

**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 Eger 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. Assessment Events/Calendar.
  - D. JEDI Program and Recommendations.
  - E. Softball Press Box.
- V. Budget Finance – Chair, Braunschweig:
- A. Discussion Items:
    - 1. 2014-2015 Budget Update/Annual Meeting 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 Staff Changes: Resignations of Support Staff and Co-and Extra-Curricular Activities and Hiring of Support Staff and Co-and Extra-Curricular Activities.
  - D. Approval of Softball Press Box and Donations.
  - E. Approval of Policy #456-Student Assistance Program.

- 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.
  - 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. #345.51- Academic Awards Through the Class of 2018 (Academic Honors).
    - 2. #345.52-Academic Awards Starting With the Class of 2019 (Academic Honors).
    - 3. #842-Donation and Memorial Signage.
    - 4. #851-Adverting in the Schools.
    - 5. #940-Naming School District Facilities and Events.
  - B. Second Reading of Policy:
    - 1. #345.53-Laude System
  
- IX. Board Development – Chair, Swanson:
  - A. Continuous System Improvement (CSI) Plan Updates.
  - B. Discussion of Fall Regional Meeting.
  - C. 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) 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 2015-2016 contract with the Evansville Education Association covering teachers.
  
- XIII. Reconvene in Open Session to Take Action on Matters Discussed in Closed Session if Necessary and Appropriate.
  
- XIV. Adjourn.

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

*Vision Statement: Creating a culture of excellence in:*

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

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

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: 8/20/15

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs  
Wednesday, August 26, 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 we approve the agenda as presented (OR remove items).

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 – Council Advisor, Ms. Kopf, and students will make presentation on the State WASC State Conference.
- B. Physical Restraint/Seclusion Report – Director of Student Services, Ms. Katzenberger, has enclosed information.
- C. Assessment Events/Calendar – Interim Director of Instruction, Ms. Murphy, has enclosed information.
- D. JEDI Program and Recommendations – Ms. Hammann has enclosed information.
- E. Softball Press Box – Athletic Director, Mr. Cashore, has enclosed information.

V. **Budget Finance – Chair, Braunschweig:**

- A. Discussion Items:
1. 2014-2015 Budget Update/Annual Meeting Update – Ms. Treuden will present.

2. 2015-2016 Budget Update – Ms. Treuden will present.
3. 4K Update – Levi Leonard Principal, Ms. Dobbs, has enclosed information.
4. Evansville Education Foundation Update – Ms. Swanson will present.

B. Develop Budget Finance Agenda Items for September 30 Meeting

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

- A. Approval of 2015-2016 FFA Overnight Field Trips – Ag Teacher, Ms. Kvalheim, had presented at the last meeting.

**Suggested Motion** – I move we approve the 2015-2016 FFA Overnight Field Trips as presented.

- B. Approval of Middle School Handbook Changes – Principal, Mr. Knott, has enclosed an updated handbook with changes.

**Suggested Motion** – I move we approve the Middle School Handbook Changes as presented.

- C. Approval of Staff Changes: Resignations of Support Staff and Co-and Extra-Curricular Activities and Hiring of Support Staff and Co-and Extra-Curricular Activities –

**Resignations of Support Staff**

1. Resignation of Ann Elliott, Lunchroom Supervisor, effective August 10, 2015.
2. Resignation of Joe Kaether, Educational Assistant, effective August 15, 2015.

**Suggested Motion** – I move we approve the support staff resignations of Ann Elliott, effective August 10, and Joe Kaether, effective August 15, 2015.

**Resignation of Co-and Extra-Curricular Activities**

1. Resignation of Peter Diedrich, Assistant Drama Coach, effective August 18, 2015.

**Suggested Motion:** I move we approve the resignation of Peter Diedrich, as the Assistant Drama Coach, effective August 18, 2015.

### Hiring of Support Staff

1. Jennifer Nelson, Educational Assistant. Jennifer brings a lot of experience working both in early childcare and special education in schools to the ECSD. She has worked as a short term and long term educational assistant throughout our District. The Board approved Jennifer's hiring at the July 15 Board meeting, as a .50 educational assistant. We are asking that you now approve her as a full-time educational assistant for \$12.50/hour to replace Joe Kaether.
2. April Schmitt, Food Service as a Cook 1. April has been working in the District Food Service Department as a substitute for the past two years. She has easily learned the skills necessary for the Cook 1 position and will be an asset to the department. April is replacing Mary Kettle and will be paid \$12.50/hour.
3. Dana Dowden, Lunch Room Supervisor. Dana worked as a lunch room supervisor at the Grove campus for four years prior to taking a leave. She also served as a crossing guard. Dana is passionate about working with children and prior to working as a lunch supervisor she worked in a preschool setting for six years. Dana is replacing Ann Elliott. She will be paid \$12.50/hour.
4. \_\_\_\_\_, Food Service. \_\_\_\_\_ Due to the number of internal reassignments, there is a dominal affect within the food service staffing. \_\_\_\_\_ will be paid \$12.50/hour.

**Suggested Motion:** I move we approve the hiring of Jennifer Nelson, as a full-time Educational Assistant, for \$12.50/hour; April Schmitt, Food Service Worker, for \$12.50/hour; and Dana Dowden, Lunch Room Supervisor, for \$12.50/hour.

### Hiring of Co-and Extra-Curricular

1. Holly Gulledege, 50% High School JV Poms. Holly replaces a 50% Junior Varsity Poms position formerly held by Alyssa Widmyer. Holly brings 15 years of dance and poms background to the EHS poms program. She also has high school coaching in the Nicolet swimming program. Holly will share this position with Cara Olson and will be paid \$984 for the fall and winter season.
2. Cara Olson, 50% High School JV Poms. Cara replaces a 50% Junior Varsity Poms position formerly held by Taylor Mack. Cara brings 15 years of dance and poms background, including college experience at UW-Oshkosh to the EHS poms program. Cara has served as an individual dance instructor in the Evansville community. Cara will share this position with Holly Gulledege and will be paid \$984 for the fall and winter season.

**Suggested Motion:** I move we approve the co-and extra-curricular agreements for Holly Gulledege, 50% High School JV Poms, for a salary of \$984, and Cara Olson, 50% High School JV Poms, for a salary of \$984.

D. Approval of Softball Press Box and Donations –

**Suggested Motion:** I move we approve the building of a softball press box and accept the generous donations of \$5,000 from the Sports Boosters and \$2,000 from Greenwood State Bank.

E. Approval of Policy #456-Student Assistance Program – *This policy comes back with suggested revisions from the student services staff.*

**Suggested Motion:** I move we approve policy #456-Student Assistance Program as revised.

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

A. Approval of Policies: *These policies come forward with no changes since the last meeting.*

1. #424– Admission of Adult Students.
2. #441.1-Student Government.
3. #448– Students of Legal Age.

B. Approval of August 12 Regular Meeting Minutes.

C. Approval of July Bills and Reconciliation.

**Suggested Motion** – I move we approve the consent agenda items: policies: #434- Admission of Adult Students; #441.1-Student Government; #448-Students of Legal Age; August 12 Regular Meeting Minutes; and the July Bills and Reconciliation as approved.

**Roll Call Vote.**

**VIII. Policies – Chair, Hammann:**

A. First Reading of Policies:

1. #345.51- Academic Awards Through the Class of 2018 (Academic Honors).
2. #345.52-Academic Awards Starting With the Class of 2019 (Academic Honors).
3. #842-Donation and Memorial Signage.
4. #851-Adverting in the Schools.
5. #940-Naming School District Facilities and Events.

B. Second Reading of Policy:

1. #345.53-Laude System.

Also enclosed are the minutes of June 15, 2015, and July 1, 2015.

**IX. Board Development – Chair, Swanson:**

**A. Continuous System Improvement (CSI) Plan Updates –**

- *Teaching and Learning*
- *Workforce Engagement and Development*
- *Communication and Community Engagement*
- *Technology*
- *Facilities and Operations*
- *Climate and Culture*

**B. Discussion of Fall Regional Meeting – Ms. Swanson will lead discussion.  
*Information enclosed.***

**C. 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) 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 2015-2016 contract with the Evansville Education Association covering teachers.**

**Suggested Motion – I move, 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 2015-2016 contract with the Evansville Education Association covering teachers.**

**Roll Call Vote –**

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

**XIV. Adjourn.**



**For Your Information:**

1. A copy of the Board approved Goals for your binder.
2. Upcoming Board Meetings:
  - a. September 9, 2015
  - b. September 30, 2015 (Regular and Annual)
  - c. October 14, 2015
  - d. October 28, 2015

2014-2015

# Seclusion and Physical Restraint Report

Prepared By  
Janessa Katzenberger

## 2014-2015 Summary Data

Presented To  
The School Board of  
Education

Student	Building	# of Incidents	IEP?	Totals	2013-2014 Totals	2012-2013 Totals
A	Elementary	6	Yes	Elementary: 26	Elementary: 5	Elementary: 29
B	Elementary	20	No*			
C	Intermediate	6	Yes	Intermediate: 17	Intermediate: 0	Intermediate: 17
D	Intermediate	10	Yes			
E	Intermediate	1	Yes			
F	Middle School	1	Yes	Middle School: 1	Middle School: 0	Middle: 13 High: 1

## 2014-2015 Individual Data

Student	# of Incidents**	Imminent Harm to:						Other
		Self	Others	Property	Self and Others	Others and Property	Self, Others, and Property	
A	6		1		1		2	
B	20	1	6	3	5	1	1	2
C	6	1	1					
D	10	1	4	1				
E	1	1						
F	1							

**Report Summary**

As the graphs display, there were 44 incidents of seclusion and/or physical restraint during the 2014-2015 school year. Six students were involved in these incidents; two from the elementary school, three from the intermediate school, and one from the middle school. Of these six students, five were students with an Individual Education Plan (IEP). This total is significantly higher than the reported five incidents during the 2013-2014 school year, yet lower than the reported 60 incidents during the 2012-2013 school year.

The state defines, "seclusion" as the involuntary confinement of a student apart from other students, in a room or area from which the student is physically prevented from leaving. "Physical restraint" is defined as restriction that immobilizes or reduces the ability of a student to freely move his/her torso, arms, legs or head. It does not include briefly touching or holding a student's hand, arm, shoulder, or back to calm, comfort or redirect the student, using supportive equipment to properly align a student's body, assist a student to maintain balance, or assist a student's mobility, under the direction and oversight of appropriate medical or therapeutic staff. Seclusion or physical restraint may be used with students at school only when a student's behavior presents a clear, present and imminent risk to the physical safety of the student or to others and it is the least restrictive intervention feasible.

A District employee or other individual may only use physical restraint on a student if s/he has received required Non Violent Crisis Intervention training on the use of de-escalation techniques and appropriate physical restraint. As an exception to this training requirement, physical restraint may be used by non-trained school personnel in an emergency situation where all other limitations and restrictions have been satisfied, but only if an individual who has received training on the use of physical restraint is not immediately available due to the unforeseen nature of the emergency.

Staff using seclusion or physical restraint shall complete the form from Policy 447.1 and submit to his/her Building principal within two business days from the date of the incident. Family will be notified no later than one business day after the incident occurred. A copy of the completed form from Policy 447.1 will be made available for review by the student's family within three business days of the incident.

\*This student has since been referred to special education. The District is waiting for parent consent.

\*\* The number of incidents came directly from the discipline data on Skyward. Skyward does not decipher between seclusion or restraint or the specific ways in which the student showed imminent harm. Paper forms are used to collect this data. Unfortunately, some of the paper forms were not filed appropriately creating a discrepancy in the data.

## MEMORANDUM

TO: Evansville Community School District School Board  
FROM: Alice A. Murphy, Director of Instruction, Interim  
RE: **Student Assessment Events 2015-16**  
DATE: August 26, 2015

### **Student Achievement as Measured by State, District and Classroom Assessments**

Regular assessment of student learning is necessary to ensure that instruction is aligned to standards and meets the needs of all learners with appropriate content, resources, and strategies. Quality assessment is a highly effective tool when it is used to measure the achievement of overall learning goals.

Assessment of student learning serves two primary functions:

1. To Improve daily teaching and learning

Assessment of student learning is important for serving as a meaningful source of information. For the teacher, the data helps to identify what is being taught effectively and what needs to be improved. Educators extend and enrich the learning experience based upon the data which indicates the level of student performance. For the student, quality feedback about their learning enables them to make necessary adjustments to improve their knowledge and understanding.

2. Provide data for school and district accountability

Schools and school districts are responsible for meeting the assessment and accountability requirements of state and federal law by setting high standards for student achievement, measuring academic progress regularly, publicly reporting each school's performance annually, and taking action when students or groups of students are not making adequate progress.

The Wisconsin Student Assessment System (WSAS) is a comprehensive statewide program designed to provide information about what students know in core academic areas and whether they can apply what they know. More information about state assessment requirements can be found at Wisconsin Department of Public Instruction Office of Educational Accountability: <http://oea.dpi.wi.gov/assessment>

### **ECSD Student Assessment Events 2015-16**

Assessment of student learning takes place in every classroom on a regular basis. To communicate about the scheduled assessment events, the District shares the *ECSD Assessment Calendar 2015-16*.

Since the Assessment Calendar includes information about numerous assessment instruments, the *ECSD Assessments Events 2015-16* provides greater detail about each of these testing tools.

Kindly contact Alice A. Murphy, Director of Instruction, Interim, for more information.

# Evansville Community School District Assessment Calendar 2015-2016

LL TRIS Ms HS DW

Assessments Required by the State are Indicated in **Bold**

Date	Grades	Test or Assessment Detail
September 1	High School	SRI Universal Screening – Reading Inventory
September 8 – September 23, 2015	District Wide	STAR – Early Literacy, Reading and Math
September 8 – September 18, 2015	3, 4, 5	QRI – Reading Inventory
September 8 – September 18, 2015	2	Fountas and Pinnell-Reading Assessment
October 2, 2015 (tentative)	Levi	3 Year Old Screener
September 14 - October 9, 2015	1, 2	PALS-Phonological Awareness Literacy Screening
September 14, 2015	6, 7, 8	Writing Assessment
September 21 – September 25, 2015	1	Fountas and Pinnell
October 12 – November 6, 2015	4K-K	PALS
October 12 – October 30, 2015	9	ASPIRE-English, reading, writing, math and science
October 12, 2015	10, 11 (optional)	PSAT
December 7 – February 5, 2016	District Wide	ACCESS/ELLS
January 4 – January 8, 2016	1	Fountas and Pinnell
January 11 – January 22, 2016	District Wide	STAR
January 11 – February 19, 2016	K4, Kindergarten, 1, 2	PALS (Optional testing dates)
January 16 – January 26, 2016	2	Fountas and Pinnell
February 1 – February 5, 2016	Kindergarten	Fountas and Pinnell
February 12, 2016	8	Iowa Algebraic Aptitude Test
February 17, 2016	8	Technology Assessment-Next Generation
March 1, 2016	11	The ACT Plus Writing – English, reading, math and Science
March 1 – 15, 2016	11	The ACT Plus Writing Assessment for Students Testing with Accommodations
March 2, 2016	11	ACT WorkKeys-Locating information, Reading for Information and Applied Math
March 2 – March 16, 2016	11	ACT Workkeys Assessment Window for Students Testing with Accommodations
March 15, 2016	11	The ACT Plus Writing (Make-up Date)
March 16, 2016	11	WorkKeys (Make-up Date)
March – May TBD	3, 4, 5	Smarter Balanced - ELA, Math and Science (tentative) WKCE – Social Studies (tentative)
March – May TBD	6, 7, 8	Smarter Balanced – ELA, Math and Science (tentative) WKCE – Social Studies (tentative)
March – May TBD	10	WKCE – Social Studies (tentative)
April 25 – May 20, 2016	4K, K, 1, 2	PALS
May 2 – May 27, 2016	9, 10	ASPIRE-English, reading, writing, math and science
May 2, 2016 AM		AP Chemistry
May 2, 2016 PM		AP Environmental Science
May 2, 2016 PM		AP Psychology
May 3, 2016 AM		AP Spanish Language and Culture
May 4, 2016 AM		AP English Literature and Composition
May 5, 2016 AM		AP Calculus AB and BC
May 9 – May 20, 2016	District Wide	STAR
May 9 – May 13, 2016	1	Fountas and Pinnell
May 9 – May 20, 2016	Kindergarten	Fountas and Pinnell
May 9 – May 13, 2016	3, 4, 5	QRI
May 11, 2016 AM		AP English Language/Composition
May 12, 2016		AP Statistics
May 13, 2016 PM		AP Macroeconomics
May 13, 2016	7	Iowa Algebraic Aptitude Test

# Evansville Community School District Assessment Events 2015 - 16

	FALL	WINTER	SPRING	ASSESSMENT INSTRUMENT
4K	PALS	PALS	PALS	<p style="text-align: center;"><u>STATE Test: Required Participation</u></p> <ul style="list-style-type: none"> <li>★ <b>ACCESS</b> Assessment for English Language Learners</li> <li>★ <b>ACT ASPIRE - Early High School</b> Assesses student readiness in English, mathematics, reading, science, and writing.</li> <li>★ <b>ACT Plus Writing</b> Consists of English, mathematics, reading and science with a 30 minute essay test to measure writing skills.</li> <li>★ <b>ACT Work Keys</b> An applied skills assessment system: applied mathematics, locating information and reading for information.</li> <li>★ <b>PALS - Phonemic Awareness Literacy Screening</b></li> <li>★ <b>SBA - Smarter Balanced Assessment</b> Replaces WKCE for reading, language and math assessment. Will include science in 2016. In 2014-15 this test was called <b>BADGER Examination for grades 3 - 8.</b></li> <li>★ <b>WKCE - WI Knowledge and Concepts Examination</b> Formerly included reading, language, and math, grades 3-8 and 10 and science and social studies, grades 4, 8 &amp; 10. In 2014-15, <b>WKCE</b> included only science and social studies for grades 4, 8 and 10. Will no longer be administered in the Fall and will be given in the Spring.</li> </ul> <p style="text-align: center;"><u>DISTRICT Assessments</u></p> <ul style="list-style-type: none"> <li>• <b>F&amp;P - FOUNTAS AND PINNELL</b> Benchmark assessment system provides a framework for evaluating student reading ability and aligning instruction with the continuum of literacy learning.</li> <li>• <b>PALS</b> Not required by the State in Winter but is administered as a choice by the District to monitor progress at mid-year.</li> <li>• <b>QRI - Qualitative Reading Inventory</b> Informal assessment of reading ability.</li> <li>• <b>SRI - Scholastic Reading Inventory</b> Informal screening measures college and career reading readiness.</li> <li>• <b>STAR</b> Measures student skills in reading and math. Provides benchmark data three times each year.</li> <li>• <b>TECHNOLOGY PROFICIENCY</b> Provides data to indicate the level of technology proficiency of the 8th grade students. This assessment meets the WI requirement to measure these skills, annually.</li> </ul>
K		STAR PALS F&P ACCESS	STAR PALS F&P	
1	STAR PALS F&P	STAR PALS F&P ACCESS	STAR PALS F&P	
2	STAR PALS F&P	STAR PALS F&P ACCESS	STAR PALS F&P	
3	STAR QRI	STAR ACCESS	STAR QRI SBA	
4	STAR QRI	STAR ACCESS	STAR QRI SBA WKCE SS?	
5	STAR QRI	STAR ACCESS	STAR QRI SBA	
6	STAR	STAR ACCESS	STAR SBA	
7	STAR	STAR ACCESS	STAR SBA	
8	STAR	STAR Tech Proficiency ACCESS	STAR SBA WKCE SS?	
9	STAR SRI ASPIRE	STAR ACCESS	STAR ASPIRE	
10	STAR	STAR ACCESS	STAR ASPIRE WKCE SS?	
11	STAR	STAR ACCESS	STAR ACT Plus Writing ACT Work Keys	
12	STAR	STAR ACCESS		

# ECSD JEDI Program

August 2015 Update

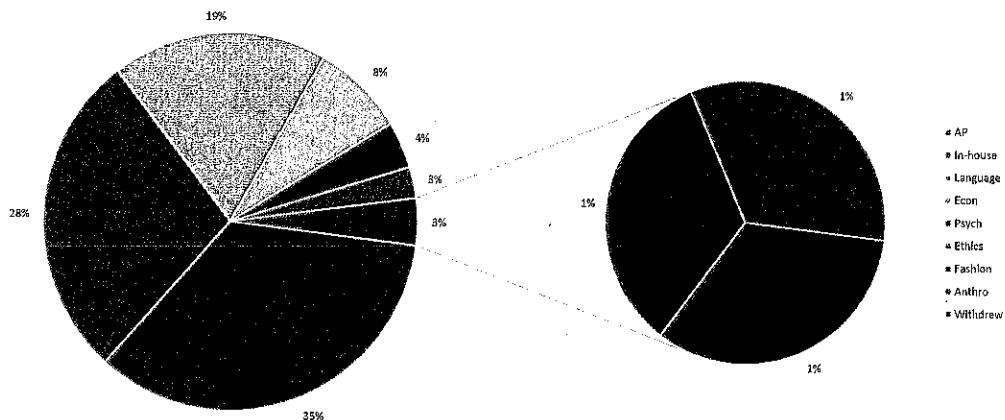
## Summary of Students Served by JEDI 2014-15

- Semester 1:
  - 36 (6.6%) EHS students enrolled in JEDI programs.
  - 11 enrolled full time.
  - 25 students took 35 singleton classes.
  
- Semester 2:
  - 42 (7.7%) EHS students enrolled in JEDI programs
  - 13 enrolled full time, two of whom took 7 “extra courses” charged on top of their tuition fee (\$295 per class).
  - 29 students enrolled in 40 singleton classes.

## Singleton Course Summary 2014-15

- 21/75 (28%) singleton classes taken were offered in house.
- Distribution of remaining 54 classes taken:
  - 26 AP classes: 10 World History, 8 Psych, 8 Stats
  - 14 Language other than Spanish: 9 German, 4 Latin, 1 ASL
  - 6 Econ
  - 3 Psych
  - 2 Ethics
  - 1 Fashion and Int.
  - 1 Anthropology
  - 1 Withdrew

## Singleton Course Distribution 2014-15





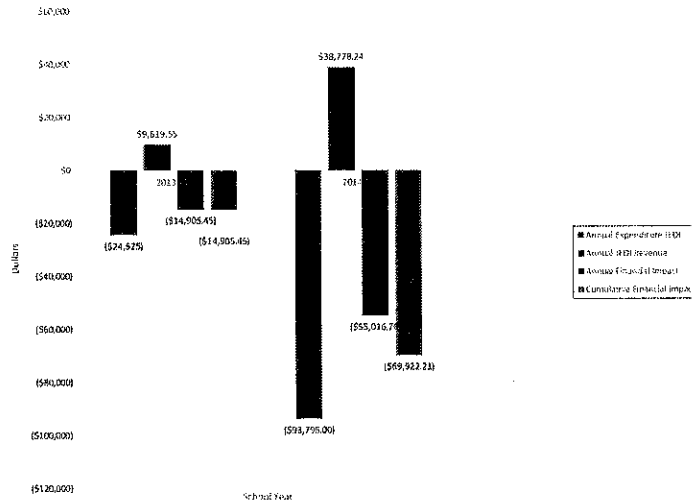
## What Value Does JEDI Add to ECSD?

- Students are able to access a wide range of classes the district can't economically provide, creating many opportunities and potentially reducing OEO.
- To get a complete answer to that, we need to monitor student achievement in JEDI classes to assess the quality of the product we are purchasing. Include:
  - What percentage of our students are taking the AP Exams for JEDI AP courses? What percent are earning college credit for the JEDI AP classes?
  - What is the achievement rate for JEDI students, both Full Time and Singleton?
- JEDI data can help guide EHS course offerings. This year's data suggest that the following classes may have support as in-house offerings in the near future:
  - AP World History
  - A second World Language
  - Possibly Economics

## OBSERVATIONS FOR 2014-15

- Full time JEDI students more than doubled from a projected 5 to an average of 12.
- Singleton classes nearly doubled from a projected 40 to 75. This was expected. What was thought to be a semester projection last fall was actually a quarter projection.
- Enrollment in JEDI singleton classes for classes we also offer in-house dropped from 14/35 (40%) first semester to 7/40 (17.5%) second semester.
- Seven "extra classes" were taken by two full time JEDI students second semester, for which we paid \$2065 in addition to their \$4950 tuition payment. This represents a 41.7% increase in their tuition fee.

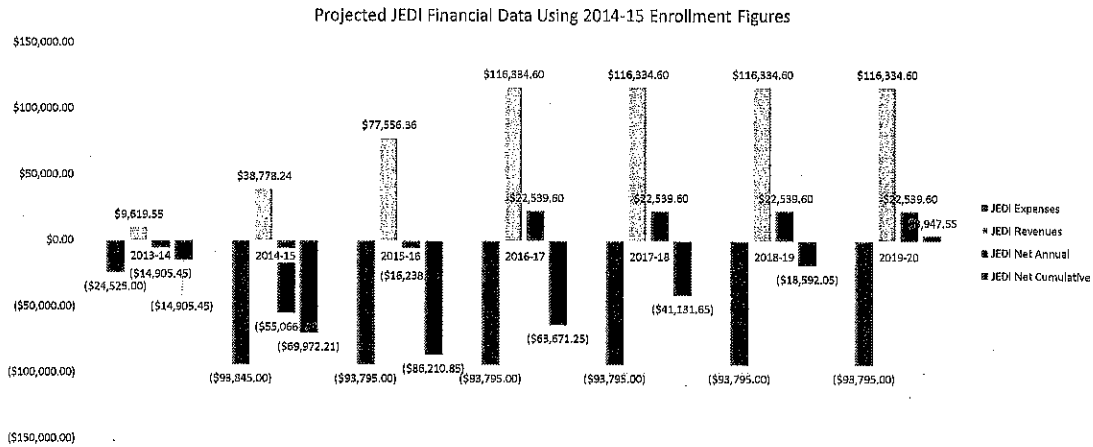
# JEDI Finances 2013-15



## Projected Break Even Point

- Given continued enrollment of 12 full time students and 81 singleton classes annually, the JEDI program will begin operating with an annual \$22,539 surplus when full funding is reached in 2016-17.
- The program will break even in 2019-20.

## Projected JEDI Finances Using Current Enrollment Figures



## Recommendations

- Present an annual JEDI student achievement progress report to the Board (September – October). Include summary of AP achievement identical to in-house AP WISEdash summaries (number of classes taken, number of exams taken, number of exams earning college credit). Verify students are gaining achievement while enrolled in non-AP JEDI singleton classes. Flag and track potential curricular mismatches.
- Continue to minimize enrollment in singleton classes that are offered in-house.
- Create an aggressive marketing plan for our Full Time JEDI program to enhance revenue.
- Investigate and minimize “extra class” charge for full time students.
- Continue to monitor popular JEDI enrollments for potential to bring in-house.

To: Evansville Board of Education

From: Brian Cashore

Re: Softball Press Box

Date: August 19, 2015

I approached District Administrator, Jerry Roth and District Business Manager, Doreen Treuden with my interest in constructing a softball press box on the varsity softball facility. Following our discussion, I met with Rob Kostroun to design the facility and proceeded to contact Nelson-Young to acquire a bid for the design. The bid returned at a cost of \$27,000. This bid includes the complete construction of the press box by Rob Kostroun and the EHS building trades program. The funding for this project would be as follows:

Evansville Sports Boosters will kindly donate a total of \$5,000.

Greenwood State Bank will kindly donate a total of \$2,000.

District funds from the Building and Grounds capital projects fund of \$20,000.

# Evansville

## Community School District

### MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: 2014-2015 Budget Update  
Date: August 20, 2015

Attached you will find a report summarizing last year's budget. The report shows Fund 10 information as follows:

- 2014-2015 budget by function category (revenues and expenses)
- Final year-to date category totals
- Year-to-date percentages
- Difference in budget vs. year-to-date

The 2014-2015 Budget was approved as a deficit budget. The final year-to-date budget amounts are:

	Budget	Actual	Difference
Fund 10 – Revenues	\$19,355,150.08	\$19,353,075.60	\$2,074.48
Fund 10 - Expenses	\$19,450,800.84	\$19,314,973.87	\$135,826.97
		Underspent	\$133,752.49

Because the budget represents the best information at the time of approval, it is common to have differences between specific budget line accounts and actual year-end account totals. Below is a comparison of the last five years of budget vs. year-end totals.

Year	Budgeted Deficit/Surplus	Actual Deficit/Surplus	Difference
2010-2011	(\$39,818.00)	\$131,047.95	\$170,865.95
2011-2012	(\$672,784.00)	(\$157,101.65)	\$515,682.35
2012-2013	\$0	\$344,934.28	\$344,934.28
2013-2014	\$165,483.13	\$70,395.91	(\$95,087.22)
2014-2015	(\$95,650.76)	\$38,101.73	\$133,752.49

Please feel free to contact me with any questions you may have after tonight's meeting.

Fd	T	Loc	Obj	Func	Prj	Obj	2014-15	2014-15	2014-15	Unexpended
							Revised Budget	FYTD Activity	FYTD %	Balance
10						GENERAL FUND				
10	R			500		DISTRICT WIDE	19,355,150.08	19,353,075.60	99.99	2,074.48
10	R					Revenue	19,355,150.08	19,353,075.60	99.99	2,074.48
10	E			110		UNDIFFERENTIATED CURRICULUM	169,695.75	169,720.05	100.01	-24.30
10	E			120		REGULAR CURRICULUM	7,562,825.89	7,550,291.60	99.83	12,534.29
10	E			121		ART	11,300.00	22,671.65	200.63	-11,371.65
10	E			122		ENGLISH	54,342.21	51,817.76	95.35	2,524.45
10	E			123		FOREIGN LANGUAGE	4,725.00	3,832.67	81.11	892.33
10	E			124		MATH	4,700.00	2,907.64	61.86	1,792.36
10	E			125		MUSIC	17,299.95	18,645.06	107.78	-1,345.11
10	E			126		SCIENCE	29,166.00	32,000.25	109.72	-2,834.25
10	E			127		SOCIAL STUDIES	2,750.00	1,863.68	67.77	886.32
10	E			129		OTHER CURRICULUM	4,546.00	12,874.95	283.21	-8,328.95
10	E			131		AGRICULTURE	84,892.76	85,472.44	100.68	-579.68
10	E			132		BUSINESS EDUCATION	270,381.28	255,953.18	94.66	14,428.10
10	E			135		HOME ECONOMICS	169,569.04	166,670.19	98.29	2,898.85
10	E			136		INDUSTRIAL ARTS	299,551.26	297,416.21	99.29	2,135.05
10	E			140		PHYSICAL CURRICULUM	610,126.63	608,117.24	99.67	2,009.39
10	E			141		HEALTH	3,432.60	2,440.61	71.10	991.99
10	E			143		PHYSICAL EDUCATION	7,400.00	5,950.80	80.42	1,449.20
10	E			160		COACHING	7,865.00	16,182.47	205.75	-8,317.47
10	E			161		CO-CURRICULAR ACADEMIC	27,762.49	22,853.68	82.32	4,908.81
10	E			162		CO-CURRICULAR ATHLETIC	214,832.79	202,468.27	94.24	12,364.52
10	E			163		CO-CURRICULAR MUSIC	34,453.33	30,112.72	87.40	4,340.61
10	E			164		CO-CURRICULAR-NON-ATHLETICS	1,146.50	376.78	32.86	769.72
10	E			171		ENGLISH AS SECOND LANGUAGE	1,000.00	579.29	57.93	420.71
10	E			172		GIFTED AND TALENTED	161,366.49	152,984.26	94.81	8,382.23
10	E			173		NON-EEN HOMEBOUND		292.99		-292.99
10	E			212		SOCIAL WORKER	34,684.51	35,823.24	103.28	-1,138.73
10	E			213		GUIDANCE	324,469.66	276,224.79	85.13	48,244.87
10	E			214		NURSE HEALTH ROOM	48,117.83	46,903.00	97.48	1,214.83
10	E			215		PSYCHOLOGICAL SERVICES	30,199.06	30,830.24	102.09	-631.18
10	E			219		OTHER PUPIL SERVICES	600.00	832.14	138.69	-232.14
10	E			221		IMPROVEMENT OF INSTRUCTION	260,050.67	203,792.36	78.37	56,258.31
10	E			222		EDUCATIONAL MEDIA	224,161.90	231,123.70	103.11	-6,961.80
10	E			231		BOARD OF EDUCATION	64,533.85	72,796.51	112.80	-8,262.66
10	E			232		DISTRICT ADMINISTRATION	515,400.81	513,029.10	99.54	2,371.71
10	E			240		SCHOOL BUILDING ADMINISTRATION	834,783.55	820,866.91	98.33	13,916.64
10	E			252		FISCAL SUPPORT SERVICES	163,653.32	161,725.83	98.82	1,927.49
10	E			253		OPERATION OF PLANT	2,127,895.74	2,128,735.29	100.04	-839.55
10	E			254		MAINTENANCE	193,771.82	147,791.63	76.27	45,980.19
10	E			255		FACILITIES ACQUISITION/REMODEL		30,385.56		-30,385.56
10	E			256		PUPIL TRANSPORTATION	551,812.00	552,027.52	100.04	-215.52
10	E			263		PUBLIC INFORMATION	93,497.50	88,193.93	94.33	5,303.57
10	E			266		TECHNOLOGY SERVICES	691,248.58	658,644.38	95.28	32,604.20
10	E			270		INSURANCE AND JUDGMENTS	163,052.27	152,757.47	93.69	10,294.80
10	E			281		LONG TERM CAPITAL DEBT	133,107.82	133,101.82	100.00	6.00
10	E			283		TEMPORARY OPERATIONAL DEBT	38,077.80	38,077.80	100.00	
10	E			291		TERMINATION OF BENEFITS	62,781.89	3,179.73	5.06	59,602.16
10	E			292		OTHER RETIREMENT BENEFITS-OPEB	304,845.27	307,822.16	100.98	-2,976.89
10	E			411		OPERATING TRANSFERS	2,140,805.02	2,184,281.76	102.03	-43,476.74
10	E			431		GENERAL TUITION	23,984.00	90,232.38	376.22	-66,248.38
10	E			435		OPEN ENROLLMENT	670,135.00	689,443.30	102.88	-19,308.30
10	E			492		CASH BALANCE ADJUSTMENT		1,854.88		-1,854.88
10	E					Expense	19,450,800.84	19,314,973.87	99.30	135,826.97

Fd	T	Loc	Obj	Func	Prj	Obj	2014-15 Revised Budget	2014-15 FYTD Activity	2014-15 FYTD %	Unexpended Balance
10						GENERAL FUND				
10	-	-	-	-	-	GENERAL FUND	-95,650.76	38,101.73	-39.83	-133,752.49
							=====	=====	=====	=====

Grand Revenue Totals							19,355,150.08	19,353,075.60	99.99	2,074.48
Grand Expense Totals							19,450,800.84	19,314,973.87	99.30	135,826.97
Grand Totals							95,650.76	38,101.73	-39.83	133,752.49
							Loss	Profit		Loss

Number of Accounts: 1210

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

# *Evansville*

*Community School District*

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## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: 2015-2016 Budget  
Date: August 20, 2015

The next version of the 2015-2016 Budget will be reviewed at the September 9<sup>th</sup> Board meeting. This preliminary version of the Budget will be presented at the Annual Meeting on September 30. Keep in mind that the Budget presented at the Annual Meeting will not include the final revenue limit information because the 3<sup>rd</sup> Friday student count will not be confirmed and the state aid amount will not be certified prior to the required publication date of the Annual Meeting documents. The final Budget will come before the Board after the certification of state aid on October 15, 2015. The Budget continues to be a work in progress as changes are made based on program and staffing changes.



# *Evansville*

*Community School District*

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## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: Annual Meeting  
Date: August 20, 2015

Attached are the presentation slides from the 2014 Annual Meeting. Please review and let me know if you have any questions or suggestions for changes for the 2015 Annual Meeting presentation.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

DEBT SERVICE STRUCTURE

ISSUE DATE	ISSUE TYPE	ORIGINAL AMOUNT	INTEREST RATE	MATURITY DATE	PRINCIPAL BALANCE 6/30/2014
03/01/05	** High School Bonds	22,570,000	4.60%	2020	17,415,000
08/05/10	*** Refunding Bonds	1,140,000	4.40%	2021	810,000

DEBT SERVICE SCHEDULE

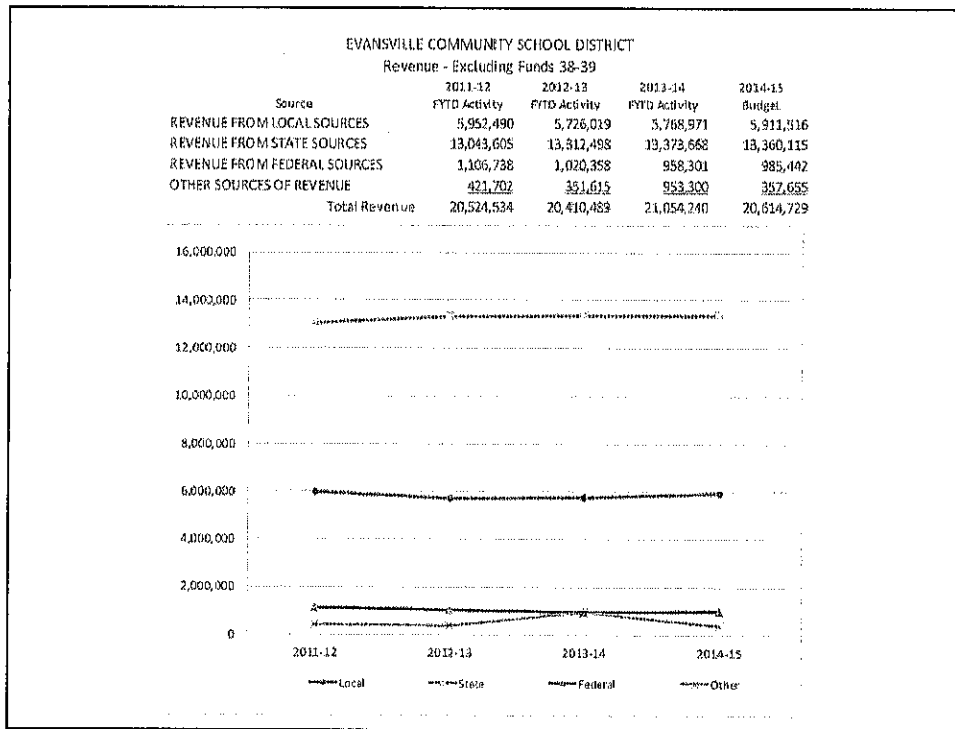
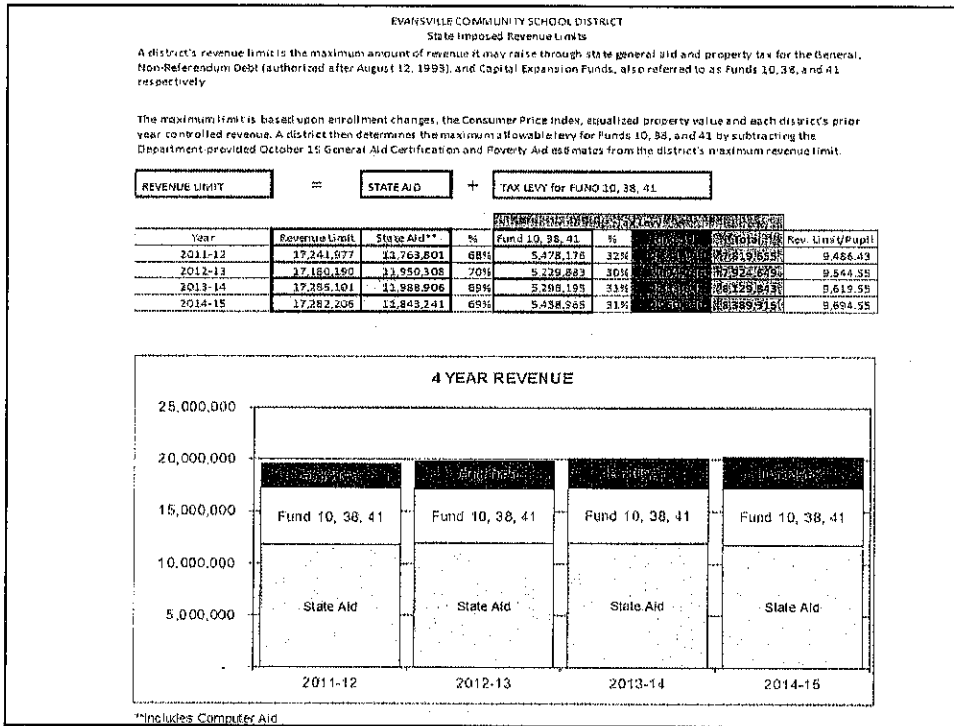
Year Due	High School Bonds		Refunding Bonds		Total	Total	Total
	Principal	Interest	Principal	Interest	Principal	Interest	Debt Service
2015	2,200,000	803,948	100,000	36,944	2,300,000	839,892	3,139,892
2016	2,460,000	693,947	110,000	31,544	2,570,000	725,491	3,295,491
2017	2,745,000	570,948	115,000	26,691	2,860,000	597,639	3,457,639
2018	3,010,000	466,637	125,000	21,284	3,135,000	487,921	3,622,921
2019	3,325,000	350,000	135,000	15,103	3,460,000	365,103	3,825,103
2020	3,675,000	183,750	145,000	8,006	3,820,000	191,756	4,011,756
2021			80,000	2,100	80,000	2,100	82,100
	17,415,000	3,069,230	810,000	140,672	18,225,000	3,209,902	21,434,902

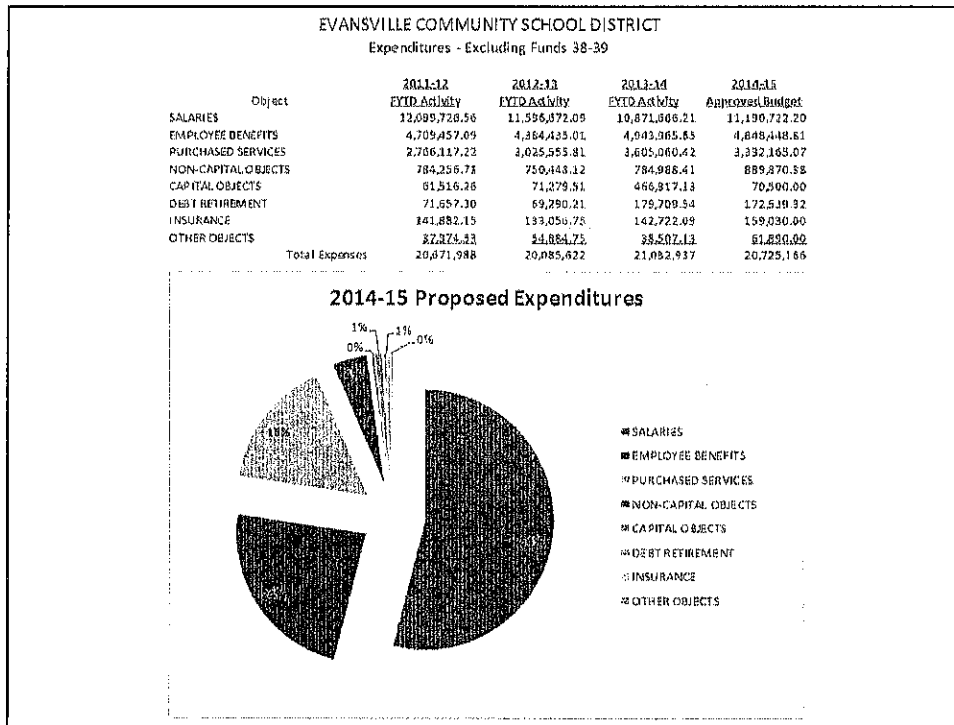
\* Original bonds dated 11/01/97 for \$3,390,000 at 4.98%  
 \*\* Original bonds dated 10/09/01 for \$25,515,000 at 5.08%  
 \*\*\* Original issue was a State Trust Fund Loan dated 01/31/04 at 5.25%

9/9/2014

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
 FIVE YEAR HISTORY  
 OF  
 BASIC FACTS

Fact	2009-2010	2010-2011	2011-12	2012-13	2013-14	Projected 2014-15
Fund 10 Operating Budget	18,766,771	19,297,088	19,049,777	18,309,669	18,319,540	18,635,967
Debt Service Levy	2,424,619	2,564,637	2,473,479	2,815,507	2,962,973	3,084,892
Total Tax Levy	7,179,779	7,723,156	7,819,655	7,924,649	8,129,843	8,389,315
Equalized Value (TIF Out)	684,597,795	673,865,238	672,116,085	655,610,396	661,105,278	666,658,562
Mill Rate	10.49	11.46	11.63	12.09	12.30	12.58
Equalization Aid	12,907,653	12,936,975	11,753,976	11,937,386	11,975,385	11,829,289
Teachers (F.T.E.)	158.08	153.40	148.8	140.0	140.44	142.18
Total Employees (includes substitutes)	390	374	360	385	373	375





**EVANSVILLE COMMUNITY SCHOOL DISTRICT**  
GENERAL FUND BALANCE HISTORY

Fiscal Year	Fund 10 Expenditures	Fund 10 Balance	Fund Balance %
2001-02	\$ 11,663,543.63	\$ 733,080.97	6.29%
2002-03	\$ 13,121,801.95	\$ 617,902.00	4.71%
2003-04	\$ 13,726,966.23	\$ 775,113.50	5.65%
2004-05	\$ 14,661,947.04	\$ 901,404.15	6.15%
2005-06	\$ 15,446,541.03	\$ 984,898.81	6.38%
2006-07	\$ 16,221,792.28	\$ 1,756,898.65	10.83%
2007-08	\$ 17,336,965.84	\$ 2,016,618.82	11.64%
2008-09	\$ 18,305,597.05	\$ 2,020,806.28	11.04%
2009-10	\$ 18,621,682.79	\$ 2,189,046.00	11.76%
2010-11	\$ 19,174,734.58	\$ 2,320,093.95	12.10%
2011-12	\$ 18,592,432.26	\$ 2,162,992.30	11.63%
2012-13	\$ 17,929,491.92	\$ 2,507,926.58	13.99%
2013-14*	\$ 18,979,861.46	\$ 2,578,322.49	13.58%
2014-15**	\$ 18,635,966.93	\$ 2,483,384.39	13.33%
2014-15***	\$ 19,325,966.93	\$ 2,483,384.39	12.85%

Determination of an appropriate Fund Balance is strictly a local matter. The DPI makes no recommendation regarding the amount a district should have as its Fund Balance, except that a district may not budget for or maintain a deficit in its General Fund.

Policy #662.3 - "... The Board of Education shall strive to develop a district budget which will add sufficient funds each year to the Fund 10 fund balance. The Board's goal for the unreserved designated fund balance shall be ten percent (10%) of Fund 10 audited expenditure as of June 30th, 2010 and fifteen percent (15%) by 2020."

\*Unaudited  
\*\*Budget - not actual  
\*\*\*Budget - not actual with referendum

# Memorandum

To: Evansville Board of Education

From: Joanie Dobbs, Levi Leonard Principal

Re: 4K Update

Date: 8.14.2015

The 4K Committee has continued to meet throughout the summer. The main focus has been to discuss, plan and develop family outreach opportunities. Each month, typically the first Saturday, from 8:30-10:30 there will be a Large Motor Play Time held at the fieldhouse. There will be 3 large group activities and several stations set up for families to participate in with their 4K child. At the conclusion of the play time families will be given information on other types of activities to participate in at home. Two adults will supervise the activities.

Each 4K site will also be developing a monthly evening activity to address family outreach hours. Levi Leonard will develop family outreach for Homecoming week, a "moon walk" in October as well as information for parents which will be shared in regards to the Jack O Lantern Jamboree. Sites are discussing a "thankful" activity for November and cookie decorating in December. There is no concern in meeting the required 87.5 hours required for family outreach.

The assessment kits are being finalized. The assessment was a collaborative effort including each of the 4 sites along with the 4K Committee members. The form is complete and kits will be available soon. The teachers are excited about the kits because we have made it accessible and everything fits into a folder.

Prior to the start of school Levi Leonard will be hosting a workshop on Handwriting Without Tears, HWWT. The workshop will be led by Deb Fritz, Levi Leonard Reading Specialist, with all 4K teachers in attendance. After the workshop the 4K teachers will be meeting to discuss the first month of school and to ask any questions they may have. There will be a follow up meeting in late September to review where we are at, what we need to do differently next year and to prepare for the following month.

As of August 12, 2015, there were 125 students registered for 4K. Kids Korner PM and Pathways PM will be supported by Carol Olson and Sonya Keyser, both are special education teachers.

All curriculum materials have been received and sites are now in the process of ordering furniture.

EVANSVILLE AGRI-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>**  
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

**JC McKenna Extra / Co-Curricular Code Book** 29-32

**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.

## **STUDENT GOVERNMENT**

The School Board of the Evansville Community School District supports the organization of a middle school student council. The purpose of the J. C. McKenna Student Council is to foster ideas of student leadership and government, and promote the concept of service for and within the student body through projects and activities that benefit students, staff, the community, and beyond. The J. C. McKenna Student Council does not have the authority to make policies for the district or regulations for the school. Student Council may make recommendations to administration on topics of student concern, however. The principal and Student Council will maintain open channels of communication.

J. C. McKenna Student Council officers are elected democratically each spring for the upcoming school year. Students who complete all procedures and run as candidates for office but are not elected become members of the Presidential Council for the upcoming school year. Any J. C. McKenna student who wishes to be a member of Student Council may complete an application to be a Member at Large in the fall of each school year. Student council advisers are selected by the administration.

## **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?**

**JC MCKENNA MIDDLE SCHOOL  
STUDENT DISCIPLINE CODE**

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

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

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

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

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

## **DISCIPLINE INFRACTIONS AND CONSEQUENCES**

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

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

- **Under the influence, use or possession**

- Parent/guardian notified.

- Police notified.

- Follow district drug and alcohol policy.

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

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

- **Transfer of**

- Parent/guardian notified.

- Police notified.

- Follow district wide drug and alcohol policy.

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

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

- **Repeated offenses**

- Parent/guardian notified.

- Police notified.

- Follow district wide drug and alcohol policy.

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

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

- **Sale of**

- Parent/guardian notified.

- Police notified.

- Follow district wide drug and alcohol policy.

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

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

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

### **2. BATTERY**

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

**Parent/guardian notified.**

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

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

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

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

**Parent/guardian notified.**

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

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

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

**4. CHEATING**

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

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

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

-Any other electronic device

-Verbally

-Or on paper

**Parent/guardian notified.**

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

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

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

**5. TECHNOLOGY MISUSE**

- No chat rooms, chat groups, chat lines or chat boxes, and no games without specific assignment or permission.

- No music or other audible sounds without specific assignment and permission.

- No viewing, exploring or printing of obscene or otherwise inappropriate material.

(Refer to ECSD Board Policy #363.2)

**Parent/guardian notified.**

**First Offense:** Detention or Suspension

**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, nanchaku, metal knuckles, chains, chemical sprays, and similar items. Articles designed for other purposes (e.g., ice pick) which are used in a manner that would inflict bodily harm and/or to intimidate, will be considered weapons. (Refer to ECSD Board Policy #831)

### **Possession of firearm**

#### **Parent/guardian notified.**

Referral to police.

Five days out-of-school suspension.

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

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

#### **Parent/guardian notified.**

Possible referral to police.

Five days out-of-school suspension.

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

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

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

From ECSD Policy #443.8

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

### Related Definition

A "gang" as defined by this policy is:

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

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

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

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

14. Helping a known gang member commit a crime.
15. Committing a crime at the request of or on behalf of a known gang member.

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

#### Disciplinary Action

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

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

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

ECSD Policy #443.5

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

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

The device shall not be used in a way that disrupts the learning environment. The device may only be used before and after school, 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  
Volleyball  
Basketball

Wrestling  
Cross Country  
Track and Field

#### **Co-Curricular Activities**

Forensics  
Quiz Bowl  
Student Council

#### **ACADEMIC REQUIREMENTS:**

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

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

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

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

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

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

- 1<sup>st</sup> offense: The student will be suspended for 20% of a season or activity. Suspensions will transfer to the next sport or activity if the suspension 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.

Approved: January 11, 1988

456

Revised:

1<sup>st</sup> Reading: 7/15/15; 2<sup>nd</sup> Reading: 8/12/15; 3<sup>rd</sup> Reading: 8/26/15

## STUDENT ASSISTANCE PROGRAM

The Evansville Community School District (**ECSD**) Board of Education expects each school to establish a safe **and nurturing** learning environment to facilitate student achievement. Students experiencing Alcohol, **Tobacco** and Other Drug Abuse (**ATODA**) 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 **ATODA** and other issues that can negatively affect academic performance.

The Board recognizes that parents and guardians retain primary responsibility for helping students struggling with **ATODA**, mental, emotional, social, physical, intellectual, and health 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 **ATODA** and other problems. Services are delivered in a multi-faceted approach including classroom and/or community presentations, peer advocacy programs, **ATODA** 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 by **ECSD staff** as needed and/or ~~using in-house and~~ **staff will provide referrals to** 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

Revised:

1<sup>st</sup> Reading: 7/15/15; 2<sup>nd</sup> Reading: 8/12/15; 3<sup>rd</sup> Reading: 8/26/15

**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

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; 4<sup>th</sup> Reading: 8/26/15

**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.

Approved: January 11, 1988

448

1<sup>st</sup> Reading: 7/15/15; 2<sup>nd</sup> Reading: 8/12/15; 3<sup>rd</sup> Reading: 8/26/15

**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)

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 Wednesday, August 12, 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, Busse, Rasmussen, Spanton Nelson, Hammann, Koenecke, and Braunschweig.

**APPROVE AGENDA**

Motion by Mr. Busse, seconded by Mr. Braunschweig, moved to approve the agenda as presented. Motion carried, 7-0 (voice vote).

**PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS**

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

**PUBLIC PRESENTATIONS**

None.

**INFORMATION & DISCUSSION**

High School Ag Teacher, Mr. Kvalheim, presented the 2015-2016 FFA Overnight Field Trips. Discussion.

Middle School Principal, Mr. Knott, presented the updated middle school handbook changes. Discussion.

Interim Director of Instruction, Ms. Murphy, presented the 2015-2016 Student Academic Standards. Discussion.

Ms. Swanson presented the possible salary parameters for hiring teaching staff. Discussion. Consensus for new hires salary to be between \$38,000 - \$48,000 and hard to fill positions to go before the Board for approval.

District Administrator, Mr. Roth, presented the support staff compensation model. Discussion.

Mr. Roth presented the teachers compensation model. Discussion.

Ms. Swanson presented for a second reading, policies: #424, Admission of Adult Students, #448, Students of Legal Age, and #456, Student Assistance Program. Discussion. Policy #456 will be on hold until Student Services staff reviews.

Ms. Swanson presented for a third reading, policy #441.1, Student Government.

**PUBLIC PRESENTATIONS**

None.

## **BUSINESS (Action Items)**

Motion by Mr. Rasmussen, seconded by Mr. Braunschweig, moved to approve the proposed Notice of Student Academic Standards that are in effect for the 2015-2016 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. Motion carried, 7-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Braunschweig, moved 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 2015-2016 school year in a manner that is consistent with the requirements of section 120.12(13) of the state statutes. Motion carried, 7-0 (voice vote).

Motion by Ms. Hammann, seconded by Mr. Braunschweig, moved to approve the interim salary parameters of \$38,000 to \$48,000 for hiring teaching staff until the compensation model is completed. Discussion. Motion carried, 6-1 (Swanson)(voice vote).

Motion by Ms. Spanton Nelson, seconded by Ms. Koenecke, moved to accept the resignation of Tessa Nelson, Special Education Teacher, effective July 20, 2015, pending receipt of \$250 in liquidated damages. Motion carried, 7-0 (voice vote).

Motion by Mr. Braunschweig, seconded by Ms. Hammann, moved to amend the liquidated damages to \$300. Motion carried, 7-0 (voice vote).

Original motion as amended carried, 7-0 (voice vote).

Motion by Ms. Spanton Nelson, seconded by Ms. Koenecke, moved to accept the resignation of Alyssa Widmyer as the JV Poms-Pon Coach, effective July 21, 2015. Motion carried, 7-0 (voice vote).

Motion by Ms. Koenecke, seconded by Ms. Spanton Nelson, moved to hire Kari Schwengels, Special Education Teacher, for a salary of \$53,000. Motion carried, 7-0 (voice vote).

Motion by Ms. Koenecke, seconded by Ms. Spanton Nelson, moved to hire Brittany Deaver, Special Education Teacher, for a salary of \$38,000. Motion carried, 7-0 (voice vote).

Motion by Ms. Koenecke, seconded by Mr. Braunschweig, moved to hire Jessica Schooff, for a One Year Contract as a Special Education Teacher, for a salary of \$40,000. Motion carried, 7-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Braunschweig, moved to accept the resignation of Jessica Schooff, as a One Year Contract as a Special Education Teacher, effective June 9, 2016. Discussion. Motion carried, 7-0 (voice vote).

Motion by Mr. Braunschweig, seconded by Ms. Spanton Nelson, moved to hire Sable Schwab, ELL Teacher for a One Year Contract at the High School, for a salary of \$38,000. Motion carried, 7-0 (voice vote).

Motion by Mr. Braunschweig, seconded by Mr. Busse, moved to accept the resignation of Sable Schwab, as a One Year Contract as an ELL Teacher, effective June 9, 2016. Motion carried, 7-0 (voice vote).

Motion by Mr. Braunschweig, seconded by Ms. Spanton Nelson, moved to hire Natalie Loggans, HS English Language Arts Teacher at the High School, for a salary of \$38,000. Motion carried, 7-0 (voice vote).

Motion by Ms. Koenecke, seconded by Mr. Braunschweig, moved to approve the hiring of Gayla Mellin as a Support Staff, Educational Assistant, at \$12.50/hour. Motion carried, 7-0 (voice vote).

Motion by Mr. Braunschweig, seconded by Ms. Koenecke, moved to approve the hiring of co/extra-curricular positions for: Boys JV Soccer (Andrew Cresswell) and High School Varsity Winter Cheerleading (Brittany Deaver). Discussion. Motion carried, 7-0 (voice vote).

### **CONSENT (Action Items)**

Ms. Hammann removed item #840, Public Gifts to the Schools.

Motion by Ms. Hammann, seconded by Mr. Braunschweig, moved to approve the consent agenda items: policies; #435, Early Dismissal, #480, Student Support Services; the July 15 Regular and July 28 Special Meeting Minutes, and the June bills and reconciliation as presented. Motion carried, 7-0 (roll call vote).

Motion by Ms. Hammann, seconded by Ms. Koenecke, moved to approve policy #840, Public Gifts to Schools. Discussion. Motion carried, 7-0 (voice vote).

### **FUTURE AGENDA**

August 26, 2015, Regular meeting agenda discussed.

### **FIVE MINUTE BREAK TAKEN**

A five minute break taken.

### **EXECUTIVE SESSION**

Motion by Mr. Rasmussen, seconded by Mr. Braunschweig, moved to 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 2015-2016 contract with the Evansville Education Association covering teachers. Motion carried, 7-0 (roll call vote).

### **ADJOURN**

Meeting adjourned from executive session at 8:46 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: \_\_\_\_\_ Dated: \_\_\_\_\_ Approved:  
Kathi Swanson, President





EVANSVILLE COMMUNITY SCHOOL DISTRICT  
 BANK RECONCILIATION

FOR THE MONTH OF	Jul-15	
BALANCE PER BANK:		96,000.00
CHECK RUN 7-29-15		-1,908.80
OUTSTANDING CHECKS		-202,301.44
LESS WRS POSTING		-14,924.10
MMA ACCOUNT		2,005,874.79
BALANCE PER BANK		1,882,740.45

BALANCE PER GENERAL LEDGER:	BEGINNING BAL.	ACTIVITY	ENDING BAL.
FUND 10 General	(1,123,701.03)	1,133,087.96	9,386.93
FUND 21 Donations	26,237.67	(2,452.74)	23,784.93
FUND 27 Special Ed	13,232.79	(31,011.34)	(17,778.55)
FUND 38 Debt	18,040.79	-	18,040.79
FUND 39 Debt	(168,092.23)	-	(168,092.23)
FUND 50 Food Service	14,594.20	(3,070.41)	11,523.79
FUND 99 Voc Ed/ESL/Grants	-	-	-
MMA ACCOUNT		-	2,005,874.79
BALANCE PER GENERAL LEDGER		1,096,553.47	1,882,740.45

DIFFERENCE 0.00

Fd	T	Loc	Obj	Func	Prj	Func	Beginning Balance	July 2015-16 Monthly Activity	Ending Balance
10	A	000	000	711100	---	CASH ON DEPOSIT	-1,123,701.03	1,133,087.96	9,386.93
10	-	---	---	---	---	GENERAL FUND	-1,123,701.03	1,133,087.96	9,386.93
21	A	000	000	711100	---	CASH ON DEPOSIT	26,237.67	-2,452.74	23,784.93
21	-	---	---	---	---	GIFTS/DONATIONS	26,237.67	-2,452.74	23,784.93
27	A	000	000	711100	---	CASH ON DEPOSIT	13,232.79	-31,011.34	-17,778.55
27	-	---	---	---	---	SPECIAL EDUCATION FUND	13,232.79	-31,011.34	-17,778.55
38	A	000	000	711100	---	CASH ON DEPOSIT	18,040.79		18,040.79
38	-	---	---	---	---	NON-REFERENDUM DEBT	18,040.79		18,040.79
39	A	000	000	711100	---	CASH ON DEPOSIT	-168,092.23		-168,092.23
39	-	---	---	---	---	REFERENDUM APPROVED DEBT SERVI	-168,092.23		-168,092.23
50	A	000	000	711100	---	CASH ON DEPOSIT	14,594.20	-3,070.41	11,523.79
50	-	---	---	---	---	FOOD SERVICE	14,594.20	-3,070.41	11,523.79
<b>Grand Asset Totals</b>							<b>-1,219,687.81</b>	<b>1,096,553.47</b>	<b>-123,134.34</b>

Number of Accounts: 6

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

Post Date	Func	Description	Amount
07/31/2015	ACCOUNTS RECEIVABLE	RECEIVABLE - FACILITY USE - MADISON DRUM AND	50.00
07/31/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR JULY - S. ERICKSON	193.84
07/31/2015	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR JULY - R. DENNIS	193.84
07/31/2015	ACCOUNTS RECEIVABLE	RECEIVABLE - OE FROM PARKVIEW	25489.64
07/31/2015	ACCOUNTS RECEIVABLE	RECEIVABLE - CARL PERKINS GRANT	8538.00
07/31/2015	ACCOUNTS RECEIVABLE	RECEIVABLE - CC REIMB FROM TRIS	1733.53
07/31/2015	DISTRICT WIDE	FACILITY USE - KIDS KORNER FOR JULY AUG SEPT	4017.00
07/31/2015	REGULAR CURRICULUM	DENTAL INS. PREMIUM FOR JULY AUG. FROM D. TOP	118.26
07/31/2015	DISTRICT WIDE	FACILITY USE - KID CONNECTION FOR JULY	371.82
07/31/2015	ACCOUNTS RECEIVABLE	FACILITY USE - EVILLE ANGELS SOFTBALL	15.00
07/31/2015	ACCOUNTS RECEIVABLE	MOBILE HOME FEES - TOWN OF UNION	2302.40
07/31/2015	ACCOUNTS RECEIVABLE	FIELD TRIP FEES - LEVI	415.80
07/31/2015	ACCOUNTS RECEIVABLE	FIELD TRIP FEES - TRIS	434.10
07/31/2015	ACCOUNTS RECEIVABLE	FIELD TRIP FEES - MS	4404.91
07/31/2015	ACCOUNTS RECEIVABLE	EDUCATOR EFFECTIVENESS GRANT	9650.00
07/31/2015	ACCOUNTS RECEIVABLE	FIELD TRIP FEES - MS	2034.36
07/31/2015	ACCOUNTS RECEIVABLE	CC REIMB - MS	3216.91
07/31/2015	ACCOUNTS RECEIVABLE	CC REIMB - HS	997.79
07/31/2015	ACCOUNTS RECEIVABLE	FIELD TRIP FEES - HS	518.72
07/31/2015	ACCOUNTS RECEIVABLE	EBC COBRA FOR JUNE	1584.94
07/31/2015	ACCOUNTS RECEIVABLE	FACILITY USE - EVANSVILLE DANCE ACADEMY	227.15
07/31/2015	SCHOOL BUILDING ADMINISTRATION	HS WORK PERMITS	20.00
07/31/2015	DISTRICT WIDE	RESTITUTION - GATH	150.00
07/31/2015	ACCOUNTS RECEIVABLE	MANUFACTURED HOME TAX-MAGNOLIA	263.28
07/31/2015	DISTRICT WIDE	FACILITY USE - FAITH COMMUNITY CHURCH	195.00
07/31/2015	DISTRICT WIDE	SOCCER FIELD FENCE DONATION-R BUTTCHEN	23965.00
07/31/2015	INSURANCE AND JUDGMENTS	LGPIF REBATE	786.00
07/31/2015	DISTRICT WIDE	SHANNON LAW TEACHER BREAKFAST SPONSOR	150.00
07/31/2015	DISTRICT WIDE	ALLEN REALTY TEACHER BREAKFAST SPONSOR	150.00
07/31/2015	DISTRICT WIDE	RECYCLE SCRAP METAL	150.00
07/31/2015	DISTRICT WIDE	RECYCLE SCRAP METAL	47.86
07/31/2015	SUBSTITUTES	DPI TEACHER SUB REIMBURSEMENT	252.00
07/31/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS 7-13	24.50
07/31/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS 7-20	65.00
07/31/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS 7-21	200.00
07/31/2015	DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS 7-24	12.50
07/31/2015	DISTRICT ADMINISTRATION	DO SODA	47.66
07/31/2015	DISTRICT ADMINISTRATION	DO COFFEE	5.00
07/31/2015	INFORMATION SERVICES	DO STAMPS	11.63
07/31/2015	DISTRICT CLERK	INSURANCE REIMBURSEMENT-J. BACKES	1549.32
07/31/2015	ACCOUNTS RECEIVABLE	GRAINGER REFUND	1011.60
07/31/2015	DISTRICT WIDE	R VON KAENEL LIQUIDATED DAMAGES	250.00
07/31/2015	DISTRICT WIDE	UB&T TEACHER BREAKFAST SPONSOR	150.00
07/31/2015	DISTRICT WIDE	WIAA HOST FEE-SOFTBALL/BASEBALL	1651.30
07/31/2015	TRACK CO-ED	WIAA TRACK STATE TRAVEL ALLOWANCE	459.20
07/31/2015	DISTRICT WIDE	INTEREST	997.83
07/31/2015	DUE FROM STATE	EQUALIZATION AID	207921.00
07/31/2015	DUE FROM FEDERAL GOVERNMENT	ESEA TITLE I-A BASIC GRANT (LEA)	65373.73
07/31/2015	DISTRICT WIDE	E-FUNDS STUDENT FEES	19.00
07/31/2015	DEPOSITS PAYABLE	E-FUNDS MEAL PAYMENTS	480.95
07/31/2015	DUE FROM STATE	EXEMPT COMPUTER AID	13117.00
07/31/2015	DEPOSITS PAYABLE	FOOD SERVICE CASH RECEIPT	35.00

Post Date	Func	Description	Amount
Total for Cash Receipts			386019.37

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
07/02/2015	78430	R	ACULTY	109,744.00
07/02/2015	78431	R	AUTO OWNERS INSURANCE	864.00
07/02/2015	78432	R	AWSA-WFEA	2,575.00
07/02/2015	78433	R	COMMUNITY INSURANCE CORP	15,045.00
07/02/2015	78434	R	LIBERTY MUTUAL INSURANCE	3,916.00
07/02/2015	78435	R	LOCAL GOVERNMENT PROPERTY	78,574.00
07/02/2015	78436	R	MARYN SOLUTIONS LLC	5,950.00
07/02/2015	78438	R	RENAISSANCE LEARNING INC.	16,965.24
07/02/2015	78439	R	RUBICON INTERNATIONAL	5,500.00
07/02/2015	78440	R	SIRMC	3,163.62
07/02/2015	78441	R	WIS ASSOC OF SCHOOL BOARDS INC	115.00
07/10/2015	78442	R	FRANKLIN TEMPLETON BANK &TRUST	64.00
07/10/2015	78443	R	METLIFE	75.00
07/16/2015	78484	R	CHARTER COMMUNICATIONS	1,887.90
07/16/2015	78485	R	INTEGRATED SYSTEMS CORPORATION	3,870.00
07/16/2015	78486	R	KIDS KORNER	1,250.00
07/16/2015	78487	R	MAGIC MOMENTS	625.00
07/16/2015	78488	R	MENARDS	43.99
07/16/2015	78489	R	PATHWAY PRESCHOOL	1,250.00
07/16/2015	78490	R	SAN A CARE INC	1,061.48
07/16/2015	78491	R	SCHINDLER ELEVATOR CORP.	258.75
07/16/2015	78492	R	SOUTHERN WISCONSIN ROOFING	38,950.00
07/16/2015	78493	R	THE OMNI GROUP	87.00
07/16/2015	78494	R	UNITED STATES TREASURY	78.50
07/16/2015	78495	R	WIS ASSOC OF SCHOOL BOARDS INC	5,387.00
07/16/2015	78496	R	WASBO INC	439.00
07/16/2015	78497	R	WAUNAKEE COMM SCHOOL DISTRICT	6,800.00
07/16/2015	78498	R	WEE ONES	1,250.00
07/16/2015	78499	R	UNITED STATES TREASURY	306.00
07/20/2015	78507	R	LEMKE FENCE OF JEFFERSON INC	23,965.00
07/24/2015	78516	R	FRANKLIN TEMPLETON BANK &TRUST	164.00
07/24/2015	78517	R	METLIFE	75.00
07/28/2015	78518	R	ANDREW, GEORGE	8.30
07/28/2015	78519	R	ARNESON, MARK	16.95
07/28/2015	78520	R	BAUMBERGER, GREG	32.85
07/28/2015	78521	R	BERNSTEIN, LISA	6.40
07/28/2015	78522	R	BIERMAN, BETH	18.95
07/28/2015	78523	R	CARLSON, STEVEN	9.60
07/28/2015	78524	R	CARPENTER, TODD	44.50
07/28/2015	78525	R	DECKER, JOSEPH	9.10
07/28/2015	78526	R	GREENLEAF, SEAN	20.55
07/28/2015	78527	R	HARPER, EMILY	34.05
07/28/2015	78528	R	HARPER, VERONICA	45.60
07/28/2015	78529	R	HURTLEY, ERIC	11.30
07/28/2015	78530	R	JANSSEN, CHERI	12.10
07/28/2015	78531	R	MEICHTRY, RENEE	14.70
07/28/2015	78532	R	MUCHOW, CAROL	7.25
07/28/2015	78533	R	MUNRO, LARRY	5.90
07/28/2015	78534	R	NEWMAN, ROBERT	21.80
07/28/2015	78535	R	REYNALDO, LUIS	11.60
07/28/2015	78536	R	ROBINSON, CASSANDRA	10.25
07/28/2015	78537	R	SHOTLIFF, KENDA	7.13
07/28/2015	78538	R	THOMPSON, SANDY	15.75
07/28/2015	78539	R	WEISENSEL, SHANNON	13.90
07/28/2015	78540	R	WELLS, ROGER	51.15
07/29/2015	78541	R	APEX BUILDING CONSULTANTS	17,070.00

DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
07/29/2015	78542	R	ASSOC FOR SUPERVISION & CURRIC	328.00
07/29/2015	78543	R	BASEMAN BROS INC	1,417.00
07/29/2015	78544	R	BATTERIES PLUS	724.40
07/29/2015	78545	R	CASH	100.00
07/29/2015	78546	R	CENGAGE LEARNING	2,415.00
07/29/2015	78547	R	CESA 1	65.00
07/29/2015	78548	R	DECKER SUPPLY CO	209.40
07/29/2015	78549	R	E3 DIAGNOSTICS	75.00
07/29/2015	78550	R	GORDY, LINDA	500.00
07/29/2015	78551	R	HEARTLAND BUSINESS SYSTEMS	62,550.00
07/29/2015	78552	R	MARYN SOLUTIONS LLC	1,575.00
07/29/2015	78553	R	MENARDS	46.69
07/29/2015	78554	R	N2Y	598.00
07/29/2015	78556	R	OFFICE DEPOT	555.04
07/29/2015	78557	R	PAULY, HEATHER	500.00
07/29/2015	78558	R	PEARSON EDUCATION	13,776.82
07/29/2015	78559	R	PROFESSIONAL PEST CONTROL	195.00
07/29/2015	78560	R	RHYME BUSINESS PRODUCTS	3,076.71
07/29/2015	78561	R	SCHOONOVER, RHONDA	500.00
07/29/2015	78562	R	SHIFFLER, MOLLY	500.00
07/29/2015	78563	R	SOUTHERN WISCONSIN ROOFING	56,710.00
07/29/2015	78564	R	STROP, JANICE	8,000.00
07/29/2015	78565	R	SUPER DUPE INC.	79.95
07/29/2015	78566	R	TRUGREEN	1,175.00
07/29/2015	78567	R	WCASS CONFERENCES	120.00
07/02/2015	151600001	A	AUL/MIDAMERICA	245,208.83
07/02/2015	151600002	A	EMPATHIA INC	238.00
07/02/2015	151600003	A	SKYWARD	35,766.00
07/16/2015	151600010	A	E-RATE EXCHANGE, LLC	750.00
07/16/2015	151600011	A	NORTH AMERICAN MECHANICAL INC	7,125.00
07/16/2015	151600012	A	TEXTHBLP	2,250.00
07/28/2015	151600017	A	BENNETT, RONALD	8.70
07/28/2015	151600018	A	MAGEE, SHARON	5.00
07/28/2015	151600019	A	THOFTNE, ALICE	5.00
07/29/2015	151600020	A	BOARDMAN & CLARK LLP	1,612.80
07/29/2015	151600021	A	CITY GLASS COMPANY	256.00
07/29/2015	151600022	A	STASKAL, MELISSA	40.00

Totals for checks 796,856.50

Revised: July 14, 2003

345.51

Revised: April 9, 2007

Revised:

1<sup>st</sup> Reading: 8/26/15

## ACADEMIC HONORS AWARDS THROUGH THE CLASS OF 2018

### High School Honor Rolls

The Evansville Community School District shall maintain an honor roll for high school students who demonstrate high academic achievement. There shall be high honor roll and honor roll categories, which is established accordingly.

Each quarter, student grades will be calculated and honor rolls established and published according to the following ranges:

High Honor Roll = 3.60 - 4.00

Honor Roll = 3.00 - 3.59

### Academic Awards

Students will receive academic honors based on the accumulation of points and names of students on honor rolls shall be published, each quarter, throughout high school as follows:

3.00 - 3.24 = 1 point

3.25 - 3.74 = 2 points

3.75 - 4.00 = 3 points

Students will receive awards for accumulated points as follows. For transfer students, grades earned in schools other than Evansville will be converted if necessary and included in the total accumulation of points.

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

33 points = Academic Medal

45 points = Academic Plaque (must be earned by the end of a senior's third quarter)

All students who have met the above criteria will receive an award at the spring **Academic Awards** awards night ceremony. **Senior honor and high honor students will receive their respective honor cords during the Academic Awards ceremony to wear at the graduation ceremony.** Senior honors and high honors students will be recognized at the graduation and awards night ceremonies.

### Valedictorian and Salutatorian Awards

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

To become eligible for the Valedictorian and Salutatorian awards a student must have been enrolled at Evansville High School on a full-time basis for six consecutive complete quarters, including the conclusion of the 14<sup>th</sup> quarter of schooling for the senior class. The student must



have earned enough credits to qualify as a member of the senior class and may be considered as a candidate for an award one time.

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

#### Wisconsin Academic Excellence Scholarship

The class Valedictorian **top ranked student(s)** shall be awarded the State of Wisconsin Academic Excellence Scholarship according to the conditions of WIS-STATS 39.41, Chapter HEA-9 **state statute**, the Wisconsin Higher Education Board Rules, and local policy or rules. The scholarship is awarded to the top two **graduates** students in a class attending a **Wisconsin post-secondary education facility** ~~an in-state school~~ **from high schools with enrollments of at least 500 students.** ~~provided our current high school enrollment is at least 500 students.~~ **High schools with enrollments below 500 students receive one scholarship.** ~~We will receive one scholarship if our enrollment is below 500 students.~~ **If the top ranked student(s) are not attending a Wisconsin post-secondary education facility, the scholarship will go to the next eligible student(s).**

~~If more than two students are top ranked, named as class Valedictorian, the student(s) with the highest ACT test score recorded, at the conclusion of the 14<sup>th</sup> quarter, will receive the scholarship(s). If there is only one valedictorian, the salutatorian will receive the scholarship. If the valedictorian(s) or salutatorian(s) are not attending a state school, the scholarship will go to the next eligible student.~~

#### Breaking a Tie

If the highest ACT scores are of equal value, the student with the highest SAT test score recorded, at the conclusion of the 14<sup>th</sup> quarter, will receive the scholarship. If the highest SAT scores are of equal value at the conclusion of the 14<sup>th</sup> quarter, the scholarship winner will be determined by the flip of a coin.

**The following progressive tie breaker criteria will be in effect if more than two students are top ranked via the above G.P.A. criteria:**

~~For the class of 2007 and beyond, the following tie breaker criteria will be in effect:~~

- 1. Highest Composite ACT test score recorded;**
2. If the highest **Composite** ACT scores are of equal value, the student with the greatest number of academic course credits (**credits received in English/Language Arts, Mathematics, Science, Social Studies, and Spanish/World Languages courses**), at the conclusion of the 14<sup>th</sup> quarter, will receive the scholarship. Academic courses completed at accredited post-secondary institutions will count as academic credit if the student earns a grade of B- or higher. For every 3 or 4 post-secondary credits completed with a grade of B- or above, a student will earn 1 high school credit. The exact determination will be made by the high school based on the rigor of the post-secondary course. Students will be informed in advance of enrollment in the post-secondary class whether it will count as an academic course and the number of high school credits that will be earned. Students are responsible to present their post-secondary transcripts to the high school guidance office when the class is completed.

3. ~~If the number of academic course credits is of equal value, the student with the greatest CPA of academic courses taken at the end of the 14<sup>th</sup> quarter will receive the scholarship. Courses are noted in the registration handbook.~~ **If still equal, then the student with the greatest G.P.A. in academic courses (English/Language Arts, Mathematics, Science, Social Studies, and Spanish/World Languages) taken, at the end of the 14<sup>th</sup> quarter, will receive the scholarship. Courses are noted in the registration handbook.**
4. **If still equal, then** the student with the highest SAT test score recorded, at the conclusion of the 14<sup>th</sup> quarter, will receive the scholarship.
5. **If still equal, then coin flip a name drawn from a hat will make the final determination.**

Legal Ref.: Sections 39.41 Wisconsin Statutes (Academic Excellence Higher Education Scholarships)

PI 9 Wisconsin Administrative Code  
HEA 9

Local Ref.: Policy #345.52 – Academic Awards Starting With the Class of 2019  
Policy #345.53 – Laude System  
Policy #460 - Student Scholarships  
Policy #462 – WI Technical Excellence Scholarship

Revised: July 14, 2003  
Revised: April 9, 2007  
Revised:  
1<sup>st</sup> Reading: 8/26/15

345.52

## ACADEMIC AWARDS STARTING WITH THE CLASS OF 2019 HONORS

### High School Honor Rolls

The Evansville Community School District shall maintain an honor roll for high school students who demonstrate high academic achievement. There shall be high honor roll and honor roll categories, which is established accordingly.

Each quarter, student grades will be calculated and honor rolls established and published according to the following ranges:

High Honor Roll = 3.60 - 4.00  
Honor Roll = 3.00 - 3.59

### Academic Awards

Students will receive academic honors based on the accumulation of points and names of students on honor rolls shall be published, each quarter, throughout high school as follows:

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

Students will receive awards for accumulated points as follows. For transfer students, grades earned in schools other than Evansville will be converted if necessary and included in the total accumulation of points.

21 points = Letter (or pin if already a letter winner)  
33 points = Academic Medal  
45 points = Academic Plaque (must be earned by the end of a senior's third quarter)

All students who have met the above criteria will receive an award at the spring Academic Awards awards night ceremony. Senior students meeting a Laude standard will receive their respective honor cords during the Academic Awards ceremony to wear and be recognized at the graduation ceremony. Senior honors and high honors students will be recognized at the graduation and awards night ceremonies.

**Any student graduating Summa Cum Laude (determined by the end of a senior's third quarter) will receive an Academic Plaque.**

### Valedictorian and Salutatorian Awards (through the Class of 2018)

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

~~To become eligible for the Valedictorian and Salutatorian awards a student must have been enrolled at Evansville High School on a full-time basis for six consecutive complete quarters,~~

~~including the conclusion of the 14th quarter of schooling for the senior class. The student must have earned enough credits to qualify as a member of the senior class and may be considered as a candidate for an award one time.~~

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

#### Wisconsin Academic Excellence Scholarship

~~The class Valedictorian **top ranked student(s)** shall be awarded the State of Wisconsin Academic Excellence Scholarship according to the conditions of state statute, the Wisconsin Higher Education Board Rules, and local policy or rules. The scholarship is awarded to the top two **graduates** students in a class attending a **Wisconsin post-secondary education facility an in-state school from high schools with enrollments of at least 500 students.** ~~provided our current high school enrollment is at least 500 students.~~ **High schools with enrollments below 500 students receive one scholarship.** ~~We will receive one scholarship if our enrollment is below 500 students.~~~~

~~If more than two students are top ranked, named as class Valedictorian, the student(s) with the highest ACT test score recorded, at the conclusion of the 14<sup>th</sup> quarter, will receive the scholarship(s). If there is only one valedictorian, the salutatorian will receive the scholarship. If the valedictorian(s) or salutatorian(s) **top ranked student(s)** are not attending a **Wisconsin post-secondary education facility** state school, the scholarship will go to the next eligible student(s).~~

**The Laude System procedures will be used to determine the Wisconsin Academic Excellence Scholarship awardees. Top ranking will be determined by Laude Score at the end of 14<sup>th</sup> term. The Laude score for this determination will credit students for AP and/or Departmental Honors courses they are registered for during their 15<sup>th</sup> and 16<sup>th</sup> terms while utilizing their end of 14<sup>th</sup> term G.P.A.**

#### Breaking a Tie

The following progressive tie breaker criteria will be in effect **if more than two students are top ranked** via the above Laude criteria:

1. **Highest Composite ACT test score recorded;**
2. If the highest **Composite** ACT scores are of equal value, the student with the greatest number of academic course credits (**credits received in English/Language Arts, Mathematics, Science, Social Studies, and Spanish/World Languages courses**), at the conclusion of the 14<sup>th</sup> quarter, will receive the scholarship. Academic courses completed at accredited post-secondary institutions **will count as academic credit** if the student earns a grade of B- or higher. For every 3 or 4 post-secondary credits completed with a grade of B- or above, a student will earn 1 high school credit. The exact determination will be made by the high school based on the rigor of the post-secondary course. **Students will be informed in advance of enrollment in the post-secondary class whether it will count as an academic course and the number of high school credits that will be earned.** Students are responsible to present their post-secondary transcripts to the high school guidance office when the class is completed.
3. If still equal, then the student with the greatest G.P.A. **in of academic courses (English/Language Arts, Mathematics, Science, Social Studies, and Spanish/World**

**Languages)** taken, at the end of the 14<sup>th</sup> quarter, will receive the scholarship. Courses are noted in the registration handbook.

4. If still equal, then the student with the highest SAT test score recorded, at the conclusion of the 14<sup>th</sup> quarter, will receive the scholarship.
5. If still equal, then a coin flip or a name drawn from a hat will make the final determination.

Legal Ref.: Sections 39.41 Wisconsin Statutes (Academic Excellence Higher Education Scholarships)

PI 9 Wisconsin Administrative Code  
HEA 9

Local Ref.: Policy #460 - Student Scholarships  
Policy #462 - WI Technical Excellence Scholarship  
Policy #345.53 - Laude System

## DONATION AND MEMORIAL SIGNAGE

It is the responsibility of the **Evansville Community School District** Board of Education and **the District Administrator** to preserve the properties of the ~~Evansville Community School District~~ for **current and** future students ~~as well as the current population of students~~. As an integral part of acknowledging citizen participation in public school improvement, the Board shall allow memorial and/or dedication plaques to be placed in particular rooms or areas in District buildings or on District grounds **to honor deceased citizens who have made exceptional contributions to the District.**

Memorials or donations consisting of scholarships, awards, donations of instructional materials and living memorials such as trees, plants, etc. are permissible with the approval of the District Administrator **and/or the Board.**

All plaques should be discreet in harmony with their proposed setting and need pre-approval from the District Administrator (i.e. in general no larger than 8"x 11", no more than 2 inches above ground level).

Plaques associated with donations or memorials may be removed from the item/area after 10 years or when the item is no longer usable. At that time, the plaque may be returned to the donor if a current address or phone number is available.

A commemorative book shall be kept in the appropriate school library or within a school's webpage. Each student, staff member or community member shall be allotted one page to contain basic biographical facts as well as any other information contributed by family, classmates, district personnel or community members and considered appropriate by the administration.

This policy does not apply to plaques that memorialize former employees and/or former students who are not deceased, but who have achieved exceptional accomplishments. Decisions in these cases will be the responsibility of the District Administrator unless directed otherwise by the Board.

Legal Ref.: Section 118.27 Wisconsin Statutes (Gifts and Grants)  
PI 9.03(1) Wisconsin Administrative Code

Local Ref.: Policy #840-Public Gifts to the Schools  
Policy #940-Naming School Districts Facilities and Events

Approved: January 13, 1986  
Revised: February 11, 2008  
Revised:  
1<sup>st</sup> Reading: 8/26/15

851

## ADVERTISING IN THE SCHOOLS

~~The Evansville Community School District~~ **Board of Education, administration,** ~~the staff, and/or the students, the District or any part thereof,~~ shall not be used to advertise or otherwise promote the interests of any commercial or other non-school agency or organization except as provided for by the Board and Administration. **The following guidelines apply:**

~~Neither the facilities, the name, the staff, nor the students of the schools, school system, nor any part thereof shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization except that:~~

- 1) The school may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not **compromise** ~~resist or impair~~ the educational program of the schools.
- 2) The school may use films or other educational materials bearing only simple mention of the producing or sponsoring firm.
- 3) The schools may participate in radio or television programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the program of the schools.
- 4) The **District Administrator** may, at his/her discretion, announce or authorize to be announced, any lecture or other community activity of particular educational merit.
- 5) The schools may, upon approval of the **District Administrator**, cooperate with any governmental agency in promoting activities in the general public interest which are non-controversial and which promote the education or other best interests of the students.
- 6) School publications may accept and publish paid advertising under established procedures.
- 7) Teachers may use source materials from commercial agencies, provided that this material has been approved by the principal. Approved source material may, from time to time, be called to the attention of the teachers by principals and the district administrator.
- 8) Local businesses may distribute **promotional materials** ~~advertisement items~~ of minimal value with prior approval of the district administrator, provided that such distribution does not **compromise** ~~resist or impair~~ the educational program of the schools.
- 9) Other situations may be considered by the **District Administrator** and/or ~~the Board of education~~

Legal Ref.: Sections 118.001 Wisconsin Statutes (Duties and Powers of School Boards)  
118,12 (Sale of Goods and Services at Schools)  
120.13 (Pupil Discrimination Prohibited)

Local Ref.: Policy #458-Evansville School District Wellness  
Policy #458.1-Students Nutrition Procedures  
Policy #458.2-District Nutrition Standards  
Policy #458.3-Guidelines for Food and Beverages Offered to Students at School  
Functions



## NAMING SCHOOL DISTRICT FACILITIES AND EVENTS

~~Naming of school district facilities and events is the responsibility of The Evansville Community School District Board of Education is responsible for naming school district facilities. Names shall be selected with great care to honor the District tradition of strong community partnership. Because members of the community need to feel connected to school facilities, names given to them shall be selected with great care.~~

Names for facilities may originate from members of the Board, District employees, students, or members of the community. A nomination, in writing, which shall contain rationale for such nomination, may be solicited from, or offered by, the public. Such nominations should be directed to the District employee responsible for the facility or event, who then will forward the nomination to appropriate District officials and the Board. The Board will set the terms of naming a particular facility or event as suits its circumstances. Once a facility or event has been officially named, it shall not be renamed except for compelling reasons to be determined by the Board.

Criteria that ~~shall~~ may be considered when naming school facilities are:

1. Only a District facility with a specific purpose may be named. Only ongoing events or events of substantial importance may be officially named.
2. A facility or event may be named after a geographic location and/or a section of the District it serves.
3. If a facility or event is to be named after a person, that person shall be of exemplary character; have made an outstanding contribution to education, humanity or the community; have displayed outstanding leadership; or be a person of historical significance. If named after a District employee, that person shall be retired from all District affiliations or departed for a minimum of one year.
4. Facilities or events may also be named after major contributors to the school District without whom the event or new facilities would not have been possible.
5. Parts of facilities or events may be named after individuals using the same criteria for recognition of individuals.

Legal Ref.: Section 120.17(9) Wisconsin Statutes (Notification of Postmaster of New School Names)

Local Ref.: Policy #842-Donation and Memorial Signage

## LAUDE SYSTEM

Starting with the graduating class of 2019, Evansville High School will recognize graduating seniors through the Laude System. The Laude System acknowledges student achievement through a combination of student cumulative grade point average and the number of honor class points completed in their high school career. The cumulative grade point average and honor points mathematically create an overall Laude Score. Possible laude distinctions include Cum Laude (meaning “with honors”), Magna Cum Laude (“with great honor”), or Summa Cum Laude (“with highest honor”).

Minimum qualifications for Cum Laude recognition at graduation are a 3.4 cumulative grade point average and a Laude score of 17 as calculated at the end of the 15<sup>th</sup> term. Cum Laude (white honors cord) designation requires a Laude score of 17 – 31.99; Magna Cum Laude (silver honors cord) 32 – 49.99; Summa Cum Laude (gold honors cord) 50 and more. Students receive 2.0 honor points for each AP course completed and 1.0 honor points for each Departmental Honors Course completed with a minimum grade of ‘C’.

Transfer students will receive honors points toward the Laude System for Advanced Placement courses completed with a minimum grade of ‘C’. Transfer students may request that equivalent honors courses they completed at other districts be evaluated by the principal for Laude point eligibility and award. Any disagreements are subject to the standard appeal process through the chain of command up to the Board of Education.

See Pages 2-3 for a listing of Laude eligible courses and an example of Laude Point distribution based on cumulative G.P.A.

Courses designated as honors are as follows:

DEPARTMENT	LAUDE POINTS EARNED UPON COMPLETION OF THE COURSE
English/Language Arts	AP Composition and Language 2.0 AP Composition and Literature 2.0
Math	Pre-Calculus/Trigonometry 1.0 AP Calculus AB 2.0 AP Calculus BC 2.0
Science	Anatomy and Physiology 1.0 Advanced Biology 1.0 AP Chemistry 2.0 Honors Physics 1.0 AP Environmental Science 2.0
Social Studies	AP US History 2.0
World Language	Spanish IV, Other Language IV 1.0 AP Spanish, Other Language AP 2.0
Art	AP Studio Art 2.0
Music	4 <sup>th</sup> year of band + A solo/duet (Solo & Ensemble) 2.0 4 <sup>th</sup> year of choir + A solo/duet (Solo & Ensemble) 2.0
FACS	Health Occupations 1.0
Agricultural Science	Large Animal Science 1.0
Business	CAPP Accounting 2.0 Business Law 1.0
Tech Ed	Engineering Drawing & Design (3D) 1.0 Building Construction Trades 1.0
JEDI (online AP courses)	All JEDI AP courses that are not offered onsite at EHS (e.g., AP Statistics; AP European History, etc.) will be awarded 2.0 Laude points upon completion.
Youth Options college courses Online AP courses (non-JEDI) JEDI course special request Youth Apprenticeship Study Abroad Transfer student special course request	Unique situations such as those listed will be considered on an individual basis based on the rigor of the course.

The following chart shows examples of resultant Laude Point awards for a given cumulative G.P.A. The breakdown in award earned is variably highlighted, with the top section Summa Cum Laude, middle section Magna Cum Laude and lower section Cum Laude. This chart will be reviewed annually and revisions will be made when deemed necessary by the Administration. If revisions are made to this chart and/or policy, the revisions will go into effect with the next incoming Freshman class.

CGPA→		4.0	3.9	3.8	3.7	3.6	3.5	3.4
	20	80	78	76	74	72	70	68
	19.5	78	76.05	74.1	72.15	70.2	68.25	66.3
	19	76	74.1	72.2	70.3	68.4	66.5	64.6
	18.5	74	72.15	70.3	68.45	66.6	64.75	62.9
	18	72	70.2	68.4	66.6	64.8	63	61.2
H	17.5	70	68.25	66.5	64.75	63	61.25	59.5
O	17	68	66.3	64.6	62.9	61.2	59.5	57.8
N	16.5	66	64.35	62.7	61.05	59.4	57.75	56.1
O	16	64	62.4	60.8	59.2	57.6	56	54.4
R	15.5	62	60.45	58.9	57.35	55.8	54.25	52.7
S	15	60	58.5	57	55.5	54	52.5	51
	14.5	58	56.55	55.1	53.65	52.2	50.75	49.3
	14	56	54.6	53.2	51.8	50.4	49	47.6
	13.5	54	52.65	51.3	49.95	48.6	47.25	45.9
P	13	52	50.7	49.4	48.1	46.8	45.5	44.2
O	12.5	50	48.75	47.5	46.25	45	43.75	42.5
I	12	48	46.8	45.6	44.4	43.2	42	40.8
N	11.5	46	44.85	43.7	42.55	41.4	40.25	39.1
T	11	44	42.9	41.8	40.7	39.6	38.5	37.4
S ↓	10.5	42	40.95	39.9	38.85	37.8	36.75	35.7
	10	40	39	38	37	36	35	34
	9.5	38	37.05	36.1	35.15	34.2	33.25	32.3
	9	36	35.1	34.2	33.3	32.4	31.5	30.6
	8.5	34	33.15	32.3	31.45	30.6	29.75	28.9
	8	32	31.2	30.4	29.6	28.8	28	27.2
	7.5	30	29.25	28.5	27.75	27	26.25	25.5
	7	28	27.3	26.6	25.9	25.2	24.5	23.8
	6.5	26	25.35	24.7	24.05	23.4	22.75	22.1
	6	24	23.4	22.8	22.2	21.6	21	20.4
	5.5	22	21.45	20.9	20.35	19.8	19.25	18.7
	5	20	19.5	19	18.5	18	17.5	17
	4.5	18	17.55	17.1	16.65	16.2	15.75	15.3
	4	16	15.6	15.2	14.8	14.4	14	13.6
	3.5	14	13.65	13.3	12.95	12.6	12.25	11.9
	3	12	11.7	11.4	11.1	10.8	10.5	10.2
	2.5	10	9.75	9.5	9.25	9	8.75	8.5
	2	8	7.8	7.6	7.4	7.2	7	6.8
	1.5	6	5.85	5.7	5.55	5.4	5.25	5.1
	1	4	3.9	3.8	3.7	3.6	3.5	3.4

EVANSVILLE COMMUNITY SCHOOL DISTRICT

POLICY COMMITTEE MINUTES

The Policy Committee meeting was held Monday, June 15, 2015, at 10:30 am in the District Board and Training Center.

**Committee Members Present:** Melissa Hammann and Amanda Koenecke.

**Approve May 11, 2015, Minutes:** Motion by Ms. Koenecke, seconded by Ms. Hammann, moved to approve the May 11, 2015, minutes as presented. Motion carried, voice vote.

**New Business:**

Policy #441.1 - Student Government - Policy up for removal. Discussion. Waiting on confirmation from Mr. Roth and Administrative Team that they are in the appropriate manuals or handbooks. Policy will go before the Board for a first reading.

Policy #435 - Early Dismissal - Policy up for removal. Discussion. Waiting on confirmation from Mr. Roth and Administrative Team they are in proper manuals or handbooks. Policy will go before the Board for a first reading.

Policy 480 - Student Support Services - Policy up for removal. Discussion. Waiting on confirmation from Mr. Roth and Administrative Team that they are in the appropriate manuals or handbooks. Policy will go before the Board for a first reading.

Policy #458 - District Wellness Policy and Procedures. Discussion. The Committee is not going to do anything further with this policy until the new Director of Pupil Services can evaluate it.

Policy 458.1 - District Nutrition Standards (Student Nutrition Procedures). Discussion. The Committee is not going to do anything further with this policy until the new Director of Student Services can evaluate it.

Policy #458.2 - District Nutrition Standards. Discussion. The Committee is not going to anything further with this policy until the new Director of Student Services can evaluate it.

Policy #458.3 - Guidelines for Food and Beverages Offered to Students at School Functions. Discussion. The Committee is not going to do anything further with this policy until the new Director of Student Services can evaluate it.

**Future Polices to Review:** Policies: #345.52, #424, #448, #842 and #851.

**Set Date of Next Meeting and Agenda:** July 1, 2015 at 10:30 am.

**Adjourn:** Motion by Ms. Koenecke, seconded by Ms. Hammann, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 11:30 am.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

POLICY COMMITTEE MINUTES

The Policy Committee meeting was held Wednesday, July 1, 2015, at 10:30 am in the District Board and Training Center.

**Committee Members Present:** Melissa Hammann and Amanda Koenecke. Others in attendance: Scott Everson.

**Approve June 15, 2015, Minutes:** No action taken.

**New Business:**

Policy #424 - Admission of Adult Students - This policy is up for removal. Discussion to remove it because it is governed by state statutes. Policy will go before the Board for a first reading.

Policy #448 - Students of Legal Age - This policy is up for removal. Discussion. It is in the student handbook. Policy will go before the Board for a first reading.

Policy #456 - Student Assistance Program. Discussion. Policy will go before the Board for a first reading.

Policy #345.51 - Academic Honors. Discussion. This policy is going to come back to the Policy Committee for further discussion. It is going to be divided into two policies.

Policy #345.52 – Laude System. Discussion. This policy is going to come back to the Policy Committee for further discussion.

Policy #842 – Donation and Memorial Signage. Discussion. This is going to come back to the Policy Committee after we are given some more direction from the Board of Education.

Policy #851 - Advertising in the Schools. Discussion. This is going to come back to the Policy Committee after we are given more direction from the Board of Education.

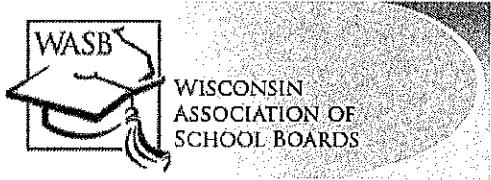
**Future Policies to Review:** Policies: #345.51, #345.52, #842, #851, and #940.

**Set Date of Next Meeting and Agenda:** August 5<sup>th</sup> at 2:00 pm.

**Adjourn:** Motion by Ms. Koenecke, seconded by Ms. Hammann, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 12:15 pm.

Submitted by Amanda Koenecke, Member

Approved: 8/5/15



## 2015 FALL REGIONAL MEETINGS & WORKSHOPS

SUPPORTING, PROMOTING AND ADVANCING PUBLIC EDUCATION

**SEPTEMBER - OCTOBER**  
DATES AND LOCATIONS VARY BY REGION

Registration Information you will need:

Select the registration category:

- Member (Dinner Included - Fee varies per Region)
- Alumni
- Spouse/Significant Other

Demographic questions:

- Do you require vegetarian meals?\*
- Do you have any food allergies? \*
- Do you have special needs?\*

**Registration Fee: Varies per region location**  
Please visit the registration page for complete details. Make checks payable to the Wisconsin Association of School Boards, Inc. Casual attire in layers recommended as temperatures may vary.

To verify your WASB Region, visit the [WASB Regions and Directors](#) page.

**Workshop Fee: \$85.00/per member**  
Receive a \$10 discount for attending a Workshop and Regional Meeting. Use the 2015 WASB Fall Regional Meeting Online Registration to register for a workshop.

**REGISTRATION DEADLINE: Five business days prior to the meeting.**  
Refunds will be given for cancellations received by that time. To cancel call toll free 877.705.4422.

- EVENT HOME PAGE** [Event Home](#)
- VIEW EVENT IN FULL DETAIL** [Event Schedule](#)
- REGISTRATION** [Registration](#)

**LOCATIONS**

**Locations**

DATE	WASB REGION	CITY	LOCATION		
OCT. 6	1*	Trego	Heartwood Conference Center (Pine Lodge Restaurant), N10884 Hoinville Rd.	\$31	<a href="#">Directions</a>
OCT. 7	2	Minocqua	Norwood Pines Supper Club, 10171 Hwy 70 W.	\$28	<a href="#">Directions</a>
SEPT. 29	3	Green Bay	Rock Garden/Comfort Suites, 1951 Bond Street	\$31	<a href="#">Directions</a>
OCT. 14	4*	Eau Claire	Holiday Inn Eau Claire South, 4751 Owen Ayres Ct.	\$28	<a href="#">Directions</a>
OCT. 13	5	Rothschild	Holiday Inn 1000 Imperial Avenue	\$32	<a href="#">Directions</a>
OCT. 21	6	Fountain City	Cochrane-Fountain City High School, S2770 Hwy. 35	\$22	<a href="#">Directions</a>
OCT. 1	7	Neenah	Bridgewood Resort 1000 Cameron Way	\$31	<a href="#">Directions</a>

SEPT. 30	8	Kiel	Millhome Supper Club 16624 Lax Chapel Road	\$31	<a href="#">Directions</a>
OCT. 22	9*	Fennimore	Southwest Wisconsin Technical College 1800 Bronson Boulevard	\$23	<a href="#">Directions</a>
OCT. 27	10*	Baraboo	Clarion Hotel/Glacier Rock 626 W. Pine Street	\$31	<a href="#">Directions</a>
OCT. 20	11* & 15	Pewaukee	Country Springs Hotel 2810 Golf Road	\$36	<a href="#">Directions</a>
SEPT. 24	12**	DeForest	DeForest Area Middle School, 404 Yorktown Road	\$26	<a href="#">Directions</a>
OCT. 8	12**	Evansville	Creekside Place 102 Maple Street	\$26	<a href="#">Directions</a>
OCT. 28	13*	Elkhorn	Monte Carlo Room 720 N. Wisconsin Street	\$36	<a href="#">Directions</a>
TBD	14	Milwaukee	Public Schools Admin. Bldg. 5225 West Villet Street	N/A	<a href="#">Directions</a>
OCT. 20	11* & 15	Pewaukee	Country Springs Hotel 2810 Golf Road	\$36	<a href="#">Directions</a>

\* Denotes regions with elections for WASB Board of Directors  
 \*\* Denotes two options for Region 12 school board members.

[WASB Services](#)

[Meetings & Events](#)

[Products & Publications](#)

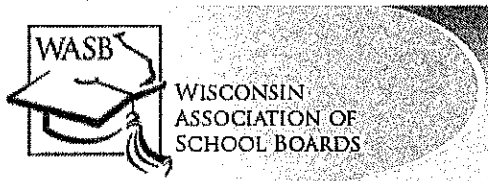
[School Law Information](#)

[Service Associates](#)

[WASB Insurance Plan](#)

[WSAA](#)





**2015  
FALL REGIONAL  
MEETINGS  
& WORKSHOPS**

*SUPPORTING, PROMOTING AND ADVANCING PUBLIC EDUCATION*

**SEPTEMBER - OCTOBER**  
DATES AND LOCATIONS VARY BY REGION

**Event Schedule in Complete Detail**

EVENT HOME PAGE      LOCATIONS & REGISTRATION INFORMATION

[Event Home](#)   [More Info](#)

**4:00-6:00 pm      OPTIONAL PRE-REGIONAL MEETING WORKSHOP:  
School Board Policy Implications from the  
2015-17 State Budget**

The 2015-17 state budget proposed substantial changes to state laws impacting Wisconsin public school districts—from funding, student assessments and district report cards to open enrollment and much more. As a result, school boards throughout the state will need to revisit and reconsider a number of their policies. At this workshop, learn more about the specifics of the major statutory changes and implications on local district policies. Make sure your district doesn't fall behind in making the appropriate and necessary changes.

*WASB Legal Services Staff and Governance Consultants*

Workshops will be held immediately prior to the Regional Meetings from 4-6 pm at the same facility. Members are welcome to attend workshops in any region. Regional Meeting registration is not required.

**6:00 pm      REGISTRATION / NETWORKING**

**6:30 pm      DINNER**

**7:30-9:00 pm      PROGRAM AGENDA**

REGIONAL DIRECTOR WELCOME

MEMBER RECOGNITION AWARDS

At each Regional Meeting, the WASB recognizes school board members who have reached a new level in the WASB Member Recognition Program by attending and participating in activities and events sponsored by the WASB and the National School Boards Association (NSBA).

**ELECTIONS (REGIONS 1, 4, 9, 10, 11 AND 13)**

Each member school board and CESA board has one vote to elect a WASB regional director.

**FEATURE PRESENTATION:**

**COMMUNITY LEADERSHIP: A SCHOOL BOARD'S ROLE**

School boards and administrators will be dealing with the ramifications of this year's legislative changes for years to come. But despite all of the legislative activity, Wisconsin school board members — in the aggregate — indicated low priority for advocacy and community engagement on the WASB/School Perceptions Annual Board Development Tool survey this past year.

If school boards are going to be successful in advocating for state policy changes that improve public education, they need to enhance their community leadership role and advocacy efforts at the local level - and the WASB is here to help. The Feature Presentation will highlight ways school boards can be more successful in influencing their community's support for public education.

*WASB Legal Services Staff and Governance Consultants*

**LEGISLATIVE UPDATE: LOOKING AHEAD**

Despite all of the state-directed changes this past year to programs and mandates, legislators continue to put forward new ideas that would impact the governance and operation of Wisconsin public school districts. Learn more about what may be proposed for the upcoming year.

*WASB Government Relations Staff*

**EXECUTIVE DIRECTOR'S REPORT**



**Evansville Community School District  
Board of Education Goals  
2015-2016**

The Board will support the implementation of the Continuous System Improvement Plan to ensure high student achievement.

The Board will support the implementation of the Continuous System Improvement Plan to foster positive climate and culture.

The Board will support the implementation of the Continuous System Improvement Plan to optimize communication and community engagement.

The Board will support the implementation of the Continuous System Improvement Plan to promote a high quality workforce.

The Board will support the implementation of the Continuous System Improvement Plan to maximize operations and efficient use of infrastructure.

The Board will support the implementation of the Continuous System Improvement Plan to promote appropriate use of Technology.

Board Approved 6/10/15