

***EVANSVILLE  
DAY SCHOOL***

**(812)476-3039**

**Student Parent  
Handbook  
2011-2012**

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## Answers to Frequently Asked QUESTIONS...

Q: . . . about Admissions or tuition costs

A: Karen Bayles, Admissions Director 476-3039, ext 205 or  
Beth Baker, Director of Advancement 476-3039, ext 275

Q: . . . about tuition payments or billing

A: Linda Vandiver, Director of Finance @ 469-3338, ext 209

Q: . . . about general school information

A: Front Office @ 476-3039

Q: . . . about Primary School

A: Robin Renschler, Head of Primary School @ 469-3338, ext. 220

Q: . . . about Middle School or Upper School

A: Mary Jane Gibson, Head of Middle and Upper Schools @ 469-3338, ext. 202

Q: . . . about College Counseling

A. Neil Saunders, College Counselor @ 469-3338, ext 227

Q: . . . about Before/After School Care general information

A: Karen Bayles, Director of Admission @ 469-3338, 205

Q: . . . about Athletics

A: Tom Dragon, Athletic Director @ 469-3338, 213

Q: . . . about FRIENDS, Parent Organization

A: Sabrina Zeidler, President @ 454-8842

Q: . . . about Athletic Boosters

A: Edna Harp @ 867-5871 (H) or 568-5665 (C)

Q: . . . about Opportunity Shop

A: Mary Weiss, Manager @ 477-0478

Q: . . . about Annual Fund/Alumni Relations

A: Amie Hulfachor, Annual Fund/Alumni Relations @ 469-3338, ext 207

Q: . . . about school activities, event dates, and times

A: [www.evansvilledayschool.org](http://www.evansvilledayschool.org)  
[www.dayschoolsports.net](http://www.dayschoolsports.net)

# General School Information

Evansville Day School, founded in 1946, is an independent, co-educational, college-preparatory day school with an enrollment of approximately 326 students in grades Jr. PreKindergarten through Twelfth grade. Admission to Evansville Day School is based primarily on enrollment testing, an interview, and previous academic performance.

Evansville Day School is accredited by the Indiana Department of Education, the Independent Schools Association of Central States (ISACS), and the North Central Association (NCA). The school is a long-standing member of the National Association of Independent Schools (NAIS).

## **Mission Statement**

Evansville Day School, in partnership with parents, offers a student-centered, college-preparatory program supported by a challenging and comprehensive curriculum that encourages each student from Junior Pre-Kindergarten through Grade 12 to strive for excellence in mind, body, and human spirit.

## **Core Values**

At Evansville Day School, we embrace the following core values:

- Excellence—the pursuit of high quality, merit, and virtue;
- Responsibility—the attribute of being individually accountable, reliable, and trustworthy;
- Integrity—the discipline to adhere to a code of moral, honorable, and ethical standards;
- Respect—the positive and supportive consideration for oneself and others;
- Personal Discipline—the initiative to establish and achieve personal goals that demonstrate favorable character, conduct;
- Compassion—the willingness to be empathetic and understanding of others.

## **School Goals**

Evansville Day School students will learn to:

- respect themselves and others and to celebrate differences of faith, race, and culture;
- develop responsibility, integrity, dependability, and self-control;
- Value the importance of taking responsibility for and developing balance in their own personal well-being;
- develop good citizenship through community service;
- value academic excellence and lifelong learning.

## **Non-Discrimination**

Evansville Day School admits qualified students of any religion, race, age, gender, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of religion, race, age, gender, or national origin in the administration of its educational practices, admission policies, scholarships and loan programs, or athletic and other-school administered programs.

## **Organization/Proper Communication Channels**

Evansville Day School is governed by a self-perpetuating Board of Trustees, whose responsibility is to secure the future of the school. The Board does this by setting policies, hiring and supporting the Head of School, undertaking strategic planning, evaluating the performance of the school, and leading in financial support of the school.

The Board entrusts the daily operations of the school to the Head of School, who supervises and evaluates all programs and personnel. The Head of School is the final arbiter of any disputes, including those of parent issues or student disciplinary issues. The Board does not sit in review of administrative decisions, the Head of School is the “court of last resort” for any problem. For all matters, the correct procedure to address an issue or register a complaint is to go to the most direct level first: i.e., to the teacher, coach, or staff member most closely related to the issue. If not satisfied at that juncture, one should seek out the next level (department head, division head, or other administrator). As a final resort, one should go to the Head of School.

### Telephone/Voice Mail/E-Mail

The school's main office telephone number is (812) 476-3039. The school also has an automated phone system that enables anyone to dial directly to a specific person or leave a message for any faculty member on their extension number. The phone number to use this system is (812) 469-3338. After hearing the greeting, press the extension number of the person with whom you wish to leave a voice mail message for. After hearing the person's greeting, leave your message after the tone and follow the voice prompts. Faculty extensions are included in this handbook.

Faculty home phone numbers are also listed in the directory and should only be used when you cannot reach a faculty member during the school day. If you need to call a faculty member at home, please call before 8:00 p.m. Faculty and staff are instructed to return phone calls within a 24-hour period. If you would like to communicate with a teacher through e-mail, the e-mail address is the first name initial, last name@evansvilledayschool.org. (Example: Kendell Berry's e-mail address is kberry@evansvilledayschool.org)

### Administrative Staff

To reach a member of the Administrative Staff, call 469-3338, anytime during the recording, enter the extension listed below:

- Kendell Berry, Head of School—ext. 204
- Beth Baker, Director of Advancement—ext. 275
- Karen Bayles, Director of Admission—ext. 205
- Linda Vandiver, Director of Finance—ext. 209
- Robin Renschler, Head of Primary School—ext. 220
- Mary Jane Gibson, Head of Middle and Upper Schools—ext. 202
- Tom Dragon, Athletic Director—ext. 213
- Neil Saunders, College Counselor—ext. 227

### HOURS OF OPERATION

Front Office Hours:	7:40 a.m. - 4:00 p.m.
Half Day Jr. PreK and PreK:	8:00 a.m. - 12:00 p.m.
Full Day Jr. PreK and PreK:	8:00 a.m. - 3:00 p.m.
Grades K-12:	8:00 a.m. - 3:00 p.m.
Before-School Program:	7:15 a.m. - 7:40 p.m. (9:30 a.m. - 10:00 on delayed opening days)
After-School Program:	3:00 p.m. - 5:30 p.m.

### BELL SCHEDULES

#### Grades K thru 7

	<u>45 Minute Period</u>	<u>Bell Rings</u>
Notification Bell		7:58 a.m.
Begin School		8:00 a.m.
Period 1	8:00 - 8:44 a.m.	8:44 a.m.
Period 2	8:44 - 9:30 a.m.	9:30 a.m.
Break	9:30 - 9:40 a.m.	9:38 a.m. Notification 9:40 a.m.
Period 3	9:40 - 10:24 a.m.	10:24 a.m.
Period 4	10:24 - 11:10 a.m.	11:10 a.m.
Lunch	11:10 - 11:50 a.m.	11:48 a.m. Notification 11:50 a.m.

**K-7th Grade Continued.....**

Period 5	11:50 - 12:34 a.m.	12:34 p.m.
Period 6	12:34 - 1:20 p.m.	1:20 p.m.
Break	1:20 - 1:30 p.m.	1:28 p.m. Notification 1:30
Period 7	1:30 - 2:14 p.m.	2:14 p.m.
Period 8	2:14 - 3:00 p.m.	3:00 p.m.

**8—12 Grade**

	45 Minute Period	Bell Rings
Notification Bell		7:58 a.m.
Begin School		8:00 a.m.
Period 1	8:00 - 9:30 a.m.	9:30 a.m.
Break	9:30 - 9:40 a.m.	9:38 a.m. Notification 9:40 a.m.
Period 2	9:40 - 11:10 a.m.	11:10 a.m.
Lunch	11:10 - 11:50 a.m.	11:48 a.m. Notification 11:50 a.m.
Period	11:50 - 1:20 p.m.	1:20 p.m.
Break	1:20 - 1:30 p.m.	1:28 p.m. Notification 1:30 p.m.
Period 4	1:30 - 3:00 p.m.	3:00 p.m.

**Attendance/Tardiness/School-Day Procedures/Absences/Make-Up Work**

Classrooms are open at 7:40 a.m. The school does not provide supervision for a student arriving before 7:40 a.m., unless that student is enrolled in the Before-School Program which begins at 7:15 a.m. All Evansville Day School students are expected to be in their classrooms by 8:00 a.m. Being late to school (tardiness) not only results in your child missing instructional time but also leads to a disruption of the class in session.

When a student has accumulated the equivalent of three full-day absences or three absences in any single class, excused or unexcused, in a semester, the student and a parent may be asked to meet with the division head and faculty. The purpose of this communication is to assist parents, students, and teachers in ensuring that a student does not fall behind. Participation in athletic competitions and all other school-related activities, such as speech meets, geography & spelling bees, academic bowls, etc. requires one-half day attendance on event day. Exceptions include previously scheduled medical/dental appointments or similar conflicts pre-approved by the appropriate Division Head.

**Primary School Procedures:**

If your child will be absent from school, please inform the school office between 7:40a.m. and 8:00a.m. For absences of three days or more we ask that a doctors excuse be brought in to the front office on the day of your returning to school. Should a student arrive after 8:00a.m., that student should report directly to the classroom. Realizing that inclement weather or other circumstances may lead to a delayed arrival, the school asks parents to notify the front office of any delayed arrivals so that the tardy may be excused. If your child must leave school early or if transportation arrangements will be different, please send a note to your child's classroom teacher.

A student who anticipates an absence of a day or more should bring a note to the classroom teacher stating the nature of the absence. The request should be brought in a timely fashion so that make-up work can be arranged. The student is responsible for all missed assignments and tests, which are to be completed within the same number of days missed by the student. Non-health related absences, are strongly discouraged. Credit given for missed class work will be at the discretion of the Division Head.

**Middle School/Upper School Procedures:** Communication and time management skills are essential for every student as they work toward increased independence for their academic responsibilities and other activities. The policy on Attendance has been developed to build our students' skills in these areas. In addition, when students begin to develop poor attendance habits, they often miss lectures, labs and instructions that cause them to fall behind in their classes.

### **Tardy to school/class**

Should a middle or upper school student arrive to school after 8:00 a.m., he/she will go to the office for a Late Pass. If the student accumulates more than three lates to school, they will be counseled and the parents called. If the student continues to be late following the initial counsel, the Division Head may 1) contact parents for a conference, 2) decide on appropriate consequences or remove privileges, 3) suspend the student out of school.

### **Middle school absences**

Should a middle school student know in advance of an absence, he/she should follow these procedures: Obtain a Scheduled Absence Form to take to all teachers for assignment information and their signatures. This should be done at least 24 hours of the planned day out. Once a parent signs the form verifying the dates and reason for the absences, the completed form should then be turned into the front office.

Other health-related absences, doctor appointments, etc., should be reported to the Front Office no later than 8:30 a.m. A student leaving or arriving from an appointment must sign in/out of the office and have written or verbal notice from a parent before leaving. Upon returning from an appointment a student should provide a note from the doctor. When the student returns to school, he/she will check with each teacher in the classes missed, and make-up any quizzes, exams, or assignments required by the teacher.

Non-health related absences are strongly discouraged.

### **Upper School**

Students in upper school are held to the same standards regarding attendance in the middle school. However, attendance will be recorded by class. The expectation with a planned absence is that the student inform his or her teachers in a reasonable time period prior to the classes missed. Upon return, the student is expected to be prepared for missed exams or to submit any major projects or papers immediately.

Should a student miss more than three periods in any one class or fail to communicate with his/her teachers in a timely manner, the teacher and student will discuss a plan of improvement to discourage any further absences. This plan will then be shared with the parents and approved by the Division Head.

If students are planning college visits or other events that conflict with their class schedules, they are expected to keep other absences to a minimum. A student who has accumulated more missed classes than what is acceptable may be denied the privilege of field trips or other school related activities.

### **Middle School Policy on Grading Late Work:**

Any work that is turned in beyond the due date will be temporarily assigned an **M**, which represents a "missing" grade which counts as a temporary zero in the RenWeb grade book. Once the late assignment is graded, the new grade will replace the missing grade. The teacher's syllabus will explain the teacher's late work policy. It is the student's responsibility to meet the deadline for completing that late work as agreed upon with his or her teacher.

### **After School Supervision**

Primary and Middle School students should not remain on campus after 3:15 p.m. unless they are in a school-sponsored activity. Sixth grade students and younger remaining at school will be sent to the After-School Program and their parents will be charged for this service accordingly unless other arrangements have been made.

If seventh and eighth grade parents cannot pick up their children by 3:15 p.m. they must notify their advisor by phone, note or email. Students must report to assigned Room 26 and remain there until their parents arrive. Students are expected to sit quietly and do homework or read. They may not roam the building and grounds freely. This is for their protection.

Seventh and eighth grade students who have music lessons beginning after 3:15 p.m. must also report to Room 26 until their music lesson begins. They must return to Room 26 after their lesson until their parent pick them up. Fifth

and sixth grade students who have music lessons beginning after 3:15 must first report to After-School and return following the lesson.

Students who participate in sports and have practice after school may not re-enter the building when practice is over. Mr. Dragon has provided space for book bags and gym bags by the outdoor concession stand. Students must wait outside the building for their parents after practice.

### **Inclement Weather**

Evansville Day school will automatically go into a two-hour delay-opening schedule once the Evansville-Vanderburgh School Corporation either announces a delayed start or an all-day school closing due to inclement snow and ice. Evansville Day School may not and probably will not follow a delayed opening schedule for heavy rains, fog, or other non-weather conditions since we do not have buses. By 8 a.m. of the school day in question, EDS will announce its final decision as to a two-hour delay or an entire day school closing. This final determination will be communicated on the school's web site at [www.evansvilledayschool.org](http://www.evansvilledayschool.org), as well as by the telephone message system at 476-3039. This information will also be announced on the following television channels: News 25 WEHT, News 7 WTVW, and New 14 WFIE. EDS will make every effort to communicate the initial and final decision via the local media, but the relay of this information cannot be guaranteed. Any family feeling that conditions are too treacherous to transport students to school should not feel obligated to do so and shall then notify the school of their decision. The school will have a more flexible approach to absences on that day. Evansville Day School also follows guidelines and policies set by the EPA and EVSC as concerns days on which ozone alerts or heat advisories are issued.

Before-School care will be available on delayed-opening days after 9:30 a.m. It will not be available before this time due to the conditions that caused the delay and possibility of the school announcing its closure.

Half-Day Jr.PreK and PreK students have optional attendance on two hour delay schedule, but must inform Evansville Day School of their decision.

#### **Inclement Weather Two Hour Delay Schedule**

1st period	10:00 - 10:33	Block 1	10:00-11:07
2nd period	10:34 - 11:07		
3rd period	11:08 - 11:41	Block 3	11:08-12:15
4th period	11:42 - 12:15		
Lunch	12:16 - 12:44	Lunch	12:16-12:44
5th period	12:45 - 1:18		
6th period	1:19 - 1:52	Block 5	12:45- 1:52
7th period	1:53 - 2:26		
8th period	2:27- 3:00	Block 7	1:53- 3:00

### **Parking**

Campus-wide speed limit is 10 miles per hour and there is no left turn allowed onto Green River Road during the hours of 7:30 a.m.- 8:00 a.m. and 3:00 p.m.- 3:30 p.m. for everyone's safety. There are parking maps available in the front office.

Primary School Carpool Procedures/Parent Parking:

**Drop-Off:** When dropping off a child, please use the right lane and instruct the child to exit from the right side of the automobile, closest to the curb.

**Pick-Up:** The left lane is to be kept open and used for continuous, slow-moving traffic, which stops only to pick up a child who is waiting on the crosswalk. The right lane may be used, for short periods of time, as a waiting zone for a child to arrive in the crosswalk area.

The center parking spaces can be used at this time, especially by parents of Jr. PreK and PreK students, who must in person drop off and pick up their child at the classroom. In an effort to ensure the safety of our students, we ask that everyone use the designated crosswalk area to model correct traffic behavior for our students. Please refer to the parking maps available in the front office. Parking next to the building is reserved for teachers.

Middle and Upper School Carpool Procedures/Parent Parking: The left lane is to be kept open and moving at all times. Please observe the fire lanes along the curb in the event an emergency vehicle would have to pull up.

**NOTE: For safety reasons, use of cell phones by drivers while in our parking lots or car pool lanes is discouraged.**

### **Lockers and Personal Items**

At Evansville Day School, we have created a trusting environment in which students, as a rule, do not attach locks to their lockers. Should one wish to apply a lock, the appropriate division head must be notified of the combination or given the key. Lockers are the property of the school, and there can be no expectation of privacy. The school reserves the right to search lockers at any time. No exchange of lockers may occur without the consent of the appropriate division head. Lockers should be kept free of permanent writing, signs, decals or stickers. Items from home which create a nuisance or undue distraction at school are not permitted during school hours from 8:00.a.m. until the 3:00p.m. dismissal (see cell phone policy pg. 9). Students should not bring large sums of money or valuable items to school. The school will not assume responsibility for such items if they are brought to school.

### **Messages from Home**

Messages other than emergencies cannot be delivered to children while they are in class. Instead, messages will be delivered to their teachers at appropriate times. Please make your daily arrangements with your child before leaving home in the morning whenever possible.

### **Electronic Devices and Digital Citizenship Use Policy:**

#### Primary School

In order to minimize distractions in the classroom, the use of cell phones and iPods before or during school hours is not allowed in the Primary School. Students bringing in cell phones or iPods must keep them in their lockers either **OFF** or in Silent modes until 3:00 PM.

#### Middle School/Upper School Digital Citizenship

Cell phones can be a great technology tool in the classroom. Cell phones have the capability of cameras and audio recorders, calculators, calendars, clocks, and access to the web, not to mention the dozens of useful apps that are now available for little or no cost. In other words, cell phones can allow students to create and to share content, to gather information and provide facts. Cell phones therefore, can provide an important bridge between the classroom and home.

However, there are misuses of the cell phone that cause distress and issues for both the user and those around him. Part of good "digital citizenship" is the ethical use of your phone: Using the phone to bully or annoy another human being is considered cyber-bullying.

Using the phone to provide information for yourself or others during a test is considered cheating.

Having your phone ring or vibrate during a class is a distraction to you as well to other others in the classroom; it also takes your attention away from important information provided in the classroom.

All computer labs are No-Cell Phone Zones, however, during lunch cell phones are permitted.

Infractions of cyber-bullying or cheating involving a cell phone will be immediately elevated to the Division Head for discipline. Otherwise, each EDS Upper School teacher has his or her own protocol for the use of a cell phone in the classroom, but good etiquette is common to us all. It is our expectation that the students will understand and respect each classroom's policy.

## **Library Hours and Procedures**

The Evansville Day School Library is open from 11:30 a.m. until 3:30 p.m. on school days. The Library can be reserved for meetings on non-school days and before or after school hours. Students may check-out library materials for a three-week period and renew items as needed. Patrons are asked to pay for any lost or damaged books.

## **Visitors**

To enter the School, all visitors, between the hours of 8:00 a.m. and 3:00 p.m., must press the buzzer to the right of the front doors, announce their name, and their reason for visiting the school. The person in the front office will then release the lock and let them in. They will proceed to the front office and sign in and get their visitor/volunteer badge. Students wishing to invite friends or relatives to school for a day should make arrangements 24 hours in advance with the appropriate division head and complete any appropriate paperwork. Admission related visits should be approved by the Admission Counselor. All other visitors must be approved by the school administration.

## **Off-Campus Lunch Privilege**

Eleventh grade students have the privilege to leave campus during the lunch break on Wednesdays and Fridays, while twelfth grade students may leave campus on Mondays, Wednesdays, and Fridays. Students taking advantage of this must follow this sign-in and sign-out procedure so that the school can account for those students in case of an emergency. Students abusing this privilege by returning late to school or misrepresenting EDS in the community will lose this privilege for a period of time to be determined by the Head of Upper School. Any students other than 11th or 12th grade students leaving campus for lunch will result in a parent-student-school conference at which time the appropriate consequences will be determined. Students may not leave campus by foot. Any student observed walking across Green River Road to the shopping center or to McDonald's will, at a minimum, lose off-campus privileges. Students observed driving recklessly may lose their privileges to drive and/or park on campus.

## **General Emergency Plans**

Fire Alarm: Primary School should gather outside playground area near fence, along tree line. Middle School and Upper School are to meet in the soccer field closest to the building. Children should remain quiet so teachers can take attendance. Teachers will ensure that all doors are closed and that students do not run in hallways.

Tornado Alarm: Teachers will take students to safe areas and assume appropriate safety positions. Students need to stay away from windows, doors, outside walls, and the gymnasium. Students are to assume a position whereby their heads are protected. Students should remain as calm as possible so the teachers can take attendance and offer guidance.

Earthquake: Students are given the "duck and cover" command. Teachers will take attendance. Upon the direction from the school administration, faculty and students may be instructed to evacuate the building in an orderly fashion. Do not reenter the building until it has been declared safe.

### Lock Down:

Evansville Day School has a complete emergency manual, detailing procedures for any situations other than the above-mentioned natural disasters. Each classroom is equipped with an official copy of the Evansville Day School Guidelines for Emergency Situations. The school has three different categories for these situations:

Level 1 Lock Down— all outside doors are locked including the front door. No staff or student is allowed outside of building until the ALL CLEAR is given. The only exception is for a student who is signed out by a parent or guardian. Classes and other daily activities go on as usual. Procedure remains in place until ALL CLEAR is given. If Lock Down occurs while students are outside, they must be brought inside the building immediately.

Level 2 Lock Down—clear halls of all students. Classroom doors must be closed and locked. Continue lessons. Students remain in classroom until ALL CLEAR is given children should remain in current areas. (Exceptions-special classes or play-ground)

Level 3 Lock Down—clear halls of all students. Classroom doors must be closed and locked. STOP lessons. Move students far away from doors and windows. Students remain in classroom until ALL CLEAR is given. Administrators are the only persons to give the ALL CLEAR signal and should identify themselves over the PA. A more elaborate copy of these emergency procedures is available in the front office.

## **Advancement/Development**

The cost of an independent school education is such that tuition and fees do not cover the total cost of educating each student. Evansville Day School is a not-for-profit educational institution that receives revenues from tuition, fees, endowment, The Opportunity Shop, and charitable gifts. All development efforts at Evansville Day School are coordinated by the Advancement Office which oversees all fund, endowment, capital campaigns, special events, and constituent relations such as alumni development and parent organizations. The Advancement Office receives and processes all charitable gifts to the charitable trust arrangements. In order to assure tax deductibility and proper gift recording and acknowledgement, all gifts should be coordinated with the Advancement Office. All requests for gifts by faculty, student, and parent groups should be approved by and coordinated with the Director of Advancement. Evansville Day School encourages all families to participate in the Annual Fund and to support the periodic capital campaigns necessary to provide new facilities and to increase the endowment.

### **Opportunity Shop**

The Opportunity Shop is a not-for-profit, quality consignment and resale store established by Evansville Day School in 1959. The shop provides needed funds for school improvements, financial aid, and general operations.

Located at 200 South Green River Road, the store is staffed by parents and other volunteers each year and depends upon a large inventory of high quality donated clothing and household items to continue to increase net profits for Evansville Day School. All donated merchandise is tax-deductible.

Please contact Mary Weiss, Opportunity Shop Manager, at 477-0478 to become an active partner in one of Evansville Day School's most important and effective fund raising programs. (See page 26 for more information about the Opportunity Shop.)

### **Alumni Relations**

Alumni and their families are encouraged to participate in the life of the school. The alumni/senior luncheon is held at the end of each school year to welcome the newest alumni into the Alumni Association. Alumni are encouraged to stay in contact with each other and Evansville Day School through registering on the EDS website. Class reunions and visiting alumni are always welcome on campus. Alumni are urged to contact Amy Hulfachor, Director of Alumni Relations, in the Alumni Office with news about their lives for our newsletter and future alumni publications.

### **Archives**

Evansville Day School is in the process of gathering, cataloging, and displaying memorabilia. The Advancement Office welcomes the contributions of written materials, photographs, and other historical documents for the school's archives.

### **Media Relations**

The Advancement Office is responsible for the school's publication efforts through vehicles such as the Eagle Pride newsletter, the Student/Parent Handbook, the school directory, and other development and admission materials. Printing, graphic design, and photography needs are coordinated through these offices, including school stationery, forms, and other projects. The Director of Advancement serves as media contact and public relations coordinator for Evansville Day School.

### **Friends of Evansville Day School (See page 30)**

The Friends of Evansville Day School ("The Friends") supports the school's mission, core values, goals, programs, and activities for the benefit of all Evansville Day School students. "The Friends" facilitates communication and parent education as well as encourages and coordinates volunteerism. "The Friends" fosters a spirit of inclusion, partnership, and cooperation among the entire school community:

~Friends of Evansville Day School Mission Statement

# Parent Partnership

Evansville Day School enrolls students from different backgrounds at all levels from Junior PreKindergarten through 12th grade, but once we are in school as a community we share one mission: Evansville Day School, in partnership with parents, offers a student-centered, college preparatory program supported by a challenging and comprehensive curriculum that encourages each student from Junior Pre-Kindergarten through Grade 12 to strive for excellence in mind, body, and human spirit. Our core values are the notions of excellence, responsibility, integrity, respect, personal discipline, and compassion, which we will model in the hope that your children will adopt these values as their own. In essence, the center of our work is developing good habits of mind and heart. This can only be accomplished through a true partnership. Please read this parent partnership carefully in order to understand the commitment expected of each other.

## **What are the expectations of communicating about our students enrolled at Evansville Day School?**

*We, the Evansville Day School faculty and staff, will provide:*

- Quarterly reports from teachers; in addition to "early warning" for students in academic or disciplinary difficulty.
- "Informal" and "formal" communication between teachers and parents.
- Return calls or emails within 24-hours.
- Comprehensive information packages at the beginning of each year and periodic updates.

*We, the parents of Evansville Day School students, will:*

- First discuss with our child's teachers any matters concerning the classroom, such as homework, behavior, or peer relations.
- Consult with our child's teachers by arranging individual (or group) conferences, using the phone for quick communication or concern; reading all letters, newsletters, handbooks, and other information sent to me by teachers or administrators; and reviewing information on the School's website.
- Commit to attending events at school and meet our child's teachers, division head, and the Head of School whenever the opportunity arises.
- Strive to get involved with the Friends of Evansville Day School or other school efforts. Our child will appreciate our active interest in the School.

## **What are our responsibilities to ensure our student's academic success?**

*We, the Evansville Day School faculty and staff, will always:*

- Encourage our students to strive for excellence. We will set high expectations for our students.
- Do everything possible to fulfill the mission of the School.
- Articulate, when appropriate, an individualized education plan to help meet specific needs of our students to the extent of our available resources and expertise.
- Take time to meet with parents and discuss their child's progress.
- Maintain a low student-to-teacher ratio.

*We, the parents of Evansville Day School students, will:*

- Encourage our child's use and development of reading and writing ability, math skills, scientific inquiry, and logical reasoning and analysis as relates to our child's current topic of study.
- Attempt to enrich our child's learning with authentic learning experiences such as videos, tapes, CDs, Internet access, or exchange programs.
- Provide our child with opportunities to attend cultural and educational events at Evansville Day School and the surrounding area.
- Ensure that our child has ample scheduled time and quiet surroundings for home study. As necessary, we will supervise our child to help him or her understand and complete all homework.

- Commit to schedule family trips only during school holidays to enable our child to maintain regular school attendance.
- Talk to our child often about school.

**What are our responsibilities regarding concerns or complaints?**

*We, the Evansville Day School faculty and staff, will:*

- Commit to hearing from you.
- Realize that improvements to any institution often come as a result of a willingness to listen.
- Welcome your ideas or suggestions for improvement.

*We, the parents of Evansville Day School students, will:*

- Understand the governance structure.
- Use the proper channels of communication.

**What are our responsibilities to contribute to our students' understanding and development of core values?**

*We, the Evansville Day School faculty and staff, will:*

- Model and teach our core values of excellence, responsibility, integrity, respect, personal discipline, and compassion. While we will push our students to pursue excellence, we will do this in a compassionate and respectful manner.
- Engage our students outside the classroom to pursue these values as well.
- Host assemblies, organize field trips, and provide an opportunity to play on sports teams.
- Value and foster an appreciation of the fine arts.
- Set a tone in our classroom which allows our students to feel that his or her contribution is valuable.

*We, the parents of Evansville Day School students, will:*

- Model these core values for our child. Further, we will always strive to provide support, encouragement, and structure for our child to help him or her obtain understanding and development of these core values.
- Understand and accept that the school, and specifically my child's teachers, will stress these core values to our child. We understand that development of these core values is instrumental to learning good habits of heart.
- Actively seek our child's teachers' comments as to how our child is progressing in developing these values.
- Model these core values at all school events, may it be at athletic events, or at parent-teacher-student conferences.

**What are our responsibilities toward the financial health of the school?**

*We, the Evansville Day School faculty and staff, will:*

- Commit to sound financial practices as a result of solid planning.
- Commit to yearly independent audits.

*We, the parents of Evansville Day School students, will:*

- Make timely tuition payments, commit to annual giving and to other school campaigns.
- Realize that contributions are not mandatory but are important for an independent school such as Evansville Day School.
- Support the Friends of Evansville Day School organization.
- Support the Opportunity Shop.

# Behavioral Expectations

At Evansville Day School, we are committed to creating and sustaining a trusting community. While we believe that common sense dictates behavioral expectations, we also realize that children are bound to make unwise choices or judgments. We feel it is part of the learning process to point out any errors of judgment and administer any necessary consequences in the hope that personal growth will occur. At the end of this section, you will find a summary of behaviors and their associated consequences.

## Academic Integrity

EDS is a community which believes strongly that honesty and integrity are among the highest personal ideals and that any compromise of academic integrity is a breach of personal honor. Our expectation is to trust that each student will complete homework, tests, and other forms of work on their own, unless instructed otherwise by a faculty member (a student's teacher can best advise which type of homework is suitable for parental assistance).

Policy: Any lack of academic integrity, such as copying someone else's work (including any and all work published through the Internet) and passing it off as one's own, will result in a parent-student conference with the teacher and the division head. There will be no credit for plagiarized work. Repeated behavior may result in consequences such as no credit for the course, probation, or expulsion.

## Dress Code

As a general guideline, student attire should be clean, well-kept (not tattered, frayed or torn), and should not draw undue attention to itself by being either too formal or too casual. Certain days of the year will be designated "dress up" days for special programs, field trips, or performances. Girls should wear dress shoes, dresses, dress slacks, or skirts and blouses; Boys should wear dress shoes, collared, button-down shirts, and slacks. Blazers and/or coordinated pants outfits are acceptable for both genders.

## Junior PreKindergarten and PreKindergarten

Pants/Shorts: Any typical slacks, khakis, cargos, wind pants, or capri pants are acceptable. \*Jeans (of any color) are not acceptable unless otherwise specified (i.e. field trips, school-wide jeans day, etc.). Shorts are appropriate as long as they are not denim or cut-offs and are of an appropriate length. Sweatpants are not acceptable unless they have an EDS logo. Military or camouflage apparel, costumes, etc., are not appropriate for school.

Skirts/Dresses: Skirts and dresses are permitted. \*Shorts may be necessary underneath skirts and dresses.

Shirts: Shirts may be patterned or plain. Words or pictures are acceptable as long as they are tasteful and age appropriate. T-shirts or collared shirts are acceptable. \*Sleeveless shirts are acceptable in warm weather. Sheer, strapless, midriff, or halter tops are not acceptable for school. Shirts must be of appropriate length.

Sweaters: Crew, cardigan, and v-neck sweaters are acceptable for all students.

Shoes/Miscellaneous: Any well-kept athletic, casual, or dress shoe that **completely encase the foot** is acceptable. **Backless shoes including: crocks, sandals, flip-flops, clogs, mules, or Heelies are not permitted due to safety issues.** Hats, caps, sunglasses, and bandannas are not allowed. A belt is appropriate only if the child is able to manipulate it independently.

## K-12

Pants/skirts: Students may wear slacks, pants, shorts, skirts, or jumpers in solid black, navy blue, or khaki/brown (no patterns, stripes or plaids). Students 9-12 may wear striped/plaid shorts anyday of the week. However, fifth—eighth grade students may only wear striped/plaid shorts on Fridays. All Pants must be worn properly; they may not ride below the hips or drag the ground. Sweatpants or warm-up pants are not permitted. Denim jeans are permitted only on the last day of each week, unless directed otherwise by a Division Head or the Head of School.

Shirts/Tops: Students in K—4th may wear solid colored collared dress shirts, solid collared blouses, polo knit shirts (may be solid or striped), solid color mock turtlenecks and solid color turtlenecks, or solid color sweatshirts. Sweaters or hoodies (must be solid) are acceptable with collared shirts or EDS spirit wear underneath. Evansville Day School spirit wear may be worn on any day of the week.

Students, grades 5-12, may wear collared shirts, collared blouses and polo knit shirts. These may be striped or solid, however, if they have a logo on the front, it may not be bigger than 2 inches. Students in grades 9-12 may wear College/University shirts and day of the week, and grades 5-8 may wear them on Fridays. Spirit wear or shirts associated with EDS activities may be worn any day of the week.

**Shoes/Miscellaneous:** Students may wear any well-kept athletic, casual, or dress shoes. Primary students' shoes must **completely encase the foot**. **Backless shoes including: crocks, sandals, flip-flops, clogs, or mules are not permitted due to safety issues.** Hats, caps, sunglasses, and bandanas are not allowed for anyone and must be removed before entering the building. A belt is appropriate only if the younger children are able to manipulate it independently.

### **Violations of Dress Code in Grades 5 - 12**

The following items are not acceptable and are in violation of the dress code. Violations, as determined by the school administration, will be addressed by the EDS faculty and/or a Division Head as listed in the discipline policy as outlined in the Student/Parent Handbook & Directory:

**Shirts/Tops:** Any that reveal the chest, cleavage, shoulder, or underarm, or expose undergarments; shirts with logos or brand names that are larger than 2 inches in diameter; shirts with graphics or other messages that could be offensive to others; T-shirts or other shirts not related to EDS activities.

**Pants/Skirts:** Pants that are torn, drag the floor, or worn below the hips; cut-off shorts, gym shorts, or sweat-pants; pants/shorts that expose undergarments; shorts or skirts that do not approach the knees.

**Shoes/Miscellaneous:** Flip-flops, between-the-toe sandals; hats, caps, sunglasses, bandanas

**First Offense: Student asked to correct situation; appropriate clothes may be provided by the school.**

**Second Offense: Phone call to parent – parent asked to bring in clothes that meet guidelines.**

**Repeated Behavior: Parent conference, after-school detention, Saturday detention, or suspension.**

### **Drug and Alcohol/Tobacco Policy**

#### **Tobacco:**

Evansville Day School adopts a zero-tolerance policy concerning illegal drugs, legal drugs used without authorization (hereinafter both called "drugs"), and alcohol. The use, possession, sale, or distribution of drugs and/or alcohol on school property or at a school-sponsored function, regardless of where the function occurs, is prohibited. Any alleged incident involving the use, possession, sale, or distribution of drugs and/or alcohol on school property or at a school-sponsored functions will be immediately reported to the Head of School and will result in the following action by the school:

Immediately upon receipt of notice of an alleged incident, the Head of School will conduct a preliminary investigation to determine if "probable cause" exists to refer the incident to the school's drug/alcohol Discipline Review Committee. If the Head of School finds "probable cause," he will suspend the enrollment of the student involved in the incident pending an investigation and action by the Discipline Review Committee. If the Head of School finds no "probable cause," no further action will be taken.

The Discipline Review Committee will review the incident and generally take one of the following three actions:

1) No action—the incident is reviewed with no action taken. The student may return to school with no further penalty or suspension.

2) Professional Evaluation—the incident is reviewed and the Discipline Review Committee determines professional evaluation is required. Within three working days, parent/guardian and student must sign appropriate releases for professional evaluation.

Refusal to sign appropriate releases or to be evaluated will result in automatic expulsion.

Evansville Day School will furnish a list of approved evaluators.

The cost of evaluation shall be paid by the parent/guardian.

The Discipline Review Committee may, at its discretion, recommend required enrollment in a formal rehabili-

tation program while continuing in the daily academic program. Cooperation from the student and his/her parent/guardian is a prerequisite for consideration to be given to continued enrollment.

The Discipline Review Committee may, at its discretion, recommend required enrollment in a formal rehabilitation program, with suspension from school for the duration of the program. The Discipline Review Committee will evaluate enrollment status at the conclusion of the rehabilitation program, at which time the Discipline Review Committee may/may not recommend re-enrollment in the current academic program. Cooperation from the student and his/her parent/guardian is a prerequisite for consideration to be given to re-enrollment. No tuition refund will be made when a student is suspended from school under this policy.

3) Expulsion—the incident is reviewed and the Discipline Review Committee recommends expulsion. Evansville Day School reserves the right to immediate expulsion should circumstance merit such a response. No tuition refund will be made when a student is expelled from school under this policy.

The Discipline Review Committee consists of four members: Head of School, Division Head, and Two faculty members for the appropriate division. The Discipline Review Committee is a recommending body that only makes a recommendation for action to the Head of School. The decision of the Head of School is final and not subject to appeal.

For purposes of this policy, “probable cause” shall mean, in the sole belief of the Discipline Review Committee, that the alleged incident occurred, there being more evidence for, than against, the truth of the allegation.

All students, faculty members, and employees of the school shall report any incident of the use, possession, sale, or distribution of drugs and/or alcohol at school or school-sponsored functions to their teacher, advisor, Division Head, or the Head of School as soon as possible.

#### **Discipline Policy/Behaviors Not Meeting EDS Standards**

Note: The following outline is for illustrative purposes, and is not all inclusive. EDS specifically reserves the right to fashion disciplinary actions that appropriately respond to unacceptable behavior, in the sole discretion of EDS, whether or not such disciplinary action appears below.

Behavior Not Meeting EDS Standards	First Time	Repeated Behavior
Challenging/Not meeting the guidelines of the dress code policy	Student asked to correct situation	<ul style="list-style-type: none"> <li>· Parent Phone Call</li> <li>· Parent-Student-School Conference</li> <li>· Detention</li> <li>· Suspension</li> </ul>
Abuse of off-campus privileges	Suspension of privilege	
Littering	Student asked to correct situation	Lunch or Afternoon Clean-up
Tardy to school or to class	Student asked to correct situation	<ul style="list-style-type: none"> <li>· Parent Notification following the third tardy</li> <li>· After-School / Saturday School Detention</li> <li>· Suspension</li> </ul>
"Cutting" class or school	Parent conference/Detention	Suspension
Smoking on campus	Parent conference/Detention	Suspension
Lack of academic integrity	Parent-Student-School Conference/ No credit for work in question	<ul style="list-style-type: none"> <li>· Suspension</li> <li>· Expulsion</li> </ul>
Using foul or offensive language	Warning/Review of expected behavior	<ul style="list-style-type: none"> <li>· Parent-Student-School Conference</li> <li>· Suspension</li> </ul>
Uncooperative attitude in class such as disturbing or disrupting others, refusing to participate, failing to complete homework	Student-Teacher Conference and appropriate teacher consequences	<ul style="list-style-type: none"> <li>· Parent-Student-School Conference</li> <li>· Removal from class</li> </ul>
Overtly aggressive or deviant behavior on campus or during school events	Detention and possible removal from class Or event	<ul style="list-style-type: none"> <li>· Parent-Student-School Conference</li> <li>· Suspension</li> <li>· Expulsion</li> </ul>
Damaging property of school or others	Pay for or carry out the necessary repairs. Depending on the severity, student may be suspended or situation may be turned over to the authorities.	
Possession, consumption, or distribution of illegal drugs on campus or in the vicinity of school or at campus functions, including any school-related trip during summer or other off-schedule time.	Please refer to the Evansville Day School Drug and Alcohol Policy	
Harassment, theft, violence, endangering others, tampering with fire safety equipment, unauthorized consumption or abuse of alcohol on campus or at school-related activity	Parent-Student-School Conference, suspension. Depending on the severity, a discipline committee may be convened, and may result in expulsion.	

## **Definitions of Consequences**

Detention: Students will serve detentions after-school from 3:00p.m. until 4:00p.m. under the supervision of an EDS teacher/administrator. Detentions may also be scheduled on any given Saturday. During detention, students work on school-related projects such as cleaning the school building or yard work. Refusal to report an assigned Saturday school may result in a suspension.

Removal from Class: Due to disruptive behavior and thus, slowing other students' learning, a student may be asked by a teacher to leave the classroom and report to the appropriate division head.

Parent-Student-School Conference: These conferences serve the purpose of informing parents of student behaviors and, in partnership, identifying a course of improvement.

Suspension: Should a student behavior warrant suspension, the student will be suspended as soon as possible after the behavior in question occurs. The length of a student suspension will be determined by the appropriate division head; and in some cases, by the Discipline Review Committee. Suspensions will result in no academic credit received unless specified otherwise.

Expulsion: The Discipline Review Committee will review any behaviors, which warrant a student to be expelled from EDS. Expulsion may mean one of the two following scenarios: 1) a student is asked not to return until the end of the school year, at which point he or she may re-apply for admission,; 2) a student is permanently expelled from the EDS community with no opportunity to re-apply.

## **Harassment**

While harassment is not easy to define, the effect can be damaging. Harassment may be physical or verbal including threatening, teasing, or taunting. Behaviors may range from teasing, deliberately leaving an individual out of a social gathering, or ignoring him or her, to serious assaults and abuse.

At Evansville Day School, we also believe that harassment can take place electronically or "online". We caution our community members to think of "online" conversations as not private, because "online" dialogue can be printed and distributed. As with any form of harassment, electronic harassment, whether in or out of school, will not be tolerated.

### Maintaining a Safe Environment: What We Can Do

- All members of the community need to know that they are protected against harassment. If a person feels he or she is being harassed, that person should inform someone in authority (teacher, advisor or administrator). If a person knows of someone else being harassed, an administrator or teacher should be notified.
- Harassment, including harassing words/language, should not be tolerated. Actions and words, even common "put-downs," have consequences and effects.
- The school community, as a whole, has the responsibility to make this a safe place.
- "Sameness" should not be assumed or demanded. The assumption that all people are alike (or the majority group) renders those who are different invisible and destroys self-worth. Often things are said and done inadvertently based on this assumption of sameness. Students and staff need to be affirming and inclusive in word and deed.

### Interaction Do's and Don'ts

Do:

- Be careful of another's feelings.
- Use humor gently and carefully.
- Ask whether teasing about a certain topic hurts someone's feelings.
- Accept teasing from others if you tease.
- Tell others if teasing about a certain topic hurts your feelings.
- Know the difference between friendly/gentle teasing and hurtful ridicule or harassment.
- Try to read someone's "body language" to see if his or her feelings are hurt.
- Help a student when he or she is being harassed..

**Don't:**

- Tease someone you do not know well..
- Tease about gender or sex.
- Tease about a person's body.
- Tease about a person's family member.
- Tease about a topic when the student asked you not to.
- Tease someone who seems agitated or who you know is having a bad day.
- Swallow your feelings about teasing—tell someone in a direct way what is bothering you.

**Sexual Harassment:**

The EDS Board of Trustees has adopted a sexual harassment policy, and it is on file at the school. Any report of sexual harassment will be investigated by the Head of School.

**Student Counseling**

Student Counseling services are available on campus weekly. To visit the Counselor, students must be referred by a Teacher or Division Head. Parents may request counseling services for a student by first contacting the appropriate Division Head for a referral. A consent form signed by a parent must be received before services can begin. Individual and group, counseling consultation, case management, referral services, and psycho-educational presentation are all available services. Strict confidentiality will be maintained for all services and resulting records.

# Academic Expectations

## **Advisory System**

At Evansville Day School, we view our advisory system as the cornerstone to a successful student experience. Each student in grades 5-12 will be assigned a faculty member to serve as his or her advisor. In the Primary School, homeroom teachers serve as the primary advisor. The advisory system is an important element in the middle and upper grades as students begin to have many different subject teachers. The school's advisory system essentially represents our attempt to ensure that each child and his or her parents have at least one adult who has a deeper understanding of a student's academic, social, and emotional well-being.

## **College Counseling**

At Evansville Day School we believe that a college education is an experience, not a product. College selection is a personal endeavor. All colleges are not alike and the goal of college counseling at EDS is the process of finding the "good fit," finding an environment that meets each student's unique needs and wants. EDS works with each student and his or her family to help them understand the myths and realities of college admission, to develop a list of appropriate options, and to guide them through the application process.

## **Homework**

At Evansville Day School, we believe that homework is a critical part of the learning process. Homework should have the goal of reinforcing that which was learned and practiced in the classroom. In some cases, homework may also serve as a prerequisite to an upcoming lesson, such as reading assignments necessary to hold class discussions.

Each teacher will articulate to the students his or her own policy regarding homework. As students reach the middle and upper grades, it is not uncommon for homework to be part of the student's formal assessment.

At Evansville Day School, we believe each student should pursue his or her school work with purposeful effort.

## **Course Placement Policy**

Evansville Day School reserves the right to place students in a course or courses when first-choice requests cannot be honored or when the student's previous academic achievement and learning characteristics are not appropriate for the particular level of study. The school, based on the student's mastery of basic skills, previous achievement, and maturity, makes the final placement decision. The school will also make this placement in consultation with students and/or their parents.

## **Primary School:**

Students follow a set curriculum encompassing high standards in Language Arts, Math, Science, Social Studies, Technology, Foreign Language, Physical Education, and the Fine Arts. Homeroom teachers are responsible for the delivery of Language Arts, Mathematics, and Social Studies. Unique to the EDS program is the addition of specialist teachers for Science (beginning in Kindergarten), Technology (beginning in PreK), Foreign Language (beginning in preschool), Physical Education, and Fine Arts. Students also attend library during the week.

## **Middle School:**

Grades 5-8 are included in the Middle School. Fifth-grade classes are 45 minutes in length, 6th and 7th grades include both 45 minute and 90 minute classes. 8th graders follow the Upper School modified block schedule.

Grades 5-7 include the following classes, offered five days per week unless otherwise noted:

Math, Language Arts, Literature (grade 7— 2 days a week), Science, Social Studies, Foreign Language (grade 5 & 6— 3 days a week, grade 7 - 4 days a week), Physical Education ( grade 5 - 4 days a week, grades 6 & 7— 3 days a week), Art (2 days week), Music (2 days a week. Instrumental music and choir are available to all students), Technology (2 days a week).

5th, 6th and 7th grade students are engaged in drama productions, and 8th graders may audition for the Upper School plays. A three-day outdoor education experience for 6th and 7th graders at Camp Carson incorporates environmental studies and team building into the curriculum. 6th graders also benefit from a semester-long skills and strategies course.

The 8th grade year at EDS serves as a transition year to high school, and thus students follow the Upper School modified block schedule. In grade 8, students complete the following program: Algebra, English, Science (Intro. To Physical Science), Pre-Modern World History, Art/Computer (one semester each), French or Spanish, Physical Education/Health (one semester each), Instrumental Music/Chorus (elective).

### **Upper School:**

Upper School students participate in a modified block schedule, four 90-minute classes per day Monday through Thursday and eight 45 minute classes on Friday.

### **Intersession**

Each year, Upper School and 8th grade students participate in Intersession. Intersession is an exciting, alternative education experience outside of the classroom. Intersession opportunities take place each spring and include overseas trips, local trips, local community service projects, and career exploration.

### **Advanced Placement**

The Advanced Placement program (AP) is a cooperative educational endeavor of the College Entrance Examination Board with secondary schools and colleges across the country. Through the program, Upper School students can complete college-level courses and may receive credit for them from the colleges they plan to attend. The amount of credit offered to the student varies from college to college.

Students in AP courses follow programs of study based on guidelines suggested by the College Board. In May of their year-long courses, AP students take a nationally administered test. Cost will vary year to year and according to topic. In early July, students receive notice of their scores.

### **Assessment**

Assessment is the gathering and analysis of evidence of student learning and performance. Good assessment addresses student knowledge, understanding, performance, and attitudes. Crucial to instructional planning and to the school's accountability for student learning, assessment is integral to teaching and learning. Both students and teachers should be actively engaged in assessing a student's progress as part of the development of his or her wider critical thinking and self-evaluation skills.

### **Grading Policy:**

At the beginning of each school year (or semester course), teachers will distribute grading policies, giving students and parents the information on how much homework/effort, tests, quizzes, projects/presentations, exams, and other forms of assessment count toward an end-of-course grade.

### **Grading Scale:**

Middle and Upper School: The marking system is based on percentage. A passing grade of 60 percent is used in all classes.

93-100%: A  
90-92%: A-  
.....  
67-69%: D+  
63-66%: D  
60-62%: D-

Grade Point Average (GPA): Beginning in grade eight, GPA is computed using all EDS classes, which is awarded as A=4, B=3, C=2, D=1. Plus and minus gradations are reflected in the GPA. Evansville Day School does not compute nor assign class rank.

Report Cards—Primary School: Teachers will issue quarterly report cards. The first-quarter on-line report card is for 2nd through 4th grade students only, but all Primary School students' parents will have an opportunity to meet and discuss their children's progress during parent-teacher conferences. Beginning with the second quarter, all Primary School students will receive on-line report cards.

Report Cards—Middle/Upper School: Report cards will be available on line at the end of each quarter. After second and fourth quarters, semester grades will be given and will be transferred to a student's permanent transcript. Mid-term reports will be available for middle school students through RenWeb in the middle of the first quarter, for all new students to EDS, and to others whose grade falls below a C-. However, parents and students should check RenWeb as needed for homework and current grades. Students in upper school will not receive formal reports at any certain date in any quarter. Rather, the faculty will be in regular communication with parents should they feel that students are not progressing as expected. Parents are also encouraged to initiate any communication to classroom teachers in the event of a concern.

### **Testing Program**

Standardized testing for academic achievement and intellectual ability is an integral part of the Evansville Day School assessment program. At various grade levels, students are tested to assess achievement and ability as compared to national norms (and also independent school norms) and also to indicate the students' relative academic strengths and areas for improvement. Underlying the school's externally-assessed testing program is the school's belief that its program should be validated by external measures. Equally important is the school's philosophy that external measures help track an individual student's progress.

#### Upper School:

Sophomores will take the **PSAT** in October. The PSAT is a preliminary SAT. The test assesses students in three areas: verbal skills, Math skills, and Writing skills. Students take the test in sophomore year as a pre-test for the PSAT junior year. In junior year, the test becomes the National Merit Semi-finalist Qualifying test. Students who score at the 99 percentile normally become National Merit Semi-finalists.

Juniors will take the **PSAT** in October. The test in the junior year serves as a practice for the SAT, which will be taken for the first time in January. As stated above, students may qualify as National Merit Semi-finalists based on this test. Juniors are strongly encouraged to take both the **SAT** and **ACT** in the second semester of their junior year. These are standardized college admissions tests which may be taken more than once. Together with the student's official high school transcript, these admissions tests serve as an indicator of the student's ability to do college-level work. Students are strongly encouraged to take both tests because they are designed to test two different things. The ACT is more of an achievement test, whereas the SAT is an aptitude test.

Juniors should take the SAT the first time in January and retest in May or June. Normally, students take the SAT twice in junior year. Students should take the ACT in April. If they choose, they can then take these tests for a second or third time in their senior year. Some students may need to take the **SAT II** in June. These are subject-specific achievement tests. Some colleges require the SAT II exam. If so, they normally require the Writing and Math tests, and a third test in which the student feels strongest. Seniors will repeat the SAT and/or ACT in the fall semester. Some seniors may take the SAT II for the first time. Additionally, all students at Evansville Day School are required to sit for and pass the State of Indiana mandated ISTEP exam, which students usually complete in their sophomore year.

### **Dual-Enrollment Guidelines**

Evansville Day School is committed to excellence in the education of its students. The school's college-preparatory program has successfully prepared its graduates to excel in colleges and universities. Nevertheless, the school continually seeks to broaden the educational exposure of its students and to better meet their needs. Partnering with local universities, Evansville Day School is able to offer interested and qualified students greater curricular options by creating dual-enrollment opportunities. Students may jointly enroll in Evansville Day School and any regionally accredited college or university for dual-enrollment courses if the following conditions are met:

- Any request to take a dual-enrollment class must be submitted to the Head of Upper School. That request will include the course name and description as provided by the regionally accredited institution of higher education. The request will then be considered by the Academic Review Committee.
- The student must be enrolled in either grade 11 or 12 at the time he plans to enroll in the dual-enrollment class.
- Only courses not offered at Evansville Day School during the year of the petition may be considered for dual

enrollment.

- Approved dual-enrollment courses will be considered electives by Evansville Day School.

Students participating in the dual-enrollment program must take a minimum of 6 academic classes on the Evansville Day School campus to remain enrolled at the school. Upon enrollment in the accredited institution, each student is to submit documentation of course registration to the Head of Upper School. It is the student's responsibility to have a transcript sent to Evansville Day School from the higher-education institution, which will be attached to his Evansville Day School transcript. Students are not allowed to take classes at other secondary schools for Evansville Day School credit without prior approval from the Academic Review Committee. Because the school has always firmly believed in the proven value of the total Evansville Day School experience, such petitions will be approved only under the most extreme circumstances. The Academic Review committee shall be composed of the Upper School Head; Department Chairs from English, Foreign Language, History, Math, and Science; as well as, if applicable, the Department Chair of the proposed dual course.

### **Community Service Program**

Each Evansville Day School graduate will one day take his place in the community in which he lives and works, and an essential part of the school's Mission concerns preparing each student to contribute on many levels to that community. To that end, Day School--in partnership with students, parents, advisors, and sponsoring agencies and organizations--recognizes and fully supports the importance of providing an opportunity for each Upper School student to perform community service.

The Community Service Program seeks to promote commitment and service at an early age by requiring each Upper School student to participate in two half-days of service to the community. There will be one half-day each semester. This type of service to others not only assists them, but it also helps the student performing the service to focus beyond and outside himself. Additionally, this Program reinforces the core values--excellence and integrity, responsibility and personal discipline, respect and compassion--that are at the heart of every aspect of Evansville Day School. Each class--freshmen, sophomores, juniors, and seniors--will work with its advisors to select and develop an agreed upon service project to be completed somewhere out in the community. A large class may even split into smaller groups at the same or different sites. Although it's likely that the agencies or organizations that students work with will be non-profit, that is not a requirement, and there should be no monetary or other material compensation for the service. Even though the Upper School students will not be out in the community as individuals on their own, this program asks each student to think of himself as an "agent for change" by being involved in acts of improving, caring, and helping. This type of service is to be thought of as a commitment that is different from or goes beyond someone's basic membership in an organization, group, or club, on a team, and so on. The Community Service Program falls naturally under the overall Mission of the school, especially in terms of involving the student's mind, body, and human spirit.

Just as Intersession involves learning outside the classroom, this Program also works outside the school to prompt each student to "give back" to the community. A key goal is that each student will discover all the positives that flow from volunteering, and that he will continue to make time to be involved in his community throughout high school, after graduation, during college, and well beyond--for the rest of his life. The Community Service Program allows each student to identify and call on some skills and strengths that he may not typically use in the classroom, on a stage or piece of canvas, on the athletic field, and so on. As a student commits to and performs community service, he will almost certainly become an even more responsible, understanding, sensitive, and mature person. And as that student grows more aware of some of the critical social issues of our time, he will also, it is hoped, begin to understand the personal gift that he receives when he gives of himself.

### **Student Academic Probation**

Beginning in grade nine, Evansville Day School may place students on academic probation if their grade point average falls below 2.0. Following each reporting period, the Upper School division head will place students on a two-week probation period, in which students may continue with any co-curricular activity. Also, a parent-student-school conference will be scheduled to implement an improvement plan. Following the initial two-week period, the division head has the discretion to continue the probationary status, during which participation in co-curricular activities is not permitted until the division head deems the probation status no longer necessary.

**Summer Reading Program**

All Evansville Day School students are encouraged to continue their reading experiences during the summer break. All students will be provided with a required reading list in May. Teachers will also make individual reading recommendations for our students.

**Summer School**

Students intending to enroll in summer programs and receive credit toward an EDS diploma must have their summer program approved in advance by the Head of Upper School; however, only summer credit for classes previously taken at EDS will be considered. Evansville Day School also operates E-Academy, a summer program generally geared at younger students. E-Academy is augmented by Watermelon Express, a two week camp for Pre-K and K students.

**Books & Supplies**

Primary School students will be notified each summer, by their respective homeroom teacher, as to which supplies are necessary. All books will be furnished by the school and must be returned at the end of the year in acceptable condition. Backpacks must fit inside the locker. The cost of books for unique classes such as high-level online math courses become the family's responsibility.

Middle and Upper School students are also issued books by the school. It is the student's responsibility to return them at the end of the school year. Books must be returned in appropriate condition. If books are destroyed or lost, the student's family will be billed for the books.

**Computer/Internet Acceptable Use Policy**

All students and their parents will sign the school's Acceptable Use Policy. This is a prerequisite for all students wishing to work on any of the school's computers. Subsequent to the policy being signed and returned to the Computer/Information Technology department, access to school computers will not be granted.

# Athletics

Below, please find a shortened version of our Athletic Handbook. A complete copy of the handbook is available at the Athletic Director's office.

## **ATHLETIC STATEMENT**

The staff and administration of Evansville Day School strongly support our athletic program. Athletics are considered an integral part of the total program; a caring and competent coaching staff, safe equipment, and adequate facilities have been provided. Every Upper School sport for boys and girls has been sanctioned by the ISHAA. It is up to the individual student to take advantage of some phase of the program. There is a place for all students who wish to become involved in athletics.

## **ATHLETIC PHILOSOPHY**

We strive to achieve success, personal growth, and health, as well as a lifelong passion through participation in athletics. Success does not mean winning every game we play but rather that each athlete competes to the very best of his or her ability in the quest for victory. We stress values such as sportsmanship, leadership, and character. Additionally, we are interested in developing further skills in any given sport. Being part of the team or participating in an E.D.S sport is a privilege each student athlete earns by putting forth all of his or her best possible effort in school and practice.

## **ATHLETIC PARENTAL CONDUCT**

1. Please don't shout advice to your player during the game. Shout encouragement? You bet. A steady stream of technique suggestions, though, is of no value. Your insightful tips may conflict with a coach's instruction.
2. Please don't interfere with refereeing.
3. Don't blame the coach for your child's lack of playing time. A player has every right to ask a coach what needs to be done to earn more playing time.
4. Please don't talk poorly about the coach in front of your child. The worst thing a parent can do is to degrade a coach, criticizing decisions, and complaining about leadership. Support the coach and stand behind his decisions.
5. Please don't harass another team's players. Yelling at or deriding someone else's child is not acceptable.

## **EVANSVILLE DAY SCHOOL ATHLETIC ELIGIBILITY POLICY**

To be eligible for participation, an Upper School student will have an overall C(2.0) or above grade point average for the current grading period. This will be evaluated at midterms and the end of each quarter. A student who does not have a C (2.0) or above grade point average for the current grading period will be placed on probation for two (2) weeks.

Within the first 3 days of the two (2) week probationary period, the Upper School Head will arrange a conference with the student, parents, and the teacher to:

- 1) Determine the problem.
- 2) Develop a course of action in writing to encourage the student's progress.

At the end of the two (2) week probationary period, if the student's s grade point average is not 2.0 or above, the Faculty Probationary Committee will meet to review the student's progress. The Faculty Probationary Committee consists of the Head of Upper School, the student's advisor, and the teacher of the class the student is failing and/or in which the student is deficient in. The parent (s) of the student will also be required to attend this meeting which will be arranged by the Head of the Upper School.

## **PARTICIPATION POLICIES**

Upper School:

Every attempt will be made by the head coach for every athlete to participate in a match or game. If the head coach believes that a limited number of athletes should be used for any given match or game, the coach may choose to do so.

#### Middle School:

All students participating on a 5th & 6th team will participate in every game or match. If a 5th or 6th grade student participates on a 7th & 8th grade team, the 7th and 8th grade participation policy will be in effect. On a 7th & 8th grade team, every attempt will be made by the head coach for every athlete to participate in a game. The head coach has the final decision on every athlete's playing time.

#### Primary School:

The thrust of any primary school sport is to encourage a student to develop the necessary skills to become a successful athlete.

#### **PARTICIPATION IN TWO SPORTS IN ONE SEASON**

Athletes may participate in one or more sport during one season. Coaches involved with athletes wanting to do this will meet and discuss the possibilities. The athlete must realize that extra time for practice is necessary to compete in two sports in one season. The athlete must meet the requirements of one or both sports. If the requirements are not met, the athlete may be cut from the sport(s).

#### **QUITTING A TEAM**

If an athlete participates in ten practices (pre-season) for a sport, he and/or she cannot quit that sport and join another sport until the sport season is completed. Example: An athlete cannot quit tennis to join the soccer team until the tennis season is over.

#### **ATTENDANCE: SCHOOL AND GAME DAY**

Daily attendance in school and practices is expected. An athlete must attend at least one half of a school day to be eligible for participation in a game or practice. Any exceptions must be approved through the Head of the appropriate division and the Athletic Director

#### **EQUIPMENT**

All athletes will care for all equipment as though it were their own property. If equipment is destroyed through practice, it will be replaced by the school. If equipment is lost or stolen, the athlete(s) will fulfill their responsibility by paying for replacement of item(s). Equipment may not be worn during school, at home, or on the streets without approval of the coach of that sport or on special designated color days.

#### **PARTIES**

Attendance at social events such as parties and dances, etc., is up to the parent or guardian. Athletes are expected to leave social events immediately where the illegal use of chemical substances is allowed by the host. Don't be guilty by association.

#### **BALLGAME GATE RECEIPT POLICY**

Evansville Day School students will not be charged an admission fee to attend any Evansville Day School extracurricular activities held on the EDS campus. This excludes any State Tournament completion such as sectionals, regionals, semi-state, etc.

**Note: All Evansville Day School athletes must comply with school rules and standards set forth in this handbook, and the parent student handbook directory. Athletes are subject to disciplinary action or dismissal from a team as determined by the rules, coaching staff, athletic director and head of the appropriate division of Evansville Day School.**

# School Nurse

Along with other ISACS (Independent Schools Association of the Central States) schools in Indiana, we will follow the State/Local Health Department's recommendations in the absence of policy.

## **Evansville Day School Prescription Medication Administration Policy**

Self-Administration of medication will not be allowed except under special circumstances. Written directions for exceptions must be obtained from the licensed health care provider and submitted to the School Nurse along with written permission from the parent. Special circumstances include:

- Inhalers for asthma
- Insulin for diabetes

Extra inhalers and diabetic supplies should be given to the School Nurse to have on hand in case of an emergency.

The School Nurse or designee will administer all over-the-counter medications to students at the written request of the parent/guardian. If the medication is to be given for more than five consecutive school days, a form will be sent home to be completed by a parent/guardian, and returned to the School Nurse.

Prescription medication will be administered by the School Nurse or designee during school hours provided the following conditions are met:

1. The medication is prescribed by a physician/dentist and a written order detailing the name of the drug, dosage, and time to be given is signed by the prescribing physician/dentist and kept on file in the school clinic.
2. A signed request from the parent/guardian requesting that the school comply with the physician/dentist's order and granting permission to the school to contact the physician/dentist, if necessary.
3. The medication is in its original container and delivered directly to the health office by a responsible adult. If the medication is not properly labeled, it will not be given.
4. Medication can be kept on hand in the health office but only up to a maximum of one month's supply per prescription.
5. Discontinued, unused or out of date medication must be picked up by the parent/guardian. If not claimed within 30 days, the school nurse shall destroy the medication.
6. The physician's order and parental permission should be renewed annually. All pertinent records pertaining to the administration of medications shall be kept in the students health file.
7. In the absence of the School Nurse, Evansville Day School's Administrative Assistant/Receptionist may administer the medication.

## **Evansville Day School Fever Policy**

To help prevent the spread of infection and better maintain infection control, please note the following information.

Evansville Day School defines a "fever" as a registered body temperature of 100 F or higher. A child who has a fever needs to remain at home until he or she has been fever free (without Tylenol or Motrin) for 24 hours prior to returning to school. If a student is determined to have a fever while at school, the parent/guardian will be notified and the student sent home. This policy is in place for everyone's benefit. If you have any questions or concerns, please contact the school nurse.

Some other reasons that your child could be sent home without a "fever" include, but are not limited to:

- Vomiting
- Diarrhea
- Unexplained rash
- Head lice or nits

## Evansville Day School Procedure for Pediculosis (Head Lice) Control

In accordance with the National Association of School Nurses (NASN) and the Vanderburgh County Health Department, any student at Evansville Day School found to have head lice and/or viable nits is to be sent home or to stay out of school until the following steps have been taken:

1. If a student in school is found to have head lice (Pediculosis) or nits, the parent or guardian will be notified by telephone. The student will be sent home immediately with a Letter of Notification, and the student will be referred to his or her family physician for treatment.
  - All siblings of the infested child will be checked.
  - The classmates of an infested child may be checked by the school nurse or her designee.
  - A full classroom screening may be done if more than 3 children in the same classroom are identified as having head lice. Head lice information and a letter of notification will be sent home.
2. If a parent learns outside of school hours that his or her child has head lice, the parent should inform the School Nurse and/or Head of the appropriate Division. Treatment should be administered, after which the student may return to school the next day. Upon returning, the student and parent/guardian should report to the school nurse for inspection before returning to class (See # 4).
3. The parent or guardian picking up the child will have the opportunity to view the lice and /or nits, if possible. Written information regarding the treatment of head lice and removal of nits will be available for the parent or guardian. Instructions regarding steps necessary to assure the elimination of lice from the home environment will be given also.
4. After appropriate treatment, the student, accompanied by the parent or guardian, may return to school at the beginning of the following school day. Upon returning to school, the student and parent/guardian are to report directly to the school nurse for inspection. The student's hair will be checked for effectiveness of treatment, and the type of shampoo will be recorded.
5. If a student's hair is free of lice and/or nits as determined by the school nurse, the student may return to the classroom.

# The Opportunity Shop

The Opportunity Shop is a not-for profit, quality consignment & retail store established by Evansville Day School families in 1959 to provide needed funds for school improvements, financial aid, and general operations. The store is staffed by over 60 parents/volunteers each year and depends upon a large inventory of high quality donated clothing and household items to continue to increase proceeds for Evansville Day School.

**Location:** 200 S. Green River Road, Suite D  
Evansville, IN 47715  
812-477-0478

**Normal Business Hours:** 10:00 a.m. - 6:00 p.m. (Monday - Friday)  
10:00 a.m. - 3:00 p.m. (Saturday)

Please consider becoming an active partner in one of Evansville Day School's most important and effective fund-raisers by doing the following:

1. **Volunteer to work in the Opportunity Shop at least on day per month:** Sixty volunteers are required each month to operate the store profitably. Consider taking a break from your normal routine and have fun with fellow EDS parents and friends! Call the Friends Volunteer Coordinator, or Mary Weiss, Store Manager, at 477-0478 to sign-up.
2. **Donate your quality, 'lightly-used' items and outgrown clothing. Increasing donations directly increases the proceeds for the school.**

Donated items the Opportunity Shop needs most:

- All items related to children:
  - Apparel — newborn to children size 14: Baby Gap, Healthtex, Limited Too, Abercrombie
  - Toys — dolls, Fisher Price, Little Tikes, LEGOs, Constructs
  - Equipment — car seats, playpens, swings, walkers, strollers, cribs
  - Educational & Entertainment — books, games, puzzles, DVDs, videos
  - Name Brand/ Designer Apparel & Accessories — children, women & men

- High-quality, small household items/décor

*Please make sure all items are in good condition!*

3. **Spread the word to friends and family about the advantages of donating items:**
  - Your donations directly benefit the Evansville Day School students and campus.
  - No appointment necessary. We accept donations Tuesday-Thursday at your convenience.
  - At the end of each year, you will be mailed a written statement of total donated items for your tax preparation convenience. You receive tax deduction for 100% of assigned resale value of all donated items.

**Additional Information:**

For more information on the Opportunity Shop, contact Mary Weiss, Opportunity Shop Manager, at 477-0478 or see one of the Opportunity Shop committee members.

# Friends of Evansville Day School

## EXECUTIVE BOARD

<b>PRESIDENT</b>	Sabrina Zeidler	626-0801
<b>HEAD OF SCHOOL</b>	Kendell Berry	469-3338, ext. 204
<b>DIVISION HEADS:</b>		
<b>Primary School</b>	Robin Renschler	469-3338, ext. 220
<b>Middle School</b>	Mary Jane Gibson	469-3338, ext. 202
<b>Upper School</b>	Mary Jane Gibson	469-3338, ext. 202
<b>FIRST VICE-PRESIDENT (Communications)</b>	Hope Staubitz	963-3449
<b>SECOND VICE-PRESIDENT (Volunteers)</b>	Debbie McDaniel	867-7881
<b>SECRETARY</b>	Amy Clements	453-3063
<b>TREASURER</b>	Rick Clawson	602-4170
<b>PAST PRESIDENT</b>	Nona Justice	867-3389

## COMMITTEE CHAIRS

<b>ALL-SCHOOL PICNIC</b>	Diana Schnakenburg	475-9288
	Teresa Hamby	853-9994
<b>ATHLETIC BOOSTER ASSOC.</b>	Edna Harp	867-5871 568-5665
<b>BOOK FAIR</b>	Debbie McDaniel	867-7881
<b>CAMPUS BEAUTIFICATION</b>	Megan Tas      Laura Vraney Neil Troost      Cara Bambenek	
<b>COMMUNICATIONS</b>	Leah Dunigan	963-5060
<b>FUNDRAISING</b>		
<b>Fall Festival Booth (W.S. Nut Club)</b>	Andrew Alcock	483-0407
<b>Spring Dinner and Auction</b>	<b>Volunteers Needed</b>	
<b>HOSPITALITY:</b>		
<b>Refreshments and Luncheons</b>	<b>Volunteer Needed</b>	
<b>LIBRARY</b>	Bonnie Wells	963-8293
<b>MEMBERSHIP</b>	<b>Volunteers Needed</b>	
<b>OPPORTUNITY SHOP</b>	<b>Volunteers Needed</b>	
<b>PARENT VOLUNTEER ROOM</b>	Anna Krawec	248-342-5003
	Hope Staubitz	963-3449
<b>ROOM PARENTS COORDINATOR</b>		
<b>Primary School</b>	Melissa Troost	423-3712
<b>Middle School</b>	Lori Shockley	480-9208
<b>Upper School</b>	Lynn Rochon	303-6264
<b>EAGLES NEST SPIRIT SHOP</b>	Debbie McDaniel	867-7881
<b>TEACHER APPRECIATION WEEK</b>	Hope Staubitz	963-3449
	Leah Dunigan	963-5060