

Evansville Elementary Eagles 2016-2017



Student-Parent Handbook



"Empowering Students to Succeed"

Evansville Elementary School

452 Texas Street - P.O. Box E Evansville, WY 82636 Phone 253-6400 - Fax 253-6446

Welcome to the 2016-2017 school year! We hope that you are as excited to be at Evansville as we are to have your child attending. We have a great year planned ahead for your child! This handbook can help you and your child learn about the policies and procedures at Evansville School. **We encourage you to read through the handbook with your child.** I encourage you to read on with your child for expectations at Evansville.

Whether it is academics or behavior, our staff and students will constantly be using data to look at determining what changes can be made to improve our results. We will continue to use goal setting at the school, classroom, and individual student levels to improve our results.

Our reading program uses the Daily 5 and Café frameworks. We are seeing improved results as our teachers and tutors follow the Common Core State Standards (CCSS) and use assessment results from Literacy First to guide instruction for all students. We also use the Writer's Workshop framework and Step Up to Writing program to improve student writing.

All District elementary schools will use the My Math program.. **While this will be our primary program, we are pleased to announce we will supplement My Math with Bridges Math. We have had two days of training and will continue to work throughout the year to develop our math instruction.**

We will continue our "Power of an Hour" parent observation program this year. Our goal is to have EVERY STUDENT be observed before January 30, 2017. More information will go home regarding this program before parent/teacher conferences in November.

While we appreciate the support from our families and value their input, please help us ensure the safety of all students and staff by following some simple rules. **All visitors must check in at the office for appointments using our iPad app sign in system. Parents will not be allowed in the hallways until after 3:35 pm.** Also, having students at school on time ready to learn must be a priority in order for them to succeed. Please arrange appointment times that don't conflict with reading and math.

I look forward to working with the talented staff , eager students and to partner with parents in order to make this school year a very successful one.

Our teachers, staff, and I look forward to working with you and your child this year!

**Wayne Tuttle
Principal**

**Title I District
Parent Guidelines/Policy**

The Natrona County School District empowers every learner to grow, excel, and be successful contributors to the local/global community (Board approved Mission Statement, 2010)

Within this context, what follows is district level written guidelines/policy for establishing the expectations for parent involvement of participating Title I children.

The intent is to encourage Title I schools to further involve parents of participating children in the education of their children through an organized structure that:

- A. Involves parents in joint development and review of each building's Title I and school improvement plans through school improvement plan meetings held at each site;
- B. Coordinates and assists participating Title I Schools by holding district parent advisory committee meetings at least one time per year for the purpose of sharing parent involvement activities and developing new activities for buildings implementation;
- C. Provides each school with ideas and recommendations for building their capacity to:
 - ✓ Assist parents in understanding the standards and assessments while monitoring their student's progress and working with educators,
 - ✓ Provide support in implementing effective parental involvement,
 - ✓ Provide training on helping parents work with their children,
 - ✓ Build ties between the school and parents, including education on reaching out to parents and the value of their involvement, and
 - ✓ Communicate to parents the information about meetings and programs, effectively,Solid Foundation is implemented in each Title I school in order to facilitate the above listed activities.
- D. Coordinates and integrates Title I parent involvement strategies with those of Head Start, Even Start, preschool and other parent-student training programs;
- E. Annually evaluates the parent policy during one of the district Title I parent advisory committee meetings and through the use of Solid Foundation survey data. The evaluation will include content and effectiveness of the policy, participation trends, and possible barriers to greater participation. Methods will be developed to:
 - ✓ Compare levels of parent participation,
 - ✓ Determine whether the levels of participation of parent who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background are represented in adequate proportions,
 - ✓ Identify barriers to greater participation,
 - ✓ Assess effectiveness of parental participation activities, procedures, and policy in the improvement of schools,
 - ✓ Report evaluation findings, and
 - ✓ Use evaluation finding to revise policy.
- F. Requires buildings to plan specific parent involvement activities and spend a portion of their Title I allocation toward the support of these activities and distribute the district parent involvement fund as needed;
- G. Develops school/parent compact for schools to use each year to define shared responsibility with parents for student achievement;
- H. Completes the following items at each building's annual meeting and/or during individual conferences:
 - ✓ Give timely information about their programs to parents.
 - ✓ Describe the curriculum, assessments, and proficiency levels required.
 - ✓ Provide opportunities during School Improvement Planning and/or other meetings for parents to provide suggestions and participate in decision-making.
 - ✓ Inform parents of their right to submit comments with the school's plan, if the plan is not satisfactory to them, and
 - ✓ Review the Parent/Student/Teacher Compacts which describe our shared responsibilities for obtaining high student academic achievement.
 - ✓ Include a description of parent involvement activities in their school improvement plans.

In summation, at the building level there will be an organized plan for parent involvement; at the district level a Title I Parent Advisory Council will be continued; in addition, it is the district's responsibility to provide coordination and other support to those involved with program implementation; it is understood when parents are meaningfully involved there are positive effects for the education of children.

Dear Parent or Guardian:

Title One Law requires school improvement plans to be offered in the language native to the reader. If you would like to have a copy of your child's school's improvement plan and need it translated into your native language, please call Dr. Dean Braughton at 253-3150.

Atención: Si no puede leer esta forma en inglés, por favor ponga una equis (X) en este lugar, _____, y regrésela a la secretaria de la escuela. Gracias.

Attention: Si vous ne pouvez pas lire cette feuille, s'il vous plaît marquez (X) ici _____ et renvoyez-la à la secrétaire de l'école. Merci.

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如果你無法明白這份文件，請與學校辦公室聯絡。

Title 1

The goal of the 1994 Title I Reauthorization of the Elementary and Secondary Education Act was to enable schools to provide opportunities for impoverished children to meet challenging state performance standards developed for all children. Evansville receives Title I funds which make it possible for us to provide additional resources for all students to help ensure their academic success.

Evansville has a School-wide Title I Program available to all students. We invite all parents and members of the community to participate in our annual School Improvement Planning Process and meetings. During this process, we review our school profile, develop a needs assessment and school goals, write an action plan with strategies and interventions to help accomplish our goals, and formulate a budget to fund our program. We encourage all parents to become active in this process. Your participation and input is an integral part of this program. We use our Title I funds for the following:

- To purchase quality materials
- To provide interventions in reading, math, and writing goal setting
- To provide quality professional learning for our teachers
- To support parent education

Highly Qualified

All teachers and instructional assistants who work in Title I schools are required to meet specified credentials that make them “highly qualified.” All of our teachers have either a Bachelors or Masters degree and are highly qualified. All of our instructional assistants are highly qualified. Three teachers are Nationally Board Certified. Parents will be notified if our highly qualified status changes. Parents have the right to contact the NCS D Human Resources office to check these credentials.

Strategies to Attract High-Quality Highly Qualified Teachers to High Needs Schools

The strategies used by Natrona County School District to attract high-quality highly qualified teachers to high-needs schools include, but are not limited to:

- Holding job fairs
- Attending job fairs
- Maintaining a competitive salary schedule based on market analysis data
- Providing additional professional development
- Providing additional pay to teachers for attending quality staff development

Mission

Evansville’s mission Statement is: “Empowering Students to Succeed in Attendance, Achievement and Citizenship.” To maximize learning, the entire staff is committed to maintaining an environment that stresses the following:

- A safe and orderly environment
- High expectations for success
- Strong instructional leadership
- Frequent monitoring of student achievement
- Effective home-school relations

Bullying

A safe environment is important and our school district, in compliance with state law, has a bullying policy. A child who is being bullied can’t perform at his or her highest level. Please help your child understand that bullying **will not** be tolerated. If your child is being bullied ask them to report it to any adult. All reports of bullying will be investigated. Please refer to the district section of this handbook to view the bullying policy. Bullying includes repeated verbal or physical teasing. It also includes repeated teasing with notes or cell phone text messaging.

Discipline Policy/Positive Behavior Model

Our school is participating in a school-wide approach for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students excel in their learning. This school-wide approach to help students achieve is called BEST (Building Effective Schools Together).

Ladder

Fish-Tastic! = 3 Fish Tickets
Excellent! = 2 Fish Tickets
Great! = 1 Fish Ticket
Good – Start each day here!
Careful – Warning
Fix-it – Buddy Room or Timeout
Uh-oh! – Refocus Room or Office

Quarterly Rewards

We will have 5 Reward days during the school year. Each reward day is used to reinforce students’ positive choices. After each reward, students will reset and will work on earning the next reward day.

Examples of Quarter Rewards

- Movie Day in the Gym
- Bowling
- Swimming
- Movie at the theater
- Day in the park

Be Rules

- Be Safe
- Be Respectful
- Be Responsible
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Immediate Attention from Principal/Designee

-Repeated Bullying Behaviors – Harassment – Fighting/Assault = Vandalism – Inappropriate Objects at school – Threats – Aggressively throwing object – Defiance of authority – Cheating – Weapons at school – Explosives – Violence toward an adult or child – Other Aggressive or severe behavior

Arrival

For the protection of the students, the school campus is closed during school hours. Students will not be allowed to leave the school grounds during the school day, including lunch time, unless the school has received parental permission for the students to do otherwise. The first bell rings for all students at 8:35 a.m. Classes dismiss at 3:35 p.m. We want your children in a safe place with adults. Our playground staff is on duty at 8:00 a.m. Supervision is *not* provided until that time.

At Risk Students

To avoid future problems both the district and the state have a policy for helping students who are at risk of not meeting grade level standards and eventually the standards for high school graduation. Students will be identified, and strategies developed to help them succeed. We will work with parents on developing the best possible plan for their student's success. Meetings are held every 8 weeks to assess student progress and to determine what interventions are needed if a student is not making progress.

Birthday Parties

Birthday parties are not allowed. It is difficult to justify taking time from instruction for a party for each child in a classroom. If a parent wishes to send a treat for their child's birthday, they may do so. Please call your child's classroom teacher to make the necessary arrangements. We emphasize healthy food choices and check with the teacher if you need to consider allergy issues. **Please do not give invitations to birthday parties out at school unless there is one for every student in the class.**

Back-to-School Night

Each classroom will conduct an informational meeting for their parents during Back-to-School Night. During the meeting teachers will discuss district curriculum, assessment and Title I information, as well as specific classroom rules and policies. Please join us to learn more about your child's learning environment as we gather together on **August 28th at 6:00 p.m. Please note the early date this year so that parents can hear about our new programs and be ready for helping out with homework requirements. Kindergarten Roundup will be held the same night starting at 5:30 pm.**

Bicycles

Bicycles may be ridden to school. They must be parked in the bike racks in front of the school immediately upon arrival. Riding bicycles to school is strictly voluntary. It is strongly recommended that bikes be locked up in the rack. Evansville School will not be responsible for loss or damage. **Students who ride their bikes to school should wear a bike helmet. Helmets can be stored in the classroom. Please make sure your child's helmet is labeled with his/her name. If your child does not have a helmet, please contact the office. The Safe Kids of Wyoming program has helmets. Call 577-2535 for more information.**

Books

Textbooks are loaned to students free of charge. Students are responsible for lost or damaged books and will be required to pay replacement costs. Replacement costs will be determined by the principal based on the current value of the textbook. The classroom teacher or librarian will be responsible for submitting a request to the principal, in writing, to charge for a damaged/lost book. Once a fee has been established, the teacher or librarian will be responsible for sending a letter to the student's parent informing them of the impending fee. **At the end of the school year, all fees must be determined and all parents must be notified at least one week prior to dismissal of school to allow the parent to submit the necessary fines prior to the last day. All money collected will be turned into the office and a receipt will be given to the parent.**

Breakfast and Lunch Program

Evansville School has a hot breakfast and lunch Program. All students are eligible to eat at school. Lunch cost will be announced by the District in August. **Applications for free or reduced breakfast and lunch will be filled out by all students as part of school procedure.** Breakfast is served from 7:55-8:20 a.m. **Other students may not be on school grounds before 8:00.** Lunch is served for primary students at 11:55 and for intermediate students at 12:10. Students who wish to go home for lunch may do so as long as the school receives parental permission and the student returns prior to the tardy bell.

Band/Strings

Band and Strings are offered for 5th grade students twice a week. A student can take either band or strings or can continue general music. **Once a student starts Band/Strings, they are committed for the year. They will not be able to move back to general music.**

Cell Phones

We understand that many parents provide cell phones for their student(s). Cell phones can be a distraction to the learning process. We recommend that students do not bring cell phones to school. If you feel, as a parent/guardian, that it is necessary for your child to have his/her cell phone at school, we ask that you follow these guidelines:

1. Keep it off during school hours.
2. Keep it in a backpack or check it in at the office.
3. Phones may be turned on at 3:35.
4. Students using their cell phones or other communication devices (including, but not limited to, iPods, tablets, etc.) for texting or phone calls during school hours will be sent to the principal. Consequences may occur.

Change of Address/Telephone Number

In case of emergency, it is important that the school has current information concerning your residence, home telephone, and emergency numbers. Please let the school know if there is a change of residence, a change in home, work, or emergency telephone numbers. When a child is injured, there is nothing worse than not knowing how to get a hold of his/her parent! Please let us know how to contact you in case of an emergency!

Classroom/School Visits/Picking Children Up Prior to Dismissal

Parents are always welcome and encouraged to visit the school. Please check with your child's teacher prior to your visit as the class may be involved with special projects or activities. **To protect your children, parents and visitors must report to the school office for clearance before visiting classrooms or checking children out of school prior to regular dismissal time.** All parents will be asked to inform the office concerning who can pick your child up from school for such situations as illness, accidents, doctor's appointments, etc. We ask your cooperation in limiting how early you arrive to pick up your students. We love having parents here but don't want to disrupt the end of the day's learning with distractions in the hallway. **Please do not go down the hallway until after the 3:35 bell has rung.**

Conferences/Home-School Communication

Effective communication between school and home is vital for the efficient operation of our school and your child's success. A monthly newsletter will be sent home informing parents of school activities, upcoming events and special announcements. There is also an electronic announcements monitor across the hall from the main office. Teachers will be communicating regularly via telephone calls, individual notes, class notes, class newsletters, progress reports, report cards, etc. ***WEEKLY FOLDERS GO HOME EVERY WEDNESDAY AND SHOULD BE SIGNED BY A PARENT AND RETURNED TO SCHOOL EVERY THURSDAY.***

Please check with your child daily for communications that may have been sent from school.

In addition to informal communications, parent-teacher conferences are held twice each year to allow parents and teachers to discuss information regarding your child's progress. Your child's teacher will be contacting you to arrange a convenient time for conferences.

We encourage you to contact the school anytime you have questions or concerns. We welcome your input and want you involved in your child's education. Our number **253-6400!**

Co-Curricular/Club Activities

Several co-curricular activities are available to Evansville students such as Student Council, Robotics, and Science Olympiad. Students are encouraged to get involved in co-curricular activities to extend their learning and provide additional educational and social opportunities. Parents may contact the office for days and times of activities.

Counseling

Services are provided by Central Wyoming Counseling 2-3 days a week. **There is no charge for the services.** Please contact your child's teacher or the principal if you feel your student is in need of counseling.

Emergency Calls

Our district will contact you if weather emergencies or natural disasters occur. Please make sure you keep your most current phone number on file in our office. The district has an emergency call system, and in the event of an emergency or unexpected school closure, calls will automatically go to the phone number you provide.

Enrichment

Various enrichment experiences are available for students both during and after school. Please look at all school communication for more information.

Extra Help

Staff members will be available to give students extra help whenever a student requires it. Teachers must directly supervise any student coming to school early or staying after school for extra help. Students coming in early must have their teacher's permission and should not enter the room until the teacher is present. ***Students will not be kept after school unless arrangements have been made with their parents.***

Field Trips

Teachers will use field trips during the school year to strengthen students' knowledge of a particular subject. All classroom and school rules apply when students are on field trips. Parents will be notified of field trips and will be asked to give their child permission to attend school-sponsored trips. Parents are sometimes asked to provide transportation. Parents who provide transportation will be asked to complete a district transportation form indicating they are fully insured and have seatbelts available for all students. **This can be a timely process that includes a background check and fingerprints so please plan in advance.** Students who have continued discipline problems or have been suspended might not be allowed to attend field trips. The principal and student's teacher will make the final decision. A First Aid kit is sent on all field trips. Parents are not allowed to ride the bus unless special permission is granted.

Fish Philosophy

Students can earn fish tickets at the end of each day. These tickets can be used at our school store. The idea behind the fish tickets is based on the book *Fish* by Lundin, Paul and Christensen. The philosophy is: Choose Your Attitude, Play, Make Someone's Day, and Be 100% Present. Students who work on these four ideas can be successful at school and in life.

Grades

The state requires that we report to you the progress of your child in meeting the state standards. This is not something that is just required in Evansville or Casper; it is happening in every school in Wyoming. **What are standards?**

- Standards are ways of saying: is a student actually learning the subjects we are teaching, and how much of the subject did they learn?
- While the standards are the same for each subject, what students are expected to learn becomes more advanced as the years go on. Some of the standards start in grade school and finish in high school!
- In order to tell if a student is making progress, each standard has certain guidelines or measures to guide the teacher. These are called “benchmarks.” Tests, projects and class activities are used to check if a student is meeting the “benchmark.”
- Since high school graduation will now depend on a student meeting the standards, your student’s progress in meeting the standards will be on all report cards.
- **The report cards still report grades, behavior, and attendance.** You will see grades in areas that you have not previously been reported such as health.
- You will find two kinds of information keys on the report card: Grade Progress Key and Standards Progress Key
- **Grade Progress Key:** Does the student earn an A, B, C, D or F in the class? This is like what you have seen previously, only now you know which standards your child is working on to help to earn that grade.
- **Standards Progress Key:** This sounds hard, but it’s really easy!
- Formative- shows how your student is doing throughout the year on the standard.
- Summative- shows if your student met all the measures or “benchmarks” for the year. If your student is meeting these, you know they are on track for the next year.
- Standards are a way that we make sure your child is learning all of the information they will need in order to graduate. **If a child is always failing to meet the standards, he/she may not be on track for graduation from high school!!**

Gum

Gum is not allowed on the playground or in the gym. It may be allowed in a classroom with teacher permission only.

Homework

Students are expected to read at home each night. In addition, some work will be done at home each night in reading and/or math. Worthwhile homework activities can extend learning.

Reading is expected every night!

In helping with homework, parents should:

- Show interest in your child’s work
- Encourage, praise and insist that your child complete his/her work

- Provide a suitable place for study, free from distraction
- Establish regular study times
- Check to see that homework assignments are completed
- Assist in balancing school work with other activities
- Talk with teachers if assignments seem to be causing continuing problems
- Sign-off on homework notes when requested by the teacher
- Display particularly good papers in your home

Students who do not complete homework may be asked to complete it during recess or other non-academic times.

Parents...**The Top Five Things You Can Do...**

1. Help your child know the Discipline/Positive Behavior Model.
2. EACH DAY, PRAISE your child for EFFORTS THEY MAKE.
3. Help your child by reading with/to him/her every night!
4. Look for the Wednesday Folders and learn about your student’s progress every week!
5. Make sure students are doing their homework.

Research has shown that parents who do these five things have students who graduate from high school. Give your student power for the rest of their lives by helping them be successful!

Hours

The playground is open at 8:00 a.m., and students are not allowed on the grounds until that time. The office hours are 7:30 a.m. - 4:00 p.m. Our phone has an answering machine, so messages can be left at any time.

Middle School Registration

During the third quarter, fifth grade students will receive registration packets from their teachers in regard to courses they should choose for sixth grade. Parents/Guardians will register their child for elective classes. Students will tour the school of their choice to finalize their registration. Parents are welcome to meet their child for the tour. Information will be sent home prior to the tour date.

Library

Library skills are part of the curriculum and will be taught by classroom teachers. Students will visit the school library with the teacher’s permission. Students will not be allowed to check out additional books until the previously checked out books have been returned. Students are responsible for taking care of the books they check out and will be asked to pay for damaged or lost books.

Nurse

A school nurse is provided for all NCS D #1 schools. The nurse is responsible for checking the general health of a student (eyes, ears, throat, and teeth). Health screenings are done in the fall, and notices will be sent home. The nurse also works in the area of communicable diseases, accidents, and illnesses that occur at school. The nurse is available to answer questions. The nurse is here 3 days per week.

Parent Involvement: YOU ARE IMPORTANT!

Parents are encouraged to become involved in their child's education. Opportunities to become involved include PTO (Parent-Teacher Organization), Solid Foundation, the School-wide Planning/Improvement Process, Enrichment Days, Back-to-School Night, Parent-Teacher conferences, plays and programs, classroom parties, field trips, classroom volunteers, and more. If you are interested in any of these activities, please contact your child's teacher or the office. Research shows that children whose parents are involved at school have much higher grades and fewer problems. We do appreciate your cooperation in scheduling classroom visits. Please avoid drop in visits.

Playground

Evansville has a large supervised playground and field for student use during the school day. **Students may not be on the playground before 8:00 a.m., unless they are early arrival bus students.** Students are asked to leave the playground immediately after 3:35 p.m. unless they are bus students. Students may return to the playground after 4:00 p.m. for unsupervised play.

Playground rules are designed for safety. Playground supervisors will be responsible for supervision of students on the playground *only* at the scheduled times and places. During the first week of each school year, classroom teachers will teach playground rules and procedures. These lessons consist of a discussion of the rules and a tour of the playground area to discuss off-limit areas. Each teacher will also teach the following conflict resolution strategies to be implemented by any student having a problem:

The following rules apply to students playing on the playground:

1. Students will stay outside in the morning before school and at recess and lunch times unless they have a pass.
2. Students will stop playing immediately when the bell rings, proceed to their entry door, and line up. While in line students will wait quietly *until a teacher brings them inside*.
3. Students will enter the building quietly and quickly when teachers give permission to enter.
4. Students will not engage in rough or aggressive play.
5. Students will show respect for each other. Bullying or cruel teasing will not be permitted.
6. Students will follow all directions.
7. Students will leave sand, snow, rocks, sticks, etc., on the ground.

8. Students will show pride in their school by keeping the building and grounds free of litter.
9. Students will play only in designated areas as described by the playground aide.
10. Students will not chew gum, eat candy, or consume other food and/or drink on the playground.
11. Students will settle differences peacefully and can ask for help in doing so.
12. **Students will leave all electronic items like games, MP3 players, and iPods at home!**
13. Students will not leave the playground for any reason without prior arrangements with the office.
14. Students will stay away from classroom windows and entry doorways while on the playground.
15. Students will play with approved equipment only; no hard baseballs, skateboards, etc.
16. Students will get permission before going to the lower playing field.
17. Students will be responsible for their belongings.
18. **Students will not use profanity or racial slurs. Teasing and harassing are not allowed at any Natrona County District Schools.**
19. Students will leave the school grounds immediately after school and may not return until after 4:00 p.m.
20. Students will not engage in fist fighting, violent pushing/shoving, scuffling, or any other physical activity that results in harm.
21. Students will take turns on the equipment and will use the equipment in a safe manner as follows:

Swings: Students are to be seated facing the playground.

Students are to swing with one student on the swing at a time. Swings are not for twisting, jumping from, or swinging sideways. We have had several broken chains from twisting swings. If others are waiting, time limits may be set.

Slides:

Students are to be seated.
Students are to slide by themselves.
Students are not to jump, stand or hang from the slide, ladder or legs.
Only 3 students on tornado at a time.
Tornado riders must keep their arms and legs inside the cage.
All other students must stand 3 feet away from the tornadoes while waiting.

Tornadoes:

Ladders and Bars:

Not more than one student on a bar or ladder at any time.
Knee swings are not allowed on the bars.
No one is to sit on top of the ladder.
Do not interfere with others by pushing, pulling, or touching.

Basketball Goals:

The area is for shooting baskets or for basketball games.
Other students are not to interfere with games.

Lower Playground:

Students must get permission of the playground supervisor to go to the lower playground.

Lost and Found

Items found at school and that do not have a name on them will be placed in the school's lost and found boxes. Please make sure your child's name is on every item. Two weeks after school is out all items will be donated to the Salvation Army or other charities. Please check for lost items during the year. We have many coats, hats, and boots that are left behind! **Please label backpacks, coats, hats, gloves, etc.**

Parties

Three classroom parties may be held each year: a Halloween Party, Winter Holiday Party and Valentine's Day Party. The parties are usually scheduled following the afternoon recess. Teachers will contact parents for help arranging parties.

Pledge of Allegiance

All classes are expected to start the school day with the Pledge of Allegiance. Students, who for religious reasons do not salute the flag, are asked to stand during the Pledge of Allegiance, but are not required to say the pledge.

Progress Reports

Our goal is to keep parents well informed of their child's school progress. Progress reports will be sent to all parents on Wednesday of the fifth week of each quarter and at any other time a child's performance requires a report to parents. Progress reports should be signed and returned to the school to become part of a child's classroom record. Signed progress reports (at least one per quarter) should be on file with the classroom teacher.

Report Cards

District report cards will be completed at the end of each quarter and sent home with students. Check the calendar included in this booklet. Please sign your child's report card envelope and return it to your child's classroom teacher.

Recesses

Evansville staff believes that children need fresh air and exercise each day, even during winter months. Children are expected to go outdoors for recesses and should be properly dressed for the weather. **Students need warm outer clothing, gloves, caps or hoods and footwear. If either the wind chill or the air temperature is 10 degrees or lower, students will have indoor recess or will be outside no longer than 10 minutes.** For a student to remain indoors during recess, we must have a doctor's request stating the cause, the length of time recess is restricted, and any other special needs.

Safety

Please discuss safe routes for travel with your children and advise them regarding

traffic safety, bicycle safety, pedestrian safety, and expectations on arrival and departures from school and home. The school realizes that it is necessary for many parents to deliver and pick up their children. For those who do, please arrange a delivery and pick-up location with your children that will not interfere with buses, handicapped parking, or block local traffic.

School Pictures

A photographer will visit Evansville School at the beginning of each school year to take pictures of all children. Individual packets will be available for purchase. This is a completely voluntary program. Information about school pictures will be distributed to parents well in advance of the date the pictures will be taken. We also host a spring picture session.

Snow Days

During extreme weather conditions, it may be necessary for the District to close school for the remainder of a day. The school district's emergency call system will be used to contact parents/guardians with information about school closures due to weather. If this occurs, all students will be kept in their teacher's classroom until their bus comes or a parent/guardian has confirmed the child's pickup status. The student can then be released. Bus students will be subject to bus schedules established by the Central Office. If school is not going to be in session, all local radio stations will have the announcement on the air by 6:00 am, and you will receive a call from the district's alert system. Please make sure we have your most current phone number so you receive the emergency notices.

Sports Program, After-School

Evansville School participates in the District's and County's Recreation Department After School Sports Program. The program consists of fifth grade boys' and girls' volleyball and basketball. Information about each season will be passed out in class.

Testing/Evaluation

Evansville teachers use a variety of methods to evaluate student progress including daily work, observation, unit tests, and performance assessments. NWEA Growth Tests will be administered three times each year (fall, winter, and spring) to help teachers and parents monitor students' academic development, to identify strengths and weaknesses, and develop goals for school improvement. All 3rd-5th graders will also take the state required PAWS and SAWS.

Track Day

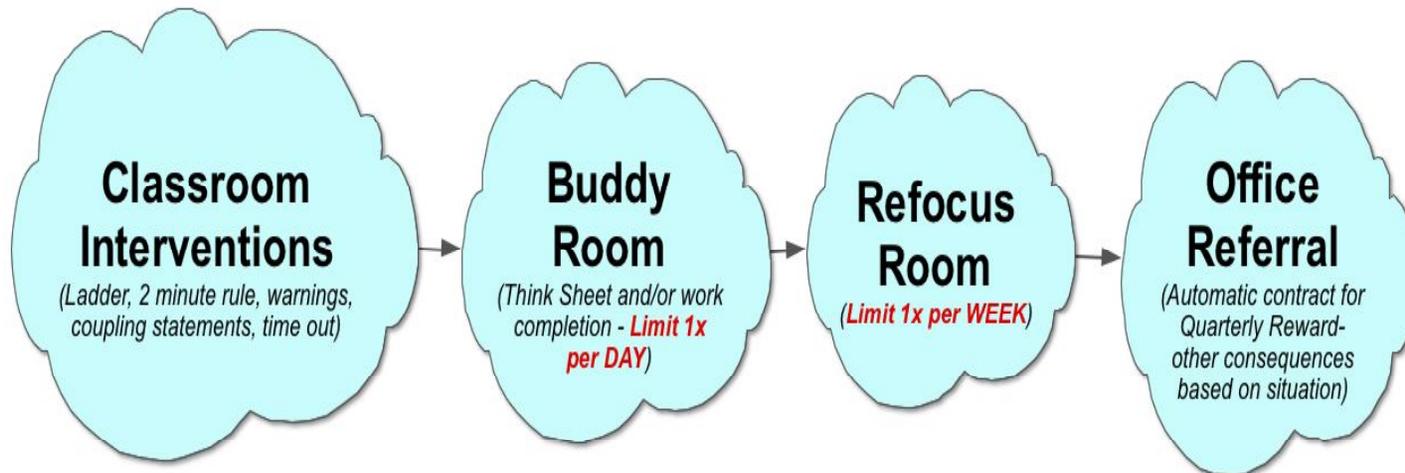
Each year the Physical Education Department organizes a track day for all students to help meet the standards required by the District. Our track day is held at either Kelly Walsh High School or Evansville School. All students are encouraged to participate unless there is a medical reason for not doing so. Parents are invited to attend and cheer for all participants.

Discipline Policy/ Positive Behavior Model: EAGLE RESPECT – EAGLE PRIDE

A major goal of the staff at Evansville School is to empower students to develop self-discipline and help them take pride in their conduct both in and out of the classroom. In order to accomplish this goal, each student must respect themselves, their peers, the staff, and building visitors. If a student is not willing to accept this responsibility, school authorities will take appropriate action to ensure that the student's misconduct does not infringe upon the learning of others or impede an orderly educational program. **The following statement is from the District:**

Authority to enact reasonable rules and regulations governing the conduct of students is granted by School Board regulations. It shall be the duty of the principal and teachers to develop and enforce rules that are consistent with policies, laws, and regulations used to control pupil conduct and to advance the purposes of education. Copies of the Board Policy and Evansville's Discipline Plan are available from the school office. Each parent will also be provided a copy of the Natrona County School District Student Discipline and Conduct Handbook.

The principal has the authority to suspend any student. Fighting or physically harming another student will result in suspension. Suspension may be in or out of school. Students who are suspended will be given the opportunity to make up their work so they are not deprived of their education. In school suspension is available in our district's suspension school for up to five occasions, or at the discretion of the Principal/Designee. Students may attend the SSSL (Safe School Suspension Lab) that is staffed with certified teachers and who will monitor students and ensure that their work is completed.



Ladder System

Evansville will implement a positive behavior intervention system (PBIS) in all classrooms. This system uses the behavior matrix with the categories of Be Safe, Be Respectful, and Be Responsible. These simple rules help students understand how to become a citizen of the world, and they can be found displayed in various areas of the school. As students start each day, they will begin on a "ladder" with a GOOD. They can move higher or lower depending on their choices. At the end of the day, students are rewarded with fish tickets that can be used to purchase small items at the school store.

The Refocus Room Coordinator or principal will deal immediately with behaviors that are deemed unsafe or severe in nature. Consequences for these behaviors can result in disciplinary action from moving down the ladder to a suspension (in school or out of school). The principal will deal directly with suspension issues. These consequences are consistent with school district policies. Any student suspended from school will be either assigned to the Safe Schools Suspension Lab (SSSL), Out of School Suspension (OSS), or In School Suspension (ISS).

The ladder is a visual model for students and teachers to track both positive and negative behavior. When students are recognized for making good choices, they are invited to move up the ladder. When students make poor choices they are asked to move down the ladder. If a student moves down the ladder, they can make good choices and move back up the ladder and earn Fish Tickets. At the end of the day fish tickets are awarded for students to save and use in the school store. See the ladder in September.

Evansville Eagles Will...

	Be Safe	Be Respectful	Be Responsible
All Common Areas	<ul style="list-style-type: none"> Use materials/equipment appropriately 	<ul style="list-style-type: none"> Follow adult directions Respect personal space 	<ul style="list-style-type: none"> Keep areas clean
Playground/Recess	<ul style="list-style-type: none"> Play fair, hard and safe Walk to and from the playground Stay within boundaries Be aware of activities/games around you Use playground equipment appropriately 	<ul style="list-style-type: none"> Respect personal space Include everyone Follow adult directions 	<ul style="list-style-type: none"> Be prepared Use passes for nurse and bathroom Follow school bells Stay dry and clean
Bathrooms	<ul style="list-style-type: none"> Keep feet on floor Keep water in sink Wash hands 	<ul style="list-style-type: none"> Knock on stall door Give people privacy Use 1 foot voice Keep bathroom clean 	<ul style="list-style-type: none"> Use a bathroom pass Use only what you need Flush toilet after use Put trash in trash can Return to room promptly when done
Arrival and Dismissal Areas/ Bus Area	<ul style="list-style-type: none"> Use crosswalks appropriately Take turns getting on bus 	<ul style="list-style-type: none"> Use cell phone only with permission Respect personal space Use 1 foot voice Follow adult directions 	<ul style="list-style-type: none"> Arrive on time Leave on time Get to designated spots quickly Be prepared Leave only with permission
Halls	<ul style="list-style-type: none"> Stay to the right Allow others to pass Keep outside doors closed during school hours 	<ul style="list-style-type: none"> Hold the door open for the person behind you Follow teacher directions Respect personal space 	<ul style="list-style-type: none"> Keep hands away from hallway decorations/equipment Keep hallways clean
Gym	<ul style="list-style-type: none"> Wait for arrival and dismissal signal. 	<ul style="list-style-type: none"> Use audience manners 	<ul style="list-style-type: none"> Be prepared
Lunch Room	<ul style="list-style-type: none"> Keep all food to self Sit with feet on floor, bottom on bench, and facing table Eat when seated No sharing food 	<ul style="list-style-type: none"> Allow anyone to sit next to you Use 1 foot voices Follow adult directions Leave area cleaner than you found it When finished, quietly get things, clean up, and dump tray and all food No food out of cafeteria 	<ul style="list-style-type: none"> Get all supplies when first going through the line Be prepared





As the student, I will:

- be safe, be responsible and be respectful.
- come to school with my homework done and ready to learn.
- attend school regularly and on time.
- come to school well rested, dressed appropriately for the weather and having eaten a healthy breakfast.
- listen to others.
- will use open and respectful communication skills.
- follow appropriate procedures for getting help and assistance.
- follow my classroom mission statement and building rules.
- do my personal best.
- limit my “screen time” (TV, computer, video games).
- attend and participate in school activities.
- work hard to achieve the goals I set.

Student Signature:



As the parent, I will:

- be safe, be responsible and be respectful.
- ensure my child comes to school with his/her homework done and ready to learn.
- ensure my child attends school regularly and on time.
- ensure my child gets adequate sleep, dresses appropriately for activities and eats a healthy breakfast.
- listen to others.
- will use open and respectful communication skills.
- follow appropriate procedures for getting help and assistance.
- learn and support my child’s classroom mission statement and building rules.
- respectfully work with and support the school personnel in regard to school rules.
- limit my child’s “screen time” (TV, computer, video games).
- attend my child’s conferences, meetings and school activities.
- challenge my child to reach his/her personal best and support the importance of setting goals.

Parent Signature:



As a school staff member, I will:

- be safe, be responsible and be respectful.
- provide homework that reinforces what is taught in school.
- provide quality instruction in all areas.
- maintain high expectations and enthusiasm for learning.
- listen to others.
- will use open and respectful communication skills.
- be available and encourage parent communication and participation.
- follow the classroom mission statement and building rules.
- respectfully work with parents in regard to upholding the school rules.
- provide adequate information for students and parents at student conferences, meetings and school activities.
- challenge students to achieve their personal best and set goals.

Teacher Signature:

Principal Signature:
