

# Evansville High School Student-Family Handbook

2024-2025



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*Be Respectful, Be Responsible, Be Safe*

# Welcome

The staff of Evansville High School is eagerly looking forward to the start of the 2024-25 school year. Our goal is to provide the best possible educational experience for our students, parents, guardians, and the community. The Evansville Community School District is dedicated to offering an environment where all learners are thriving, contributing and belonging.

We are committed to nurturing our students' learning and empowering students to discover purpose and passion through a variety of learning opportunities. We aim to create a community of compassion and empathy that maximizes student belonging and growth. By collaborating and communicating effectively with our families and community, we will continue to enhance the opportunities for our students to learn and grow.

Thank you for reviewing this handbook, which serves as a resource to help students and families understand the policies and guidelines that govern our daily operations, ensuring a safe, respectful, and responsible school environment.

Together, through the efforts of our staff, students, families, parents, guardians, and the community, we graduate well-rounded students who are ready for careers and college.

It's a great day to be a Blue Devil!

Sincerely,

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# Evansville Community School District

## Mission

**The Evansville Community School District is committed to providing an educational environment where all learners are thriving, contributing, and belonging.**

## Vision

**Be recognized as a leader of excellence in education**

## Core Values

**Be Respectful, Be Responsible, Be Safe**

## ECSD Commitments

- **Relationships:** We commit to building trust with all members of our community through empathy, listening, and positive experiences.
- **Growth:** We commit to stepping outside of comfort zones to shift practices in order to elevate the growth of learners.
- **Communication:** We commit to communicating and collaborating with all stakeholders regularly and authentically.
- **Empowerment:** We commit to listening to students and providing opportunities for them to actively participate in their own success.
- **Innovation:** We commit to finding new ways to meet the needs of students to be life- and career-ready in an ever-changing environment.
- **Accountability:** We commit to continuous improvement by utilizing data-driven goals and being transparent with stakeholders.
- **Future Focused:** We commit to ensuring that all students develop civic skills necessary to authentically engage with their neighborhood and world communities.
- **Inclusive Culture:** We commit to an equitable student experience; removing barriers; and embracing varied viewpoints, backgrounds, and needs.

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# Philosophy of Learning and Discipline

We believe that school should be a safe and respectful environment where students are free to learn. Creating and maintaining this environment is a shared responsibility among students, staff, and caregivers. Our discipline policy supports this by clearly defining boundaries and expectations for safe, responsible, and respectful behavior. Proper conduct is crucial in this environment and strongly indicative of student success.

Discipline should be fair and respectful, recognizing the dignity and worth of each individual. It should provide opportunities to learn from mistakes while holding individuals accountable for their actions. It must also consider the uniqueness of each student, classroom, building, and situation, fostering an environment where students can grow academically, intellectually, socially, and emotionally.

When a student exhibits inappropriate behavior, staff members will address it with the student. Possible interventions include education, restitution, mediation, counseling, meetings with parents or guardians, loss of privileges, referral to the principal's or associate principal's office, or suspension. Any student who engages in inappropriate behavior will receive a consequence according to district and building discipline policies. These policies apply to all school buildings, grounds, sponsored activities or trips, bus stops, vehicles, and related functions.

Certain behaviors may warrant dismissal, suspension, or expulsion. Such consequences are reserved for significant violations of district and building rules or an accumulation of violations. Behaviors that disrupt the educational process or pose a danger are unacceptable and will not be tolerated.

It is important to help students understand their responsibilities for proper behavior and their rights to be educated in a safe environment. To be academically and socially successful, students must develop behaviors such as cooperation, self-advocacy, responsibility, honesty, empathy, and self-control. By modeling and supporting these behaviors, we aim to develop self-directed learners who respect the authority, property, and rights of others.

Please refer to school board policy that specifically addresses student conduct.

The Evansville Community School District shall not discriminate on the basis of race, sex, national origin, handicap, color, disability, or any other factors provided for by state and federal laws and regulations. This policy prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, national origin, color), section 504 of the Rehabilitation Act of 1973 (handicap), and the Americans with Disabilities Act of 1990 (disability).

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EHS Bell Schedule 2024-2025			
4 Block Schedule		Blocks w/ Skinnies	
1st Block	7:55-9:25	1st Block	7:55-9:25
Passing Time	9:25-9:30	Passing Time	9:25-9:30
TRIE/ACP (0 block)	9:30-10:00	TRIE/ACP (0 block)	9:30-10:00
Passing Time	10:00-10:05	Passing Time	10:00-10:05
2nd Block	10:05-11:35	2nd Block	10:05-11:35
Passing Time	11:35-11:40	Passing Time	11:35-11:40
Lunch	11:40-12:00	3B Skinny	11:40-12:23
Passing Time	12:00-12:05	Passing Time	12:23-12:28
3A Block	12:05-1:35	Lunch	12:28-12:48
Passing Time	1:35-1:40	Passing Time	12:48-12:53
4th Block	1:40-3:12	3C Skinny	12:53-1:35
		Passing Time	1:35-1:40
		4th Block	1:40-3:12

EHS Graduation Requirements	
Course	Credits Required
English Language Arts	4
Social Studies	3.5
Mathematics	3
Science	3
Personal Finance	0.5
Physical Education	1.5
Health Education	0.5
Elective Courses	12
Total Credits	28
Other Requirement	
<a href="#">Senior Grad Project</a>	

#### Senior Graduation Project

Students will need to successfully complete and present a Senior Graduation Project as a graduation requirement. A student presentation will be required during one of two nights designated during the school year, unless arranged with the project coordinator and administration in advance. There will be one night designated per semester for the presentations.

## Attendance

Regular attendance is essential to the academic success of students. In Wisconsin, school attendance is mandatory for students six (6) to eighteen (18) years old unless the student is enrolled in a home-based program. Students are expected to attend school Monday through Friday except for certain holidays, illnesses, or family emergencies. Good attendance habits will help students achieve success in future occupations. Frequent absences have a negative effect on school achievement. School attendance is the responsibility of students and parents or guardians. A student is required to be in their scheduled class each period. Parents or guardians are authorized to excuse their student from school up to a maximum of ten (10) days in a school year. These days need not be consecutive. The attendance office will notify parents via email and/or USPS when their child has used five (5) excused absences and again when they have exhausted their ten(10) excused absences.

## School Day

The school day begins at 7:55 am and ends at 3:12 pm. Students arriving after 7:55am will need to check in at the school office. If a student repeatedly arrives late to school, the Associate Principal or Principal will develop a support plan with the student and family.

### Procedure for Leaving Building During the School Day

Students who need to leave during the school day must obtain a pass from the office. A pass is issued to students after families have contacted the school to inform of the absence.

### Visitor Access

During the school day, visitors must enter through the main office door. All visitors will provide photo identification to enter the building past the main office. A visitor badge will be worn while in the building. Upon leaving, visitors will check out at the office and leave the visitor pass with the office personnel. Students from other school districts are not permitted without prior approval. See [Policy 860](#) for additional information. References Wisconsin State Statute [s.118.15](#) Wisconsin State Statute [s.118.16 \(2\)](#) Wisconsin State Statute [s.118.16 \(5\)](#) School Board Policy [430](#)

## Excused Absences

- An **excused absence** includes:
  - Illness: physical or emotional.
  - Doctor or dentist appointments that cannot be scheduled outside of the school day. A student shall bring back an appointment verification slip to excuse their absence.
  - Death in the immediate family.
  - Family emergencies.
  - Religious holidays.

When a parent or guardian knows that their child will be absent, it is requested that a parent or guardian gives the school prior notice of the upcoming absence. The school will contact a parent or guardian to verify any absence that is not reported to the school.

### Parent or Guardian Responsibilities

- It is the responsibility of a parent or guardian to contact the High School Office at 608-882-3500 before 8:30 a.m. on the day of the absence to inform school officials of the reason for the student's absence.
- If a parent or guardian knows in advance that a student will be absent from school, they should contact

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the office or send a written explanation so the student can obtain a pre-planned absence form.

- A parent or guardian may provide a written explanation of a student's absence upon the student's return to school in lieu of notification via phone or written notification in advance of a student's absence.

### Student Responsibilities

Students are required to attend classes on their daily schedule, unless they have obtained approval by the principal or the principal's designee, or permission from a parent or guardian.

- For a pre-planned absence, students are expected to contact their teachers for class obligations.
- Make-up work:
  - A student excused from school by their parent(s) or guardian(s) prior to an absence is required to make up the assignments and any missed tests. Students are expected to make appropriate arrangements with the teachers of any missed classes.
  - Students with other excused absences will be allowed to make up missed assignments and tests. These must be made up within the number of days missed plus one (1) day.

### Teacher Responsibilities

Teachers are required to submit daily attendance reports to the attendance secretary for students under their supervision and provide the student with missed assignments.

## Unexcused Absences

- An **unexcused absence** is when a student does not provide a written explanation or a call is not received from a parent or guardian **or the student has exceeded the state maximum 10-days per year of excused absences.**
- A **tardy** is recorded in Skyward if a student arrives at school after 7:55 a.m.
- A **truant** is a student absent from school without an acceptable excuse for part or all of the days on which school is held during a semester.
- A **habitual** truant is a student absent from school without an acceptable excuse for part or all of 5 or more school days per semester.
- Pre-Planned Absence [Form](#)

If no written explanation or call is received, a student will be recorded as unexcused. There is an additional twenty-four (24) hour window for a parent or guardian to contact the school office or provide a written explanation of the absence in order for it to be recorded in Skyward.

## Tardiness

A student is considered tardy if they arrive at school after 7:55 a.m. Please make every attempt to get your student to school prior to that time. A student who is tardy needs to obtain a late pass from the office before being allowed to enter the classroom. A parent or guardian will be contacted if the tardiness is excessive.

## Consequences

Accumulated tardies in increments of three will result in loss of privileges. These privileges may include surrendering their cell phone for the day, loss of open campus privileges or a thirty (30) minute detention, unless it is more than fifteen (15) minutes. Tardiness more than fifteen (15) minutes is considered an unexcused absence. Habitual tardiness will result in repeated rules violations.



## Truancy

The attendance office will send caregivers a meeting request via phone, email and/or USPS in an effort to create a plan for improved attendance when unexcused absences exceed 2, 4 and 5 full or partial days of unexcused absence. The attendance secretary will notify a parent or guardian of a truant student and direct the student to school the next school day. Caregiver's students who have reached habitual truancy status will receive notification by registered or certified mail when a student becomes a habitual truant and a referral for citation is likely to be made.

## Consequences

### Court Appearance

Consequences for truancy include a municipal court appearance with progressive consequences. Each successive ticket carries greater consequences via court sanctions:

- **Daily Truancy**
  - **\$124 per day**
  - Community service hours to be determined by the judge
  - Fine assessed determined by the judge
- **Habitual Truancy**
  - **\$691**
  - Community services hours to be determined by the judge
  - Driver's license suspension (length of time determined by the judge)
  - Work permit revocation (length of time determined by the judge)

## Other Absences

### Field Trips

Field trips are encouraged as part of instruction to provide students with educational experiences that are extensions of the classroom. Field trips and co-curricular activities will occasionally cause a student to miss a class; however, all missed work must be completed. Students must have a field-trip permission form signed by a parent or guardian in order to attend. A teacher will give students ample time and reminders to return their permission forms. Scholarship money is available if field-trip fees create hardship. In such cases, a parent or guardian should contact their child's teacher or the school office. Medications that are normally given to a student during the school day will be given by school staff during field trips. Parent(s) or guardian(s) may be asked to participate as chaperone(s) in accordance with need. Staff may take local field trips in which students walk to and from their destination. See Policy [352](#), [352.1](#) for additional information.

### Family Vacations

We realize that family vacations can be learning activities; however, the administration discourages such interruptions in the school year. If this must occur, please notify teachers so appropriate school work can be arranged ahead of time. Please note that school days missed for family vacations count within students' 10 parent excused absences per school year.

### Hall Passes

Passes out of class will not be issued the first 20 minutes or the last 20 minutes of a class period. During class

time, **students must have a proper hall pass to be in any area of the building when out of class.** Students should come to class prepared to minimize the need to leave the classroom. Teachers should only allow one student from the classroom out on a pass at a time. Students will not access a personal communication device while out on a pass during class time. Students will be returned to class or may be placed on the “No pass list” if found in hallways for extended periods of time, abusing the pass system, or in areas outside of their designated pass.

## Leaving School/Open Campus Lunch Period

Any student authorized to leave the building during the school day must sign out in the High School office and sign in if returning before the end of a school day. The building remains locked during lunch, and a student needs to be buzzed in to re-enter the building. Unauthorized students leaving the campus during the day, other than lunch, will receive disciplinary action.

## Open/Closed Campus

A closed campus means that students are not permitted to leave the school building or grounds from the time they arrive in the morning to the time they are dismissed after school, without first securing permission from the high school office. Leaving without permission will be considered truancy and will be dealt with according to established policy. Students who are eligible for Open Campus may fill out an application for a Responsibility Pass that will allow them to leave campus as long as proper forms are on file. Seniors, and sometimes Juniors, may be allowed to have a Responsibility Pass for lunch and study halls. Juniors & Sophomores may have an open campus Responsibility Pass for the lunch period. Forms are available in the office or follow this [link](#).

## Food Service

Each family has a food account. We recommend keeping a positive balance in the family account, as items cannot be purchased on loan. Checks for this account should be made payable to: Evansville Community School District. The checks can be placed in the **Lunch Payments** box inside the high school office or mailed to:

Evansville Community School District

Attention: Lunch Program; 340 Fair St. Street; Evansville, Wisconsin 53536

\*Menus, prices, and free and reduced lunch forms can be accessed from the [Evansville Community School District site](#).

### Breakfast & Lunch (Food Service)

- Breakfast is available for all students from 7:40-7:50 am.
- [Lunch menus](#) are available online.
- Food Service account balances are available through Family Access

In order to maintain a clean and sanitary building environment, food will be available and consumed in the commons area only. Snacks provided during class time must be consumed in the space where snacks are provided and not allowed in the common areas of the building.

## Academic Policies

The standards of excellence and expectations for students are rigorous, yet attainable. Every effort is made to challenge and meet the needs of students. Students are expected to be responsible for their schoolwork and their behavior. They are required to have their materials with them as needed, i.e., Chromebooks, pencils, paper, books, etc. Students are expected to take care of materials that are assigned to them. Completing assignments on time and to the best of one's ability results in improved student success, self-confidence, and increased knowledge. We encourage parents or guardians to use Skyward Family Access to review information regarding

students’ attendance, behavior, food service records, grades, and homework. This service requires a login name and password. To obtain these, please contact the High School office.

**Grading System**

We believe that grades are an important reflection of a student’s understanding, effort, and progress in their studies. The ultimate goal is student learning. Teachers communicate the learning targets to students and use a variety of formats to measure learning. Our goal is to ensure transparency in the grading process, helping students and caretakers alike to stay informed and engaged in the educational journey. While teachers have ultimate control and decision-making over grading practices for their courses, the staff wants to be as consistent as possible in policies

**Grades and Report Cards**

At the conclusion of every 9 weeks or 16 weeks (if the class is run as a “skinny”), students will receive an overall grade per class. In addition to a letter grade, teachers will also have the ability to add comments. The grade book will be available for students and caretakers through Skyward Family Access.

**Grading Scale**

100-93 A	76-73 C
92-90 A-	72-70 C-
89-87 B+	69-67 D+
86-83 B	66-63 D
82-80 B-	62-60 D-
79-77 C+	59-0 F

Each teacher will communicate their grading system through their course syllabus at the start of the course. Teachers will have flexibility in determining the weight of the assignments and categories (homework, quizzes, labs, exam, etc.) within their course.

**Missing and Late Work**

Students are encouraged to be proactive in communication with teachers should they require additional time. Work submitted after the due date will be accepted for full credit up until the end of the unit or the end of the term (whichever comes first). Teachers will not be required to accept late work after the end of the unit. Late work will be entered as a zero in the gradebook. This allows students and parents to view the missing/late work in Skyward Family Access along with the effect it has on students’ grades.

**Shown Learning and Retakes**

Students will be given an opportunity to redo assignments to demonstrate their learning for additional credit up until the end of the unit or the end of the term (whichever comes first). If a student would like to retake an assessment, all previous assigned work must be completed first.

**Graduation and Course Requirements**

- Credit requirements: Twenty-eight (28) credits, i.e., 15.5 required credits and 12.5 elective credits
- Course requirements:
  - Four (4) credits of English
  - Three (3.5) credits of Social Studies: Civics, World History, US History & Economics
  - Three (3) credits of Science: Physical Science, and Biology
  - Three (3) credits of Mathematics: Algebra and Geometry
  - Two (2.0) credits of Physical Education: Health 9/Physical Education and 1.5 elective Physical Education

credits

- 0.5 credit of Personal Finance
- The credit minimum for graduation, twenty-eight (28) or seven (7) per year, should be considered only as a minimum. A student can maximize their academic opportunities by taking up to eight (8) credits per year.
- A student planning to attend college or technical school after graduation should meet with the school counselor and give special consideration to the following:
  - Know the entrance requirements of the school they plan to attend;
  - Advanced planning to meet entrance requirements to assure the completion of recommended courses early in a student's high school career;
  - Giving special attention to the areas of English, Math, Science, Social Studies, and Global Language.
- A student is not allowed to participate in the graduation ceremony unless they have completed all coursework and credit requirements prior to the scheduled date of graduation.
- Teaching assistants and tutors will be allowed with teacher and administration approval only; .5 credit will be awarded, and only a pass or fail grade is provided.

Reference: School Board Policy [345.6](#)

## Cheating/Plagiarism

During some class sessions, we may leverage generative AI tools to support your learning, provide you with an opportunity to explore how they can be used, and/or better understand their benefits and limitations. Learning how to use AI is an emerging skill, and we will work through the implications of these evolving systems together during class sessions. However, use of generative AI will be limited to exercises during class sessions. Teachers will always indicate when and where use of AI tools during class sessions is appropriate (and not). Examples of use during ungraded classroom exercises might include:

- brainstorming new ideas,
- developing example outlines or approaches to your work, and/or
- generating different ways to talk about a problem.

In contrast, you may **not** use AI tools to generate work for an assignment to be submitted for a grade, without instructor consent, as this cannot be considered a substitute for developing the fundamental skills and expertise represented by the learning objectives of a course. Please note that generative AI tools rely on predictive models to generate content that may appear correct, but has been shown to sometimes be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research and you should complete all graded assignments without any assistance from AI tools. Students are ultimately responsible for the content of the information submitted and may not attempt to pass off any work generated by an AI program as their own. (Adapted from CMU colleagues in the Heinz College of Information Systems and Public Policy)

## Academic Awards

Students will receive academic honors based on the accumulation of points throughout high school. They will receive points each semester based upon their GPA as follows:

3.00-3.249 = 1 point

3.25-3.749 = 2 points

3.75-4.00 = 3 points

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

### **Class of 2021 and beyond**

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

15 points = Academic Medal

21 points = Academic Plaque (must be earned by the end of a student's 7th semester)

All students who have met the above criteria will receive their award at the spring Academic Awards ceremony. Any student graduating Summa Cum Laude (determined by the end of a student's 7th semester) will receive an Academic Medal.

### **Wisconsin Academic Excellence Scholarship**

Wisconsin Excellence Scholarships are awarded to Wisconsin high school seniors who have the highest grade point average in each public and private high school throughout the State of Wisconsin. The number of scholarships each high school is eligible for is based on total student enrollment. The scholarship is awarded to two graduates attending a Wisconsin post-secondary education facility from high schools with enrollments of at least 500 students. High schools with enrollments below 500 students receive one scholarship. If the student(s) are not attending a Wisconsin post-secondary education facility, the scholarship will go to the next eligible student(s). **Reference:** See Board [Policy 345.51](#) for more information and the tiebreaker process.

### **District-Issued Student Email Account**

A student is assigned an email account upon enrollment. A student assigned a district-issued email account is required to use it for school-related electronic communications, including to staff members and individuals or organizations outside the district with whom they are communicating for school-related projects and assignments. Personal email accounts on providers other than the district's email system shall be blocked if concerns for network security, spam, or virus protection arise. A student is expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the district's network when opening or forwarding any emails or attachments to emails that originate from unknown sources. A student shall not send or forward mass emails. References: School Board [Policy 554/363.2](#)

### **Parent-Teacher Open House**

Parent-teacher open houses will be held in the fall, winter and spring of each year. Parents or guardians may be asked to come for a conference in addition to the dates listed on the school calendar, or they may contact the High School office to arrange a conference with a teacher or principal. Whenever a parent or guardian has a question, concern, or suggestion, they should contact the school.

### **Student Services**

Counseling services are available to all EHS students throughout the school day. Our student services department works closely with teachers, administrators, school/community personnel, and families to support students' academic, career, and social/emotional development. See [Policy 364](#) for additional information.

### **Scheduling (EHS Course Guide 2024-2025)**

Definition of a full high school schedule:

- A full high school schedule includes a minimum of six (6), maximum of eight (8) credits per year.
- May include Work Experience, Youth Apprenticeship, Early College Credit Program (ECCP), and specialized education plans.
- The number of senior Responsibility Passes may not exceed four (4) blocks during a school year.

## Teacher's Aides

The Teacher Aide program will require students to serve a role assisting teachers in a classroom, tutoring students, and generally becoming part of the educational process for one period per day at their designated assignment. This is a one semester experience and students will receive graded credit based on their performance (see handbook) which includes attendance, daily activity journaling, timeliness, and overall responsibility. Students will earn credit on a pass/fail basis.

## Schedule Change Policy

If a student would like to request a schedule change once the school year has started, a Schedule Change Form must be completed. Students can request a schedule change within the first three days of the course. This form is available in the Student Services Office. Once the form is completed, counselors, and administration will determine if the request can be accommodated based on the nature of the request and course availability.

## Laude System

The Laude System acknowledges student achievement through a combination of student cumulative grade point average and the number of honor class points completed in their high school career. The cumulative grade point average and honor points mathematically create an overall Laude Score. Possible laude distinctions include Cum Laude (meaning "with honors"), Magna Cum Laude ("with great honor"), or Summa Cum Laude ("with highest honor"). You can find the laude point system and courses available in the [course guide](#) on pages 15-17.

## Academic & Career Planning(ACP) and Transitions, Relationships, Interventions, Enrichment (TRIE)

ACP/TRIE is a part of each regular school day at EHS. ACP is intended to equip students with the tools necessary to make more informed choices about postsecondary education, training, and careers for life after high school. TRIE is a time for students to benefit from interventions, enrichment activities, or work time with staff. Students have a variety of options each term for how to best utilize their TRIE time.

## Eligibility for Extracurriculars & Co-curriculars

Our philosophy emphasizes that extracurricular and co-curricular activities are essential components of the comprehensive educational experience for students. Participation in these activities is available to all students. However, once students commit to an extracurricular or co-curricular activity, this right transforms into a privilege. By accepting this privilege, students also accept the responsibility to adhere to the expectations and guidelines outlined in the EHS Activities/Athletics/Co-Curriculars Code of Conduct. Reference: [Activities/Athletics/Co-Curricular Activities Code of Conduct](#)

## Summer School

Students may have an opportunity to do credit-recovery over the summer for courses previously failed. These courses would be offered in core content, graduation requirements only.

## Emergencies Custodial Rights

A parent or guardian must notify and have on file in the office as a legal document, any limitations or restrictions involving a student's custody as it pertains to a students' safety and security at school. If only one (1) parent or

guardian is permitted to make educational decisions or to approve absences of a student by court order, the responsible parent or guardian shall provide the school with a copy of the court order. Absent such notice, the school will presume that a student may be released into the custody of either parent or guardian.

Reference: School Board Policy [491](#)

## Emergency School Closing

For school cancellations and delays due to inclement weather, the district administrator or their designee will notify the local radio stations and news channels. A mass email notification to parents and guardians via Skyward or REMIND will be sent, and a post will be made to the Evansville Community School District website prior to 7 a.m.

## Emergency Early Dismissal

Occasionally, it becomes necessary to dismiss school early because of serious weather conditions or other school emergencies; therefore, we suggest that families have plans so students who arrive home before the usual time will not find themselves alone or locked out of the house.

## Emergency Forms

A parent or guardian should complete emergency forms as part of the online registration process. It is imperative that the office has this information to notify the proper person if a student requires medical attention.

## Safety Drills

State law requires schools to have emergency drills each school year, including fire drills, lockdown drills, and tornado drills. School staff train students regarding the procedures required to observe each drill. Monthly safety drills and a spring tornado drill, as required by law, will be held as important safety precautions. Safety instructions are posted in each room. Please follow instructions carefully.

## Safety Drills Procedure

1. An announcement will precede each drill.
2. Staff will act immediately to assist students, visitors, volunteers, and other staff in evacuation to a safe location.
3. When the announcement or alarm sounds, walk quickly to the designated area.
4. Return to class only after the announcement ending the drill is given.

Students will be suspended or referred to appropriate authorities for interfering with firefighting equipment and for intentionally setting off a false alarm.

During emergency procedures or evacuation, students, visitors, staff, and volunteers are required to do the following:

- Follow all emergency directions given by school staff.
- Report to the designated area for attendance and further instruction.
- Report any suspicious activity, behavior, concern, or information immediately to school staff.

## A.L.I.C.E. Drill

The Evansville Community School District places a high priority on student safety. Each school will conduct an A.L.I.C.E. violent intruder drill annually. Parent(s) and guardian(s) will be notified when this drill will take place at least twenty-four (24) hours before the drill. Definition: **A.L.I.C.E.** (Alert, Lockdown, Inform, Counter, Evacuate) is a proactive approach to responding to a violent intruder event by authorizing and empowering individuals to use human action, building infrastructure, and communication to increase the chances of survival. References: Wisconsin State

## Student Responsibility and Behavior

It is the goal of the Evansville Community School District to have a common purpose and approach to student management and expectations. We have three positively-stated expectations for students: Be Respectful, Be Responsible, and Be Safe, which we consider keys to success.

### Office Referrals

An office referral may be issued for misconduct in the classroom. The teacher will write a description of the incident in Skyward and will contact a parent or guardian within twenty-four (24) hours of the incident. A student may be sent to the office for a meeting with the principal or associate principal. The student may return to class, if appropriate, as determined by the principal, associate principal, or teacher.

### Staying After School

If a student is to stay after school for academic or behavioral support, arrangements will be made with a parent or guardian by a teacher. A parent or guardian shall provide transportation for the student. A parent or guardian of a student participating in an after-school program is responsible for their transportation.

### Code of Conduct

Schools that implement district-wide systems supporting positive behavior focus on teaching and modeling appropriate behavior to students in the school. Schools that have been successful in building district-wide systems develop behavioral expectations that are defined in positive, simple rules. See Appendix for Behavior Matrix and Resolutions for specific behavior supports and consequences.

Student Behavior Expectations
1. Student Engagement and Participation in class activities is important to their overall success in school. Students will attend class daily and be present in their assigned class before the bell rings.
2. Students will demonstrate respect for staff, their classmates, and themselves by participating in planned classroom activities, following directions, and engaging in problem-solving, reflective strategies when necessary.
3. Students will be respectful of others' personal space and property by keeping hands to themselves, practicing on-task behavior, and contributing to a positive learning environment.
4. Students will advocate for themselves and their needs.
5. Students will use language that is appropriate for school by refraining from using language that is discriminatory or hateful toward other students or staff.
6. Students will take pride in their original work by utilizing technology and online support in a way that enhances their work and demonstrates their originality without plagiarizing others' work or submitting AI products as their own.
7. Cell phones and earbuds are NOT ALLOWED during instructional periods or at assemblies.

## Disciplinary Actions and Consequences

Please see Appendix or [see the link](#) for a copy of the Behavior Resolutions and Matrix.

### Administrative-Based Detention

Administrative-based detentions will be served in the High School office or with an assigned teacher at lunch or after school. The principal, associate principal, or athletics and activities director may inform coaches and advisors of students with attendance and behavioral concerns that could lead to restrictions with extracurricular participation.

### Suspension

Wisconsin state statutes permit the suspension of students. In the Evansville Community School District students may be suspended for the following reasons:

- Showing flagrant disrespect for the Evansville Community School District staff.
- Committing an act that is a safety or health hazard to self or others.
- Vandalizing district property or property of others.
- Selling, using, possessing, or being under the influence of controlled substances including: Alcohol, tobacco, or drugs.
- Violating a district rule or policy.

The Evansville Community School District district administrator, principal, associate principal, or designated teacher may suspend a student for not more than five (5) days for non-compliance with school board policies, for conduct by the student while at school, or while under the supervision of the Evansville Community School District staff, which endangers the property, health, or safety of others. Prior to any suspension, a student shall be advised of the reason for the proposed suspension. Reference: School Board Policy [447](#)

### Expulsion

Wisconsin State Statute allows the school board to expel a student from school whenever it finds the student guilty of:

- Repeatedly refusing or neglecting to obey the rules.
  - Knowingly conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.
  - Engaging in conduct while at school or while under the supervision of a school authority that endangers the property, health, or safety of others.
  - Engaging in conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority or endangers the property, health, or safety of any employee or school board member in which a student is enrolled.
- Prior to such expulsion, the school board shall hold a hearing. In not less than five (5) days, written notice of the hearing shall be sent to the student, and if the student is a minor, to their parent(s) or guardian(s), specifying the details of the alleged refusal, neglect, or conduct, stating that the hearing may result in the student's expulsion.

**Reference:** School Board Policy [447](#) **References:** Wisconsin State Statute ([s.120.13 \(1\) \(b\)](#)) Wisconsin State Statute ([s.120.13 \(1\) \(c\)](#))

# Harassment, Bullying, Hate-Speech, or Hazing

Harassment, bullying, hate-speech, or hazing will not be tolerated.

## Bullying

Bullying is defined as a repeated act with an imbalance of power between the students involved. This includes threats, name-calling, intimidation, inappropriate touching, gestures, symbol display, or verbal or non-verbal or written communication, or is racial, or sexual in nature that makes a student feel uncomfortable or unsafe. A student should report any type of this behavior to a teacher, counselor, psychologist, nurse, associate principal, or principal. Students, parents, and other adults can anonymously report bullying on the [Evansville High School site](#). The Evansville Community School District has a commitment to students, parents, guardians, and the community of Evansville to be a bully-free zone.

## Cyberbullying

Cyberbullying is defined as bullying via the use of the internet, interactive and digital technologies including computers and tablets, or other devices. The use of any school computer or electronic device for cyberbullying is strictly prohibited. Cyberbullying using home-based or off-campus devices that results in a substantial disruption to the school or a threat will constitute grounds for investigation as to whether the use violates applicable laws or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation. We encourage students and parents and guardians to notify the school office of any incidents regarding bullying immediately and report anonymously using the [Evansville High School](#) site.

## Title IX

The the Evansville Community School District's student nondiscrimination policy should already incorporate state law and reads as follows: No person may be denied admission to any public school or be denied participating, in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. The district has designated and authorized the following individual as the Title IX Coordinator: Director of Student Services Janessa Katzenberger. Reference: School Board Policy [411](#) School Board Policy [411.1](#)

## Personal Belongings

Personal electronic devices should not be brought to school, with the exception of cell phones, which should be powered off and not used while school is in session. Any lost or damaged items should be reported to the school office. The district will not be held responsible for lost or stolen personal items. If you do bring something of value to school, we will be happy to check it in at the office.

## Cell Phones and Personal Communication Devices (PCD)

Evansville High School is one-to-one with Chromebooks. A personal communication device is not necessary for instruction and presents a distraction to student learning; therefore, cell phones or other personal communication devices are NOT allowed during class time or at assemblies. This cell phone policy is meant to balance responsible use of cell phones during the school day with the need to maintain an engaging, distraction-free learning environment. Cell phones and other mobile devices shall not be used in a way that disrupts the learning environment. Students are encouraged to leave their phone in their locked locker during class time. Students who choose to bring them to class must store them in the wall pocket provided in each

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classroom where they must be powered off and/or silenced during class time. Students may use devices during lunch in the commons, during passing times, before and after school. Phones may not be used in the hallways during class time, in restrooms or locker rooms at any time. Failure to follow these guidelines will result in loss of phone privileges in the building and confiscation of the device. Possession of a cell phone by high school students is a privilege and not a right. The District is not responsible for the safety or security of personal electronic devices that students choose to bring to school. See [Policy 443.5](#) for additional information.

**If parents or guardians need to contact a student during the school day, please contact the Evansville High School office.** Students may use a PCD while riding a school bus or other district vehicle to and from school; however, students may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. In particular, students are prohibited from using PCDs to 1. Transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon race; color; national origin; sex including sexual orientation or transgender identity; disability; age; religion; ancestry; or political beliefs; and 2. Engage in sexting, i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, emails, or other materials of a sexual nature in an electronic or any other form. Violations of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are allowed to use PCDs at the following times:

- In hallways and at lockers before and after school.
- During passing time.
- During lunch periods.
- After school and during extracurricular events and activities.
- On field trips at the discretion of staff and with administrative approval.

### **Consequences \*\*See Student Behavior Standards and Resolutions\*\***

A student using their personal communication device inappropriately will have their PCD confiscated and later returned to the student or parent or guardian, depending on the number of offenses. Refusal to turn in their actual PCD will result in disciplinary action in addition to the consequences below.

- **First Offense**
  - A staff member will bring the student's PCD to the office for the student to pick up at the end of the day.
- **Second Offense**
  - A staff member will bring the student's PCD to the office, and a parent or guardian will pick up the PCD. The student must turn in their PCD to the office for the next five (5) school days.
- **Third Offense**
  - A staff member will bring the student's PCD to the office, and a parent or guardian will pick up the PCD. The student must turn in their PCD to the office for the next fifteen (15) school days.
- **Fourth Offense**
  - A staff member will bring the student's PCD to the office, and a parent or guardian will pick up the PCD. The student must turn in their PCD to the office for the next thirty (30) school days.
- **Fifth Offense**
  - A staff member will bring the student's PCD to the office, and a parent or guardian will pick up the PCD. The student must turn in their PCD to the office for the remainder of the school year.

## Lockers

School lockers, including physical education lockers, are the property of the Evansville Community School District. The district retains the right to search lockers. Lockers are assigned at the start of each school year. A student should not give others their locker combination or share their locker with friends. If your locker is damaged, please report this immediately to the office. If not reported, you will be liable for damages. The district retains ownership and possession control of student lockers, and it may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property. Reference: School Board Policy [446.1](#)

## Backpacks

The schedules at Evansville High School allow sufficient time between classes to stop at lockers to collect or drop off class materials. Backpacks in classrooms create space and potential safety concerns; therefore, backpacks must be kept in lockers throughout the school day.

## Lost and Found

To ensure lost items are returned to the proper owner, please place your student's name on items. When valuable items are lost, please contact the high school office as soon as possible. Please check the lost and found table outside the main office for other misplaced items. Please take lost items to the office. Those items include backpacks, clothing, school supplies, etc. At the end of the term, unclaimed items will be donated.

## Canine Searches

The school board authorizes the use of specially trained dogs. Dogs shall not be used for conducting personal searches, but may be used to detect the presence of drugs by examining a student's possessions, including vehicle and locker. Reference: School Board Policy [446.1](#)

## Alcohol

Alcoholic beverages are prohibited on school grounds. A student is prohibited from possessing, consuming, or being under the influence of alcohol on school premises, in vehicles on school premises, or at school-sponsored activities. School administrators may refer incidents to law enforcement officers and request a breathalyzer. A student in violation of this policy may be subject to suspension or expulsion.

References: Wisconsin State Statute ([s. 125.09\(2\)](#)); School Board Policy [443.4](#)

## Drugs

The possession or use of controlled substances is a violation of the law. A student who possesses controlled substances is subject to suspension and will be referred to the appropriate legal authorities or the police who will be informed of any violation relating to these regulations on dangerous drugs, narcotics, marijuana, or alcoholic beverages for appropriate criminal action and to aid in the search for sources supplying these materials to minors in violation of any federal, state, or local laws. This includes the possibility of a canine search of the facility.

**Reference:** School Board Policy [443.4](#)

## Tobacco/E-Cigarettes/Vape Devices

A student is not allowed to use or possess tobacco products, e-cigarettes, or vapor paraphernalia on the Evansville Community School District property. The Evansville Community School District personnel have the authority to confiscate cigarettes, smoking supplies or equipment, or chewing tobacco. Reference: School Board Policy [443.4](#)

## Consequences

- In and out-of-school suspension.
- Referral to the athletic and activities director for a code violation.
- Referral to the Evansville Police Department.

Reference: Wisconsin State Statute ([s. 120.12 \(20\)](#))

## Weapons

No one shall possess a dangerous weapon or look-alike weapon on the Evansville Community School District property, except as specifically outlined below:

- Weapons under the control of law enforcement personnel are permitted.
- Weapons that are registered and handled in a legal manner for educational purposes may be authorized by the principal or associate principal.
- Weapons properly registered and handled during the community use of the Evansville Community School District facilities may be permitted.

**Definition:** A **dangerous weapon** or **look-alike weapon** is a firearm, knife, razor, chemical spray, metal buckle, or any other object that, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm, or someone could pretend to be capable of inflicting bodily harm. Reference: School Board Policy [831](#)

## Animals on School Property

The presence of animals in schools provides opportunities for addressing academic standards and supporting the social/academic growth of students. Animals can pose a safety threat for some students when they are exposed to allergens that activate allergy or asthma symptoms. Some students may be afraid of animals and feel unsafe. The purpose of the guideline is to allow animals in the classroom while providing for the health and safety of staff, students, and animals.

### Policy Exempt Animals

Trained and certified service animals supporting individuals with disabilities.

## Student Organizations, Class Advisors, and Class Dues

### National Honor Society Membership

Membership in the Evansville Chapter of the National Honor Society (NHS), a prestigious organization, is based on scholarship, character, leadership, and service. The privilege of listing NHS membership on college and scholarship applications holds great value. NHS is open to juniors and seniors who have attended a minimum of one semester at Evansville High School. If you are interested in becoming a member, please contact the National Honor Society Advisor.

**Applications are due by October 1.**

### High School Student Council

Each class elects a president, vice-president, secretary, and treasurer and is done through a ballot sent to all students in each grade. To hold class office, the student must be passing all classes. The Executive Council is comprised of five members, a president, vice president, sergeant at arms, treasurer, and a secretary. This executive team is chosen through an interview process outlined in the EHS Student Council Constitution.

## Dances

All Evansville High School dances are for Evansville High School students. Some dances allow for invited guests. Guests may not be older than age 19 and must not have graduated high school earlier than the past school year. Students will be asked to show a student ID card or other form of picture ID at the door. No student on suspension or expulsion may attend school dances. Invited guests must obtain a pass from the office prior to attending the dance. Students are expected to be in attendance at the beginning of the dance. Students will not be allowed to enter 1 hour after the scheduled start of the dance. All school regulations will apply and once a student leaves the dance or event they will not be readmitted.

o Homecoming/Prom Dance - [Guest Permission Form](#)

## Dues

Class dues are \$5 annually. Funds are used to support homecoming, prom, the senior trip, and graduation including cap, gown, and tassel. Class dues are collected at registration or may be paid in the Evansville High Schools' office at the start of the school year.

## Dress Code

The responsibility for a student's attire rests with the student and their parent(s) or guardian(s). A student violating the dress code will have the opportunity to change the clothing, cover up, or be sent home to change. All decisions made on behalf of the guidelines set forth will be determined at the discretion of the high school administration; a parent or guardian will be contacted if clothing is deemed inappropriate. Students learn best when they feel comfortable at school and we recognize dress as a form of self-expression; as long as their chosen attire does not cause a disruption or distraction in the school environment. Clothing that causes, or is likely to cause, a substantial disruption of, or material interference with, school activities or the District's educational mission or causes school officials to reasonably forecast a substantial disruption of or material interference with school activities or the District's educational mission are not permitted. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups. Student's face, eyes and ears will be visible at all times. In addition, clothing or accessories that are directly related to a student's religious belief or observance are allowed. Fabric must cover private parts and not be see-through. Clothing must be suitable for scheduled classroom activities, including physical education, science labs, trades classes, and other activities where hazards may exist. **Reference:** School Board Policy [443.1](#)

## Volunteers

All school volunteers need to have a signed agreement on record with the schools prior to the start of the volunteer experience. A background check will be conducted for each volunteer. If you are interested in volunteering at the high school, please contact the High Schools' office. Volunteers are asked to sign in at the school office when arriving and departing. A volunteer is not allowed to bring children while volunteering at school because of insurance guidelines. As a parent or guardian, if you or anyone you know has a talent that could be shared in school, please contact your child's teacher or staff member. The sharing of talent by members of the community enriches our school. **Reference:** [Information](#)

## Photographing or Videotaping of Students

During the school year, groups of students are occasionally videotaped or photographed in classroom situations, during fine arts performances, athletic events, or on field trips. The Evansville Community School District utilizes video cameras that record activity in hallways, common areas, and parking lots and on buses. Video cameras are not installed in bathrooms, locker rooms, or classrooms. This camera system assists in securing the safety and security of our students and staff within the district's facilities.

The resulting photo or videotape may be used in a variety of ways:

- To promote the Evansville Community School District and its programs and activities to the community through newspaper articles, pamphlets, videos, or online media.
- To instruct students or staff members.
- For publication in yearbooks.
- To inform new parents or guardians, staff, and students.

## Transportation

The responsibility for the operation of the student transportation program rests with the school board. The transportation of students to and from school shall be administered uniformly and consistently throughout the Evansville Community School District and in accordance with state and federal law. The primary objective of these rules is to provide safe transportation for students. A student may only ride the bus to which they are assigned. For more information about transportation policies and ridership expectations, please refer to Board Policy [751](#) and [443.2](#) for more information.

## Bus Disciplinary Measures

If there are behavioral problems on the bus, including not adhering to the rules, the bus driver will complete a behavior referral form, and the principal or associate principal will follow up with the student involved, including notifying their parent(s) or guardian(s). Not following established bus rules could be grounds for removing a student from the school bus for a designated period of time.

## Student Vehicles & Parking Permits

Students wishing to park on school grounds will apply to park. All students will have an assigned parking space. A student must register any vehicle that will be parked in the school parking lot. **Registration forms** are available in the High School office. All vehicles must be operated in a safe and legal manner while on the Evansville Community School District property. A violation may result in a ticket being issued by the Evansville Police Department. Inappropriate use of parking facilities will result in suspension of parking lot privileges. The length of suspension will be determined by the principal or associate principal. Driving a car or other motor vehicle to school is a privilege. A parking tag is necessary and will be issued to all students who have completed an approved Student Driving and Parking Permit application form. Forms are available in the office or follow this [link](#). The parking tag must be affixed in the manner designated. Motorcycles must be registered and will be issued a parking tag. Spots will be assigned on a first come first served basis starting in August. Parking passes can be revoked at any time for behavior or misconduct including, but not limited to, parking in unauthorized areas, driving erratically or too fast, or littering in the parking lot.

# Student and Family Resources

## Website

The website for the Evansville Community School District at [www.ECSDNET.org](http://www.ECSDNET.org) is updated regularly and provides information about the schools, building activities, and district initiatives.

## Skyward Family Access

Students and families can access student records including progress towards learning targets, attendance, discipline referrals, and lunch balances via Skyward Family Access. Please call (608) 882- 3385 if you need to set up an access code. Families can customize email notifications through Family Access for up-to-date information in regards to student academic progress.

## Counseling Services

Counseling services are available for students. For some students, problems concerning school and personal life can be overwhelming. In many situations, conferring with the school counselor can help with these problems. The guidance program provides academic and personal services through individual counseling, group counseling, and classroom developmental guidance instruction. Other services include assistance with educational planning, interpretation of test scores, occupational and career information, study help, questions that a student wants to discuss with the counselor, or assistance with home, school, or social concerns. The counselor serves as a resource to parents, guardians, students, staff, and community members.

For more information, please contact Aimee Swartwout, school counselor A-K, at [swartwouta@evansville.k12.wi.us](mailto:swartwouta@evansville.k12.wi.us)  
Alicia Ziolkowski, school counselor L-Z, at [ziolkowskia@evansville.k12.wi.us](mailto:ziolkowskia@evansville.k12.wi.us)

## English Learner Program

The Evansville Community School District offers a comprehensive program for English Learners. This programming is based on a student's individual needs. A student will be assessed to determine their needs and to design and implement a program to assist in educational areas.

For more information, please contact Marcela Tyson, English language coordinator, at [tysonm@evansville.k12.wi.us](mailto:tysonm@evansville.k12.wi.us)  
Janessa Katzenberger, director of student services at [katzenbergerj@evansville.k12.wi.us](mailto:katzenbergerj@evansville.k12.wi.us)

## Library Media Center

The Library Media Center prepares students to participate in our global society as life-long readers & learners, critical thinkers, skillful researchers, and safe, ethical users & producers of information. The EHS LMC is a vibrant center of learning. Collaboration is an essential part of this vibrancy and the atmosphere in the LMC promotes discussion and inquiry. The LMC is committed to providing print and digital resources, instruction, and assistance to support the success of our learning community. Print and digital materials, as well as technology items, circulate through the LMC online catalog, Destiny Discover. Students are encouraged to make full use of all available print, media, and digital resources.

Visit the EHS LMC webpage for resources and more information:

<http://www.ecsdnet.org/programs-support/evansville-high-school.cfm>.

Please abide by the following rules when using the Library Media Center:

- During normal school hours, library users must have a pass and sign-in at the circulation desk.
- Students leaving the LMC must have a pass and sign-out at the circulation desk.
- Student cooperation is necessary to maintain a positive learning environment for all. Disruptive behavior

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will not be tolerated. A student whose behavior is inappropriate will be asked to return to class.

- Replacement of damaged or lost items shall be the responsibility of the student. Fees are added to Skyward and paid via Family Access. For more information, please contact: Laurie Crandall, District Library Media Specialist, at [crandalll@evansville.k12.wi.us](mailto:crandalll@evansville.k12.wi.us)

## **Privacy in Locker Rooms**

Locker rooms are available for the use of students participating in Physical Education (PE) class, athletics, other activity groups, and individuals authorized by the building principal or by district policy. Students should bring a lock to secure their items during PE class. The school is not responsible for missing items. The District shall observe measures intended to protect the privacy of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

1. Privacy is maintained within the locker room with single-stall showers and restrooms.
2. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
3. Signs will be posted on each locker room door as a reminder to everyone entering the locker rooms that devices are not allowed.

## **Special Education Program**

The Evansville Community School District is committed to providing appropriate educational services to students with identified educational disabilities. Please contact your student's teacher or principal if you have concerns about your student's developmental or academic progress. For more information, please contact Janessa Katzenberger, director of student services at [katzenbergerj@evansville.k12.wi.us](mailto:katzenbergerj@evansville.k12.wi.us)

## **Student Health Services**

The mission of the Evansville High Schools' Health Office is to promote a healthy and safe environment to allow students to learn at their maximum potential. Please contact the school with any health concerns or immunization updates you may have regarding your child so the school nurse can make well-informed decisions. A student with specific health concerns will have a personalized plan of care created and monitored by the district nurse to assure their health and safety. If a student is to receive medication at school, a permission form signed by a physician, indicating the name of the medication, dose, and time, is to be completed. This form should be resubmitted each time there is a medication or dosage change. This form may be obtained at the office. If a student needs an over-the-counter medication such as pain reliever or cough drops, parent or guardian permission is required. The school nurse will only accept medication that is properly labeled with a student's name and the exact dosage in its original manufactured container. Non-prescription drug products may be administered to a student during school hours only with the prior written consent of a parent or guardian. Substances that are not FDA approved, i.e., natural products, food supplements, require the written instruction of a medical practitioner and the written consent of a parent or guardian. Only those nonprescription drugs that are provided by a parent or guardian in the original manufacturer's package that lists the ingredients and dosage in a legible format may be administered. For more information, please contact Abby Tway, District Nurse, at [twaya@evansville.k12.wi.us](mailto:twaya@evansville.k12.wi.us)

# Appendix

[District Student Calendar](#)

[Evansville High School Staff Directory](#)

[Behavior Resolutions and Matrix](#)

Behavior Matrix and Resolutions (updated June 2024)			
Violation	1st Office Referral-Potential Administrator Interventions	2nd Office Referral-Potential Administrator Interventions	3rd or More Office Referral-Potential Administrator Interventions
Abusive Language Directed Towards Others	Conference w/student & parent/guardian Restorative Conversation 1-10 days of Detention 1-5 days of ISS	Conference w/student and parent/guardian 1-10 days of Detention 1-5 days of ISS/OSS	1-5 ISS/OSS Pre-expulsion conference Parent/guardian meeting
Definition: Anything demeaning, including vulgarity directed at a teacher, student or other person.			
Assault	3-5 day OSS Police referral Pre-expulsion conference	5 day OSS Police referral Recommendation for expulsion	
Definition: An unprovoked attack on another with potential to harm physically, emotionally or mentally with an intent to harm.			
Bus Referral	Warning	2nd and 3rd Offense 3-5 day bus suspension Before a suspension occurs, the transportation supervisor, along with the building principal, will be involved in these decisions.	4th Offense 5 day bus suspension Meeting with district administrator 5th Offense Banned from bus transportation
Definition: An issue on the bus that impeded either the driver from doing their job safely or other people from having a calm bus ride or an issue that occurred at the bus stop (All bus referrals should be entered in this area regardless of issue)			

Cell phone misuse	Confiscation of device for the remainder of the day.	Confiscation of device Parent/guardian picking up device loss of phone for 5 days	Confiscation of device Parent/guardian picking up device. (3) Loss of phone for 15 days (4) Loss of phone for 30 days (5) Loss of phone for remainder of the year
Definition: A violation of the building's electronics policy.			
Cheating / Plagiarism	Detention Grade of 0 w/opportunity to redo	Detention/ ISS Grade of 0 w/opportunity to redo Parent/Guardian meeting	ISS/OSS Parent/Guardian meeting
Definition: Copying work from another source and claiming it as your own.			
Cut Class	1-2 detention Up to one day of ISS Truancy citation	1-2 day ISS Truancy citation	1-3 day OSS Police referral for habitual truancy
Definition: Present in the building, however, absent from a class (for half of the period or more) without approval.			
Dangerous Weapon not Firearm	1-5 day OSS Police referral Pre-expulsion conference Recommendation for expulsion	5 day OSS Police referral Recommendation for expulsion	
Definition: An item used with the intent to harm someone or something. School property could turn into a dangerous weapon with the intent to harm others.			
Defiance / Repeated Refusal / Insubordination	Conference w/ student Mediation 1-10 days of Detention 1-5 days of ISS	1-3 ISS/OSS Conference with teacher/student/family	1-5 ISS/OSS Parent/guardian meeting Pre-Expulsion Conference
Definition: Refusal to comply with a directive or continued disregard for a rule or expectation in which a student continues to violate the same policy.			
Disruption	Conference w/ student Verbal Warning Mediation 1-10 days of Detention 1-5 days of ISS	Conference with teacher/student/family 1-10 Detention 1-3 ISS/OSS	1-5 ISS/OSS Parent/guardian meeting
Definition: An action that interferes with the learning of the individual or their peers.			
Drug Possession / Under Influence	1-3 day OSS Police Referral Pre-expulsion conference	2-5 day OSS Police referral Pre-expulsion conference	5 day OSS Police referral Recommendation for

		Recommendation for expulsion	expulsion
Definition: Possession of or use of alcohol or illegal drugs/substances or imitations.			
Drug Distribution / Intent to Distribute	5 day OSS Police referral Recommendation for expulsion		
Definition: Being in possession of drugs and/or having evidence to support that they were selling/intending to distribute on school grounds or at a school sponsored event.			
Fighting / Inciting / Recording a Fight	1-5 day OSS Parent/guardian Meeting Police referral Pre-expulsion conference Recommendation for expulsion	3-5 day OSS Police referral Pre-expulsion conference Recommendation for expulsion	5 day OSS Police referral Recommendation for expulsion
Definition: The use of physical force between two or more people in an attempt to defeat or hurt the other.			
Harassment / Bullying	Verbal warning / ISS Restorative Meeting Parent/guardian meeting Schedule change	ISS/OSS Police referral Pre-expulsion conference	ISS/OSS Police referral Recommendation for expulsion
Definition: Bullying - continued intentional behavior using words or actions, intended to cause fear, intimidation or harm through verbal or cyber communication (documentation of prior incidents is necessary) Harassment - any written, verbal, graphic or physical act that is viewed as being motivated by a characteristic of the victim which causes emotional or physical harm.			
Physical Aggression	Conference w/ student Verbal warning Detention(s) / ISS Parent/guardian meeting	1-3 day ISS Parent/guardian meeting	ISS/OSS Parent/guardian meeting
Definition: The act of physically acting out without the intent of harming someone else.			
Profanity Use	Conference w/ student 1-2 detention	2 or more detention 1-2 day ISS Parent/guardian meeting Police referral if disorderly	3 or more detention 1-5 day OSS Parent/guardian meeting Police referral if disorderly
Definition: Use of obscene or foul language, including swearing not directed at a person.			
Property Damage / Vandalism	Detention ISS/OSS Restitution Police referral Pre-expulsion conference Recommendation for	ISS/OSS Restitution Police referral Pre-expulsion conference Recommendation for	ISS/ OSS Restitution Police referral Recommendation for expulsion

	expulsion	expulsion	
Definition: The destruction of District property or the property of other individuals causing a financial loss.			
Tardy to school or class	3rd Tardy: Office Discipline Referral Call home Loss of phone/parking/open campus privileges	4th Tardy: Office Discipline Referral 30 minute Detention Call home Loss of phone/parking/open campus privileges	5th & Subsequent Tardies: Student sent to office Call home Up to 1 day ISS Parent meeting Loss of phone/parking/open campus privileges
Definition: Arriving late to class (past the bell if a bell is present).			
Technology Violation or Destruction	Detention Restitution Restrict Usage ISS/OSS Conference w/ student Police referral	Detention Restitution Restrict Usage Loss of Usage ISS/OSS Police referral Parent/guardian meeting Pre-expulsion conference	Restitution Restrict Usage Loss of Usage 3-5 day OSS Police referral Pre-expulsion conference
Definition: Using or damaging any technology (not a cell phone) in the classroom without permission, or in a manner in which it is not intended to be used, as defined in the student handbook.			
Theft / Stealing	Detention Restitution ISS/OSS Police referral Conference w/ student	Restitution ISS/OSS Police referral Pre-expulsion conference Conference w/ parent/guardian	Restitution OSS Police referral Pre-expulsion conference
Definition: Intentionally taking property from the district or another person without permission.			
Threatening	Detention ISS/OSS Police referral	ISS/OSS Police referral Pre-expulsion conference	3-5 day OSS/ISS Police referral Pre-expulsion conference Recommendation for expulsion
Definition: Statements made about causing some type of harm toward a student, staff member, or the school community. This may include verbal and/or written threats.			
Nicotine Possession / Vape	1 day ISS/OSS Police referral Student Services Referral	1-3 day OSS Police referral Student Services/Stateline Referral	3-5 day OSS Police referral
Definition: Student has on his/her person, backpack, or locker any tobacco or vape products.			
<b>Notes and Comments:</b>			

1. Administrators reserve the right to administer the above consequences for the rules. Specific consequences will depend upon the nature and severity of the infraction, the number and types of previous infractions, student cooperation and attitude, and possible extenuating circumstances. The administration reserves the right to impose penalties and sanctions for conduct not specifically covered in this code or for those actions that are extremely serious, dangerous, or injurious.			
2. Administrators will explore alternatives to suspensions when appropriate in order to solve problems and address behavioral challenges without further decreasing student's time outside of the learning environment.			
3. Students engaging in unlawful behaviors per Wisconsin code may be referred to police.			
4. If a student refuses to cooperate with an investigation, ECSD Administrators reserve the right to determine consequences based upon the information gathered.			
5. Students covered by an IEP whose behavior impedes his/her learning or that of others will have a list of positive behavioral interventions, strategies, and supports to address that behavior documented in his/her IEP. In some cases that student's needs will require the development of a behavior intervention plan. Such students may be temporarily removed from a class or activity under the same terms and conditions as non-disabled students. No change in placement for more than 10 school days may be made for a student with a disability outside of the IEP process.			
6. Contracts may be written with a specific student to come up with an alternative plan to be followed.			
7. An Administrator may consider deviating from this process for improved behavior/elapsed time from last referral.			
<b><u>Suspension</u></b>			
For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program. Ref. Policy <a href="#">447</a> .			
<b><u>Pre-expulsion Conference</u></b>			
A conference conducted by the District Administrator/designee which may include student, parent, guardian or legal custodian, the principal/designees, or other staff members as deemed appropriate by administration. A pre-expulsion conference or an expulsion hearing may also be conducted at the discretion of the principal/designee in the event a student commits a serious infraction or has multiple violations of school rules despite various interventions. Wis. SS. 120.13 (1) (e).			
<b><u>Expulsion</u></b>			
Under this policy, expulsion shall mean the Board will not permit a student to attend school at all for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. Ref. Policy <a href="#">447</a> .			