



EVANSVILLE
DAY SCHOOL

Independent. Bold. Rewarding.
Discover Why.

2017 – 2018

Student & Parent Handbook



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General School Information

While there are more than 1,400 independent schools worldwide, Evansville Day School is proud to be the only member school in our region. As an independent school, Evansville Day School is free to establish its own curriculum, mission, and standards; and values small classes, student-centered teachers, whole-child education, inclusivity, and a high-achieving student body. Founded in 1946, Evansville Day School remains co-educational and college preparatory with an enrollment of approximately 300 students in Junior Pre-Kindergarten through Grade 12. Evansville Day School is accredited by the Indiana Department of Education, and the Independent Schools Association of the Central States (ISACS). The school is a longstanding member of the National Association of Independent Schools (NAIS) and the Indiana Non-Public Education Association (INPEA).

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 twelfth grade 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 and 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.

Portrait of a Graduate

The Day School community engaged in discussion regarding the skills our graduates need to be successful in the 21st Century. Collaboration, grit, creativity, and critical thinking, among other “soft skills”, came up repeatedly, as did a consensus that in an increasingly complex and rapidly changing global society, “what matters most today is what you can do with what you know, rather than how much you know” (Tony Wagner). These conversations launched a task force of parents, students, faculty, administrators, and Board of Trustees members to articulate the skills we feel are most important so we can align the educational experience to focus on and intentionally develop them. The result is what we call the Portrait of a Graduate – a set of attributes including entrepreneurial learner, resilient, globally minded, and balanced.

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. Furthermore, it does not discriminate in the administration of its educational practices, admission policies, scholarship programs, athletic and other school administered programs, or in its hiring practices.

Hours of Operation

Front Office Hours:	7:30 a.m. to 4:00 p.m.
Half Day Jr. PreK and PreK:	8:00 a.m. to 12:00 p.m.
Full Day Jr. PreK and PreK:	8:00 a.m. to 3:00 p.m.
Grades K through 12:	8:00 a.m. to 3:00 p.m.
Before-School Program:	7:15 a.m. to 7:40 a.m.
After-School Program:	3:00 p.m. to 5:30 p.m.

Parking

The campus-wide speed limit is 10 miles per hour. For everyone's safety, we prohibit left turns onto Green River Road between 7:30 a.m. - 8:15 a.m. and 2:50 p.m. - 3:30 p.m. on school days. For safety reasons, use of cell phones by drivers while in our parking lots or carpool lanes is discouraged.

Visitors

To enter the school between 8:00 a.m. and 3:00 p.m. all visitors must use the main entrance and press the buzzer to the right of the front doors. The front office staff will then release the lock. Visitors should proceed to the front office and sign in. 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. All other visitors must be approved by a faculty member or school administration.

Weapons Policy

Evansville Day School adheres to applicable law, including Indiana SEA 229. Weapons, such as firearms, imitation firearms, pellet guns, knives, tasers, ammunition, fireworks, or other dangerous weapons are never permitted in the school building. Students may never possess weapons on campus or, along with employees and volunteers, on school sponsored off-campus excursions. The School reserves the right to conduct a search of lockers, students, or vehicles at any time, with or without probable cause.

Threat Policy

Evansville Day School regards any form of threat, whether verbal or nonverbal, toward one's self, a peer, an adult, or the school facility or property, as an extremely serious matter. Whether real or intended as a prank, the use, intended use, or threat of use of a weapon, including an explosive device, represents a danger toward the safety of the school and community. The encouragement or assistance in making a threat is considered as serious as the threat itself.

While no two incidents are the same, and therefore cannot be treated the same, generally a threat will be responded to in the following manner:

1. If during the school day, the student making the threat will be escorted to the front office and parent(s) will be notified to pick the student up immediately. If after school the family will be notified by a school administrator.
2. The student will have his/her locker and vehicle (if applicable) searched.
3. As making a threat violates [Indiana law](#), authorities, starting with the school's Evansville Police Department liaison, will be notified and student(s) faces possible criminal charges.
4. The student will be required to have a professional evaluation with assurance the student is in a condition to return to school.
5. The student will be suspended for a minimum of one day and may be expelled from Evansville Day School.

Evansville Day School - RenWeb/ParentsWeb Guide

RenWeb School Management Software gives students and parents an opportunity to get more involved in academic progress and future success – all via the Internet!

RenWeb's ParentsWeb is a private and secure website that has been set up for our school to allow you to see complete information specific to the student. You can view grades, homework, and other useful school information, such as a full family and staff directory. In addition to official school documents and report cards, you are also able to access FACTS, our tuition management program. FACTS allows you to select a payment method and plan for tuition and other school fees. There is a RenWeb Home app available for both Android and iPhone Users. The app is available to both parents and students.

How to access RenWeb ParentsWeb:

- Go to www.renweb.com, or select link at the top right side of the Evansville Day School website home page, <http://www.evansvilledayschool.org>.
- Log in as follows:
 - Type in EDS-IN for your school district code. EDS-IN must be in ALL CAPS!
 - Type in the email address that you provided to the school.
 - Click "Create New ParentsWeb Account" if you have not logged into RenWeb before.
 - You will be emailed a new student password within three minutes (to the email address you typed in, which must be the same email address that you provided to the school.)
- Return to www.renweb.com to login.
- Insert the same information as before, but use the password that was provided.
- Select Parent Login and **not** New Parent Login
- At any time, you can change your Username and Password
- To access grades, click "Classrooms". This will bring up all classes in which your child is enrolled.
 - Click on "Homework Summary" or "Grade book Summary" at the top of the column for each child.
- When finished using ParentsWeb, always click the "Logout" button at the top of the left hand menu.

RenWeb FAQ

Q: When I try to login it tells me "Error: Invalid Credentials." What do I do?

Q: I don't know my user name. What do I do?

Q: I don't know my password. What do I do?

A: Click Forgot Username/Password at the login screen.

- You will be prompted to type your email address. (It must be the email address that the school has on record)
- An email is sent to your email address.
- Click the link to change password. Type a new user name and/or password (confirm your new password by typing it in a second time) and click Save Password.
- A message displays at the top of the browser, "User Name/Password successfully updated." Log into ParentsWeb using your new credentials.

Q: I don't know what email is on file with the school. What do I do now?

A: Simply call the front desk to get the email the school has on file. You can then use that email to reset your Username/Password per the instructions above.

Q: Why am I receiving a message that says "invalid district code" when I am trying to log on?

A: EDS-IN is your district code and it needs to be typed in all ALL CAPS.

Please feel free to call the front desk at (812) 476-3039 with any questions.

Communication

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. 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.

Promoting Outside Organizations

Day School has advanced the policy for the promotion of external organizations and we prefer partnerships over passive promotion of outside groups, events, and activities. Examples of this include activities and/or workshops meant to educate Day School students about philanthropy, community organizations, and cultural opportunities in our area rather than the passively distribution of handouts, posters, or emails to our internal community. If you are interested in partnering with us to promote a group, activity, or event, please contact Tiki Thompson, Director of Enrollment Management at tthompson@evansvilledayschool.org.

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 for this system is (812) 469-3338. After hearing the greeting, press the extension number of the person for whom you wish to leave a voicemail message and follow the voice prompts.

Responsiveness

Faculty home and/or cell phone numbers (this includes text messaging) should only be used when the matter must be resolved before the next school day. If you need to call/text a faculty member after school hours, please do so prior to 8:00 p.m. Faculty and staff are asked to return phone calls/text messages/emails by the end of the next business day. 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: Jarin Jaffee's e-mail address is jjaffee@evansvilledayschool.org). All email addresses can also be found through RenWeb and on the school's [website](#).

Administrative Staff

To reach a member of the Administrative Staff, call 812-469-3338 and enter the extension listed below:

- Jarin Jaffee, Head of School – jjaffee@evansvilledayschool.org – ext. 204
- Mary Jane Gibson, Head of Middle and Upper School - mjgibson@evansvilledayschool.org - ext. 227
- Robin Renschler, Head of Primary School – rrenchler@evansvilledayschool.org – ext. 220
- Karen Chatmon, Director of Admission – kchatmon@evansvilledayschool.org– ext. 205
- Tiki Thompson, Director of Enrollment Management - tthompson@evansvilledayschool.org – ext. 207
- Leah Whitaker, Director of Advancement– lwhitaker@evansvilledayschool.org – ext. 275
- Tom Dragon, Athletic Director – tdragon@evansvilledayschool.org – ext. 213
- Ashley Beuligmann, Director of Finance – abeuligmann@evansvilledayschool.org – ext. 208

Nurse/Medical Information

School Nurse - ext. 201

- The school nurse is available every day from 9 a.m. - 2 p.m.
- Along with other ISACS schools in Indiana, we will follow the State/Local Health Department's recommendations in the absence of policy.

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 and 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. All medications (prescription or over the counter) shall be brought into the front office in a correctly labeled container including the medication name, dosage, directions for administration, student's name, grade, and what the medication is for.

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

- 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 at the school.
- 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.
- 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.
- A maximum of one month's supply of medication can be kept in the health office per prescription.
- 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.
- 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 student's health file.
- In the absence of the school nurse, the school's administrative assistant(s) may administer the medication.

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, designee, or administrative assistant.

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

- Vomiting* (2 episodes without fever, 1 episode with fever)
- Diarrhea* (2 episodes without fever, 1 episode with fever)
- Unexplained rash
- Head lice or nits

**A child experiencing two or more episodes of vomiting or diarrhea in a 24 hour period needs to remain at home until he or she is without symptoms for 24 hours prior to returning to school.*

Procedure for Pediculosis-(Head Lice) Control

The Centers for Disease Control, the American Academy of Pediatrics, and the National Association of School Nurses policies regarding head lice in schools, summarized [here](#), inform Day School's updated policy. If a student

is found to have nits and/or live lice on the scalp, parent(s) will be contacted immediately and asked to pick up their child from school. The student must be appropriately treated outside of school before returning to school the next day. He/she will be checked by the nurse in the morning and may stay at school if all nits/lice are removed. In addition, all students in the class will be checked privately (unless requested otherwise via parent phone call), and an email will be sent to notify all families in the class.

Food Allergies/Bee Stings/ Epi-Pens/Action Plans

Your child's safety is very important to Evansville Day School. If your child has a known food or environmental allergy please make sure to meet with the school nurse so that an Individualized Action Plan can be put into place your child's safety. Each classroom with a child who requires special allergy accommodations will be identified with a "Student Allergy" sign outside of the classroom. Teachers and students will be educated on the specific allergen that is a concern, what signs and symptoms for which to look, and when and to whom an incident is to be reported.

Vaccinations

Pursuant to Indiana Code 20-17.2 2-6-11 (B) (children), except as otherwise provided, a school child may not be required to undergo any testing, examination, immunization or treatment required under this chapter when the child's parent objects on religious grounds. Day School families wishing to exercise this exemption must sign a [vaccination exemption form](#).

Student Counseling

Student counseling services are available through our partnership with Youth First. The counselor is on campus Monday, Wednesday, and every other Friday. 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 a teacher or administrator 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 presentations are available. Strict confidentiality will be maintained for all services and resulting records.

Emergencies and Weather

Inclement Weather

Evansville Day School makes its own decision regarding weather-related closings or delays. As early as possible (before 7:00 a.m.), EDS will announce its decision and, if closing or delayed, the final determination will be communicated on the school's web site (evansvilledayschool.org), via text (for families that have signed up for our text alert system), via Facebook and Twitter, and on the telephone message system (812-476- 3039). This information will also be announced on the following television channels: FOX (WTVW 7), NBC (WFIE 14), ABC (WEHT 25), and CBS (WEVV 44).

Evansville Day School will make every effort to open school on time if it is deemed safe for families and employees. 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 flexible approach to absences on these days.

Before-School care will be available on delayed-opening days beginning at 9:15 a.m. Half-day Jr. Pre-K and Pre-K students have optional attendance on a two-hour delay schedule, but must inform the school of their decision.

General Emergency Plans

Fire Alarm

Primary School should gather on the Primary School parking lot, along the tree line. Middle and Upper School are to meet in the soccer field closest to the building. Students should remain quiet so teachers can take attendance. Teachers will ensure 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 the Atrium area of the school. Students should also stay away from windows, doors, outside walls, and the gymnasium. Students should assume a position that protects their heads and remain as calm as possible so 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.

A.L.I.C.E. Lockdown

The faculty and students at Evansville Day School received training from the Evansville Police Department on Alert, Locate, Inform, Counter, and Evacuate (A.L.I.C.E) Lockdown Implementation. According to the A.L.I.C.E. Training Institute's website, the following best describes the procedure.

1. **ALERT:** Use plain and specific language to alert others to the danger. The purpose of the ALERT is to make as many people as possible within the danger zone aware that a potentially life-threatening situation exists. This can be facilitated via many different methods (PA, text, email, personal senses). No matter the method of delivery, the objective should be a conveyance of information, not an issuance of a command. The use of plain language, delivered through as many delivery channels as possible, is the best way to ensure awareness within the danger zone. It will empower as many as possible with the ability to make an informed decision that will maximize survival chances. ALICE, along with the Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA), recommends plain and specific language. ALICE Training discusses methods for clearly conveying warnings and the ways various communication technologies can facilitate those messages.
2. **LOCKDOWN:** Barricade the room. Prepare to Evacuate or Counter if needed. Lockdown is an important response in the event of an active shooter or violent intruder, but there has to be a semi-secure starting point from which survival decisions can be made. The ALICE training program explains scenarios where lockdown is the preferable option and dispels myths about traditional lockdown procedures. Relying on lockdown alone will significantly endanger occupants in a violent intruder situation. Traditional lockdown creates readily identifiable targets and makes a shooter's mission easier, whether that is a hospital, a school, a church, or a business. ALICE trainers instruct on practical techniques for how to better barricade a room, what to do with mobile and electronic devices, how and when to communicate with police, and how to use your time in lockdown to prepare to use other strategies (i.e. Counter or Evacuate) that might come into play should the active shooter gain entry. Clear all halls of students. Students in halls go into the nearest classroom. Gym students go into the locker rooms and barricade the doors. Lockdown will be lifted when the EPD gives us the all-clear.
3. **INFORM:** Communicate the violent intruders location and direction in real time. Inform is a continuation of Alert and uses any means necessary to pass on real-time information. Video surveillance, 911 calls and PA announcements are just a few of the channels that may be used by school employees, safety officers, and other personnel. An emergency response plan should have clear methods outlined for informing school employees, hospital workers, or any other employees of the whereabouts of a violent intruder. No one wants to have to deploy such methods, but in the horrible event that an armed intruder

would enter a facility, emergency preparedness training could take over. Information should always be clear and direct and, as much as possible, communicate the whereabouts of the intruder. Effective information can keep the shooter off balance, giving people in the school more time to further lockdown, or evacuate to safety. Active shooters work alone 98% of the time. If the shooter is known to be in an isolated section of a building, occupants in other areas can safely evacuate while those in direct danger can perform enhanced lockdown and prepare to counter. Knowledge is the key to survival.

4. **COUNTER:** Create Noise, Movement, Distance and Distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting. ALICE Training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of all involved, whether in a school, a hospital, a business, or a church. Counter focuses on actions that create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. Creating a dynamic environment decreases the shooter's chance of hitting a target and can provide the precious seconds needed in order to evacuate. ALICE does not endorse civilians fighting an active shooter, but when confronted directly in a life-and-death situation, individuals should use any actions necessary to defend themselves. Counter is a last-ditch and worst-case scenario option. In the horrible event that an active shooter makes his or her way into the school, there are steps that can be taken as an effort to survive an attack. With workplace violence as a rising trend across the United States, this method is not limited to preventing a school shooting. The ALICE Training Program provides examples for real, effective ways to counter an active shooter, when there is no other option left. Counter is about survival, the last barrier between a shooter and a potential victim, and anything a person can do to gain control is acceptable. It's the opposite of being a sitting duck, and every action taken is a step towards survival.
5. **EVACUATE:** Our human instinct in the face of danger is to remove ourselves from that threat. ALICE training provides techniques for safer and more strategic evacuations. An active shooter in a building presents a situation like no other. Evacuating to a safe area takes people out of harm's way and hopefully prevents civilians from having to come into any contact with the shooter. By evacuating, citizens can avoid having to employ the techniques learned in ALICE training for how best to Counter an active shooter. Did you know that you should break a window from the top corner as opposed to the center? Many useful techniques that civilians do not know exist and can save your life. ALICE trainers teach strategies for evacuating through windows, from higher floors and under extreme duress. ALICE trainers also give instructions on what to do at rally points, including communicating with law enforcement and administering first aid. Evacuation is the number one goal. Hopefully, evacuating a school, workplace, or church is always an option in the event of an active shooter. The ALICE Training Program provides lessons and information for all facets of a violent intruder gaining access to a building. Safety is our primary focus for this program, and we do not endorse risking lives of students or employees.

Parent Volunteerism

Friends of Evansville Day School

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

The Opportunity Shop

Located at: 200 South Green River Road

Phone: 812-477-0478

Store Hours: Monday - Friday 10 a.m. - 5 p.m., Saturday 12 p.m. - 5 p.m.

The Opportunity Shop is a not-for-profit, quality consignment and resale store established by Evansville Day School families in 1959 to provide needed funds for school improvements, scholarships, and general operations. To operate profitably, approximately 50 parent and family volunteers are needed each year. Help is needed to staff the retail store and to process donations.

The store also depends on the Evansville Day School community to provide donations of quality clothing, jewelry, shoes, furniture and other household items. In addition to first time shoppers, the Op Shop has many loyal customers who have been patrons for years. The variety of merchandise is constantly changing.

How can you help?

- **Volunteer:** Retail volunteers typically work one to two days a month from 9:30 a.m. to 2:30 p.m. Volunteer responsibilities include: greeting customers, check-out, and straightening stock. Volunteers meet interesting people, help generate much needed funds for the school, and provide a service to the community.
 - Workroom volunteers set their own flexible schedules and are encouraged to drop in anytime to help. Workroom volunteers help process donations.
- **Donate:** Two convenient drop-off locations are available for donations of like-new clothing, jewelry, toys, books, home décor, and furniture pieces. A convenient "Op Drop" is located inside Evansville Day School. Stop in the front office to be directed to the "Op Drop" or come by the store during store hours to make a donation.
- **Unique Skills:** The Opportunity Shop is a small business with many needs to make it successful. Help is needed with in-store displays, marketing/advertising, accounting, and general handiwork. To learn more about The Opportunity Shop, please contact the Opportunity Shop Manager at 812-477-0478.

Parent Partnership

Evansville Day School enrolls students from different backgrounds at all levels from junior pre-kindergarten through grade twelve, but once we are in school as a community, we share one mission and the same core values. 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 our mutual commitment.

What are the expectations of communications regarding 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 one business day.
- 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 us 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 community of the school. 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.
- Continually strive to fulfill the mission of the school.
- Develop, when appropriate, an individualized education plan to help meet specific needs of our students to the extent of our available resources and expertise.
- Make 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 it relates to our child's current topic of study.
- Attempt to enrich our child's learning with authentic learning experiences.
- Talk to our child often about school.
- 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.

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 to pursue these values outside the classroom as well.
- Host assemblies, organize field trips, and provide opportunity for other extra-curricular activities.
- Value and foster an appreciation of the fine and performing 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 our 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 and commit to annual giving and other school fundraising programs.
- Realize donations of time, money, and talents are not mandatory but are important for all independent schools.
- Support the Friends of Evansville Day School organization.
- Support other efforts of the school by volunteering our time or talents, or making other contributions.

Support and Accommodation Plan Policy

Evansville Day School provides academic accommodations for students with specific, diagnosed learning challenges that impede their opportunity to have class work represent their abilities. Our goal is to work with students and families to address these challenges. The school honors only those accommodations that relate directly to a student's disability and fit the academic mission of the school.

For a student to obtain any academic accommodations, families must follow these guidelines:

Diagnosis of a specific learning disability

For a student to receive an accommodation from the school, the school requires a diagnosis (no more than two years old) of a specific learning disability, attention deficit disorder, specific mood disorders, or other diagnoses that inhibit a student's ability to access the curriculum and demonstrate learning.

Specific recommendations and accommodations from a licensed clinician

The family should provide assessment and/or evaluation results indicating the need for accommodations. The evaluation should describe the impact upon student learning and contain specific recommendations for accommodations. If the student already has a support plan from a previous school (i.e. IEP, 504, etc.) the coordinator of the Center for Academic Success (CAS) will review the plan, meet with the division head, advisor, family, and student (if applicable), and will draft an Evansville Day School Support and Accommodation Plan, which may include some of the existing accommodations. The school reserves the right to deny a request for accommodations if it is determined to be unreasonable or unnecessary, or does not fit with the school's academic mission or program.

Note: if a student has an Individualized Education Plan (IEP) from a public school the CAS director will coordinate with EVSC to change the IEP to an ISP (Individualized Service Plan). In that instance, the family will be consulted as the school selects accommodations.

Support and Accommodation Plan draft

The CAS coordinator will review the diagnoses and evaluation recommendations and meet with the student's division head, advisors, and teachers to draft a Support and Accommodation Plan. The school will only consider accommodations suggested by the diagnosing clinician, and the school will determine which accommodations are

reasonable, necessary, and fit within the school's academic mission. An exception (above) relates to support plans from a previous school.

Support and Accommodation Plan team meeting

Once a Support and Accommodation Plan has been drafted, the CAS coordinator will meet with the division head, advisor, family, and student (when appropriate) to present the plan. Team members will be invited to sign the plan.

Notification of allowed accommodations

The CAS coordinator will share the signed Support and Accommodation Plan with all applicable faculty and staff. The CAS coordinator will share the plan with teachers annually.

Annual review

The CAS coordinator will review all Support and Accommodation Plans annually to ensure the stated accommodations remain appropriate. If any team member (family, student, or faculty member) wishes to revisit or revise a support plan, he/she should contact the CAS coordinator who will follow up by conferring with other members of the student's support team.

Standardized Testing Accommodations

When requested by the student and family, the CAS director and director of college counseling will file requests with the College Board (PSAT, SAT, and AP) and ACT to receive accommodations on standardized tests. The student's family will be asked to sign a consent for the school to share information, and the school may ask the family to provide information and/or documentation as requested by College Board/ACT. College Board and ACT have the final say in what accommodations will be allowed on their tests, and having an accommodation at Evansville Day School is no guarantee the student will be permitted to receive that accommodation on a College Board or ACT test. Typically, no special documentation is required for use on the ISTEP+, and students can expect to receive their daily accommodations on the ISTEP+ exam.

Primary School Division

Hours of Operation

Front Office Hours:	7:30 a.m.	to	4:00 p.m.
Half Day Jr. PreK and PreK:	8:00 a.m.	to	12:00 p.m.
Full Day Jr. PreK and PreK:	8:00 a.m.	to	3:00 p.m.
Grades K through 4:	8:00 a.m.	to	3:00 p.m.
Before-care Program:	7:15 a.m.	to	7:40 a.m.
After-care Program:	3:00 p.m.	to	5:30 p.m.

Class Schedule

8:00 – 8:44	Period 1
8:44 – 9:30	Period 2
9:30 – 9:40	10 Minute Break
9:40 – 10:24	Period 3
10:24 – 11:10	Period 4
11:10 – 11:50*	Lunch
11:50 – 12:34	Period 5
12:34 – 1:20	Period 6
1:20 - 1:30	10 Minute Break
1:30 – 2:14	Period 7
2:14 – 3:00	Period 8

Arrival

To ensure adequate and proper supervision, classrooms are open for student arrival at 7:40 am. For those families needing to drop off prior to 7:40 am, the school offers a before-care program, beginning at 7:15 am. Care may be arranged by the year, or at a daily drop in rate of \$8. Please note that students arriving prior to 7:40 am will be taken to the before-care program, and parents will be billed accordingly.

Students are expected to be at school and report to classes on time. Being late to school not only results in your child missing part of the program, but also leads to a disruption of the class in session. Students in Preschool require a parent to escort them to the classroom. Students in kindergarten through grade four are encouraged to

enter the building independently. A Primary School faculty member will be on duty from 7:40-8:00 am. Please note that doors lock at the 8:00 am bell.

Students arriving after 8:00 a.m. should enter through the main doors and check in with the front office before continuing to class. Please do not ask faculty or other parents to open the Primary School doors once locked. Likewise, please do not open the doors for others. This is a security feature designed for the safety of all students and staff.

Departure

School dismisses at 3:00 pm with half-day Preschool programs dismissing at 12 noon. Safety at dismissal time is always our prime objective. Full and half-day Preschool children are dismissed from their classrooms. **Parents arriving for half-day dismissal should enter through the main entrance.** Parents of half day preschool students are asked to be present by 12 noon for dismissal. Late pick-ups disrupt the schedule and program for full day students preparing for rest time. Children in kindergarten through grade four should be picked up at the Primary School crosswalk.

Carpool pickup is at the south entrance. For the safety of your children, this is not a time for play. Students will remain inside the Primary School entryway until their car has entered the pickup area. At that time, faculty on carpool assignment will request students to be dismissed to the outside carpool waiting area. Students should enter or cross the parking lot by the crosswalk only, not walk onto the road or between cars. We ask students to remain with their parents once they have been dismissed to their care. **Please note:** handicapped parking spaces should be reserved for those with handicapped placards or identifiable license plates.

Primary School students should not remain on campus after 3:10 pm unless they are in a school-sponsored activity or participate in the after-care program. Fourth grade students and younger remaining at school will be sent to the after-care program at 3:15 pm and parents will be billed accordingly. The drop-in rate for after-care is \$25 per day.

If your child is to be released to someone other than the parent, please provide written authorization to the school in advance. The person should be prepared to provide photo I.D.

Birthdays

Birthday celebrations are welcomed in the Primary School classrooms. Please consult with individual teachers for procedures in each classroom. Regarding birthday parties held outside of school, the Primary School encourages families to invite all of the class or if that is not practical, all of your child's same gender classmates to birthday parties. Each of us can recall the feeling of being 'left out' and can understand how young children feel when excluded from these types of social events. While unintended, this can be an extremely hurtful experience and is counter to the togetherness and community atmosphere we work to build in the classroom.

Messages from Home

Messages, other than emergencies, cannot be delivered to students while they are in class. Instead, messages will be delivered to teachers at appropriate times. Please make daily arrangements with your student before school whenever possible.

Cell Phone and Electronic Devices

In order to minimize distractions in the classroom, the use of cell phones and other electronic devices before or during school hours are not allowed in the Primary School. Students bringing cell phones or other devices must keep them in their lockers either off or in silent mode until 3:00 pm. The school will not assume responsibility for such items.

Primary School Library

Students may check-out library materials for a two-week period and renew items as needed. Patrons are asked to pay for any lost or damaged books.

Primary School Classes

Students follow a set curriculum encompassing high standards in language arts, mathematics, science, social studies, technology, global languages, physical education, and the fine arts. Homeroom teachers are responsible for the delivery of language arts, mathematics, and social studies. Unique to the Evansville Day School program is the addition of specialist teachers for science (beginning in kindergarten), technology (beginning in first grade), global languages (beginning in preschool), library, and fine arts.

Report Cards

Teachers will issue quarterly report cards. The first-quarter online report card is for second through fourth grade students only, but all Primary School parents will have an opportunity to meet and discuss their child's progress during parent-teacher conferences. Beginning with the second quarter, all Primary School students in kindergarten through grade four will receive online report cards.

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 prior to the end of the school year. Teachers will also make individual reading recommendations for our students.

Summer Academy

Discover why summer is better here.

At Evansville Day School we believe in doing all we can to prepare children for a successful future. We continue this mission by providing the area's premier summer experience for children ages three through grade eight. The EDS Summer Academy offers educational and fun programs designed to engage young minds in educational, enriching, and exciting programs throughout the summer months. Our program provides a diverse, warm, and caring environment while motivating and inspiring students to remain naturally curious about the world around them. Summer Academy enrollees enjoy on-campus learning experiences combined with off-campus trips tailored to each grade level and guaranteed to make the summer both interesting and academic. For more information about Summer Academy, please visit evansvilledayschool.org/summer-academy.

Books and Supplies

Primary School students will be notified each summer, by their respective homeroom teacher, about which supplies are necessary. School supply lists for each Primary School grade levels may be found at evansvilledayschool.org under the EDS Community tab/Current Family Resources. 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 lockers.

Primary School Dress Code

The dress code is designed with two goals in mind:

1. to encourage students to respect themselves, their classmates, and their school.
2. to remove ambiguity so students and staff remain focused on the educational experience and learning outcomes.

Students are expected to adhere to the Primary School dress code. Specifics on the policy can be found on the [website](#).

Field Trips

Field Trips are planned to enhance the curriculum goals of each division. Teachers will seek chaperones for class field trips when additional supervision is needed. Parents attending field trips will be asked to assist the teacher with class responsibilities. The costs of field trips (admission fees, bus, or meals) are included in the fees section of student contracts in Preschool - Grade 5. Teachers will communicate dates and times of field trips as they arise.

Lockers and Personal Items

Each child will be assigned a locker to provide storage of coats and backpacks. Teachers eachers ask that students not bring decorative items for the lockers; for example: gel clings, stickers, magnets, dry erase boards, photographs, hanging lamps, and rugs. While these items are fun for students, they create unnecessary distractions during the school day. Locker shelves are permitted to help students separate and organize supplies, but any other novelty items will be returned home. Items from home, such as games and toys, which create a distraction at school, are not permitted during school hours and the school will not assume responsibility for such items.

Lunch

Catered lunches will be offered Monday through Friday, beginning after Labor Day. Students are welcome to order lunches any of these days and information regarding specific vendors and prices will be distributed during the first week of school. Milk is available for purchase on an annual basis through the Business Office. Students who do not order from the catered service should bring a lunch from home each day. Lunch is an important part of a child's school day. Students are active at school for 4 hours after their lunch time, so it is important that children use lunch as refueling time. Providing the healthiest choices is crucial. We ask that **"fast food" lunches not be brought in for student lunch time**, this includes orders delivered from older siblings. Also, caffeinated beverage are not considered appropriate for school lunch. Microwaves and refrigerators are not available for students in the Preschool/Primary School. Thermal food and beverage containers provide an excellent option for storing food at appropriate temperatures. Our younger students have found success in self-help skills by using a lunchbox such as the [Yumbox](#). ****Please note: Students in the Primary School are not permitted to use the vending machines/lunch sales located in the gym at any time, including after school hours.***

Snack

A morning and afternoon snack is provided for all students in the Preschool/Primary School as indicated in the student contract. Snacks are selected by the division faculty and are chosen to provide a nutritious option free from peanut, food dye, and gelatin. Please see your child's teacher with any specific dietary concerns.

Parent Participation

Evansville Day School values the partnership between school and parent. We encourage parents to participate in educating our children. Opportunities for participation are available in the classroom, through "Friends," the Opportunity Shop, and the Annual Fund. Please contact us to see how you can contribute to the Evansville Day School community.

Visitors

All visitors to Evansville Day School, between the hours of 8:00 am and 3:00 pm, must enter through the main entrance. Please proceed to the main office and sign in prior to continuing to classrooms.

Middle/Upper School Division

Hours of Operation

Class Schedule

Front Office Hours:	7:30 a.m.	to	4:00 p.m.	8:00 – 8:44 8:44 – 9:30	Block 1
Grades 5 through 12:	8:00 a.m.	to	3:00 p.m.	9:30 – 9:40	10 Minute Break
* After-care Program: * through 5th grade	3:00 p.m.	to	5:30 p.m.	9:40 – 10:24 10:24 – 11:10	Block 2
				11:10 – 11:50	Lunch
				11:50 – 12:34 12:34 – 1:20	Block 3
				1:20 - 1:30	10 Minute Break
				1:30 – 2:14 2:14 – 3:00	Block 4

Attendance Procedures

Communication and time management skills are essential for every student as they work toward greater independence for their academic responsibilities while balancing other activities. The Middle and Upper School policy on attendance has been developed to encourage students to be in attendance on time, every day. When students begin to develop poor attendance habits, they often miss activities, labs, and instructions that cause them to fall behind in their classes.

Arrival and Departure

The building is open at 7:15 am. The school does not provide supervision for Middle and Upper School students arriving before 7:40 am. All students are expected to have completed their lunch menus, if ordering from a vendor, have the appropriate material(s), and be in their classrooms by 8:00 am.

School dismisses at 3:00 pm. Students remaining in the building after 3:20 pm who are not taking part in an after-school activity should remain in the Atrium or Commons while waiting for pick-up. Should a parent of a Middle School student prefer their child have direct supervision after 3:20 pm, that parent will enroll the student in our after-care program and be billed accordingly.

Middle School Absences/Tardines

If a student is to be absent due to an illness or other health-related matter, the parent should call the front office before 8:30 am. When a student arrives late from a scheduled appointment, they must first check in at the front office and present a doctor's statement confirming their absence. A student may only leave during the day with prior consent from parents, either written or verbal. Following their return, they must present a doctor's statement as well.

Students arriving after 8:00 am for any other reason must first check in with the front office to obtain a late pass before proceeding to class. Tardiness not only results in a student missing instructional time, but also disrupts classes already in session.

Tardiness to a first period class will be recorded in the office, late arrivals to classes after first period will be recorded by the classroom teacher. If a student accumulates more than three absences or "lates" in one or more classes, he or she will meet with the teacher and division head, and the parents will be contacted. If the student continues to be late or accumulate excessive absences following the initial counsel, an administrator may:

1. contact parents for a conference
2. decide on appropriate consequences or remove privileges
3. suspend the student out of school

Scheduled Absences

Should a student know in advance of an absence, he or she should follow these procedures:

- Inform the teachers of the scheduled absence from school/class at least 24 hours in advance.
- In addition, parents will notify the front office staff to confirm the time and date of the absence.

Upper School Absences

Students in Upper School are held to the same standards regarding attendance in the Middle School. However, attendance will be recorded by each class and the student is expected to communicate directly with the teacher, in addition to the parent informing the office. Upon return from any classes missed, the student is expected to be prepared to take or schedule exams or to submit any major projects or papers immediately.

If students are planning college visits or other events that conflict with their class schedules, they are expected to inform the college counselor prior to the visit and 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.

Attendance on an Event Day

Participation in athletic competitions and all other school-related activities, such as speech meets, geography and spelling bees, academic bowls, etc., requires half day attendance on the day of the event. Exceptions include previously scheduled medical/dental appointments or similar conflicts pre-approved by the division head.

Middle and Upper School Carpool Procedures/Parent Parking

The left lane is to be kept open and moving at all times. The right lane is used for temporary parking when students enter and exit vehicles. Do not park or idle in the fire lanes along the curb in the event an emergency vehicle would need access to our building.

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 therefore are not treated as private property. The school reserves the right to search lockers at any time. No exchange of lockers may occur without the consent of the appropriate advisor. Lockers should be kept free of permanent writing, signs, decals or stickers. Students should not bring large sums of money or valuable items to school. The school will not assume responsibility for such items.

Messages from Home

Messages other than emergencies cannot be delivered to students while they are in class. Instead, messages will be delivered to teachers at appropriate times (Upper School students may use their cell phones during these times). Please make daily arrangements with your student before school whenever possible.

Middle School/Upper School Dress Code

The dress code is designed with two goals in mind:

1. to encourage students to respect themselves, their classmates, and their school.
2. to remove ambiguity so students and staff remain focused on the educational experience and learning outcomes.

The dress code is outlined on our website under EDS Community/Current Family Resources, or by clicking [here](#).

Digital Citizenship Use

Cell phones and other electronic devices can be a great technology tool in the classroom. Unfortunately, there are misuses that cause distress and issues for both the user and others around them. Upper School students may use their cell phones during breaks and lunch. Otherwise, they must follow the policy of each individual classroom teacher. Middle School students' cell phones must be turned off by 7:50 am and stored in their lockers. Misuse of cell phones or any other electronic device will result first in a verbal warning. Continued concerns may result in the device being taken from a student for the day or an extended period of time. Such incidents will be recorded in Renweb.

Off-Campus Lunch Privilege

Eleventh grade students have the privilege to leave campus during the lunch break on Wednesday and Friday, while twelfth grade students may leave campus on Monday, Wednesday, and Friday. Students taking advantage of this must follow the sign-in and sign-out procedure in the commons, so that the school can account for those students in the event of an emergency.

Students abusing this privilege by returning late to school or misrepresenting Evansville Day School 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 eleventh or twelfth grade students leaving campus for lunch will result in a parent-student-school

representative conference, at which time the appropriate consequences will be determined. Students may not leave campus by foot. Any student observed leaving campus on foot will, at a minimum, lose off-campus privileges. Students observed driving recklessly may lose their privileges to drive and/or park on campus.

Behavioral Expectations

At Evansville Day School, we are committed to creating and sustaining and 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

Evansville Day School is a community that believes strongly that honesty and integrity are among the highest personal ideals. Any compromise of academic integrity is a breach of personal honor. Our expectation is to trust each student to complete homework, tests, research papers 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 cheating on an exam or 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/or 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 suspension.

Drug and Alcohol/Tobacco Policy

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 function will result in immediate action.

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. Should the head of school find "probable cause," he or she 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:

- **No action**— the incident is reviewed with no action taken. The student may return to school with no further penalty or suspension.
- **Professional Evaluation**— the incident is reviewed and the Discipline Review Committee determines if professional evaluation is required. Within three working days, the 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 rehabilitation program while continuing in the daily academic program. Cooperation from the student and his or 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.
- **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 is comprised of four members: head of school, the appropriate division head, and two faculty members from the appropriate division. The Discipline Review Committee makes recommendations for action to the head of school. The decision of the head of school is final and not subject to appeal.

For this policy's purpose, "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.

Harassment/Bullying

While harassment/bullying is not easy to define, the effect can be very damaging. This inappropriate behavior may be communicated physically, verbally, or through social media by threatening, teasing, taunting, or excluding others. When students engage in this type of inappropriate behavior it likely is carried into the classroom and creates a negative culture for all involved. As with any form of harassment/bullying, these actions will not be tolerated and will be addressed by the school administrators immediately.

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/bullied, that person should inform someone in authority (teacher, advisor or administrator). If a person knows of someone else being harassed/bullied, an administrator or teacher should be notified. Actions and words, even common "put-downs," have consequences and effects. The school community, as a whole, has the responsibility to maintain a safe environment.

Sexual Harassment

The Evansville Day School Board of Trustees has adopted a sexual harassment policy which is on file at the school. Any report of sexual harassment will be investigated by the head of school.

Discipline Policy/Behaviors Not Meeting Evansville Day School Standards

Note: The chart on the following page is for illustrative purposes and is not all inclusive. Evansville Day School reserves the right to fashion disciplinary actions that appropriately respond to unacceptable behavior, at the sole discretion of the school.

BEHAVIOR NOT MEETING 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"> ● Parent phone call ● Parent-student conference ● Loss of Friday privileges ● Suspension
Abuse of off-campus privileges	Suspension of privilege	<ul style="list-style-type: none"> ● Suspension
Littering	Student asked to correct situation	<ul style="list-style-type: none"> ● Lunch or afternoon clean-up
Tardy to school or to class	Student asked to correct situation	<ul style="list-style-type: none"> ● Parent notified following the third tardy ● Before or after-school detention ● Suspension
“Cutting” class or school	Parent conference/detention	<ul style="list-style-type: none"> ● Suspension
Smoking on campus or at school events	Parent conference/detention	<ul style="list-style-type: none"> ● Suspension
Lack of academic integrity (i.e. cheating/plagiarism)	Parent-student-school representative conference/no credit for work in question	<ul style="list-style-type: none"> ● Suspension ● Expulsion
Using foul or offensive language	Warning/review of expected behavior/detention	<ul style="list-style-type: none"> ● Parent-student conference ● Suspension
Uncooperative attitude such as disturbing or disrupting others, refusing to participate, failing to complete homework	Detention/Student-teacher conference and appropriate teacher consequences	<ul style="list-style-type: none"> ● Parent-student conference ● Suspension
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"> ● Parent-student conference ● Suspension ● Expulsion
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 of alcohol on campus or school-related	Parent-student-school representative conference, suspension. Depending on the severity, a discipline committee may be convened, and may result in expulsion.	

Academic Expectations

Advisory Program

At Evansville Day School, we view our advisory system as the cornerstone to a successful student experience. In the Primary School, home-room teachers serve as the primary advisor. Each student in fifth through twelfth grades will be assigned a faculty member to serve as his or her advisor. The school's advisory system demonstrates our commitment that each child, and his or her parents, have an appointed faculty member who has a deeper understanding of a student's academic, social, and emotional well-being.

Middle School Classes

The Middle School is comprised of fifth through eighth grades. Fifth grade classes are 45 minutes in length, sixth and seventh grades include both 45 minute and 90 minute classes. Eighth grade follows the Upper School modified block schedule.

Middle School offers the following classes, five days per week unless otherwise noted:

- Core Classes: math, language arts, science, social studies, global language (*fifth and sixth grades– 3 days a week, seventh grade - 4 days a week*)
- Non-Core Classes: physical education, fine and performing arts, technology, innovative lab, and online classes.

Students in grades five through seven engage in drama productions, and eighth graders may audition for the Upper School plays. A three-day outdoor education experience for sixth and seventh graders at Camp Carson incorporates environmental studies and team building into the curriculum.

The eighth grade year at Evansville Day School serves as a transition year to Upper School, and thus students follow the Upper School modified block schedule. In eighth grade, 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 Classes

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. Upper school advisors, the college counselor, and the division head assist students to select appropriate classes each semester that fulfill graduation requirements and provide each student with a challenging schedule.

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 prior to the end of the school year. Teachers will also make individual reading recommendations for our students.

Middle School Summer Academy

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Books and Supplies

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 the appropriate condition. If books are destroyed or lost, the student's family will be billed for the books. Backpacks must fit inside lockers.

Computer/Internet Acceptable Use Policy

Middle School students 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 Technology department access to computers will not be granted.

College Counseling

At Evansville Day School we believe 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 Evansville Day School is the process of finding the "good fit," an environment that meets each student's unique needs and wants. Evansville Day School 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.

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 state, national and independent school norms. The tests are used 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.

Intersession

Each year, Upper School and eighth 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.

Homework

At Evansville Day School, we believe that homework is a critical part of the learning process. Homework should have the goal of reinforcing what 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. In addition, homework and grades will be posted daily on Renweb for parents and students to review. As students reach the Middle and Upper School, 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.

Advanced Placement/CAP Classes

The Advanced Placement (AP) program is a cooperative educational endeavor of the CollegeBoard 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 CollegeBoard. 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.

Hybrid Learning Consortium

Students in grades six through twelve have the opportunity to participate in online classes offered through the Hybrid Learning Consortium. These courses provide students access to advanced placement classes and electives not offered at Day School. More information about course offerings, registration procedures, and frequently asked questions are available by clicking [here](#).

SAT/ACT

Tenth graders 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 their sophomore year as a pre-test for the PSAT their junior year. In the 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.

Eleventh graders will take the PSAT in October. The test 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. Eleventh graders are strongly encouraged to take both the SAT and ACT during the second semester. 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 are required by the admission offices of colleges and universities. 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.

Eleventh graders should take the SAT the first time in January and retest in May or June. Normally, students take the SAT twice in eleventh grade. 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.

Additionally, all students at Evansville Day School are required to sit for and pass the State of Indiana mandated ECA exam, which students usually complete during tenth grade.

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

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	R
4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	.67	Audit

Grade Point Average (GPA): Beginning in grade eight, GPA is computed using all Evansville Day School classes, which is awarded as outlined in the chart above. Plus and minus gradations are reflected in the GPA. Evansville Day School does not compute nor assign class rank.

Report Cards

For Middle School students, report cards will be available online 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. Midterm reports are available for middle school students through RenWeb in the middle of the first quarter, for new students, all fifth graders, and to others whose grade falls below a C-. However, parents and students should check RenWeb as needed for homework and current grades.

Upper School report cards are available at the end of each semester. Students 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.

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 the upper school. Those requests 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 eleventh or twelfth grade at the time he or she 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 six 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 the 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 or her 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.

Community Service Program

Evansville Day School, in partnership with students, parents, advisors, and sponsoring agencies and organizations recognizes and fully supports the importance of providing opportunities for Upper School students to perform community service. Being involved in the community reinforces the core values of excellence and integrity, responsibility and personal discipline, respect and compassion, all of which are at the heart of every aspect of Evansville Day School.

Athletics

Athletic Statement

The staff and administration of Evansville Day School strongly support our athletic programs. Athletics are considered an integral part of the total program; a caring and competent coaching staff, safe equipment, and adequate facilities have been provided. Most Upper School sports for boys and girls have been sanctioned by the IHSAA. 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 Policy

We strive to achieve success, personal growth, health, and a lifelong passion for fitness through participation in athletics. Success does not mean winning every game we play, rather that each athlete competes to the very best of his or her ability. 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 a sport is a privilege each student athlete earns by putting forth his or her best possible effort in school and practice.

Parent Conduct

- Please do not 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.
- Please do not interfere with refereeing.
- Do not 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.
- Please do not talk poorly about the coach in front of your child. The worst thing a parent can do is to degrade a coach, criticize decisions, and complain about leadership. Support the coach and stand behind his or her decisions.
- Please do not harass another team's players. Yelling at or deriding someone else's child is not acceptable.

Athletic Awards: Upper School

At the end of each season, an awards night will be conducted to recognize the athletes who participated that season. Following is a list of the awards and how they are selected for each athlete.

1. **Junior Varsity Letter:** any athlete who has participated at the JV level receives a certificate. If an athlete participates in fewer than 50 percent of the varsity matches, he/she will receive a JV certificate.
2. **Varsity Letter:** any athlete who has participated in 50 percent or more of the quarters in a varsity sport is awarded a varsity letter. Any senior who has participated on a varsity team is awarded a letter. Repeating athletes get a pin.
3. **Most Valuable Player:** voted on at the final team meeting by all the players. The coach will take this input and make a final selection.
4. **Most Improved Player:** selected by the coaching staff.
5. **AAA:** this award is based on athletic ability, academics, and attitude. Coaches will be asked for suggestions, and the final decision will be made by the head of school and athletic director. An award will be given to a senior boy and a girl at the end-of-year sports awards night.
6. **Senior Blanket:** awarded to an outstanding senior boy and girl athlete. Selection process will be the same as the AAA award.
7. **Head of School's Scholar Athlete Award:** awarded by the head of school to any senior athlete who competes in at least six different seasons at Evansville Day School and has an accumulative G.P.A. of at least 3.5. This award will be given at the year-end sports awards night.
8. **Athletic Director's Award:** awarded to any senior athlete who is a member of at least eight different teams while attending Evansville Day School. This award will be given at the year-end sports awards night.

Physical Examinations

All high school athletes are required by the I.H.S.A.A. to have a physical examination completed and on file in the front office before participating in any sport.

IHSAA Ineligibility

You are ineligible if:

- You are 20 years of age prior to or on the scheduled date of the I.H.S.A.A. state finals tournament
- You play under an assumed name
- You accept money or merchandise directly for athletic participation
- You receive, in recognition of your athletic ability, any award not approved by your head of school or the IHSAA
- You use or accept merchandise as an award, prize, gift, or loan, or purchase such for a token sum
- You were not eligible in the school from which you transferred
- There was undue influence to transfer for athletic reasons
- You attended another school, other than one you are presently eligible in, within the first fifteen days of the semester

- You participate in an interschool contest as a representative of another school
- You did not enroll in school during the first fifteen days of a semester
- You have been enrolled more than eight semesters beginning with grade nine
- You did not pass five credit subjects in your previous grading period or semester's end
- You are not passing five full-credit subjects
- You are absent five or more consecutive days due to illness or injury and do not present to your principal written verification from a physician licensed to practice medicine that you may resume participation.

Injuries

All accidents or injuries, home or away, are to be reported to the coach immediately.

Eligibility Policy

If a student has an overall grade of "F" in a class or multiple grades of "D", the following steps will go into place.

Step 1 probation: "two weeks"

- The student will be informed by the head of the Upper School that he or she is on probation.
- The parents will be notified.
- The student must turn in a weekly progress report for the class in question.
- The student has two weeks to bring the "F" to a passing grade.
- If, at the end of the two week probation, the grade is not passing or significant improvement has not been made, the student will be placed on step 2 probation.

Step 2 probation: "two weeks"

- The parents will be informed by the head of the Upper School.
- The student must turn in a weekly progress report for the class in question.
- The student will not be allowed to play in any games or participate in any extracurricular performances.
- The student will be allowed to participate in any and all practices.
- The student is not allowed to travel with the team on away games.
- At the end of step 2 probation, if the student's grade is not passing but improvement has been made, the athlete will be granted more time to remain on step 2 probation as seen fit by the head of the Upper School, the teacher of that class, and the athletic director.
- If at the end of the step 2 probation or at the end of the extended time, improvement has not been made, the student will be removed from all extracurricular activities for the remainder of that grading period.

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 fifth or sixth grade team will participate in every game or match. If a fifth or sixth grade student participates on a seventh or eighth grade team, the seventh or eighth grade participation policy will be in effect. On a seventh and eighth 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 purpose of any primary school sport is to encourage the development of the necessary skills to become a successful athlete.

Expected Standards of Conduct

The Evansville Day School athlete is defined as and includes all young men and women who represent a team that engages in interscholastic competition and further includes all cheerleaders, student managers, and statisticians.

- The good of the team is first and foremost

- No player (s) will ever employ illegal tactics to gain an advantage. All players will devote themselves to being true sportsmen and sportswomen
- 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)
- All athletes will obey the specific training and practice rules of their team as given to them by the coaching staff of that team
- Athletes should not engage in negative activities. Drinking alcohol, taking controlled drug substances, using tobacco products, using profanity, and being disobedient are harmful to athletes and their teams. Maximum effort and performance cannot be attained doing these things
- Athletes must comply with the E.D.S. academic eligibility policy. Team members should plan their time so that they devote energy to their studies to insure passing grades which represent their true ability.
- Be a positive influence in all you try to do. Work for the betterment of Evansville Day School and what is right for all activities and yourself
- Officials deserve courteous respect. Realize that officials do not lose a game or a contest. They are there for the purpose of insuring both teams a fair contest

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.*

Multi-sport Participation Policy

Athletes may participate in one or more sports teams during one season. Coaches involved with athletes wanting to do this will meet and discuss the possibilities. The athlete must realize 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 removed from the sport(s).

Quitting a Team

If an athlete participates in ten preseason practices for a sport, he 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 at practices is expected. An athlete must attend at least 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 the 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.

Frequently Asked Questions

Q: . . . about admissions or tuition

A: Karen Chatmon, Director of Admissions @ 812-469-3338, ext. 205

Q: . . . about tuition payments or billing

A: Ashley Beuligmann, Director of Finance @ 812-469-3338, ext. 208

Q: . . . about general school information

A: Shannon Dierlam, Administrative Assistant to Head of School @ 812-469-3338, ext. 200

Q: . . . about Primary School

A: Robin Renschler, Head of Primary School @ 812-469-3338, ext. 220

Q: . . . about Middle and Upper School

A: Mary Jane Gibson, Head of Middle and Upper School @ 812-469-3338, ext. 227

Q: . . . about college counseling

A: Heather Heck, Director of College Counseling @ 812-469-3338, ext. 202

Q: . . . about Before/After School care

A: Shannon Dierlam, Administrative Assistant to Head of School @ 812-469-3338, ext. 200

Q: . . . about Athletics

A: Tom Dragon, Athletic Director @ 812-469-3338, ext. 213

Q: . . . about Friends of Evansville Day School (parent organization)

A: Bianca Snyder, President, Friends of Evansville Day School, bi.snyd@gmail.com

Q: . . . about Summer Academy

A: Amanda Bultemeier, Director, Summer Academy, abultemeier@evansvilledayschool.org

Q: . . . about Opportunity Shop

A: Karen Krahlung, Opportunity Shop Manager @ 812-477-0478

Q: . . . about marketing and communications

A: Tiki Thompson, Director of Enrollment Management @ 812-469-3338, ext. 207

Q: . . . about philanthropy, alumni relations, and volunteerism

A: Leah Whitaker, Director of Advancement @ 812-469-3338, ext. 275

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

A: www.evansvilledayschool.org