



**Board of Education Regular Meeting Agenda
Wednesday, August 14, 2019 at 6:00 pm
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. Pledge of Allegiance

- II. Roll Call: Melissa Hammann Ellyn Paul Thomas Titus
 Rene Johnson John Rasmussen
 Jan Klaehn Kathi Swanson

- III. Approve Agenda.

- IV. Public Announcements/Recognition/Upcoming Events:
 - Back to School Days – August 14, 2019 10am-2pm
 - All Staff Breakfast – August 27, 2019, 7:30am
 - First Day of School – September 3, 2019

- V. Public Presentations.

- VI. Information & Discussion:
 - A. Referendum Update
 - B. Process for naming the Middle School
 - C. Physical Restraint/Seclusion Report
 - D. Computer for Board Members
 - E. Girls' Swim Program Co-op Assistant Coach update
 - F. First Reading of Policies:
 1. Policy #186 – Remote Participation in Meetings by Board Members
 2. Policy #443.1 – Student Conduct and Dress
 3. Policy #443.10 – Code of Classroom Conduct
 4. Policy #443.11 – Student Conduct in the Classroom – Administrative Rule
 5. Policy #443.2 – Student Conduct on Buses
 6. Policy #443.21 – Rules for Student Conduct on Buses
 - A. 443.2 Form 1 – For Removal
 - B. 443.2 Form 2 – For Removal
 - C. 443.2 Form 3 – For Removal
 - D. 443.2 Form 4B – For Removal
 7. Policy #760 – Food Service Program
 8. Policy #761 – Free and Reduced Food Prices

9. Policy #762 – Food Service Management

G. Second Reading of Policies:

1. Policy #428 – Full-Time Public School Open Enrollment
2. Policy #431 – Compulsory Student Attendance & Alternative Programs
3. Policy #434.2 – High School Closed Campus
4. Policy #440 – Student Rights and Responsibilities

VII. Public Presentations.

VIII. Business (Action Items):

- A. Approval of Staff Changes; Resignation of Middle School Special Education Teacher and Middle School PM Cleaner. Hiring of: High School Math Teacher, Middle School Special Education Teacher, Middle School Physical Education & Health Teacher, TRIS .5FTE Physical Education Teacher, High School Teacher Mentor, National Honor Society Advisor, Middle School Teacher Mentor, Levi Teacher Mentor, High School Future Problem Solving Advisor, Varsity Girls Golf Head Coach, Assistant Girls Golf Coach, Assistant Cross Country Coach, Middle School Cross Country Coach and Middle School Football Coach.

IX. Consent (Action Items):

- A. Approval of August 5, 2019 Special Board Meeting Minutes
- B. Approval of July 17, 2019, Regular Meeting Minutes
- C. Approval of Policy #425 – Participation of Non-Public School Students in District Courses, Programs and Activities, Policy #429 – Part-Time Open Enrollment, Policy #430 – School Attendance

X. Future Agenda – August 28, Regular Board Meeting Agenda

- XI. Executive Session – A meeting may be convened in closed session under one or more of the exemptions provided Under Wisconsin State Statute Sections 19.85 (1) (c)(f); namely to Discuss District Administrator evaluation, considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems.

XII. 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, all reasonable efforts 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: August 12, 2019

Board of Education Regular Meeting Agenda/Briefs
Wednesday, August 14, 2019 at 6:00 pm

I. Pledge of Allegiance

II. Roll Call: Melissa Hammann Ellyn Paul Thomas Titus
 Rene Johnson John Rasmussen
 Jan Klaehn Kathi Swanson

III. Approve Agenda

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

IV. Public Announcements/Recognition/Upcoming Events:

- **Back to School Days – August 14, 2019 10am-2pm**
- **All Staff Breakfast – August 27, 2019, 7:30am**
- **First Day of School – September 3, 2019**

V. Public Presentations

VI. Information & Discussion:

- A. Referendum Update. *Mr. Roth, District Administrator, will provide an update to the Board of Education on the status of the Referendum projects.*
- B. Process for naming of the Middle School. *Mr. Roth, District Administrator, will lead discussion on the naming of the Middle School.*
- C. Physical Restraint/Seclusion Report. *Ms. Katzenberger, Director of Student Services, will present the Physical Restraint/Seclusion Report.*
- D. Computers for Board Members. *Ms. Hammann, Board President, will lead discussion on computers for board members.*
- E. Girls' Swim Program Co-op Assistant Coach update. *Ms. Varsho, Director of Activities & Athletics, will provide an update.*
- F. First Reading of Policies. *Ms. Swanson, Board Vice President, will give a first reading of the following policies:*
 - 1. Policy #186 – Remote Participation in Meetings by Board Members
 - 2. Policy #443.1 – Student Conduct and Dress
 - 3. Policy #443.10 – Code of Classroom Conduct
 - 4. Policy #443.11 – Student Conduct in the Classroom – Administrative Rule
 - 5. Policy #443.2 – Student Conduct on Buses
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 - A. 443.2 Form 1 - For Removal
 - B. 443.2 Form 2 - For Removal
 - C. 443.2 Form 3 - For Removal
 - D. 443.2 Form 4B - For Removal
 - 7. Policy #760 – Food Service Program
 - 8. Policy #761 – Free and Reduced Food Prices
 - 9. Policy #762 – Food Service Management
- G. Second Reading of Policies. *Ms. Swanson, Board Vice President, will give a second reading of the following policies:*
 - 1. Policy #428 – Full-Time Public School Open Enrollment
 - 2. Policy #431 – Compulsory Student Attendance & Alternative Programs
 - 3. Policy #434.2 – High School Closed Campus

4. Policy #440 – Student Rights and Responsibilities

VII. Public Presentations

VIII. Business (Action Items):

- A. Approval of Staff Changes; Resignation of Middle School Special Education Teacher and Middle School PM Cleaner. Hiring of: High School Math Teacher, Middle School Special Education Teacher, Middle School Physical Education & Health Teacher, TRIS .5FTE Physical Education Teacher, High School Teacher Mentor, National Honor Society Advisor, Middle School Teacher Mentor, Levi Teacher Mentor, High School Future Problem Solving Advisor, Varsity Girls Golf Head Coach, Assistant Girls Golf Coach, Assistant Cross Country Coach, Middle School Cross Country Coach and Middle School Football Coach.

Resignation of Kim Katzenmeyer, Middle School Special Education Teacher, effective August 25, 2019. Kim will be accepting the High School Math Teacher position.

Suggested Motion: I move to approve the resignation of Kim Katzenmeyer, Middle School Special Education Teacher, effective August 25, 2019.

Resignation of Nicholas Carter, High School PM Cleaner, effective August 9, 2019. Nicholas has served the District for the past 3 years.

Suggested Motion: I move to approve the resignation of Nicholas Carter, High School PM Cleaner, effective August 9, 2019 and thank him for the past 3 years of service.

Hiring of Kim Katzenmeyer, High School Math Teacher. Kim was a December of 97' graduate from University of WI, Whitewater. Kim began her career with the Evansville Community School District as a special education teacher at Evansville High School. She resigned from that position last spring for personal reasons and also to work on additional certifications. Kim's passion is to establish relationships with students and families and make learning accessible to all students. Kim will start on August 26, 2019, for an annual salary of \$67,834.50.

Suggested Motion: I move to approve the hiring of Kim Katzenmeyer, High School Math Teacher, effective August 26, 2019 for an annual salary of \$67,834.50.

Hiring of Kelli Ours, Middle School Special Education Teacher. Kelli Ours has been teaching Special Education for the past 3 years and held a position as a special education aide for two years. Her flexibility and ability to go with the flow is a strength that cannot be taught. Kelli takes the time to make connections with students and because of this she benefits by seeing students complete challenging tasks. Kelli will start at the beginning of the 2019-2020 school year for an annual salary of \$42,942.90.

Suggested Motion: I move to approve the hiring of Kelli Ours, Middle School Special Education Teacher, effective at the beginning of the 2019-2020 school year for an annual salary of \$42,942.90.

Hiring of Cody Peacock, Middle School Physical Education and Health Teacher. Cody has spent two years teaching a variety of courses at S.S. Andrew-Thomas Catholic School. He is excited to get back to his passion of teaching Physical Education and Health. As a teacher, he would like to instill a hard working attitude in students in order to better themselves as a student and as a person. Cody will start on August 22, 2019 for an annual salary of \$41,857.

Suggested Motion: I move to approve the hiring of Cody Peacock, Middle School Physical Education and Health Teacher, effective August 22, 2019 for an annual salary of \$41,857.

Hiring of Marnie Cordio, TRIS .5 FTE Physical Education Teacher. Marnie graduated from the University of Wisconsin-Whitewater in 2000 with a BS in Physical Education along with a minor in Health. Marnie spent the last fourteen years teaching at Madison College which included being the pool director for the last nine years. Over the last 19 years, she has also been a swim instructor for children of all ages as well as adults. Marnie loves that Physical Education classes provide a wonderful opportunity to teach children how to take care of not only their bodies but their minds and hearts. She is a life-long learner believing that she has a responsibility as an educator to continue to learn and grow so that her enthusiasm in the classroom never waivers. Marnie will start part-time on August 22, 2019 for an annual salary of \$23,653.73.

Suggested Motion: I move to approve the hiring of Marnie Cordio, TRIS .5 FTE Physical Education Teacher, effective August 22, 2019 for an annual salary of \$23,653.73.

Hiring of Tamara Wallisch, High School Teacher Mentor. As a result of a Teacher Mentor grant and partnership with CESA2 using the New Teacher Project training/curriculum. Kim will start on August 25, 2019 for an annual stipend of \$2,500.

Suggested Motion: I move to approve the hiring of Tamara Wallisch, High School Teacher Mentor, effective August 25, 2019 for an annual stipend of \$2,500.

Hiring of Dana Hurda, National Honor Society Advisor. Dana will be beginning her 14th year teaching Business Education at Evansville High School and is excited to take on the additional responsibility of co-advisor of National Honor Society. As a former member herself, Dana is looking forward to helping students continue to grow as individuals and members of their world community. Dana will start on September 3, 2019 for an annual stipend of \$1,007.

Suggested Motion: I move to approve the hiring of Dana Hurda, National Honor Society Advisor, effective September 3, 2019 for an annual stipend of \$1,007.

Hiring of Beth Oswald, Middle School Teacher Mentor. As a result of a Teacher Mentor grant and partnership with CESA2 using the New Teacher Project training/curriculum. Beth will start on August 25, 2019 for an annual stipend of \$2,500.

Suggested Motion: I move to approve the hiring of Beth Oswald, Middle School Teacher Mentor, effective August 25, 2019 for an annual stipend of \$2,500.

Hiring Christine Humberg, Levi Teacher Mentor. As a result of a Teacher Mentor grant and partnership with CESA2 using the New Teacher Project training/curriculum. Christine will start on August 25, 2019 for an annual stipend of \$2,500.

Suggested Motion: I move to approve the hiring of Christine Humberg, Middle School Teacher Mentor, effective August 25, 2019 for an annual stipend of \$2,500.

Hiring of Kelly Fanta, 50% High School Future Problem Solving Advisor. Kelly has taught her entire career in Evansville in the 8th grade. This year, she moves to the position of Advanced Learning Coordinator, 6-12. she has been co-advisor for Middle School Future Problem Solving for 3 years and is excited to start the program at the high school. She also is co-advisor for the spring middle school play. Kelly will start on September 3, 2019 with an annual stipend of \$622.50.

Suggested Motion: I move to approve the hiring of Kelly Fanta, 50% High School Future Problem Solving Advisor, effective September 3, 2019 for an annual stipend of \$622.50.

Hiring of Andrew Tomlin, Girls Varsity Golf Coach. Andrew has coached Junior golf for 18 years and High School golf for three. Andrew has also helped with the Albany Basketball program the last 12 years and has been the Assistant Varsity Basketball coach the last two years. Andrew will start on August 12, 2019 for an annual stipend of \$4,028.

Suggested Motion: I move to approve the hiring of Andy Tomlin, Girls Varsity Golf Head Coach, effective August 12, 2019 for an annual stipend of \$4,028.

Hiring of Jennifer Johnson, Assistant Girls Golf Coach. Jennifer is a fourth year teacher in Evansville as a first grade teacher at Levi Leonard Elementary. Jennifer is excited to be a part of the beginning of the girls golf program and to help build it into a program that will be known around the area and a program that even the youngest of junior golfers will be excited to join when they reach high school. Jennifer is dedicated to growing the game of golf in our community and can't wait to show others how it truly can be a forever sport. Jennifer will start on August 12, 2019 for an annual stipend of \$2,905.

Suggested Motion: I move to approve the hiring of Jennifer Johnson, Girls Assistant Golf Coach, effective August 12, 2019 for an annual stipend of \$2,905.

Hiring of Kristopher Evans, High School Assistant Cross Country Coach. Kristopher has coached cross country and track for seven years. First at the Middle school level for two years at Oakland Junior High in MN, then for a year at Madison West, and finally for four years as head coach at Kewaskum. Kristopher will start on August 19, 2019 for an annual stipend of \$3,021.

Suggested Motion: I move to approve the hiring of Kristopher Evans, High School Assistant Cross Country Coach, effective August 19, 2019 for an annual stipend of \$3,021.

Hiring of Greg Vossekuil, Middle School Cross Country Coach. Greg is going into his 20th year as a science educator, six of those years have been here in Evansville. He has coached for 20 years in the areas of wrestling, volleyball and track as well as Science Olympiad, Quiz Bowl and co-directed middle school plays. Greg is an avid runner having completed many half and full marathons and he recently completed his first Iron Man triathlon relay. Greg will start on August 19, 2019 for an annual stipend of \$1,868.

Suggested Motion: I move to approve the hiring of Greg Vessekuil, Middle School Cross Country Coach, effective August 19, 2019 for an annual stipend of \$1,868.

Hiring of Lucas Wimmer, Middle School Football Coach. Lucas will be an 8th Grade English Teacher at JC McKenna this year. He played football for about 10 years, most recently for the Janesville Parker Viking and a couple of semi-pro teams shortly after. He also coached one season of youth football. He has a passion for the game and deeply enjoys the way it allows kids to grow while doing something they love and bonding with their peers. Lucas will start on August 19, 2019 for an annual stipend of \$1,868.

Suggested Motion: I move to approve the hiring of Lucas Wimmer, Middle School Football Coach, effective August 19, 2019 for an annual stipend of \$1,868.

IX. Consent (Action Items):

- A. Approval of August 5, 2019 Special Board Meeting Minutes**
- B. Approval of July 17, 2019, Regular Meeting Minutes**
- C. Approval of Policy #425 – Participation of Non-Public School Students in District Courses, Programs and Activities, Policy #429 – Part-Time Open Enrollment, Policy #430 – School Attendance**

Suggested Motion: I move to approve; Approval of August 5, 2019 Special Board Meeting Minutes, July 17, 2019, Regular Meeting Minutes and approval of Policy #425 – Participation of Non-Public School Students in District Courses, Programs and Activities, Policy #429 – Part-Time Open Enrollment, Policy #430 – School Attendance

X. Future Agenda – August 28, 2019, Regular Board Meeting Agenda

XI. Executive Session: Convene in closed session under Wisconsin State Statute 19.85(1) (c); namely to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility

Suggested Motion: I move to convene in closed session under Wisconsin State Statute 19.85(1) (c) and (f); namely to consider employment, promotion, compensation or performance evaluation data of administrators and to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary investigation of charges against teachers.

XII. Reconvene into open session to take action on any open or closed session items, if necessary

XIII. Adjourn

Suggested Motion: I move to adjourn the meeting.

For Your Information:

August 27th – All Staff Breakfast at EHS Commons at 7:30 am

August 28th – Regular Board Meeting at 6pm

September 11th – Regular Board Meeting at 6pm

September 25th – Regular Board Meeting at 6pm

NAMING SCHOOL DISTRICT FACILITIES AND EVENTS

The Evansville Community School District Board of Education is responsible for naming School District facilities. Names shall be selected with great care to honor the District tradition of strong community partnership.

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

Criteria that shall be considered when naming school facilities are:

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

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

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

2018-2019 Seclusion and Physical Restraint Annual Report

Individual Student Data:

Student	Seclusion	Restraint	Self	Peers	Adults
A1	X	X		X	X
A2	X	X		X	X
A3	X	X	X	X	
A4	X	X		X	X
A5	X	X		X	
A6		X			X
A7	X	X	X	X	
B1	X	X		X	
B2		X	X		
C1	X		X		
C2	X	X	X		
D		X		X	

Totals and Historical Data:

Building	# Incidents Seclusion	# Incidents Restraint	2018-2019 Totals	2017-2018 Totals	2016-2017 Totals	2015-2016 Totals	2014-2015 Totals
LLE	0	0	0	0	17	9	26
TRIS	7	9	16	24	6	10	17
MS	2	2	4	4	1	0	1
Overall Totals	9	11	20	28	24	19	44



Report Summary:

There were nine incidents of seclusion and eleven incidents of physical restraint during the 2018-2019, totaling twenty incidents district-wide. There were four students involved in these incidents. All four students are students with Individual Education Plans (IEPs). All incidents occurred in the Intermediate and the Middle School.

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

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

Staff using seclusion or physical restraint shall complete the Seclusion/Restraint Electronic Form and immediately submit the form to their building principal. The incident must also be reported on Skyward and coded under “BSR” for Behavior Seclusion and Restraint to ensure accurate reporting of data. Families are notified no later than one business day after the incident occurred and are provided with a copy of the completed form and letter from the Director of Student Services within three business days of the incident.

Submitted by: Janessa Katzenberger, Director of Student Services

REMOTE PARTICIPATION IN MEETINGS BY BOARD MEMBERS

The Evansville Community School District Board of Education believes that in order to execute the duties of their elective office and add to the diversity of thought and opinion in deliberations, it is expected that members be physically present at all Board of Education meetings.

The Board recognizes that members may not be able to be physically present at all Board meetings and that technology has made it possible for individuals to interact with others from remote locations. Therefore, a board member may be allowed to participate in a meeting of the full board or a standing committee through the use of technology, with the adherence to the following guidelines and the approval of the Board President.

1. A physical quorum must be present as required by statute for a valid meeting to occur.
2. Provided a quorum is physically present, a Board member may attend a meeting remotely if they are prevented from physically attending due to (a) personal illness or disability, (b) employment purpose or District business, (c) a family member illness or emergency or (d) the member is out of town.
3. Board Members participating remotely shall do so for the entire open session.
3. No Board member shall participate remotely more than two (2) times during a calendar year. However, the Board, by majority vote, shall allow a Board member to participate remotely more than two (2) times when conditions or circumstances justify such added remote participation.
4. Members of the Board who desire to participate in a meeting remotely shall notify the President of the Board and District Administrator at least one (1) business day in advance of the meeting in question.
5. Members of the Board participating by remote access shall be considered present and shall be entitled to participate in the meeting if:
 - (a) Such member is able to hear other members of the Board and members of the public who are recognized by the Board during public comment.
 - (b) The public and other members of the Board are able to hear the member of the Board who is not physically present at the meeting.
 - (c) All votes shall be by roll call.
 - (d) If remote access fails during discussion preceding an action item, that failure ends the remote participation in the meeting on that topic and precludes further participation in voting at that meeting on that single topic. If remote access is re-established, members may rejoin discussion and act on subsequent action items.

(e) If for any reason the remote access, in full or in part with the Board member malfunctions before the adjournment of the meeting, the meeting shall continue.

6. Remote participation in Board meetings is limited to the Board member. Public input will not be taken remotely via electronic communication.

7. The Board Vice President will conduct any meeting of the full Board in which the Board President is participating remotely.

Remote participation is not allowed for the Annual Meeting, closed session, expulsion hearings, or disciplinary hearings.

The District Administrator or their designee is authorized and directed to provide the technology sufficient to implement this policy.

Legal Ref: Wisconsin Statute 19.82 (Open Meetings of Governmental Bodies)

Local Ref: Wisconsin School News - Remote Participation in Board Meetings, Boardman & Clark, LLP

Approved: January, 1988
Revised: April 10, 2006
Revised: June 14, 2010
1st Reading: 8/14/19

443.1

STUDENT CONDUCT AND DRESS

The Evansville Community School District Board of Education believes All students² behavior should be based on respect and consideration for the rights of others. Students and parents/guardians have a responsibility to know and follow the rules and regulations of the school. Rules and regulations are published annually in student handbooks and on the web site and distributed to students and parents/guardians. Guidelines should be discussed annually with students.

The principal is responsible for developing and administering reasonable rules and regulations for students. Such rules and regulations shall not conflict with Board policies, statutory or case law, and shall be defined in the student handbook. All employees of the district shall share responsibility for supervising the behavior and dress of students and for seeing that students meet the codes of conduct established by the principal.

It is the responsibility of parents/guardians and students to select and wear appropriate clothing that is conducive to a safe and productive school environment. Appropriate clothing, hair, footwear, and accessories:

- 1) Does not damage floors, furniture, or other property.
- 2) Does not create hazards for the student or others.

When a student's appearance or behavior disrupts the educational process, ~~he/she~~ **they** may be subject to disciplinary action.

Legal Ref.: Sections 118.035 Wisconsin Statutes (School Uniforms)
118.13 (Pupil Discrimination Prohibited)
120.13(1)(a) (School Board Powers)
120.44(2) (School Board Powers and Duties)
U.S. Constitution, First Amendment

Local Ref.: Student and Family Handbooks

CODE OF CLASSROOM CONDUCT

A primary goal of the **Evansville Community School District** Board of Education is to establish and maintain a positive learning environment for students and staff. Such environments are based on respect **and consideration for the rights of others, along with effective discipline.**

Students have a responsibility to know and follow the rules and regulations of the school and district. Students shall receive annually at the beginning of the school year a publication listing the rules and regulations to which they are subject. This publication shall be in the form of a student handbook and shall be adopted annually as part of the Board's official policy. Formal adoption of the handbook shall be done at a regular Board meeting in the spring.

In conformance with the requirements of 1997 Wisconsin Act 335, the Code of Conduct Administrative Rules created to implement this policy shall include the following:

1. The specific reasons for removing a student from class.
2. Procedures for determining the appropriate educational placement of a student who has been removed from a class and assigned a placement by the building principal or designee.
3. A procedure for notifying the parent/guardian of a minor student who has been removed from class.

All employees of the District shall share responsibility for supervising the behavior of students and for seeing that students meet the standards of conduct established by the building principal and Board. Students may be subject to disciplinary action for violations of the code of conduct or other conduct rules and regulations. In addition, failure to abide by the code of conduct may result in ~~student removal from class by the teacher and placement in an alternative setting by the building principal as outlined in the Code of Conduct~~ **disciplinary action.**

Prior to the beginning of each school year, parents/**guardians** shall be notified of this code of conduct policy and process. It shall be provided to and discussed with students early in the school year.

~~Principals shall annually report to the Board instances of removal of students by teachers and also changes to the list of prohibited classroom behaviors.~~

Legal Ref.: Sections 118.128 **Information related to pupil harm to others**
118.164 **Removal of pupils from the class**
120.13(1) **School Government Rules; Suspension; Expulsion**
121.52(1) **Vehicle, operator and driver requirements**
167.32 **Safety at sporting events**
941.299 **Restrictions on the use of laser pointers**
PI 9 **Pupil Nondiscrimination**

Local Ref.: Student and Family Handbooks
Policy #443.11 Student Conduct in the Classroom – Administrative Rule

STUDENT CONDUCT IN THE CLASSROOM ADMINISTRATIVE RULE

The **Evansville Community School** District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classroom and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and allows students to participate in classroom learning activities. Students are also expected to abide by all the rules of behavior established by the Board, administration and their classroom teachers.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively shall not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules. In the event the student has a formal behavior intervention plan (BIP), the BIP must be followed.

Grounds for Removal **F**rom Class

A student may be removed from class for behavior which:

1. Violates the District's policy regarding suspension or expulsion;
2. Violates the behavioral rules and expectations set forth in the student handbook;
3. Is disruptive, dangerous or unruly;
4. Otherwise interferes with the ability of the teacher to teach effectively; or
5. Is incompatible with effective teaching and learning in the class.

It is neither possible nor necessary to specify every type of behavior which is improper or inappropriate under this code or every circumstance which would justify removal from class. Therefore, notwithstanding the provisions of this code, in every circumstance the teacher should exercise ~~his/her~~ **their** best judgment in deciding whether it is appropriate to remove a student from class.

Behavior which is disruptive, dangerous or unruly, for the purposes of this code, by way of example, includes but is not limited to:

1. Inappropriate physical contact intended ~~or likely~~ to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
2. Inappropriate verbal conduct intended ~~or likely~~ to upset, distract or annoy others, such as name calling, teasing or use of profanity.
3. Behavior that may constitute sexual or other harassment.
4. ~~Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.~~
5. ~~Inciting other students to act inappropriately or to disobey the teacher of school or class rules, including without limitation inciting others to walk out.~~
6. Damaging or destroying the property of the school, a teacher or another student.
7. Loud, obnoxious or outrageous behavior **of others**.

Behavior which interferes with the ability of the teacher to teach effectively **student learning**, for the purposes of this code, by way of example, includes but is not limited to:

- ~~1. Open defiance or respect of the teacher, manifest in words, gestures or overt behavior staff.~~
1. Open **defiance or** disrespect of the **teacher staff**, manifest in words, gestures, or other overt behavior.
2. Copying or cheating.
3. Repeated interruptions.
- ~~4. Refusal to follow a teacher's reasonable request/instructions.~~
- ~~5. Other behavior likely or intended to sabotage or undermine the instruction.~~

~~Behavior which is incompatible with effective teaching and learning in the class, for the purposes of this code, by way of example, includes but is not limited to sleeping in class, blatant inattention or other overt or passive refusal or inability to engage in class activities.~~

Procedure for Removal from Class, Parent/Guardian Notification and Determining Appropriate Student Placement

1. Except where the behavior is extreme, a **teacher staff member** should generally warn a student that continued misbehavior may lead to removal from class. When the **teacher staff member** determines that removal is appropriate, ~~the teacher staff member~~ **should take one of the following courses of action should be taken:**
 - a. Instruct the student to go to the main office for the period of removal. In such a case, the **teacher staff member** shall call the office to inform staff of the student's removal; or
 - b. Obtain coverage for the class and escort the student to the main office; or
 - c. Seek assistance from ~~the main office or other available staff. When assistance arrives, the teacher or the other adult shall~~ **to accompany the student to the main office.**

~~In all cases, the teacher shall inform the building administrator or designee of the reason(s) for the student's removal from class.~~

- ~~2. When the student arrives at the main office, the building administrator or designee may give The student will have an opportunity to briefly explain the situation. If the building administrator or designee is not immediately available, the student shall wait quietly in the office until the administrator or designee can speak with him/her. If the student is disruptive in the office, the student's parent(s)/guardian(s) or the police may be contacted to remove the student from the building.~~
3. Within 24 hours the **teacher staff member** shall submit to the building administrator or designee a ~~short and concise~~ **written explanation of the basis for the removal. Such information may be submitted on a disciplinary referral form using the student management system.**
4. As soon as practical, if a discipline action was taken, the building administrator or designee shall inform the student's parent(s)/guardian(s) that the student was removed from class. ~~Such notice may be by telephone or email. The parent(s)/guardian(s) of the student shall be sent written notice of the removal by email or postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal and the basis for the~~

removal as stated by the teacher. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parent(s)/guardian(s) in accordance with this provision. Such entries should be kept in the student data **management** system.

~~If the student removed from class is also subject to disciplinary action for the particular classroom conduct (e.g., suspension and/or expulsion from school), the student's parent(s)/guardian(s) shall also be notified of the disciplinary action in accordance with legal and policy requirements.~~

Removal of Students With Disabilities

~~Some different rules and considerations apply for students identified as requiring special education services under the Placement decisions regarding students protected under Individuals With Disabilities Education Act (IDEA) or Section 504 cannot be made unilaterally. The Individualized Educational Program (IEP) and/or BIP must be followed. of the Rehabilitation Act of 1973. In particular, placement for such students is a decision of the student's individualized education program (IEP) team, subject to stringent procedural safeguards and cannot be made unilaterally by teachers or the administration. In addition, most students covered by the IDEA should have a behavioral plan, which will address:~~

- ~~1. Whether and to what extent the student should be expected to conform to the behavioral requirement applicable to non-disabled students; and~~
- ~~2. Alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and this code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.~~

~~Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.~~

Legal Ref.: Sections 118.128 Information related to pupil harm to others

118.164 Removal of pupils from the class

120.13(1) School Government Rules; Suspension; Expulsion

121.52(1) Vehicle, operator and driver requirements

167.32 Safety at sporting events

941.299 Restrictions on the use of laser pointers

PI 9 Pupil Nondiscrimination

Local Ref.: Student and Family Handbooks

Policy #443.10 Code of Classroom Conduct

Approved: April 14, 1986
Revised: August 15, 2005
Revised: July 16, 2014
1st Reading 8/14/19

443.2

STUDENT CONDUCT ON BUSES

All Evansville Community School District Board of Education policies concerning student behavior also pertain to conduct on the bus. Each year during annual registration, all parent(s)/guardian(s) **and their students** are required to read this policy and sign off indicating that their student(s) will abide by these rules. This includes students who are not regular riders but who participate in school sponsored events involving bus transportation.

~~Building Principals shall forward photocopies of bus violation forms issued to special education students to the Special Education Department.~~

The following *Rules for Student Conduct on Buses, Policy #443.21*, shall be published in each school's student handbook:

- Students shall be on time for the bus. Students shall board the afternoon bus at the school that he/she attends.
- Students shall be careful when approaching bus stops, walking on the left toward oncoming traffic. If students cross the road, they must do so in front of the bus ~~after making sure the highway is clear~~ and after the bus driver signals they can cross.
- Students shall be courteous to the bus driver and fellow students. Students shall take their assigned seats without disturbing other students. Students shall sit down ~~with their feet on the floor~~ keeping the aisle clear. ~~Students shall not stand on the bus.~~ Students shall not extend any part of their body out of the bus windows. ~~Cell phones shall be turned off when on the bus.~~
- Students shall not possess harmful objects and/or illegal substances. ~~— they are prohibited. In addition, students shall not bring skateboards or other similar items on the bus.~~ All personal property (i.e. toys, games, etc.) brought on the bus shall be at the expense of the owner if lost, stolen, and/or damaged. Neither the bus company nor the District shall accept responsibility for the loss of personal items. ~~or items that are under your care.~~
- Students shall care for the bus properly by helping to keep it clean and orderly. ~~Eating, drinking, and littering are prohibited. Students who vandalize and/or cause damage to buses shall pay for the cost of repair(s) and/or replacement(s).~~
- Students shall listen to and obey directions from the bus driver. Excessive noise, fighting, pushing, tripping, inappropriate language, and disorderly conduct are prohibited. ~~Loud talking, laughing and/or unnecessary confusion can divert the bus driver's attention and may result in a serious accident.~~

Legal Ref.: Sections 120.13(1) Wisconsin Statutes (School Board Powers)
121.52(1)(b) (Vehicle, Operator and Drive Requirements)

Local Ref.: Policy #443.21 – Rules for Student Conduct on Buses

Student and Family Handbooks

~~Policy #443.2 Form 1 – First Violation – Warning~~

~~Policy #443.2 Form 2 – Second Violation – Suspension of School Bus Privileges~~

~~Policy #443.2 Form 3 – Third Violation – Suspension of School Bus Privileges~~

~~Policy #443.2 Form 4A – Fourth Violation A – Suspension/Expulsion of School Bus Privileges~~

~~Policy #443.2 Form 4B – Fourth Violation B – Expulsion of School Bus Privileges~~

RULES FOR STUDENT CONDUCT ON BUSES

All Evansville Community School District Board of Education policies concerning student behavior pertain to conduct on the bus. ~~All students are required to read and sign off indicating they will abide by these rules each year.~~

1. Students shall be on time for the bus. Students shall board the afternoon bus at the school that ~~he/she~~ **they** attends.
2. Students shall be careful when approaching bus stops, walking on the left toward oncoming traffic. If students cross the road, they must do so in front of the bus after making sure the highway is clear and after the bus driver signals they can cross.
3. Students shall be courteous to the bus driver and fellow students. Students shall take their assigned seats without disturbing other students. Students shall sit down ~~with their feet on the floor keeping the aisle clear. Students shall not stand on the bus.~~ Students shall not extend any part of their body out of the bus windows. ~~Cell phones shall be turned off when on the bus.~~
4. Students shall not possess harmful objects and/or illegal substances -- they are prohibited. In addition, students shall not bring skateboards or other similar items on the bus. All personal property (i.e. toys, games, etc.) brought on the bus shall be at the expense of the owner if lost, stolen, and/or damaged. Neither the bus company nor the District shall accept responsibility for the loss of personal items or items. ~~that are under your care.~~
5. Students shall care for the bus properly by helping to keep it clean and orderly. ~~Eating, drinking, and littering are prohibited.~~ Students who vandalize and/or cause damage to buses shall pay for the cost of repair(s) and/or replacement(s).
6. Students shall listen to and obey directions from the bus driver. Excessive noise, fighting, pushing, tripping, inappropriate language, and disorderly conduct are prohibited. ~~Loud talking, laughing and/or unnecessary confusion can divert the bus driver's attention and may result in a serious accident.~~

Disciplinary steps to be followed when handling infractions:

First Violation: ~~Stop the bus, reseat the student in a front seat.~~ Give the offending student a written warning that states the reason(s) for the warning. The student shall remain seated in front. Continue regular run. Student and parent(s)/legal-guardian(s) are to sign and return form to bus driver within two (2) school days. Bus driver shall make contact with ~~parent(s)/legal-guardian(s)~~ **family** to confirm the parent(s)/legal-guardian(s) are aware of this first violation if the signed form is not returned.

Second Violation: ~~Stop the bus, reseat the student in a front seat.~~ Give the offending student a written suspension notice explaining the process to be completed before bus privileges will be resumed. The student shall remain seated in front. Continue regular run. Give a copy of the suspension notice to the bus company supervisor and the student's principal. ~~The bus company~~ **School Administration or designee** shall call the student's parent(s)/legal-guardian(s) to help resolve the problem. The student will not be readmitted on the bus until an honest effort to correct his/her behavior is indicated and a "Behavior Plan" is completed and signed by the student, the student's parent(s)/legal-guardian(s) and the bus driver. Consequences of 1-3 days off the bus.

Third Violation: ~~Stop the bus, reseat the student in a front seat.~~ The student may be suspended at his/her **their** bus stop at the end of that school day, or at the end of the morning run if so directed by a bus company representative. If a bus company representative determines that the student will not be taken home at the end of that school day, the student's principal **School Administration or designee** will contact the student's parent(s)/legal-guardian(s)

family. The student shall remain seated in front. Continue regular run. Give the student a written notice recommending "Loss of School Bus Privileges" to take to ~~his/her~~ **their** parent(s)/legal-guardian(s). Give copies of the same notice to the bus company supervisor and the student's principal. The principal **or designee** shall call the student's parent(s)/legal-guardian(s) and set up a conference with the student, his/her parent(s)/legal-guardian(s) and a bus company representative to discuss the problem and determine the length of the student's suspension (1-5 days).

Fourth Violation:

The student will automatically be suspended with a recommendation to the Board for expulsion from bus privileges. This recommendation will be presented to the Board in a closed session.

Each year during annual registration, all parent(s)/legal-guardian(s) are required to read this policy and sign off indicating that their student(s) will abide by these rules. This includes students who are not regular riders but who participate in school sponsored events involving bus transportation.

**Local Ref.: Policy #443.2 Student Conduct on Buses
Student and Family Handbooks**

FOR REMOVAL

Approved: July 16, 2014

443.2 Form 1

EVANSVILLE COMMUNITY SCHOOL DISTRICT

FIRST VIOLATION - WARNING

Student Name _____ Date _____ Bus No. _____

Student at (circle one): K-2-LLE 3-5-TRIS 6-8-JCM 9-12-HS Grade _____

Today your child received this warning for inappropriate/unsafe behavior(s) on the bus. Please talk to your child about the choices he/she made today that were not good choices for bus behavior, and ask what he/she plans to do about his/her behavior. If your child continues with this behavior, the next step will be issuance of a second violation, which requires a written plan from your child before he/she can resume riding the bus. Thank you for your support.

Inappropriate/unsafe behavior(s):

- _____ Physical assault and/or fighting
- _____ Disrespectful to bus driver
- _____ Disrespectful to other students
- _____ Disrespectful to property
- _____ Threatening and/or intimidating bus driver and/or other students
- _____ Standing up, moving around and/or making distracting noises
- _____ Possession of harmful objects
- _____ Other _____

Additional comments: _____

Student Signature _____ Date _____

Parent/Legal Guardian Signature _____ Date _____

Bus Driver Signature _____ Date _____

Please sign and return this form to the bus driver. If this form is not signed by the student and parent/legal guardian and returned within two (2) school days, the bus driver will make contact with the parent/legal guardian.

Bus Co.: 882-6883 K-2-LLE: 882-3100 3-5-TRIS: 882-3840 6-8-JCM: 882-3300 9-12-HS: 882-3501

Original signed form to bus company. Copies of form to student, parent/legal guardian and principal.

FOR REMOVAL

Approved: July 16, 2014

443.2 Form 2

EVANSVILLE COMMUNITY SCHOOL DISTRICT

SECOND VIOLATION - SUSPENSION OF SCHOOL BUS PRIVILEGES

Student Name _____

Date _____

Bus No. _____

Student at (circle one): K-2-LLE 3-5-TRIS 6-8-JCM 9-12-HS Grade _____

Today your child received a second violation warning for inappropriate behavior on the bus. Please talk to your child about the choices he/she made today that were not good choices for bus behavior, and ask what he/she plans to do about his/her behavior. The student will not be readmitted on the bus until an honest effort to correct his/her behavior is indicated and the "Behavior Plan" below is completed and signed by the student, the student's parent/legal guardian, and the bus driver. A bus company representative will be in contact with you within two (2) days to assist you in completing this form, if needed. Thank you for your support.

Bus driver will submit a copy of this form to the building principal the day of event or next morning.

Inappropriate/unsafe behavior(s):

- | | |
|---|---|
| <input type="checkbox"/> Physical assault and/or fighting | <input type="checkbox"/> Threatening and/or intimidating bus driver and/or other students |
| <input type="checkbox"/> Disrespectful to bus driver | <input type="checkbox"/> Standing up, moving around and/or making distracting noises |
| <input type="checkbox"/> Disrespectful to other students | <input type="checkbox"/> Possession of harmful objects |
| <input type="checkbox"/> Disrespectful to property | |
| <input type="checkbox"/> Other _____ | |

Consequence: 1 - 2 - 3 days off the bus (circle one).

Additional comments: _____

BEHAVIOR PLAN

This Section Is To Be Completed By Student, His/Her Parent/Legal Guardian, and Bus Driver

What I intend to do to correct my future behavior: _____

I know what the rules are and I promise to abide by them.

Student Signature _____

Date _____

I am aware of this problem and promise to do everything possible to correct the situation. I understand that if an infraction(s) occurs again, my child will be recommended for further loss of bus privileges. Your signature indicates your approval of the student's description of his/her infraction(s) and plan to correct his/her behavior.

Parent/Legal Guardian Signature _____

Date _____

Bus Driver Signature _____

Date _____

Bus Co.: 882-6883 K-2-LLE: 882-3100 3-5-TRIS: 882-3840 6-8-JCM: 882-3300 9-12-HS: 882-3501

Original signed form to bus company. Copies of form to student, parent/legal guardian and principal.

FOR REMOVAL

Approved: July 16, 2014

443.2 Form 3

EVANSVILLE COMMUNITY SCHOOL DISTRICT

THIRD VIOLATION - SUSPENSION OF SCHOOL BUS PRIVILEGES

Student Name Date Bus No.

Student at (circle one): K-2-LLE 3-5-TRIS 6-8-JCM 9-12-HS Grade _____

Your child's bus privileges have been suspended because of the following infraction(s): _____

Bus Driver Signature Date

Your child's principal will call you to set up a conference: _____

(Conference Date & Time)

CONFERENCE DECISION

We have met and discussed bus rules and procedures. It is understood that further infractions will result in a recommendation to the Evansville Community School District Board of Education for expulsion of bus privileges.

Loss/suspension of bus privileges: 1 – 2 – 3 – 4 – 5 days off the bus (circle one).

Principal Signature

Bus Driver Signature

Student Signature

Parent/Legal Guardian Signature

Bus Co.: 882-6883 K-2-LLE: 882-3100 3-5-TRIS: 882-3840 6-8-JCM: 882-3300 9-12-HS: 882-3501

Original signed form to bus company. Copies of form to student, parent/legal guardian and principal.

FOR REMOVAL

Approved: July 16, 2014

443.2 Form 4B

EVANSVILLE COMMUNITY SCHOOL DISTRICT

NOTIFICATION OF PRINCIPAL'S INVESTIGATION
FOURTH VIOLATION B – EXPULSION OF SCHOOL BUS PRIVILEGES

Student Name Date Bus No.

Student at (circle one): K-2-LLE 3-5-TRIS 6-8-JCM 9-12-HS Grade _____

Your child's bus privileges were suspended on _____ and will continue until the Board of Education meets in closed session at _____ PM on _____.

You will receive notice of the time, date, location, etc. of this meeting. At this meeting, your child's principal will present the investigation results in accordance with Evansville Community School District Board of Education Policies: #443.2, *Student Conduct on Buses*; #443.21, *Rules for Student Conduct on Buses*; and #443.2 *Forms 1-4B, Violations*.

First Violation(s) and date(s) _____

Second Violation(s) and date(s) _____

Third Violation(s) and date(s) _____

Fourth Violation(s) and date(s) _____

Principal Signature Date

BOARD OF EDUCATION FINAL DECISION

Loss of bus privileges from _____ to _____

Board of Education President Signature Date

Board of Education Clerk Signature Date

Bus Co.: 882-6883 K-2-LLE: 882-3100 3-5-TRIS: 882-3840 6-8-JCM: 882-3300 9-12-HS: 882-3501

Original signed form to bus company. Copies of form to student, parent/legal guardian and principal.

Revised: December 8, 2003
Revised: July 12, 2004
Revised: September 11, 2013
1st Reading: 8/14/19

760

FOOD SERVICE PROGRAM

The Evansville Community School District shall offer meal programs that are nutritious and well balanced at moderate prices. All students in the District shall have an opportunity to participate in the school meal programs. The program shall endeavor to help students learn healthy eating habits for life.

Food service reimbursable meal prices shall be established by the Board annually. In accordance with federal guidelines, students who qualify shall be offered meals at a free or reduced price. The food service program shall be reviewed annually.

The business manager is responsible for the management of the school lunch, breakfast, milk and ala-carte programs. The business manager may delegate specific duties in relation to the food service programs to the food service director.

The District shall follow statutory and regulatory requirements for disclosure of information concerning children who are eligible for free or reduced price meals in any of the Child Nutrition Programs.

The District will operate with a positive financial balance. If in any given year expenses do not meet revenues, a transfer will be required to be made by the general fund (Fund 10).

Complaints regarding school lunch policy, quality or service should be directed to the Food Service Director and Business Manager and may be reviewed by the District Administrator.

The District shall not discriminate in school-sponsored food service programs on the basis of sex, race, age, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Legal Ref.: Sections 115.34 Wisconsin Statutes (School Lunch Program)
118.13 (Pupil Discrimination Prohibited)
120.10(16) (Powers of Annual Meeting, School Lunches)
120.13(6)(10) (School Board Powers, Federal Aid/School Food Service)
PI 9, Wisconsin Administrative Code
National School Lunch Act (42 USC 1751 et. seq.)
Child Nutrition Act of 1966 (42 USC 1771 et. seq.)
S. 3307 (111th): Healthy, Hunger-Free Kids Act of 2010
Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758(b)(6))

Approved: April 14, 1986
Revised: December 8, 2003
Revised: January 12, 2009
1st Reading: 8/14/19

761

FREE AND REDUCED FOOD PRICES

~~The District shall take part in the National School Lunch Program, School Breakfast Program and the free-milk program~~ **The Evansville Community School District** ~~to assure that all students in the District receive nutritious food. Ala-carte~~ **Wisconsin School Day Milk Program (K-5)** ~~to assure that all students in the District receive nutritious food. Ala-carte~~ **Ala carte** items are not included in these programs. If a household fails to apply **for free and reduced meals**, ~~designated district employees may complete an application for a student known to be eligible~~ **benefits cannot be made available**. In conformance with federal regulations, the following applies:

Eligibility Criteria

Students will be eligible to participate in the free and reduced food program if:

- their current household income is within the income eligibility guidelines set by the USDA each year.
- they are a participant of the Wisconsin Works (W-2) and/or food stamp program.
- they are a foster child.

There shall be no procedural differences in the service to those students who make full payment for meals and those who are aided by the free or partially paid lunch program. There shall be no physical segregation or other discrimination against any student because of inability to pay.

~~Application forms will be distributed to all families no later than the first day of school and will be available in the District Office at any time during the school year.~~ Households may apply for benefits at any time during the school year if their circumstances change. **Applications are available via Skyward Family Access**. All applications for free or reduced price meals shall be confidential in accordance with state and federal law.

Appeal

The District will abide by required nondiscrimination practices and hearing procedures. A family can appeal a decision made by the District with respect to a free and reduced-price meal application and the District can challenge the continued eligibility of any student for free or reduced price food. Any appeal from the decision of the approving official shall be referred to the District Administrator or his/her designee.

Legal Ref.: Sections 115.34 Wisconsin Statutes (School Lunch Program)
118.13 (Pupil Discrimination Prohibited)
120.10(16) (Powers of Annual Meeting, School Lunches)
120.13(6)(10) (School Board Powers, Federal Aid/School Food Service)

Local Ref.: Policy #762 Food Service Management

Revised: June 28, 2004
Revised: July 10, 2006
Revised: September 8, 2008
Revised: September 12, 2009
1st Reading: 8/14/19

762

FOOD SERVICE MANAGEMENT

The Evansville Community School District shall maintain food service accounts for each family to cover payments for student meals and ala carte items. No separate accounts will be allowed for individual family members. The District uses an automated food service accounting system to record food service deposits and to monitor food purchase transactions. ~~The system functions as a debit system, similar to a checking account.~~ Parents/guardians are expected to maintain their food service account with a positive balance.

Parents/guardians who claim that the financial condition of their family is such that they cannot afford to pay for the cost of their children's meals shall ~~be invited to make application~~ **apply** for free or reduced meals in accordance with federal regulations. **Families with extenuating circumstances should contact the building principal or the building principal may assist in making alternative arrangements.**

FAMILY MEAL ACCOUNTS

- ~~1. All families who have students that attend the Evansville Community School District, and all district employees, shall have a family meal account.~~
- ~~2. Deposits may be made by electronic funds transfer, mailed to, or dropped off at the district office or dropped off at any of the schools. Deposits made no later than 8:30 a.m. will be reflected in service line balances that day. Deposits should be sent in an envelope which is labeled with a student's first and last name and the amount of the payment. All checks are to be made payable to the Evansville Community School District.~~
- ~~3. **Pre-payments for lunch can be made through e-Funds for Schools website located at <https://payments.efundsforschools.com/v3/districts/55572> or can be accessed thru Family Access or the districts website/Food Service Department. A \$1.00 per transaction processing fee will be charged for each transaction.**~~
- ~~4. Families are encouraged to keep a minimum balance of \$10.00 and make minimum deposits of \$10.00.~~

Students who are eligible **and approved** for free meals are eligible to receive one free lunch and breakfast daily **as well as receiving a free milk during milk break for students in K-5.** Ala carte items and additional meals do not qualify under free or reduced lunch federal guidelines.

Additional meals or ala carte food items may be purchased only if there is money in their family account.

- ~~5. **An automated e-mail payer balance notification will be sent to family lunch account contacts with a \$.01 negative balance.**~~

There will be no adjustments to family meal accounts after 60 calendar days from purchase.

MONITORING FAMILY MEAL ACCOUNTS

Parents/guardians are responsible for maintaining sufficient funds in their family account.

- They may use the software Family Access on the school's website (www.evansville.k12.wi.us) www.eesdnet.org to monitor their food service activity and balances.
- Parents/guardians who do not have internet access may contact the food service department at 882-3580 to request information on their account.
- Upon request by the student, food service personnel will provide balance information to the student.
- Families will receive an automated phone message and/or email for negative balance accounts.

A regular meal will be denied if there are insufficient funds in the account. Families with extenuating circumstances should contact the building principal or the building principal may assist in making alternative arrangements if s/he is aware of extenuating circumstances.

OTHER ACCOUNT MANAGEMENT PROCEDURES

1. The Business Manager shall be expected to protect the taxpayers of the district by making a reasonable effort to collect all food service charges due to the district. The Board of Education authorizes the Business Manager to collect food service charges which are 60 days delinquent. ~~S/he~~ **They** shall use legal means including but not limited to small claims court or the services of a collection agency.
2. The balance of a family account shall be carried over at the end of the current school year to the subsequent school year. If a family no longer has children attending school or moves out of the district, balances over \$5.00 will be mailed provided no other fees are outstanding. (Balances under \$5.00 may be picked up at the District Office provided no other fees are outstanding.)

Legal Ref.: Sections 115.34 Wisconsin Statutes (School Lunch Program)
118.13 (Pupil Discrimination Prohibited)
120.10(16) (Powers of Annual Meeting, School Lunches)
120.13(6)(10) (School Board Powers, Federal Aid/School Food Service)
PI 9.03(1), Wisconsin Administrative Code
National School Lunch Act
Child Nutrition Act of 1966
~~No Child Left Behind Act of 2001-~~ **Every Child Succeeds Act of 2015**
Child Nutrition and WIC Reauthorization Act of 2004

Local Ref.: Policy # 761 Free and Reduced Food Prices

FULL-TIME PUBLIC SCHOOL OPEN ENROLLMENT

The Evansville Community School District **Board of Education** will provide the opportunity for students to attend public schools outside the District and ~~will accept~~ **may accept** nonresident Open Enrollment students. All nonresident public school Open Enrollment students attending a school in the District shall have all the rights and privileges of resident students. They also are subject to the same expectations, rules, and regulations during their term of enrollment.

A. Space Availability

Before acting on any applications, the District may determine the availability of space in each school, program, grade, or class within the District.

If space availability limits the District's ability to accept nonresident students **during the regular application period for the following school year**, the Board ~~of Education~~ will set the number of regular education spaces available for open enrollment by grade level and the number of special education spaces by program and/or related service no later than the regular January board meeting. The Board ~~of Education~~ will hear preliminary recommendations on enrollment limits at the December board meeting.

If the Board ~~of Education~~ limits the number of spaces at the January meeting, the District shall not approve ~~has taken action at the January board meeting to limit the number of spaces that will be available for applications that are submitted under the regular application period for the following school year~~, the District shall not approve any alternate applications in the grades or programs and/or related services with limited space that are submitted for the current school year after the date of the ~~January school board~~ **that** meeting. Further, the District shall also deny any alternate applications for the current school year received on or before the date of the Board ~~of Education~~ meeting in January seeking enrollment into grades or programs and/or related services that had been limited at the prior January board meeting due to space considerations for the current school year.

After setting the number of available spaces in January, the Board ~~of Education~~ may not reduce the number of such spaces after the start of the regular application period; and except for any applications that are guaranteed space, may only increase the number of available spaces after the first Friday following the first Monday in June.

The District will create and administer waiting lists for applications received during the regular application period, but not for current-year open enrollment applications submitted under the alternative application procedure.

If the number of applicants exceeds space available, students will first be accepted if they are:

1. Continuing students (included in the count of occupied spaces).
2. Siblings of continuing students.

Remaining spaces will be filled by a random lottery. Any unassigned students will be placed on

a waiting list created by a random lottery. If an opening occurs, the district administrator will review the waiting list by the grades or programs and/or related services with limited space of the opening and the next eligible student will be selected. Parent(s)/guardian(s) will be notified by phone and mail. They will have 10 calendar days to accept the opening. If they do not respond or if they decline, another applicant will be selected.

B. Nonresident Students Coming Open Enrolling Into the District

The parent(s)/guardian(s) of a nonresident students who wishes to attend school in the Evansville Community School District (ECSD) shall complete and submit the required application using the Department of Public Instruction (DPI-s) online system within the DPI's set Open Enrollment Window. The Parent(s)/guardian(s) may contact the ECSD District Office if they need assistance. **The parent/guardian is expected to answer the questions on the application accurately and honestly. Deliberately providing false or misleading information may result in the application being denied or the student being returned to the resident district. Full time open enrollment applications submitted after the application deadline will not be considered, except those submitted pursuant to the alternative application procedures specified in state law.**

The District shall send a request for expulsion (including pending discipline matters that may result in expulsion) and special education records to the resident school district.

The District shall review and give final approval or denial determination as to which school or program, if any, the nonresident student could attend the following school year, if accepted.

Full-time enrollment into the District for any nonresident student may or may not be approved (new-enrollment or continued) based on the following criteria:

- a. **Open Enrollment into the District will be denied if the student has been expelled from any Wisconsin school district or out-of-state school district during the current or two preceding school years for any reason, or if a pre-expulsionary disciplinary action is proceeding involving the student is pending.**

~~Consistent with state law requirements, the District may deny the enrollment of any student who is under expulsion for any reason from any public school or independent charter school in Wisconsin or out-of-state public school.~~

- b. ~~Students With Disabilities~~ **If the Open Enrollment into the District may be approved if the District determines that the special education program or related services described in the nonresident student's Individualized Education Program (IEP) are available in the District, and there is space available in the special education program identified in the student's IEP. the Open Enrollment application shall be accepted.**

If the special education program or services described in the student's IEP are not available or there is no space available in the program, the application may be denied.

If a nonresident student receives his/her **their** initial IEP while attending the District under open enrollment, or if a nonresident student's IEP changes after the student begins

- attending school in the District, and the special education program or services required by that initial or revised IEP are not available in the District or there is no space available in the program or services identified within the IEP, ~~the nonresident student may be returned to the resident district~~ **the District may notify the student's parent/guardian and the student's resident school Board of Education that the program or service is not available in the District. If such notice is provided, the student may be transferred to their resident school district, which would result in a new an educational placement for the student.**
- c. ~~Students Referred for a Special Education Evaluation~~ An Open Enrollment application shall may be denied if the nonresident student has been referred or identified as having a possible disability but has not yet been evaluated by an IEP team in the resident district. Assuming other acceptance criteria are and continue to be met, the District may reconsider a denial under this criteria if the completed IEP (or a finding of no disability **determining the student did not qualify for special education services**) is forwarded to the District and reviewed by the District prior to the close of the period during which applications would normally continue to be reviewed or accepted from any waiting list.
- d. ~~Termination Due to Habitual Truancy~~ 2009 WI Act 304 provides that a nonresident school board may notify the parent(s)/guardian(s) of a habitual truant, that the pupil may not attend the nonresident school district in the following semester or school year. **Open enrollment into the District may be revoked if a student has been determined as being habitually truant. Habitually truant means being absent from school without an acceptable excuse for part or all of five or more school days during any semester. If the nonresident district determines that a student attending the nonresident school district under full time open enrollment law is habitually truant during either semester in the current school year, the nonresident district may prohibit the student from attending the nonresident school district in the succeeding semester or school year. An open enrollment application shall be denied if the District previously revoked the student's status as an open enrollment student in the District due to habitual truancy during any semester of attendance at a District school in the current or previous school year.**
- e. ~~"Best Interests" Determinations Under the Alternate Open Enrollment Application Criteria and Procedures~~ If a parent(s)/guardian(s) applies for open enrollment under the alternative open enrollment application criteria and procedures and relies on the "best interests of the student" criteria, the District shall review the information and rationale provided by the parent(s)/guardian(s) and make a determination as to whether the District agrees with the parent(s)/guardian(s) that attending school in the District pursuant to the application is in the student's best interest. If the District determines that attendance would not be in the student's best interest, the application shall **may** be denied on that basis.
- f. ~~Other Criteria~~ A full-time open enrollment application ~~can~~ **may** also be denied if the nonresident student is ineligible for open enrollment because the student does not meet the age requirements for school attendance or early admission, the resident district does not have a matching program as offered by the District, or the application is determined to be invalid or in excess of the number of allowable applications.
- g. ~~Transportation~~ Student transportation **Transportation**, and the costs thereof, **for nonresident students open enrolled into the District** shall be the responsibility of the nonresident student's parent(s)/guardian(s), subject to the following exceptions:
- i. Low income parent(s)/guardian(s) may apply to the DPI for reimbursement of costs of transportation in accordance with DPI's procedures.

- ii. The District shall provide transportation for nonresident students with disabilities attending school full-time in the District if it is required in the student's IEP or otherwise required by law.
- h. Wisconsin Interscholastic Athletic Association (WIAA): To the extent required by state law, nonresident open enrollment students attending school in the District shall have all of the rights and privileges of similarly-situated resident students and shall be subject to the same rules and regulations as resident students. An open enrollment student's eligibility to participate in interscholastic athletic activities is subject to the rules and regulations of the Wisconsin Interscholastic Athletic Association (WIAA).

C. Resident Students Open Enrolling Out of the District

Evansville resident students may apply for full-time open enrollment in another public school district as a nonresident student under the State Open Enrollment Law and Program. When accepting or rejecting a resident application for enrollment in another school district, the Evansville District shall consider the following criteria:

1. The application is submitted during the required time period.
2. If the student has applied for open enrollment under the alternative open enrollment application criteria and procedures authorized by law, the District may also deny the student's open enrollment if the District determines that none of the criteria relied on by the student to submit the application apply to the student. Prior to denying an alternative application on the basis that the parent(s)/guardian(s) did not provide enough information to allow the District to assess whether the student has been the victim of repeated bullying or whether open enrollment would be in the best interests of the student, the District shall offer the parent(s)/guardian(s) an opportunity to provide additional information.

A full-time open enrollment application can also be denied if the resident student is ineligible for open enrollment because the student does not meet the age requirements for school attendance or early admission, the nonresident district does not have a matching program as offered by the District, or the application is determined to be invalid or in excess of the number of allowable applications.

Transportation

The parent(s)/guardian(s) of a resident open enrollment student shall be responsible for student transportation, except as otherwise provided by law. Requests from other school districts to provide optional transportation to resident open enrollment students to/from locations within the boundaries of the District shall be denied.

D. Appeal of Rejection

If an application for full-time open enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the DPI following the deadlines and other procedures established by the DPI.

E. Alternative Open Enrollment Criteria and Procedures

Eligibility Criteria

A parent(s)/guardian(s) of a student who wishes to attend school in a nonresident school district may submit an Open Enrollment application outside of the regular Open Enrollment application period or in lieu of it if the application is for the current school year, **if** the student meets one of the following criteria, and the parent(s)/guardian(s) describes the criteria that the student meets in the application:

1. The resident school board determines that the student has been the victim of a violent criminal offense in a school in the resident school district. The application must be made within 30 days of the resident school board's determination.
2. The student is or has been a homeless student in the current or immediately preceding school year.
3. The student has been the victim of repeated bullying and harassment and all of the following apply:
 - a. The student's parent(s)/guardian(s) must have reported the bullying or harassment to the school board or designee under a bullying/harassment complaint process and;
 - b. In spite of action taken by the Board ~~of Education~~ or designee the repeated bullying and harassment continues.
4. The place of residence of the student's parent(s)/guardian(s) and of the student has changed as a result of military orders. The application must be made within 30 days of the date on which the military orders changing the place of residence were issued.
5. The student moved into Wisconsin. The application must be made within 30 days after moving into the state.
6. The student's residence has changed as a result of a court order or custody agreement or because the student was placed in or removed from a foster home or with a person other than the student's parent(s)/guardian(s). The application must be made within 30 days after the student's change in residence.
7. The student's attendance in a school in the nonresident school district is considered to be in the best interests of the student. The application must explain the reasons for requesting this exception and why attendance at the nonresident school district is in the best interest of the student.

Application Review and Approval Process

1. When the District receives an Open Enrollment application that has been submitted under the Alternative Open Enrollment criteria outlined above, whether it is submitted by a nonresident student or a resident student, the application shall be forwarded to the District Administrator or his/her designee for review and recommendations.
 - a. If the application involves a nonresident student seeking to attend school in the District under Open Enrollment, the District will:
 - 1) Immediately send a copy of any paper application received by the District to the student's resident school district, or, if applicable, the student's anticipated resident school district;
 - 2) Work with the resident district (or the anticipated resident district) identified in the application to determine where the applicant is currently attending school, and to determine from which school the District will receive any relevant special education records (e.g., the student's current IEP) and/or disciplinary records (e.g., expulsion records). If the applicant is not currently attending school in the resident district, the District will request such records from the school or school district the student is attending or most recently attended; and
 - b. If the application involves a resident student who is attending, or who previously attended, school in the District, the District shall send the nonresident school district to which the Open Enrollment application was made a copy, if applicable, of the student's IEP and any expulsion or other relevant discipline-related records within 10 days of receiving the application.
2. The District Administrator, along with other members of the administrative staff, shall review the application using the acceptance/denial criteria outlined in Board policy. The District Administrator or his/her designee shall submit recommendations regarding acceptance or denial of the application to **the Board of Education** for action.

- a. The District may deny an application of a resident student if:
 - 1) It determines that the criteria relied on by the parent(s)/guardian(s) to submit the application do not apply to the student.
- b. The District may deny an application of a nonresident student:
 - 1) For the same reasons it may deny an application submitted during the regular Open Enrollment application period; or
 - 2) If the application relies on the best interests of the student criteria and the District determines that open enrollment is not in the student's best interests.
 3. If the application involves a nonresident student seeking to attend school in the District, the District will notify the applicant, in writing, whether the application has been approved or denied no later than 20 days after receiving the application.
 - a. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and District policy, acceptance of an application may be contingent or subject to revocation.
 - b. If the District has approved the Open Enrollment application of a nonresident student, the notification provided to the applicant shall identify the specific school or program the student may attend. A nonresident student accepted for enrollment may immediately begin attending the assigned school or program in the District and shall begin attending the school or program no later than the 15th day following receipt of the notice of acceptance. If the nonresident student has not enrolled in or attended school in the District by that date, the District may notify the student's parent(s)/guardian(s), in writing, that the student is no longer authorized to attend the school or program in the District.
 - c. If there is a delay in the District's receipt of any relevant disciplinary records from another school or school district, the District will review and act upon such records promptly, and, if necessary, inform the student that the District's ability to confirm or deny the application is contingent upon the District's receipt and review of such records. If the DPI allows the District to conditionally approve such an application subject to that contingency, the District may do so. Otherwise, such application may be held in abeyance until the relevant records are received, or, if necessary, the application may be denied.
 4. If, for purposes of the application, the District is identified as the resident school district, the District shall notify the applicant whether the application has been approved or denied in accordance with any deadlines established by state law or DPI rule. Normally, the District will issue such notifications no later than 20 days after the District's receipt of the application. In addition:
 - a. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and District policy, approval of an application may be contingent or subject to revocation.
 - b. To the extent that there is a delay in the District's receipt of any relevant records or information such that the District is unable to determine whether the criteria upon which the application was based apply to the student, the District will act upon such records/information promptly upon receipt and notify the applicant of its decision to approve or deny the application within five (5) days of making the determination.

~~A nonresident student may apply for full-time open enrollment in an Evansville School under the State Open Enrollment Law and Program. When accepting or rejecting a nonresident student's application for enrollment, the District shall consider the following criteria:~~

- ~~a. Application is submitted during the required time period.~~
- ~~b. Space in buildings is available.~~
- ~~c. Space in the class is available.~~
- ~~d. Impact on student-teacher ratios.~~

- e. Projection for future school growth.
- f. Status as an Evansville student during the current school year. Any applicant who is currently attending the Evansville Community School District will be included in the count of occupied spaces.
- g. Expulsion (current or prior two school years) or expulsion proceedings.
- h. Habitual truancy (current or prior two (2) school years).
- i. Ability to satisfy a student with disabilities individualized education program (IEP).
- j. Whether the student has been referred for a special education evaluation that has not been completed.

1. Space Availability

If space availability limits the District's ability to accept nonresident students, the Board will set the number of regular education spaces available for open enrollment by grade level and the number of special education spaces by program and/or related service no later than the regular January board meeting. The Board will hear preliminary recommendations on enrollment limits at the December board meeting.

If the Board of Education has taken action at the January board meeting to limit the number of spaces that will be available for applications that are submitted under the regular application period for the following school year, the District shall not approve any alternate applications in the grades or programs and/or related services with limited space that are submitted for the current school year after the date of the January school board meeting. Further, the District shall also deny any alternate applications for the current school year received on or before the date of the Board meeting in January seeking enrollment into grades or programs and/or related services that had been limited at the prior January board meeting due to space considerations for the current school year.

After setting the number of available spaces in January, the Board may not reduce the number of such spaces after the start of the regular application period; and except for any applications that are guaranteed space, may only increase the number of available spaces after the first Friday following the first Monday in June.

The District will create and administer waiting lists for applications received during the regular application period, but not for current-year open enrollment applications submitted under the alternative application procedure.

If the number of applicants exceeds space available, students will first be accepted if they are:

- 1. Continuing students (included in the count of occupied spaces).
- 2. Siblings of continuing students.

Remaining spaces will be filled by a random lottery. Any unassigned students will be placed on a waiting list created by a random lottery. If an opening occurs, the district administrator will review the waiting list by the grades or programs and/or related services with limited space of the opening and the next eligible student will be selected. Parent(s)/guardian(s) will be notified by phone and mail. They will have 10 calendar days to accept the opening. If they do not respond or if they decline, another applicant will be selected.

2. Students With Disabilities

If the District determines that the special education program or related services described in the nonresident student's IEP are available in the District, and there is space available in the special

education program identified in the student's IEP, the Open Enrollment application shall be accepted. If the special education program or services described in the student's IEP are not available or there is no space available in the program, the application shall be denied. If a nonresident student receives his/her initial IEP while attending the District under open enrollment, or if a nonresident student's IEP changes after the student begins attending school in the District, and the special education program or services required by that initial or revised IEP are not available in the District or there is no space available in the program or services identified within the IEP, the nonresident student may be returned to the resident district the District may notify the student's parent/guardian and the student's resident school board that the program or service is not available in the District. If such notice is provided, the student shall be transferred to his/her resident school district, which shall provide an educational placement for the student.

3. Students Referred for a Special Education Evaluation

An Open Enrollment application shall ~~can~~ be denied if the nonresident student has been referred or identified as having a possible disability but has not yet been evaluated by an IEP team in the resident district. Assuming other acceptance criteria are and continue to be met, the District may reconsider a denial under this criteria if the completed IEP (or a finding of no disability) is forwarded to the District and reviewed by the District prior to the close of the period during which applications would normally continue to be reviewed or accepted from any waiting list.

4. "Best Interests" Determinations Under the Alternate Open Enrollment Application Criteria and Procedures

If a parent(s)/guardian(s) applies for open enrollment under the alternative open enrollment application criteria and procedures and relies on the "best interests of the student" criteria, the District shall review the information and rationale provided by the parent(s)/guardian(s) and make a determination as to whether the District agrees with the parent(s)/guardian(s) that attending school in the District pursuant to the application is in the student's best interest. If the District determines that attendance would not be in the student's best interest, the application shall be denied on that basis.

5. Other Criteria

A full time open enrollment application can also be denied if the nonresident student is ineligible for open enrollment because the student does not meet the age requirements for school attendance or early admission, the resident district does not have a matching program as offered by the District, or the application is determined to be invalid or in excess of the number of allowable applications.

No criteria other than those outlined above may be considered by the District when acting on nonresident student full time open enrollment applications.

Requests for Early Admission to Kindergarten

The District does not evaluate nonresident open enrollment applicants for early admission to 4 or 5-year old kindergarten.

No Reapplication Required

Once a nonresident student is accepted for open enrollment in the District and begins attending school in the District, no reapplication is required in order for the student to maintain continuous open enrollment.

Transportation

Student transportation and the costs thereof shall be the responsibility of the nonresident student's parent(s)/guardian(s), subject to the following exceptions:

1. Low income parent(s)/guardian(s) may apply to the DPI for reimbursement of costs of transportation in accordance with DPI's procedures.
2. The District shall provide transportation for nonresident students with disabilities attending school full time in the District if it is required in the student's IEP or otherwise required by law.

Wisconsin Interscholastic Athletic Association (WIAA)

To the extent required by state law, nonresident open enrollment students attending school in the District shall have all of the rights and privileges of similarly situated resident students and shall be subject to the same rules and regulations as resident students. An open enrollment student's eligibility to participate in interscholastic athletic activities is subject to the rules and regulations of the Wisconsin Interscholastic Athletic Association (WIAA).

Termination Due to Habitual Truancy

2009 WI Act 304 provides that a nonresident school board may notify the parent(s)/guardian(s) of a habitual truant, that the pupil may not attend the nonresident school district in the following semester or school year.

Resident Students Going Out of the District

Evansville resident students may apply for full time open enrollment in another public school district as a nonresident student under the State Open Enrollment Law and Program. When accepting or rejecting a resident application for enrollment in another school district, the Evansville District shall consider the following criteria:

1. The application is submitted during the required time period.
2. If the student has applied for open enrollment under the alternative open enrollment application criteria and procedures authorized by law, the District may also deny the student's open enrollment if the District determines that none of the criteria relied on by the student to submit the application apply to the student. Prior to denying an alternative application on the basis that the parent(s)/guardian(s) did not provide enough information to allow the District to assess whether the student has been the victim of repeated bullying or whether open enrollment would be in the best interests of the student, the District shall offer the parent(s)/guardian(s) an opportunity to provide additional information.

A full-time open enrollment application can also be denied if the resident student is ineligible for open enrollment because the student does not meet the age requirements for school attendance or early admission, the nonresident district does not have a matching program as offered by the District, or the application is determined to be invalid or in excess of the number of allowable applications.

Transportation

The parent(s)/guardian(s) of a resident open enrollment student shall be responsible for student transportation, except as otherwise provided by law. Requests from other school districts to provide optional transportation to resident open enrollment students to/from locations within the boundaries of the District shall be denied.

Appeal of Rejection

If an application for full-time open enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the DPI following the deadlines and other procedures

established by the DPI.

~~APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT CRITERIA AND PROCEDURES~~

Eligibility Criteria

~~A parent(s)/guardian(s) of a student who wishes to attend school in a nonresident school district may submit an Open Enrollment application outside of the regular Open Enrollment application period or in lieu of it if the application is for the current school year, the student meets one of the following criteria, and the parent(s)/guardian(s) describes the criteria that the student meets in the application:~~

- ~~1. The resident school board determines that the student has been the victim of a violent criminal offense in a school in the resident school district. The application must be made within 30 days of the resident school board's determination.~~
- ~~2. The student is or has been a homeless student in the current or immediately preceding school year.~~
- ~~3. The student has been the victim of repeated bullying and harassment and all of the following apply:
 - ~~a. The student's parent(s)/guardian(s) must have reported the bullying or harassment to the school board or designee under a bullying/harassment complaint process and;~~
 - ~~b. In spite of action taken by the Board of Education or designee the repeated bullying and harassment continues.~~~~
- ~~4. The place of residence of the student's parent(s)/guardian(s) and of the student has changed as a result of military orders. The application must be made within 30 days of the date on which the military orders changing the place of residence were issued.~~
- ~~5. The student moved into Wisconsin. The application must be made within 30 days after moving into the state.~~
- ~~6. The student's residence has changed as a result of a court order or custody agreement or because the student was placed in or removed from a foster home or with a person other than the student's parent(s)/guardian(s). The application must be made within 30 days after the student's change in residence.~~
- ~~7. The student's attendance in a school in the nonresident school district is considered to be in the best interests of the student. The application must explain the reasons for requesting this exception and why attendance at the nonresident school district is in the best interest of the student.~~

Application Review and Approval Process

- ~~1. When the District receives an Open Enrollment application that has been submitted under the Alternative Open Enrollment criteria outlined above, whether it is submitted by a nonresident student or a resident student, the application shall be forwarded to the District Administrator or his/her designee for review and recommendations.
 - ~~a. If the application involves a nonresident student seeking to attend school in the District under Open Enrollment, the District will:
 - ~~1) Immediately send a copy of any paper application received by the District to the student's resident school district, or, if applicable, the student's anticipated resident school district;~~
 - ~~2) Work with the resident district (or the anticipated resident district) identified in the application to determine where the applicant is currently attending school, and to determine from which school the District will receive any relevant special education~~~~~~

- records (e.g., the student's current IEP) and/or disciplinary records (e.g., expulsion records). If the applicant is not currently attending school in the resident district, the District will request such records from the school or school district the student is attending or most recently attended; and
- b. If the application involves a resident student who is attending, or who previously attended, school in the District, the District shall send the nonresident school district to which the Open Enrollment application was made a copy, if applicable, of the student's IEP and any expulsion or other relevant discipline-related records within 10 days of receiving the application.
2. The District Administrator, along with other members of the administrative staff, shall review the application using the acceptance/denial criteria outlined in Board policy. The District Administrator or his/her designee shall submit recommendations regarding acceptance or denial of the application to the Board of Education for action.
 - a. The District may deny an application of a resident student if:
 - 1) It determines that the criteria relied on by the parent(s)/guardian(s) to submit the application do not apply to the student.
 - b. The District may deny an application of a nonresident student:
 - 1) For the same reasons it may deny an application submitted during the regular Open Enrollment application period; or
 - 2) If the application relies on the best interests of the student criteria and the District determines that open enrollment is not in the student's best interests.
 3. If the application involves a nonresident student seeking to attend school in the District, the District will notify the applicant, in writing, whether the application has been approved or denied no later than 20 days after receiving the application.
 - a. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and District policy, acceptance of an application may be contingent or subject to revocation.
 - b. If the District has approved the Open Enrollment application of a nonresident student, the notification provided to the applicant shall identify the specific school or program the student may attend. A nonresident student accepted for enrollment may immediately begin attending the assigned school or program in the District and shall begin attending the school or program no later than the 15th day following receipt of the notice of acceptance. If the nonresident student has not enrolled in or attended school in the District by that date, the District may notify the student's parent(s)/guardian(s), in writing, that the student is no longer authorized to attend the school or program in the District.
 - e. If there is a delay in the District's receipt of any relevant disciplinary records from another school or school district, the District will review and act upon such records promptly, and, if necessary, inform the student that the District's ability to confirm or deny the application is contingent upon the District's receipt and review of such records. If the DPI allows the District to conditionally approve such an application subject to that contingency, the District may do so. Otherwise, such application may be held in abeyance until the relevant records are received, or, if necessary, the application may be denied.
 4. If, for purposes of the application, the District is identified as the resident school district, the District shall notify the applicant whether the application has been approved or denied in accordance with any deadlines established by state law or DPI rule. Normally, the District will issue such notifications no later than 20 days after the District's receipt of the application. In addition:
 - a. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and District policy, approval of an application may be contingent or subject to revocation.

~~b. To the extent that there is a delay in the District's receipt of any relevant records or information such that the District is unable to determine whether the criteria upon which the application was based apply to the student, the District will act upon such records/information promptly upon receipt and notify the applicant of its decision to approve or deny the application within five (5) days of making the determination.~~

Legal Ref.: Sections 115.385(4) Wisconsin Statutes (School and School District
Accountability Report)

115.787 (Individualized Educational Programs)

115.7915 (Special Needs Scholarship Program)

118.13 (Pupil Discrimination Prohibited)

118.16(1)(a) (School Attendance Enforcement)

118.50(6) (Whole Grade Sharing)

118.51 (Full-Time Open Enrollment)

118.53 (Attendance by Pupils in a Home-Based Private Educational Setting)

118.57 (Notice of Educational Options)

120.13(1)(f)(h) (School Board Powers)

121.54(3)(10) (Transportation by School Districts)

121.545(1) (Additional Transportation)

121.55 (Methods of Providing Transportation)

PI 36, Wisconsin Administrative Code (Public School Inter-District Open
Enrollment)

Local Ref.: Policy #425 – ~~Enrollment of and Services Available to District Students Who Attend Private, Parochial or Home Based School~~ Participation of Non-Public School Students in District Courses, Programs and Activities

COMPULSORY STUDENT ATTENDANCE & ALTERNATIVE PROGRAMS

The Evansville Community School District Board of Education, in accordance with state law, **recognizes** all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter or semester in which they become eighteen years of age, or unless they have a legal excuse, fall under one of the exceptions outlined in the state statutes, or have graduated from high school. Students enrolled in five (5)-year old kindergarten in the District shall also be expected to attend school regularly during the full period and hours that kindergarten is in session during the school year.

~~Upon request to the Board of Education School Board, or its designee, and with the written approval of the student's parent/guardian, any student who is sixteen (16) years of age or over and a student identified as At Risk, as defined in state statute, may attend, in lieu of high school or on a part-time basis, a technical college if the student and his/her their parent(s)/guardian(s) agree, in writing, that the student will participate in a program leading to the student's high school graduation.~~

~~The Board of Education, through its designee, may excuse a student who is sixteen (16) years of age or older from regular school attendance in favor of a program or curriculum modification which leads to high school graduation or an equivalency diploma. The Board will consider the request of a parent/guardian provided the conditions are allowed by state statute.~~

The Board recognizes that some students are best served through varied educational delivery systems and programs. Therefore the Board, through its designee, may excuse a student who is sixteen (16) years of age or older from regular school attendance in favor of a program or curriculum modification which leads to high school graduation or an equivalency diploma. The Board will consider the request of a parent/guardian provided the conditions are allowed by state statute.

The student and their parent/guardian must agree, in writing, that the student will participate in a program leading to the students high school graduation.

Furthermore, a written agreement is required among the student, his/her their parent(s)/guardian(s), and a representative of the high school equivalency program or other school program leading to the student's high school graduation prior to admission to such program(s). The agreement must state the services to be provided, the time period needed to complete the high school equivalency program or program leading to high school graduation and how the performance of the student will be monitored.

The High School Principal, Director of Student Services, or designee is responsible for monitoring the written agreement on a regular basis. In no case, however, can the agreement be monitored less frequently than once per semester. If the High School Principal, Director of Student Services, or designee determines that a student is not complying with the agreement, that person is expected to notify the student, his/her their parent(s)/guardian(s) and the high school equivalency program or program leading to high school graduation that the agreement may be modified or suspended in 30 days.

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

Revised: April 13, 1998
Revised: March 12, 2001
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434.2

HIGH SCHOOL CLOSED CAMPUS

The Evansville Community School District Board of Education recognizes students are not permitted to leave school property during the school day without prior approval from a parent/guardian and school official. ~~A regular school day for students attending high school is defined to be between the hours of 8:00 a.m. and 3:09 p.m. 7:50 a.m. and 3:05 p.m.~~ The principal will approve written parent/guardian requests that first, second, and third year students leave school property to go home for lunch each day provided the following conditions are satisfied:

1. That the student eats lunch at home.
2. That no automobile will be permitted to leave the school parking lot for purposes of getting home for lunch.
3. That the student be able to get home and return to school in the 30 minutes provided.
4. That the student has satisfied all conditions defined in the Lunch Period Policies as written in the high school student handbook.

A statement agreeing to the conditions must be signed by the parent/guardian and student and returned to the school office prior to final approval. Violation of conditions 1, 2, 3 or 4 will result in cancellation of the student's permission to leave the school grounds during the lunch period and could result in disciplinary action.

The following persons may gain permission to leave school property during the school day:

1. Students who leave the school property for documented medical reasons.
2. Students who participate in the Wisconsin Public School Open Enrollment program on a part-time basis.
3. Students who are of legal age (18 years).
4. Students who participate in ~~youth options~~ **Early College Credit or Start College Now Programs.**
5. Students who are enrolled in Evansville Vocational, Co-Op Programs, or participate in a school supervised work-experience.
6. Students whose parents/guardians request to pick up their children at school.
7. Fourth year students may leave the campus, individually in their own vehicle during their lunch period if they have no failing grades and no active attendance or disciplinary issues. Such students lose this privilege upon one unexcused absence, three un-excused tardiness, or one disciplinary referral. To regain eligibility, parents/guardians must request reinstatement in writing. Students must meet with the principal or designee and successfully comply with all conditions set forth.

**Legal Ref.: Sections 118.55 Early College Credit Program
38.12(14) Attendance at Technical College**

**Local Ref.: High School Student and Family Handbook
Policy #428 Full-time Open Enrollment
Policy #429 Part-time Open Enrollment**

STUDENT RIGHTS AND RESPONSIBILITIES

The Evansville Community School District Board of Education recognizes each student has a right to an education. Students have the responsibility to apply themselves to maximize the benefit they receive from their education. Each student has a right to an environment that allows them to identify and pursue personal academic interests. Students have the responsibility to behave in such a way that **allows** all other students **the opportunity to exercise that right.** ~~Student behavior that disrupts classwork, involves substantial disorder or invades the rights of others shall not be tolerated.~~

Students shall have the right to advocate change of any **law**, policy or regulation. Students may exercise their right to freedom of expression through speech, petition, and other lawful means. ~~The exercise of this right may not interfere with the rights of others.~~ Freedom of expression may not be utilized to present material that is ~~which tends to be~~ obscene, or slanderous, ~~or to~~ **used to** defame character, ~~or to~~ advocate violation of federal, state and local laws, or official school policies, rules and regulations.

~~No right is absolute. The freedom of an individual or group to exercise rights ceases when that exercise infringes upon the rights of others.~~ **The freedom of an individual or group to exercise rights ceases when that exercise unduly infringes upon the rights of others.** Teachers and students shall promote tolerance for the views and opinions of others, as well as for the right of an individual to form and hold different opinions and beliefs.

A student who has reached the age of majority possesses the full rights of an adult. Such students may exercise authority in those school matters previously handled by their parent/guardian, such as the responsibility for performance in school, attendance, and compliance with school rules.

~~The~~ **This policy must be enforced** ~~enforcement of this policy must be done~~ in accordance with due process. Students and parents/guardians are given notice of the rules governing expected behavior and consequences for misbehavior through the Code of Conduct which they receive annually in their student handbooks. The process for a hearing when the Code of Conduct is violated is also specified in the student handbooks.

Legal Ref.: Sections 118.13 Wisconsin Statutes (Pupil Discrimination Prohibited)
120.13(1) (School Board Powers)
Article 1 and Article X – Section 3, Wisconsin Constitution
~~PI 9.93(1), Wisconsin Administrative Code~~

Local Ref: Student and Family Handbooks

July 30, 2019

Dear Mrs. Dobbs and ECSD Board of Education;

Please accept this notification as my resignation from the position of JC McKenna Middle School special education teacher, effective immediately.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kim Katzenmeyer', with a long horizontal flourish extending to the right.

Kim Katzenmeyer

From: Carter, Nicholas
Sent: Monday, July 29, 2019 6:30 AM
To: Shulta, Steven <ShultaS@evansville.k12.wi.us>
Subject: Resignation Letter

July 29,2019
Steven Shulta
Building and Grounds Director
340 Fair St
Evansville WI, 53536

Dear Steve Shulta,

Please accept this letter as notice of my resignation from Evansville School District two weeks from todays date.

Thank you for hiring me on as a part of your team. I have learned a lot and had lots of good times with all. I will miss you all. I am taking a night cleaner position at Parkview School District to get closer to home. I appreciate everything you have done for me and I also wish you a happy retirement. I have and will for future jobs take in great consideration of the soft skills you have mentioned such as communication, and ability to accept and learn from criticism.

Sincerely,

Nicholas Carter

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

A special meeting of the Board of Education of the Evansville Community School District was held Monday, August 5, 2019, at 6:00 pm in the District Board and Training Center.

The meeting was called to order by Board President Ms. Hammann. Roll call was taken. Members present: Hammann, Johnson, Paul, Rasmussen, Swanson and Titus. Absent: Klaehn.

APPROVE AGENDA

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

INFORMATION & DISCUSSION:

Ms. Merath, Business Manager, informed the board that an anonymous donor has provided the sum of \$11,000 to pay all negative lunch balances. The donor stipulated a desire to remain completely anonymous and to have the balances paid-in-full before the first Back to School event on Thursday, August 8.

Discussion continued regarding the current district policy on negative balances. Ms. Merath advised that the new food service provider will be enforcing the policy requirement that no ala carte items will be allowed if an account is in a negative balance state. No child with a negative balance will be denied a lunch but will be provided a standard lunch.

Ms. Merath indicated that staff will follow-up with all families with negative balances to advise them of all options, including free lunch options.

BUSINESS (ACTION ITEMS):

Motion by Mr. Rasmussen, second by Mr. Titus, to approve the donation for negative lunch balances from an anonymous donor in the amount of \$11,000. Motion carried, 6-0 (voice vote).

Ms. Hammann will craft a letter from the Board to the anonymous donor, thanking them for the generous donation. Ms. Merath will deliver the letter to the donor.

ADJOURN:

Motion by Mr. Rasmussen, second by Mr. Titus, to adjourn the meeting. Motion carried, 6-0 (voice vote). Meeting adjourned at 6:15 pm.

Submitted by Ellyn Paul, Clerk

Approved: _____ Approved: _____

Ellyn Paul, Clerk

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

The regular meeting of the Board of Education of the Evansville Community School District was held Wednesday, July 17, 2019, at 6:00 pm in the District Board and Training Center.

Mr. Roth, District Administrator, led the Pledge of Allegiance.

The meeting was called to order by Board President Ms. Hammann. Roll call was taken. Members present: Hammann, Johnson, Paul, Rasmussen, Swanson and Titus.

Motion by Ms. Paul, Board Clerk, seconded by Mr. Titus, to approve remote access for Jan Klaehn to include open session participation and voting rights. Motion carried, 6-0 (voice). Ms. Klaehn joined the meeting by telephone at 6:03 pm.

APPROVE AGENDA

Motion by Ms. Hammann, seconded by Ms. Johnson, to approve the agenda as presented, with a change to move the discussion of the Third Street Extension to item D Discuss Youth Center. Motion carried; 7-0 (voice vote).

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS:

- Back to School Days – August 8, 2019, 3-7pm & August 14, 2019 10am-2pm
- All Staff Breakfast – August 27, 2019, 7:30 am
- First Day of School – September 3, 2019

PUBLIC PRESENTATIONS: None.

INFORMATION & DISCUSSION:

Mr. Redders, High School Teacher, presented information on the Freshmen Summit, which will be held August 6 and 7, 2019. The new program, featuring teachers and student mentors, is designed to give incoming freshmen a clear sense of what is to come in high school. The August 6 kick-off includes parents and will feature a spaghetti dinner. August 7 events will be students, teachers, and mentors only. Eighty of the 130 incoming freshmen have signed up for the summit.

Ms. Tway, District Nurse, provided the annual nursing services report. 2018-19 saw a reduction in cases of strep throat and influenza. She also reported success on efforts to reduce the district's immunization waiver rate, with nearly 95% compliance.

Mr. Roth, District Administrator, updated the Board regarding discussions about hiring a School Resource Officer (SRO). Representatives of the City of Evansville also in attendance were City Administrator Ian Rigg, Community Development Director Jason Sergeant, and Council President Jim Brooks. Mr. Rigg estimates that 80% of the officer's time would be spent at the school, freeing the regular daytime officer from school calls. Cost of an SRO could range from \$66,000 - \$109,000 annually, with costs dependent upon experience and single or family insurance requirements. No decision will be made until more data on need can be provided, as well as a job description, a list of desired outcomes, and a measure of community support for the position.

Mr. Roth opened discussion of the Third Street Extension project that is part of the 2018 Referendum. The engineering study revealed that the cost of the extension could be as high as \$500,000, particularly if a land

purchase is required for drainage purposes. The project was initially budgeted for \$300,000. Mr. Rigg indicated that the city would be willing to provide assistance on the project if the District would provide 10,000 square feet of space on the middle school grounds for the construction of a new Youth Center. Mr. Roth and Ms. Dobbs, Middle School Principal, are concerned about giving up green space on that site, which will provide about two acres of space for approximately 450 students. Discussions on the topic will continue. Mr. Brooks will get a sense from the City Council about its interest in an ad hoc committee to study this further. Mr. Titus and Ms. Swanson stated a willingness to serve on such a committee.

Mr. Roth provided an update on the Referendum, describing projects as being on target, on schedule, and revealing no surprises at this time. Demolition of the middle school is underway. Construction is proceeding at the high school and Grove Campus, as well as roofing at the high school.

A discussion of reallocating referendum funds tabled at an earlier meeting was deemed to require no further discussion.

Ms. Merath, Business Manager, presented the Kids First Report. A total of \$630.44 was used from the fund to meet various student needs, leaving an account balance of \$329.71

Ms. Merath reviewed a list of needed capital projects totaling \$21,192,520. Several of the projects are already underway with payment covered by the 2018 referendum monies and DOJ safety grant funds.

Ms. Merath provided an update on the 2018-2019 Budget. She noted that in the first year of the district self-insuring for dental, the district spent \$80,000 less for dental services than it took in as premiums. She recommends leaving the balance as a cushion for dental expenses next year because this could be a first-year anomaly.

Ms. Merath also noted that there were more surplus funds remaining at the end of the year than expected. She stated she would be comfortable transferring an additional \$300,000 from Fund 10 Operating Budget to Fund 46 Capital Improvements.

The Board reviewed the 2019-2020 goals for the Continuous System Improvement committees as presented by Mr. Schwartz, Levi Principal, Ms. Dorn, TRIS Principal, Mr. Martin, Technology Director, and Mr. Dobbs.

Mr. Knott, High School Principal, addressed questions regarding Athletic and Activities Director Ms. Varsho's memo on the High School Girls Golf Program. Girls have been participating on the boys' team but have adequate numbers to warrant their own program. With a Fall 2019 start, the team will compete in conference meets, but will not be eligible for qualification for WIAA state tournament until Fall 2020.

PUBLIC PRESENTATIONS: None

Ms. Swanson, Board Vice President, presented Policy #431 – Compulsory Student Attendance & Alternative Programs, Policy #434.2 – High School Closed Campus and Policy #440 – Student Right and Responsibilities for a first reading. Policy #431 was sent back to committee for further consideration.

Ms. Swanson presented Policy #425 – Participation of Non-Public School Students in District Courses, Programs and Activities, Policy #428 – Fill-Time Public School Open Enrollment, Policy #429 Part-Time Open Enrollment and Policy #430 – School Attendance for a second reading. Policy #428 was sent back to committee for further consideration.

BUSINESS (ACTION ITEMS):

Motion by Ms. Johnson, second by Ms. Swanson, to approve the resignation of Tina Thornton, Student Services Secretary, effective August 2, 2019, and thank her for the past 26 years of service. Motion carried, 7-0 (voice vote).

Motion by Mr. Rasmussen, second by Ms. Swanson, to approve the resignation of Steve Krupke, High School Math Teacher, effective at the end of the 2018-2019 school year and thank him for the past eight years of service. Motion carried, 7-0 (voice vote).

Motion by Mr. Rasmussen, second by Mr. Titus, to approve the hiring of Lucas Wimmer, 8th Grade English Language Arts Teacher, effective August 22, 2019, for an annual salary of \$41,500. Motion carried, 7-0 (voice vote).

Motion by Mr. Titus, second by Mr. Rasmussen, to approve the hiring of Jordan Everson, Varsity Assistant Football Coach, effective August 6, 2019, for a stipend of \$3,525. Motion carried, 7-0 (voice vote).

Motion by Ms. Swanson, second by Mr. Titus, to approve the Communication and Community Engagement CSI budget request of \$8,250.00 to contract with SocialSchools4EDU and \$300.00 for promotion of four key events. Motion carried, 7-0 (voice vote).

Motion by Ms. Swanson, second by Mr. Titus, to approve the CSI Climate and Culture Committee's budget request of \$1,000.00. Motion carried, 7-0 (voice vote).

Motion by Ms. Swanson, second by Mr. Titus, to approve the updated co-curricular salary schedule. Motion carried, 7-0 (voice vote).

Motion by Ms. Johnson, second by Ms. Swanson, to approve the new athletic offering of a Girls' Golf Program. Motion carried, 7-0 (voice vote).

Motion by Ms. Swanson, second by Ms. Paul, to approve the proposed NOTICE OF STUDENT ACADEMIC STANDARDS THAT ARE IN EFFECT FOR THE 2019-20 SCHOOL YEAR, as said proposed notice was presented to the Board in written form on June 12, 2019, in the Board's packet of supplemental materials, all pursuant to section 120.12(13)(b) and section 118.30 (1g)(a) of the state statutes AND that the Board direct the administration to provide parents and guardians of District students with notice of the Board-adopted student academic standards that are in effect for the 2019-20 school year in a manner that is consistent with the requirements of section 120.12(13) of the state statutes. Motion carried, 7-0 (voice vote).

Motion by Mr. Rasmussen, second by Mr. Titus to approve transferring \$300,000 from Fund 10 Operating Budget to the Fund 46 Capital Improvement Fund. Motion carried, 7-0 (voice vote).

CONSENT (ACTION ITEMS):

Motion by Ms. Swanson, second by Mr. Titus, to approve the June 26, 2019, Regular Board Meeting Minutes and Policy #345.53 – Laude System. Motion carried, 7-0 (roll call vote).

Ms. Klaehn left the meeting at 9:00 pm.

EXECUTIVE SESSION:

Motion by Mr. Rasmussen, second by Ms. Paul, to convene in closed session under Wisconsin State Statute 19.85(1) (c); namely to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion carried, 6-0 (roll call vote), at 9:04 pm.

ADJOURN:

Motion by Mr. Rasmussen, second by Ms. Johnson, to adjourn the meeting. Motion carried, 6-0 (voice vote). Meeting adjourned at 9:10 pm.

Submitted by Ellyn Paul, Clerk

Approved: _____ Approved _____
Ellyn Paul, Clerk

UNAPPROVED MINUTES

~~ENROLLMENT OF AND SERVICES AVAILABLE TO DISTRICT STUDENTS WHO
ATTEND PRIVATE, PAROCHIAL OR HOME BASED SCHOOL~~
**PARTICIPATION OF NON-PUBLIC SCHOOL STUDENTS IN DISTRICT COURSES,
PROGRAMS AND ACTIVITIES**

The Evansville Community School District Board of Education recognizes the right of parents to educate their children at home or other State approved educational institutions in accordance with the state statutes.

The District will permit qualified students who are enrolled in a private school or home-based private educational program to participate in selected courses and related activities offered by the District provided the District does not incur additional costs. **The District may, however, charge a student the same fees as a regularly enrolled student. To help families in their decision making** the Director of Instruction/Principal may provide parents with general information about grade level academic expectations. However, this should ~~in no way not~~ be construed to include lesson plans or the provision of instruction materials. ~~All such students are subject to the same expectations, rules, and regulations as full-time students. Fees will not be pro-rated for any students. Part-time students from non-public schools are not eligible to participate in the Evansville School District's activities and organizations, except for activities that are extensions of classes in which they are enrolled.~~

A non-public school student may apply for enrollment in an Evansville school to the appropriate building principal ~~whose decision will be based on satisfying the following minimum standards for admission and is subject to the following:~~

- ~~1. The request is made in a timely manner. The application is made in writing to the Building Principal. The letter of application shall include the name of the course requested and the rationale for the request.~~
- ~~2. Written application must be submitted by May 1 for courses in the following Fall semester; applications for second semester must be submitted by October 1 of the preceding semester.~~
2. The student satisfies local standards for admission, i.e., completion of enrollment and attendance forms.
3. A maximum of two (2) courses is permitted per semester.
4. There is sufficient space in the classes selected.
5. There will be random selection of overflow-qualified applicants.
6. **Participation may be revoked if attendance does not meet requirements outlined in School Attendance Policy.**
7. Eligibility to participate in future classes will depend on successful completion of classes.
8. **The student must abide by the district school's rules and regulations, including being on the school premises only during the time that the class or activity is in session.**
9. **Any prerequisites for the class have been met by the non-public school student applying.**

The District shall permit a student who resides in the school district and is enrolled in a home-based private educational program to participate in interscholastic athletics and extracurricular activities in the District on the same basis and to the same extent that it permits pupils enrolled in the school district to participate. The District may request a written statement that the student meets the requirement based on age, academic, and disciplinary records. The District may charge a student who participates in these activities fees on the same basis and extent it charges fees to district enrolled students.

Transportation to and from the District courses, programs or activities for students enrolled part-time shall be the responsibility of the student's **parent(s)/guardian(s)**, except as otherwise specifically provided.

Legal Ref.: Sections: 118.13 Wisconsin Statutes (Pupil Discrimination Prohibited)
118.145(4) (Admission to High School)
118.53 (Attendance by Pupils Enrolled in a Home-Based Private Educational Program)
118.133 Wisconsin Statutes (Participation in interscholastic athletics and extracurricular activities)

Individuals With Disabilities Act

Local Ref.: Policy 428 – Full-Time Public School Open Enrollment
Policy - 430 School Attendance
Student Handbooks

↓
and Family

PART-TIME OPEN ENROLLMENT

The Evansville Community School District (~~ECSD~~) Board of Education supports the requirement that any student enrolled full-time in a public high school in the District may apply to take a course(s) in another educational institution under the Part-time Open Enrollment program in accordance with state law. A student may attend no more than two courses at any time in another educational institution under this program. ~~Students in the District may also apply to take courses in another school district.~~

Provisions Applicable to All Students Seeking to Attend Courses under this Policy:

If a student wishes to participate in the part-time open enrollment program, the student and their parent or guardian are solely responsible for:

1. Following all application procedures;
2. Providing express notice to the applicable school districts that confirms the student's intent to attend a course into which the student has been accepted, ~~and~~
3. Meeting relevant deadlines, as such requirements are further defined in state law, any applicable state regulations, or the policies and procedures of the applicable school districts. Failure to submit a timely and complete application or a failure to follow other mandatory procedures is grounds for loss of the opportunity to participate in the course(s).

The District Administrator or designee shall be responsible for:

1. Ensuring that the District appropriately processes all resident and nonresident student applications for the part-time open enrollment program; and
2. Determining whether the District will approve or deny individual applications based on criteria established in state law, any applicable state regulations, and applicable District policies and procedures.

Transportation to and from any course(s) taken under this policy shall be the sole responsibility of the student's parent or guardian, unless state or federal law otherwise requires the student's resident school district or the educational institution that is offering the course to provide transportation.

Resident Evansville Community School District Student Applications to Take Courses Outside the District:

For purpose of this policy, the "resident school district" means the district in which the pupil resides, unless the pupil attends a different school district pursuant to a whole grade sharing agreement or under full-time open enrollment, in which case the resident school district is the pupil's district of attendance. In the event a full-time open enrollment student wishes to participate in part-time open enrollment, the student's primary school of attendance will serve as the "resident school district" and the school district in which the full-time open enrollment

student actually resides would be one of the “nonresident school districts” at which the student could take courses under part-time open enrollment.

1. District high school students who are seeking to take a course outside of the District under the part-time open enrollment shall use the DPI-approved application form and shall initially submit the application form to the Wisconsin Public School District that is offering the course at least six weeks prior to the date of which the course is scheduled to begin. The public school district offering the course is responsible for forwarding a copy of the application to the District, but the District recommends that the applicant contact the Registrar to confirm that the District has, in fact, received a copy of the application.
2. Upon receipt of a copy of a resident student's application to attend a course(s) in another public school district under the part-time open enrollment law, school office staff shall forward the application to the District Registrar's office for review and action. For students with disabilities who have an individualized education program (IEP), a staff person with sufficient knowledge of the requirements of the student's IEP shall be involved in processing the course application(s).
3. All applications received shall be reviewed using the criteria outlined in state law and district policy:
 - a) If the student's application was not submitted in the manner and within the time limits established by state law, it shall be denied. For purpose of this policy, the **Evansville Community School District** starting dates for each semester are determined by the district approved school calendar. Applications for part-time open enrollment courses are due six weeks prior to these dates.
 - b) If the course application is from a student with a disability who has an IEP, the application shall be reviewed with the IEP to determine whether the student's attendance in the course would result in a denial of a free appropriate public education (FAPE) as defined with reference to the IEP, or otherwise conflict with the goals, placement, or other material provisions within IEP. The course application shall be denied if it conflicts with the student's IEP.
 - c) If the administrator who is processing the application determines that the cost of the course may impose an undue financial burden on the District in light of the District's total economic circumstances (including the District's revenue limit, its ability to pay tuition costs for the student and the per student cost for continuing to be served by the District), the administrator will make a determination as to whether the application will be denied on the basis of an undue financial burden.
4. If the application is denied, the applicant's parent or guardian and the educational institution to which the application was made shall be notified, in writing by the District Registrar, that the application has been denied. This notification shall be made no later than one week prior to the date the course is scheduled to commence and shall include the reason(s) for the denial and notify the parent or guardian of the applicant's right to appeal the denial to DPI.
5. The District Administrator or designee shall determine whether or not each proposed out-of-district course will satisfy District graduation requirements. If it is determined that a proposed course does not satisfy District graduation requirements, the applicant's parent or guardian shall be notified of that fact no later than one week prior to the date the

course is scheduled to commence. Such a determination is not a basis on which the District may deny the application. If the District notifies the applicant that their application has been accepted, then the applicant's parent or guardian must provide timely written notice to the District and to the school district that is offering the course(s) that confirms the student's intent to attend the specific course(s). For purposes of providing this confirming notice to the District, the notice shall be provided to the Registrar prior to the date on which the course is scheduled to begin. Failure to provide the confirmation notices on a timely basis may result in revocation of approval to attend the course under the part-time open enrollment program.

6. The District shall pay for the cost of a resident student's approved course(s) to the extent required by state law and by the Wisconsin Department of Public Instruction

Nonresident Student Applications to take Courses in the Evansville Community School District:

1. The parent or guardian of a nonresident high school student who wishes to take a course(s) in the District shall submit the DPI-approved application form to the District Registrar's office. The application shall specify the course that the student wishes to take and may specify the school(s) at which the student wishes to take the course. The District will deny the application if it is submitted more than 16 weeks or less than six weeks prior to the date the course is scheduled to commence.
2. The District shall promptly send a copy of the application to the student's resident school district, along with a request that the resident school district immediately send the District a copy of the student's relevant education records, including applicable disciplinary records.
3. Upon receipt of the application, it will also be forwarded internally to the appropriate School Administration, who will be responsible for reviewing and acting on the course application. All applications shall be reviewed and acted upon using the eligibility criteria outlined in state law and district policy.

First Priority: District students, who shall be approved to attend the course on a rolling basis pursuant to the District's regular course registration procedures.

Second Priority: Students who, although not District students, are residents of the District and are otherwise entitled to apply to take the course under state law or under any applicable Board policy, including resident private school students and District residents attending home-based private education programs who apply to attend the course under any part-time public school attendance option established by state law, provided that the District has received the student's application or registration request at least six weeks prior to the date the course is scheduled to begin.

Third Priority: Grouping shall be made on a random basis identical to that conducted for determining full-time Open Enrollment selection in the District Registrar's office.

4. Not earlier than after the District processes the "Second Priority" group of District residents, as identified above, and no later than one week prior to the date the course is scheduled to commence, the District shall notify the nonresident applicant and the resident school board, in writing, of whether the application has been accepted or denied.

If accepted, the acceptance shall identify the school at which the student may attend the course. The acceptance applies only for the following semester, school year, or other session in which the course is offered. If the application is denied, the notice shall include the reason for the denial and notify the parent or guardian of the applicant's right to appeal the denial to the DPI.

5. If the District notifies the applicant that their application has been accepted, then the applicant's parent or guardian must provide timely written notice to the District confirming the student's intent to attend the specific course(s) and to the applicant's resident school district that confirms the student's intent to attend the specific course(s). For purposes of providing this confirming notice to the District, the notice shall be provided to registrar's office prior to the date on which the course is scheduled to begin. To the extent permitted by state law, if this confirming notice is not received by the District prior to the date the course is scheduled to begin, the student will not be permitted to attend the course under the part-time open enrollment program.
6. A pupil who is taking a course through the part-time open enrollment program must be in physical attendance in the nonresident school district (i.e., the pupil must attend the course within the physical boundaries of the nonresident school district), unless the pupil is attending a course in a virtual program.
7. A nonresident student shall not be permitted to take a course under this policy during the term of their expulsion from the District or from another school to the same extent that the District would deny the student's request, if he/she were a resident of the District, to enroll and take courses as a full-time student during the term of their expulsion. Other conduct-related criteria that the District would apply to determine the course eligibility of a resident student shall also be applied to non-resident student applicants.
8. The District shall provide equal opportunities for students with disabilities to attend courses in the District under part-time open enrollment program. However, if a question arises as to possible services or course accommodations or modifications for a student with a disability, the District shall contact the student's parent or guardian and involve representatives of the school(s) responsible for the student's current IEP or other services plan to the extent necessary and appropriate.
9. Nonresident students attending courses in the District will have all of the rights and privileges of similarly-situated resident students and will be subject to the same policies and rules as similarly-situated resident students, except that the District shall not charge to or receive from the student any payment other than the payment that the student's resident school district makes to the District pursuant to state law.

Appeals of Course Denial Decisions:

The parent or guardian of any student whose course application was denied by the District may appeal the decision to the DPI within 30 days of notification of denial from the District.

Legal Ref. Sections:

- 118.13 (Pupil Discrimination Prohibited)
- 118.145(4) (Admission to High School)
- 118.51 (Full-time Open Enrollment)

- 118.52 (Part-time Open Enrollment)
- 118.53 (Attendance by Pupils Enrolled in a Home-based Private Education Program)
- 118.55 (Early College Credit Program)
- 115.787 (Individualized Educational Programs)

Local Ref.:

- ~~Policy #425 – Enrollment of and Services Available to District Students Who Attend Private, Parochial or Home Based School~~ Participation of Non-Public School Students in District Courses, Programs and Activities
- #428 – Full-time Public School Open Enrollment

SCHOOL ATTENDANCE

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

In accordance with state law, all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter or semester in which they become eighteen years of age, or unless they have a legal excuse, fall under one of the exceptions outlined in the state statutes, or have graduated from high school.

School Notification

1. Unexpected Absences (for example, illness and emergencies)
 - a. Student attendance is monitored throughout each school day.
 - i. Parent(s)/guardian(s) should notify the school office prior to ~~9:00~~ **8:30** a.m. the morning of an unexpected absence to report the absence. There are three (3) ways to excuse a student the morning of an unexpected absence. The parent(s)/guardian(s) may:
 - ii. Call the attendance clerk of the pertinent building
 - iii. Email the attendance clerk
 - iv. Use the District electronic student information system to excuse their child(ren).
 - v. If it is not possible to notify the District prior to ~~9:00~~ **8:30** am the day of the absence, a note explaining the student's absence should be presented to the school attendance clerk immediately upon return to school. All absences must be cleared before the end of the second school day after the absence or the student may be considered unexcused and truant.
 - b. Parent(s)/guardian(s)-who have not notified the school the morning of the absence will be notified by voice mail/phone that their child is absent as part of **the District's** safe arrival program.
2. Pre-Arranged Absences (for example, college visits and doctor appointments)
 - a. Parent(s)/guardian(s) must submit prior written approval to excuse their child for each absence.
3. Parent(s)/Guardian(s) Excused
 - a. Parent(s)/guardian(s) may excuse their child(ren) for up to ten (10) days per year for any purpose. If the principal/attendance officer determines that the student will exceed the ten (10) day limit, days beyond ten (10) will be considered unexcused unless they are documented by the parent(s)/guardian(s) as meeting one of the

“School Excused” exceptions and have approval of the principal. Policies for obtaining and completing work for pre-arranged absences will be set by each building and provided annually in the school handbook.

School Excused/Unexcused

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

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

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

Medical Related Absences

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

Missed School Work

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

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

Unexcused Absences or Truancy

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

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

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

Habitual Truancy

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

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

Local Ref.: Policy #428, Full-Time Public School Open Enrollment
Policy #431, Compulsory Student Attendance & Alternative Programs
Student and Family Handbooks