



# Student Handbook

Edgerton Four-Year-Old Kindergarten  
Community Elementary Primary School  
Community Elementary Intermediate School  
Yahara Valley Elementary School  
Edgerton Middle School  
Edgerton High School

**School District of Edgerton Section 504 Coordinator:**

Drew Wellman, Director of Pupil Services  
 200 Elm High Drive  
 Edgerton, WI 53534  
 Telephone: (608) 561-6100 extension 6091  
 Fax: (608) 884-9327

**School District of Edgerton Title II Coordinator:**

Tracy Deavers, Director of Teaching and Learning  
 200 Elm High Drive  
 Edgerton, WI 53534  
 Telephone: (608) 561-6100 extension 6097  
 Fax: (608) 884-9327

**School District of Edgerton Title IX Coordinator:**

Dr. Dennis Pauli, District Administrator  
 200 Elm High Drive  
 Edgerton, WI 53534  
 Telephone: (608) 561-6100 extension 6101  
 Fax: (608) 884-9327

**School District of Edgerton Compliance Officers:**

Drew Wellman, Director of Pupil Services  
 Drew.Wellman@edgerton.k12.wi.us  
 Dr. Tad Wehner, Director of Finance and Personnel  
 Tad.Wehner@edgerton.k12.wi.us  
 200 Elm High Drive  
 Edgerton, WI 53534

**To File a Complaint:** Complete School District of Edgerton form *Guidelines for Resolving Complaints Concerning School Personnel* available in the District Administrator's Office and submit to

Dr. Dennis Pauli, District Administrator  
 School District of Edgerton  
 200 Elm High Drive  
 Edgerton, WI 53534

[Board Policy 5710](#)

[Board Policy 9130](#)

**Nondiscrimination Statement:** The District will not discriminate against students on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or physical, mental, emotional, or learning disability in its educational programs or activities.

# Edgerton School District Strategic Plan 2016-2021

## VISION

Learn Today. Lead Tomorrow.

## MISSION

To ensure that all students have the foundational skills necessary to succeed in the path they choose beyond high school.



### Teaching, Learning & Instruction

Our students grow toward their goals every academic year; they are prepared to select and succeed in their path beyond high school.



### Students' Social & Emotional Well-Being

Our students demonstrate skills and attributes to cope with life challenges and achieve personal well-being. Our students feel safe, respected and supported in their learning community.



### Staff Engagement & Effectiveness

All staff are fully invested in students' success. They feel valued and receive the support they need to be highly effective employees.



### Family & Community Partnership

Our families and community members are valued and collaborative partners in promoting student success.



### Finance, Facilities & Operations

Our resources are used efficiently and all opportunities are maximized to achieve our strategic goals.

Welcome!

The Edgerton School District is a special place for students. With our proximity between Janesville and Madison, we are able to provide the opportunities of a large school district while maintaining small-town familiarity and comfort.

There is so much to be proud of in the Edgerton School District. Our facilities are state of the art with our most recent \$41.6 million construction and renovation project. Our schools perform at levels that exceed the state average, our graduation rate is over 95%, students enjoy a host of STEM and Youth Apprenticeship opportunities, and we offer ten advanced placement courses. Career exploration begins at the elementary level and becomes increasingly personalized throughout the middle and high school years. A variety of extra curricular offerings include athletics, arts, and clubs. Our highly qualified staff work tirelessly to ensure an educational experience that is second to none.

The Edgerton School District benefits from the remarkable support of the Edgerton community. In 2012, and again in 2018, the community approved referendums by more than 70%. Annually, the School Board approves more than \$100,000 in gifts to the schools. Along with the tremendous support of the community, our students benefit from local partnerships with several businesses that provide work experience, opportunities to earn dual credit, and scholarships.

The Edgerton School District is committed to continuous improvement which is demonstrated in the District's strategic plan and aligned with our annual scorecard. Today is great, but we are continually striving to make tomorrow even better. In our district, we set annual measurable goals that are derived from our Strategic Plan. These goals cascade down to buildings and departments at all levels to ensure we are working together with the same focus and progressing in the same direction. We review our progress indicators regularly and adjust our sails if needed. We collect feedback from staff, parents, students, and the community. This feedback drives our work to provide exceptional service to our stakeholders.

On behalf of the staff of the Edgerton School District, thank you for entrusting us with the education of your child. This is going to be a great school year! We are glad you are a part of it.

My best,

Dr. Dennis Pauli  
Proud Superintendent of the Edgerton School District

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## **Need to Know**

### **How to Use This Handbook**

This Student-Parent Handbook is intended for all students and parents/guardians in the Edgerton School District. Information in the first sections applies to all schools:

- Need to Know
- General Information
- Attendance
- Student Health
- Student Transportation
- Special Services
- Student Conduct

Following these sections, this handbook has four appendices:

- Edgerton High School
- Edgerton Middle School
- Community Elementary Primary School, Community Elementary Intermediate School & Yahara Valley Elementary
- Four-Year-Old Kindergarten Program

If you have any questions, please contact a school's main office or call the Edgerton School District Administrative Office at (608) 561-6102.

### **Helping your Child Succeed**

1. Participate actively in home-school activities and attend school programs.
2. Show an interest in your child's work.
3. Check with your child regularly regarding notices from school.
4. Respond promptly to requests for conferences.
5. Provide your child with a healthy, stable home environment.
6. Provide your child with a healthy breakfast before sending them to school or have them participate in the school breakfast program.
7. Make sure your child receives proper rest.
8. Cooperate with the school and establish desirable attitudes toward school. Set a good example for students.
9. Share information about your child and family with the school so we may better meet the needs of your child.
10. Please avoid criticism of the school's programs or personnel in front of your child(ren).
11. If you have questions, complaints or suggestions, contact the teacher or principal.

## Contact Us

Edgerton School District  
200 Elm High Drive  
Edgerton, WI 53534

Phone: (608) 561-6100

Fax: (608) 884-9327 (School District Office)

## Board of Education

Our Board of Education members can be found on our website at

<https://www.edgerton.k12.wi.us/domain/19>

Board of Education meeting minutes and agendas are on our website at

<https://www.edgerton.k12.wi.us/domain/20>

## Edgerton School District Administration

Superintendent	608-561-6101
Director of Instruction	608-561-6097
Director of Special Education/Pupil Services	608-561-6091
Director of Finance & Personnel	608-561-6104
Director of Technology	608-561-6035
Registrar	608-561-6103

## Staff Directory

[\(Staff Directory\)](#)

## Main Number and Attendance Line for All Schools

608-561-6100

### Edgerton High School

Principal	608-561-6021
Associate Principal	608-561-6022
Athletic Director	608-561-6027
Main Office	608-561-6025

### Edgerton Middle School

Principal	608-561-6031
Main Office	608-561-6033

### Elementary Schools

Intermediate Principal	608-561-6011
Primary Principal	608-561-6012
Community Main Office	608-561-6010
Yahara Main Office	608-884-4931

### Four-Year-Old Kindergarten Centers

Central Lutheran	608-884-9418
Creative Arts	608-884-6162
Edgerton Children's Center	608-884-6393

## School Hours

High School & Middle School	7:50 am - 3:05 pm
Community Elementary	7:55 am - 3:00 pm
Yahara Valley Elementary	8:18 am - 3:18 pm
Four-Year-Old Kindergarten AM	8:00 am - 11:15 am
Four-Year-Old Kindergarten PM	12:00 pm - 3:15 pm

## Early Release Hours

7:50 am - 11:37 am
7:55 am - 11:35 am
8:18 am - 11:45 am

## Find the Edgerton School District Online

The Edgerton School District uses several websites to keep its students, parents/guardians, staff and community members informed. Check out the following for more information:

[www.edgerton.k12.wi.us](http://www.edgerton.k12.wi.us) — Main website for the school district, which includes staff directories, school calendars, lunch menus, staff bios, staff website links, information about our curriculum and extra-curricular program offerings, resources and plenty more for students and parents/guardians.

**School Websites** — Websites for each of the district's schools and the Edgerton Performing Arts Center can be found in the drop-down menu at the top right of the main district website.

[www.facebook.com/EdgertonSchoolDistrict](https://www.facebook.com/EdgertonSchoolDistrict) — Provides regular updates about important things going on in our school district.

[www.twitter.com/EdgertonSD](https://www.twitter.com/EdgertonSD) — Follow us on Twitter and stay informed with all the latest news.

## General Information

### Classroom Visits

Parents/guardians and persons authorized by parents/guardians are welcome to visit classrooms in the district. This is arranged by contacting the building principal in advance of the visit to ensure that the visit time and date is during a time when classroom instruction will not be disrupted and with the completion of an approved background check. The Edgerton School District does not encourage non-enrolled children to visit the school unless accompanied by an adult (example: a school tour for a new student), and with approval from the school principal. Student visitors are not allowed unless approved by the building principal.

### Clothing for Seasonal Weather

Students should come to school properly dressed for the elements; particularly hats, boots and mittens for cold, wet weather and snow in the wintertime. These items should be properly labeled with the student's name for easy identification.

Outside play on cold weather days is encouraged. Decisions to restrict outdoor recess time will be based on circumstances such as how wet/cold the conditions are and the length of time the students will be outdoors. The general guideline is that we will not have outdoor play/recess when the temperature (with wind chill calculations) is lower than 0 degrees.

## Crisis Codes

The following crisis codes have been developed to ensure the safety of students and staff:

Medical Emergency: A medical emergency has been identified. The Code Medical Team and administrators will report to the location to provide assistance.

Lock and Hold: The need for caution is identified. All doors will be locked and students will be kept in the classroom until the all clear signal is given.

Building Evacuation: Students and staff will evacuate the building to a predetermined location. Students and staff may re-enter the building after the all clear signal is given.

Emergency Lockdown: A physical or verbal situation is taking place in the building.

Armed Intruder: An extreme emergency is identified because an armed intruder is on school property causing the need for extreme caution.

Fire Procedure: Fire drills will be held periodically without prior warning. A tone will signal the need for evacuation. Each room has evacuation directions posted. Staff members will lead the students out of and away from the building, keeping the roads around the school clear in order to provide access for emergency vehicles. During a fire drill, all people will evacuate the building.

Tornado Safety Procedures: If a tornado warning is issued in our area, staff will be alerted inside and outside the building. All students and staff will immediately go to assigned safe shelter areas. If a warning is issued close to the end of the school day, staff will not dismiss students until the “all clear” is given. This also means that buses will not run until the “all clear” is given. If parents or guardians choose to pick up their child(ren) from school, they will need to sign them out in the main office. However, the staff will keep all students in their safe areas until either a staff member comes to get them or the “all clear” is given by the District Administrator.

## Electronic Devices/Cell Phones

Electronic devices are permitted in the building, **but cell phones must be stored in the student’s locker from 7:45 a.m. – 3:05 p.m.** at the elementary schools and the middle school. All cell phones must be in the “Off” mode when in the locker. Cell phones and electronic devices may not be taken into locker rooms. Students may use electronic devices for learning during the school day when directed by a staff member as authorized by the principal. Students violating this policy shall be disciplined in accordance with established procedures.

## Extracurricular Activities

A student who participates in any school activity must be a student in good standing.

Good standing includes:

**Academics** - student must be passing or making appropriate progress in all classes.

**Attendance** - student must have full-time status and not be a habitual truant.

**Behavior** - student must take care of any discipline problems which include detentions, suspensions, or any other assigned consequences. A student suspended more than once because of behavior or attendance is not considered in good standing.

**Obligations** - student must also take care of any fines and fees or other obligations before participation.

## Fees and Fines

Upon registration, a school fee is assessed to help offset the cost of personal use items, textbook rental and consumable materials (school supplies) provided to the student throughout the year. Student fees are payable during registration or online via our parent portal. Fees are assessed as follows:

- Elementary Schools: Four-year-old kindergarten through grade 5 - \$20.00
- Edgerton Middle School: 6th & 8th grade - \$20.00, 7th grade - \$24.00
- Edgerton High School: \$25.00; \$7.00 for athletes and physical education padlock

Depending upon the grade level and class there may be additional charges for specific personal use items including, but not limited to musical instrument rentals, materials for projects, replacement planners and safety goggles.

Edgerton High School students will pay a \$35.00 athletic fee per sport and Edgerton Middle School students will pay a \$20.00 athletic fee per sport. High School parking fee is \$20.00.

If fees cannot be paid at the beginning of the year, arrangements should be made with the main office staff on an individual basis for a manageable payment plan. If a plan is not developed, students will not be allowed to participate in graduation until fees and fines are paid in full. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge.

Additional school fees may be applicable. See fees in appropriate school appendix. Fees are set by the Edgerton School District Board of Education and are subject to change.

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

## Field Trips

(Board of Education [Policy 2340](#))

Planned field trips away from the district premises must be done under the supervision of a professional staff member. Students on all district-sponsored trips are subject to the district's administrative guidelines. Student behavior while on all field trips must comply with the Student Code of Conduct. The Parent/Guardian permission slip is signed as part of the online registration process. Students may be charged fees for district-sponsored trips, but no student shall be denied participation for financial inability. Non-participation will not result in academic penalty.

Students who require emergency medications such as EpiPens, inhalers, etc., as prescribed by a physician and in accordance with the procedures identified in the Emergency Nursing Manual, must have them at school to go on field trips. Students who do not have their emergency medications at school will not be allowed to attend.

Reimbursement for students who could not participate in the field trip will be made for admission charges only if the money has not already been expended for reservations. The cost of transportation will not be reimbursed because this cost is determined by the number of students expected to participate in the field trip.

## Human Growth and Development

Board of Education [Policy 2414](#)

[Guidelines and Forms](#)

### Infinite Campus

Infinite Campus is a digital Student Information System. This software allows district staff to keep track of pertinent information that is required by the State of Wisconsin along with allowing staff to manage things like attendance, schedules, grades, health, etc.

One of Infinite Campus' main attributes is the Parent Portal for parents/guardians. The Parent Portal provides parents or guardians around-the-clock access to real-time information about their child's attendance and grades. It also provides a means for teachers to communicate with parents or guardians about class events and assignments, and ways they can help their child at home.

### Lockers

The district acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and/or lockers for that purpose. The district retains ownership and possessory of student desks and lockers. The school principal or other personnel may conduct a search of a locker if there is suspicion that the student has drugs, weapons, alcohol, or other materials in violation of school rules or state law. This search may also include an inspection of school property including desks and other areas in which items may be kept. Locker use is governed by the following conditions:

1. Valuable items and money should not be left in lockers.
2. Tote bags are to remain in lockers and cannot be carried to class.
3. Students are responsible for damage and cleanliness of lockers. If a locker is not working properly, contact the main office or a custodian. Students who abuse their locker are subject to a fine determined by administration.
4. Nothing permanent (including stickers) should be affixed to a locker. Inappropriate words, pictures or symbols in a locker including the display of any drug, alcohol, tobacco or vulgar language will not be allowed.
5. All lockers should be secured (at high school with a school issued padlock).
6. The school will not accept responsibility for the loss of personal items or items that are under your care. The security of your locker is your responsibility. Make sure your lockers are locked and carry your valuables with you. If you lose items of value, report it to your teacher or the main office at once.

### Lunch Account Balances

(Board of Education [Policy 8500](#))

### Parent/Guardian Communications

School personnel will communicate with parents/guardians through newsletters, e-mail, notes, or telephone calls as the need arises. This may include the Infinite Campus telephone system or Blackboard Connect, both of which are capable of sending "bulk" messages to groups of parents/guardians. Parent/guardian phone numbers and e-mail addresses are collected at registration.

Parents/Guardians are encouraged to contact their child's teacher or principal with any questions regarding school.

### Automated Notification System

In an effort to keep parents and guardians informed, the Edgerton School District has incorporated an automated notification system into its communication plan. This service allows the District to provide parents/guardians with helpful information regarding school events and to notify them in the most efficient manner of an emergency during the school day. In addition, school delays or cancellations due to inclement weather will also be communicated to parents/guardians through the automated system. Notifications will be in the form of an automated telephone call and/or email message and/or social media posts.

Following is a listing of what parents/guardians need to know about receiving telephone calls sent with the automated notification system:

- Caller ID will display one of our school's main numbers when a general announcement is made
- The system will leave a message on an answering machine or voicemail

The notification service will notify the District of any phone numbers that are found not to be in service and the number of times each number was attempted. Please make sure that you keep your child's school main office informed in a timely manner of any phone number changes.

### **Parent/Guardian Messages to Students**

Parents or guardians who wish to contact their student during the school day are asked to call the main office at the school which their child attends. Students will not be called out of class to answer the phone or to receive a message. Messages for students from parents or guardians will be given at the end of the school day. Students will be called to come to the main office or a message will be left with the student's teacher.

### **Parent-Teacher Conferences**

Formal parent-teacher conferences are scheduled for all students each fall. Additional parent-teacher conferences may be scheduled by either the parent/guardian or the teacher as need arises. These conferences are beneficial because they provide parents/guardians and the teacher an opportunity to share information which will be of assistance in working with your child(ren). If you have a question about your child's educational program, contact your child's teacher or principal to set up a conference.

### **Registration and Enrollment**

Students that are new to the Edgerton School District are required to enroll with their parents or legal guardian unless eighteen (18) years of age. When enrolling, the parents/guardians will need to bring:

- A. birth certificate or similar document;
- B. custody papers from a court (if appropriate);
- C. proof of residency; and
- D. proof of immunizations and/or an appropriate waiver

Students must be five years old on or before September 1 to be eligible for enrollment into our five-year-old kindergarten program. Early admission policy information for 5K can be requested from

the building principal. Parents/guardians must apply for early admission for their child by May 15. Students enrolling from another accredited school will have their courses and grades evaluated by the counseling department. The office staff will assist in obtaining the official records from the other school.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures.

Adult students eighteen (18) years of age or older may enroll themselves, but if residing with their parents/guardians are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent and are expected to follow all school rules.

Parents or guardians with questions about registering or enrolling their child(ren), or to find your child(ren)'s school, should contact the School District Registrar at 608-561-6103.

## **Religious Beliefs**

School staff celebrate a number of special events and days throughout the school year. If your child(ren) cannot celebrate particular days or holidays due to religious beliefs, please share this with your child's principal.

## **Report Cards**

Report cards are mailed to students' home addresses (middle school and high school) or sent home with students (elementary schools) about a week after the trimester/semester ends. Questions about student grades, including making up incomplete work, should be directed to the student's teacher.

## **Review of Instructional Materials**

Parents/guardians have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter. Any parent/guardian who wishes to review instructional materials or observe classroom instruction should contact the principal to make the appropriate arrangements. Parents/guardians rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **Scheduling and Assignment**

(Elementary level)

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

(Secondary level)

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling office. It is important to note that some courses may be denied because of limited space or the need to complete prerequisite courses. Students are expected to follow their schedules.

## **School Breakfast/Lunch Program**

Nutritional and well-balanced breakfasts and lunches are served at all schools each day. Information concerning the menus for these meals is printed in the monthly newsletter and on the district's website, [www.edgerton.k12.wi.us/lunch](http://www.edgerton.k12.wi.us/lunch). The district has a policy for students unable to pay the full price of meals served under the National School Lunch Program and School Breakfast Program. For more information or an application, please visit the district website at the previous link or contact the school office for a paper application. Applications for free and reduced meals are accepted throughout the school year. If a household member becomes unemployed or if the household size changes, parents/guardians may wish to (re)apply.

Student meals are a parent/guardian responsibility. Money for the breakfast and lunch programs is handled through a computerized debit system. Lunch deposits may be made online through the Infinite Campus portal or cash/check may be brought to the elementary & middle school offices or to the high school kitchen for deposit. Meal money is deposited in student accounts and used as needed. Parents/guardians are expected to keep a positive balance in meal accounts at all times. In the event of graduation or withdrawal, positive lunch balances shall be refunded to parents/guardians upon request.

Students may also bring sack lunches from home. Milk is available for separate purchase. All meals are expected to be eaten in the cafeteria with trays and utensils returned to the designated area after eating.

Edgerton School District meal prices are as listed below:

Breakfast

Reduced - \$0.30 at all schools

Full Pay - \$1.60 at elementary & middle schools; \$2.15 at high school

Lunch

Reduced - \$0.40 at all schools

Full Pay - \$2.55 at elementary schools; \$2.80 at middle school; \$2.90 at high school for regular lunch and \$3.80 for the Chef Special

Milk

\$0.40 at all schools

## **School Closing or Delay Due to Inclement Weather**

It is challenging to decide whether to close schools for the day, especially when it must be based on the best information available at 5:30 a.m. The district administrator gathers as much weather-related information as possible, speaks to representatives of the bus company to determine road conditions and the ability of buses to safely transport students, and speaks with area district administrators before making a final decision.

The following information is considered when determining to keep schools open or close for the day because of weather:

1. Information from the bus company representatives regarding their recommendations.
2. Conversation with our maintenance/custodial staff to ensure the parking lots can be plowed and sidewalks cleared in a timely manner to ensure they are safe.
3. Wind velocity impacting the blowing and drifting of snow and/or wind chill temperatures. School will automatically be closed if a wind chill warning has been issued by the National Weather

Service (-35 or colder). If a wind chill advisory has been issued (-20 or colder) consideration for closing or delaying school will be given but not guaranteed.

4. Buses running routes at a slower pace may have an impact on the length of time students may be waiting at bus stops.
5. Parents/guardians driving their students to school in poor driving conditions and high school age students with little driving experience being on the roads.
6. Number of inches of projected snowfall.

Any one or a combination of the above may warrant closing schools. What may appear to be a simple decision truly includes many components. Although the decision to close schools may be a difficult one, our first priority is to always ensure the safety of our students and staff.

If schools are delayed or closed:

<i>Tune in to:</i>	Fort Atkinson	WFAW/AM 940, WSJY/FM 107.3 & WKCH/FM 106.5	
	Janesville	WWHG/FM 105.9, WBEL/FM 92.3 & 98.9, WGEZ/FM 101.9 and WGEZ/AM 1490, WJVL/FM 99.9	
<i>Watch:</i>	Madison	WISC 3	<a href="http://www.channel3000.com">www.channel3000.com</a>
	Madison	WMTV 15	<a href="http://www.nbc15.com">www.nbc15.com</a>
	Madison	WKOW 27	<a href="http://www.wkow.com">www.wkow.com</a>

- ✓ Listen/watch one of the above stations for school closing/delay announcements. At least one will always have an announcement. The District will not contact other TV stations to report school closings/delays.
  - ✓ In addition to announcing on the radio and TV stations listed above, the District will utilize the Automated Notification System. This messaging system will call the phone number(s) the District has on file for each student.
  - ✓ Please do not call schools or the District Office as lines must be kept open to make emergency calls.
1. In the event of a late start, both AM and PM sessions of four-year-old kindergarten will be canceled.
  2. Weather conditions vary within a defined area. Even with a decision to operate schools, parents and guardians must make the final decision as to whether or not their particular situation warrants sending their child(ren) to school.
  3. A decision to dismiss school early because of inclement weather must be made prior to 11:00. This allows time to locate bus drivers and to air announcements via Automated Notification System, radio and TV so younger children aren't dropped off at unsupervised residences.

## School Supplies

Parents/guardians are responsible for providing basic school supplies for their child. A list of required supplies can be obtained at each school main office or 4K center. 5K - 8th grade supply lists can be found online at each school website by following this link: <https://www.edgerton.k12.wi.us/backtoschool>. For the high school, students should bring notebooks, folders, writing utensils, and any supplies they prefer for their own personal organization. High school students will be informed if there are any other required supplies in each class. School supplies are available at each school for students in need.

## Student Records

(Board of Education [Policy 8330](#))

## Student Use of School Telephones

Student use of the telephone is restricted to emergency use or very special occasions. At the elementary and middle schools, students are not allowed to call home to get permission to go to a friend's home after school as matters of that nature are not considered an emergency. Teachers and students will not be called from class to answer the telephone except in case of an emergency. Telephone messages should be left on office staff voicemail and will be delivered to the classroom as soon as possible.

## Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. If a student brings a personal item, it should be marked clearly with their name.

If a student is missing a personal item, they should check the lost and found at their school and check with the school main office. All unclaimed lost and found items will be donated to charity.

## Visitors

All school doors will remain locked during school hours. All visitors will enter and exit through Door A during school hours.

Visitors will press the buzzer and may be asked to state the nature of their visit. Once buzzed in, they will stop at the school main office and submit their driver's license to be run through the Raptor program. They will receive a visitor's sticker before being permitted access to other areas of the school building and are required to wear the sticker at all times and remain in the portion of the premises in which the function is being held. Special arrangements will be made for guests invited to school programs and persons attending scheduled functions, trades people, and other individuals who visit the school when the main office is closed.

## Volunteers

A form is available on the school district website or in any of the school offices.

# Attendance

## **Absences**

If a parent or guardian is unable to provide prior written notification when their child is to be absent for a day or a known number of days, they are asked to call the student's school before 8:15 a.m. on the day that their student is to be absent and give the reason for the absence. Please report the child's name, grade, teacher and reason for the absence with main office staff or on the main office or attendance office voicemail if the main office is not open.

If a child is absent and the school has not been notified, a member of the main office staff will attempt to contact the child's parents/guardians, followed by emergency contacts. If attempts to reach parents/guardians and emergency contacts are unsuccessful, the police will be called to perform a "well-check".

A doctor's excuse will be required for a child having absences of more than three consecutive days. If you know your child is going to be absent *prior* to the day of absence, please communicate this in writing to your child's school office. You should also request, in advance, any make-up work for the period of absence.

Parents/guardians may excuse their child five (5) times per semester or ten (10) times each year unless the absence is one of the waivers by Board of Education [Policy 5200](#). Exceeding ten (10) absences may be considered habitual truancy. The student must complete the coursework missed during the absence. You will receive written communication from the school if your child exceeds the allowable number of absences in a semester or school year.

## **After-School Activities and Evening Performances**

If a student is truant or absent during part or all of the school day, they may not be allowed to participate in district-sponsored after school or evening activities. The principal, or designee, shall determine if a student will be permitted to attend these activities per district Policies and Procedures.

## **Attendance Policies**

(Board of Education [Policy 5200](#) - Student Attendance)

## **Leaving During the School Day**

If your child must be picked up during the school day, please notify the teacher or the school's main office with a written note that morning. Students may not be released early without proper notification. Please pick up your child in the school office, not from the classroom. Children will be released to persons listed in Infinite Campus only, unless office personnel are notified otherwise. A student will not be dismissed from school upon the request of any stranger until the legitimacy of the request is confirmed.

## **Student Health**

### **Confidential Health List**

The Confidential Health List is a listing of students who have health issues of a more serious nature (i.e. asthma, food allergies, EpiPens, inhalers, seizures, diabetes, etc). This list is maintained by our health office staff and communicated to those responsible for supervising students. It is the responsibility of parents/guardians to report such health issues to the health office staff at each school. It is also the responsibility of parents/guardians to report such health issues to the bus company contracted by the District as the District is not at liberty to do so.

### **Dietary Restrictions**

Parents or guardians of students who have special dietary restrictions (food allergies, etc.) should report all concerns to the district nurse, 608-561-6010 ext. 1009. Information may be shared with district food service personnel. If your child requires a special diet, the dietary restrictions must be provided by a physician.

### **Head Lice/Nits Policy**

If a student is found to have head lice, the student and any siblings of the student will be sent home. Information regarding procedures and policy will be sent home with the child(ren). The child(ren) will be readmitted to school upon treatment at home, providing written proof of treatment, and changing of clothes. The student's and affected sibling's hair will be inspected upon return to school to assure the absence of head lice and reduced nits.

School staff will also do an examination of the student's hair on the third calendar day after the first treatment. If head lice are found on the third day, the child will be sent home for treatment if necessary and will be readmitted only when no head lice are found. The student will be checked on the sixth, ninth, and twelfth day also. If live lice are found during any of the checks, they will be sent home to be retreated.

### **Health Services**

The district nurse (office is at Community Elementary, ext. 1009) coordinates and directs the district administrative policies governing medication administration, immunization compliance, communicable disease control, screening services, emergency nursing services, and health room procedures. All student health information is kept confidential in the student health files in the health office. You may contact the nurse at 608-561-6101 ext. 1009.

### **Injury and Illness**

All injuries must be reported to a teacher or to the office staff. A student who becomes injured or ill during the school day should request permission from the teacher to go to the health office. If medical attention is required, the office will follow the school's emergency procedures. The health office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. Students must sign out with the attendance secretary if they leave school early due to illness.

## Insurance

The School District of Edgerton does not provide any type of health or accident insurance. Parents/Guardians should review their present insurance program to be sure they have adequate insurance to protect their child in case of an accident while attending school or school activities.

## Medication

(Board of Education [Policy 5330](#))

If over the counter or prescription medication is taken at school, a form must be filled out. This form is available on the school district website or in any of the school health offices.

## Wellness/Nutrition

(Board of Education [Policy 8510](#))

## When to Keep Your Child Home

One of the problems most often confronting parents/guardians of school-age children occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school. The information below has been designed to provide guidelines to be followed until your doctor can be contacted for an opinion. If parents/guardians send their child to school, please understand that the child will not be permitted to stay inside during recesses unless a doctor's excuse is provided for that purpose. In addition, a doctor's excuse is required for a child to not have to participate in Physical Education classes.

**Fever:** Children with a fever of 100° or more should be kept at home. **A child may not return to school until they have been free of fever for 24 hours.**

**Cold, Sore Throat, Cough:** A child with a "heavy" cold and hacking cough should be kept at home, even with no fever present. If your child complains of a sore throat and has no other symptoms, they may go to school. If white spots can be seen in the back of the throat or if a fever is present, keep them at home and call your doctor.

**Rash:** A rash may be the first sign of one of childhood's many illnesses, such as Measles, Fifth's Disease or Chicken Pox. A rash, or "spots" may cover the entire body or may appear in only one area. A child with a rash should be kept at home until your doctor says it is safe for the child to return to school.

**Stomachache, Vomiting, Diarrhea:** Consult your doctor if your child has a stomachache which is persistent or severe enough to limit their activity. If vomiting or diarrhea occurs, your child should be kept home until they can keep their food down and diarrhea subsides.

## **Student Transportation**

### **School Bus Safety Rules**

(Board of Education [Policy 8600](#))

### **Transportation**

(Board of Education [Policy 8600](#))

## **Special Services**

### **Individuals with Disabilities and/or Limited English Proficiency**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is generally required. More importantly, the school encourages parents/guardians to be active participants. To inquire about Special Education programs and services, contact the Director of Pupil Services at 608-561-6091.

Services are also available to students with Limited English Proficiency. To inquire about programs and services, contact the Director of Teaching and Learning at 608-561-6097.

### **Section 504**

The district assures compliance with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794: "No otherwise qualified handicapped individual...shall solely by the reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

### **Special Student Services**

The Director of Pupil Services is responsible for assisting in meeting the educational needs of students when those needs are not being met through the facilities and programs of the regular classroom. These students include those with cognitive, health, physical, learning, emotional, speech and language, or other disabilities. If you have questions about these programs, please contact your child's principal or call the Director of Pupil Services at 608-561-6091.

## **Student Conduct**

### **Bullying/Harassment/Hazing**

(Bullying - Board of Education [Policy 5517.01](#))

(Harassment - Board of Education [Policy 5517](#))

(Hazing - Board of Education [Policy 5516](#))

## Code of Classroom Conduct

(Board of Education [Policy 5500](#))

### Dress Code

(School Board [Policy 5511](#))

The District Dress Code policy applies to all students in Edgerton School District grades K-12. While students are expected to dress appropriately for school and school sponsored events (there may be special events/occasions, i.e., dress up days, homecoming, sporting events, etc. which are exceptions), the School Board recognizes that each student's mode of dress is a manifestation of personal style and individual preference. The responsibility for the dress of a student rests primarily with the student and their parents or guardians. The District administration reserves the right to ask students to remedy clothing that has been deemed inappropriate and to address violations of this code in any school-related setting.

#### Allowable Dress

- Footwear is required at all times.
- Clothing or garments must have fabric in the front, back, and on the sides and must cover above the mid-section.
- Clothing must cover undergarments; waistbands and bra straps are excluded.
- The fabric covering private areas must not be see-through.
- Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, woodshop, and other activities where unique hazards exist.
- Jackets and coats specifically designed for outdoor wear should only be worn inside the building with staff permission.
- Specific courses may require specialized attire, such as sports uniforms or safety gear.
- At EHS hats will be allowed but must allow the face to be visible and not interfere with the line of sight to any student or staff (there will be times and places in which hats may not be permitted); if wearing a hooded sweatshirt, hoods are not allowed to be pulled up covering the head.

#### Non-Allowable Dress

- Clothing shall not depict, advertise, or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing shall not depict pornography, nudity, or sexual acts.
- Clothing shall not depict profanity, innuendo, or hate speech targeting individuals or groups based on race, ethnicity, gender, citizenship, sexual orientation, gender identity, religious affiliation, or any other protected groups as identified by the State of Wisconsin.
- Clothing shall not include any gang identifiers.
- Clothing must not be used to threaten the health or safety of any other student or staff.
- Clothing shall not adversely impact or disrupt the learning environment.

If the student's attire violates this policy, then discipline for a dress code violation shall be consistent with discipline policies for similar violations.

## Drug Abuse Prevention/AODA

(School Board [Policy 5530](#))

## **Gangs**

The School District of Edgerton recognizes that a school must create and maintain a safe and orderly environment in which learning can take place. The presence of gangs, gang affiliation and gang related activities within a school disrupts the learning environment by threatening the safety of the students, staff, and parents/guardians in the school building and causing disruption to and interference with the academic process. As a result of those beliefs, the School District of Edgerton hereby bans all gangs, gang affiliation and gang related activities from school buildings, school related activities and on school property at all times.

### **Definition:**

A gang is any identifiable group or club which exists without the sponsorship of the school or the sponsorship of any recognized adult community or civic organization and which engages in criminal behavior or activity.

### **Insignia-Clothing:**

No gang insignia or gang colors may be worn, possessed, used, distributed, displayed, carried or sold by any students on school grounds or at school related activities at any time.

This includes:

1. Hats, caps, jackets, headbands, shirts or other clothing that have come to be identified with a gang.
2. Tattoos or other materials imprinted on the body which are either intended to be permanent or are easily removed.
3. Medallions or other jewelry which identify gang members or gang affiliation or which have come to represent a gang.

### **Graffiti:**

Any student discovered to have been responsible for gang graffiti on school buildings or property will be suspended from school and/or recommended for expulsion. Any student discovered to be in the presence of the student while the graffiti is applied may also be suspended.

Any students suspected of applying gang graffiti will be prosecuted to the fullest extent of the law. Parents/guardians and students will be held liable for the damage and are responsible for paying any costs of having the damage professionally removed and/or repaired.

## **Littering**

Any form of littering is not allowed on school grounds.

## **Loitering on School Grounds**

Loitering is not permitted in the school parking lots or on school grounds. Students must enter the building or playground (as allowed by school staff) immediately after leaving their vehicle or bus. At no time should students enrolled at one school be on the property of another school during the school day without permission. Once a student is either dropped off by school bus or private vehicle on school property, their school day has begun.

Students at the high school are not allowed anywhere in the building after 3:45 p.m. unless they are under the direct supervision of a staff member.

## Possession or Use of Weapons

(Board of Education [Policy 5772](#))

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator. In cases where exemptions are requested, forms may be obtained in the school office.

## Public Displays of Affection

Public displays of affection are unacceptable and may be grounds for disciplinary action.

## Student Rights and Responsibilities

(Board of Education [Policy 5780](#))

## Suspension and Expulsion

(Board of Education [Policy 5610](#))

## Technology Use

(Board of Education [Policy 7540.03](#))

In-school use of the Internet and technology is intended to further student learning in the Edgerton School District. Students and staff have a responsibility to use the Internet, other software, and hardware in a responsible and informed way, that conforms to network etiquette, customs and courtesies. Failure to adhere to these guidelines will result in disciplinary action, including referrals and suspension of privileges. Edgerton School District is not responsible for damages to personal digital technologies or electronic communication devices.

### Expectations

#### Be Safe

- Report threatening or offensive materials to a teacher or administrator.
- Protect personal identity and the identity of others online.
- Follow school district guidelines for web publishing and social media.
- Use all equipment and systems carefully, following instructions.
- Keep passwords secret.

#### Be Respectful

- Respect and protect your privacy and the privacy of others.
  - Use only your assigned accounts.
  - Protect personal information, such as full name, address, phone number, etc., on public websites.
  - Represent yourself truthfully.
- Respect and protect the integrity, availability, and security of all electronic resources.

- o Observe all network security practices.
- o Conserve, protect, and share these resources with other students and Internet users.
- o Treat digital technologies with care; Report any damages, security risks or violations to a teacher or administrator.
- Respect and protect the copyrighted/intellectual property of others.
  - o Cite all sources appropriately.
  - o Follow all copyright laws.
- Respect and practice the principles of community.
  - o Communicate only in ways that are kind, responsible, respectful, safe and lawful.
  - o Obtain permission before taking/using photos, videos or images of other people.
  - o Use only school-appropriate web content, language, images and videos.

#### Be Responsible

- Use the Internet and school network for classroom-related activities only.
- Use email, chat rooms and social networks as part of class curriculum only and with teacher approval.
- Use personal electronic devices in compliance with individual building policies.
- Handle all technology equipment with care – follow Chromebook care expectations.

### **Vandalism**

(Board of Education [Policy 5513](#))

### **Video Surveillance**

(Board of Education [Policy 7440.01](#))

## **APPENDIX A: Edgerton High School**

### **Activity Participation**

1. A student who participates in any school activity must be a student in good standing, as defined below.
  - a. Academics: The student must be passing or making appropriate progress in all classes.
  - b. Attendance: The student must have full-time status and not be a habitual truant.
  - c. Behaviorally: The student must take care of any discipline problems which includes detentions, suspensions, or any other assigned consequences. A student suspended more than once because of behavior or attendance is not considered in good standing.
2. School activities include, but are not limited to; athletics, class representatives, commencement ceremony, dances, clubs, prom, etc.

## Adding/Dropping Classes

Students may change their original course requests for the following reasons:

1. The student has not completed the necessary prerequisites.
2. The student has failed a course after the original selection.
3. A course is necessary for high school graduation or college entry.
4. Teachers recommend that a student is inappropriately placed.
5. Any course changes should be taken care of before the start of the school year. Any exceptions must be addressed within the first five days of the semester.
6. A student may drop a course with a counselor's recommendation and administrator approval until the end of the 9<sup>th</sup> week and 27<sup>th</sup> week. The student will either receive a "W" (Withdrawn) or an "F" (Fail) on their transcript, based on administrative discretion. Students who are removed from a class due to behavior (Step 3) will receive an "F" on their transcript.

Students may not change a course for these reasons:

1. Preferring one teacher over another.
2. Desire to take a less rigorous schedule, a lighter load or to raise GPA.
3. Dissatisfaction with a course.
4. Social concerns (no friends in class, etc.).

Exceptions Policy

1. The principal must approve any exceptions to these guidelines.
2. The principal will not consider exceptions without the recommendation of the counselor and/or teacher.

## Admission to School Events/Activities

An adult home athletic pass is available from the District for \$30.00. The pass admits the purchaser to most home athletic events. The pass is good only for the original purchaser and is not transferable. A family pass is available for \$90.00 and admits two adults and two school-aged children from the same family.

The prices for most athletic event tickets at the door are:

4K - Grade 8 - \$2.00      EHS Students - free with student I.D.      Adults - \$3.00

## Alternative Program

(Board of Education [Policy 5461](#))

## Athletics

An athlete is allowed to participate in only one Rock Valley Conference sport during each season. Many training policies are essential to the success of our athletic program, as well as overall desire, spirit and morale. Before the season begins in each sport, the coach will give the participant training rules that must be followed as long as they are a member of the team. Payment and online registration must be completed before practice begins for each sport.

## Cheating

A student caught cheating will be given a grade of zero (0) on the assignment, quiz or test. This grade will be averaged with the other grades. There will be no opportunity to make up the work. After being

given due process, other cheating on any assignment, quiz or test in the class will result in an "F" for the semester.

## Class Rank

(Board of Education [Policy 5430](#))

## Class Schedules

### Monday through Friday Schedule

1st Hour	7:50 - 8:39
2nd Hour	8:43 - 9:27
3rd Hour	9:35 - 10:19
4th Hour	10:23 - 11:07
5th A	11:11 - 11:55
Lunch	11:55 - 12:26
Lunch	11:07 - 11:38
5th B	11:38 - 12:22
6th Hour	12:26 - 1:10
7th Hour	1:14 - 1:58
8th Hour	2:02 - 2:46
Homebase	2:50 - 3:05

### Early Release Schedule

1st Hour	7:50-8:17
2nd Hour	8:21 - 8:45
3rd Hour	8:49 - 9:13
4th Hour	9:17 - 9:41
5th Hour	9:49 - 10:13
6th Hour	10:17 - 10:41
7th Hour	10:45 - 11:09
8th Hour	11:13 - 11:37

\*\*Freshmen are not allowed to leave school grounds during lunch periods

## Dances

Any student attending school sponsored dances must attend all regularly scheduled classes on the day of the activity. In the event of a weekend dance, students are required to attend all regularly scheduled classes on the school day preceding the dance. Students classified as habitually truant, suspended from school or not in good standing will not be allowed to participate in school sponsored dances. A student must serve all detentions to be considered in good standing.

Middle school students may not attend high school dances. Current students from other high schools are permitted to attend with a completed Dance Guest Permission Form. Graduated students from other high schools are not permitted to attend. Edgerton High School graduates from the previous year only may attend with a current student if both are in good standing.

## Detentions

Detentions will be assigned by a principal and/or designee for violation of school rules. Detentions are 45 minutes in length. Detentions will be served with the assigning teacher whenever possible and are to be made up as soon as possible at the discretion of the teacher or a principal. Students may make up a detention before or after school. Students may also make-up detentions through a pre-approved plan with an administrator or designee.

## Early College Credit and Start College Now

State law allows qualified students to enroll in college level courses at a combined expense between the School District and the student. The following stipulations apply:

- Completed applications must be submitted for the School Board approval by:  
October 1 for spring enrollment                      March 1 for fall enrollment
- Students must meet college admission requirements
- Only courses that do not substantially duplicate an offering in the high school qualify
- Any student who seeks to take comparable courses must pay the entire cost and seek permission for release time from the District
- Courses may be taken on a space available basis
- An application form is available in the Counseling Office
- If a student receives a failing grade in a college course, the District may seek reimbursement for the cost of the course from the student's parent/guardian

## Extracurricular Participation

Any student participating in after school activities must attend all regularly scheduled classes on the day of the activity. Students classified as habitually truant will not be allowed to participate in extracurricular activities. Exceptions will be considered only if the absence has been previously excused.

## Final Exams

Final exams/culminating evaluations will be conducted at the end of each semester. If any of the final days is a snow day, the exam schedule will continue on the next scheduled school day. Teachers have the discretion to determine the weight of the exam/evaluation. It should be understood by students and parents/guardians that there may not be sufficient time to provide a failure notice for a student who does very poorly on a final exam.

### Exam Schedule

#### Day One

1st Hour Exam	8:00 - 9:00
2nd Hour Exam	9:45 - 11:15
Lunch	11:15 - 11:50
3rd Hour Exam	11:50 - 1:20
Make Up Exam	1:35 - 3:05

#### Day Two

4th Hour Exam	8:00 - 9:00
5th Hour Exam	9:45 - 11:15
Lunch	11:15 - 11:50
6th Hour Exam	11:50 - 1:20
Make Up Exam	1:35 - 3:05

#### Day Three

7th Hour Exam	8:00 - 9:30
8th Hour Exam	10:00 - 11:30

## Food in Halls or Classrooms

Students may not have food or beverages (except water) in classrooms unless they have permission from the teacher.

## Full/Part-time Student

A full-time student is required to take a minimum of six courses (with the exception of early graduates).

To participate in athletics or other extracurricular activities, a student must have full-time status.

## **Grading and Credits**

After successful completion of a semester course, as determined by the teacher based on achievement of defined standards, 0.5 credit will be granted. The principal will determine the credit values for special courses of study.

An incomplete will be given to a student who has been unable to complete the minimum standards due to circumstances beyond their control, such as illness or family emergency. All incomplete semester grades must be made up within two weeks of that grading period or they will be regarded as failing grades. Extensions of this time may be granted by the principal.

Students are allowed to repeat failed courses. EHS also offers summer school for credit recovery. One math and one science credit may be earned through equivalency courses.

## **Graduation/Granting of a Diploma**

### **Credit Requirements**

A student will be granted a diploma signifying the completion of the required course of study at Edgerton High School by earning 24 credits. The student is required to complete the following course of study:

English	4 credits
Social Studies	3 credits
Math	3 credits
Science	3 credits
Physical Education	1.5 credits
Healthy Living	1 credit
Electives	8.5 credits
<b>Total</b>	<b>24 credits</b>

### **Ceremony**

In order to participate in the commencement ceremony a student must have completed all requirements for receiving a high school diploma five school days prior to the scheduled day of the graduation ceremony. This includes serving all detentions and payment of all fees/fines. Students are also responsible for ordering a graduation cap and gown prior to the ceremony.

AFS students will be granted an honorary diploma, and may participate in the graduation ceremony if in good standing. If an AFS student provides grades from their homeschool and is able to meet all EHS graduation requirements they will receive a regular diploma.

The graduation ceremony will be held in the high school fieldhouse beginning at 2:00 p.m. and is open to the public. Doors open at 12:30 p.m. for family and at 1:15 p.m. for the public. Tickets are not necessary. Student speakers are chosen by the senior class and approved by the administration based on the following criteria:

- The student is a good representative of the class.
- The student has a meaningful and appropriate message.

- The student is capable of speaking to a large group of people.

### **Civics Assessment**

Per state statute, a student must take and successfully complete the required civics exam in order to graduate. Students with an IEP may have this requirement modified or waived to the extent provided by the IEP and/or applicable law. [WI 118.33](#)

### **Contract**

It should be understood that the student is responsible for their status toward graduation at any time. A senior with a credit deficiency at risk of not graduating may be placed on a contract and plan worked out with the counselor and principal.

### **Early Graduation**

A student will be allowed to graduate early if they have completed all requirements to receive a diploma and have filled out the Early Graduation and Withdrawal forms that are available in the Counseling Office.

### **Physical Education Exemption:**

(Board of Education [Policy 5460](#))

## **Hallways**

Any student in the halls during class time must possess a hall pass to signify permission to travel to another destination.

## **Honors**

### **Academic Awards**

A student will earn an academic award each time they accumulate 3 points based on the semester honor roll (through 7 semesters). Points are earned for semester grades as follows:

3 points	High Honors
2 points	Honors
1 point	Honorable Mention

Awards are issued as follows:

Letter = 3 points
1st Gold Bar = 6 points
2nd Gold Bar = 9 points
3rd Gold Bar = 12 points
4th Gold Bar = 15 points
5th Gold Bar = 18 points
Gold Lamp of Knowledge Pin = 21 points

### **Activity Letters**

Activity letters, bars and pins can be earned in some clubs. Students should speak to club advisors regarding these opportunities.

### **Distinguished Service Graduate**

The designation of “Distinguished Service Graduate” is awarded to students who qualify. Distinguished Service Graduates are recognized at Senior Awards Night and will wear white honor cords at the graduation ceremony. Such designation is awarded to a student who meets the following criteria:

1. Two hundred volunteer hours must be recorded during a student’s four years of high school.
2. Only actual hours of service may be recorded. Travel time, required meetings and miscellaneous time may not be recorded.
3. Students must fill out a timesheet and have a supervising (non-parent) adult sign it before the hours will be recorded. Time sheets may be obtained in the Counseling Office.
4. It is recommended that the student turn in timesheets on a monthly basis, and it is strongly encouraged to do so at least once a year.
5. All hours are due by May 1 of the senior year (if a student is applying for Edgerton Local Scholarships - hours need to be in prior to the scholarship deadline [mid-February] in order to state they have received the award on their application.)
6. A reflection sheet must be filled out upon completion of all hours.

### **Honor Roll**

A student’s overall grade point average is used to determine eligibility for the honor roll. To be eligible for the honor roll a student must:

1. Be enrolled full-time.
2. Earn at least 3.0 credits per semester.
 

High Honors	3.85 - 4.000
Honors	3.50 - 3.849
Honorable Mention	3.00 - 3.490

The honor roll will be published in The Edgerton Reporter and The Janesville Gazette each semester. A name may be removed from the honor roll upon a student’s or parent/guardian’s request.

### **Honors Program**

An Honors Program exists to recognize those students who strive to do more than is required while achieving at a high level in academic performance. Students will receive their honor cords at the Senior Awards Ceremony practice.

#### 1. Academic Honors

Students earning academic honors will wear gold honor cords at the graduation ceremony. To earn academic honors a student must:

- a. Have a cumulative GPA of at least 3.5.
- b. The above will be based on seven (7) semesters.

#### 2. Fine Arts Honors

Students earning fine arts honors will wear blue honor cords at the graduation ceremony. To earn fine arts honors a student must:

- a. Have at least a 3.75 GPA in band, choir or art.
- b. Have a cumulative GPA of at least 2.5.
- c. Have completed a minimum of 3.5 credits in art (art courses in the 8th semester will be considered) **OR** have completed a minimum of 3.5 credits of band or choir and enrolled in the 8th semester of band or choir.

#### 3. Career and Technical Education (CTE) Honors

Students earning CTE honors will wear black honor cords at the graduation ceremony. To earn

CTE honors a student must:

- a. Have at least a 3.5 GPA in agriculture, business marketing education, computer science, family and consumer education and/or technology education courses.
- b. Have a cumulative GPA of at least 2.5.
- c. Have completed a minimum of three credits in the CTE areas.
- d. The above will be based on (7) semesters.
- e. Only online courses that are not offered at Edgerton High School may be counted in the minimum credits required.
- f. Credits earned through the Start College Now and Early College Credit Program in the CTE areas will count.

### **National Honor Society**

The Edgerton Chapter of the National Honor Society inducts new members annually. Membership is limited to juniors and seniors and is based on excellence in four areas: scholarship, leadership, service and character.

Scholarship:	3.5 GPA
Leadership:	4 letters of recommendation
Service:	12 school and or community activities
Character:	By vote of the EHS faculty

More details about the purpose of the National Honor Society and the selection process can be found at <https://www.edgerton.k12.wi.us/Page/1295>.

### **Open Period**

Seniors may have up to one open period per semester when they are not scheduled for a class. This will appear on the schedule as "Senior Open." Students with an open period may not be on school property unless they are in the commons area or are under the direct supervision of a staff member. Seniors with open periods must sign out when leaving the building. No student will be allowed an open period until their 4th year of high school. Seniors must be making appropriate academic progress (C- or better) in every class to earn senior open periods. Seniors with detentions will have open periods revoked until served.

### **Pre-Arranged Absences**

#### [Pre-Arranged Absence Form](#)

A student may be pre-excused for not more than ten days during the school year. In order to be counted as excused, the absence must be pre-approved and the work arranged in advance. This is done via a Pre-Arranged Absence Form that is available in the high school office. This form must be completed and signed by the parent/guardian and all of the student's teachers in advance of the absence.

### **Promotion Policy**

Students are promoted to the next grade each year, regardless of the number of credits earned. Seniors who do not complete the 24 required credits for graduation will remain in senior status until completion.

## Sign Out Procedure

Students must check in at the office when arriving or leaving at a time when the student is scheduled to be in a class. In the event a student does not sign out, detentions may be assigned.

## Senior Class Trip Information

(Board of Education [Policy 2340.01](#))

## Sportsmanship

Sportsmanship is a very important part of student life at EHS. Attendance as a participant or spectator in any extracurricular activity is a privilege that can be revoked for improper behavior.

## Student Organizations

Edgerton High School offers a wide variety of clubs. Refer to this link for more information:

<https://www.edgerton.k12.wi.us/domain/271>

## Tardiness

Students who are tardy by more than five minutes without an acceptable excuse will be assigned one detention. This does not preclude assigning detentions or other consequences for tardies of less than five minutes. The three-step discipline process will begin with three tardies per semester.

## Textbooks

Textbooks are loaned without cost and must be protected. Books that are lost or damaged will result in a fine that is assessed by the teacher and paid at the end of the semester. For lost books, the fines are: Entire cost if new, 80% if one year old, 60% if two years old, and 50% if more than two years old.

## Three-Step Discipline Process

The classroom teacher will handle the majority of behavioral problems. Teachers will contact a student's parents/guardians when the student is not complying with behavioral standards. If a teacher needs further help in solving a discipline problem, the following procedures will be followed:

1. Step One - A conference will be held with the teacher, a principal or designee and the student. If this conference fails to yield positive results, the teacher may recommend a Step Two conference.
2. Step Two - The classroom teacher will notify the administration of the continuing problem and will arrange for a conference with the teacher, student and their parent/guardian and an administrator or designee. The student may be placed in the Success Center until this conference is held.
3. Step Three - After the Step Two conference, the student will be expected to conform to proper classroom behavioral standards. If undesirable behavior is still not modified, the teacher shall again notify the administration and file a written report explaining the incident. At that time, the student may be removed from class and given an "F" for the semester. The student will be allowed to return to the class at the commencement of the next semester.

# **APPENDIX B: Edgerton Middle School**

## Arrival and Departure

Walkers may enter through the back door by the Commons area or the front door of the Middle School and **shouldn't arrive before 7:15 a.m.** Bike racks are located on the sidewalk behind the school and by the front door. The school is not responsible for lost or stolen items, so students are expected to lock their bikes. Students will be in the Commons or gym area until 7:45 a.m.

Students are to be in the classroom when the 7:50 bell rings or they will be marked tardy.

Students need to be under the supervision of an adult if they are in the circle after 3:10 p.m. and should leave school as soon as school or the activity in which they are involved in is over. Students are to wait for rides or buses in front of the school or in the Commons area.

Students may not visit other Edgerton school buildings without pre-approval.

## Awards

### Attendance Award

An attendance award is given when students meet these requirements:

- The student must be present in school every day that there is a face-to-face teaching day.
- This award allows three tardies. After the third tardy the student is disqualified.
- The students may still qualify if they are present at least one-half day, provided that the other half of the day is an excused absence. Up to five half days may be missed. An unlimited number of medical absences for up to two periods at a time is allowed.

### Perfect Attendance Award

A perfect attendance award is given when students meet these requirements:

- The student must be present in school every day that there is a face-to-face teaching day.
- The student must have no tardiness or absences. The attendance record must be completely clean.

### Academic Achievement/Honor Roll

Academic achievement is recognized when students meet these requirements:

- The student's grade point average for all subjects in the grading period is 3.5 to 4.0.
- No students will qualify for this award with a D, F, or Incomplete on that grading periods report card.
- An alphabetically compiled list will be published in *The Edgerton Reporter* at the end of each trimester.
- An academic achievement medal is awarded to students who maintain a 4.0 average throughout the year,

## Daily Class Schedule

	M, T, TH, F	W	Early Release	
1st Hour	7:50 - 8:47	7:50 - 8:44	1st Hour	7:50 - 8:22
2nd Hour	8:50 - 9:44	8:47 - 9:30	2nd Hour	8:25 - 8:55
3rd Hour	9:50 - 10:44	9:44 - 10:35	3rd Hour	8:58 - 9:28
6th Grade Lunch	10:44 - 11:14	10:35 - 11:05	4th Hour	9:31 - 10:01

6th Grade 4th Hr	11:17 - 12:11	11:08 - 11:59	5th Hour	10:04 - 10:34
6th Grade 5th Hr	12:14 - 1:08	12:02 - 12:53	6th Hour	10:37 - 11:07
7th Grade 4th Hr	10:47 - 11:41	10:38 - 11:29	7th Hour	11:10 - 11:40
7th Grade Lunch	11:41 - 12:11	11:29 - 11:59		
7th Grade 5th Hr	12:14 - 1:08	12:02 - 12:53		
8th Grade 4th Hr	10:47 - 11:41	10:38 - 11:29		
8th Grade 5th Hr	11:44 - 12:38	11:32 - 12:23		
8th Grade Lunch	12:38 - 1:08	12:23 - 12:53		
6th Hour	1:14 - 2:08	12:59 - 1:50		
7th Hour	2:11 - 3:05	1:53 - 2:44		
Homeroom		2:47 - 3:05		

## Distinguished Service Hours

The designation of "Distinguished Service Graduate" is awarded to high school students who have completed 200 hours of community service. Such designation is awarded to a student who meets the following criteria:

1. Middle school students can earn up to 50 hours of community service, which will go toward the total number of hours required for the Distinguished Service Graduate award received in high school
2. Only actual hours of service may be recorded. Travel time, required meetings and miscellaneous time may not be recorded.
3. Students must fill out a timesheet and have a supervising (non-parent) adult sign it before the hours will be recorded. Time sheets may be obtained in the Main Office.
4. A middle school student can transfer 50% of their total hours of community service, not to exceed 50 hours, while at the middle school towards the 200 hours required at the high school to be eligible for the Distinguished Service Graduate award.

## Extracurricular/School Activities

Edgerton Middle School offers many activities in which the students may participate. School activities include but are not limited to athletics, student council, fun nights, dances, dramatics, forensics, quiz bowl, math 24, etc.

An athletic handbook governing conduct, eligibility, and requirements for participation in interscholastic sports will be provided to participants. Participants in interscholastic sports need a physical exam.

A student who participates in any school activity must be a student in good standing.

Good standing includes:

- Academics: The student must be passing or making appropriate progress in all classes.
- Attendance: The student must have full-time status and not be a habitual truant.
- Behavior: The student must take care of any discipline problems which includes detentions, suspensions, community service hours, or any other assigned consequences. A student who is suspended because of behavior or attendance is not considered in good standing.
- Obligations: Students must also take care of any fines and fees or other obligations before participation.

## Failure Notices

At the mid-term of a grading period, a “D” or “F” notice will be sent to the parents/guardians of any student who is failing, falling behind or in danger of failing a course. A failure notice will be sent as soon as teachers notice a potential problem. No term “F’s” may be given unless a parent/guardian has been notified. This notice can happen at any time the student drops below a passing grade. (Example: If a student has a 62% but fails a final exam or fails to turn in a final project, a phone call to the parent/guardian would be sufficient notice.)

The three methods of notification are the following:

1. A written failure notice sent by mail.
2. Verbal communication with parent or guardian.
3. Email communication with parent or guardian.

Whichever method is used, the teacher will save a copy of any written failure notice communication and/or keep a written log of any personal conference or telephone notification with parents/guardians.

## Learning Lab

When students are in Learning Lab, they are expected to have the proper books and materials, including a silent reading book with them. Students may be excused from Learning Lab if they have a signed pass from a teacher. They are to go directly to their destination with no stops.

## Library Media Center

Books may be checked out for two weeks. Reference materials may be checked out for three days. All materials may be renewed.

Students with overdue materials may not check out other materials until the overdue items are returned. Students are not fined for overdue materials but will be charged for any lost or damaged items. Students with items overdue for more than five school days may have their locker inspected.

## Pre-Arranged Absences

### [Pre-Arranged Absence Form](#)

A student may be pre-excused for not more than ten days during the school year. In order to be counted as excused, the absence must be pre-approved and the work arranged in advance. This is done via a Pre-Arranged Absence Form that is available in the middle school office. This form must be completed and signed by the parent/guardian and all of the student’s teachers in advance of the absence.

## **APPENDIX C: Community Elementary Primary School, Community Elementary Intermediate School & Yahara Valley Elementary Schools**

### Absences

Absence from school for any reason requires a call to the school at 561-6100. Please follow the

voicemail prompts to report an absence.

## **Bus Transportation**

Bus students are assigned numbered buses by the company contracted by the District. Teachers will help direct children to buses for the first five days of school.

For students in Kindergarten, it is required that a child's parent/guardian/caregiver be present at the student's drop-off location in order for the company contracted by the District to let the student off of the bus. This is not required for students in 1st through 5th grades.

## **Disciplinary Measures**

A student who violates any of the rules or behavioral standards set forth herein or any other school rules may be subject to any or all of the following disciplines. The school is not required to impose discipline in the order set forth below, but may impose whatever discipline the school believes is warranted by the student's conduct.

- Completion of a Fix It Plan
- Loss of Privilege
- In-School Suspension
- Out-of-School Suspension
- Expulsion

## **Drop-Off Procedures for Students**

Parents/guardians are asked to assure that students are not arriving at school prior to the time that school-provided supervision begins.

At both Community Elementary Primary and Community Elementary Intermediate Schools, supervision begins at 7:15 a.m. When dropping off your students before school in the morning, please have them enter the building at the main entrance. Students should then proceed through the nearest hallway to the gym or the back playground area.

At Yahara Valley Elementary School, supervision begins at 7:30 a.m. Students should proceed to the playground or come into the building for breakfast.

## **Early Entrance to Five-Year-Old Kindergarten**

(Board of Education [Policy 5112](#))

## **Student Placement**

Homeroom groups are created each spring for the following school year. Prior to recommending student placements for the next school year, each homeroom teacher considers the following factors: academic achievement and performance levels, work habits, study behaviors, student learning styles, possible personality conflicts, and parent/guardian concerns. To insure heterogeneous classrooms, children of varying abilities are placed in each homeroom at every grade level. Even though academic performance is considered when placing a student in a homeroom for the following school year,

students will not be grouped for instruction solely by ability or achievement. The philosophy at the elementary level states that in order to achieve a classroom environment conducive to learning, flexible grouping should be incorporated.

Over the course of the summer and during the first ten days of school, class lists may need to be changed to allow for student transitions in and out of the district. Therefore, class lists are only tentative and may require changes.

### **Student Safety - Five-Year-Old Kindergarten**

Five-Year-Old Kindergarten students are not allowed to walk to/from school unless accompanied by a parent/guardian. Special accommodations (e.g., older sibling) for accompanying a 5K student to/from school must be requested in writing to the building administrator. The administrator responsible for the student is authorized to approve or deny such special accommodation requests made by the parent/guardian. Written notification of the decision will be provided to the parent/guardian within five business days of the receipt of the written request.

## **APPENDIX D: Four-Year-Old Kindergarten Program**

### **Vision Statement**

The purpose of our Edgerton Four-Year-Old Kindergarten collaborative effort is to prepare all children socially, emotionally, academically, and physically for success in school and life in an atmosphere that is nurturing, play-based and developmentally appropriate.

### **Guiding Principles**

The Edgerton Four-Year-Old Kindergarten collaborative will provide a developmentally appropriate program using the Wisconsin Model Early Learning Standards as a framework.

- Nurturing Learning Environment/How Children Learn
- What Children Learn/Need
- Parents as Partners
- Teachers as Facilitators

### **Nurturing Learning Environment**

Based on How Children Learn Best

- Play-based environment where knowledge is constructed rather than information that is handed out.
- Nurturing environment that is rich in opportunities to explore, make choices, and have hands on activities.
- Independent as well as small and large group cooperative activities that emphasize process rather than product.
- Diversity is celebrated and the talents and strengths of all children are nourished.
- Clear classroom expectations which students will help create. These classroom expectations are modeled for and practiced by the students.

## What Children Learn/Need

- Developmentally appropriate literacy-based program. This includes providing a literacy/print rich environment, exposure to literature and vocabulary, opportunities for dialogue, learning through social interaction, and opportunities for dramatic play, listening, writing, and other literature rich opportunities. Children will be exposed to art, music, science, math, and other subjects within the play-based environment.
- Activities that meet the varied developmental levels of students.
- Experiences that will stimulate curiosity, leading to understanding as a basis for future learning.
- Appropriate socioemotional skills development, including positive social interactions, problem-solving, and conflict resolution.

## Parents as Partners

- Four-Year-Old Kindergarten will provide a variety of opportunities for parents/guardians to get involved. Communication will be frequent and through multiple means such as newsletters, volunteer opportunities, conferences, field trips, etc.
- A daily schedule/routine will be followed and communicated to children and parents/guardians.
- Parents/guardians and teachers will work together to support positive character development.
- Four-Year-Old Kindergarten will provide educational opportunities to parents/guardians to support the socioemotional, academic, and physical growth of their children.

## Teachers as Facilitators

- Teachers will utilize the Creative Curriculum as a basis for teaching, which includes teachers actively interacting with children.
- Teachers will follow the curricular guidelines, program and student assessment structures, professional development activities, and site agreement guidelines.
- Teachers will provide a classroom with a variety of materials that are accessible and appealing to four year olds.
- Teachers will involve community resources whenever available and appropriate.
- Teachers will model appropriate language and behaviors for students, and guide student choices.
- Teachers will be reflective in their planning and implementing of curriculum.

## Four-Year-Old Kindergarten Staff

Dr. Dennis Pauli  
District Administrator  
561-6101

Creative Arts Class, LLC  
884-6162  
Beth Fox, Director & Teacher

Alice Redalen  
4K Administrator  
561-6012

Edgerton Children's Center  
884-6393  
Cathe Engler, Director  
Kim Kindschi, Teacher

Central Lutheran Preschool  
884-9418  
Barb Grabow, Director  
Kalie Ausprung, Teacher

## **Absences**

Absence from school for any reason requires a call to the 4K center.

- Central Lutheran  
608-884-9418
- Creative Arts  
608-884-6162
- Edgerton Children's Center  
608-884-6393

## **Bus Transportation**

Bus students are assigned numbered buses by the company contracted by the District.

For students in 4K, it is required that a child's parent/guardian/caregiver be present at the student's drop-off location in order for the company contracted by the District to let him/her off of the bus. If a 4K student will be getting dropped off with an older sibling, written notification must be sent to the 4K administrator.

## **Pick Up and Drop Off Times**

Students who are transported to school by a parent/guardian/caregiver are not permitted to arrive at school prior to 5 minutes before the start time of Four-Year-Old Kindergarten.

Students who are transported from school by a parent/guardian/caregiver are to be picked up within 5 minutes of the end time of Four-Year-Old Kindergarten.

On scheduled Early Release days, all 4K classes will be canceled.