

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, February 24, 2016

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, and by forwarding the agenda to the Evansville Review, Union Bank & Trust and Eager Free Public Library.

- I. Roll Call: Mason Braunschweig Sandra Spanton Nelson Jane Oberdorf
 Eric Busse Melissa Hammann
 John Rasmussen Derek Allen
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
- Open Enrollment – February 1 – April 29, 2016
 - Energy Fair – April 22
 - Back To School Days – August 10, 10:00 am – 2:00 pm and August 16, 3:00 pm – 7:00 pm
 - Congratulations to JC McKenna Student Council/School on Receiving the – Spirit of Excellence Award
- IV. Information & Discussion:
- A. 2016-2017 4K Handbook.
 - B. Bus Transportation.
- V. Budget Finance – Chair, Spanton Nelson:
- A. Discussion Items:
 1. 2016-2017 Budget Update.
 2. 2016-2017 Staff Proposal.
 3. Insurance Committee Update.
 4. Evansville Education Foundation Update.
 5. Food Service and Custodians Compensation Committee Update.
 - B. Develop Budget Finance Agenda Items for April 27, 2016, Meeting.
- VI. Business (Action Items):
- A. Approval/Denial of Bus Transportation for Little Tweets Child Care Center LLC.
 - B. Approval/Denial of Proposed Employee Handbook Changes:
 - #1, #2, #3 – Part 2, Certified Staff, pg. 29, 8.05, Sick Leave Bank - Add Number of Sick Days to the Bank.
 - #7 – Part 2, Certified Staff, pg. 50, Section 7, 7.02 - Sick/Personal Days - Change All.
 - #8, #9 – Part 2, Certified Staff, pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits - Change Language.
 - #10 – Part 2, Certified Staff, pg. 53, 8.01 A, Retirement Notification - Change Deadline.

- C. Approval of Staff Changes: Resignation of Co-and Extra-Curricular Coach (Assistant Track), Hiring of Co-and Extra-Curricular Coaches (Assistant Track and JV Softball) and Retirement.
 - D. Approval of February 10, 2016, Regular Meeting Minutes.
- VII. Policies – Chair, Hammann:
- A. First Reading of Policies:
 - 1. #458 – Evansville Community School District Wellness.
 - 2. #458.1 – District Nutrition Standards (Student Nutrition Procedures).
 - 3. #458.2 – District Nutrition Standards.
 - 4. #458.3 – Guidelines for Food and Beverages Offered to Students at School Functions.
 - 5. #383 – Animals in School.
 - 6. #834 – Domestic Pets on School Premises.
 - B. Second Reading of Policies:
 - 1. #320 – General Organization Plan.
 - 2. #343.3 – Online Learning/Virtual School Program.
 - 3. #343.31 – Online Learning/Virtual School Program-Administrative Rule.
 - 4. #343.3 Form – Virtual School Program Form.
 - 5. #522.2 – Tobacco/Nicotine/Electronic Cigarette Use By Staff On School Premises.
 - 6. #832 – Tobacco/Nicotine-Free School Property.
 - 7. #832.1 – Use of Tobacco/Nicotine/Electronic Cigarette Products On School Premises.
- VIII. Board Development – Chair, Braunschweig:
- A. Continuous System Improvement (CSI) Plan Update.
 - B. Develop Board Development Agenda for April 27, 2016, Meeting.
- IX. Future Agenda – March 9, 2016, Regular Meeting Agenda.
- X. Five Minute Break.
- XI. Executive Session –
- a. Under Wisconsin State Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to discuss an employee matter.
 - b. Under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, 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.
- XII. Reconvene in Open Session.
- XIII. Business (Action Item):
- A. Approval of Staff Changes: Teacher Staff Resignation/Retirement.
- XIV. Adjourn.

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: 2/17/16

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda / Briefs / Clerks
Wednesday, February 24, 2016
6:00 p.m.
District Board and Training Center
340 Fair Street (Door 36)

- I. **Roll Call:** Mason Braunschweig Sandra Spanton Nelson Jane Oberdorf
Eric Busse Melissa Hammann
John Rasmussen Derek Allen

Braunschweig ____ Busse ____ Rasmussen ____ Spanton Nelson ____
Hammann ____ Allen ____ Oberdorf ____

II. **Approve Agenda.**

Suggested Motion: I move we approve the agenda as presented (OR add or remove items).

Motion by _____, 2nd _____
Discussion?
Vote _____ voice

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

- Open Enrollment – February 1 – April 29, 2016
- Energy Fair – April 22
- Back To School Days – August 10, 10:00 am – 2:00 pm and August 16, 3:00 pm – 7:00 pm
- Congratulations to JC McKenna Student Council/School on Receiving the – Spirit of Excellence Award

IV. **Information & Discussion:**

A. 2016-2017 4K Handbook – *Enclosed is a copy of the 2016-2017 4K Handbook. We will ask for your approval at the March Board meeting.*

Who presented?
Any discussion?

B. Bus Transportation – *Enclosed are the policies and state statutes. Mr. Roth will be asking for approval or denial for transporting students to Little Tweets Child Care Center LLC later in the meeting.*

Who presented?
Any discussion?

V. Budget Finance – Chair, Spanton Nelson:

A. Discussion Items:

1. 2016-2017 Budget Update – *Ms. Treuden will present verbally.*

Who presented?

Any discussion?

2. 2016-2017 Staff Proposal – *Ms. Treuden has enclosed information regarding staffing for the 2016-2017 school year. Mr. Roth will be asking for approval at the March Board meeting.*

Who presented?

Any discussion?

3. Insurance Committee Update – *The Committee will be meeting on March 14 and will make recommendations to the Board in April. Enclosed are the January 18 minutes.*

Who presented?

Any discussion?

4. Evansville Education Foundation Update – *Ms. Hammann will present.*

Who presented?

Any discussion?

5. Food Service and Custodians Compensation Committee Update – *The next meeting for both Committee's is March 7. Enclosed are the minutes of the January 11 meetings.*

Who presented?

Any discussion?

B. Develop Budget Finance Agenda Items for April 27, 2016, Meeting.

Items:

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VI. Business (Action Items):

A. Approval/Denial of Bus Transportation for Little Tweets Child Care Center LLC –

Suggested Motion: I move to approve bus transportation for students who attend Little Tweets Child Care Center LLC at no cost to the families.

Motion by _____, 2nd _____

Discussion?

Vote _____

Or

Suggested Motion: I move to approve bus transportation for students who attend Little Tweets Child Care Center LLC at a cost to the families of \$ _____ per student.

Motion by _____, 2nd _____

Discussion?

Vote _____

Or

Suggested Motion: I move we deny bus transportation for ineligible bus riders to Little Tweets Child Care Center LLC.

Motion by _____, 2nd _____

Discussion?

Vote _____

B. Approval/Denial of Proposed Employee Handbook Changes:

#1, #2, #3 – Part 2, Certified Staff, pg. 29, 8.05, Sick Leave Bank – Add Number of Sick Days to the Bank.

#7 – Part 2, Certified Staff, pg. 50, Section 7, 7.02 – Sick/Personal Days – Change All.

#8, #9 – Part 2, Certified Staff, pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits – Change Language.

#10 – Part 2, Certified Staff, pg. 53, 8.01 A, Retirement Notification – Change Deadline.

Suggested Motion: I move we follow the proposed Employee Handbook changes, as presented and recommended of the Employee Handbook Committee, to approve items, #1, #2, and #3 – Part 2, Certified Staff, pg. 29, 8.05, Sick Leave Bank – Add Number of Sick Days to the Bank, and #10 – Part 2, Certified Staff, pg. 53, 8.01 A, Retirement Notification – Change Deadline, and deny items #7 – Part 2, Certified Staff, pg. 50, Section 7, 7.02 – Sick/Personal Days – Change All, #8 and #9 – Part 2, Certified Staff, pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits – Change Language, as presented.

Motion by _____, 2nd _____

Discussion?

Vote _____

C. Approval of Staff Changes: Resignation of Co-and Extra-Curricular Coach (Assistant Track) and Hiring of Co-and Extra-Curricular Coaches (JV Softball and Assistant Track) – Please approve:

1. David Soddy, Assistant Track Coach, resigning effective February 1, 2016.

Suggested Motion: I move we approve the resignation of David Soddy as Assistant Track Coach, effective February 1, 2016.

Motion by _____, 2nd _____

Discussion?

Vote _____

2. Gary Feldt, 3rd grade teacher, retiring effective end of 2015-2016 school year

Suggested Motion: I move we approve the retirement of Gary Feldt as 3rd grade teacher, effective at the end of the 2015-2016 school year.

Motion by _____, 2nd _____

Discussion?

Vote _____

Suggested Motion: I move to waive the \$500 penalty for Gary Feldt, 3rd grade teacher, for retirement notification after February 1.

3. Cynthia Ziegler, JV Softball Coach, \$1,968.

4. _____, Assistant Track Coach, _____.

Suggested Motion: I move we approve the hiring of JV Softball Coach, Cynthia Ziegler, for a stipend of \$1,968, and the Assistant Track Coach, _____, for a stipend of _____.

Motion by _____, 2nd _____

Discussion?

Vote _____

D. Approval of February 10, 2016, Regular Meeting Minutes – Please approve the enclosed minutes.

Suggested Motion: I move we approve the February 10, 2016, Regular Meeting Minutes, as presented.

Motion by _____, 2nd _____

Discussion?

Vote _____

VII. Policies – Chair, Hammann:

Who presented?

Any discussion?

A. First Reading of Policies:

1. #458 – *Evansville Community School District Wellness.*
2. #458.1 – *District Nutrition Standards (Student Nutrition Procedures).*
3. #458.2 – *District Nutrition Standards.*
4. #458.3 – *Guidelines for Food and Beverages Offered to Students at School Functions.*
5. #383 – *Animals in School.*
6. #834 – *Domestic Pets on School Premises.*

Who presented?

Any discussion?

B. Second Reading of Policies:

1. #320 – *General Organization Plan.*
2. #343.3 – *Online Learning/Virtual School Program.*
3. #343.31 – *Online Learning/Virtual School Program-Administrative Rule.*
4. #343.3 Form – *Virtual School Program Form.*
5. #522.2 – *Tobacco/Nicotine/Electronic Cigarette Use By Staff On School Premises.*
6. #832 – *Tobacco/Nicotine-Free School Property.*
7. #832.1 – *Use of Tobacco/Nicotine/Electronic Cigarette Products On School Premises.*

VIII. Board Development – Chair, Braunschweig:

Who presented?

Any discussion?

A. Continuous System Improvement (CSI) Plan Update – Upcoming meetings:

- Teaching and Learning – February 23
- Workforce Engagement and Development – February 22
- Communication and Community Engagement – February 18
- Technology – February 24
- Facilities and Operations – March 16
- Climate and Culture – February 25

B. Develop Board Development Agenda for April 27, 2016, Meeting.

Items:

-
-
-

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IX. Future Agenda – March 9, 2016, Regular Meeting Agenda – A draft of the agenda is enclosed.

X. Five Minute Break.

XI. Executive Session –

- a. Under Wisconsin State Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to discuss an employee matter.
- b. Under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, 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 we move into executive session, under Wisconsin State Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to discuss an employee matter and Under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, 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 by _____, 2nd _____

Discussion?

Vote _____

Rasmussen ____ Spanton Nelson ____ Hammann ____ Allen ____
Oberdorf ____ Braunschweig ____ Busse ____

Time _____

Others in attendance:

Discussion:

•
•

Any handouts? If so, get copy for Kelly

XII. Reconvene in Open Session.

Time _____

XIII. Business (Action Item):

A. Approval of Staff Changes: Teacher Staff Resignation/Retirement.

Suggested Motion: I move we accept the _____ of _____, effective _____, as presented.

Motion by _____, 2nd _____

Discussion?

Vote _____

XIV. Adjourn.

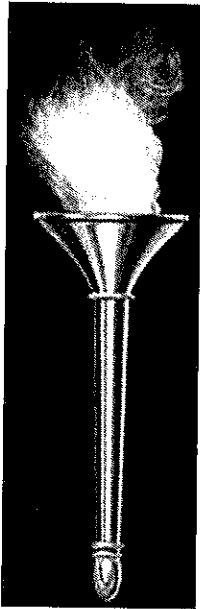
Suggested Motion: I move we adjourn the meeting.

Motion by _____, 2nd _____

Discussion?

Vote _____ Time _____

Spirit of Excellence



The Spirit of Excellence program honors Wisconsin schools that achieve excellence in leadership development, school spirit, sportsmanship and service to school and community.

Each year, a selection committee consisting of members from WASC, AWSA, Wisconsin Interscholastic Athletic Association, Wisconsin Association of School District Administrators, Wisconsin Athletic Directors Association, Wisconsin Parent Teacher Association, Rotary District 6250, WEA Trust and the Milwaukee Bucks selects one high school from each of WASC's six regions to receive the award. From that pool, one school is selected as the state winner.

Regional winners receive local recognition and a school banner. The high school selected as the overall state winner will receive a trophy at an assembly, which is filmed and televised during WIAA state basketball tournament telecasts – a tribute to the excellence they have achieved.

To be eligible, schools must be a member of WIAA and WASC and submit a portfolio that demonstrates achievement in each of three key dimensions in a calendar year beginning February 1.



Parent Handbook 2016-17

Evansville Community School District 4K Centers

Kids Korner

320 Fair Street
Evansville, WI 53536
(608) 882-6672
Jammie Fellows

Pathway Preschool

312 S. Third Street
Evansville, WI 53536
(608) 314-7687
Nichole Soto

Magic Moments

112 W. Church Street
Evansville, WI 53536
(608) 882-6262
Tina Harnack

Wee Ones

618 Porter Road
Evansville, WI 53536
(608) 882-3400
LeeAnn Halla

Levi Leonard Elementary Principal/4K Coordinator:

Joanie Dobbs
401 South Third Street
Evansville, WI 53536
Telephone: (608) 882-3104
Fax: (608) 882-5838
dobbsj@evansville.k12.wi.us

Supply List

Magic Moments

24 pack crayon
 10 pack markers
 4 glue sticks
 1 pack of sticky notes
 1 package gallon Ziploc bags
 Ream of copy paper
 1 box of 5 oz. cups
 1 set of clothes to be kept on site
 Back pack

Wee Ones

Large boxes of Kleenex (girls only)
 Rolls of paper towel (boys only)
 2 pocket folders
 1 pair of children scissors
 1 24 pack crayons
 1 10 pack markers
 1 bottle of school glue
 10 glue sticks
 Supply box
 3 containers of Playdough (variety of colors)
 2 reams of white copy paper
 8 #2 pencils
 1 art smock (an old, adult sized t-shirt will work)
 1 small package dry erase markers (wide)
 1 extra set of clothing (to be left at school)
 Back pack

Pathways

Large boxes of Kleenex
 2 pocket folders
 1 24 pack crayons
 10 pack markers
 3 bottles of School glue
 Glue sticks
 3 containers of playdough (variety of colors)
 3 pack sticky notes
 12 number 2 pencils
 1 package of 20 count Ziploc Gallon Storage Bags
 1 ream of white copy paper
 1 extra set of clothing (to be kept on site)
 Back pack

Kids Korner

2 pocket folders
 1 24 pack crayons
 1 10 pack markers
 1 small bottle Elmer's glue
 10 glue sticks
 1 supply box
 3 containers of playdough (variety of colors)
 1 package sticky notes
 1 ream white copy paper
 1 box Kleenex (boys only)
 1 roll paper towel (girls only)
 Back pack
 1 set of extra clothing to be kept on site

Please note: We share all supplies. You will not receive any supplies back at the end of the school year.

Fees

There are no materials or enrollment fees for the 4K program. Sites charge fees for wrap-around daycare, field trips and special projects. Please discuss the fee schedule with the site.

Discrimination and Harassment Policies

To File a Complaint: Complete Evansville Policy 411.1 *Discrimination or Harassment Complaint Form* available from your school website.

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.

School District Policies

To access these policies you may:

- Contact any of the school offices, including the District Office.
- Go to our website: www.evansville.k12.wi.us.

ECSD Strong Start 4Kids 2016-2017 School Year

August 2016					September 2016					October 2016									
July								1	2										
					5	6	7	8	9			3	4	5	6	7			
					12	13	14	15	16			10	11	12	13	14			
					19	20	21	22	23			17	18	19	20	21			
			24	25	26							24	25	26	27	28			
	29	30	31									31							
November 2016					December 2016					January 2017									
		1	2	3					1	2			2	3	4	5	6		
	7	8	9	10	11				5	6	7	8	9		9	10	11	12	13
	14	15	16	17	18				12	13	14	15	16		16	17	18	19	
	21	22		24					19	20	21	22			23	24	25	26	27
	28	29	30									31		30	31				
February 2017					March 2017					April 2017									
			1	2	3				1	2	3								
	6	7	8	9	10				6	7	8	9	10		3	4	5	6	7
	13	14	15	16	17				13	14	15	16	17		10	11	12	13	14
	20	21	22	23					20	21	22	23			17	18	19	20	21
	27	28													24	25	26	27	28
May 2017					June 2017					July 2017									
		1	2	3	4	5				1	2								
		6	9	10	11	12			5	6	8								
		15	16	17	18	19													
		22	23	24	25	26													
		28	30	31															

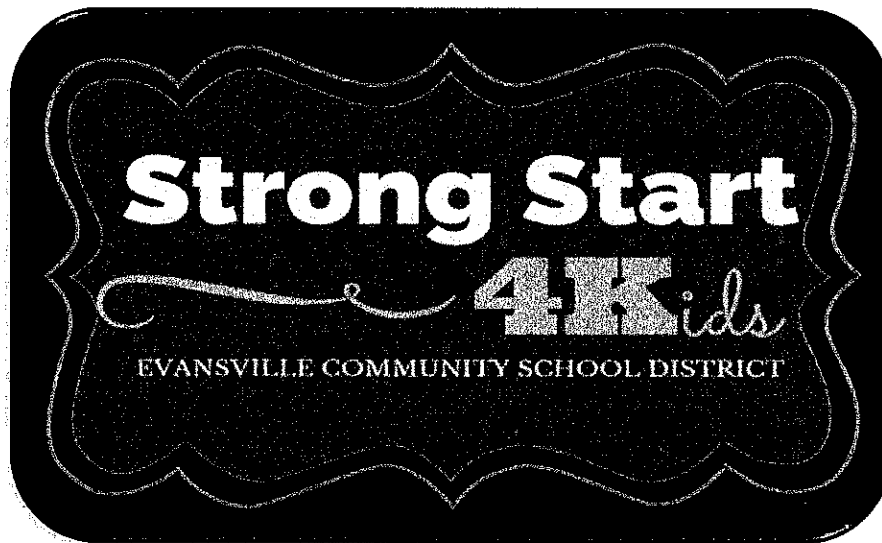
Key	
	Professional Development (9) - No Students
	No School
	Quarter End (4 - 1/2) - No Students PM
	Holiday (3) - No School
	Teacher Workdays (1.5) - No Students
	Strong Start 4K Students

Sept 1	First Day of School for K-12
Sept 5	Labor Day - No School
Sept 6	First Day of School for 4K
Oct 10	Professional Development Day - No School
Nov 4	End of 1st Quarter; 1/2 Day K-8 Grading
Nov 23	No School
Nov 24	Thanksgiving - No School
Nov 25	No School
Dec 5	Professional Development Day - No School
Dec 23 - 30	Winter Break - No School
Jan 2	Students Return
Jan 16	Professional Development Day - No School
Jan 20	End of 2nd Quarter; 1/2 Day K-8 Grading
Feb 13	Professional Development Day - No School
Feb 24	No School
March 13	Professional Development Day - No School
March 24	End of 3rd Quarter; 1/2 Day K-8 Grading
March 27 - 31	Spring Break - No School
April 3	Students Return
April 16	Easter
April 17	Professional Development Day - No School
May 29	Memorial Day - No School
June 7	End of 4th Quarter; 1/2 Day K-8 Students
June 11	High School Commencement

Daily Schedule:

Morning 8:00 – 11:00 a.m.
Afternoon 12:00 – 3:00 p.m.

If school is closed for 4K more than one day, make-up days will be added on Fridays.



Parent Handbook 2016-17

Evansville Community School District 4K Centers

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Strong Start 4Kids **Welcome**

Welcome to *Strong Start 4Kids*, the Evansville Community School District's 4K program. We are looking forward to working with you and your child and anticipate an exciting and productive year. We recognize that in order to be successful in school, our children need support from both home and school. Evansville's 4K program is community based program. The School District will work diligently with community day care providers, families, and students to foster an environment that promotes learning through student centered instruction and decision making. Trust, respect, community involvement, communication and recognition of both student and staff achievements will be high priorities.

This handbook outlines the various aspects and expectations of our program to help you be a part of the team that makes 4K successful for your child. The sites will also provide a handbook to you with policies specific to their site. In addition, all sites offer wrap-around childcare. Please connect with each site for more information on child care services which are separate from the 4K program.



Mission Statement and Guiding Principles

Mission Statement: The Evansville Community School District *Strong Start 4Kids* will provide quality, developmentally appropriate, play-based learning experiences to all four-year-olds, through collaboration with community, family, and school partnerships.

Guiding Principles:

- Play based and developmentally appropriate learning environment.
- Strong community partnerships.
- Ongoing collaboration and professional development among 4K sites.
- Unified curriculum based on Wisconsin Model Early Learning Standards (WMELS). Go to http://ec.dpi.wi.gov/ec_ecqualhm for more information and a copy of the standards.
- Ongoing collaboration and strong parent communication.
- Universal access and parental choice.
- Comprehensive early learning standards and assessments.
- A strong focus on parent school communication and regular family outreach activities.

Nurturing Learning Environment

Four Year Old Kindergarten will provide...

- A play-based environment, where knowledge is constructed rather than information that is handed out.
- A nurturing environment that is rich in opportunities to explore, make choices and have hands-on activities.
- Independent as well as small and large group cooperative activities that emphasize process, rather than product.
- Student created clear classroom expectations.
- An environment where diversity is celebrated and that talents and strengths of all children are nourished.
- A developmentally appropriate literacy-based program based on WMELS. This includes providing a literacy/print rich environment, exposure to literature and vocabulary, opportunities for dialogue, learning through social interaction, and opportunities for dramatic play, listening, writing, and other literature rich opportunities. Children will be exposed to art, music, science, math, and other subjects within the play-based environment.
- Activities that meet the varied developmental levels of students.
- Experiences that will stimulate curiosity, leading to understanding as a basis for future learning.
- Appropriate socio-emotional skills development, including positive social interactions, problem-solving and conflict resolution.

Parents as Partners

- A variety of opportunities for parents to get involved. Communication will be frequent and through multiple means such as newsletters, volunteer opportunities, conferences, fieldtrips, etc.
- A daily schedule/routine will be followed and communicated to children and parents.
- Parents and teachers will work together to support positive character development.
- Educational opportunities will be offered to parents to support the social-emotional, academic and physical growth of their children.

Teachers as Facilitators

Four-Year-Old Kindergarten teachers...

- Will utilize the "Read It Once Again" as a basis for teaching, which includes centers and teachers actively interacting with children.
- Follow the curricular guidelines, program and student assessment structures, professional development activities, and site agreement guidelines.
- Provide a classroom with a variety of materials that are accessible and appealing to four year olds.
- Involve community resources whenever available and appropriate.
- Model appropriate language and behaviors for students, and guide student choices.
- Be reflective in their planning and implementation of curriculum.

Eligibility

Students must be 4 years of age by September 1st and are only eligible for 4K for one academic school year. There will be no early admissions. Participants must be residents of the Evansville Community School District or apply through open enrollment, if eligible and space is available.

Attendance

It is an expectation that each child will attend the site when school is in session. Regular attendance at the 4 year old preschool level establishes healthy patterns of attendance that can last throughout the school years and into adult employment. Each location maintains attendance records.

If students are going to be absent from the site for any reason, parents must call in the absence prior to the start of the 4K session. Please contact the site your child attends at the numbers listed for each site in this handbook. Please inform the person answering the phone of your child's name and reason for absence.

Attendance records are kept daily and submitted to the Evansville Community School District Office weekly.

Behavior

Strong Start 4Kids promotes the philosophy of positive guidance for children to develop self-control over their actions and increase their self-esteem. The goal in every 4K classroom is to develop appropriate social skills so that the child can become an independent and competent learner.

The classroom teachers and teacher assistants have the responsibility of guiding children's behavior and ensuring the safety of all the children in the classroom:

- Giving clear and reasonable expectations
- Teaching the correct behavior or replacement behavior
- Making the children feel important and respected

Non-confrontational techniques used by staff will include ignoring, suggesting, praising, redirecting, shadowing, staying calm, modeling, changing the environment, and providing logical and meaningful consequences.

Adult interaction may be necessary when a child displays a lack of self-control. The child may be removed from a situation for a short period of time and returned to the activity when the staff and child determine he or she is ready.

Bus Transportation

Under Section 121.54(2) Wisconsin Statutes, a pupil attending a public elementary or secondary school, including four- and five-year-old kindergarten, is entitled to transportation by the public school district in which the pupil resides if the pupil resides two or more miles from the nearest public school the pupil is entitled to attend.

The District will provide transportation for 4K students, as requested. The bus routes to the sites at 8:00 and from the sites at 3:00 include students Kindergarten- Grade 12. This transportation is available to and from each 4K session. (For example, if your child is in the morning session, bus transportation is available to you before 8:00 and to home at 11:00.) Please be aware that requests for transportation may limit options for site selection to allow for bus routes to be as short as possible. The District may not be able to accommodate parental requests for transportation changes once the bus routes have been finalized.

Bus Regulations/Behavior

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

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

Rules of Safety for Bus Riders:

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

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

Students Will:

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

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

Clothing, Labels, Appropriate Dressing

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

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

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

Conferences

In addition to family outreach, parents will have the opportunity to help their child be successful by attending parent teacher conferences. Individual sites will make arrangements for those opportunities with you.

Early Dismissal/Snow Days/Late Starts

At the beginning of the year, a form will go home for parents to indicate where a child should go on early dismissal or weather emergency days. This information will be used when dismissing your child. If there is a change in this information at any time, please call the sites office as well as your child's teacher. Please listen to an area radio station, or watch a news station on a regular basis. If there is a late start due to inclement weather, there will be no 4K (morning and afternoon sessions) that day.

Family Outreach

An important component of *Strong Start 4Kids* is the Family Outreach Program. The focus of the program is to provide families with opportunities to grow together. Throughout the school year, families will be offered 87.5 hours of educational materials, workshops, activities and presentations free of charge. Families are encouraged to participate.

Field Trips

4K students may be taking field trips throughout the year, coordinated jointly by the sites. The sites will provide parents with information and permission slips prior to field trip. There may be a fee for field trips.

Health Procedures

Student Illness:

If your child is ill or will not be attending, we request that you contact the 4K site where your child attends by 8:30 a.m. on each morning of absence. If you have not called the site, the site will attempt to call you.

Each site will provide parents policies and state mandates regarding:

- When children are too sick to come to the site
- Contacting parents when children become sick at the site
- Wisconsin Immunization Laws
- Medications at the site

Parent Volunteers

If you have time available during the site hours, we welcome you to volunteer in our classrooms. Please inform your student's teacher of the day(s) and time(s) that you would be willing to assist a teacher on a regular basis. You will find working with students most rewarding. Volunteers can help by:

- Chaperoning field trips
- Working with learning stations
- Working with an individual or small groups of students
- Assisting with classroom projects

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

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

Religious Beliefs

Classroom teachers celebrate a number of special event and days throughout the school year. If your child/ren cannot celebrate particular days or holidays due to religious beliefs, please share this with the classroom teacher at the beginning of the year.

Visitors/Visitor Registration

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

1. All visitors/volunteers or salespersons must sign in and out at the site. Only those visitors who have legitimate business at the site shall be welcome.
2. There shall be no loitering on site or building property. Building Leaders shall have complete authority to exclude from the building any persons whom they have reason to believe are disrupting the educational programs in the classroom or in the site, are disturbing the teachers or children on the premises or whom the 4K staff believe are on the premises for the purpose of committing an illegal act.

STUDENT TRANSPORTATION SERVICES

A. Ridership Eligibility

The Evansville Community School District shall provide transportation services to all students attending school within the District who reside two (2) or more miles from the school they are to attend. Transportation may also be provided for students who reside less than two (2) miles from the school they are to attend if in the Board's judgment the health and safety of the student is at issue. In addition, all students with disabilities who physically or otherwise are unable to walk to their school will be offered transportation regardless of distance. The District shall provide transportation for the students attending private schools in accordance with the directives of Wisconsin Statutes.

B. Route and Schedules

The District Contracted Transportation Provider (Bus Contractor) shall conduct studies of bus routes to provide the safest, shortest routes which will get all eligible riders to school and back in the most economical way. Routes shall be arranged in such a way as to equalize, as nearly as possible, the length of routes and loads to provide for the efficient utilization of buses. Parent(s)/guardian(s) who would like their children either picked-up or dropped off at a point other than their residence along the established bus route, must make a written request to the Bus Contractor. The Bus Contractor will either approve or deny the request. If denied, the parents/guardians may appeal the decision to the District Administrator. Requests will be automatically denied if a bus is filled to capacity or if the request would cause the bus to deviate from the established route.

The Bus Contractor shall organize bus routes in such a manner as to realize maximum utilization of each vehicle subject to the approval of the Board. All questions or complaints shall be made directly to the Bus Contractor first. If the party is not satisfied, they should submit their complaint in writing, to the District Administrator with their preferred solution. Only the most exceptional circumstances are to involve the Board.

Except as noted in paragraph one (1) above, transportation will not be provided to students living within the municipal limits and within two (2) miles of the school as measured door to door along the most direct route in which the school exists except for students with disabilities. Students outside the municipal limits will be transported if their residence is more than a half (.5) mile from school.

C. Location of Bus Stops, Pick-Up and Discharge Points

If a safe turn-around exists and the student lives half (.5) of a mile or more from the main road, the bus will make a pick-up. If a safe turn-around or drive is not available, or the student lives less than half of a mile from the main road, the student shall be expected to walk to the main road or a safe, designated pick-up point. The Bus Contractors will judge the relative safety of a turn-around area.

1. Where students' homes are located in near proximity (one block), a central stop area will be designated for all students involved. Safety will be the prime factor in choosing the central pick-up spot. Stops should be at least .1 mile apart.
2. Student(s) living in concentrated population areas will be required to assemble at a bus-loading point(s) unless a safety factor is involved. The bus will not pick up at individual homes in concentrated population areas.
3. Dead end lanes and roads will not be entered by any bus unless the lane or road is 1/4 mile long for students in grades 4K-4 and half mile long for students in grades 5-12. Such pick-ups must be examined and approved individually by the Bus Contractor. A condition of pick-ups on dead-end lanes or roads shall include the availability of a safe and adequate turn around for the bus and complete and timely snow removal.
4. Parent(s)/guardian(s) wanting a change in drop-off or pick-up points must file a signed permanent transportation change form/request with the Bus Contractor. Changes must be approved by the Bus Contractor and meet the following criteria:
 - a. Changes must be permanent in nature and for the duration of the school year, if possible.
 - b. Room must be available on the bus if the requested change requires a change in buses.
 - c. Temporary bus changes will be approved on a short-term basis for emergency situations. Requests of a social nature will not be approved without 24 hour prior approval and space availability. (Example: slumber parties, scout meetings, overnight stays.)

All students are expected and encouraged to walk reasonable distances to bus stops or to school. Riders may be required to board the bus up to and including one (1) mile of roadway from the point of intersection of their home driveway and the public road.

Legal Ref.: Sections 115.787 Wisconsin Statutes (Individualized Education Programs)
 118.51(14) (Full-Time Open Enrollment, Transportation)
 120.13(27m) (School Board Powers)
 121.51-121.56 (Transportation Aid)
 TRANS 300, PI 7, Wisconsin Administrative Code
 McKinney-Vento Homeless Assistance Act

Local Ref.: Policy #751.1 – Procedures for Student Transportation Services
 Policy # 751.2 – School Bus Safety Program
 Policy #751.3 – Use of Video Cameras on School Buses
 Policy #751.4 – Co-and Extra-Curricular Transportation
 Policy #751.4 Form – Contest Travel Release

PROCEDURES FOR STUDENT TRANSPORTATION SERVICES
(Alternative Pick-Up and Drop-Off Points)

1. Only students assigned to a bus may ride that bus.
2. Students may only be picked up and dropped off at their residence or designated pick-up and drop-off point, except those students who have satisfied the District policy for transportation to a day care provider. Approval for transportation to a day care provider must meet the following criteria:
 - a. All requests must be made by the parent/guardian to the District Contracted Transportation Provider (Bus Contractor). All requests must include the name, address and phone number of the day care provider.
 - b. There shall be no additional cost to the District.
 - c. There shall be no modification or change in any route to accommodate the request.
 - d. A change of bus assignment will be allowed only if seating is available on the bus.
 - e. The request should identify one (1) bus stop. Alternate schedules for alternate days or weeks will be considered provided they follow a routine, are in writing and include contact information for each destination.
3. A parent/guardian may request that a student be picked up or dropped off at a location other than the student's residence or day care provider only in an emergency. Such request must follow this procedure:
 - a. The parent/guardian must make the request by phone or in writing to the building principal. The building principal will contact the Bus Contractor to determine that the request meets the District's requirements that a seat is available and that the location is on an existing bus route.
 - b. A bus pass signed by the principal giving permission for the change is issued to the student for presentation to the bus driver. The following information must be on the pass:
 - i. bus number approved to ride on;
 - ii. place to be picked up or dropped off;
 - iii. day and date this will take place; and
 - iv. principal's signature.

If alternate schedules are problematic for the school or Bus Contractor to administer, alternative schedules may be denied or revoked.

121.54 Transportation by school districts.

(1) CITY OPTION.

(a) Subsections (2) and (6) and s. 121.57 do not apply to pupils who reside in a school district that contains all or part of a city unless the school they attend is located outside the city but within the boundaries of the school district.

(b) If a school district elects under sub. (2) (c) to provide transportation for the pupils under par. (a), state aid shall be paid in accordance with s. 121.58, and there shall be reasonable uniformity in the transportation furnished to the pupils, whether they attend public or private schools.

(c) Paragraph (a) does not apply to pupils who reside in a school district that contains all or part of a 1st, 2nd or 3rd class city with a population exceeding 40,000 unless transportation for the pupils is available through a common carrier of passengers operating under s. 85.20 or ch. 194.

(2) GENERAL TRANSPORTATION.

(a) Except as provided in sub. (1), every school board shall provide transportation to and from public school for all pupils who reside in the school district 2 miles or more from the nearest public school they are entitled to attend.

(am) In lieu of transporting a pupil who is eligible for transportation under par. (a) to and from his or her residence, a school district may transport the pupil to or from, or both, a before- and after-school child care program under s. 120.125, a child care program under s. 120.13 (14), or any other child care program, family child care home, or child care provider.

(b)

1. Except as provided in sub. (1) or otherwise provided in this subsection, the school board of each district operating high school grades shall provide transportation to and from the school a pupil attends for each pupil residing in the school district who attends any elementary grade, including kindergarten, or high school grade at a private school located 2 miles or more from the pupil's residence, if such private school is a school within whose attendance area the pupil resides and is situated within the school district or not more than 5 miles beyond the boundaries of the school district measured along the usually traveled route.

2. In lieu of transporting students under subd. 1. and paying for transportation under sub. (8) (b), an underlying elementary school district of a union high school district may elect, by resolution adopted at its annual or special meeting, to transport elementary school children who reside within the underlying district and qualify for transportation under subd. 1., in vehicles owned, operated or contracted for by the district. Once adopted, such a resolution may be repealed only upon one year's notice to the board of the union high school district of which the underlying district is a part. An elementary school district shall notify the union high school district of any action under this paragraph no later than June 15 preceding the school year in which the elementary school district's action takes effect.

3. Annually by April 1, each private school shall submit its proposed attendance area for the ensuing school year to the school board of each school district having territory within the proposed attendance area. If a proposal is not submitted by April 1, the existing attendance area shall remain in effect for the ensuing school year.

4. No later than May 15 in each year, each private school shall notify each school board of the names, grade levels and locations of all pupils, if any, eligible to have transportation provided by such

school board under this paragraph and planning to attend such private school during the forthcoming school term. The school board may extend the notification deadline.

Cross-reference: See also s. PI 35.06, Wis. adm. code.

(c) An annual or special meeting of a common or union high school district, or the school board of a unified school district, may elect to provide transportation for pupils who are not required to be transported under this section, including pupils attending public school under s. 118.145 (4) or 118.53. Transportation may be provided for all or some of the pupils who reside in the school district to and from the public school they are entitled to attend or the private school, within or outside the school district, within whose attendance area they reside. If transportation is provided for less than all such pupils there shall be reasonable uniformity in the minimum distance that pupils attending public and private schools will be transported. Except for elementary school districts electing to furnish transportation under par. (b) 2., this paragraph does not permit a school district operating only elementary grades to provide transportation for pupils attending private schools.

(d) A school board may provide transportation for teachers to and from public school, subject to the same controls and limitations as apply to the transportation of pupils.

(e) Notwithstanding par. (a), if a pupil is living outside the school district in which he or she is enrolled because the pupil's parents or guardians have joint legal custody, as defined in s. 767.001 (1s), of the pupil, upon the request of the pupil's parent or guardian the school district shall transport the pupil to and from an agreed-upon location within the school district.

(3) TRANSPORTATION FOR CHILDREN WITH DISABILITIES. Every school board shall provide transportation for children with disabilities, as defined in s. 115.76 (5), to any public or private elementary or high school, to the school operated by the Wisconsin Center for the Blind and Visually Impaired or the school operated by the Wisconsin Educational Services Program for the Deaf and Hard of Hearing or to any special education program for children with disabilities sponsored by a state tax-supported institution of higher education, including a technical college, regardless of distance, if the request for such transportation is approved by the state superintendent. Approval shall be based on whether or not the child can walk to school with safety and comfort. Section 121.53 shall apply to transportation provided under this subsection.

(4) SUMMER CLASS TRANSPORTATION. A school board may provide transportation for pupils residing in the school district and attending summer classes. If the school board provides transportation for less than all pupils, there shall be reasonable uniformity in the minimum and maximum distances pupils are transported.

(5) TRANSPORTATION TO TECHNICAL COLLEGES. The school board of a district operating high school grades may provide for the transportation or board and lodging of residents of the school district attending technical colleges outside the school district who are not high school graduates, are less than 20 years of age and attend such colleges full time. The school board of such a district may also provide transportation for residents of the district participating in vocational education programs organized cooperatively between school districts under s. 66.0301. The school district shall be paid state aid for such transportation or board and lodging in accordance with s. 121.58. This subsection does not apply if the distance between a pupil's home and the technical college along the usually traveled public highway is more than 15 miles, unless the pupil resides on an approved bus route or board and lodging are provided.

(6) TRANSPORTATION IN SPECIAL CASES. The school board of a district operating high school grades which, under s. 121.78 (2) (a), must permit a pupil to attend high school outside the school district shall provide transportation for such pupil if the pupil resides 2 or more miles from the high school that the pupil attends.

(7) TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES.

(a) A school board may provide transportation for pupils attending public or private schools, their parents or guardians, authorized chaperones, school officers, faculty and employees and school doctors, dentists and nurses in connection with any extracurricular activity of the public or private school, such as a school athletic contest, school game, after school practice, late activity, school outing or school field trip or any other similar trip when:

1. A school bus or motor bus or a motor vehicle under s. 121.555 (1) (a) is used and such transportation is under the immediate supervision of a competent adult.

2. A school operated by the school district or the private school has an actual interest in the safety and welfare of the children transported to the activity;

4. The school principal or other person with comparable authority authorizes such use.

(b)

1. If transportation is provided to pupils and other persons in connection with any extracurricular activity of a public school under par. (a), the school board may make a charge for such transportation, to be paid by the persons transported, sufficient to reimburse it for the cost of providing the transportation. If transportation is provided to pupils and other persons in connection with any extracurricular activity of a private school under par. (a), the school board shall make a charge for such transportation, to be paid by the private school or the persons transported, sufficient to reimburse it for the cost of providing the transportation.

2. The school board may contract under s. 121.52 (2) (b) for transportation authorized under par. (a) for pupils attending public schools. The school board may authorize a charge for the transportation, to be paid by the persons transported, sufficient to make reimbursement for the cost of providing the transportation.

(8) PAYMENT OF TRANSPORTATION COSTS.

(a) The cost of providing transportation for pupils under subs. (1) to (6) and s. 121.57 shall be paid by the school district in which they reside, and no part of such cost may be charged to the pupils or their parents or guardians.

(b) At the end of the school term, every union high school district shall submit to each of its underlying school districts operating only elementary grades a certified statement of the actual cost for the school year, less the amount to be paid for such pupils for that school year under s. 121.58 (2), of transporting the private school pupils residing in the underlying school district under sub. (2) (b). On or before June 30 in each year each underlying school district shall reimburse the union high school district for the net cost of transporting its resident private school pupils as so reported in the statement.

(9) TRANSPORTATION IN AREAS OF UNUSUAL HAZARDS.

(a) In school districts in which unusual hazards exist for pupils in walking to and from the school where they are enrolled, the school board shall develop a plan which shall show by map and explanation the nature of the unusual hazards to pupil travel and propose a plan of transportation if such transportation

is necessary, which will provide proper safeguards for the school attendance of such pupils. Copies of the plan shall be filed with the sheriff of the county in which the principal office of the school district is located. The sheriff shall review the plan and may make suggestions for revision deemed appropriate. The sheriff shall investigate the site and plan and make a determination as to whether unusual hazards exist which cannot be corrected by local government and shall report the findings in writing to the state superintendent and the school board concerned. Within 60, but not less than 30, days from the day on which the state superintendent receives the sheriff's report, the state superintendent shall determine whether unusual hazards to pupil travel exist and whether the plan provides proper safeguards for such pupils. If the state superintendent makes findings which support the plan and the determination that unusual hazards exist which seriously jeopardize the safety of the pupils in their travel to and from school, the school board shall put the plan into effect and state aid shall be paid under s. 121.58 (2) (c) for any transportation of pupils under this subsection. Any city, village or town may reimburse, in whole or in part, a school district for costs incurred in providing transportation under this subsection for pupils who reside in the city, village or town.

(am) Any person aggrieved by the failure of a school board to file a plan with the sheriff as provided in par. (a) may notify the school board in writing that an area of unusual hazard exists. The school board shall reply to the aggrieved person in writing within 30 days of receipt of the aggrieved person's notice. The school board shall send a copy of the board's reply to the sheriff of the county in which the principal office of the school district is located and to the state superintendent. Upon receipt of the school board's reply, the aggrieved person may request a hearing before the state superintendent for a determination as to whether an area of unusual hazard exists. If the state superintendent determines that an area of unusual hazard exists, the state superintendent shall direct the school board to proceed as provided in par. (a).

(b) Within 30 days after the sheriff's report is received by the state superintendent, any aggrieved person may request a hearing before the state superintendent on the determination by the sheriff and on the plan. After such hearing, the state superintendent shall proceed as provided in par. (a).

(c) The state superintendent and the department of transportation shall establish a definition of "unusual hazards" and "area of unusual hazards" for the implementation of this subsection. Such definition shall be promulgated, as a rule, by the state superintendent.

Cross-reference: See also ch. PI 7, Wis. adm. code.

(10) ATTENDANCE IN NONRESIDENT SCHOOL DISTRICT. Subject to s. 118.51 (14) (a) 2., a school board may elect to provide transportation, including transportation to and from summer classes, for nonresident pupils who are attending public school in the school district under s. 118.51 or 121.84 (4), or its resident pupils who are attending public school in another school district under s. 118.51 or 121.84 (4), or both, except that a school board may not provide transportation under this subsection for a nonresident pupil to or from a location within the boundaries of the school district in which the pupil resides unless the school board of that school district approves.

History: 1971 c. 162; 1973 c. 89, 107, 333; 1975 c. 60, 392, 421; 1977 c. 227, 252, 418; 1981 c. 20 s. 2202 (51) (e); 1983 a. 27, 175; 1985 a. 29 s. 3202 (43); 1985 a. 218, 225, 240; 1993 a. 399, 492; 1995 a. 27 s. 9145 (1); 1995 a. 439; 1997 a. 27, 113, 164; 1999 a. 9, 117; 1999 a. 150 s. 672; 2001 a. 57; 2005 a. 68, 224; 2009 a. 185; 2013 a. 20.

Sections 121.51 (4) [now 121.51 (1)] and 121.54 (2) (b) 1., as enacted in 1969, are constitutional. *Vanko v. Kahl*, 52 Wis. 2d 206, 188 N.W.2d 460 (1971).

Exceptions to the mandatory provision of transportation should be narrowly construed. The exception for children who "reside in cities" should be confined to its common and approved usage. *Morrisette v. DeZonia*, 63 Wis. 2d 429, 217 N.W.2d 377 (1974). Although a private school was only 127 feet beyond the 5-mile limit of sub. (2) (b) 1., statutory construction was not available to extend the limit. *Young v. Mukwonago Board of Education*, 74 Wis. 2d 144, 246 N.W.2d 230 (1976).

A public school board's refusal to transport parochial pupils during a public school vacation violated sub. (2) (b) 1. *Hahner v. Wisconsin Rapids Board of Education*, 89 Wis. 2d 180, 278 N.W.2d 474 (Ct. App. 1979).

Common carrier passenger service need not be available to all city pupils for school board to possess the option under sub. (1). The "reasonable uniformity" requirement was directed at the distance that pupils are transported, not at the means of transportation that is chosen. *St. John Vianney School v. Janesville Board of Education*, 114 Wis. 2d 140, 336 N.W.2d 387 (Ct. App. 1983).

Students within a private school's attendance area under s. 121.51 (1) were entitled to transportation under sub. (2) (b) 1. although the campus they attended was not within the public school's 5-mile transportation radius, but another campus to which they could be transported was. *Providence Catholic School v. Bristol School District No. 1*, 231 Wis. 2d 159, 605 N.W.2d 238 (Ct. App. 1999), 98-3390.

Reading sub. (2) (b) 2. with s. 121.55, elementary schools are not restricted to providing transportation vehicles owned, operated, or contracted for by the district, but they also have the alternatives available under s. 121.55. *Providence Catholic School v. Bristol School District No. 1*, 231 Wis. 2d 159, 605 N.W.2d 238 (Ct. App. 1999), 98-3390.

Transportation must be on a reasonably uniform basis to all children attending either public or private schools. 61 Atty. Gen. 240. Students may have bus riding privileges suspended without being suspended or expelled from school. However, both public and private school students must be afforded due process under s. 120.13 (1) before such a suspension can take place. 63 Atty. Gen. 526.

A public school district did not violate the equal protection clause of the U.S. constitution by refusing to bus the students of charter school created under s. 118.20 (2r) located within its geographical boundaries. *Racine Charter One, Inc. v. Racine Unified School District*, 424 F.3d 677 (2005).

City school busing policies adopted pursuant to subs. (1) and (2) (b) 1. were without rational basis and violated the equal protection rights of city resident private school students who resided more than 2 miles from the school but were denied transportation solely because the school was located 400 feet outside the city and school district boundaries. *Deutsch v. Teel*, 400 F. Supp. 598 (1975).

Sub. (2) (b) 1. does not deny equal protection to students attending parochial school beyond 5-mile limit. *O'Connel v. Kniskern*, 484 F. Supp. 896 (1980).

121.545 Additional transportation.

(1) The parent or guardian of a pupil who attends a public or private school and who is not required to be transported under s. 121.54 may contract with the school board of the district for transportation under this subsection. The school board of the district may provide transportation under this subsection to a pupil not required to be transported under s. 121.54, if requested to do so by the parent or guardian of the pupil. The school board may charge a fee for the cost of providing transportation under this subsection and may waive the fee or any portion of the fee for any person who is unable to pay the fee. State aid shall not be provided for transportation under this subsection.

(2) A school board may provide transportation for children residing in the school district whom the school district is not required to transport under s. 121.54 to or from, or both, a before- and after-school child care program under s. 120.125, a prekindergarten class under s. 120.13 (13), a child care program under s. 120.13 (14), or any other child care program, family child care home, child care provider, or prekindergarten class. The school board may charge a fee for the cost of providing such transportation.

The school board may waive the fee or any portion of the fee for any person who is unable to pay the fee.
State aid shall not be provided for transportation under this subsection.

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: 2016-2017 Staff Proposal
Date: February 16, 2016

Attached you will find documents showing current staff levels for 2015-16 and proposed staffing levels for 2016-17. Following Board approval in March, the additional positions will be included in the budget for 2016-17.

Administrative Team Recommended Staffing Priorities for 2016-2017

Staffing Priorities and Rationale:

1. **Administrative Assistant** at LLE/TRIS; 1.0 FTE
Rationale: Safety and security; 4K; equity of support for all administrators; potential need for summer school support, decreases clerical work by administrator so that the administrators can focus on the most important work of supporting student achievement
2. **Instructional Coaches - Four Phases**
Phase 1 – 2016-2017, K-5 1.0 FTE
Rationale: Improve instructional practices through teacher support
3. **HS Choir** - .17 FTE
Rationale: Retention of staff; ability to offer more courses
4. **HS School Counselor** - .5 FTE
Rationale: Increased demand of student assessment; mental health issues; and ACP (Academic Counseling Programming)

TEACHING STAFF PROPOSAL			
	Current	Proposed	
	2015-2016	2016-2017	Change
	FTE	FTE	FTE
<u>Agriculture Teacher</u>	1.00	1.00	
<u>Alternative Education Teacher</u>	1.00	1.00	
<u>Art Teacher</u>	4.00	4.00	
<u>Business Education Teacher</u>	3.00	3.00	
<u>Early Childhood Teacher</u>	2.00	2.00	
<u>English Teacher</u>	4.00	4.00	
<u>ESL Teacher</u>	2.00	2.00	
<u>FACE Education Teacher</u>	2.00	2.00	
<u>G/T Teacher</u>	1.00	1.00	
<u>G/T/Resource/Reading Teacher</u>	1.00	1.00	
<u>HS/MS Literacy/Technology Learning Integration Teacher</u>	1.00	1.00	
<u>Instructional Coach</u>	0.00	1.00	1.00
<u>Instrumental Music Teacher</u>	1.00	1.00	
<u>K-12 Social Worker</u>	1.00	1.00	
<u>Language Arts Teacher</u>	3.00	3.00	
<u>Language Arts Teacher/Literacy Coach</u>	1.00	1.00	
<u>Library Media Specialist</u>	2.00	2.00	
<u>Mathematics Teacher</u>	8.00	8.00	
<u>Music Teacher</u>	4.68	4.85	0.17
<u>Occupational Therapist</u>	2.00	2.00	
<u>Physical Education Teacher</u>	3.00	3.00	
<u>Physical Education/Health Teacher</u>	5.00	5.00	
<u>Physical Therapist</u>	1.00	1.00	
<u>Reading Specialist</u>	2.00	2.00	
<u>Reading/G&T Teacher</u>	1.00	1.00	
<u>Resource/Reading Teacher</u>	1.00	1.00	
<u>School Counselor</u>	4.50	5.00	0.50
<u>School Nurse</u>	1.00	1.00	
<u>School Psychologist</u>	2.00	2.00	
<u>Science Teacher</u>	7.00	7.00	
<u>Social Studies Teacher</u>	6.50	6.50	
<u>Spanish Teacher</u>	4.00	4.00	
<u>Special Education Teacher</u>	15.00	15.00	
<u>Speech/Language Pathologist</u>	3.00	3.00	
<u>Teacher</u>	40.00	40.00	
<u>Technology Education Teacher</u>	3.00	3.00	
	143.68	145.35	1.67

Feb-16

CO/EXTRA CURRICULAR STAFFING POSITIONS

		2016-2017		2016-2017	
ACTIVITY	BUILDING	CHANGES	ACTIVITY	BUILDING	CHANGES
ES MUSIC	1	ELEM	HS SENIOR PROJECT COORDINATOR	0	HS
BAND DIRECTOR HS	1	HS	SOCCER BOYS VARSITY COACH	1	HS
BASEBALL ASSISTANT COACH (JV)	1	HS	SOCCER GIRLS VARSITY COACH	1	HS
BASEBALL VARSITY COACH	1	HS	SOCCER JV BOYS	1	HS
BASKETBALL CHEERLEADER COACH - 55%	1	HS	SOCCER JV GIRLS	1	HS
BASKETBALL GIRLS JV COACH	1	HS	SOFTBALL HEAD	1	HS
BASKETBALL GIRLS VARSITY COACH	1	HS	SOFTBALL JV COACH	1	HS
BASKETBALL ASSISTANT BOYS COACH (JV)	1	HS	STUDENT COUNCIL ADVISOR	1	HS
BASKETBALL BOYS FRESHMAN COACH	1	HS	TRACK ASSISTANT COACH	1	HS
BASKETBALL GIRLS FRESHMAN COACH	1	HS	TRACK ASSISTANT COACH - 50%	2	HS
BASKETBALL VARSITY BOYS COACH	1	HS	TRACK HEAD COACH	1	HS
CHOIR-HS	1	HS	VOLLEYBALL ASSISTANT COACH (JV)	1	HS
CROSS COUNTRY ASSISTANT COACH	1	HS	VOLLEYBALL GIRLS FRESHMAN COACH	1	HS
CROSS COUNTRY VARSITY COACH	1	HS	VOLLEYBALL VARSITY GIRLS	1	HS
DRAMA ASSISTANT	1	HS	WRESTLING ASSISTANT COACH (JV)	1	HS
DRAMA COACH	1	HS	WRESTLING HEAD COACH	1	HS
FOOTBALL ASSISTANT COACH	3	HS	4TH GRADE HISTORY HUNTERS	1	INT
FOOTBALL ASSISTANT COACH - 50%	2	HS	MUSIC	1	INT
FOOTBALL CHEERLEADER COACH - 45%	1	HS	PERCUSSION	1	INT
FOOTBALL FRESHMAN COACH	1	HS	TRIS SCIENCE CLUB ADVISOR	1	INT
FOOTBALL HEAD COACH	1	HS	BAND MS	1	MS
FORENSICS ADVISOR-HS	1	HS	BASKETBALL BOYS MS COACH	1	MS
FUTURE BUSINESS LEADERS OF AMERICA - 50%	2	HS	BASKETBALL BOYS MS COACH -50%	2	MS
GLOBAL COMMUNITY PROJECT	1	HS	BASKETBALL GIRLS MS COACH	2	MS
HIGH MILEAGE CLUB	1	HS	CHOIR-MS	1	MS
MATH TEAM	1	HS	FOOTBALL MS COACH	2	MS
MUSICAL DIRECTOR	1	HS	FORENSICS ADVISOR-MS - 50%	2	MS
MUSICAL ORCHESTRAL DIRECTOR HS	1	HS	GLOBAL COMMUNITY PROJECT - 50%	2	MS
MUSICAL TECHNICAL DIRECTOR	1	HS	MS QUIZ BOWL COACH	1	MS
MUSICAL VOCAL DIRECTOR-HS	1	HS	MS SCIENCE OLYMPIAD	0	MS
NATIONAL HONOR SOCIETY ADVISOR	1	HS	MS STUDENT COUNCIL ADVISOR - 50%	2	MS
POM PON JV COACH - 50%	2	HS	TRACK MS COACH	3	MS
POM PON VARSITY COACH-50%	2	HS	VOLLEYBALL MS COACH	2	MS
PROM/JUNIOR CLASS ADVISOR	1	HS	WRESTLING-MS	2	MS
ROBOTICS CLUB	1	HS	ATHLETIC DIRECTOR	1	DIST

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Insurance Committee Minutes

The Insurance Committee meeting was held on Monday, January 18, 2016, at 5:30 pm in the District Board and Training Center.

Appoint Note Taker

Greg Kuelz offered to take the minutes.

Attendance

Members in attendance: Doreen Treuden, Deb Arnold, Mandi Firgens, Deb Fritz, Darlene Gallman, Greg Kuelz, Jolene Hammond, Rin Kundert, Kelly Mosher, Jerry Roth, Sandi Spanton Nelson, and Melissa Whitmore. Absent: Mason Braunschweig and Lisa Christensen.

Approve Minutes

Motion by Mr. Roth, seconded by Ms. Mosher, moved to approve the November 23, 2015, minutes as amended. Motion carried, voice vote.

Review Health Savings Accounts

Mr. Kuelz reminded the group that we are in the planning phase where we are looking for information on potential plan design options to consider. Since at the November 23, 2015, meeting the Committee indicated interest in learning more about HSA's, this was a primary agenda item for this meeting. Mr. Kuelz introduced Ben Irwin to the Committee. Mr. Irwin shared insight from Parkview's switch to an HSA plan design earlier this school year. Mr. Irwin stressed the need for early education and communication to the staff on how the plan design operates. The group also discussed some of the challenges from the early months of an HSA when out of pocket expenses can be larger than HSA contributions available. He also indicated that some of the transitional issues they faced could have been lessened with better and earlier staff education.

Cash in Lieu

Mr. Kuelz shared and explained a recent delay in the way the cash in lieu contributions must be reported to the IRS and the impact it has on ACA penalties. Ms. Treuden shared that the cash in lieu offering is fraught with other issues and may be reduced or eliminated in future years in order to avoid problems. This topic will be one of the variables the group will consider for modification as the health insurance renewal approaches.

Review ACA

Mr. Kuelz updated the Committee on the delay in the deadline for the District to file forms 1095 and 1094. Employees will still be able to file personal income taxes without the forms.

Next Meeting Date

February 1, 2016, at 5:30 pm.

Next Meeting Agenda

The next meeting will be to learn the School Board's financial expectation for the Committee for this renewal. After that awareness the Committee will discuss and prioritize options to modify the Dean renewal based on the options discussed and considered.

Adjournment

Mr. Roth moved, Ms. Treuden, seconded to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 7:00 pm.

Submitted by Greg Kuelz, AFG Consultant

Approved: 2/1/16

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Food Service Employee Compensation Committee Minutes

The meeting of the Food Service Employee Compensation Committee took place on Monday, January 11, 2016, at 1:48 pm, in the District Office Conference Room.

Attendance

Members present: Jeannie Nelson, John Rasmussen, Jerry Roth, Marcia Scofield, Rebecka Selmer, Doreen Treuden, and Liz Uher.

Approve October 27 and December 1, 2015 Minutes

Motion by Mr. Rasmussen, seconded by Ms. Uher, moved to approve the October 27 and December 1, 2015, minutes as presented. Motion carried, voice vote.

Review/Revise Job Descriptions

Ms. Treuden shared a draft job description for a Cook 1. Job description reviewed, discussed, and suggested changes to be made. Job description to be reviewed at next meeting.

Set Future Meeting Date and Agenda

The next meeting will be Monday, February 8, 2016 at 1:45 pm. Agenda items: review/revise job descriptions.

Adjourn

Motion by Ms. Nelson, seconded by Ms. Scofield, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 2:38 pm.

Submitted by Ms. Treuden, Business Manager

Approved: 2/8/16

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Custodians and Cleaners Employee Compensation Committee Minutes

The meeting of the Custodians and Cleaners Employee Compensation Committee took place on Monday, January 11, 2016, at 2:49 pm, in the District Office Conference Room.

Attendance

Members present: Steve Maloney, John Rasmussen, Jerry Roth, Steve Scherber, Steve Shulta, Doreen Treuden, Kevin Wells, and Russell Hall.

Approve October 27 and December 1, 2015, Minutes

Motion by Mr. Scherber, seconded by Mr. Maloney, moved to approve the October 27 and December 1, 2015, minutes as presented. Motion carried, voice vote.

Review/Revised Job Descriptions

Ms. Treuden shared a draft job description for a cleaner. Job description reviewed, discussed, and suggested changes to be made. Job description to be reviewed at next meeting.

Set Future Meeting Date and Agenda

The next meeting will be Monday, February 8, 2016, at 2:45 pm. Agenda items: review/revise job descriptions.

Adjourn

Motion by Mr. Hall, seconded by Ms. Scherber, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 3:41 pm.

Submitted by Ms. Treuden, Business Manager

Approved: 2/8/16

EMPLOYEE HANDBOOK (EHB) PROPOSED CHANGES FROM JANUARY 7, COMMITTEE MEETING

#	Name on Form	EHB Part	EHB Page/Section/Section #	Employee HB Com Recommendation to Make Change	Board Action		Date
					YES	NO	
1, 2, 3	Corine Schieldt Dee Jay Redders Christine Schullo	2 - Certified	Pg. 29, 8.05, Sick Leave Bank - add number of sick days to the bank	YES			
7	Cathy Kruckenberg Dee Jay Redders	2 - Certified	Pg. 50, Section 7, 7.02 - Sick/Personal Days - change all	NO			
8, 9	Christine Schullo	2 - Certified	Pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits - change language	NO			
10	Gary Feldt	2 - Certified	Pg. 53, 8.01 A, Retirement Notification - change deadline	YES			

2nd Reading

January 7 proposed changes to committee

1/28/16

EMPLOYEE HANDBOOK (EHB) PROPOSED CHANGES FROM JANUARY 7, COMMITTEE MEETING

#	Name on Form	EHB Part	EHB Page/Section/Section #	Employee HB Com Recommendation to Make Change		Date
				YES	NO	
1, 3	Corine Schieldt, Christine Schullo	2 - Certified	Pg. 29, 8.05, Sick Leave Bank - add number of sick days to the bank	YES		
2	Dee Jay Redders	2 - Certified	Pg. 29, 8.05, Sick Leave Bank - add number of sick days to the bank	YES		
4	Gary Feldt	2 - Certified	Pg. 40, Section 1, 1.01, Normal Hours of Work - change work hours		Removed by Gary Feldt 1/7/16	
5	Dee Jay Redders	2 - Certified	Pg. 46, 5.09, Teacher Preparation Periods - change all		Removed by Kim Katzenmeyer 1/7/16	
6	Christine Schullo	2 - Certified	Pg. 46, 5.09, Teacher Preparation Periods - change all		Removed by Kim Katzenmeyer 1/7/16	
7	Cathy Kruckenberg	2 - Certified	Pg. 50, Section 7, 7.02 - Sick/Personal Days - change all		NO	
8, 9	Dee Jay Redders, Christine Schullo	2 - Certified	Pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits - change language		NO	
10	Gary Feldt	2 - Certified	Pg. 53, 8.01 A, Retirement Notification - change deadline		YES	
11	Dee Jay Redders	2 - Certified	Pg. 53, 8.01, C.3 (a)(b), Retiree HRA - change annual payment		Tabled - suggested re-write	
12	Christine Schullo	2 - Certified	Pg. 53, 8.01, C.3 (a)(b), Retiree HRA - change annual payment		Tabled - suggested re-write	

Clerical Items

Linda Gard	3 - Support	Pg. 67, Section 11, 11.03, A, B, and C. - add title of Technology and Data Specialist - we had changed the titles in this section last school year but did not carry forward in the body language
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January 7 proposed changes to committee
1/28/16

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

If you have a suggestion for an Employee Handbook change, please work with your employee group/representative to complete a form for each suggested change. Once the form is complete, please return to the District Administrator Administrative Assistant in the District Office, prior to each quarterly Employee Handbook Committee meeting. The Employee Handbook Committee will review, all suggested changes submitted by employee groups during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the Board of Education. The Board of Education will approve suggested changes quarterly, with implementation July 1 of each year.

Employee/School Board Member Name: Corine Schieldt

Employee Handbook Part: Sick Leave Bank

Employee Handbook Page/Section/Section #: pg.29,8.05

Suggested Revision:

How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph, last sentence):

*Employees shall indicate in writing annually on a form provided by the District with the first paycheck in May if they wish to contribute a sick or personal day to the Sick Leave Bank.
CHANGE TO: "...to contribute up to five sick or personal days to the Sick Leave Bank. Also, employees may give back to the Sick Leave Bank any unused days received from the Sick Leave Bank.
The revision furthers the Mission by allowing staff access to resources that allow them to focus on self so that they can be effective when they are in the classroom with students.

DISTRICT OFFICE USE ONLY

Form received: 12-18-15 km

Employee leave options — review all

Board of Education Approval of Change: YES ___ or NO ___; Action Date _____

Cost Impact and Amount: not abk to calculate

Legal Impact: not aware of any impact

EVANSVILLE COMMUNITY SCHOOL DISTRICT
EMPLOYEE HANDBOOK PROPOSED CHANGE
Effective Upon Board Approval July 1, Of Each Year

If you have a suggestion for an Employee Handbook change, please work with your employee group/representative to complete a form for each suggested change. Once the form is complete, please return to the District Administrator Administrative Assistant in the District Office, prior to each quarterly Employee Handbook Committee meeting. The Employee Handbook Committee will review, all suggested changes submitted by employee groups during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the Board of Education. The Board of Education will approve suggested changes quarterly, with implementation July 1 of each year.

Employee/School Board Member Name: Dee Jay Redders

Employee Handbook Part: Sick Leave Bank

Employee Handbook Page/Section/Section #: p. 29, 8.05

Suggested Revision:

How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph, last sentence):

"Employees shall indicate in writing annually on a form provided by the District with the first paycheck in May if they wish to contribute a sick or personal day to the Sick Leave Bank."
CHANGE TO: "...to contribute up to five sick or personal days to the Sick Leave Bank."
The revision furthers the Mission by allowing staff access to resources that allow them to focus on self so that they can be effective when they are in the classroom with students.

DISTRICT OFFICE USE ONLY

Form received: 12-18-15 jcr

Review all employee leave options
11/28/16 - to mirror #1 and #3 (language)

Board of Education Approval of Change: YES ___ or NO ___; Action Date _____

Cost Impact and Amount: not able to calculate

Legal Impact: not aware of any impact

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

If you have a suggestion for an Employee Handbook change, please work with your employee group/representative to complete a form for each suggested change. Once the form is complete, please return to the District Administrator Administrative Assistant in the District Office, prior to each quarterly Employee Handbook Committee meeting. The Employee Handbook Committee will review, all suggested changes submitted by employee groups during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the Board of Education. The Board of Education will approve suggested changes quarterly, with implementation July 1 of each year.

Employee/School Board Member Name: Christine Schullo

Employee Handbook Part: Sick Leave Bank

Employee Handbook Page/Section/Section #: pg 29, 8.05

Suggested Revision:

How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph, last sentence):

Employees shall indicate in writing annually on a form provided by the District with the first paycheck in May if they wish to contribute a sick or personal day to the Sick Leave Bank.
Change to "...to contribute up to five sick or personal days to the Sick Leave Bank. Also, employees may give back to the Sick Leave Bank any unused days received from the Sick Leave Bank"
This revision furthers the Mission by allowing staff access to resources that allow them to focus on self-care when needed so that they can be effective when they are in the classroom with students.

DISTRICT OFFICE USE ONLY

Form received: 12-18-15, KA

Review all employee leave options

Board of Education Approval of Change: YES ___ or NO ___; Action Date _____

Cost Impact and Amount: not able to calculate

Legal Impact: not aware of any impact

Certified Staff
Section 8 – Sick Leave

8.05 Sick Leave Bank

- A. Donation of Days: Employees shall indicate in writing annually on a form provided by the District with the first paycheck in May if they wish to contribute a sick or personal leave day to *the Sick Leave Bank*. *The donation form must be returned to the District business office no later than May 30.*
1. All donations of days are voluntary and permanent.
 2. Donated days will be credited to the Sick Leave Bank effective July 1.
 3. Days deposited by part-time employees shall be credited on a pro-rated basis of the employee's part-time assignment or contract.
 4. An annual accounting of the days available in the Sick Leave Bank will be given to the Employee Group by the District Office by August 1.
 5. The Sick Leave Bank shall have a maximum of two hundred fifty (250) days available at the beginning of any school year. Donations will be declined when the maximum is at two hundred fifty (250) days.

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

If you have a suggestion for an Employee Handbook change, please work with your employee group/representative to complete a form for each suggested change. Once the form is complete, please return to the District Administrator Administrative Assistant in the District Office, prior to each quarterly Employee Handbook Committee meeting. The Employee Handbook Committee will review, all suggested changes submitted by employee groups during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the Board of Education. The Board of Education will approve suggested changes quarterly, with implementation July 1 of each year.

Employee/School Board Member Name: Cathy Kruckenberg

Employee Handbook Part: Insurance and leave

Employee Handbook Page/Section/Section #: page 50, Section 7. #7.02

Suggested Revision:

How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph, last sentence):

See attached sheet.

DISTRICT OFFICE USE ONLY

Form received: 12-14-15 km

Board of Education Approval of Change: YES ___ or NO ___; Action Date _____

Cost Impact and Amount: Additional staff hours needed to track proposed change.

Legal Impact: see attached

Suggested handbook revision submitted by Cathy Kruckenber

This revision will help improve the climate and moral of teachers in the Evansville School District by allowing teachers more time to attend personal, community and family events that occur during the school year. The increase in moral of teachers will result in a more positive learning environment for all students.

The revision would read as follows: Teachers may be absent for personal or illness/injury for up to 11 days per year based upon years of service.

Years of Service	Sick days	Personal days
0-4	8	3
5-9	7	4
10-14	6	5
15-19	5	6
20-24	4	7
25-29	3	8
30-34	2	9
35+	1	10

IRS Scrutinizes Public Employer PTO Plans

by Andrew T. Phillips and Daniel S. Welytok, Attorneys, von Briesen & Roper, s.c.



Andrew T. Phillips



Daniel S. Welytok

Public employers in Wisconsin have traditionally provided employees with some sort of paid leave program whereby employees would receive salary continuation on days when an employee was ill, on vacation, or celebrating a holiday. In many cases, public employers would allow employees to “bank” unused leave time for future use. In some cases, employees would be granted the privilege of converting unused leave time to cash or contributing the financial value of the time to an extended health coverage benefit upon retirement.

In recent years, public employers have questioned the administrative and financial viability of the traditional leave plans, which separate leave entitlements into various categories – vacation, sick, holiday, personal, bereavement, etc. Many public employers began transitioning to a paid time off (PTO) plan whereby employees were allotted a specific number of days away from work without regard to the reason for the absence. But even with the transition to PTO, public employers typically continued to allow employees to contribute to a “bank” of unused hours that could be converted to cash or some other benefit upon separation of employment or retirement.

2011 Wisconsin Act 10 provided a significant opportunity for public employers to continue to evaluate changes to their traditional leave plans as changes to those plans are no longer a mandatory subject of collective bargaining. As a result, the past four (4) years have seen a proliferation of PTO plans implemented across the state as public employers attempt to create administrative and financial efficiency.

Many public employers are aware of the tax concept of “constructive receipt” of income for an employee. In simple terms, federal tax law requires an employer to treat payments made to an employee’s “bank” as income for tax purposes if the employer also provides the employee with an option to receive the contribution as cash.

For example, if an employer provides a retiring employee with a current option to apply her sick leave bank to health insurance premiums (pre-tax) or receive the value of the bank in cash, the employee is in “constructive receipt” of the money that is paid for health insurance premiums and the contribution is a taxable event – meaning it results in the employee being taxed on the value of the leave – even though the employee received no actual money.

The constructive receipt doctrine is taking on renewed significance as public employers have created new conversion options for “extended leave,” retirement accounts, health insurance continuation, and the like, some of which have at least a limited “cash out” option. But even in situations where the cash option is limited or capped, the IRS is clear that the “constructive receipt” rule will continue to apply.

The IRS is currently conducting an initiative focusing on benefits, and accordingly is increasing its scrutiny of public employer PTO and benefit plans. IRS agents are reviewing employer handbooks and policies made available on county, municipal, and school websites as one method of determining whether to initiate a formal audit into a public employer’s benefits practices. Therefore, we recommend that counties,

municipalities, schools, and other local governmental entities immediately review their leave or PTO plans to insure that constructive receipt is not an issue and to determine compliance with the Internal Revenue Code. As is true with most matters relating to IRS enforcement, interpretation and application of federal tax law to any specific circumstance can be tricky and counsel should be consulted to ensure that the public employer is placed in the best possible position if an audit is forthcoming. *

If you have any questions about this article, contact Andrew at aphillips@vonbriesen.com or Daniel at dwelytok@vonbriesen.com.

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“Say and do something positive that will help the situation; it doesn't take any brains to complain.”

~ Robert A. Cook

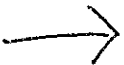


Certified Staff
Section 7 – Insurance and Leave

7.02 Sick, Personal, Bereavement, and Leave Benefits

Refer to Policy 529.1 – Family & Medical Leave

A. Sick/Personal/Business:

- 
1. Teachers may be absent for personal illness or injury up to eleven (11) days per year. Three (3) of these days may be used each year for personal or business leave. Unless an emergency situation prevails, a Teachers On Call (T.O.C.) request for a personal day(s) must be submitted at least forty-eight (48) hours prior to using personal time. Personal days may not be used on the first day of school, during the last two (2) weeks of the school year, or to extend vacation or holidays except with prior approval of the District Administrator or designee.
 2. In instances of emergency situations, when prior approval cannot be obtained, the teacher shall submit a statement to the District Administrator or designee who shall then determine whether a personal day may be used.
 3. If such days are not taken, they will accumulate each year as sick leave.
 4. The full allowance for sick leave for the school year will be credited at the beginning of the school term on the first day of school. Unused sick leave will be credited to each teacher's reserve, which may accumulate to one hundred ten (110) days at the end of the school year.
 5. If a teacher fails to complete the full term of the contract for reasons other than illness, such leave may be pro-rated on the basis of one (1) day per month of the time in service beginning with September.
 6. In the case where an employee qualifies for long-term disability, the District shall continue to pay teacher group health, hospitalization insurance provided the policy continues to have waiver of premium, for the duration of the annual contract after sick leave has been exhausted. The provisions stated in Part II, Section 7, number #13 of this handbook do not apply (they are exclusive to child-rearing/maternity leave). If the teacher fails to return to duty the following school year, a partial repayment of health and dental insurance premiums will be required. The amount due will be one-half (1/2) of the full cost of health and dental insurance premiums paid after FMLA provisions, if applicable, have been exhausted. The Board has the discretion to waive all or part of the repayment of premiums if, in the Board's judgment, the termination is beyond the teacher's control.
 7. Any employee covered by long term disability insurance shall not be eligible to claim sick leave pay at such time as the employee becomes eligible for LTD benefits.

8. For teachers hired before July 1st, 2013, accrued sick time up to a limit of 880 hours shall be paid out at \$12.50 per hour at the time of retirement. Teachers with at least twenty (20) years of service in the District may accumulate and be paid for up to 968 hours payable upon retirement. Payment will be made into a non-elective TSA according to the terms of the District 403b plan.
9. Sick or personal or business time as outlined in this section shall be administered on an hourly basis of an eight (8) hour day.
10. Sick or personal or business time of less than one hundred twenty (120) minutes will not be charged to sick or personal or business or funeral or bereavement leave if a substitute is not required.
11. The District agrees that no deduction for benefits will be required for up to two (2) days of non-paid leave in a contract year. Benefits will continue to be paid by the District.
12. If an employee takes more than two (2) non-paid leave days in a contract year, the District will deduct from the employee's payroll an amount per day determined by the following formula: Formula – divide the annual cost of the benefit by 260 days, multiply the resulting amount times the number of non-paid leave days in excess of two (2), and the result will be the total amount to be deducted for benefits. For example, if the health insurance annual premium is \$18,180 divided by 260 days the amount will be approximately \$70 per day for employees with the family health plan.
13. All requests for unpaid leave must be approved by the District Administrator or his/her designee.

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

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Employee/School Board Member Name: Dee Jay Redders

Employee Handbook Part: Insurance & Leave

Employee Handbook Page/Section/Section #: p. 51, 7.02 par. 8

Suggested Revision:

How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph, last sentence):

"For teachers hired before July 1, 2013, accrued sick time up to a limit of 880 hours shall be paid out at \$12.50 per hour at the time of retirement."
CHANGE TO:
Accrued sick time up to a limit of 880 hours shall be paid out at \$12.50 per hour at the time of retirement.
This revision will provide incentive for staff to remain in the district until retirement.

DISTRICT OFFICE USE ONLY

Form received: 12-18-15/CM

Board of Education Approval of Change: YES ___ or NO ___; Action Date _____

Cost Impact and Amount: OPEB liability increase - see attached

Legal Impact: not aware of any legal impact

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

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Employee/School Board Member Name: Christine Schullo

Employee Handbook Part: Insurance and Leave

Employee Handbook Page/Section/Section #: pg 51, 7.02 par. 8

Suggested Revision:

How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph, last sentence):

"For teachers hired before July 1, 2013, accrued sick time up to a limit of 880 hours shall be paid out at \$12.50 per hour at the time of retirement."
Change to: Accrued sick time up to a limit of 880 hours shall be paid out at \$12.50 per hour at the time of retirement. This revision will provide incentive to all staff to remain in the district until retirement.

DISTRICT OFFICE USE ONLY

Form received: 12-18-15/ks

Board of Education Approval of Change: YES ___ or NO ___; Action Date _____

Cost Impact and Amount: OPEB liability increase - see attached

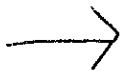
Legal Impact: not aware of any legal impact

7.02 Sick, Personal, Bereavement, and Leave Benefits

Refer to Policy 529.1 – Family & Medical Leave

A. Sick/Personal/Business:

1. Teachers may be absent for personal illness or injury up to eleven (11) days per year. Three (3) of these days may be used each year for personal or business leave. Unless an emergency situation prevails, a Teachers On Call (T.O.C.) request for a personal day(s) must be submitted at least forty-eight (48) hours prior to using personal time. Personal days may not be used on the first day of school, during the last two (2) weeks of the school year, or to extend vacation or holidays except with prior approval of the District Administrator or designee.
2. In instances of emergency situations, when prior approval cannot be obtained, the teacher shall submit a statement to the District Administrator or designee who shall then determine whether a personal day may be used.
3. If such days are not taken, they will accumulate each year as sick leave.
4. The full allowance for sick leave for the school year will be credited at the beginning of the school term on the first day of school. Unused sick leave will be credited to each teacher's reserve, which may accumulate to one hundred ten (110) days at the end of the school year.
5. If a teacher fails to complete the full term of the contract for reasons other than illness, such leave may be pro-rated on the basis of one (1) day per month of the time in service beginning with September.
6. In the case where an employee qualifies for long-term disability, the District shall continue to pay teacher group health, hospitalization insurance provided the policy continues to have waiver of premium, for the duration of the annual contract after sick leave has been exhausted. The provisions stated in Part II, Section 7, number #13 of this handbook do not apply (they are exclusive to child-rearing/maternity leave). If the teacher fails to return to duty the following school year, a partial repayment of health and dental insurance premiums will be required. The amount due will be one-half (½) of the full cost of health and dental insurance premiums paid after FMLA provisions, if applicable, have been exhausted. The Board has the discretion to waive all or part of the repayment of premiums if, in the Board's judgment, the termination is beyond the teacher's control.
7. Any employee covered by long term disability insurance shall not be eligible to claim sick leave pay at such time as the employee becomes eligible for LTD benefits.
8. For teachers hired before July 1st, 2013, accrued sick time up to a limit of 880 hours shall be paid out at \$12.50 per hour at the time of retirement. Teachers with at least twenty (20) years of service in the District may accumulate and be paid for up to 968 hours payable upon retirement. Payment will be made into a non-elective TSA according to the terms of the District 403b plan.
9. Sick or personal or business time as outlined in this section shall be administered on an hourly basis of an eight (8) hour day.



10. Sick or personal or business time of less than one hundred twenty (120) minutes will not be charged to sick or personal or business or funeral or bereavement leave if a substitute is not required.
11. The District agrees that no deduction for benefits will be required for up to two (2) days of non-paid leave in a contract year. Benefits will continue to be paid by the District.
12. If an employee takes more than two (2) non-paid leave days in a contract year, the District will deduct from the employee's payroll an amount per day determined by the following formula: Formula – divide the annual cost of the benefit by 260 days, multiply the resulting amount times the number of non-paid leave days in excess of two (2), and the result will be the total amount to be deducted for benefits. For example, if the health insurance annual premium is \$18,180 divided by 260 days the amount will be approximately \$70 per day for employees with the family health plan.
13. All requests for unpaid leave must be approved by the District Administrator or his/her designee.

OPEB Table C

Evansville Community School District

Determination of Normal Cost, Actuarial Accrued Liability (AAL) and Unfunded Actuarial Accrued Liability (UAAL) as of July 1, 2014

Total Incurred OPEB Liabilities

	Administration	Teachers	Support	Administrative Assistants	Custodian	Other Retiree	Total
1. Normal cost as of 7/1/2014	\$1,620	\$84,857	\$8,059	\$6,368	\$8,121	\$0	\$109,025
2. Actuarial accrued liability as of 7/1/2014							
a. Current Retiree AAL	137,452	520,075	43,768	88,542	75,363	73,479	938,679
b. Future Retiree AAL	7,756	1,240,950	92,526	105,501	116,063	0	1,562,796
c. Total AAL (#2a + #2b)	145,208	1,761,025	136,294	194,043	191,426	73,479	2,501,475
3. Actuarial value of assets	0	0	0	0	0	0	0
4. Unfunded actuarial accrued liability [#2c - #3]	\$145,208	\$1,761,025	\$136,294	\$194,043	\$191,426	\$73,479	\$2,501,475

Support Staff added

8-9

OPEB Table C

Evansville Community School District

Determination of Normal Cost, Actuarial Accrued Liability and Unfunded Actuarial Accrued Liability (UAAL) as of 7/1/2012

Total Incurred OPEB Liabilities

Administrators	Teachers	Administrative Assistants	Custodians	Total
\$15,405	\$35,444	\$27,793	\$12,876	\$91,518
416	1,210	733	1,310	3,669
14,989	34,234	27,060	11,566	87,849
148,253	1,008,386	0	82,734	1,239,373
3,295	189,904	0	13,165	206,364
125,671	319,000	424,050	218,088	1,086,809
3,572	10,886	11,692	27,081	53,231
267,057	1,126,596	412,358	260,576	2,066,587
659	2,779	1,017	643	5,098
\$266,398	\$1,123,817	\$411,341	\$259,933	\$2,061,489

Admin Asst. Added

1. Normal cost as of 7/1/2012
 - a. Future retiree (Current active) value of OPEB
 - b. Future retiree (Current active) paid portion of premiums
 - c. Total normal cost [#1a - #1b]
2. Actuarial accrued liability as of 7/1/2012
 - a. Current retiree value of OPEB
 - b. Current retiree paid portion of premiums
 - c. Future retiree (Current active) value of OPEB
 - d. Future retiree (Current active) paid portion of premiums
 - e. Total actuarial accrued liability [(#2a - #2b) + (#2c - #2d)]
3. Actuarial value of assets
4. Unfunded actuarial accrued liability [#2e - #3]

8-9

OPEB Table C

Evansville Community School District

Determination of Normal Cost, Actuarial Accrued Liability
and Unfunded Actuarial Accrued Liability as of 7/1/2008 ✓

1. Normal cost as of 7/1/2008
 - a. Value of OPEB benefits
 - b. Future retiree paid portion of premiums
 - c. Total normal cost [#1a - #1b]
2. Accrued liability as of 7/1/2008
 - a. Retiree value of OPEB benefits
 - b. Retiree paid portion of premiums
 - c. Future retiree value of OPEB benefits
 - d. Future retiree paid portion of premiums
 - e. Total accrued liability [(#2a - #2b) + (#2c - #2d)]
3. Actuarial value of assets
4. Unfunded actuarial accrued liability [#2e - #3]

Total Incurred OPEB Liability

	Non-Represented	Teachers	Custodians	Total Liability
	\$47,870	\$320,033	\$27,830	\$395,733
	246	6,446	0	6,692
	47,624	313,587	27,830	389,041
	0	1,096,102	23,776	1,119,878
	0	49,616	0	49,616
	473,380	3,579,428	308,438	4,361,246
	3,158	84,687	0	87,845
	470,222	4,541,227	332,214	5,343,663
	0	0	0	0
	\$470,222	\$4,541,227	\$332,214	\$5,343,663

8-9

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

If you have a suggestion for an Employee Handbook change, please work with your employee group/representative to complete a form for each suggested change. Once the form is complete, please return to the District Administrator Administrative Assistant in the District Office, prior to each quarterly Employee Handbook Committee meeting. The Employee Handbook Committee will review, all suggested changes submitted by employee groups during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the Board of Education. The Board of Education will approve suggested changes quarterly, with implementation July 1 of each year.

Employee/School Board Member Name: Gary Feldt

Employee Handbook Part: Part 2 (certified staff)

Employee Handbook Page/Section/Section #: page 53/section 8/#8.01a

Suggested Revision:

How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph, last sentence):

Change deadline for retirement notification to be more in line with contract deadlines instead of February 1st and the late notification penalties more in line with the dates and amounts for late employee resignations. Retirement decisions require a lot of information gathering and planning and putting an early February deadline on that important decision is not possible to meet.

DISTRICT OFFICE USE ONLY

Form received: 12-18-15 KW

Board of Education Approval of Change: YES ___ or NO ___; Action Date _____

Cost Impact and Amount: Staff retirements may affect other District positions that cannot be changed once teacher

Legal Impact: contracts are issued. Its impossible to determine cost impact of receiving retirement notices in June.

Certified Staff
Section 8 – Retirement Benefits

8.01 Wisconsin Retirement System (WRS) Contributions

All qualified regularly employed full-time and part-time teaching personnel shall pay 100% of the employee's required contribution into the WRS as required by state statute.

A. Retirement Notification:

Retirement notification shall be submitted on or before February 1st for budget planning and staffing purposes. Employees who submit their notice after February 1st may be required to pay \$500.00.

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, February 10, 2016, at 6:00 pm in the District Board and Training Center.

The meeting was called to order by President Mason Braunschweig. Roll call was taken. Members present: Braunschweig, Busse, Rasmussen, Spanton Nelson, Hammann, Allen, and HS Rep. Roth. Oberdorf arrived at 6:01 pm and HS Rep. Michael arrived at 6:03 pm.

APPROVE AGENDA

Motion by Mr. Busse, seconded by Ms. Hammann, moved to approve the agenda as presented. Motion carried, 6-0 (voice vote).

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- Open Enrollment – February 1 - April 29, 2016
- School Bus Drivers Week – Week of February 8-12
- Energy Fair – April 22, 2016
- Back To School Days – August 10, 10:00 am – 2:00 pm and August 16, 3:00 pm – 7:00 pm

PUBLIC PRESENTATIONS

Seven parents/business owners spoke on bus transportation to Little Tweets Child Care.

INFORMATION & DISCUSSION

TRIS teaching staff, Ms. Doyle and Ms. Striker, presented on Writing Workshop. Student, Isabella (Izzy) Crossen, read a letter to the Board. Discussion.

High School Board Representatives, Ms. Michael and Ms. Roth, presented high school events.

Mr. Braunschweig presented the second Friday January attendance reports.

District Administrator, Mr. Roth, presented on the bus transportation of transporting students from Little Tweets Child Care, the in town bus morning pick up of students, and 4K transportation. Discussion. Consensus of the Board to continue current practice for two weeks, until the next Board meeting, February 24, for the Board to vote on.

Ms. Hammann presented for a first reading, policies: #320-General Organization; #343.3-Online Learning/Virtual School Program; #343.31-Virtual School Program-Administrative Rule; #343.3 Form-Virtual School Program Form; #522.2-Tobacco/Nicotine/Electronic Cigarette Use by Staff on School Premises; #832-Tobacco/Nicotine-Free School Property; and #832.1-Use of Tobacco/Nicotine/Electronic Cigarette Products on School Premises. Discussion. Policies to be updated and to come back for a second reading.

Mr. Rasmussen presented for a second reading, Proposed Employee Handbook Changes: #1, #2, #3-Part 2, Certified Staff, pg. 29, 8.05, Sick Leave Bank-Add Number of Sick Days to the Bank;

#7—Part 2, Certified Staff, pg. 50, Section 7, 7.02-Sick/Personal Days-Change All; #8, #9—Part 2, Certified Staff, pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits-Change Language; and #10—Part 2, Certified Staff, pg. 53, 8.01 A, Retirement Notification-Change Deadline.

PUBLIC PRESENTATIONS

One parent spoke on bus transportation.

BUSINESS (Action Item)

Motion by Mr. Busse, seconded by Ms. Spanton Nelson, moved to approve the Job Share Agreement for the 2016-2017 school year between Nancy Greve-Shannon and Jo Ann Grovesteen, as presented. Discussion. Motion carried, 7-0 (voice vote).

CONSENT (Action Items)

Motion by Ms. Spanton Nelson, seconded by Mr. Busse, moved to approve the consent agenda items: policies #412-School Census; #412.1-Full-Time Students; #443.4-Student Alcohol and/or Other Drug Use; #522.1-Alcohol and Drug-Free Workplace; #443.41/522.11-Definitions Relating to Alcohol, Tobacco/Nicotine and Other Drug Prohibitions; the January 27 Regular Meeting Minutes; and the January Bills and Reconciliation, as presented. Motion carried, 7-0 (roll call vote).

FUTURE AGENDA

The February 24, 2016, Regular Meeting agenda discussed.

FIVE MINUTE BREAK

A five minute break was taken.

EXECUTIVE SESSION

Motion by Mr. Allen, seconded by Ms. Oberdorf, moved to move into executive session, under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, 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 8:03 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved: _____
Mason Braunschweig, President

Recommendation - to use new version**EVANSVILLE SCHOOL DISTRICT WELLNESS**

The Evansville School District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health helps optimize student performance potential.

- A. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.** The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be dependent on revenue from high-fat, low nutrient foods to support school programs.

Health Curriculum

The health curriculum will educate students to develop the knowledge, attitudes, skills and behavior for life long healthy eating habits and physical activity. The district has approved a K-12 comprehensive health curriculum. This curriculum supports the philosophy that the quality of life is dependent upon the students' interaction with their total environment, which includes their physical, mental and social well-being. Included in the health curriculum as a performance goal, is that students will learn good food habits to help build and maintain good health. This performance goal is promoted throughout the K-12 comprehensive health curriculum.

Physical Education Curriculum

The physical education curriculum teaches children the importance of physical exercise and exposes students to a wide range of physical activities, so that students develop the knowledge and skills to be physically active for life. Students receive instruction in the five health-related components of fitness (cardiovascular endurance, muscular endurance, muscular strength, flexibility and body composition). Body composition instruction includes proper diet and healthy eating habits. The curriculum promotes lifelong physical activity and fitness, which includes healthy eating as its primary goal.

- B. Support and promote proper dietary habits contributing to students' health status and academic performance.** All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the District Nutrition Standards. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety and packaging to ensure high quality meals.

C. Promote Student Engagement in Physical Activity.

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's

education program from grades pre-K through 12. Physical activity could include regular instructional physical education, co-extra curricular activities and recess. Substituting any one of these components for the others is not appropriate.

D. The Evansville School District is committed to improving academic performance in high-risk groups.

Educators, administrators, parents, health practitioners and communities must all acknowledge the critical role student health plays in academic stamina and performance and help ensure students' basic nourishment and activity needs are met. Research identifies the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn should be identified to help ensure widespread understanding of the benefits to healthy school environments.

Legal Ref.: Child Nutrition
WIC Reauthorization Act of 2004

Local Ref.: Policies: #458.1, #458.2, and #458.3.

Recommendation – to use this new version – Required Policy

EVANSVILLE SCHOOL DISTRICT WELLNESS POLICY AND PROCEDURES

The Evansville Community School District Board of Education promotes healthy schools by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to increase the academic achievement of students. Improved health helps optimize student performance potential. It is the policy of the District that:

- Schools shall provide nutrition education that will educate students to develop the knowledge, attitudes, skills and behavior for life long healthy eating habits. Included in the nutrition education as a performance goal, students will learn good food habits to help build and maintain good health. This performance goal is promoted throughout PK-12 nutrition education.
- Schools shall support and promote dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the District Nutrition Standards. Emphasis should be placed on foods that are nutrient dense per calorie. Food should be served with consideration toward variety, appeal, taste, safety and packaging to ensure high quality meals.
- Schools shall provide physical education that teaches children the importance of physical exercise and exposes students to a wide range of physical activities, so that students develop the knowledge and skills to be physically active for life. Students receive instruction in the five health-related components of fitness (cardiovascular endurance, muscular endurance, muscular strength, flexibility and body composition). Body composition instruction includes proper diet and healthy eating habits. The education promotes lifelong physical activity and fitness.
- Schools shall provide a quality physical activity program. Physical activity should be included in a school's education program from grades PK through 12. Physical activity could include regular instructional physical education, co-extracurricular activities and recess. Substituting any one of these components for the others is will not be considered appropriate.

PROCEDURES

A. Goals:

1. The District will provide nutrition education that will teach, encourage, and support healthy behaviors.
 - a. Nutrition education shall be based on a standards driven PK-12 comprehensive framework (Wisconsin Model Academic Standards for Nutrition).
 - b. Nutrition education shall be provided to parents in the form of handouts, school website, school newsletters, or other appropriate means.
 - c. Nutrition education shall link to the larger school community, such as school and non-school sponsored activities.

2. The District will follow established nutritional guidelines:
 - a. The school lunch provider will follow the National School Lunch Program guidelines by offering:
 1. At least 4 fruits and/or non-fried vegetables per day
 2. Whole grains
 3. 1% or low fat milk
 4. The elimination of trans fats
 5. Using low fat versions of foods or low fat cooking methods
 - b. All students shall be provided at least 30 minutes for lunch/recess.
 - c. Strong consideration must be given to nonfood items as part of any teacher-to-student incentive program. Should teachers feel compelled to utilize food items as an incentive, they must adhere to the District Nutritional Standards.

3. The District will provide physical education and activity to all students in grades PK-12.
 - a. Provide 90 minutes of instructional physical education for elementary students per week.
 - b. Provide 225 minutes of instructional physical education for middle and high school students per week, on average.
 - c. Ensure students take a required 1.5 credits of physical education during high school.

B. Guidelines for Food and Beverages Offered to Students at School Functions:

1. The District encourages the use of nutrient dense foods for all school functions and activities. At any school function (parties, celebrations, feasts, sporting events, etc.), healthy food options must be available. Suggestions listed below:
 - a. Raw vegetable sticks/slices with low-fat dressing or yogurt dip
 - b. Fresh fruit and 100% fruit juices
 - c. Frozen fruit juice pops
 - d. Dried fruits (raisins, banana chips, etc.)
 - e. Trail mix (dried fruits and nuts)
 - f. Low-fat meat and cheese sandwiches
 - g. Party mix (variety of cereals, nuts, pretzels, etc.)
 - h. Low-sodium crackers
 - i. Baked corn chips & fat free potato chips with salsa and low-fat dips
 - j. Low-fat muffins, granola bars and cookies
 - k. Angel food and sponge cakes

- l. Flavored yogurt & fruit parfaits
 - m. Gelatin and low-fat pudding cups
 - n. Low-fat ice creams, frozen yogurts, and sherbets
 - o. Low-fat and skim milk products
 - p. Water
2. It is recognized that there may be rare special occasions, (birthdays, class celebrations) when the school principal may allow a school group to deviate from these guidelines.
 3. The vending sales of water, 100% juices, low calorie sports drinks, and any dairy based beverages will be permitted prior to and after school and throughout the instructional day in the middle and high school (with the exception of lunch periods).
- C. Fundraising:
1. Fundraising activities intended for student consumption during the school day must follow the nutrition guidelines outlined in this policy.
 2. Fundraising activities intended for purchase outside of the school day are exempt from the outlined nutrition guidelines. Order forms for these fundraisers may be distributed during the school day if consumption is not intended during school hours.
- D. Policy Implementation and Evaluation:
1. The principal of each school shall ensure the inclusion of the actions set forth in this policy in Sections A and B.
 2. The District Wellness Policy Committee will evaluate the policy and revisit it as necessary to meet DPI guidelines.
 - a. The Committee will meet a minimum of one time annually
 - b. The Committee membership will include:
 - i. Parent Representative
 - ii. Student Representative from the middle or high school level
 - iii. Administrative Representative
 - iv. Physical Education Teacher
 - v. Health Education Teacher
 - vi. General Education Teacher
 - vii. District Nurse
 - viii. Food Service Director
 - ix. School Board Member
 - c. The District Administrator will inform and update the community on an annual basis according to the Wellness Policy Committee's report.

Legal Ref.: Child Nutrition WIC Reauthorization Act of 2004
2010 Healthy, Hunger Free Kids Act

Local Ref.: Policy #458.1, District Nutrition Standards

Recommendation – to replace with new 458.1

STUDENT NUTRITION PROCEDURES

The Evansville School District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health helps optimizes student performance potential.

Hot Lunch/Breakfast Program:

- The full meal program will continue to follow the U.S. Government's Nutrition Standards.
- The Hot Lunch/Breakfast provider will be expected to make every effort to follow the District Nutrition Standards when determining the items in a la carte sales.
- A la carte items that do not meet the District Nutrition Standards may be acceptable for student consumption within moderation (i.e., limit quantity sold to an individual student).
- A la carte items that do not meet the District Nutrition Standards may be acceptable when offered on an intermittent basis.

Lunchroom Climate:

- A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.
- It is encouraged that the lunchroom environment be a place where students have:
 - adequate space to eat and pleasant surroundings;
 - adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch from the time they are seated);
 - convenient access to hand washing facilities before meals.
- It is also encouraged that recess time be offered before lunch.

Fundraising:

- All fundraising projects will be expected to make every effort to follow the District Nutrition Standards when determining the items being sold.

Teacher-to-Student Incentive:

Strong consideration must be given to nonfood items as part of any teacher-to- student incentive programs. Should teachers feel compelled to utilize food items as an incentive, they must adhere to the District Nutritional Standards.

Student Nutrition Education:

The Evansville School District has a comprehensive curriculum approach to nutrition in kindergarten through ninth grade. Beginning with the 2006-2007 school year, all instructional

staff will be encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. These nutritional themes include but are not limited to:

- * Knowledge of food guide pyramid
- * Healthy heart choices
- * Sources and variety of foods
- * Guide to a healthy diet
- * Diet and disease
- * Understanding calories
- * Healthy snacks
- * Healthy breakfast
- * Healthy diet
- * Food labels
- * Major nutrients
- * Multicultural influences
- * Serving sizes
- * Proper sanitation
- * Identify and limit junk food

The District Comprehensive Health Curriculum reinforces nutrition education to help students practice these themes in a supportive school environment.

Parent Nutrition Education: (2007-2008)

- Nutrition education will be provided to parents beginning at the elementary level. The goal will be to continue to educate parents throughout the middle and high school levels.
- Nutrition education may be provided in the form of handouts, postings on the District website, or presentations that focus on nutritional value and healthy lifestyles.

Evansville School District Wellness Committee:

With the purposes of monitoring the implementation of the District's policy, evaluating policy progress, serving as a resource to school sites, and revising the policy as necessary it is recommended that a District-wide wellness committee be established. The committee would meet a minimum of two times annually with committee membership as follows:

- District Food Service Coordinator
- Parent representative from each school level
- Student representative from the middle and high school levels
- Administrative Representative
- Physical Education and Health Teacher from each school level

Approved: May 8, 2006

458.1 (formerly 458.2)

Revised:

1st Reading: 2/24/16

Recommendation – to replace current 458.2

DISTRICT NUTRITION STANDARDS

The Evansville Community School District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the District has adopted the following Nutrition Standards governing the sale of food, beverages and candy on school grounds.

Food (Including Vending):

Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 200 calories for a snack item and 350 calories for an entrée item.

Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 230 mg of sodium for a snack item and 480 mg of sodium for an entrée item.

Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 30% of its total calories derived from fat.

Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 10% of its total calories derived from saturated fat.

Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower “bad” LDL cholesterol and maintain “good” HDL cholesterol.

Beverage (Including Vending):

Schools may sell:

- plain water (with or without carbonation)
- unflavored, low fat milk
- unflavored or fat free milk and milk alternatives permitted by NSLP
- 100% fruit or vegetable juice
- 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners

	Elementary	Middle	High
Water, plain	No portion limit	No portion limit	No portion limit
Milk and Juice	Maximum serving size of 8oz	Maximum serving size of 12oz	Maximum serving size of 12oz
Calorie free, flavored water or other flavored and/or carbonated beverages containing < 5 calories per 8oz or ≤ 10 calories per 20oz	Not allowable	Not allowable	Maximum serving size of 20oz
Beverages with ≤ 40 calories per 8oz , or ≤ 60 calories per 12oz	Not allowable	Not allowable	Maximum serving size of 12oz

Fundraising Activities and Concessions:

Any fundraising requires administrative approval. To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold. The following recommendations are encouraged to promote healthy choices for children related to fundraising activities supported by the school:

- Offer non-food items as the items that raise funds such as books, gift wrap, candles, plants, flowers, school promotional items, etc.
- When food and beverages are sold include some healthy food choices.

Legal Ref.: Child Nutrition WIC Reauthorization Act of 2004
2010 Healthy, Hunger Free Kids Act

Local Ref.: Policy #458 – Evansville School District Wellness Policy and Procedures

Recommendation – to remove, as recommended to list as 458.1

DISTRICT NUTRITION STANDARDS

The Evansville School District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the District has adopted the following Nutrition Standards governing the sale of food, beverages and candy on school grounds. Sites are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines.

Food: (Including Vending):

Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 30% of its total calories derived from fat.

Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more that 10% of its total calories derived from saturated fat.

Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower “bad” LDL cholesterol and maintain “good” HDL cholesterol.

It is recognized that there may be rare special occasions, (birthdays, class celebrations) when the school principal may allow a school group to deviate from these guidelines: when connected to district approved curriculum.

Encourage the consumption of nutrient dense foods, i.e., whole grains, fresh fruits and vegetables.

Acceptable classroom snacks or treats: see “Guidelines for Food and Beverages Offered”

Fundraising Activities and Concessions:

Any fundraising requires administrative approval. To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold. The following recommendations are encouraged to promote healthy choices for children related to fundraising activities supported by the school:

- Offer non-food items as the items that raise funds such as books, gift wrap, candles, plants, flowers, school promotional items, etc.
- When food and beverages are sold include some healthy food choices.

Recommendation – to remove

GUIDELINES FOR FOOD AND BEVERAGES OFFERED
TO STUDENTS AT SCHOOL FUNCTIONS

The Evansville School District encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. At any school function, (parties, celebrations, feasts, sporting events, etc.) healthy food choice options must be available. Some suggested foods are listed below:

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit and 100% fruit juices
- Frozen fruit juice pops
- Dried fruits (raisins, banana chips, etc.)
- Trail mix (dried fruits and nuts)
- Low-fat meats and cheese sandwiches
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Low-sodium crackers
- Baked corn chips & fat free potato chips with salsa and low-fat dips
- Low-fat muffins, granola bars and cookies
- Angel food and sponge cakes
- Flavored yogurt & fruit parfaits
- Gelatin and low-fat pudding cups
- Low-fat ice creams, frozen yogurts, and sherbets
- Low-fat and skim milk products
- Water

Beverages:

Vending and non vending sales of any carbonated beverages will not be permitted during the instructional day. Carbonated beverages will be permitted at special school events as approved by the building principal.

The vending sales of water, 100% juices, low calorie sport drinks, and dairy based beverages will be permitted prior to and after school and throughout the instructional day in the middle and high schools (with the exception of lunch periods).

No carbonated beverages will be allowed during lunches in grades K-8.

Revised:

1st Reading: 2/24/16

ANIMALS IN SCHOOL

Proper care should be taken with invertebrate animals. The term “animals” throughout this policy refers only to vertebrate animals. Animals may be brought into the classroom for educational purposes only, but under conditions which insure the safety of the students and staff, and the well being of the animal. Instructional use of animals includes the raising, care, and observation of live organisms. It also includes carefully supervised dissection and observation of preserved specimens.

Guidelines:

1. Instructors must be familiar with the needs and behaviors of a given species prior to its introduction into the classroom.
2. All animals must be appropriately housed, humanely cared for, and **properly** ~~property~~ handled. Any animal exhibiting signs of illness or distress must be tended to by a qualified caretaker. Production animals should only be housed temporarily and for particular instructional purposes.
3. The staff member must make provisions for the care and maintenance of the animal(s) during the days when school is not in session.
4. The staff member must use and instruct the students to use the District’s Blood Borne Pathogen and Communicable Disease Policy.
5. Before any animal shall be brought into the school, prior permission must be received from the supervising teacher and the principal.
6. Only the staff member or students designated by the teacher are to handle the animals.
7. At the beginning of the year, parents/guardians will be notified in writing about animals that may be in the classroom throughout the year. The notification will request information regarding any known allergies, compromised immunity, and phobia.
8. Facilities in which animals are regularly present must be posted at the door.
9. Prior to entering the classroom, all animals must be inspected by staff for any signs of illness, open sores or abnormal behaviors. Staff has the discretion to refuse any animal into the classroom.
10. The staff is responsible for cleaning and caring of the animal habitat or area used.
11. Staff and students must wash their hands after handling animals. Staff will enforce hand washing especially before students eat. Animals are not allowed in the vicinity of sinks where students and staff wash their hands, in any area where food is prepared, stored, and served, or in areas used for cleaning and storage of food, utensils, or dishes.
12. If students or staff has any unusual contact such as being bitten, the contact area should be immediately cleaned thoroughly with soap and water. The supervising adult must report the incident immediately to the school office, which will notify parents/guardians, or other appropriate agencies.
13. ~~Pet birds, including parrots and parakeets,~~ **All animals** are not permitted at school unless they have been veterinarian-certified as ~~psittacosis-free~~.
14. Live animals may be released only according to specified guidelines.
15. Animals are not to be transported on school buses.
16. Companion/**therapy** ~~animals for use with disabled persons~~ **maybe** / are ?? permitted in the schools and buses **with administrative approval**.

Dissection:

Students may dissect dead animal organs and tissues only if purchased from a reputable dealer and preserved in a manner that prevents zoonotic disease transmissions. Any other use of dead animal organs and tissues must have the approval of the principal. Lab study may never include contact with cerebral spinal fluid.

~~Legal Ref.: Sections 121.021(I) Wisconsin Statutes~~

~~_____ 174.056~~

~~_____ 252.21~~

~~_____ 254.56~~

~~_____ TRANS 300.16 Wis. Code~~

1st Reading: 2/14/16

Recommendation – to remove, not required

DOMESTIC PETS ON SCHOOL PREMISES

Pursuant to Evansville city ordinance, Chapter 14, any person owning or having control of an animal on property, public or private, which property is not owned or occupied by such person, shall promptly remove excrement left by such animal and place it in a proper receptacle, bury it or flush it in a toilet on property owned or occupied by the person. Any person causing or permitting an animal to be on any property, public or private, which property is not owned or occupied by such person, shall have in his immediate possession a device or object suitable for removal of the excrement and a depository for the transmission of the excrement to property owned or occupied by the person.

The running of domestic pets at large on District property is strictly prohibited. Any domestic pet which is off the premises of its owner or keeper and unaccompanied by the owner or by some person under his direction, shall be deemed running at large.

No person shall permit any domestic pet owned or kept by him to run at large on District property. All domestic pets must be restrained with an appropriate leash and collar.

It is the duty of the person attending domestic pets to clean up any droppings left by such pet on District property at the time droppings are made.

Violation of this District policy may result in Board of Education action and will be subject to Section 14-37 of the code of ordinances for the City of Evansville or other municipal ordinances in the District.

Legal Ref.: Sections 121.02(1)(i) and 174.056 Wisconsin Statutes
TRANS 300.16 Wisconsin Administrative Code

Approved: May 11, 1987
Revised: August 15, 2005
1st Reading: 2/10/16; 2nd Reading: 2/24/16

Recommendation – to remove, not required

GENERAL ORGANIZATION PLAN

The Board shall provide a K-12 educational program for all children in the School District of Evansville. Grouping of instructional levels in school facilities shall be as follows:

Pre-school through Grade 2	Elementary School
Grades 3 through 5	Intermediate School
Grades 6 through 8	Middle School
Grades 9 through 12	Senior High School

Approved: June 14, 2010

343.3

Revised: April 9, 2014

Revised:

1st Reading: 2/10/16; 2nd Reading: 2/24/16

ONLINE LEARNING/VIRTUAL SCHOOL PROGRAM

The Evansville Community School District Board of Education believes that learning takes place in a variety of situations, environments and locations. The emergence of online learning presents extraordinary opportunities for access to information and learning, both within and outside the walls of public schools. The Board recognizes online learning as an appropriate instructional delivery system for students. Online learning is a method for the District to enhance or expand course offerings and to provide an educational alternative better suited to the learning needs of a diverse population of students.

The District believes that to ensure high quality online learning, the courses which are offered via virtual school must:

1. Be aligned with the vision of the District.
2. Be aligned to Wisconsin's Model Academic Standards, Common Core State Standards, Next Generation Science Standards and/or national and/or international standards and/or College Board's Advanced Placement (AP) Curriculum.
3. Have an identifiable curriculum that is consistent with District curriculum and local standards.
4. Be taught by a highly qualified DPI licensed teacher who is certified to teach the content of the course.
5. Comply with the District graduation and/or advancement requirements.
6. Meet all applicable District policies.
7. Meet all applicable statutory requirements of the State.

In addition, online courses offered by the District will be in compliance with Administrative Rule.

Online courses that meet District requirements will be awarded credit.

The Board will receive a report at least annually of the online courses taken, via virtual school and number of students enrolled.

Legal Ref.: Sections 118.15(1)(d-f) Wisconsin Statutes (Compulsory School Attendance)

Local Ref.: Policy #343.31 – Administrative Rule

#345.1 – Grading System

#345.6 – Gradation Requirements

#363.2/554 – Acceptable Use and Internet Safety Policy for Students, Staff and Guests

PROPOSED NEW LANGUAGE

ONLINE LEARNING/VIRTUAL SCHOOL PROGRAM – ADMINISTRATIVE RULE

The Evansville Community School District participates as a member of the JEDI Virtual School consortium. JEDI is a public charter school that provides educational services to families whose students are seeking an educational option in the form of online coursework.

Online course options through JEDI include single course offerings or full-time enrollment in the virtual school.

I. JEDI Single Course Option:

A. Course Enrollment Approval:

The following criteria may be used to determine if students are permitted to enroll in virtual school online courses:

1. The course is not offered face-to-face by the District.
2. In rare cases, although the course is offered by the District, the student is unable to take the course due to an unavoidable scheduling conflict or special circumstance.
3. The course is needed to meet an individual education plan, a differentiated education plan, a 504 plan, or a plan to remediate credits for graduation.
4. The student is considered a qualified candidate according to the following criteria:
 - a) Course availability.
 - b) Seats open in available courses.
 - c) Course prerequisites are met.
 - d) Past successful academic record in online courses.
 - e) Past academic record in traditional courses.
 - f) Teacher recommendation.
 - g) Parent recommendation.
 - h) Student interview.
 - i) Other valid indicators deemed necessary by the District.
5. Approval by the principal.

B. Enrollment Procedures:

The following procedures and guidelines apply to students enrolled full-time in the District:

1. Students and parents/guardians shall discuss JEDI single course options with a school counselor and the District JEDI coordinator. The District JEDI coordinator shall review a syllabus and expected course pacing for each class of interest to determine the best options for the student and report to the counselor and the family regarding their findings.
2. Students shall indicate their intention to enroll in JEDI single courses during the normal course scheduling process for the following academic year. The District JEDI coordinator shall provide registration materials to families indicating JEDI single course options with detailed instructions for when they are due.

3. Not less than two weeks prior to the beginning of the term for which the student wishes to enroll in the class, the student and parent shall complete the JEDI single course registration form and submit it to the counseling office with the tuition payment.
 4. Students who have submitted applications and tuition payments in the designated timeline shall have access to the JEDI class platform by day one of the term enrolled.
 5. Enrollment in virtual school online courses at other times of the year due to individual circumstances such as illness or expulsion will be decided on a cases by case basis.
 6. Student may enroll in up to two online courses per year.
- C. A decision denying a request for a virtual school full-time or single course enrollment may be appealed to the District Administrator.

II. JEDI Virtual School Full-Time Option:

Students wishing to enroll full-time in the JEDI virtual school program as an alternative to traditional programming may request a meeting with parents, counselor, and a JEDI District Coordinator. School officials will then meet to determine the best placement of the student.

- A. Full-time virtual school students must complete all Evansville High School Graduation Requirements in order to receive a diploma from Evansville High School.
- B. Full-time virtual school students may request to rent a laptop provided by the District for a fee of \$50 annually

III. Virtual School and Online Course Policies and Procedures:

- A. Wisconsin Statutes for attendance apply.
- B. Acceptable internet and technology use policies, and all other applicable District policies apply.
- C. Students will be held accountable to the policies and procedures outlined in the JEDI Virtual School Student and Family Handbook.
- D. Grades received for virtual/online course work will count the same as other course grades. All grades received from virtual/online courses will be recorded on the official student transcript.
- E. Students are required to participate in state mandated assessments.
- F. Students may participate in extra-curricular activities offered by the District contingent upon them meeting the conditions of participation.
- G. Tuition Cost:
 1. Students enrolled in single courses are responsible for the tuition associated with the course and must provide the tuition fee prior to enrollment in the course. The District will reimburse the student the tuition fee paid upon successful completion of the course with a passing grade.
 2. Single courses which are taken by student choice for the purpose of student interest, enrichment opportunity, or to enhance a current course grade (retake the course) when a comparable course is offered by the school, will be charged the cost of tuition, without reimbursement.
 3. Course time extensions to complete the course are set within allowable ranges by JEDI. Students who exceed the standard time extensions will be responsible for the additional cost incurred by JEDI.

Local Ref.: Policy #343.3 – Online Learning/Virtual School Program

Approved: June 14, 2010

343.3 Form

Revised: April 9, 2014

1st Reading: 2/10/16; 2nd Reading: 2/24/16

FOR REMOVAL

VIRTUAL SCHOOL PROGRAM FORM

Student Name: _____
(Please Print)

Grade Level: _____

Address: _____

Date of Birth: _____

Phone: _____

Parent/Guardian: _____
(Please Print)

Cell Phone: _____

Address: _____

Applying for Part Time or Full Time: _____

Courses Desired: _____

I have read and understand policies #343.3 – Virtual School Program and #343.31 – Virtual School Program Administrative Rule.

_____ Parent/Guardian Signature

I agree: The student is responsible for the tuition associated with the course and must provide the tuition fee prior to enrollment in the course. The District will reimburse the student the tuition fee paid upon successful completion of the course with a passing grade.

_____ Parent/Guardian Signature

Course(s) approved by school counselor and/or school administrator:

(signature)

(dated)

AFTER COURSE COMPLETION:

The District must receive the original receipt of tuition payment and an official copy of the transcript showing the course(s) and passing grades in order to process the tuition reimbursement request.

School counselor/administrator received: _____
(signature) (dated)

Official copy of transcript: _____

Original receipt of tuition payment: _____

Tuition reimbursement request sent to District Office on _____ for student tuition reimbursement.

Approved: July 9, 2012
Revised: April 9, 2014
Revised:
1st Reading: 2/10/16; 2nd Reading: 2/24/16

522.2

TOBACCO/NICOTINE/ELECTRONIC CIGARETTE USE BY STAFF ON SCHOOL PREMISES

The Evansville Community School District prohibits the use of all tobacco and/or nicotine products, and electronic cigarettes, at all times on school premises, whether during the school day or outside the school day, and at all school-sponsored activities off school premises in which students are a part. School premises includes all property owned by, rented by or under the control of the District including buildings, grounds and vehicles.

Building principals shall be responsible for disseminating information regarding this policy prohibition, including posting appropriate signs on school premises.

Employees violating this policy will be subject to disciplinary action, up to and including discharge, and referral to law enforcement authorities.

Tobacco and/or nicotine cessation products are exempt from this policy.

The term “electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, ecigars, e-pipes, vaporizers, or under any other product name or descriptor.

Legal Ref.: Sections 101.123 Wisconsin Statutes (Smoking Prohibited)
120.12(20) (School Board Duties to Prohibit Tobacco Use on School Premises)
134.66(1)(f) (Definition of Nicotine Product)
139.75(12) (Definition of Tobacco Products)
Pro-Children Act of 2001 (Smoking Prohibited in Indoor Facilities Providing Education Services to Children)

Local Ref: Employee Handbook
Policy #443.41/522.11 – Definitions Relating to Alcohol, Tobacco/Nicotine and Other Drug Prohibitions
Policy #832 – Tobacco/Nicotine – Free School Property
Policy #832.1 - Use of Tobacco/Nicotine Products on School Premises

Revised: September 12, 2005
Revised: April 9, 2014
Revised:
1st Reading: 2/10/16

832

TOBACCO/NICOTINE-FREE SCHOOL PROPERTY

It is the intention of the Evansville Community School District to be "tobacco and nicotine free". To reach this goal, possession or the use of tobacco and/or nicotine products, and electronic cigarettes, is prohibited on school premises. School premises includes all property owned by, rented by or under the control of the District including buildings, grounds and vehicles.

Citizens who are observed using tobacco and/or nicotine products on school premises will be asked to refrain from doing so. Any individual who fails to comply with the request will be referred to the appropriate supervisory staff for possible removal from school premises. If said individual does not leave the premises, appropriate authorities will be called and violators may be subject to penalties in accordance with laws and local ordinances.

The term "electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, ecigars, e-pipes, vaporizers, or under any other product name or descriptor.

Legal Ref.: Sections 101.123 Wisconsin Statutes (Smoking Prohibited)
120.12(20) (School Board Duties to Prohibit Tobacco Use on School Premises)
134.66(1)(f) (Definition of Nicotine Product)
139.75(12) Definition of Tobacco Products
Pro-Children Act of 2001 (Smoking Prohibited in Indoor Facilities Providing Education Services to Children)

Local Ref: Policy #443.41/522.11 – Definitions Relating to Alcohol, Tobacco/Nicotine and Other Drug Prohibitions
Policy #522.2 – Tobacco/Nicotine Use by Staff on School Premises
Policy #832.1 - Use of Tobacco/Nicotine Products on School Premises

USE OF TOBACCO/NICOTINE/ELECTRONIC CIGARETTE PRODUCTS ON SCHOOL PREMISES

The Evansville Community School District prohibits the use of all tobacco and/or nicotine products, and electronic cigarettes, at all times on school premises, whether during the school day or outside the school day, and at all school-sponsored activities off school premises in which students are a part. School premises includes all property owned by, rented by or under the control of the District including buildings, grounds and vehicles.

The term “electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, ecigars, e-pipes, vaporizers, or under any other product name or descriptor.

A. Students

Any violation of this policy by students shall be subject to disciplinary procedures as outlined in the student handbook.

B. Employees

Any violation of this policy by school employees shall be subject to the following disciplinary procedures:

1st Offense: Verbal warning with written documentation. A copy of printed policy will be sent to the employee.

2nd Offense: Conference with building principal and written reprimand placed in personnel file.

3rd & Subsequent Offenses: Meeting with district administrator and suspension for one or more days without pay. Suspension may be waived if the employee completes a district approved tobacco/nicotine use cessation program.

C. Chaperones

Parents or community members who volunteer to chaperone students at school sponsored events are prohibited from using tobacco and/or nicotine products while performing this service. Violation may prohibit service as a chaperone in the future.

D. Citizens

Citizens who are observed using tobacco and/or nicotine products on school premises are prohibited from doing so. Any individual who fails to comply with the request, will be referred to the appropriate supervisory staff for possible removal from school premises. If said individual does not leave the premises, appropriate authorities will be called and violators may be subject to penalties in accordance with laws and local ordinances.

Legal Ref.: Sections 101.123 Wisconsin Statutes (Smoking Prohibited)

120.12(20) (School Board Duties to Prohibit Tobacco Use on School Premises)

134.66(1)(f) (Definition of Nicotine Product)

139.75(12) Definition of Tobacco Products
Pro-Children Act of 2001 (Smoking Prohibited in Indoor Facilities Providing Education
Services to Children)

Local Ref: Employee Handbook

Policy #443.41/522.11 – Definitions Relating to Alcohol, Tobacco/Nicotine and Other Drug
Prohibitions

Policy #522.2 – Tobacco/Nicotine Use By Staff On School Premises

Policy #832 – Tobacco/Nicotine – Free School Property

EVANSVILLE COMMUNITY SCHOOL DISTRICT

**Board of Education Regular Meeting Agenda
Wednesday, March 9, 2016
6:00 p.m.**

**District Board and Training Center
340 Fair Street (Door 36)**

Roll Call: Mason Braunschweig	Sandra Spanton Nelson	Jane Oberdorf
Eric Busse	Melissa Hammann	HS Rep Sydney Michael
John Rasmussen	Derek Allen	HS Rep Emmeline Roth

- I. Approve Agenda.
- II. Public Announcements/Recognition/Upcoming Events:
 - March – Art/Music Education Month
 - Open Enrollment – February 1 - April 29, 2016
 - Week of the Young Child – April 11-15; Family Fun Night April 15, 5:30-7:30 pm
 - Energy Fair – April 22, 2016
 - Back To School Days – August 10, 10:00 am – 2:00 pm and August 16, 3:00 pm – 7:00 pm
- III. Public Presentations.
- IV. Information & Discussion:
 - A. Read to Someone Presentation by Levi Leonard Elementary School.
 - B. High School Board Representatives Report of Events.
 - C. Second Reading of Policies:
 1. #458 – Evansville Community School District Wellness.
 2. #458.1 – District Nutrition Standards (Student Nutrition Procedures).
 3. #458.2 – District Nutrition Standards.
 4. #458.3 – Guidelines for Food and Beverages Offered to Students at School Functions.
 5. #383 – Animals in School.
 6. #834 – Domestic Pets on School Premises.
- V. Public Presentations.
- VI. Business (Action Items):
 - A. Approval of 4K Handbook.
 - B. Approval of Staff Changes:
 - C. Approval of Staffing Proposal.
- VII. Consent (Action Items):
 - A. Approval of Policies:
 1. #320 – General Organization Plan.
 2. #343.3 – Online Learning/Virtual School Program.
 3. #343.31 – Online Learning/Virtual School Program-Administrative Rule.
 4. #343.3 Form – Virtual School Program Form.
 5. #522.2 – Tobacco/Nicotine/Electronic Cigarette Use By Staff On School Premises.
 6. #832 – Tobacco/Nicotine-Free School Property.
 7. #832.1 – Use of Tobacco/Nicotine/Electronic Cigarette Products On School Premises.
 - B. Approval of February 24 Regular Meeting Minutes.
 - C. Approval of February Bills and Reconciliation.
- VIII. Future Agenda –April 13 Regular Meeting Agenda.
- IX. Adjourn.