

Evansville High School Student/Family Handbook 2023-2024



Evansville High School - 640 S. 5th Street - 608-882-4600

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EHS 20232-2024 Daily Schedule	
Breakfast	7:45-8:00
TRIE/ ACP	8:00-8:30
Passing Period	8:30-8:35
1st Block	8:35-10:05
Passing Period	10:05-10:10
2nd Block	10:10-11:35
3A Block	First Lunch 11:35-12:00 3A Class 12:05-1:35
3B Split Block	3B Class 11:40-12:25 Second Lunch 12:25-12:50 3B Class 12:55-1:35
Passing Period	1:35-1:40
4th Block	1:40-3:10

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	11
Total Credits	28
Other Requirement	
<u>Senior Grad Project</u>	

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.

Principal's Welcome

Please use this [link](#) to the high school webpage to read the principal's welcome.

Daily Procedures for Families and Students

Attendance

- Families should notify the school office prior to 8:30am the morning of an unexpected absence.
- Planned/scheduled absences should be communicated to the school office prior to the absence. Students need to get a pre-planned absence form from the attendance clerk.
- See School Attendance Policy 430 for additional information.

School Day

The school day begins at 8:00 am and ends at 3:10 pm. Students arriving after 8:00 am 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.

Students' Day

Backpacks

Backpacks and other bags may be brought to school but must be kept in students' lockers during the school day.

Breakfast & Lunch (Food Service)

- Breakfast is available for all students from 7:45-8:00 am.
- Lunch payments can be made at the school office, the District Office and online.
- [Lunch menus](#) are available online.
- Food Service account balances are available through Family Access.

Lunch Period Policy

All sophomores, juniors and seniors who have the appropriate forms completed may leave campus for lunch each day. Students that live within walking distance from school and can walk home, eat lunch, and return to school within 30-minutes are eligible for a lunch pass. The principal will determine if the student lives within an adequate distance from school. Forms are available in the office or follow this [link](#).

Computers

All students are assigned a device and charger. Students should bring their fully charged device to school each day. Students are responsible for their device and are subject to fees for damages. Please refer to [Policy 363.2/554](#) for additional information.

Student Lockers

All students are assigned a locker. The assigned student locker is the property of the Evansville Community School District. At no time does the district relinquish its exclusive control of such lockers and lockers may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. Please refer to [Policy 446.1](#) for additional information.

Mobile Communication Devices

Cell phones and other mobile devices shall not be used in a way that is disruptive of the learning environment. The device should be out of sight and not emit noise 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 restrooms or locker rooms at any time. Failure to follow these guidelines will result in 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.

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.

Other Important Information

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

ACP/TRIE is how each regular school day begins 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 have a soft-landing to begin the school day. Students have a variety of options each term.

Activities/Athletics and Co-Curriculars

High school extracurricular activities and/or co-curricular activities are a fantastic opportunity for students to get connected with peers. To view the Activities/Athletics and Co-Curricular Handbook please go to the following site: <https://www.ecsdnet.org/schools/high/activities/>

Assessments

The following state required assessments are administered to high school students:

- Aspire Exams in grades 9-10
- Forward Exam in Social Studies in grade 10
- ACT for 11th graders

Bus Information

School board [Policy 443.2](#) details bus information and regulations.

Communication

Communication between home and school is an essential part of a successful educational experience. School personnel will communicate through email, notes sent home, and/or phone calls. Please contact your students' teachers with any questions or concerns you have. We want to have open lines of communication between families and school personnel.

Conferences

Families are strongly encouraged to discuss an individual student's progress with the appropriate teacher, counselor, or administrator. Families are encouraged to call school personnel any time they have questions about their child's program or progress. School personnel can also be accessed via e-mail located in the staff directory.

Student Attire

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 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. Clothing must be suitable for all scheduled classroom activities including physical education, labs, and other activities where unique hazards exist. 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.

Student Attire (cont.)

Students are prohibited from wearing attire that:

- Causes, or is likely to cause, a substantial disruption of or material interference with school activities or the District's educational mission;
- Causes school officials to reasonably forecast a substantial disruption of or material interference with school activities or the District's educational mission;
- Displays content that is lewd, indecent, or vulgar;
- Displays content that promotes the use of illegal drugs, alcohol, tobacco, or vaping devices;
- Displays content that constitutes a true threat of violence against an individual or group of individuals;
- Endangers the health or safety of the student or others on school premises or participating in school-sponsored activities.

Parking Permits

Driving a car or other motor vehicle to school is a privilege granted to students by the state, school, and families. 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.

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 approved for Open Campus may leave campus as long as proper forms are on file. Seniors are allowed to have open campus for TRIE, lunch and study halls. Juniors & Sophomores may have open campus for the lunch period. Forms are available in the office or follow this [link](#).

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.

Field Trips

Throughout the school year, students are provided with opportunities to extend their learning outside of the classroom through field trips. All students are expected to attend field trips. Families will be informed of trips that are off school grounds prior to students participating. See Policy [352](#), [352.2](#) for additional information.

Grades/Failing Grade Notice

Each term students will receive a letter grade. Students who are receiving failing grades or run the risk of failing will receive a notice to that effect from their teachers halfway through each term. A student who does not receive a failure notice at the midpoint of the term is not ensured a passing grade for that term.

Library Media Center (LMC)

The Library Media Center prepares students to participate in our global society as life-long readers and learners, critical thinkers, skillful researchers, and safe, ethical users and 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. The LMC is open from 7:45am-3:30pm each school day. 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>.

Medication

Medications should be administered to students by families at home whenever possible. Before any prescription medication can be administered to a student at school, school personnel must receive written family consent and written instructions from the student's physician or dentist. Non-prescription medications may be administered with written parental/guardian consent. The Medications Consent Form ([453.4 form](#)) must be completed and filed in the school office prior to any medications being administered.

Safety Drills

Safety drills, fire, tornado, or active intruder will be held throughout the school year and occur at least once per month. Active intruder drills will be clearly communicated to the staff, students, and Evansville Police Department. When practicing an active intruder evacuation drill, all stakeholders including families and the surrounding community will be informed prior to the drill.

School Board Policies

A complete list of all School Board [Policies](#) are available online.

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.

Schedule Changes

If a student would like to request a schedule change once the school year has started, a [Schedule Change Request 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 with all necessary signatures and information, 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").

Academic Letter

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 - 4.000 = 3 points

Points will be computed cumulatively over a high school career for each student that attends on a full-time basis.

Academic Awards Scale

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.

Academic Awards

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.

Drug/Alcohol/Tobacco/Nicotine/Vape Policy

Evansville High School strives to be a drug-free school zone. Students are prohibited from engaging in the manufacture, distribution, dispensation, sale, possession, consumption, or use of a controlled substance, alcohol or drug-related paraphernalia in any school building or anywhere on school premises. See school board [Policy 443.4](#) for additional information.

EHS School Conduct

Evansville High School utilizes restorative practices and progressive discipline procedures to guide staff responses to student behavior as outlined in the Student Code of Conduct Matrix. Restorative practices are a way of approaching behavior support from a framework of relationship maintenance and reconciliation. When we purposely build a sense of community and maintain positive relationships within that community, we experience more positive outcomes. Our schools work every day to help all students develop healthy relationships, identify common values and guidelines, develop social emotional understanding and skills, and develop a sense of ownership and belonging. The staff at EHS believes that communicating the standard of positive behavior and modeling clear expectations is the foundation for effective disciplinary practices. Staff provide guidance coupled with coping strategies, interpersonal communication and self-control. Making amends, taking ownership of one's actions and natural consequences are important components to student growth.

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 work by utilizing technology and online supports in a way that enhances their work and demonstrates their originality.
7. Cell phones and earbuds are to be out of sight and silenced at all times during instructional periods until/unless teachers provide specific opportunities to use them during work time.

Student Behavior Standards and Resolutions (updated July 2023)

Behavior	Level I Interventions (Classroom Managed)	Level II Interventions 1st Office Referral	Level III Interventions 2nd Office Referral	Level IV Interventions 3rd or More Office Referral
Abusive Language Directed Towards Others or considered to be hate speech directed towards a marginalized population of students.	Classroom Intervention Restorative Action	Conference w/student Mediation Detention Parent Contact Mandatory re-admission conference that includes student and teacher upon student's return to class	Detention ISS/OSS Conference with family Police Referral	ISS/OSS Pre-expulsion conference Police Referral
Definition: Anything demeaning, including vulgarity directed at a teacher, student or other person.				
Assault	N/A	Restorative Action for making amends (when appropriate) 3-5 day OSS Police referral Pre-expulsion conference	5 day OSS Police referral Pre-expulsion conference Recommendation for expulsion	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	Restorative Action	Warning Restorative Action	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 & Earbud misuse	Restorative action/Classroom intervention Surrender phone/earbuds within classroom	Confiscation of device remainder of the day	Confiscation of device remainder of the day Parent/guardian picking up device	Detention/ISS Confiscation of device Parent/guardian picking up device Potential Loss of future privilege with device
Definition: A violation of the building's electronics policy.				
Cheating	Classroom intervention Restorative Conversation	Detention	ISS/OSS Parent/Guardian meeting	ISS/OSS Parent/Guardian meeting Potential loss of credit for class
Definition: Copying work from another source and claiming it as your own.				
Cut Class	Classroom Intervention Restorative Action	Detention (make up time missed) Restorative Conversation Up to one day of ISS Truancy citation	ISS Truancy citation	ISS/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	N/A	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/Disrespect	Classroom Intervention Restorative Conversation	Conference w/student Mediation Detention Conference w/Parent ISS/OSS Mandatory re-admission conference that includes student and teacher upon student's return to class	Detention ISS/OSS Conference with Guardian	1-5 ISS/OSS Conference with family
Definition: Refusal or failure to comply with a request by a staff member.				
Disruption	Classroom Intervention Restorative Action	Conference w/student Mediation Detention Conference w/Guardian ISS Mandatory re-admission conference that includes student and teacher upon student's return to class	Detention ISS/OSS Conference with family	1-5 ISS/OSS Conference with family
Definition: An action that interferes with the learning of the individual or their peers.				
Dress Code	Classroom Intervention Change/Remove Item Restorative Conversation	Conference w/Student Change/Remove Item	Conference w/Student Conference w/Guardian Change/Remove Item	Conference w/Student Conference w/Guardian Change/Remove Item
Definition: Dress or grooming in a manner which disrupts or may disrupt teaching or learning, or which poses a risk to security, health or safety.				
Drug Possession / Under Influence	N/A	1-3 day OSS Restorative Action Police Referral SBIRT/Counseling Referral	5 day OSS Restorative Conversation Police referral Pre-expulsion conference SBIRT/Counseling Referral	5 day OSS Police referral Recommendation for expulsion
Definition: Possession of or use of alcohol or illegal drugs/substances or imitations.				
Drug Distribution / Intent to Distribute	N/A	1-5 day OSS Police referral SBIRT/Counseling Referral	1-5 day OSS Police referral SBIRT/Counseling Referral Pre-Expulsion Conversation	1-5 day OSS Police referral SBIRT/Counseling 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 school sponsored event.				
Fighting / Inciting / Recording a Fight	N/A	1-5 day OSS Counseling/Restorative Supports Family Meeting Parent/guardian Meeting Police referral	3-5 day OSS Restorative Supports Family Meeting Police referral Pre-expulsion conference	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.				

Gang Related Activity	N/A	1-5 day OSS Police referral Parent meeting Restorative Supports	3-5 day OSS Police referral Pre-expulsion conference	5 day OSS Police referral Recommendation for expulsion
Definition: The act of purposely representing a gang (colors, clothing, right side vs. left side, hand signs/hand shakes, graffiti, etc).				
Harassment / Bullying	Restorative Actions (when appropriate)	Verbal warning to 5 day OSS Police referral Parent/guardian meeting Schedule change Restorative Supports	2-5 day OSS Restorative Supports Police referral Pre-expulsion conference	5 day 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	Classroom Intervention Restorative Actions	Conference w/ student Verbal warning Detention(s) up to 1 day ISS Parent/guardian meeting	Detention(s) up to 1 day ISS 1-3 day ISS Parent/guardian meeting	3-5 day ISS Parent/guardian meeting
Definition: The act of physically acting out without the intent of harming someone else.				
Profanity Use	Classroom Intervention Restorative Conversation	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
Definition: Use of obscene or foul language, including swearing not directed at a person, but causing disruption in the learning environment.				
Property Damage / Vandalism	Classroom Intervention Restorative Actions/Damage Repair	1-2 detention 1-3 day ISS/OSS Restitution Police referral	2 or more detention 3-5 Days ISS/OSS Restitution Police referral Pre-expulsion conference	3-5 Day OSS Restitution Police referral Recommendation for expulsion
Definition: The destruction of District property or the property of other individuals causing a financial loss.				
Tardy	Restorative Supports w/classroom teacher	4th Tardy: Office Discipline Referral Detention (to make up missed time) after school Call home Potential loss of privilege	5th Tardy: Office Discipline Referral written 45 minute office detention after school Call home Potential loss of privileges	6th & Subsequent Tardies: Student sent to office Call home Up to 1 day ISS Parent meeting Potential loss of privileges
Definition: Arriving late to class (past the bell if a bell is present).				
Technology Violation	N/A	Restorative Supports 1-2 detention Restitution Restrict Usage 1-2 day ISS/OSS Conference w/ student Police referral	2 or more detention Restitution Restrict Usage Loss of Usage 2-3 ISS 3-5 day OSS Police referral Conference w/ family	3 or more detention Restitution Restrict Usage Loss of Usage 3-5 day OSS Police referral
Definition: Using 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	N/A	Conference w/Student 1-2 detention Restitution 1-2 day ISS/OSS Police referral	2 or more detention Restitution 3-5 day ISS/OSS Police referral Pre-expulsion conference Conference w/ family	2 or more detention Restitution 3-5 day OSS Police referral Pre-expulsion conference
Definition: Intentionally taking property from the district or another person without permission.				
Threatening	Classroom Intervention Restorative Supports	1-2 detention 1-5 day OSS/ISS Police referral Restorative Supports	1-5 day OSS/ISS 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/Vape Possession	ISS Restorative Action Police Referral SBIRT/Counseling Referral	1 day OSS Restorative/Counseling Supports Police referral	1-3 day OSS Police referral	3-5 day OSS Police referral
Definition: Student has on his/her person, backpack, or locker any tobacco or vape products.				

Notes and Comments:

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. Students engaging in unlawful behaviors per Wisconsin code may be referred to police.
3. If a student refuses to cooperate with an investigation, EHS reserves the right to determine consequences based upon the information gathered.
4. Students with an IEP whose behavior impedes his/her learning or that of others will have a list of positive behavioral interventions along with a behavior plan to address that behavior documented in his/her IEP. Such students may be temporarily removed from a class or activity under the same terms and conditions as non-disabled students; however there will be no change in long-term placement without an IEP meeting.
5. Contracts may be written with a specific student to come up with an alternative plan to be followed.
6. An Administrator may consider deviating from this process for improved behavior/elapsed time from last referral.

Suspension

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

Pre-expulsion Conference

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.

Nondiscrimination Statement

The Evansville Community School District ensures no individual may be denied admissions to any public schools in the District or be denied the right to full participation rights in curricular, extracurricular, student services, recreational or other programs or activities because of a student's sex, race, religion, national origin (including persons whose primary language is not English), ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender expression, gender identity, gender non-conformity, physical, mental, emotional or learning disability or any other basis protected by law.