/2015	78474	R	PARKVIEW SCHOOL DISTRICT	6,635.00
07/16/2015	78475	R	PIGGLY WIGGLY	45.41
07/16/2015	78476	R	PROJECT LEAD THE WAY INC	1,075.00
07/16/2015	78477	R	RENAISSANCE LEARNING INC.	3.60
07/16/2015	78478	R	SAN A CARE INC	10,217.26
07/16/2015	78479	R	SANIMAX LLC	555.00
07/16/2015	78480	R	TECHNOLOGY RESOURCE ADVISORS,	19,014.00
07/16/2015	78481	R	THE PHONICS DANCE	114.00
07/16/2015	78482	R	TORTOMASI, SARA	130.00
07/16/2015	78483	R	WARD-BRODT MUSIC MALL	875.09
07/17/2015	78500	R	ALL 'N ONE	129.72
07/17/2015	78501	R	COMMUNICATIONS ENGINEERING CO.	208,959.69
07/17/2015	78502	R	OCCUPATIONAL HEALTH CENTERS	268.60
07/17/2015	78503	R	PROJECT LEAD THE WAY INC	750.00
07/17/2015	78504	R	TIERNEY BROTHERS INC	266.11
07/17/2015	78505	R	VENESA DRAVES	300.00
07/21/2015	78508	R	EVANSVILLE HIGH SCHOOL	288.50
07/21/2015	78509	R	HANDWRITING WITHOUT TEARS	937.94
07/21/2015	78512	R	HEARTLAND BUSINESS SYSTEMS	148,571.09
07/21/2015	78513	R	KAPLAN SCHOOL SUPPLY CORP.	209.12
07/21/2015	78514	R	PIGGLY WIGGLY	204.33
07/21/2015	78515	R	THE PHONICS DANCE	113.00
06/23/2015	201519	M	U.S. CELLULAR	204.98
06/23/2015	201520	M	EVANSVILLE WATER & LIGHT DEPT	39,170.80
06/04/2015	141500304	A	LAUBE, JERRY	96.00
06/04/2015	141500305	A	NEIS, GERALD	60.00
06/04/2015	141500306	A	SURPRENANT, STEVEN	80.00
06/04/2015	141500307	A	TURNER, JOHN	80.00
06/09/2015	141500308	A	AIRGAS USA LLC DBA ENCOMPASS	88.00
06/09/2015	141500309	A	BOARDMAN & CLARK LLP	4,696.96
06/09/2015	141500310	A	EMPATHIA INC	238.00

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DATE	NUMBER	TYP	VENDOR	AMOUNT
06/09/2015	141500311	A	MIDAMERICA ADMINISTRATIVE & RE	460.00
06/09/2015	141500312	A	RHYME BUSINESS PRODUCTS	3,230.31
06/09/2015	141500313	A	SCHOLASTIC INC	394.66
06/09/2015	141500314	A	SCHULLO, CHRISTINE	17.99
06/09/2015	141500315	A	SKYWARD	200.00
06/09/2015	141500316	A	WE ENERGIES	4,441.62
06/09/2015	141500317	A	ZBLEWSKI, DOUG	80.29
07/16/2015	151600004	A	BOARDMAN & CLARK LLP	3,082.00
07/16/2015	151600005	A	CESA #2	11,495.00
07/16/2015	151600006	A	MAGEE, SHARON	337.50
07/16/2015	151600007	A	MJ CARE, INC.	1,545.50
07/16/2015	151600008	A	RHYME BUSINESS PRODUCTS	2,059.94
07/16/2015	151600009	A	WISCONSIN SCHOOL MUSIC ASSOCIA	8.00
07/17/2015	151600013	A	HELLENBRAND INC	180.18
07/17/2015	151600014	A	LANDMARK SERVICES COOPERATIVE	2,900.54
07/21/2015	151600015	A	HEINEMANN	977.73
07/21/2015	151600016	A	SCHOLASTIC INC	607.73
			Totals for checks	1,495,474.08



## MEMORANDUM

TO: Evansville Community School District School Board

FROM: Alice A. Murphy, Interim Director of Instruction

RE: **Student Achievement Data**

DATE: August 12, 2015

### **Student Achievement Data as Measured by State Assessments**

Typically, by the end of the school year, the District has received student proficiency data from the Wisconsin Knowledge and Concepts Exam (WKCE). This information would have been shared with students and parents and presented in an overview to the School Board. In the past, the data has included reading and math performance for students in grades 3 – 8 and 10. It also included science and social studies proficiency reports for grades 4, 8 and 10.

Just prior to the 2014-15 school year, the state assessment format was changed. These changes include the following:

- WKCE reading and math assessment, grades 3 – 8 and 10, is replaced by WI BADGER EXAMINATION grades 3 – 8 reading and math assessment
  - The testing event was moved from November to April
  - Individual Profile Reports for students sent to parents in July
  - Public Reports are being embargoed until September or October. This means that no school or district information may be shared with the public until this official release.
- WKCE continues to include Science and Social Studies for grades 4, 8 and 10, but this is likely to change in the future.

Complete data reports to the School Board will be forthcoming, upon full access to the relevant state assessment data. In the meantime, please feel free to contact me with questions.

### **School and District Report Cards**

The Wisconsin state legislature recently passed SB 67, also known as the pause bill, stipulating that the Department of Public Instruction (DPI) shall not produce School or District Report Cards this year and that the results from the 2014-15 BADGER Exam cannot be used for Educator Effectiveness.

Although these report cards will not be available, as soon as the embargo is lifted, the assessment results will be posted for the public on the DPI Website > WISEdash Public Portal > Data Dashboard <http://wisedash.dpi.wi.gov/Dashboard/portalHome.jsp>

- BADGER Exam – reading and math, Grades 3 – 8
- WKCE – science and social studies, Grades 4, 8 and 10
- ACT Aspire – English, reading, writing, math, and science, Grades 9 and 10
- ACT – English, reading, writing, math, and science, Grade 11
- ACT WorkKeys – Applied Math, Locating Information and Reading for Information, Grade 11
- Advanced Placement – results by course

Viewers can perform side-by-side comparisons for school districts, as well as, comparisons to statewide performance.

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting Agenda**

**Wednesday, August 26, 2015**

**6:00 p.m.**

**District Board and Training Center**

**340 Fair Street (Door 36)**

*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, Union Bank & Trust and Eager Free Public Library.*

- I. Roll Call: Kathi Swanson                      Sandra Spanton Nelson                      Mason Braunschweig  
                         Eric Busse    Melissa Hammann  
                         John Rasmussen                                      Amanda Koenecke
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
- First Day of School, September 1, 2015
  - September 30, Annual School Board Meeting
- IV. Information & Discussion:
- A. Middle School Student Council Presentation.
  - B. Physical Restraint/Seclusion Report.
  - C. Progress With Teaching/Learning Goal and Assessment Data.
  - D. 2014-2015 Building Goals Update.
  - E. JEDI Program and Recommendations.
  - F. Teacher Compensation Model Information
- V. Budget Finance – Chair, Braunschweig:
- A. Discussion Items:
    - 1. 2014-2015 Budget Update.
    - 2. 2015-2016 Budget Update.
    - 3. 4K Update.
    - 4. Evansville Education Foundation Update.
  - B. Develop Budget Finance Agenda Items for September 30 Meeting
- VI. Business (Action Items):
- A. Approval of 2015-2016 FFA Overnight Field Trips.
  - B. Approval of Middle School Handbook Changes.
  - C. Approval of Teachers and Support Staff Compensation Models.
  - D. Approval of Staff Changes: Resignations of \_\_\_\_\_; Hiring of \_\_\_\_\_.
- VII. Consent (Action Items):

- A. Approval of Policies:
  1. #424– Admission of Adult Students
  2. #441.1-Student Government
  3. #448– Students of Legal Age
  4. #456-Student Assistance Program
- B. Approval of August 12 Regular Meeting Minutes.
- C. Approval of July Bills and Reconciliation.

VIII. Policies – Chair, Hammann:

- A. First Reading of Policies:
  - 1.

IX. Board Development – Chair, Swanson:

- A. Continuous System Improvement (CSI) Plan Updates
- B. Timeline of Information for Future Board Meetings.
- C. Review Chain of Command and Process.
- D. Develop Board Development Agenda for September 30 Meeting.

X. Future Agenda –September 9 Regular Meeting Agenda.

XI. Five Minute Break.

XII. Executive Session – Under Wisconsin State Statute 19.85(1)(c) to consider employment, promotion, compensation or performance data of any public employee over which the governmental body has jurisdiction or exercises responsibility; namely, to discuss the District Administrator Evaluation

*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.

Upon reasonable notice, effort will be made to accommodate the needs of people with disabilities through appropriate aids and services. For additional information or to request this service, contact the District Office at 340 Fair Street, 882-3387 or 882-3386. Persons needing more specific information about the agenda items should call 882-3387 or 882-3386 at least 24 hours prior to the meeting.

Posted: