

# THEODORE ROBINSON INTERMEDIATE SCHOOL

@ the Grove Campus



## PARENT HANDBOOK

### Vision Statement

The Theodore Robinson Intermediate School staff will provide an inviting, safe, clean environment that promotes positive attitudes, attention to diversity, and the desire to learn. We will provide meaningful education through interdisciplinary approaches within the curriculum. We will encourage parent and community involvement to help enhance the level of pride and respect in our school.

**Principal – Joan Wick**

[wickj@evansville.k12.wi.us](mailto:wickj@evansville.k12.wi.us)

**Administrative Asst. – Raquel Michel**

[michelr@evansville.k12.wi.us](mailto:michelr@evansville.k12.wi.us)

**Theodore Robinson**

**Intermediate School – 882-3888**

**Intermediate School Fax – 882-3889**

**Evansville Dist. Office – 882-5224**

Dear Families,

Welcome to the 2011-2012 school year at Theodore Robinson Intermediate School. My name is Joan Wick and I am the new principal at Theodore Robinson. If you are in the building, or just want to stop by, I invite you to stop by and introduce yourself. I want to ensure you that we will continue to build on the strong educational foundation already in place at Theodore Robinson. To ensure our success in providing the best education for our students we need to work together.

We invite you to take an active role at Theodore Robinson by participating in the many opportunities with the PTO, volunteering in the school, and the variety of activities that occur throughout the school year.

This handbook provides an overview of the organizational procedures within our school. Please read through the handbook and call if you have questions. Throughout the school year you will be receiving electronic newsletters regarding events that will be occurring here at Theodore Robinson. If you want to receive a paper copy please notify the school.

The staff at Theodore Robinson looks forward to seeing and working with you and your family throughout the school year.

Sincerely,  
Joan Wick, Principal

## **INTERMEDIATE SCHOOL DAY 2011-12**

7:45 a.m.	Teachers arrive
8:00 a.m.	Bell rings to enter building; instructional day begins
9:15 – 9:30 a.m.	3 <sup>rd</sup> Grade Recess
10:40 – 10:55 a.m.	5 <sup>th</sup> Grade Recess
11:30 – 12:10 p.m.	4 <sup>th</sup> Grade Lunch/Recess
11:55-12:35 p.m.	3 <sup>rd</sup> Grade Lunch/Recess
12:15-12:55 p.m.	5 <sup>th</sup> Grade Lunch/Recess
1:15 – 1:30 p.m.	4 <sup>th</sup> Grade Recess
1:55 – 2:10 p.m.	3 <sup>rd</sup> Grade Recess
3:00 p.m.	Dismissal for walkers; busers dismissed when buses arrive

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### **Non-Discrimination Statement-**

The Evansville Community School District prohibits harassment or discrimination against any pupil in any program or activity on the basis of sex, race, religion, national origin, ancestry,color, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other basis protected by law.

Revised: August 11, 2008

657.1

Revised: July 12, 2010

Revised: June 27, 2011

**EVANSVILLE COMMUNITY SCHOOL DISTRICT  
2011-2012 STUDENT FEE SCHEDULE**

The Materials Fee helps defray the cost of textbooks, workbooks, periodicals, etc., as follows:

		<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
High School	\$52.00	\$16.00	\$ 5.00
Middle School	\$37.00	\$11.00	\$ 4.00
Intermediate School	\$27.00	\$ 8.00	\$ 3.00
Elementary School	\$27.00	\$ 8.00	\$ 3.00

** Athletic Fees	<u>Per Sport / Per Season</u>	<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
Middle School	\$34.00	\$17.00	\$8.50
High School	\$62.00	\$31.00	\$15.50

** Extra or Co-Curricular Activities Fees		<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
Middle School Forensics	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Jazz Band	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Swing Choir	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Quiz Bowl	\$ 7.00	\$ 3.50	\$ 1.75
High School Forensics	\$24.00	\$12.00	\$ 6.00
High School Jazz Band	\$24.00	\$12.00	\$ 6.00
High School Vocal Jazz	\$24.00	\$12.00	\$ 6.00
High School Three Act Play	\$24.00	\$12.00	\$ 6.00
High School Musical Cast/Major Crew	\$24.00	\$12.00	\$ 6.00

\*\* After the first four days of a team practice or meetings of an extra or co-curricular activity, students are not eligible for a refund, unless cut from a team.

Musical Instrument Rental (Excludes percussion)		<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
	\$100.00/annually, \$50.00/semester	\$50.00/annually, \$25.00/semester	\$25.00/annually, \$12.50/semester

Parking Fees		
Parking Permit – will only be issued after all other fees have been paid		\$80.00/annually, \$40.00/semester, or \$20.00/term—no refunds.

- Donation for activities fees scholarships may be given and are very appreciated.

- All fees, including food service, must be paid for students to participate in end of year celebratory field trips, prom, or graduation.

Approved: July 16, 2007

760.1

Revised: August 11, 2008

Revised: July 12, 2010

Revised: June 27, 2011

**EVANSVILLE COMMUNITY SCHOOL DISTRICT  
BREAKFAST/LUNCH FEE SCHEDULE**

Parents/guardians who have an approved Application for Free Meals or Reduced Price Meals will automatically qualify for reduced Materials Fees:

<u>Breakfast Fees</u>	<u>Daily</u>
Elementary/Intermediate School	\$1.40
Middle School	\$1.50
High School	\$1.50
Milk (1/2 Pint)	\$ .35
Reduced Meals Breakfast	\$ .30

<u>Lunch Fees</u>	<u>Daily</u>
Elementary/Intermediate School	\$2.00
Middle School	\$2.25
High School	\$2.25
Adults	\$3.15
Milk (1/2 Pint)	\$.35
Reduced Lunch	\$.45

- All fees, including food service, must be paid for students to participate in end of year celebratory field trips, prom, or graduation.

## Theodore Robinson Intermediate School Calendar 2011-2012 School Year

August 31	Theodore Robinson Open House from 5 – 6:30 p.m.
September 1	First Day of School
September 5	Labor Day - NO SCHOOL
September 14	Fall Fundraiser Kickoff
September 28	Fall Fundraiser Ends
September 28	Parent/Teacher Conferences
September 29	Parent/Teacher Conferences
October 6	Picture Retake Day
October 21	Fundraiser Delivery
October 28	Staff Development-NO SCHOOL
November 4	End of 1st Quarter/NO SCHOOL – K-8 Students
November 18	4 <sup>th</sup> Grade Music Concert
November 23	Compensatory ½ Day – Early Release
November 24, 25	Thanksgiving - NO SCHOOL
December 8	TRIS Singers & African Ensemble Concert
December 22	Compensatory ½ Day – Early Release
December 23	Winter Break – NO SCHOOL
January 3	Students Return
January 19	End of 2nd Quarter/NO SCHOOL – K-8 Students
January 20	Staff Development – NO SCHOOL
February 23	Parent/Teacher Conferences
February 24	Compensatory ½ Day – Early Release
February 27	5 <sup>th</sup> Grade Music Concert
March 23	End of 3rd Quarter/NO SCHOOL – K-8 Students
March 26	Spring Break – NO SCHOOL
April 2	Staff & Students Return to School
April 6	Compensatory Day – NO SCHOOL
April 8	Easter
April 9	Staff Development Day – NO SCHOOL
May 14	TRIS Singers & African Ensemble Concert
May 28	Memorial Day - NO SCHOOL
May 31	3 <sup>rd</sup> Grade Music Concert
June 4	TRIS Talent Show
June 5	5 <sup>th</sup> Grade Graduation
June 5	Last Day for K-8, ½ Day
June 6	Last Day for 9-12, ½ Day

June 10

High School Commencement  
**Theodore Robinson Intermediate School 2011-12**  
**Joan Wick, Principal**  
**Raquel Michel, Administrative Assistant**

<p><b>Classroom Teacher</b> <b>3<sup>rd</sup> Grade –</b> Sandy Erickson - 3896 Gary Feldt - 3871 Kelley Gransee - 3869 Nancy Greve-Shannon - 3868 Jolene Hammond - 3899 Katie Horgen - 3898 Sandy Papendieck - 3870 Erin Savaske - 3895</p> <p><b>4<sup>th</sup> Grade –</b> Kyle Schulz - 3877 Nikki Forster - 3892 Keith Miller - 3891 Deanna Pickering - 3882 Connie Schultz - 3876 Kim Sperandeo-Wehner - 3881</p> <p><b>5<sup>th</sup> Grade</b> Sally Feeney - 3885 Stephanie Johnson - 3890 Allison Ojeda - 3886 Rena Smith - 3878 Kim Wollinger - 3887</p> <p><b>Special Area Teachers</b> <u>Art</u> – Trent Schmick - 3884 <u>Music</u> – Sarah Bodell - 3854 <u>Keyboarding</u> – Kyle McDonald <u>Physical Ed</u> – Charity Kostroun – 3165, Doug Schwenn/Tammy Grady - 3857 <u>Gifted/Resource</u> – Teresa Doyle, Judy Strieker - 3865 <u>ESL</u> – Marcela Tyson - 3858 <u>Guidance Counselor</u> – Deb Arnold - 3847</p> <p><b>Librarian</b> – Joan Brooke, Meghan Farnung - 3860 <b>Media Clerk</b> – Denise Karis - 3861</p>	<p><b>Office Clerk</b> – Amy Templeton - 3841 <b>Health Department</b> Attendance\Health Clerk – Amy Templeton District Nurse – Peggy Blohm</p> <p><b>Special Education Department</b> <u>Director of Student Services</u> – Vaunce Ashby <u>Psychologist</u> – Steve Feeney - 3845 <u>Speech &amp; Language</u> – Lisa Standish - 3849 <u>Multicategorical</u> – Tammy Lemke 3894, Michelle Sweberg - 3850, Patty Nimz - 3897, Jon Wopat - 3881</p> <p><b>Educational Assistants.</b> Pat Carlsen, Leann Haegele, Shari Jakes, Cindy Pekol, Mary Purintun, Lindsay Reese, Teri Schmit, Carol Zee, Jill Krupke</p> <p><b>Therapists</b> – Physical Therapy. – Julie Mandli, - 3880 Occupational Therapy – Sue Marsden, Nicole Weisenberger, Julie Curran - 3880</p> <p><b>Custodians</b> – Greg Wallisch, Ron Bennett</p> <p><b>PTO</b> – Eileen Bradley – President, TBA - Vice President, Regina Ylvisaker – Secretary, Becky Hildebrandt - Treasurer</p> <p>PTO Board Members – Kallie Day</p> <p><b>Board of Education</b> - John Rasmussen Dennis Hatfield Tina Rossmiller Sharon Skinner Kathi Swanson Eric Busse Nancy Hurley</p>
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**Evansville School District**  
**2011-12 Theodore Robinson Intermediate School Supply List**

**Third Grade - Name labeled paint smock/shirt in gallon sized Ziploc baggie**

- 20 #2 pencils – 20 more after winter break
- 1 Box of 16 count crayons
- 2 Large boxes of Kleenex
- 1 Pair of medium size Fiskars scissors with sharp points
- 4 Spiral notebooks - - wide lines – **No perforation**
- 4 – Two pocket folders (**no trapper keepers or binders**)
- 1 Pencil box/bag (**please no large supply boxes; they will not fit in desks**)
- 1 Box of washable markers
- 1 Box of colored pencils
- 1 Calculator – (can be purchased in the office for \$5.00) - required
- 1 Deck of playing cards for math
- 1 (3) ring binder (1 inch only) (**Gransee & Greve-Shannon only**)
- 1 Pair of tennis shoes and socks - labeled with name
- Composition Book (**Savaske & Gransee only**)
- 2 Pink erasers
- 2 Glue sticks
- Ruler with inches & centimeters
- Loose leaf paper



**Fourth Grade - Name labeled paint smock/shirt in ziploc baggie**

- 40 #2 pencils
- 1 Box of 24 count crayons
- 2 Large boxes of Kleenex
- 2 Glue sticks
- 1 Bottle of Elmer's school glue
- 1 Pair of scissors 5" with sharp points
- 1 Pencil bag or small case
- 1 Highlighter, Yellow
- 1 Package of dry erase markers
- 1 Box of colored pencils 12/set or larger
- 1 8/set box of washable markers in classic colors
- 3 Spiral notebooks (wide lines)
- 6 Pocket folders (no trapper keepers) **Red, Blue, Yellow, Green, Purple, Orange**
- 1 Calculator (can be purchased in the office for \$5.00)
- 1 Roll of paper towels
- 1 Box of Ziploc sandwich size bags
- 2 Packages loose leaf paper

**Please make sure that all items are labeled with your child's name and parents check on your child's supplies throughout the year so you can replace items that have been used.**

## **Fifth Grade Supply Lists**

Name labeled paint shirt in gallon sized Ziploc baggie

1 **Trapper Keeper** with 2- two pocket folders

2 boxes of Kleenex

2 Large glue sticks

1 box colored pencils

2 – one-inch 3 ring binder with inside pockets

3 spiral notebooks – (wide ruled, single subject)

scissors

2 packages of loose-leaf wide-ruled paper

2 rolls paper towels

pencils

composition notebook

Ziploc bags, any size box

1 pair of tennis shoes and socks - labeled with name

1 hand-held pencil sharpener

calculator- optional

compass for math - optional

ruler - optional

**Please make sure that all items are labeled with your child's name and parents check on your child's supplies throughout the year so you can replace items that have been used.**

### Arrival/Departure

Staff are not on duty until 7:45 a.m. Students will be discouraged from entering the building until then (with the exception of breakfast and check-ins, which start at 7:30). The bell rings for students to enter the building at 8:00 a.m.

Children are not allowed to leave the school grounds during the day unless they have **written** permission. Students who do have permission to leave **must** be dismissed from the office. Also, parents/guardians arriving to pick up the child during the school day should report to the office, **not to the child's classroom.**

If a bus student is not to ride the bus home, or if another child is to join him/her on the bus, they **must have a written request** from their parent or guardian submitted to the teacher and bus driver 48 hours in advance. These forms are available in the office.

After students are dismissed, they must leave school grounds and be on the way to their destination. There is no supervision after school due to staff meetings, etc.

### Attendance

#### Absence

The Board of Education adopted a comprehensive attendance policy. It states that parents/guardians should notify the school office (882-3841) prior to 9:30 a.m., on the morning of the absence, if their child will be absent that day. If possible, please call by 8:15 a.m. If it is not possible to call, a note explaining the child's absence should be presented to the school attendance clerk immediately upon the child's return to school. All absences must be cleared within 48 hours. Without this clearance, the absence becomes unexcused. The consequences for unexcused absences or tardies are included at the end of this section. Every effort will be made to contact parents/guardians who have not notified the school of the absence.

#### Tardy

Regular attendance and punctual arrivals are essential to a quality education. A child is tardy to school if he/she arrives after 8:10 a.m. but before 10:00 a.m. After 10:00 a.m. the child is considered to be 1/2 day absent. If your child is tardy due to a medical appointment or special circumstance, that tardy will be excused. For each unexcused tardy, a parent will be notified. The district attendance policy is available at the school office and on the district website if you would like a copy.

#### Absences Per Semester

**Excused:** Parents may excuse up to 10 days per year with **prior** approval  
More than 5 days of illness per semester will require a doctor excuse

#### Absences/Tardies Per Semester

**Unexcused:** 3 days – student conference with principal and letter sent home  
4 days – letter to parent requesting parent/student conference  
5 days – habitual truancy proceedings

Please check our district policy #430 for complete details. It is located on our school website.

### Behavior

Respectful behavior is expected at all times toward all students and adults. Students are recognized for exceptional behavior through our character education program. Students are recognized for behavior that goes “above and beyond that which we expect.” Students will receive “Rah Rah Robinson” megaphones which will be displayed in the hallway near the office. These tokens list the five traits that are reinforced on a daily basis: responsibility, respect, honesty, compassion, and good sportsmanship.

Students who do not respect the rights or property of others will be dealt with on an individual basis. They may be referred to our peer mediation program which is administered by students who have been trained in conflict resolution skills, always with an adult present. Other consequences for inappropriate behavior may include:

- 1) meeting with the principal
- 2) serving a recess or after school detention
- 3) a phone call to parent(s)
- 4) a conference with the student and the parent(s)
- 5) in school or out of school suspension

Serious offenses (weapons, violence) may lead to expulsion proceedings according to state law.

### **Bikes, Skateboards, Wheelies and Rollerblades**

Please remind your child to follow bicycle safety practices and the following bike rules:

1. Bikes must be walked at crossing guard corners.
2. Bikes must be placed in the bike racks.
3. No riding of bikes, skateboards, or rollerblades on school grounds during the school day (7:45-3:15).
4. Wheelies (contained in bottom of shoes) may not be worn on school grounds during the school day.

### **Bullying**

Please look at policy 411.4 for information regarding bullying.

### **Bus Regulations/Behavior**

Since bus regulations/behavior are determined cooperatively by the bus company and the schools, it is our joint expectation that students will be prompt, orderly, and respectful while waiting for, riding, and departing buses. As a response to inappropriate behavior, bus conduct slips may be issued leading to suspension of riding privileges. Bus rules are included in the appendix of this handbook.

### **Cell Phones**

Students in the intermediate school must leave their cell phones with their classroom teacher or in the school office. They should not be stored in lockers for security reasons. This is listed under policy 443.5

### **Classroom Assignments/Student Placement**

Each year student classrooms are assigned by grade level teaching teams according to a variety of criteria, such as special education, gifted and talented, academic strengths and weaknesses, social needs, availability of teacher and material/equipment resources, and learning styles (as presented by teachers with parental input). Student placement information sheets will be attached to our parent newsletter in the spring. These information sheets allow for parental input to classroom assignment. Placement of students in a particular classroom may be impossible to honor, and, since we are addressing a variety of criteria, please do not include teacher names on the forms.

### **Clothing Labels/Winter Dress**

Removable clothing that children wear to school should be **labeled with first and last name**. Frequently, children have identical clothing (e.g., boots, tennis shoes, jackets, scarves, and backpacks) that they easily misplace. Labels assist us in locating and returning to the correct owner clothing and items not claimed.

Lost & Found items will be taken to the Evansville Care Closet once a month. Please check your child's clothes regularly. We have had many pieces of expensive clothing go unclaimed.

### **Complaint Procedure**

Any complaint regarding the interpretation or application of the district's student non-discrimination, harassment, or bullying policies shall be processed in accordance with the following grievance procedures policy # 411.1:

- Step 1** The student meets with a principal or guidance counselor to present the facts of the perceived discrimination, harassment or intimidation and discuss other alternatives that could resolve the issue.
- Step 2** The principal or counselor will meet with the persons involved to discuss the complaint and ascertain the facts of the case.
- Step 3** A meeting may be held between the appropriate authority (s), the student involved to mediate an agreement or a plan, outlining terms of either a continued relationship, or other contingency, for the dual existence of both parties in the academic environment of the Evansville School District.
- Step 4** If the problem persists, but does not meet the legal definition of harassment, intimidation or discrimination, the situation may be mediated through the superintendent or school board as necessary, with appropriate involvement and consent of parents.

If the objectionable behavior continues, the student is encouraged to file a legal complaint. When harassment, intimidation or discrimination is verified, the identified person will be subject to all appropriate disciplinary processes. Legal remedies, and/or consequences, may be considered if applicable (use Policy 411.1-Form, Complaint Form). A student always has the option to bypass the inhouse complaint options and initiate a legal complaint.

Because of the sensitive nature of harassment charges, and the need to protect the privacy of the parties, the confidentiality of the persons involved will be observed provided it does not interfere with the school district's ability to investigate or take corrective action.

Retaliation against anyone reporting or thought to have reported harassment behaviors is prohibited. Such retaliation shall be considered a serious violation of this policy. Such action shall be disciplined, independent of whether a charge or informal complaint of harassment is substantiated. Encouraging others to retaliate also violates the policy.

**Cumulative Folders**

Parents may examine information contained in a student's cumulative folder. Please schedule an appointment with the principal in **advance** if you wish to discuss your child's cumulative folder with her.

**Early Dismissal/SnowDays**

Each child's family filled out a form regarding early dismissal. Students will be sent to the location indicated on that early dismissal form (which is sent home on the first day of school or at the District Back To School Days.). Your child's teacher keeps these forms; if you have any changes during the year please contact your child's teacher.

**Early Dismissal Lunch Schedule**

11:05 – 11:25	Grade 4 Lunch	11:25 – 11:45	Grade 4 Recess
11:30 – 11:50	Grade 3 Lunch	11:50 – 12:10	Grade 3 Recess
11:30 -11:50	Grade 5 Recess	11:50 – 12:10	Grade 5 Lunch

Announcements will be at 12:15-Dismissal for walkers will be at 12:20 p.m. Busers will be dismissed by announcement when the buses arrive.

**Food Service**

The District Food Service Department has implemented a computerized family food account system in all 4 schools. This involves a prepaid, declining balance system to track school meals on a computer. It eliminates identifying whether students are approved for free or reduced meals in the lunch line, and improves the accuracy of meal counting.

Our Food Service Director is Jose Nieves. He would be happy to answer any questions you may have. You may reach him 882-3580 or email her at [nievesj@evansville.k12.wi.us](mailto:nievesj@evansville.k12.wi.us).

**Free and Reduced Lunch**

Applications for free and reduced lunch were sent home with your child on the first day of school. Additionally, they are available at the School District office if one is desired at a time later in the year. Students who qualify for free or reduced lunches also may receive free milk during break time. If you are eligible for the free lunch program, but choose not to use the program, you may still receive free milk for break time for your child. It is the intent of the school staff to protect the anonymity of those who receive free or reduced lunch/milk. Therefore, this information will remain confidential.

**Breakfast Program**

Each morning breakfast is served to elementary students in the cafeteria beginning at 7:30 a.m. Cost per pupil per day is 1.40 per day, .30 per day if your child is eligible for reduced.

**Milk**

Students receive milk during a break each day. The cost of milk is \$31.50 (due at the beginning of each semester) or \$63.00 for the year (due at the beginning of the school year). If you want your child to take milk, please send the money to school with your child to cover the cost. Milk money will be collected during a one-week period prior to each semester. A note will be sent home requesting payment. Please note that milk/juice fees are a separate fee from the food service account.

**Lunchroom Procedures**

All students have 40 minutes for lunch and noon recess. Students are responsible for leaving their area (tables, floor) clean. Students are supervised at all times and must remain in the lunchroom at least 15 minutes to eat. Parents who wish to have

lunch with their child, should contact the office in advance. While we encourage your interest and visits, our space is quite limited at lunchtime.

11:30 – 11:50 a.m.	Grade 4 Lunch	11:50 -12:10 p.m.	Grade 4 Recess
11:55 – 12:15 p.m.	Grade 3 Lunch	12:15-12:35 p.m.	Grade 3 Recess
12:15-12:35 p.m.	Grade 5 Lunch	12:35-12:55 p.m.	Grade 5 Recess

(Refer to ECSD Policy #762)

Through a computerized lunch accounting program, the District shall maintain **family** lunch accounts to handle payments for meals offered to free, reduced, and full-pay students. All families who have students in the school district have a family meal account. The system functions as a debit system, similar to a checking account. There must be money in the family account in order to serve the student(s) in the lunch line. The Evansville Community School District maintains accurate records of meals sold and served to students in the National School Lunch Program. Parents/guardians are responsible for and are expected to maintain their food service account with a **positive** balance. Students eligible for free or reduced priced meals are charged accordingly by the computer in a confidential manner.

**Health Procedures**

**Student Illness**

If your child is ill or will not be attending school, we request that you contact the intermediate office by 8:15 a.m. on each morning of absence. The compiled list of notifications will be checked against the absentee list submitted by the classroom teacher. If you have not notified us, we will call you.

*Guidelines for contacting a parent/guardian when children become ill at school:*

1. Attempts will be made to reach a parent.
2. The parent will be responsible for making arrangements to pick up their child. Before picking up the child, the school should be contacted to confirm who would be transporting the child, if not the parent.
3. Emergency numbers will be used as alternatives if parents cannot be contacted.

**\*It is very important for you make any necessary changes and return the registration form given to you at the District Back To School Days or to your child on the first day of school, which includes all of the above information for any emergency situation.**

**Wisconsin Immunization Law**

In order to protect the health of our children, state law 140.05(16), requires that within 30 school days after admission all students kindergarten through grade 12, and children attending day care centers must meet minimum immunization requirements.

Letters will be sent to parents of students who have not met the State of Wisconsin immunization requirements. These requirements can be waived for legitimate reasons of health, religious, or personal convictions.

In accordance with State law, you must have your child's immunization record on file with the school. Failure to do so may result in court action and a fine up to \$25.00 per day. If you have any questions, please call 882-4608 and speak with Mindy Larson or to speak with Peggy Blohm, county nurse.

**Medication**

Medication should be administered to school children by parents/guardian; physician-prescribed medications and nonprescription medications may be administered by school personnel in accordance with appropriate procedures developed by the school administration (Policy 453.4) as required by Wisconsin Act 334-D- Dispensing Medications to Pupils.

The following procedures shall be adhered to when administering medication to students:

1. A written statement shall be provided by parent/guardian requesting and authorizing designated school personnel to be responsible for administering the medication.
2. For all prescribed medication, a written statement from the physician should be provided which includes:
  - Name of student

- Name of drug
- Amount to be given
- Time of day to be given
- Duration of treatment
- Side effects to be expected (if any)
- Physician's name

In the written statement, the physician shall state his willingness to accept direct communication.

All **non-prescribed** medications require the parent/guardian signature only.

3. The parents/guardian and/or physician must supply a properly labeled bottle of medication. The label on the bottle should contain the name and number of the pharmacy; the student's name, name of physician, name of drug, and the dosage given. It should be sent in small amounts, if possible, so that full bottles are not kept in school. **All prescriptions and non-prescriptions must be in the original container.**
4. Medication shall be stored in and dispensed from the health office or other designated area. Individuals designated by the principal of each school will administer medications.
5. In some cases, such as with inhalers, the principal may allow students to self-administer prescription or non-prescription medication. Forms can be found in the intermediate school office.
6. When prescription medications need to be filled, a letter will go home informing the parent/legal guardian of the need for a refill. **No** empty containers will be sent home.
7. School staff will not split medication tablets. If your child requires a medication to be split, please bring medication that is already split to school.
8. The Emergency Nursing Manual (on page 16 of this handbook) will provide direction and more detailed information. An accurate and confidential system of record keeping shall be established for each student receiving medication.

There are copies of the doctor's order form and parental consent form in the office. Please use these forms if your child should need medication at school. If you have questions about these procedures please call the Rock County Health Department at 757-5440.

**THESE HEALTH PROCEDURES ARE STATE MANDATES. THE SCHOOL WILL ADMINISTER MEDICATION ONLY IF THE ABOVE GUIDELINES ARE FOLLOWED.**

#### Vision/Hearing Screening

Vision/hearing screening will take place in October at the intermediate school for grades 3 and 5. Parent volunteers are sought to help with this process.

#### Homework

Homework at the intermediate level serves two main purposes: 1) to help children become confident and independent in their learning, a lifelong skill; and 2) to keep parents aware of what is taught during the school day. Homework should reinforce classroom objectives and be an extension of what happens in the classroom. Students at the intermediate level should spend 20-30 minutes each day on homework. There are three kinds of assignments:

- 1) practice—reinforces newly acquired skills
- 2) preparation—involves research, collecting materials, or gathering information
- 3) extension—applies previous learning; emphasizes creative learning and student initiative

Student responsibilities:

- write assignments in assignment notebook each day
- set a regular time to study in a quiet, well-lit place
- complete assignments according to instructions and on time

Teacher responsibilities:

- assign meaningful homework that reinforces classroom learning
- give feedback on homework
- involve parents and contact them if a pattern of late or incomplete homework develops

Parent/guardian responsibilities:

- set a regular study time each day
- provide a quiet, well-lit area
- monitor student assignments via the assignment notebook
- contact teachers when there are concerns about student progress

### **Parent Volunteer**

If you have time available during the school day, we welcome you to volunteer in our classrooms. Please inform your child's homeroom teacher of the day(s) and time(s) that you would be willing to assist a teacher/grade level on a regular basis.

If you would be interested and willing to help occasionally, please get a form to fill out from the office.

Volunteers share their time and talents with our students. This is a wonderfully enriching experience for both the volunteer and the students with whom they work. It is also a great help for the classroom teacher.

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

- Chaperone field trips
- Work with learning stations
- Working with individual or small groups of students
- Assisting in classroom projects
- Being a rereading volunteer

We appreciate your time and efforts in working with students. We hope you understand that we are doing the background checks for the safety of all our students. Through all our efforts, we can create a safe, supportive learning environment for our students.

### **Playground Rules**

All children at Theodore Robinson Intermediate need to behave in ways that are safe and respectful towards others and themselves. Given this very basic rule, some behaviors that are safe and respectful include:

- Stay on school property, away from the road and sidewalk.
- Play on the playground, not in trees or bushes.
- Use playground equipment appropriately.
- Play games like "tag" on the grass, not on equipment.
- Play "touch" football, not tackle.
- Play away from windows.
- Use appropriate, respectful language.
- Treat others as you would want them to treat you.

These are only some samples of appropriate behavior. As long as students treat one another respectfully, our playgrounds will be safe places for all children.

### **Procedure for Sending Money to School**

Whenever you send money to school with your child, please place the money in an envelope with your child's *full name* on the outside. Please include the homeroom teacher's name on the envelope, the amount enclosed, and the purpose for the money (e.g., lunch, milk, fees, field trips, books, etc.). This information will assure accounting accuracy and prevent money from getting lost.

### **P.T.O.**

Theodore Robinson Intermediate School sponsors a parent-teacher organization (PTO). Parents, teachers, and staff are automatically members of the PTO. There are no dues. The PTO organizes and/or supports a variety of activities throughout

the year to bring students, parents, and teachers closer together. Some of these activities are: the Jack O Lantern Jamboree; Book Swap; He and Me breakfast; conference night suppers for teachers, and a homeroom parent volunteer program. It is our hope that every parent will find a way to support the teaching/learning efforts at Theodore Robinson Intermediate. The PTO needs support with classroom volunteers, committees to plan activities, baked goods donations, and assistance at special events, both day and evening.

Look for PTO information in each monthly newsletter your child brings home. The SCOOP section has general information; the HELP WANTED page has specific requests from teachers, staff and the PTO for parent help. Please call or email a PTO officer listed below if you have questions or comments.

President – Eileen Bradley  
Secretary – Regina Ylvisaker

Treasurer – Becky Hildebrandt  
3-5 VP – TBA

Board – Kallie Day

### **Social Service/Police Interviews with Students**

In the event that a social service worker or police officer needs to interview one of our students, the following procedures will be followed. By law, we must comply in allowing the student to meet with the social worker once they have shown their credentials or badge.

- The social worker/police officer must sign in with office personnel and show their credentials or badge.
- The principal, classroom teacher, and appropriate pupil services staff members will be notified of the visit.
- Either an office staff member or a pupil services staff member will remove the student from the classroom, and accompany them to the private meeting place.
- The staff member will introduce the social worker/police officer to the student.
- After the interview, the same staff member will accompany the student back to the classroom. The staff member should be aware of any changes in the student's behavior, or if s/he seems distraught.
- IF the child is distraught or upset, the school counselor, psychologist, at-risk coordinator, or principal will provide a comforting place for the student and accompany the student to the classroom when ready.

Social Services or the Police Department will notify parents of the interview

### **Student Desk/Locker Searches**

Desks and lockers assigned to students are the property of the Evansville School District. Students and parents should not assume a right to privacy regarding their contents. Desk & locker searches may be conducted by school building administrators or individuals designated by the district administrator. A more comprehensive policy #446.1 regarding this issue is on our district website.

### **Student Enrichment Opportunities**

**History Hunters** – An after school organization for 4<sup>th</sup> graders interested in researching and learning about the history of the Evansville area. Meetings are once a month from 3:00 – 4:15 p.m. Please contact Deanna Pickering, coordinator, for additional information.

**Forensics**-Students in grades 3-5 are given the opportunity to participate in forensics. The goal is to help students (1) learn how to develop a speech, (2) effectively deliver it, (3) gain confidence in speaking publicly. Classroom teachers introduce the opportunity to students during the second semester, and those interested may participate. Classroom teachers, resource teachers, and parents play an important role in the development of the skills needed to choose a topic, create a speech, and deliver it effectively. We are currently looking for a coordinator for this program.

**Science Club** – 5<sup>th</sup> grade students meet once a month after school to delve into a variety of scientific concepts. Please contact Renae Smith, coordinator, for additional information.

**Art Club** – Students with exceptional abilities in art are selected to participate in this club. Please contact Trent Schmick, coordinator, for additional information.

**Theodore Robinson Singers** – Fifth grade students who love to sing should definitely check this group out. Please contact Sarah Bodell for more information.

**Drumming & Xylophone Ensemble** - Available for fourth and fifth graders who like an opportunity to participate in an African based ensemble. This includes xylophone playing, drumming and using other African instruments in a group setting. Please contact Sarah Bodell for more information.

We continue to look for opportunities so that each child may discover an area of strength.

### Visitors/Registration

We welcome parents into our building! However, we do have an obligation to protect the health, safety, and welfare of our children. Anyone who comes to the intermediate school is to enter by the **main entrance** and **register** in the office. This includes all volunteers and all visitors. Please notify the office before visiting your child out on the playground during recess. There is a sign in book just outside the office door; please sign in and out when you arrive and depart. This policy is for the protection of our children. **All volunteers who work with students or who supervise student activities, including fieldtrips, must have a background check prior to working/supervising students.**

The following board policy has been developed.

### **VISITORS DURING THE SCHOOL DAY**

The Board of Education and the staff of the school district welcome members of the community and other interested persons to visit the schools. Visitors who have legitimate business to conduct at the school shall be welcome.

1. Visitors are welcome whether to conduct business or take an interest in our students and programs.
- +
2. Any visitor (e.g., volunteer, community member, parent/guardian, salesperson, visiting student) must register at the school's main office before going anywhere in the building.
3. Visitors attending a school-sponsored function need not register.
4. A visitor who is a guest of a student must be pre-approved by the building administrator at least one day before the visitation occurs. Pre-approval will be based upon completion of the "Visitors Request Form". All of the student's teachers will be polled regarding their consent to the visitation. One objection to the visitation will result in disapproval of the request. The host student is responsible for the conduct of the guest who must abide by all school policies and regulations. No student will be allowed more than two visitors per school year.
5. Principals or designee shall have complete authority to exclude from the school any visitor whom they have reason to believe are not making a positive contribution to the school environment.

## **Bus Regulations**

Be on time at the designated pick up point. (A student who is habitually late or who intentionally wastes time on the way from home to the loading point may be left if the bus has already stopped).

Be careful in approaching bus stops. Walk on the left side toward oncoming traffic. If you cross the road, do so in front of the bus after checking with the bus driver for a hand signal to cross.

Bus riders shall board the bus at their school's loading zone unless permission is granted otherwise.

Proceed to your seat in the bus without disturbing or crowding other pupils. Bus drivers may assign seats.

Riders are not to extend any object or part of their body out of the windows or move around the bus at any time.

Riders are expected to obey the bus driver promptly.

Help keep the bus clean and orderly. No littering!

Repairs for damage to seats or other bus equipment must be paid by the rider or his/her parents or guardian.

Riders shall remain seated unless exiting the bus.

The following is unacceptable behavior:

- Swearing, profanity, indecent or objectionable language or gestures.
- Fighting, pushing or tripping another student.
- Throwing objects in or outside the bus.
- Creating unnecessary confusion or noise
- Eating or drinking without permission of the bus driver.
- Possession of tobacco, alcohol or drugs.
- Overt display of affection
- Possession of water squirting apparatus.

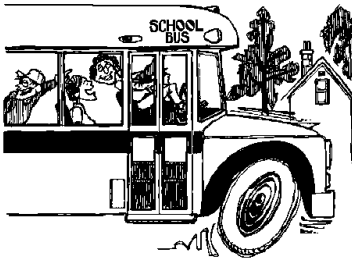
The bus driver is in charge of the bus at all times and retains the right to establish additional rules necessary to promote the health, welfare and safety of the riders.

Students must have written permission from a parent/guardian to leave the bus other than the regular unloading area.

Student requests to ride on a bus other than the regular designated bus will be treated on an individual basis dependent on bus routes, seating availability and driver's discretion. Written parental request is required at all times.

These rules also apply for any trip that is sponsored by the school.

The school retains the right to remove bus privileges for refusing to obey the driver, or for any infractions that may endanger the safety of self or other bus students.



Busrules.doc

Approved: June 11, 2007

453.4 Form

MEDICATION CONSENT FORM  
Evansville Community School District

**PARENT SECTION**

**This section must be completed by the parent/guardian for the administration of BOTH prescription and non-prescription medication. This form must be completed in order for high school students to self-administer non-prescription medication.**

Date \_\_\_\_\_

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Home): \_\_\_\_\_

City: \_\_\_\_\_

Phone (Other): \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Name of Medication \_\_\_\_\_ Dosage \_\_\_\_\_

I agree with the medication requested below and will be responsible for the following:

- Delivery of medication in a pharmacy-labeled container or original manufacturer's container to the school office.
- Maintain a sufficient supply of medication.
- Keep school personnel informed of changes in the dosage or time medications to be given.
- Obtain a new form from the doctor for any changes in this medication.

In the event more information is needed regarding this medication or its administration, I authorize school personnel to contact the student's physician.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Evansville Community School District  
PHYSICIAN SECTION**

**This section must be completed by the physician for the administration of prescription medication.**

Please administer to \_\_\_\_\_ the following medication at school.  
(Student's Name)

Name of Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Administer Medication:

- At the following times: \_\_\_\_\_

- As needed for \_\_\_\_\_, but no more frequently than every \_\_\_\_\_.

Special Instructions:

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Inhalers:

- May carry on his/her person. This student has been instructed in the proper use of this medication and is sufficiently responsible to self-administer.
- May not carry inhaler on his/her person.

(Physician Signature)	(Date)	Clinic/Facility
(Print Physician Name)	(Phone Number)	

**PLEASE SEE OTHER SIDE FOR IMPORTANT INFORMATION**

\*\*\*\*\***IMPORTANT INFORMATION**\*\*\*\*\*

Any student possessing prescription or non-prescription medication without following the procedures set forth in this policy may be subject to disciplinary action. - Sharing/dispersing of prescription or non-prescription medications may result in immediate suspension. Sale of medications will result in a recommendation for expulsion.

Before the end of the school year, the district health clerk will send a letter home to parents/guardians indicating they are responsible for coming and picking up remaining medications at school. Medications, with the exception of inhalers, will not be sent home with students. Medications that are not picked up by parents/guardians will be collected by designated staff. Each medication (both prescription and non-prescription) will be listed on a manifest along with the student’s name. For prescription medications, the number of pills will also be added to the manifest. A manifest will be completed for each school. Two persons must sign off on the completed manifest. Nonprescription medications will be collected, placed in a container, sealed and discarded with regular garbage. Prescription medications will be placed in a Sharps container and incinerated by the local pharmacy or MacNeil Environmental Services.

Revised: April 9, 2001	443.5
Revised: May 12, 2003	
Revised: June 28, 2004	
Revised: February 11, 2008	

**ELECTRONIC COMMUNICATION DEVICES ON SCHOOL PREMISES**

The Evansville Community School District restricts student use of electronic communication devices while on premises owned or rented by or under the control of a school of the Evansville District.

Electronic devices such as cell phones, music players, game players, and PDA’s shall not be used in any way that disrupts the learning environment. Devices may only be used before the start of the school day or after the end of the school day unless the written policy of the building provides otherwise. Devices at grades K-5 are discouraged, and

should be stored according to building policy. Devices in grades 6-8 shall be stored in the student's locker and not emit noise. Devices at grades 9-12 are governed by the student handbook. Administrative approval may be given if circumstances indicate other use is necessary. Devices such as phones or cameras may not be used in restrooms or locker rooms at any time. Failure to follow these guidelines will result in confiscation of the device and it will only be returned to the parent/guardian. Further consequences, up to and including expulsion, may be necessary depending on the severity of the offense.

During local or other emergencies, an announcement may be made for all student electronic communication devices to be turned off, so emergency networks are not overwhelmed.

Building principals shall inform students and their parents/guardians of this policy by publishing the above statement along with the details of use in the building in the student and parent handbooks.

Legal Ref.: Sections 118.258 Wisconsin Statutes 120.13(1)

Approved: July 26, 2010

411.4

## STUDENT BULLYING

### Introduction

The Evansville Community School District strives to provide a safe, secure and respectful learning environment for all students in school buildings and on school grounds, on school buses and at school-sponsored activities. Bullying has harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

### Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause or resulting in fear, humiliation, intimidation or harm.

### Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft).
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks).
3. Social (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet-also known as cyber bullying).
4. Between students and students, students and adults, or adults and adults.
5. Motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

### Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district or through district resources such as the computer network. Educational environments include, but are not limited to, every activity under school supervision.

### Procedure for Reporting/Retaliation

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member or the building principal as designated by the Board of Education to be a recipient of such reports. All such

reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

#### Procedure for Investigating Reports of Bullying

An investigation to determine the facts will take place in a timely manner (1-2 days) to verify the validity and the seriousness of the report. Affected parents and/or guardians will be notified that a report has been made. The district shall keep the complaint confidential to the extent required by law for both the accused and the accuser.

#### Sanctions and Supports

If it is determined that students participated in bullying behavior or retaliation against anyone due to reporting of bullying behavior in violation of the policy, the principal may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Students found in violation of the bullying policy may be referred to pupil services staff for counseling or other educational programming designed to prevent repetitive bullying behavior.

Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

#### Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained by the Building Principal on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board no later than August of each year, included with the annual report on building goals, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Legal Ref.: Sections 118.13 Wisconsin Statutes (Pupil Discrimination Prohibited)

118.46(2) (Policy on Bullying)

120.13(1) (School Board Powers)

120.44 (School Board Powers and Duties)

895.77(2) (Injury Caused by Criminal Gang Activity)

947.0125 (Unlawful Use of Computerized Communication Systems)

947.013 (Harassment)

948.51(2) (Hazing)

PI 9, Wisconsin Administrative Code

Title IX, Education Amendments of 1972  
Title VII, Civil Rights Act of 1964  
Equal Employment Opportunities Commission Guidelines (29 C.F.R.-Part 1604.11)

Local Ref.: Policy #411.1-Student Nondiscrimination/Harassment

## **Mission & Vision Statements for Media and Technology in the 21<sup>st</sup> Century Evansville Community School District**

### **MISSION**

#### **A. School District Mission**

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

#### **B. Media and Technology Mission**

The Evansville Community School District will provide a positive learning environment that allows students to develop the skills necessary to live and work in the 21<sup>st</sup> century. Through collaboration of classroom teachers, administrators and media and technology professional, the Wisconsin *Model Academic Standards for Information and Technology Literacy* will be integrated into all curricular areas. Students will develop information, communication, interpersonal, self-directional, thinking and problem-solving skills using 21<sup>st</sup> century tools in real-world, 21<sup>st</sup> century contexts.

### **VISION**

The Evansville School District will use media and technology to help improve student achievement. Technology can enhance learning, and students must develop and apply essential information literacy skills in today's digital age. Students must be able to work collaboratively in applying problem-solving and critical thinking skills together with basic skills through online communication for all students.

The Evansville Community School District will implement the Wisconsin Model Academic Standards for Media and Technology, and will communicate through assessments and joint plans to assure that the standards are being met. Research shows that collaboration between media specialists and educators is the most effective way to implement true integration of technology into the curriculum.

The Evansville School District will have online staff development available for anywhere, anytime training. Various models and opportunities of staff development will be developed in order to meet the ever-changing set of needs for

teachers. Administrators will become effective instructional technology leaders and/or hire top quality presenters of technology for staff development.

The Evansville School District will provide an infrastructure that provides instant reliable access to software, the network, e mail, the Internet and other resources.

Technology in the Evansville Community School District will provide constant and current information, data and communication for schools and school families. E mail, Internet broadcasting, and reliable telephone service for all employees are tools that help to involve parents into their children's education. Ultimately, this will reach every family regardless of socioeconomic status.

According to the Wisconsin Model Academic Standards for Information and Technology Literacy, it is important that all Wisconsin students become information literate. In today's society, information is doubling every three to five years and technology is providing increased access to a wide array of information. The Wisconsin Model Academic Standards define the knowledge and skills essential for becoming information and technology literate.

*Technology literacy is defined as the ability of an individual, working independently or with others, to use tools, resources, processes, and systems responsibly to access and evaluate information in any medium, and to use that information to solve problems, communicate clearly, make informed decisions, and construct new knowledge, products, or systems (Fortier et al., 1998)*

These standards are designed to be integrated into the various skill and content areas of the school curriculum. The focus is on learning with technology rather than learning about technology. In order to meet the goal of integrating technology into the core curriculum, there must be adequate and equalized access to technology resources.

With equal availability of instructional technology to all students regardless of socioeconomic status, culture, ability, religion, gender, age, or race, schools can help *all* students develop necessary skills for advancement in the 21<sup>st</sup> century.

The Evansville Community School District is committed to providing equal access to technological tools for all students. This includes a low student to computer ratio, access to the Internet for all, and adequate locations, scheduling, and resources for students to practice technological skills.

The professional library and media staff of the Evansville Community School District are committed to providing leadership in developing and implementing the vision for integrating information and technology literacy. In order to carry out eh vision, the Evansville School District Library and Media team is committed to:

- Developing programs that focus on student achievement.
- Integrating information and technology standards into all curricular areas.
- Maintaining membership on district information and technology teams as well as administrative, professional development, and curriculum teams.
- Supporting and promoting the *Wisconsin Model Academic Standards for media and Technology Literacy* to meet district educational goals.
- Providing leadership for the integration of technology into the core curriculum.
- Support teaching staff willing to experiment with integrating technology into the curriculum.
- Promoting intellectual freedom and equal access to resources.
- Promoting emerging technologies.

- Articulating the media and technology vision to the school and community.

## To Parents/Guardians and Students:

Below is a listing of important student policies for the Evansville Community School District that you should be aware of.

To access these policies you may:

- Contact any of the school offices, including the District Office.
- Go to the Eager Free Public Library and view the Policy Manual.
- Go to our website: [www.evansville.k12.wi.us](http://www.evansville.k12.wi.us). School Board. Policies.

<b>Student Section Policy #</b>	<b>Title</b>
322	<b>Student School Day</b>
323.1	<b>Special Observance Days</b>
324	<b>Evening, Wednesday and Weekend Activities</b>
324 Form	<b>Wednesday Student Participation Notice</b>
333.2	<b>Student Surveys</b>
342.1	<b>Local Agency Special Education Program</b>
343.1	<b>Student Class Selection and Schedule Changes</b>
343.12	<b>Protecting Instructional Time</b>
343.3	<b>Virtual School Program</b>
343.3 Form	<b>Virtual School Program Form</b>
343.31	<b>Virtual School Program – Admin. Rule</b>
345.1	<b>Grading Systems</b>
345.2	<b>Progress Reports to Parents</b>
345.4	<b>Promotion of Students from 4th to 5th and 8th to 9th Grade</b>
345.51	<b>Academic Honors</b>
345.6	<b>Graduation Requirements</b>
347	<b>Student Records</b>
347 Exhibit	<b>Student Records Notice</b>
347.1	<b>Procedures for the Maintenance and Confidentiality of Student Records</b>
352	<b>School Sponsored Excursions</b>
352.1	<b>Overnight Excursion Regulations</b>
352.1 Form	<b>Overnight Excursion – Parent Permission</b>
353.1	<b>School Volunteers</b>
363.2/554	<b>Acceptable Use and Internet Safety Policy for Students, Staff and Guests</b>

<b>370</b>	<b>The Co-and Extra-Curricular Activities Prog</b>
<b>371</b>	<b>Co-and Extra-Curricular Participation</b>
<b>374</b>	<b>School Fund Raising Activities</b>
<b>374.1</b>	<b>Fund Raising for Co-and Extra-Curricular Activities</b>
<b>374.2</b>	<b>Fund Raising for Outside Organizations By Staff or Students</b>
<b>375</b>	<b>Activities When School is Canceled</b>
<b>383</b>	<b>Animals in School</b>
<b>411.1</b>	<b>Student Nondiscrimination/Harassment</b>
<b>411.1 Form</b>	<b>Discrimination or Harassment Complaint</b>
<b>411.2</b>	<b>Harassment on School Bus</b>
<b>411.3</b>	<b>Complaint Procedures</b>
<b>411.4</b>	<b>Student Bullying</b>
<b>411.4 Form</b>	<b>Bullying Report</b>
<b>423 Form</b>	<b>Enrollment Form</b>