

# Edgewood High School

## 2020-2021

2219 MONROE STREET

MADISON, WI 53711

(608) 257-1023

WWW.EDGEWOODHS.ORG

2020-2021

PRESIDENT

MICHAEL ELLIOTT

PRINCIPAL

BETH STEFFEN

ASSOCIATE PRINCIPAL

SHANNON MCDONOUGH

*Please note that all calendar events are subject to change. For the most up-to-date calendar information, please visit our website at [www.edgewoodhs.org](http://www.edgewoodhs.org).*

Dear Students and Parents/Guardians:

Welcome to Edgewood High School of the Sacred Heart. We are happy that you have chosen to be a part of our Edgewood community, a community rooted in a strong Catholic, Dominican educational tradition. We hope that you are able to find new opportunities and experiences as a part of our community this school year.

At Edgewood, we believe strongly in educating the whole student. Our talented faculty is committed to helping students achieve the high standards of academic excellence necessary to be competitive in the post-high school landscape. We also value the importance of teaching our students social responsibility, commitment to service and respect for others.

Our school has long been a community where we offer strength and support to each other academically, spiritually and socially. As we work together to make Edgewood a great place for students to learn and grow, we ask that all members of our community remember and embrace our Sinsinawa Dominican values of Truth, Compassion, Justice, Community and Partnership.

We ask that all parents/guardians and students review the contents of this handbook and use it as an initial resource to answer your questions throughout the school year. Of special help, especially for new families, is Section XI, "Whom Should I Contact?"

May God bless your efforts and we hope you find this handbook to be a helpful resource as you navigate the year ahead.

Sincerely,

Beth Steffen  
Principal

## I. INTRODUCTION

### PREFACE

The Student Handbook contains the student policies for Edgewood High School. Please, take the time to read and understand the policies. If situations arise which are not addressed in this handbook, administrative discretion will be exercised. Edgewood reserves the right to make emergency policies when necessary.

### OUR MISSION

Edgewood, a Catholic high school, educates the whole student for a life of learning, service and personal responsibility through a rigorous academic curriculum that embraces the Sinsinawa Dominican values of Truth, Compassion, Justice, Community and Partnership.

### OUR VISION

To provide an exceptional high school experience in an inclusive Dominican Catholic community where every student is inspired to study, reflect and take action in pursuit of a purposeful life.

### OUR VALUES

Edgewood High School's values are based on the core values of our sponsor, the Dominican Sisters of Sinsinawa:

- TRUTH: To be courageous and attentive in the search for understanding based in Gospel values.

- **COMPASSION:** To act with mercy while allowing one's heart to be touched by the needs of others.
- **JUSTICE:** To recognize, respect and work to assure the rights of all people.
- **COMMUNITY:** To be called to action, recognizing that we are part of something larger than ourselves.
- **PARTNERSHIP:** To nurture relationships by engaging in work with others toward common goals.

Edgewood has long been recognized as a high school whose impact reaches far beyond the classroom. Our values, brought to us by the Dominican Sisters of Sinsinawa, truly shape the lives of the young men and women attending EHS. We strive to live these values daily. In doing so, we look to create a setting where diversity of faith, ethnicity and socioeconomic status are respected and celebrated. Within this setting, students can find the confidence and courage to positively impact our world.

### **SPONSORSHIP STATEMENT**

Edgewood High School is sponsored by the Sinsinawa Dominican Congregation. This congregation, founded in 1847 by the Venerable Father Samuel Mazzuchelli O.P., sponsors seven schools. Through sponsorship, the Sinsinawa Dominicans carry out their mission to preach and teach. Edgewood High School was established in 1881.

### **DIVERSITY MISSION STATEMENT**

Edgewood High School is an inclusive, value based Sinsinawa Dominican Catholic high school that embraces, respects, and celebrates individuals regardless of their social condition, creed or color.

The administration, students, faculty, board and parents commit to truth, justice, compassion, community and partnership toward all peoples, implementing innovative initiatives that will:

- Prepare our students to engage in a multicultural global economy.
- Prepare our students to make significant contributions in a multicultural community.
- Prepare our students to connect deliberately with others across our differences.
- Prepare our students by enhancing their knowledge, awareness, skills and experiences, within an environment that cultivates inclusivity.
- Reflect the reality of our community.
- Exemplify the richness of our diverse community and always be each other's best example.

### **STUDENT PHOTOGRAPHS AND RIGHT TO PRIVACY**

During the course of a school year, individual students and student groups are occasionally videotaped and/or photographed in classroom situations, during fine arts performances, on field trips, while participating in athletics, etc.

The resulting photo and/or videotape may be used in a variety of ways: to promote the school; to instruct students or staff members; or to orient new parents, staff, and students. The final product could also take a variety of forms: photo displays; slide presentations; newspaper articles; pamphlets; video programs; school yearbook; school website and social media.

Pursuant to the Family Educational Right and Privacy Act and State Statute 118.125(1)(d), any parent/guardian or eligible student (18 years of age or older) may inform the school of their desire that their child not be photographed or videotaped. If this is your desire, please send a letter indicating such to Edgewood High School, Attention: The Principal.

## **II. STUDENT ATTENDANCE**

### **CLASSROOM ATTENDANCE**

In order to gain the most from education, it is imperative that students attend classes at all times. Students' active participation in class discussion, learning from other students' input and questions, and comprehension of all classroom information presented cannot be replaced simply by getting notes from another student and making up work when one is absent. In keeping with the mission of our school, Edgewood High School has a school-wide attendance policy, and in accordance with state law, requires all students to attend school full-time, (7.0 credits per semester minimum for all students). All students must attend 75% of classes per quarter in order to obtain credit.

### **SCHOOL CALENDAR**

Parents/guardians and students are expected to be aware of the school calendar and are asked to plan students' appointments and family vacations around the calendar, which is available on Edgewood's website ([www.edgewoodhs.org](http://www.edgewoodhs.org)).

## **SCHOOL DAY**

The school day is from 7:50 a.m. to 3:20 p.m. The good morning bell rings at 7:45 a.m. Students must be in their classroom prepared to begin class when the 7:50 a.m. bell rings to start Mod 1. If the student does not have a Mod 1 course, they are expected to be in the building working in the Commons or Library, unless proper documentation of parent/guardian permission for "Late Arrival/Early Dismissal" has been provided.

## **CLOSED CAMPUS/LEAVING THE BUILDING**

With concern for the safety and welfare of all students, Edgewood High School is a "Closed Campus." Students are not permitted to leave the building at any time unless they have pre-approved parent/guardian permission **AND** have obtained a pass from attendance personnel, or if they have been approved for either late arrival or early dismissal. Students who need to leave the building during the school day for any reason must obtain a pass from attendance staff before leaving (including going out to one's car and going to the Science Center unless a student has a class or permission to work with a science teacher). Leaving the building, including the parking lot and Science Center, without permission may result in a one day Out Of School Suspension.

## **TARDIES**

A student arriving to class after the bell sounds is tardy. If arriving more than ten minutes late for class, without a pass excusing the tardy, the student will be considered absent. On a student's third unexcused tardy of the quarter and for every tardy thereafter, the student will receive a 1% quarter grade reduction in that course. The teacher will inform the student of the grade reduction and the teacher will inform the parent/guardian, student's counselor and associate principal of the initial reduction. Should the problem continue in an individual class or there becomes a pattern of tardiness, a meeting with the student, counselor, parent/guardian, and/or associate principal may also be requested.

## **UNEXCUSED TARDIES**

Oversleeping, needed at home, work, and similar circumstances where students have control is an unexcused tardy. It is important to note that even with a written note from a parent, these types of tardies will be considered unexcused.

\*Edgewood's teachers and staff are mandated to record each tardy. All tardies will be a part of the student's permanent record. The final decision as to whether a tardy is excused or unexcused will rest with the associate principal.

## **PROCEDURE FOR REPORTING TARDIES AND ABSENCES TO SCHOOL**

Parents/guardians must contact attendance staff by phone or written note to request permission for a student to enter or leave the building outside of school start and end times. The note, signed by the parent/ guardian, or call, must state the date and reason for the absence/tardy. Students arriving late to school are to immediately report to the attendance office. Students without a note are still required to report to Attendance upon arriving at school.

If an acceptable excuse is presented, the attendance staff will give the student an excused pass to class. Any note given after the fact will not be considered an excused tardy. Extenuating circumstances will be handled on a case-by-case basis with the associate principal.

1. When students are absent from school, parents/guardians must call the school (257-1023 ext.126) to excuse the absence. This call must be made between 7:30 a.m. and 9:00 a.m. on the day of the absence. (Parents/guardians may call the preceding evening or before 7:30 a.m. and leave a message on the Attendance line voice mail – 257-1023 ext.126. The following information is required: name of caller and relationship to student, student's name, reason and anticipated length of absence. E-mail communication will not be accepted. Because of our concern for your child's safety and the need for accurate record keeping, please call daily if a student is to be absent for two or more consecutive days.

2. If a call has not been received, students must bring a note to Attendance that explains the reason for their absence. Students who do not provide the school with a written excuse upon their return will be given an automatic unexcused absence and may be considered off campus.

3. Whenever possible, students must make an effort to attend another class section of the classes they missed.

## **UNEXCUSED ABSENCES**

Students who have an unexcused absence for a class will receive a 5% quarter grade reduction for each unexcused absence in that class and will lose commons privileges for 2 days. Students will spend their open mods in Student Services. Should the problem continue in an individual class or there becomes a pattern of unexcused absences, additional disciplinary measures will be taken, including possible suspension. A meeting with the student, counselor, parent/guardian, and/or associate principal may also be requested.

## **LONG-TERM OR CHRONIC ABSENCES**

Unexpected long-term or chronic absences due to illness or injury may occur. The associate principal (in consultation with other administrators), the student's parent/guardian, and counselor will address each case on an individual basis and make recommendations for the student. In such cases, parents/guardians are asked to contact the Student Services department. All students must attend 75% of classes per quarter to receive credit.

## **ILLNESS DURING THE SCHOOL DAY**

If students become ill during the school day, they are to report to the Student Services Department, and staff will make every effort to contact a parent/guardian or an emergency contact person designated by the parent/guardian. After obtaining permission from the parent/guardian or designated person, students will be allowed to leave. If no contact can be made, students will be allowed to sit in the Student Services area and efforts to contact the parent/guardian or their designee will continue to be made.

## **REASONS FOR EXCUSED ABSENCES**

A. Personal illness, hospitalization, or medical care.

The administration may require the parent/guardian to obtain a written statement from a physician or licensed medical practitioner as proof of the physical or mental condition of the student. Such excuses shall be made in writing and must state the period of time for which it is valid. This may be requested after three (3) consecutive absences or five (5) absences in any nine (9) week period.

B. Medical, dental, chiropractic, optometrist or other health related appointments (Please note: The school may request the student bring a doctor's excuse confirming the appointment).

C. Death or serious illness of family members or close friends.

D. Approved school activities.

E. Absence resulting from a parent/guardian's request for their children to participate in vacation with request submitted and approved in advance. Parents/guardians are strongly encouraged to plan their children's vacations for those times when school is not in session. If parents/guardians wish students to take unscheduled vacations, they are to obtain a "Vacation Form" from Student Services two weeks prior to taking students out of school. The form is to be presented to each classroom teacher for a signature and comments. The teacher's signature does not indicate approval, but merely notes that the form has been presented. The form is then signed by parents/guardians and given to the school counselor. The "Vacation Form" must be turned in before leaving on vacation.

F. Religious holidays.

G. A court appearance or other legal procedure requiring the attendance of the student. Administration will request written confirmation of needed court attendance.

H. Attendance at special events organized through EHS school personnel.

I. Special circumstances that show good cause, which are approved in advance by the associate principal.

## **REASONS FOR UNEXCUSED ABSENCES/TRUANCY**

A. Leaving the building without prior/pre-approved permission.

B. Skipping class or homeroom.

C. Request parent/guardian permission to be excused from a class to work on coursework from a different course.

D. Request parent/guardian permission to be excused from a class to allow more time to prepare for a test/quiz/project.

E. Failure to provide an excuse for an absence from a parent/guardian.

F. Failure to produce a doctor's excuse when one is required.

Except in extenuating circumstances, unexcused absences will be regarded as truanancies. Unexcused absences will result in detention or suspension as well as possible grade deduction. Extra and co-curriculars will be affected.

## **LATE ARRIVAL/EARLY DISMISSAL**

Sophomores, juniors, and seniors who meet **all** of the criteria below may request late arrival/early dismissal privileges. All students must be on time for the homeroom hour which is scheduled directly after Mod 1. Any tardies to the homeroom hour may terminate the student's late arrival privilege.

- Student must be in good academic and disciplinary standing (minimum 2.5 GPA)
- Student must have Mod 1 and/or Mod 9 open

- Student must have up to date logged service hours

Sophomores: Semester 1 - 10 hours; Semester 2 - 25 hours

Juniors: Semester 1 - 40 hours; Semester 2 - 55 hours

Seniors: Semester 1 - 70 hours; Semester 2 - 85 hours

Transfers: All transfers must obtain 10 service hours before applying for Late Arrival/Early Dismissal

- Student must have parent/guardian permission for late arrival/early dismissal

Students who are eligible for late arrival/early dismissal privileges must complete a Late Arrival/Early Dismissal Parental/Guardian Permission Form online. Students with late arrival/early dismissal privileges may be in the school to conduct research in the Library, lift weights in the Weight Room, or work independently with a teacher. Students may not roam the halls or be unsupervised in the building, including the locker rooms.

**Late Arrival/Early Dismissal must be officially added to the student's schedule prior to the student coming late or leaving early, otherwise the student may be considered off campus and consequences may apply.**

Students/parents/guardians may access *PowerSchool* to confirm schedule changes. It is the student's responsibility to know the school's Special Schedule Days and be on time for homeroom regardless of daily schedule.

### **COMMONS/OPEN STUDY AREA PRIVILEGES**

Wise use of unscheduled time is crucial to the academic success of all students. The experience in planning this time will help students to realize that the responsibility for learning rests with them. The use of the commons and open study areas during free mods is a privilege earned on the basis of academic achievement and maturity.

The school reserves the right to schedule students into study halls if academic or behavioral problems warrant.

### **STUDY HALL ASSIGNMENTS**

The following students are assigned to study halls:

- All freshmen
- All students with a GPA > 2.5 per quarters 1 and/or 3 and semester 1 and/or 2 grades
- All students on the D/F list / ineligible list
- All other students that administration determines because of academic or behavioral reasons

### **STUDY HALL EXPECTATIONS**

Study halls provide students with time for doing homework, independent study, and beneficial reading. A silent study atmosphere is to be maintained, and students are to come prepared to work. Any permission to leave during the study period must be obtained from the study hall moderator and teacher taking responsibility for the student that mod. The following expectations apply to all study halls:

- Study hall is a time for silent study. Students studying together or receiving tutorial help should do so quietly and, if possible, be separated from those studying alone.
- Attendance is taken at the beginning of the period.
- A tardy to study hall is treated like a tardy to class, i.e. the student's name is entered onto the absentee sheet.
- Passes to washrooms are issued one at a time, when necessary.
- Students with "green slips" must present slips to the study hall moderator at beginning of study hall. It is the student's responsibility to have slips signed and return to study hall before the end of the mod and turn in signed slips to the study hall moderator.
- The study hall moderator has the right and responsibility to set additional appropriate expectations of students in order to maintain the atmosphere for study.

## **III. ACADEMICS**

*For more detailed academic information and requirements, please see the Curriculum Guide.*

### **GRADUATION ACADEMIC REQUIREMENTS**

*Total Number of Credits needed for Graduation: 28 credits*

### *Minimum Credit Requirements for Graduation*

*\* Some college application requirements may be greater, please consult your school counselor with questions*

- English – 4 credits (1 credit of English is required each year as an EHS student)
- Religious Studies – 4 credits (1 credit of Religion is required each year as an EHS student)
- Science – 3 credits
- Social Studies – 3 credits
- Physical Education – 3 credits
- Mathematics – 3 credits
- Fine Arts – 1 credit
- Public Speaking – 0.5 credit
- Electives – 6.5 credits

### *Minimum Yearly Credit Requirements*

- Freshman Year - 7 credits
- Sophomore Year - 7 credits
- Junior Year - 7 credits
- Senior Year - 7 credits

## **CLASS PARTICIPATION/ATTENDANCE**

Edgewood accepts a parent/guardian's right to excuse their child from school for competitions or performances not sponsored by EHS. However, students must attend a minimum of 75% of all classes in order to receive academic credit. Regardless of the educational and/or cultural value of these experiences, they are not an adequate substitute for the classroom experience. This includes illness and other excused absences.

Minimum required attendance for credit is 75% each quarter (examples based on 7 week quarter)

- Classes meeting **six** cycle days must attend **31** classes
- Classes meeting **five** cycle days must attend **26** classes
- Classes meeting **four** cycle days must attend **21** classes
- Classes meeting **three** cycle days must attend **15** classes

These types of absences must be pre-approved two weeks in advance through Student Services. Extenuating circumstances will be handled on a case by case basis with final approval given by the principal.

## **GRADING PROCEDURES**

Courses at EHS are either on a four point or five point grading scale. Most EHS courses are based on a four point grading scale where an A=4.0, A-=3.5, B=3.0, B-=2.5, C=2.0, C-=1.5, D=1.0, D-=0.5, F=0.0, when factored into a student's grade point average. Those on a five point grading scale include: Honors courses, Advanced Placement (AP) courses, and other pre-approved college courses. In a five point grading scale, a full point is added to the final grade when factored into the GPA ( ex: A=5.0, B=4.0, etc.)

In special circumstances a grade of CR (credit) or NC (no credit) may also be given, with the approval of the principal.

A credit/no credit grading system is used for assistantships, and in some instances for foreign exchange students.

Grade point average and credits accumulated start with the first semester of freshman year. Courses taken in seventh grade, eighth grade, or the summer after eighth grade will appear on the EHS transcript with a "CR" notation if they are high school level courses, but will **NOT** be counted toward GPA, class rank, or total credits needed for graduation.

## **REPEATING A COURSE**

When students retake a course, the following grading policy will be used:

- Both grades will appear on the transcript
- Both grades will be factored into cumulative GPA
- Credit will be given only once

## **INCOMPLETES**

Incompletes may only be given for the following reasons:

- Extended illness or injury

- Death in the family
- Extenuating circumstances

When appropriate, documentation of the above may be required by the administration.

Incompletes must be completed within three weeks of the end of the quarter, unless special arrangements have been made with the teacher. In each case, the teacher must obtain administrative approval.

## HONOR ROLL

Two honor rolls are announced at the end of each semester, and are based on semester grades. They are High Honors (3.75 or better) and Honors (3.5 - 3.74).

## CLASS RANK

Class rank is based strictly off of cumulative grade point average. It is important that parents/guardians and students note that while we privately provide **class rank** on student and parent *PowerSchool* portals, the official school position on the distribution of class rank information is as follows:

"It is the policy of the Board of Trustees of Edgewood High School that class rank is not routinely provided."

We believe that this statement sends the message to colleges that withholding of class rank is a board decision and **not** an attempt by students/parents to conceal rank. It also clearly provides our students and parents with the option of requesting that class rank be forwarded whenever they deem it appropriate.

## WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP

Students must be enrolled at Edgewood High School for their entire junior year and first semester senior year to be considered for the Wisconsin Academic Excellence Scholarship.

If you have any questions about this policy, please contact the Student Services department.

## GRADUATION PARTICIPATION

Students who finish their final semester **0.5** credit short of fulfilling graduation requirements may participate in all graduation activities, if a plan exists to obtain this **0.5** credit through summer school or extension courses. Such a plan must be agreed upon by the student, parent/guardian, counselor, and principal. Diplomas will be issued upon completion of the **0.5** credit.

Students who finish their final semester **more** than **0.5** credit short of fulfilling graduation requirements are not allowed to participate in graduation week activities, including the ceremony.

Students who have not fulfilled their service hour requirements are not allowed to participate in graduation week activities. (Refer to Service Program [Section IX. Miscellaneous] for a complete explanation of the requirement.)

Students must be enrolled and in attendance for Semester 2 of their senior year in order to graduate from Edgewood High School and participate in graduation activities.

## EARLY GRADUATION

A student who requests the opportunity to graduate in less than four years must:

- Notify his/her school counselor before January 1 of his/her junior year.
- Meet the minimum requirements equivalent to all four years as outlined in the *Minimum Yearly Credit Requirement* section.
- Carry and maintain a cumulative grade point of at least 3.0 until graduation.

## ADDING & DROPPING COURSES

Adding courses: If the above circumstances apply, all prerequisites have been met, and teacher approval has been granted, a student will be allowed to add a course within the **FIRST CYCLE (6 school days)** of the semester. Courses can only be added into existing open mods within a student's schedule; current courses will not be adjusted to accommodate late add requests.

Dropping courses: Once the academic semester/year has begun, a student will only be allowed to drop a course without transcript notation (W - Withdraw) within the **FIRST TWO CYCLES (12 school days)** of the semester, pending completion of the EHS OFFICIAL DROP PROCESS:

- 1) Course drop is requested by student, recommended by teacher, or extenuating circumstances arise
- 2) Student meets with counselor and receives OFFICIAL ADD/DROP FORM

- 3) Student meets with the course teacher to address concerns, clarify expectations, brainstorm a plan for solutions, and have ADD/DROP FORM signed
- 4) Communication between teacher, student, parent/guardian, and counselor to determine approval of drop request (with administrative approval, if deemed necessary)

**Dropping a course after the first two cycles (12 school days) of a semester is not permitted.** If a late-drop request is deemed necessary after completing the steps above and with administrative approval, the course will appear on the student's official transcript with a "W" (Withdraw) distinction, indicating the course was withdrawn after the drop period. The course will not count for credit or be factored into a student's cumulative GPA. The student may choose to enroll in the course during a subsequent semester and should be prepared to explain the circumstances regarding the withdrawal in future college/career applications. If a student *does not receive administrative approval* and still chooses to drop the course, the course will appear on the student's official transcript with a letter grade of "F".

Please refer to the AP contract and Curriculum Guide for more information on the AP drop policy.

## **TRANSCRIPTS**

### **Information Included**

A transcript is a record of a student's course work throughout his/her enrollment in high school. Included on all transcripts are the student's name, address, parent/guardian name(s), student identification number, birth date, grade, previous school(s) attended (if applicable), and entry, withdrawal, and/or graduation date. The transcript also shows the student's cumulative grade point average, total number of credits earned, number of completed service hours and completion status of the Civics Exam, as mandated by the State of Wisconsin. The transcript displays all courses taken by the student at Edgewood High School, along with the grade and credit earned for each class. This information is displayed by semester. Class rank is not provided.

### **Requesting a Transcript**

Please contact Student Services to request an official or unofficial transcript.

## **TRANSFER STUDENTS – CREDITS/TRANSCRIPT**

Grades and credits received at schools other than Edgewood High School will be reflected on EHS transcripts using the EHS grading procedures. Transfer students will be expected to adhere to the EHS grading and credit policies with all their previous grades, credits, and scores converted to the EHS grading systems. Even with grade and credit integration, EHS recommends a student send two transcripts to institutions and organizations requesting transcripts - one from the former school and one from Edgewood High School.

## **NON-EHS COURSES**

### **Policy**

An EHS student who wishes to take courses at a place other than Edgewood High School will not receive EHS credit unless the student's counselor and appropriate department chair grant **prior approval**. The official contract entitled *Contract for Non-EHS Courses* outlining all specific procedures must be agreed upon and signed by student, parent/guardian(s), school counselor, and appropriate department chair.

### **College Courses**

Edgewood High School allows students who have exceeded our curriculum offerings to take classes at either UW-Madison or Edgewood College. Courses taken at either of these institutions cannot replace existing required course work at Edgewood High School.

College courses worth 1-3 credits that are **not** offered at Edgewood High School also require a completed *Contract for Non-EHS Courses*. If approved, the semester-long academic course will be graded as an "honors" course on a five-point grading scale as an elective and will be given 1.0 credit. All college courses taken for honors credit must have prior approval of the student's parent/guardian, school counselor, and department chair.

Students who attend college courses for high school credit must be accepted, register at the college or university, and pay all fees as required by the institution. Families will be billed by and make payments directly to the college or university.

### **Summer School**

Edgewood High School does not offer summer school courses for credit, with the exception of Regular and Advanced Environmental Field Education. However, students may enroll in summer courses offered by other schools districts.

Summer school is used for one of three purposes:

- Enrichment
- Acceleration through current EHS curriculum
- To make up semester failures and/or aid students deficient in credit progress toward graduation

All summer school courses must be accompanied by the *Contract for Non-EHS Courses* and pre-approved by the counselor and the department chair of the subject area. Regular credit will be given for approved off-campus courses. Maximum credit load in summer school is two credits. Students who take summer school courses must still register for the required minimum credits for their grade level for the next school year.

This outlines the general procedure followed by EHS, but each course will be evaluated on an individual basis to determine whether credit is granted. Determining factors will include the number of hours of instruction, breadth and depth of the course, and documentation of student work. Grades cannot be awarded unless the sponsoring institution provides a grade.

### **Study Abroad**

Students must meet with their counselor to develop an approved course of studies six months prior to enrolling to study abroad. Courses which meet Edgewood High School requirements will receive credit on the Edgewood High School transcript, but not a grade. Grades received in courses taken abroad will not be calculated into the student's GPA and will be labeled as transfer credits.

### **ACADEMIC PROBATION**

Any student receiving two (2) or more F's, or an F and a D, or any grade combination worse will be placed on academic probation per quarter 1 and/or 3 and semester 1 and/or 2 grades. A student on probation will be asked to meet with his/her counselor on a regular basis, as determined by the counselor and attend Parent-Student-Teacher conferences. An academic review will take place with the student's counselor at the next grading period. Students who are on academic probation for two consecutive semesters will be placed on strict academic probation. Student will be placed in the Academic Success Program until grades are brought up to all C- or better.

The administration reserves the discretion to place a student on academic probation due to extenuating circumstances.

### **STRICT ACADEMIC PROBATION**

A student receiving three (3) or more F's at the end of a semester will automatically be placed on strict academic probation. Strict academic probation is a period (one semester) of close, individual supervision for the student by his/her counselor and the associate principal. Student will be placed in the Academic Success Program until grades are brought up to all C- or better. Anyone placed on strict academic probation will be required to abide by the following guidelines:

1. There will be a meeting with the counselor, associate principal, parent/guardian(s) and student to discuss the probationary status.
2. The student may be required to meet with his/her counselor on a weekly basis.
3. Counselors and teachers will arrange for periodic academic updates to be mailed to parent/guardian(s).
4. The student will have his/her membership in co-curricular and athletic activities suspended for the period of strict probation. Attendance at events is permissible.
5. An academic progress meeting will be held at the end of the semester with the counselor and associate principal to assess the student's current status and recommendations for future status.
6. If a student is on strict academic probation for two consecutive semesters, he/she may be recommended for withdrawal from Edgewood High School.

### **TECHNOLOGY ACCEPTABLE USE POLICY**

Edgewood High School provides computer usage to students for educational and research purposes in accordance with our mission, values and goals. All resources are available to every student, including internet and email, unless the school receives written parental/guardian notification requesting denial of access to a resource. Students are issued a username and password which allows access to the systems to support and enhance their educational experience. Students must adhere to the Technology Acceptable Use Policy and Edgewood Chromebook Policy which can both be found on the Edgewood High School website at [www.edgewoodhs.org](http://www.edgewoodhs.org). Failure to follow these rules will result in consequences that could include loss of privileges, suspension, expulsion or other disciplinary measures. For more information, please contact the Technology Director.

### **VIOLATIONS**

Violation of the Technology Acceptable Use Policy will result in one or all of the following consequences: specific consequences dependent upon the nature and severity of the infraction, the number and types of previous infractions, student cooperation and attitude, and possible extenuating circumstances.

- Loss of network account/computer use for one cycle and a written record of offense.
- Loss of network account/computer use for one month and parental notification.
- Loss of network account/computer use for a period of time determined by associate principal, meeting with parent/guardian and associate principal, and possible additional repercussions.
- Loss of network account/computer use for one year and possible expulsion recommendation in accordance with the *Student Handbook* to be reviewed by the associate principal.

Exceptions to the Technology Acceptable Use Policy may be granted for legitimate educational pursuits. However, the Technology Director must approve such exceptions before any action is taken by the student.

Devices may not be used to disrupt or violate the rights of others. Recording the voice or image of another adult or students in any way that disrupts the educational environment, invades the privacy of others, or is made without the consent of the individuals being recorded is prohibited.

## **IV. CO-CURRICULAR PROGRAMS**

### **PURPOSE STATEMENT**

Co-curricular activities are designed to provide opportunities for growth, challenge, and achievement for students beyond the curriculum. Co-curriculars are an integral part of Edgewood's educational program and offer a variety of activities designed to meet a wide range of student interests. By participating in any of these activities, students can have fun, enjoy one another, make new friends, develop and exercise leadership skills, and build self-esteem and a positive attitude toward others. Edgewood High School encourages co-curricular activities to have a service project component in their programs.

#### **Goals:**

- To help students experience the different aspects of student life that exist outside the classroom.
- To create a caring atmosphere that motivates, encourages and enlightens all students.
- To build school spirit and enthusiasm through class activities.

### **NEW CLUBS AND ACTIVITIES**

Students interested in forming a new co-curricular club or activity must see the associate principal to discuss the proposal at least six months in advance of the start of the next academic school year. New clubs will be asked to function independently for one year prior to the school including it into co-curricular programming. The associate principal will assist in helping a new club start out.

### **CHAPERONES AND SECURITY**

Co-curricular moderator(s) must be present at all functions. The sponsoring club or council has the responsibility for having the adequate number of chaperones (25:1) for a dance or other function. If there is any question regarding what an adequate number would be, the associate principal should be consulted. The activity cannot be held without chaperones.

It is often necessary to engage security personnel for activities at school of a public nature, i.e. dances, athletic events, etc.

### **CLASS AND CLUB OFFICER RESPONSIBILITIES**

- Clear all class projects and activities with the faculty moderator and administration.
- Keep all facilities used for any activity in order.
- Enforce co-curricular policies as written.
- Keep the class and club file up-to-date with the following:
  - Plan for the year
  - Calendar of meetings and brief accounting of each meeting's minutes
  - Activity summary sheet for each activity held
  - List of officers and members
  - Account of income and expenditures
  - End of the school year written evaluation of the organization

### **DANCES**

The Homecoming and Valentine's Day dances, as well as Prom, go from 9:00 p.m. until 12:00 a.m. We prefer students to stay for the entire dance; however, no one is admitted after 10:00 p.m., nor are students allowed to leave until after 11:30 p.m. or after the court has been presented.

An Edgewood student may need to present his/her ID card for admission to the dance. Guests are welcome at our dances, but are limited to the "boyfriend or girlfriend" of the Edgewood student and are the responsibility of the Edgewood host student. Guests must be in high school. Exceptions may be made regarding the attendance of high school graduates through the associate principal by application deadline. All guests must have completed the guest pass application through the associate principal's office. No faxes will be accepted.

**The Homecoming Dance** is a semi-formal\* dance and is open to all EHS students.

Homecoming is part of the fall sports season and includes a variety of activities. The Executive Council organizes Homecoming Week, specifically the "Dress Up" days, and in conjunction with the class councils, sign painting and door painting. The senior class plans the dance and court, which are announced at the pep rally.

**The Valentine's Dance** is a semi-formal\* dance and is open to all EHS students.

**Prom** is a formal\*\* dance held during April or May. One member of each couple must be an Edgewood junior or senior. A prom king and queen are announced at the dance.

Other class parties, dances and evening events will end no later than 11:30 p.m. These activities will be limited to weekends or nights before school-free days. Activities on school nights will seldom be scheduled or will be over by 10:00 p.m. Except Prom, no dances are to be held away from school without permission from administration.

\* Appropriate dress for semi-formal dances includes shirt, tie, and dress slacks or dress/skirt (within 3 inches of the knee, and appropriately modest, per dress code).

\*\* Appropriate dress for formal dances includes tuxedo, suit, sport coat, shirt and tie, dress slacks and gown or dress (appropriate length and modest).

Students who are not in the proper dress code for the dance will not be allowed into the event.

## **FINANCES**

The school provides every club with a minimal budget. If a club or class council wants to incur expenses beyond this budget, they must first identify how these expenditures will be funded and secondly, get administrative approval. All funds should be spent in the best interest of the school, and no student or group of students will be allowed to make a personal profit from such activities.

Forms for expenditures should be filled out by the class or club treasurer, signed by the faculty moderator, and returned to the business office, which will write a check for the debt incurred. Before an event, change may be picked up from the business office and after the event, it should be locked up in either the general office or business office. The moderator should ensure that the cash is turned in to the business office with information indicating the amount and the club or class whose balance should be credited. The business office has the financial information, and monthly updates are available.

## **STUDENT TRIPS**

Definition of a student trip is any trip over 300 miles and/or the duration of three or more days that is designed for educational purposes. Under normal circumstances, a request must be made to the administration six months in advance. Complete plans must be submitted four months prior to the trip. As a general rule, consideration will be based on the nature, purpose, duration and expense of the trip.

## **USE OF THE BUILDING**

Activities are ordinarily limited to the commons area. Once out of the building, students may not be readmitted to that activity. Students are not permitted in other parts of the building during an activity, but should remain in the commons area. Other areas will be locked before an activity. If areas other than the commons are to be used, the faculty moderator must be present.

At the conclusion of an activity, clean-up should be completed, decorations and tape removed, and furniture returned to its proper position. The officers of the club or council sponsoring the activity are responsible for the clean-up. The club or council sponsoring the activity is accountable for payment due for any building damage occurring during its activity.

## **OFFERED CO-CURRICULAR OPPORTUNITIES (ALPHABETICAL)**

### **BLACK STUDENT UNION**

The Black Student Union serves as a social, intellectual, and cultural community for students of EHS through awareness, education, and action. It also provides a forum for students from various ethnic backgrounds to discuss relevant social issues and process their unique personal experiences as Edgewood students and members of the Madison community. Monthly meetings and open discussions will be held on a rotating free mod basis, but members may also be active in the Multicultural Club's morning meetings.

## **CATHOLIC CRUSADERS**

The Catholic Crusaders - Students for Christ Club invites all students who want to grow in fellowship with other Catholic students and grow in a deeper understanding of the Roman Catholic faith. Student activities delve deeper into topics surrounding the sacred 2000-year tradition of the Catholic Church. Club events include a bi-weekly brownbag lunches which feature guest speakers on a variety of challenging topics. The club also writes and delivers a Catholic Minute weekly over the school public address system, covering interesting topics on the faith. Social events include a winter sledding/toboggan party in New Glarus and an end of year canoe trip with student missionaries from St. Paul's University Catholic Church. The club offers fellowship by attending weekly Mass in the Chapel and praying the rosary together.

## **CLASS COUNCILS**

Each of the four grade levels has a Class Council.

### **Purpose:**

- Unify the class.
- Encourage all class members to become involved in class and school activities.
- Lead the class in spirit and enthusiasm.
- Sponsor service and other projects in which the class can participate.
- Organize and support fundraising projects.

The Class Council is open to any student interested in attending the weekly meetings and is composed of one elected representative from each homeroom. After 3 unexcused absences from Class Council meetings, a student will be dropped. Class Council attracts true student leaders who are interested, responsible, and willing to work. Meetings are held every two weeks, more often as needed.

### **Officers:**

1. All class officers are elected at large from the entire class.
2. Each homeroom elects a representative to their respective Class Council after the election of the officers.

### **Freshmen Activities:**

- Class parties, dances, etc.
- Class trip
- Service projects and activities
- Fundraising activities

### **Sophomore Activities:**

- Valentine's Dance (see earlier description)
- Class parties, dances, etc.
- Service projects and activities
- Fundraising activities

### **Junior Activities:**

- Prom (see earlier description)
- Class parties, dances, etc.
- Service projects and activities
- Fundraising activities
- Red Cross Club

### **Senior Activities:**

- Homecoming activities — pep rally activities, dance (see earlier description)
- Graduation activities — dinner for seniors, their parents/guardians and faculty; plan graduation liturgy; help plan Honors Convocation
- Class dances, parties, etc.
- Service projects and activities

- Fundraising activities

## **CLOSE-UP**

Close-Up is a political/current events club at EHS. It typically meets 2-3 times a month in the morning hours before school. Close-Up provides a classroom forum for students to learn, discuss and debate current topics in the news at the local, national and global level. From time to time, political speakers from the Madison community are invited to share their views at Close-Up meetings. Any interested student is welcome to join. Look for Close-Up announcements at the beginning of the school year and attend the first meeting to learn more about Close-Up.

## **DRAMA**

Theatre at EHS is designed to enrich students' education in many ways. Every production is an opportunity to discover new plays, characters and perspectives. Students learn the importance of creativity, vision and good communication as they participate in the collaborative process from beginning to end. Students are encouraged to explore all aspects of theater, both on and off the stage. Students interested in technical theater can work with local designers on light, sound, set building, costume, make-up and/or stage management crews. Actors, singers, dancers and musicians are able to fine-tune their technique and grow into more confident performers and speakers. Edgewood Drama strives to teach students skills that will help them reach their maximum potential in a fun, friendly and creative environment.

Auditions are open to all students. In addition, any student is welcome to participate on technical crews. Participation in drama requires that students follow established guidelines regarding academic status and conduct. Due to the performance responsibilities of drama productions, students who are academically ineligible or have Code of Conduct violations may not be selected as cast or crew members. Students with eligibility or code violation questions should meet with their counselor, associate principal, and drama director prior to auditions. Casting decisions are determined by the director in consultation with EHS administrators. Students who lose eligibility due to academic reasons or conduct violations may not be allowed to perform.

**Schedule and Fees:** The rehearsal period is approximately 8-10 weeks. Fees for the Fall Play and Spring Musical range from \$50 to \$100 and cover the script, and music and costume rental expenses. There are optional fees for photos and a show T-shirt. The schedule can vary and is determined after casting is complete. The time commitment is 10 to 15 hours per week and increases during the final two weeks before the production. Productions consist of 4 to 6 public performances and 1 to 2 school matinees.

## **EDGETONES**

The *Edgetones* is Edgewood High School's co-ed contemporary *a cappella* group. They perform an eclectic mix of pop, rock, doo-wop, and traditional *a cappella* music, all without instruments. Membership is by audition only, typically held once each year, during the first few weeks of school. The group rehearses one afternoon per week, throughout the school year. The *Edgetones* also perform several shows throughout the year, at Edgewood, as well as other venues.

## **EDGEWOOD HONOR SOCIETY**

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to serve, to promote leadership, and to develop character. Eligible students are invited to apply for membership.

### **Membership is open to juniors and seniors who**

1. Have attended Edgewood High School for the equivalent of one semester.
2. Have a cumulative scholastic average of 3.500 or better.
3. Have a minimum of 100 hours of service documented and on file with Campus Ministry by an announced date, typically a few weeks before the end of each semester (transfer students will be eligible if adjusted number of service hours for graduation requirement have been met).
4. Students who meet the scholastic and service requirements are then evaluated by a faculty committee on the basis of leadership, service, and character. No student is inducted simply based on grade point average.

Members are expected to actively participate for 1-2 hours per week during the school year, providing additional service for the good of the organization and school, in the form of tutoring, assisting General/Student Services Offices, service projects, volunteering at school activities such as graduation and Back to School Night, fundraising, etc. Specific activities will be decided upon by student officers and committees created by each class of Edgewood Honor Society members.

## **ESPORTS**

The Edgewood Esports team is for students who enjoy the fast-paced world of competitive video games. Compete against other schools from across the state in the Wisconsin High School Esports Association (WIHSEA) league, playing exciting games like Overwatch, Smash Bros, Rocket League and more. The club also has its own EHS Esports Twitch Channel

where players can learn streaming skills and watch recordings of their best games. Come put your skills to the test!

## **EXECUTIVE COUNCIL**

The Executive Council helps coordinate Class Council events that involve all-school activities and service projects. The council also provides leadership training for students. The Executive Council is comprised of a President, Vice-President, Secretary, and Treasurer of the four grade levels. Officers must maintain a 3.0 GPA. After 3 unexcused absences from Executive Council meetings, an officer will be dropped. Meetings are held every two weeks, more often if needed.

## **FELLOWSHIP OF CHRISTIAN ATHLETES**

A national interdenominational organization whose purpose is to "present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving him in their relationships and in the fellowship of the Church." FCA is open to all students and coaches interested in improving their faith through athletic participation and vice-versa. Meetings are held on Sunday evenings, every three weeks, in the homes of students or coaches. Members host the Badger Spectacular (UW football game) and attend outings to Brewers, Bucks, and UW athletic events in which FCA has activities planned.

## **GREEN EDGE ENVIRONMENTAL CLUB**

The purpose of Green Edge is to help students become environmentally knowledgeable, skilled, dedicated citizens who are willing to work, individually and collectively, toward achieving and maintaining a dynamic equilibrium between the quality of life and the quality of the environment. Students will be given the opportunity to participate in and develop activities centering on school-wide education and awareness, habitat improvements, water use, energy use, recycling, gardening and composting, and other projects initiated by members. Meetings will also include presentations through media, guest speakers, and discussion.

## **KEY CLUB**

Key Club is a service organization for high school students. And, although the club operates under the school's regulations, it is different from the school's other clubs. Key Club is unique because it blends service with outstanding leadership training. The projects and activities undertaken by Key Club provide learning experiences outside of the classroom and encourage students to become involved in their school and community. Participation in Key Club service activities help develop initiative, leadership, and good citizenship. Since members play an important role in the club's service projects, they hold a great deal of personal responsibility for the club's success.

## **MATH TEAM**

Math Team is designed so that students with interest in mathematics may have the opportunity to be challenged outside the classroom. Students will compete with their peers at both local and state levels. Practices will be minimal.

## **MODEL UNITED NATIONS**

Model UN is an educational experience where different schools research an assigned topic and come together at formal conferences to discuss the topics from various viewpoints. These opportunities are meant to simulate the real United Nations. This club can help students become increasingly interested in current events and be better informed about important events in our world history.

## **MULTICULTURAL CLUB**

This group, also home to the Amnesty International letter writing campaign, is open to students of all backgrounds who are interested in learning about and promoting diversity in all its forms. The goal of the group is to provide all students with a safe place to learn, share, and celebrate our uniqueness.

Monthly meetings feature presentations on various cultural groups and ethnic celebrations. Students also plan special events such as the annual multicultural holiday dinner and Fine Arts Week talent show and provide education and awareness to the entire EHS community.

## **SCIENCE OLYMPIAD**

Science Olympiad is a competition where students use their knowledge and skills to compete in a variety of science and engineering based activities. As an international nonprofit organization, it is devoted to improving the quality of science education and increasing student interest in science. The goals are accomplished through state and national tournaments. Tournaments are rigorous academic interscholastic competitions that consist of a series of individual and team events. There are thirty-seven different events that are balanced between the various science disciplines of biology, earth science, chemistry, physics, computers and technology. Events require knowledge of science facts, concepts, processes, skills and science applications.

## **SKI CLUB**

Ski Club is open to all students of any ability level for the purpose of recreational skiing or snowboarding. Lessons are available for anyone who is a beginner or who would like to brush up on his or her skills. Members are required to participate in at least one trip during the season. Ski Club travels to local ski areas (Tyrol Basin, Cascade, and Devil's Head) either Friday evening or Saturday. Ski Club meets once per week (early December through February) after school.

## **SMILE WITH THE COMMUNITY**

Music performance, arts & crafts, storytelling, magic, you name it! Did you know something you enjoy doing can also light up another's day? Smile with the Community club aims to create service opportunities for students to use their talents and connect with the Madison community. Activities may include visiting retirement communities, a hospital, or other local facilities and planning events to share your passion. All students who have a unique talent and desire to continue improving their skills are welcome to join.

## **STAR CLUB (SISTERS TAKING ACTIVE ROLES)**

STAR is a young women's group whose purpose is best defined through its mission statement: "As Sisters of STAR, we encourage each other to be examples for females in our community and world. Through a warm, welcoming and respectful environment, we challenge one another to thrive as individuals and as a community of young women. We build confidence by strengthening ourselves in mind, body, and soul." STAR is open to all young women at EHS and meets every other Wednesday from 6-8 p.m. The activities of each meeting are decided upon by group members and could include anything from service projects, to movie nights to professional presentations on topics such as women's wellness, self-defense, and college expectations.

## **ULTIMATE FRISBEE**

Ultimate Frisbee Club is open to all students with a desire to play competitive ultimate between other area high schools. Tournaments and practices are held year-round, with the Madison league season starting in the spring. Everyone participates in this fast-paced game, with both a boys' and girls' division available. Come join us in this fun and exciting sport!

# **V. STUDENT CODE OF CONDUCT**

It is expected that students at Edgewood High School will conduct themselves, both on and off campus, regardless of whether school is in session, in a manner that brings respect to themselves and the school. Students are expected to be courteous, prompt, and follow the school's principles as stated in the mission statement and goals.

## **NONDISCRIMINATION**

At Edgewood, we strive to provide an atmosphere of acceptance, understanding and respect of each person. Students have the responsibility to develop attitudes of tolerance toward individual differences in other students, and to respect the rights, opinions, differences, and status of others. Students are responsible for upholding the principles of nondiscrimination in accordance with our mission and values.

No student shall be discriminated against or by willful act or statement shall discriminate against anyone for reasons of religion, sex, creed, color, national origin or economic status. Edgewood High School is committed to providing equal educational opportunities for all students and maintaining a learning and working environment for students and employees free from any form of harassment or intimidation.

## **PROHIBITED BEHAVIORS**

The behaviors listed below are prohibited at Edgewood High School and Edgewood High School sponsored events:

1. Gambling
2. Cyber bullying, inappropriate texting, social media posts, or other inappropriate use of technology
3. Dishonesty, lying, cheating, forgery, etc.
4. Disrespectful or insubordinate behavior
5. False fire alarms
6. Fighting, battery, unprovoked attacks
7. Food and beverage outside the commons
8. Forging/altering note from parent/guardian or calling into school identifying one's self as a parent/guardian

9. Hazing or initiation activities
10. Homophobia (dislike or prejudice against homosexual people)
11. Inappropriate attire (See dress code)
12. Littering
13. Loitering
14. No carry-in food from outside restaurants to the school/commons
15. Possession, use, sale, or dispersal of alcohol, controlled substances, mood-altering chemicals, and paraphernalia associated with the above including juuling, vaping, and/or dab pens
16. Profanity
17. Overt displays of affection
18. Racism/Xenophobia (prejudice, discrimination, or antagonism directed against someone of a different race based on the belief that one's own race is superior)
19. Sexism (prejudice, stereotyping, or discrimination, typically against women, on the basis of sex)
20. Theft, vandalism or destruction of Edgewood High School property
21. Threats, intimidation, or harassment
22. Truancy, unexcused absences, skipping classes, and tardiness
23. Use and/or possession of tobacco or paraphernalia including E-cigarettes and/or vapor devices
24. Use of skateboards, roller blades, hover boards, drones, and/or laser pointers unless permission has been given by a faculty/staff member
25. Wearing of face paint or masks
26. Willful, persistent or disruptive behavior in school or at school sponsored functions
27. All actions deemed to be destructive, distracting, provocative, provoking, and/or intimidating that has a detrimental effect on the safe and educational atmosphere in the school environment.

Edgewood High School, and all those associated with the school, are committed to providing a working and learning environment, free from all forms of discrimination, unlawful harassment and intimidation.

Harassment is a form of misconduct demeaning to another person, which undermines the integrity of the educational and employment relationships. Examples of prohibited conduct include, but are not limited to, words, jokes or comments based on a person's sex, race, ethnicity, age, religion or other protected characteristics.

All persons are free to raise concerns and make reports of prohibited conduct without fear of reprisal. The administration of Edgewood High School will investigate all instances of alleged discrimination or harassment and act in accordance with established procedures.

In order to meet the expectation of serving as a role model and ambassador, this responsibility also extends to social internet sites, group chats and/or other social media communication tools. It is unacceptable for any EHS student to post or communicate anything that disrupts the educational, athletic or co-curricular environment.

**Distribution of controlled substances/drugs and stealing** are grounds for expulsion or release from the high school.

## **CONSEQUENCES**

The administration of Edgewood High School reserves the right to administer the following consequences for any infractions of the rules. Specific consequences will depend upon the nature and severity of the infraction, the number and types of previous infractions, student cooperation and attitude, and possible extenuating circumstances.

1. Conference with student
  - \* Administration will meet with students without a parent/guardian present. In cases where prosecution by law enforcement may occur, parents/guardians will be contacted prior to meeting with the student.
2. Conference and/or phone contact with parent/guardian
3. Verbal and/or written reprimand
4. Counseling by school staff
5. Loss of Commons privileges

6. School day detention
7. Disciplinary Probation
8. Strict Disciplinary Probation
9. Athletic and/or co-curricular restrictions
10. Financial restitution
11. Referral to outside agencies: police, social/human services, etc.
12. Alcohol and/or drug assessment
13. Suspension: In-school and/or out-of-school
14. Administrative request for withdrawal/expulsion

In all cases students will have an opportunity to address the administration's decision if requested. Requests must be made with the appropriate administrator (i.e. associate principal, principal) within 5 days of the first notice. The final decision regarding consequences rests with the principal.

## **CHEATING**

Cheating in any form will not be accepted. Please refer to "Technology Acceptable Use Policy" regarding sharing files, information, and another's work. Violations are considered cheating. Listed below are the measures that will be taken in incidents involved in the act of cheating. In all cases, parents/guardians will be notified.

### **FIRST VIOLATION**

A first violation for cheating will result in a meeting with the student and teacher. A grade of "0" will be given to the student in the work or test on which the cheating occurred. Parents/guardians will be notified by the teacher, as well as the Associate Principal.

### **SECOND VIOLATION**

A second violation will result in a "0" grade on the work in question and a meeting with the student, parent/guardian, teacher and associate principal. A second violation in the same class may result in the student being withdrawn from the course with a notation on the students' transcript indicating a withdrawal in the course, no credit. The transcript will also note that the withdrawal was due to academic dishonesty. Consequences from the Student Code of Conduct will be administered.

## **PLAGIARISM**

Plagiarism will not be condoned. If a teacher has sufficient reason and believes that unintentional plagiarism occurred (not a blatant copy of another paper, etc., but words, phrases, and ideas copied from other sources), it is incumbent upon the student to supply evidence of originality. If the student is unable to do so, the assignment may be rejected and the student required to submit a new effort on the assignment, complete with early drafts and revisions, if applicable. Listed below are the measures that will be taken in incidents involved in the act of plagiarism.

### **FIRST VIOLATION**

- The student will receive "zero credit" for the assignment.
- Parents/guardians, counselor, and administration will be contacted.
- The student will be informed of consequences for a second offense.
- The incident will become part of the student's file.

### **SECOND VIOLATION**

- Parents/guardians, counselor, and administration will be notified.
- The student will be dropped from the class with a "W" notation of academic dishonesty.
- Other consequences for violations as outlined under prohibited behaviors in the handbook may be applied.

## **BULLYING**

Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time. Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, intentional social exclusion and isolation, extortion, and the use of a computer or social media to send embarrassing, slanderous, threatening, or intimidating messages.

Bullying is a form of victimization and is not necessarily a result of, or part of, an ongoing conflict. Bullying can also be

characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.

Bullying is prohibited under EHS policy in the following forms:

- Student-to-student behaviors characterized as bullying per the adopted definition, provided it takes place at school, during a school-sponsored activity, or through the use of school equipment in the case of cyberbullying. Additionally, a student bullying an adult staff member, using the same criteria.
- An adult school staff member bullying a student or another staff member.

Complaint Procedures: It is considered the responsibility of all students and school staff members to report acts of bullying in any of the above described situations to a member of Student Services or administration.

## **DISCIPLINARY PROBATION**

This occurs when a student's conduct is such that the school is issuing a warning to the student and his/her parents/guardians that if the student's conduct does not improve, the student could be put on strict probation. Probation can vary in length from one quarter to the entire school year. Anyone placed on probation may have his/her privileges to participate in co-curricular activities removed, students will also be assigned to study hall or ASP during open mods.

## **STRICT DISCIPLINARY PROBATION**

This means that a student's conduct has declined to the point that if the conduct does not improve, the student could be expelled. A conference will be held with the parties involved to outline what is expected of the student if he/she wishes to remain at Edgewood. Anyone placed on strict probation may have his/her co-curricular and athletic activities suspended, students will also be assigned to study hall or ASP during open mods.

## **DETENTION**

Detentions may be assigned by the administration to be served during open mods, before or after school, Saturdays, and/or on non-school weekdays. Detention lengths may vary. Detentions assigned by teachers are supervised by the specific teacher.

## **IN-SCHOOL SUSPENSION**

In-school suspension (ISS) will be primarily used in cases of habitual tardiness, unexcused absences, and missed detentions. It may also be used for other infractions as deemed appropriate by the associate principal. Students are expected and required to make up all missed work. Students who receive an ISS must report to school at 7:30 a.m. Students are required to bring a sack lunch as they will not be permitted to purchase lunch while serving an ISS. The student must then contact every teacher they have for classes that day prior to 7:50 a.m. During that time students will receive assignments from their teachers.

## **OUT-OF-SCHOOL SUSPENSION**

During out-of-school suspension (OSS) a student is not allowed to be at school or participate in any school function. Students are expected and required to make up all missed work. The length of an out of school suspension will be at the discretion of the Administration. The student will not be readmitted to school until a conference is held with parent/guardian, student, and the associate principal.

## **EXPULSION/WITHDRAWAL AT THE SCHOOL'S REQUEST**

Expulsion/withdrawal at the request of school means that the student is required, encouraged and/or advised to leave Edgewood High School.

## **CONSEQUENCES OF EXPULSION/WITHDRAWAL**

1. Prohibited from being on the Edgewood High School campus.
2. Prohibited from Edgewood High School functions, dances, sporting events, etc.  
The associate principal will consider requests for exemptions based on extenuating circumstances.
3. A student may reapply for admittance after one full year of absence from Edgewood High School. All applications for re-admittance to Edgewood High School will only be considered in light of the health, safety and security of the student body, faculty and staff.

## **PUBLIC CONDUCT**

Edgewood High School reserves the right to expel, suspend, or discipline appropriately any student conduct considered contrary to that expected of an Edgewood student. This includes public conduct, i.e. incidents not related to school.

## **DRESS AND APPEARANCE**

It is a basic philosophy that Edgewood is committed to the education of the whole person, including not only the academic learning, but also values and attitudes. Dress and appearance reflect and affect both the student's attitude and behavior. Any student whose appearance is deemed inappropriate by faculty or staff will be subject to disciplinary action. Final discretion will be determined by the administration. Therefore, the following dress code is in effect while students are in the school building and on the school grounds during the school day.

1. No face paints.
2. No tattoos, or piercings that draw undue attention.
3. Students may not wear or carry coats during the school day, except when actually leaving the building. Exceptions will only be granted by specific classroom teachers whose rooms are cold during the winter months.
4. The following clothing items are not allowed:
  - a. Any article of clothing that is soiled, torn, ragged, overly faded or sloppy.
  - b. Any clothing that is sheer, overly revealing or that draws undue attention, i.e. tank tops, spaghetti straps, halter tops, midriff tops.
  - c. Hats and hospital attire.
  - d. Any clothing advertising liquor, drugs/ tobacco, as well as anything vulgar, offensive, or sexually suggestive.

## **REQUIREMENTS**

1. Students are expected to look neat and clean at all times and dress in a manner fitting for school.
2. Students must wear shoes at all times in the school building.
3. Dress shorts, including walking or Bermuda length shorts, are allowed throughout the school year.
4. Dresses, skirts, and shorts must be within 3" of the knee when standing or, if shorter, students must have leggings on.
5. Straps on sleeveless tops are to be at least 2" wide
6. Students' tops need to be kept tucked in or long enough to cover midriff skin down to hip bones
7. Students may wear SOLID black yoga pants, joggers, sweatpants or leggings; no mesh, webbing or logos larger than 1"x1".

## **DRESS-UP DAYS**

The purpose of a Dress-Up Day is to pay special respect to the people involved, to honor the event taking place, and/or to properly represent Edgewood High School in the community. Students are to arrive at school dressed up according to the guidelines listed below and are to remain dressed up until the end of the school day.

All students will be dressed up for the following events:

- Liturgies and Prayer Services
- Field trips — Teacher will notify students if different attire is appropriate (Great America, American Players Theater, etc.).
- Special days that are announced in advance by the administration.

Participants in events in which they represent the school (athletic and co-curricular events, luncheons, etc.) are to dress up on these event days.

The following guidelines apply to Dress-Up Days:

- No shorts, jeans, T-shirts or sweatshirts.
- Dress/skirt (within 3 inches of the KNEE or longer), slacks and blouse, or pants and shirt (tucked in) with necktie.
- Dress or casual shoes must be worn, with socks if wearing pants.

Any clothing that is sheer, overly revealing or that draws undue attention will not be allowed. No undergarments may be exposed.

## **DRESS CODE VIOLATIONS**

When an administrator, faculty, or staff member witnesses a dress code violation, they will make contact with the violator and identify the violation. The student will be sent to Student Services immediately and withheld from classes. Counseling staff will work with the student to contact a parent/guardian to bring in appropriate clothing. When appropriate clothing is obtained, the student will return to class. Students cannot be excused by parents/guardians to go home to change. It is suggested that all students keep extra dress clothing in their locker.

## LEAVING THE BUILDING (OFF CAMPUS)

Students leaving the building or school grounds without securing a pass from the office will be considered off campus/skipping school and will be dealt with according to the Student Code of Conduct. Students who are not at school during open mods (ie: Mod 1, HR, or at the end of the school day, including Mod 9) will be considered off campus.

# VI. CO-CURRICULAR CODE OF CONDUCT

## PREFACE

Co-curricular activities are an integral and valuable part of a student's high school experience, and Edgewood High School is committed to sponsoring a wide variety of such activities. While difficult to measure, the educational value of co-curricular participation is extensive. Students not only develop physical, mental, and social skills, but also develop positive values and attitudes that will benefit them into their adult life. All students are highly encouraged to participate in co-curricular activities throughout their high school years.

Students participating in Edgewood High School co-curricular activities officially represent Edgewood High School. It is because of this participation that these students have privileges and bear responsibilities which are greater than those afforded to students not participating in a co-curricular. Similar to participation in other organized activities throughout life (e.g. work, church, or school related events), EHS co-curricular participation mandates specific expectations. This code details these expectations as they pertain to all co-curricular participation at EHS.

**This code incorporates the standards and guidelines for eligibility and participation established by the Wisconsin Interscholastic Athletic Association (WIAA).**

## GENERAL PROVISIONS

A. Co-curricular activities at Edgewood High School are defined as those activities in which students appear, perform, and/or compete as representatives of Edgewood High School. For the purpose of this code, these activities include, but are not limited to, Dance Team, Drama, Math Team, interscholastic athletics, and other clubs or activities deemed appropriate by the administration.

Consequences for code violations by students in Drama and Athletics may be evaluated differently. Consequences for Drama and Athletic participation have many different factors to consider. They should not be considered equal or comparable.

Law enforcement agencies and court records obtained by the school may be used as the sole basis for taking disciplinary action with a student. If a student is under investigation by a law enforcement agency, they may be held from co-curriculars until a conclusion is reached by the investigating agency.

B. This code addresses and establishes expectations, standards, and consequences regarding the following:

- Minimum academic eligibility standards
- Use, possession, or distribution of tobacco products, alcohol, non-prescribed steroids, controlled substances, vaping, juuling, or other electronic smoking devices
- Willful, persistent or disruptive behavior contrary to the mission and goals of Edgewood High School
- Appearance
- School attendance on practice, rehearsal, and event days
- Transfer eligibility
- Cheating
- Hazing/initiation activities

C. Coaches, directors, and advisors will work to the best of their ability to accommodate students who wish to participate in multiple activities simultaneously.

D. Students who participate in co-curriculars are required to abide by this code on a year-round (12-month) basis.

E. Each violation has a range of minimum and maximum actions. The administrative decision as to what action to impose within this range will depend upon the number and types of activities in which the student is involved; the severity of the violation in question; the number, type, and degree of previous code violations; student cooperation and attitude and possible extenuating circumstances.

F. Violations of the code will be cumulative during a student's high school career. However, a student who participates one year without a violation, earns back his/her status prior to the last violation.

- G. Ineligibility begins with the next scheduled event, which follows a determination of ineligibility. Students are allowed to practice and, at the coach's discretion, dress for competition while ineligible, but not compete. Exceptions to this policy may be made by the associate principal.
- H. Students who are on suspension for part of the season must complete the season of their sport or activity or their ineligibility must be repeated in their next sport or activity. Periods of ineligibility will be carried over to the next sport or co-curricular season, if that is what is necessary to fulfill the suspension requirements.
- I. When eligibility is lost due to alcohol, drug, juuling, vaping, or other electronic smoking device violations, an out-of-school AODA assessment is mandatory before regaining eligibility. Students must sign a Release of Information Form, so that the school may communicate with the assessment agency. Students must provide evidence to the associate principal that the assessment has been completed. If assessments are not completed in a timely fashion, the student will become indefinitely ineligible. The school reserves the right to require students to follow the recommendations of the assessment agency as a condition to regain eligibility and remain in school.
- J. Students suspected of being under the influence of alcohol during the school day or at school related events may be subject to a breath sample using the Passive Alcohol Sensor (PAS 4) or required to have a drug test completed by a medical professional.
- K. Because Edgewood seeks to promote a quality community environment for all, students who violate the alcohol, tobacco and other drug provisions of the code while at school or while engaged in a school-related activity will have their violation dealt with as follows: if a first violation, it will be treated as a second violation; if a second violation, it will be treated as a third violation. Expulsion can occur, if there is an additional violation.
- L. It will be the responsibility of the associate principal to notify a student's parent/guardian and counselor when a student becomes ineligible for any reason. It will be the counselor's responsibility to maintain close contact with the student both during and immediately following the ineligibility.
- M. Fighting, flagrant, inappropriate or unsportsmanlike conduct, as determined by the appropriate investigating administrators, during an athletic event or co-curricular activity will be considered code violations.
- N. A student who transfers from any school, whether or not a WIAA member school, with a status of ineligibility for disciplinary or academic reasons, retains such status at Edgewood High School for the same period as decreed by the former school.
- O. All co-curricular participants are expected to follow rules and regulations as established by their coach, director or advisor. These rules must be within the framework of the school and co-curricular code of conduct and approved by the associate principal.
- P. Students governed by the Co-curricular Code are also subject to the Student Code of Conduct, rules and regulations of WIAA and other governing organizations, state statutes, and local ordinances.
- Q. Consequences for hazing/initiation activities may include, but not be limited to, expulsion.
- R. The administration reserves the right to make policies and decisions as needed to address issues that arise which may not be explicitly covered in this code.
- S. Consequences for any discipline act may include the loss of eligibility for various athletic awards.

## **ACADEMIC STANDARDS**

- A. Students receiving a grade combination of 1-F and 1-D or any lower academic combination (i.e. 2-F's, 1-F and 2- D's) on their first or third quarter or first or second semester reports will be ineligible beginning the Monday after grades are finalized (stored) at quarter or when semester report cards are made available online. (For length of ineligibility, refer to C.)
- B. Incompletes could result in ineligibility status. Circumstances will be reviewed and determined by the associate principal.
- C. Students participating in a co-curricular can regain eligibility after fifteen (15) school days from the Monday after grades are locked in and made available online. WIAA guidelines will be followed. Students must maintain the required academic standards at normal progress report time to continue eligibility for the remainder of the quarter.
- D. When ineligibility is due to low grades, the associate principal, activities director, coaches and parents may choose to disallow practice, so that students may concentrate on academic improvement. Otherwise, students are permitted to practice during the ineligibility period.
- E. Exceptions to the above academic standards can be granted by the principal or his/her designee, if warranted.

## **ATTENDANCE**

- A. Students may not compete, perform, or practice on days of suspension.
- B. If students are truant or skip a class, study hall, or homeroom, they forfeit their opportunity to compete or perform on a day that is determined by the associate principal and/or activities director.
- C. If students are absent from school due to illness, Edgewood High School maintains that they are too sick to participate in co-curriculars that day. If students are not in school for the full day, they must receive permission from the associate principal in order to practice, compete or perform that day.
- D. Students must attend school a minimum of half a school day, including half of their classes in order to perform or compete. It is inevitable that some practices, performances, events, and games will be scheduled during school vacation times. It is an expectation that each participating student will dedicate him/herself to their co-curricular activities and we encourage families to cooperate when possible in scheduling vacations. Each head coach/advisor may establish a policy and must include this policy in the pre-season handout.

## **APPEARANCE**

Students representing Edgewood High School voluntarily represent the entire school community. For this reason, students are expected to be well groomed and present a neat appearance. Edgewood students are expected to “dress up” both in school and at event sites on days of all events and contests, home and away.

## **REPORTS OF CODE VIOLATION**

Reports of code violations shall be presented to the associate principal, who shall document the nature, place, time and date of the violation. The school administration reserves the right to investigate any violation for up to one calendar year from the time of the violation.

## **SELF-REFERRALS**

- A. Students are encouraged to self-refer in all situations. This is intended to encourage and reward student responsibility.
- B. Students should self-refer to the associate principal within 3 calendar days after the violation. Once school administration becomes aware of a violation through another source, students have 24 hours to seek out administration to fall into the category of a self referral.
- C. The student must come in voluntarily and fully cooperate in resolving all aspects of the violation. This includes answering questions regarding who, what, where, when.
- D. If a student self-refers or is referred by parents as a result of a first code violation, the consequences will be as follows:
  - a. Determined by associate principal and activities director based on each individual incident, with a minimum of 1 event suspension.
  - b. For alcohol and/or drug violations: Completion of an agreed upon certified assessment program.
- E. Subsequent self or parent/guardian referrals will be dealt with at administrative discretion.

## **VIOLATIONS AND CONSEQUENCES**

Use, possession, or distribution of tobacco products, alcohol, non-prescribed steroids and controlled substances, as well as willful, persistent, or disruptive behavior contrary to the mission and goals of Edgewood High School will constitute a code violation and warrant possible expulsion from Edgewood.

Reported violations will be investigated by the associate principal and activities director, who will jointly reach a decision and determine subsequent consequences. The disposition of each case will be based on each individual set of circumstances.

A student conference and parent/guardian contact will occur with all code violations.

The associate principal will be responsible for enacting decisions, keeping records, notifying parents/guardians, students, counselors, etc.

- A. Use, possession, or distribution of tobacco products, including vaporizers and juuling devices.
  - 1. First Violation
    - Minimum Action – One-day suspension from co-curricular competition or performance; meeting with EHS school nurse.
    - Maximum Action – Suspension from co-curricular participation for one year from date of ineligibility.
  - 2. Second Violation

Minimum Action – Two-day suspension from co-curricular competition or performance; alcohol and other drug assessment; disciplinary probation.

Maximum Action – Suspension from co-curricular participation for one year from date of ineligibility.

B. Use, possession, or distribution of alcohol or controlled substances.

1. First Violation

Minimum Action – Suspension from co-curricular competition or performance for a period of 20% of the contests or performances based on the regular season of that activity; alcohol and other drug assessment; disciplinary probation.

Maximum Action – Suspension from co-curricular participation for one year from date of ineligibility or possible expulsion from school.

2. Second Violation

Minimum Action – Suspension from co-curricular competition or performance for 50% of the regular season of that activity; alcohol and other drug assessment; disciplinary probation.

Maximum Action – Suspension from co-curricular participation for one year from date of ineligibility or possible expulsion from school.

3. Third Violation

Mandatory Action – Suspension from co-curricular participation for one year from date of ineligibility or possible expulsion from school.

C. Based on extenuating circumstances, the administration may lessen the minimum actions listed above for second and third violations.

D. Willful, persistent, or disruptive behavior contrary to the mission and goals of Edgewood High School.

Minimum Action – Conference with student and parent/guardian contact.

Maximum Action – Suspension from co-curricular participation for one year from date of ineligibility or possible expulsion.

E. As stated in General Provisions (K.), students who violate the alcohol, tobacco and other drug provisions of the code while at school or while engaged in a school-related activity will have their violation dealt with as follows: if a first violation, it will be treated as a second violation; if a second violation, it will be treated as a third violation. Expulsion can occur, if there is an additional violation.

## APPEALS PROCESS

A. Appeals may be requested by students and/or parents/guardians. They must be directed to the principal within five calendar days of the initial decision, and must include presentation of new and relevant information that was not available at the initial meeting.

B. The principal will make a decision as soon as possible, no later than two (2) school days after a review. The principal will notify the appealing party as soon as possible, and this notification will be the indicator of any change in eligibility status.

C. Students may practice or rehearse, but are not eligible to compete or perform during the appeal process.

D. The decision of the principal is final.

## VII. ATHLETIC DEPARTMENT

### PURPOSE STATEMENT

The Athletic Department's purpose is to encourage and challenge all student athletes to express themselves athletically, taking into consideration the world around them, their peers and themselves.

### GOALS

1. To promote the mission and goals of Edgewood High School.

2. To improve motor skills.

3. To seek better health and physical fitness.

4. To promote a desire to succeed and excel.

5. To foster the development of moral and ethical standards.

6. To learn the high ideals of fairness in all human relationships.
7. To learn to make proper decisions under pressure.
8. To have fun and to enjoy the competition and camaraderie provided through athletics.
9. To learn how to become a positive leader.

## **EXPLANATORY NOTE**

1. All students participating in any Edgewood High School athletic program must meet all WIAA eligibility requirements as well as all co-curricular requirements of Edgewood High School.
2. "WIAA" stands for Wisconsin Interscholastic Athletic Association.
3. "Member School" refers to a WIAA member.
4. The following pages in regard to the Athletic Department are a combination of WIAA rules/regulations, and Edgewood High School and Badger Conference policies.
5. Student athletes, boys and girls, participate in the Badger Conference. Athletes will follow the WIAA membership school guidelines, Badger Conference by-laws, and Edgewood High School policies. WIAA guidelines and Badger Conference by-laws are available in the associate principal and activities director's offices or from head coaches.

## **ELIGIBILITY RULES**

- A. Every student who desires to participate in the Edgewood Athletic Program must:
1. Have a physical examination signed by a doctor and parent/guardian (confirmed on a WIAA form card on file in the activities director's office).
  2. Maintain the standards and adhere to the policies set forth by the WIAA, Edgewood High School, EHS Athletic Department and the Badger Conference.
  3. Have a Concussion Form, WIAA Waiver and a Locator Form signed by a Parent/Guardian of the athlete prior to participating in a sport.
  4. Any student charged and/or convicted of a felony, shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.)
- B. **Who May Participate:**  
On its interscholastic teams a school may use only full-time students enrolled in grades affiliated with WIAA membership.
- C. **Fees:**  
Annual athletic fees for participants are assessed per sport. These participation fees help to offset the annual athletic budget. Participation fees are nonrefundable unless an injury or special reason prohibits the athlete from participating for a great majority of the season. All special cases should be brought to the attention of the athletic director. Coaches may add an additional fee for incidentals (not to exceed \$125), i.e. warm-ups, mouth guards, socks, T-shirts, special practice gear and fees, etc., with associate principal's/athletic director's approval. Parents may ask other parents to help out with lunches, coaches' gifts, team dinners, etc. that will not be school initiated.
- D. **Age:**  
A student shall be ineligible for interscholastic competition if he/she reaches his/her nineteenth birthday before August 1 of any given year.
- E. **Transfers:**  
A full time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into Grade 9. Transferring schools at any time may result in restrictions being imposed on eligibility or in some cases a denial of eligibility. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' These additional provisions relate to transfer cases:
1. A student who transfers from any school into a member school after the sixth consecutive semester following entry into Grade 9 shall be ineligible for competition for one calendar year, but may practice, unless the transfer is made necessary by a total change in residence by parent(s). The calendar year (365 days) will be determined from a student's first day of attendance at the new school.
  2. Open enrolled and/or tuition paying students entering 9th and/or 10th grade at the beginning of the school year and

who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.

3. Open enrolled and/or tuition paying students entering 11th grade are restricted to non-varsity for one calendar year.
4. Open enrolled and/or tuition paying students entering 12th grade as transfer students are ineligible to compete for one calendar year.
5. 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to non-varsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.
6. 10th or 11th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to non-varsity opportunities for one calendar year (365 days beginning with the first day of attendance at the new school).
7. A student who transfers into a member school without ever participating in a try-out, practice, scrimmage, or contest on a team sponsored by a school or a club in a WIAA recognized sport while attending classes at any school in grades 9-12 is unrestricted.
8. In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete for one calendar year, but may practice.
9. District policies with respect to intra-district transfer do not supersede WIAA transfer rules in situations involving post-sixth semester transfers. Intra-district transfers occurring after the sixth consecutive semester following entry into grade 9 result in the student being ineligible for competition for one calendar year (365 days beginning with first day of attendance at the new school).
10. Unless transfer, including an accompanying change of parents' residence, is effective at the outset of a semester, a student cannot establish eligibility as his/her new school until the fifth calendar day of such transfer.
11. If within the first four consecutive semesters following entry into grade 9, a student who transfers more than once in any given school year shall be ineligible for all interscholastic competition for the remainder of that current school year and will be eligible for non-varsity opportunities only for the balance of one calendar year. In situations involving transfer after the fourth consecutive semester following entry into grade 9 the student is ineligible to compete for one calendar year.
12. A student may not have eligibility in more than one member school at the same time. A parent or parents' who move from a primary residence within on school's attendance boundaries, to a secondary residence within another school's attendance boundaries, may be required by the Board of Control to provide evidence of a total move.
13. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another State Association's regulation or sanction, retains such status at his/her new school for the same period as decreed by the former school.
14. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

#### F. Foreign Exchange Students:

This provision applies to students participating in foreign exchange programs. Foreign students attending a member school, but not participating in an exchange program, may receive consideration under Section 5, waivers and/or non-varsity eligibility in accordance with Section 1B and 2B of the WIAA Handbook for High School Regulations.

1. The residence requirement may be waived for one year, upon request, for students involved in foreign exchange programs that have received a 'Full' listing status by the Council on Standards for International Educational Travel (CSIET). For students who are "directly placed" through an exchange program, students who are placed through an exchange program not affiliated with CSIET, or students who will not be in attendance for at least one complete semester from start to finish, eligibility will be limited to non-varsity competition.

Note 1: The foreign exchange program must assign students to host families by a method that ensures that no student, school or other interested party may influence the assignment for athletic or other purposes. The foreign exchange student may not be selected or placed on any basis related to his/her athletic interests or abilities.

Note 2: All foreign students must have a physical conducted in the United States prior to participating in practice or competition.

2. Foreign exchange students who transfer after attending one day of school and/or one athletic practice are ineligible for varsity competition at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions described in Section 5 of the WIAA Handbook for High School Regulations.
3. Foreign students attending and residing at member residential schools are exempt from the residence requirements. Note: Transfer provisions apply identically to all students, both foreign and domestic.

## **AWARDS**

1. Each varsity sport will select a special athletic award winner at the end of its season. Because of the diverse nature of each individual sport, the specific qualifications for these awards will be determined by the head coach and his coaching staff. Additional awards are not encouraged and are not the financial responsibility of Edgewood High School.
2. Senior awards for athletic participation will be given at the conclusion of the spring sports season. The awards will be selected by a committee that will include but not be limited to, the activities director and any interested head coaches.

Criteria for the awards will be as follows:

- Athletic participation with strong contribution to the team (minimum of two sports desired)
- Service to the program and school
- Character
- Citizenship
- Scholarship

## **DUAL PARTICIPATION**

Badger Conference rules prohibit athletes from competing in more than one sport per season. A student who competes in the same sport with a team other than his/her school team during the designated season shall be ineligible for the balance of the season.

## **INTERSCHOLASTIC COMPETITION VS CLUB/AAU SPORTS**

Students who put out-of-season sports, i.e. club sports, AAU, ahead of their school team may be held out of competition or practice at the discretion of the head coach. If conflict of schedules does occur, head coach must be informed as far in advance as possible.

## **STARTING THE SEASON LATE**

Students who have not been injured, ill, have academic problems, transferred or have any extenuating circumstances will not be allowed to join an athletic team after the following dates:

- Fall Season: September 7, 2020
- Winter Season: January 4, 2021
- Spring Season: April 19, 2021

Anyone who does join the team late and/or before the deadline can only do so with the approval of the coach, parent/guardian and associate principal.

## **CANCELLATION OF SPORTS EVENTS**

Practices or events may be called off if school is cancelled due to inclement weather.

## **VACATION DURING SPORTS SEASON**

Parents and students are encouraged to arrange vacations at a time that would not interfere with team practice or game schedule. If vacation is scheduled during sports season, head coach must be informed as far in advance as possible. Consequences may occur.

## **LETTER WINNERS**

Because of the diverse nature of each individual sport, the specific qualifications for these awards will be determined by the head coach and his coaching staff.

## **TRANSPORTATION TO OUT-OF-TOWN CONTESTS**

Student athletes are not allowed to drive to or from out of town contests, unless they reside in that town and can meet the team at the site of competition with coach approval, written parent communication to the coach at least one day prior to competition date. Athletes must return with the team or own parent/guardian (with coach's permission) unless a written or verbal permission of the parent/guardian has been given to the coach or at the discretion of the associate principal. Student

athletes ARE allowed to drive to the following nearby locations: Madison West, Memorial, East, LaFollette, Middleton, Verona & Monona Grove. Student athletes are NOT allowed drive other student athletes.

## CUT POLICY

Cutting athletes in sports is left up to the discretion of the Coach with the permission of the Athletic Director / Associate Principal. However, to the extent that is reasonable, we try not to cut.

## SPORTS OFFERED

<b>FALL</b>	<b>BOYS:</b> Cross Country, Football, Soccer, Volleyball <b>GIRLS:</b> Cross Country, Dance Team, Diving, Golf, Swimming, Tennis, Volleyball
<b>WINTER</b>	<b>BOYS:</b> Basketball, Diving, Hockey, Ski Team, Swimming <b>GIRLS:</b> Basketball, Dance Team, Gymnastics, Ski Team, Hockey
<b>SPRING</b>	<b>BOYS:</b> Baseball, Golf, Tennis, Track & Field, Lacrosse *, Ultimate Frisbee * <b>GIRLS:</b> Soccer, Softball, Track & Field, Lacrosse *, Ultimate Frisbee *

\* Indicates Club sport

## VIII. FINANCIAL INFORMATION

### TUITION AND FEES

The Board of Trustees in conjunction with the administration annually determines the tuition and fee structure. Parents/guardians are notified of the annual tuition via a separate mailing.

### PAYMENT PLANS AND PROCEDURES

Edgewood High School uses TADS (Tested and Designed by Schools) for its online billing and collection of tuition and fees. There are four payment plans available: annual, semester, quarterly and monthly. They accept charge card and ACH payment, but you can also pay by sending in a check to the school. You will receive an email from TADS in June to select the payment plan and method of payment that works best for your family. The system allows access to a student account 24/7. You **must** select a plan in order for your student(s) to attend classes, take exams and receive grades.

- **PLAN ONE** – Full Year – Payment is made in August 2020. There is **no additional cost** associated with this plan.
- **PLAN TWO** – Semester – Payment is made in two installments; 1/2 in August 2020 and the balance in January 2021. There is **no additional cost** associated with this plan.
- **PLAN THREE** – Quarterly – Payment is made in four installments; 1/4 in August 2020, October 2020, January 2021 and March 2021. The cost of using this plan is **\$50 per year**, which is added to the total bill.
- **PLAN FOUR** – Monthly – Payment is made in ten installments; 1/10 in August 2020 through May 2021. The cost of using this plan is **\$50 per year**, which is added to the total bill.

Credit/debit card/ACH transactions will be charged a 3% processing fee which will be added at the time the payment is processed.

### PAST DUE ACCOUNT PROCEDURES

An account will be considered past due whenever any outstanding tuition and fees are not in compliance with the payment plan chosen by the family and agreed upon by the Business Office.

Once an account becomes 60 days past due, a **\$35 late fee** will be assessed. Unless an alternative payment arrangement is made, and approved by the Business & Finance Committee, one or more of the following actions may occur:

1. Notification of past due account to parent/guardian
2. Report card, progress report and transcript holds
3. Prohibition of access to *PowerSchool*
4. Prohibition of future registration
5. Prohibition of student from attending classes

6. Loss of tuition financial assistance monies
7. Collection agency involvement
8. Any other action the Business & Finance Committee deems appropriate

## **FINANCIAL ASSISTANCE**

Edgewood has a needs based financial assistance program available to those who qualify. Applications are filled out and submitted online. Specific information required and deadlines can be found on the EHS website under Admissions.

## **WITHDRAWAL AND TRANSFER FINANCIAL POLICY**

There is a delicate balance between the number of students enrolled and the financial commitment made to the faculty. The withdrawal and/or transfer of a student from Edgewood High School during the school year has negative financial implications for the school. The following policy will be in effect:

Withdrawal/Transfer during the **first** week of the semester – 100% reimbursement of semester tuition and fees.

Withdrawal/Transfer during the **second** week of the semester – 75% reimbursement of semester tuition and fees.

Withdrawal/Transfer during the **third** week of the semester – 50% reimbursement of the semester tuition and fees.

Withdrawal/Transfer during the **fourth** week of the semester – 25% reimbursement of semester tuition and fees.

Withdrawal/Transfer after the **fourth** week of the semester – **no** reimbursement of semester tuition and fees.

**Note:** This policy includes students who leave Edgewood at the school's request.

## **NON-RETURNED ITEMS**

If books and/or materials used by your student are not returned, a hold will be placed on the student's grades/transcript until the item is returned or the item cost has been reimbursed.

# **IX. MISCELLANEOUS**

## **ADMINISTERING PRESCRIPTION/OVER-THE-COUNTER DRUGS**

It is the policy of Edgewood High School that no staff or faculty member; with exception of the EHS school nurse, if previously obtained written parent/guardian permission; can administer prescription or over-the-counter drugs to students. However, students may have medication prescribed for them or over-the-counter drugs which need to be taken during school hours in their possession.

## **BUS TRIPS**

When the school sponsors a trip for any group of students, parents/guardians will be informed in advance and asked to sign "approval slips." In some instances parents/guardians will be asked to assist as chaperones.

## **CELL PHONE POLICY**

Cell phones have become an integral part of the school environment. While these phones are useful tools for possible safety concerns and at times in the classroom, they can also cause unwarranted disturbances in the classroom or school community. Cell phone use is prohibited during instructional time/bell to bell (unless specifically instructed to utilize the cellular device) and during the homeroom period. If a student is using a cellular phone without permission in these two instances, the phone may be confiscated. The device will be turned over to the Associate Principal who will work with the student on understanding the rules and expectations.

### **First Violation**

Student may pick up the phone in Student Services at the end of the school day.

### **Second Violation**

Student may pick up the phone in Student Services at the end of the school week.

### **Third Violation**

A meeting involving parents/guardians, the student, counselor, and Associate Principal will be held to discuss student's issue with the school rules and work together to find resolution.

## **Sexting**

Unfortunately, while not common, students can send compromising photos to each other through their cell phones. This practice is called "sexting". Minors caught sending sexually explicit images can be charged under the state's child pornography laws. Under Wisconsin child pornography laws, it is a felony to produce, possess, or distribute images/videos containing minors engaging in sexually explicit acts. Consequently, when a school official has a reasonable suspicion that

sexting might be occurring, disciplinary action will be initiated and law enforcement may be consulted.

## **CHILD ABUSE/NEGLECT REPORTING PROCESS**

*The following child abuse/neglect reporting process was developed by the Student Services/Administration team, with input from several outside sources. While reports of such incidents from Edgewood are low, it is important to have a clearly articulated procedure to follow, in keeping with our mission statement and our desire to protect the well-being of all our students.*

All employees are obligated to report to the principal or a counselor suspected child abuse or neglect, including any reason to believe that a child has been threatened with abuse and/or neglect and that abuse and/or neglect will occur.

Child abuse/neglect reports will be made by the principal or a counselor to the Dane County Human Services Department in person or by telephone and will include the facts and circumstances, which led to the filing of the report. The designated school administrator(s) will be notified when a report is made, and a Child Abuse/Neglect Report Form will be completed and submitted to said administrator by a counselor or by a faculty member.

No Edgewood High School employee may be terminated for making a child abuse/neglect report in good faith. In addition, state law provides immunity from any civil or criminal liability that may result from making a report of child abuse or neglect in good faith and further provides some protection of the identity of any individual who makes such a report.

## **COMMONS**

The Commons serves as a cafeteria. Food and drink may not be taken from the Commons into hallways, lounge areas, or classrooms. Use of the Commons is a privilege, and students may be denied Commons privileges for any infraction of the general rules of conduct and etiquette, or for violating the Student Code of Conduct.

The length of the denial of Commons privileges will depend upon the seriousness of the violation. During this time the student may only be in the Commons to eat during his/her assigned lunch periods.

## **DRIVER EDUCATION**

Driver education may be taken at public high schools during the summer. When offered, classes may be taken at Edgewood when scheduled outside of regular school hours or during the summer. The course at Edgewood is not an Edgewood High School course. It is taught by an independent service provider and parents contract directly with CESA #2 at <http://drivered.CESA2.org>. The course is open to students fifteen and one half years of age or older. A separate fee is charged for the course. Registration is arranged online at <http://drivered.CESA2.org>. Driver education is also available at Madison Area Technical College and private local agencies. Information can be found online and in Student Services.

## **EDGEWOOD HIGH SCHOOL LIBRARY**

In collaboration with classroom teachers, the professional staff of the Edgewood High School Library provides information, literacy instruction and guidance as students conduct authentic research for school assignments. Students learn increasingly sophisticated information literacy skills as they progress through the curriculum. To support student research, the Library provides appropriate printed materials, electronic information access, and audio-visual resources.

### **Library Hours/Access**

The Library is open from 7:30 a.m. to 3:30 p.m. Students may use the Library at any time during their unscheduled time. They should arrive within the first five minutes of the mod and plan to stay the entire mod. Freshmen assigned to study halls need a "green slip" from one of their classroom teachers to come to the Library during their free Mods.

### **After School Quiet Study Hours**

The Library will be open Monday through Thursday afternoons from 3:30 – 5:00 p.m. for quiet study. Students will be required to sign-in with the supervisor upon arrival and sign-out when they leave. Students are expected to bring homework and to work quietly until they leave.

### **Acceptable Behavior**

The Library is available for quiet study and research. Quiet talking and working together in small groups is allowed so long as this activity does not infringe on the rights of other students.

### **Circulation Procedures**

Books and back issues of magazines may be checked out for two weeks and may be renewed if necessary. Reference materials may be checked out for overnight use. Students are responsible for any item checked out in their name.

### **Technology Acceptable Use Policy**

Students must abide by the "Technology Acceptable Use Policy." All Internet use applies to any network station at Edge-

wood High School including the Library. It is the responsibility of the student and parent/guardian to be aware of the contents of the Technology Acceptable Use Policy. Internet access is essential in using the Library resources as many online databases are now accessed via the Internet.

### **Overdue Policy:**

Items not returned by the due date will be considered overdue. Overdue notices will be sent to the student in homeroom. Parents/Guardians will be notified and billed for unreturned or lost items.

Books	Cost of Item
AV Materials	Cost of Item

### **IDENTIFICATION CARDS**

Identification cards are issued to students at the beginning of the school year at no cost. Students are expected to have identification cards with them at all times. They are used for admission to co-curricular events, including all home athletic contests, for examination permits, for purchasing food in the Commons, and for student identification in the school and library. Students who lose I.D. cards must purchase new ones for \$5.00 from the Edgewood Food Service staff.

### **JOINT CUSTODY MAILINGS**

There are several parents/guardians of EHS students who share custody of their children. In an effort to be sensitive those circumstances, copies of any and all information will be mailed to both addresses unless legally prohibited.

### **LITURGY AND PRAYER SERVICES**

Special liturgies and prayer services are celebrated for Holy Days and specific events throughout the school year. All students must attend liturgies and prayer services. Parents/guardians and friends of Edgewood are most welcome to attend and share in our liturgies and prayer services and are asked to check in at the main office for a visitor badge.

### **LOCKERS**

Lockers are assigned to students at the beginning of each school year. Students are given combinations to these lockers. Students' possessions are safe in these lockers only if the student refrains from giving the combination to others. Change of locker and/or combinations may be requested through the homeroom teacher and/or moderator of lockers. Use of unassigned lockers is not allowed. Lockers are school property (see below) used by students. The school reserves the right to inspect lockers. Students are not allowed to share lockers; assigned students are responsible for ALL locker contents.

### **LOUNGE EXPECTATIONS**

1. No carry-in food from the Commons or outside of the building
2. Water permitted only
3. Music may be played privately through earbuds, no speakers
4. Students are to pick up after themselves
5. Table and surfaces need to be cleaned by student users weekly or as needed
6. Furniture is not to be moved
7. Lounges are for students to relax, but lying on the floor or furniture is not permitted
8. No public display of affection (P.D.A.)
9. Students who are not in EHS dress code will be asked to leave lounge areas
10. Lounge volume must always be at a cooperative level for student study
11. Behavior should be disciplined at all times and reflect the values of our school

### **MATERIALS DISTRIBUTION AND PUBLICATION**

The distribution and/or publication of any literature or materials must be pre-approved by the administration. The administration will review materials and may suspend publication or deny distribution of material considered obscene, libelous, or which would cause disruption of the educational environment. The name and address of the person(s) distributing or posting the literature must be listed on the literature itself.

## OFF-CAMPUS ACTIVITIES

Many co-curricular events are sponsored by the school and held at school. On the occasion when events are held off campus, parents/guardians will receive a written communication stating this plan. The school assumes no responsibility for off campus, private parties even though the guests are from a particular class or co-curricular group in the school. Unauthorized use of the school's name is prohibited.

Parental permission letters are necessary for out-of-town trips sponsored by class councils or clubs. The faculty moderator's approval is necessary before scheduling such activities and the associate principal should be informed before plans are finalized.

Expenses for school sponsored field trips will be billed to a student's account upon receipt of a parent permission slip.

## PARKING

On-campus student parking is a privilege and is restricted to the Commons parking lot. Students are allowed to park on the city streets in the vicinity of campus if they do not have an Edgewood High School parking permit. Students are encouraged to bicycle, carpool, use public transportation, or be dropped off at school to help alleviate the parking situation.

Parking Regulations:

1. Parking will be limited to the lot directly in front of our Commons only, and vehicles must be in designated student parking areas, including stalls.
2. Only students with parking stickers are allowed in the Commons parking lot.
3. Having a parking sticker does not guarantee a student a place to park in the Commons lot. Students must park on city streets if lot becomes full. Parking illegally is not an option.
4. No student parking allowed in the front circle, east end of the high school, the college or campus grade school lots. Unauthorized vehicles can expect to be ticketed and may be towed.
5. Reckless or inappropriate driving in or around our campus will not be tolerated. Loss of parking privilege may occur without warning.
6. If it is necessary to park on the street, please remember that this is a residential neighborhood. Please be a courteous neighbor and do not litter, cut through yards or block driveways.
7. Student/child drop off is limited to the front circle or commons lot only. Parents/guardians are not allowed to pick up or drop off anywhere except the front circle or the commons lot.

The Senior and Junior classes will be offered a parking permit contract through the registration process. Depending on lot availability, the Sophomore class will be offered parking through a lottery system. The annual parking fee is \$90.00.

Service hour requirements must be met in order to apply for and obtain a parking permit.

- **Seniors** – 70 hours; Seniors who transferred in their Junior year – 15 hours
- **Juniors** – 40 hours; Juniors who transferred in their Sophomore year – 15 hours
- **Sophomores** – 10 hours; Sophomores who transferred in their Freshman year – 10 hours

## RETREAT PROGRAM

Every student attending Edgewood is required to participate in the retreat program. Each year the students must attend their grade-level retreat, which is planned and facilitated by the Campus Ministry Department, peer ministers, and faculty. Senior C.R.O.S.S. (Christian Retreat of Shared Spirituality) is optional and satisfies the retreat requirement for seniors. For more information regarding the EHS retreat program, please refer to the EHS Curriculum Guide or contact the Campus Ministry Department.

## SCHOOL PROPERTY

Desks, lockers and computers are school property, and school authorities may make reasonable regulations regarding their use. Edgewood retains ownership and possessory control of student desks, lockers, computers, and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.

## SERVICE PROGRAM

Student service graduation requirements are as follows:

- |             |          |                              |         |
|-------------|----------|------------------------------|---------|
| a. Freshmen | 10 hours | Semester 2 Transfer Students | 5 hours |
|-------------|----------|------------------------------|---------|

b. Sophomores	30 hours	Semester 2 Transfer Students	15 hours
c. Juniors	30 hours	Semester 2 Transfer Students	15 hours
d. Seniors	30 hours	Semester 2 Transfer Students	15 hours

The following guidelines apply to all service hour activities:

1. 75% of a student's total service hours must be completed doing work outside of Edgewood High School.
2. Community service must be performed for non-profit organizations or disadvantaged individuals.
3. Service hours will not count if performed for relatives or family businesses, unless special permission has been given by the service coordinator.
4. All service hours for seniors must be submitted by the last day in the third quarter to be recognized in the Honors Convocation.

Opportunities for service projects are available on the service bulletin board outside Campus Ministry, on the EHS website, or from the service coordinator. Students must have appropriate documentation and signatures submitted to Campus Ministry in order to receive credit. Seniors are required to complete their service hours by the end of third quarter of their senior year. In cases where students do not have their service hours completed before graduation, they will not be allowed to participate in graduation week activities nor receive their diploma and transcript until all hours are completed.

### **SEVERE WEATHER/SNOW DAY POLICY (UPDATED 11/16/19)**

Once a decision is made about a closure or delayed start time, an electronic message will be sent to all parent/guardian(s) and students via email and phone alerting you to the decision. The information is also posted on our website, our social media outlets, and the following local television stations will be contacted by 6:30 am: WISC-TV, WKOW-TV and WMTV.

We request that you do not call school to find out if school is cancelled or delayed. If you do not hear a media announcement, please assume school is open.

The following will hold true in most cases:

1. Because of the distance many students travel to attend Edgewood, we may delay or close school when other area schools are in session.
2. In the event that schools outside the Madison city limits are closed or delayed due to the weather, those students who live in those areas are to make the best effort possible to attend. If weather/travel hinders those students from attending, it will be an excused absence.
3. For extremely cold weather, the main indicator is wind chill factor. If the wind chill factor generates a Wind Chill Warning, we may close for the day or consider a delayed start, if the warning will be lifted during the mid-morning hours. Generally, school will be open during a Wind Chill Advisory.
4. There is no set amount of snow that causes school to be closed. The decision may be based on predictions rather than current conditions. Other conditions considered include ice and blowing/drifting of snow. In general, the decision to close is based on conditions that we deem unsafe for young drivers.
5. At the discretion of the Administration, if school is cancelled, activities, practices and events may also be cancelled. In general, if school is cancelled, all co-curricular activities and athletic practices will also be cancelled. Athletic games will be handled on an individual basis between the schools involved in the contest. The six day cycle will skip a day.
6. Finally, if school is open and you do not feel it is in the best interest of your student(s) to attend based on your assessment of the weather and travel conditions, please know that these absences will be excused. If you make this decision as a parent/guardian, please contact Attendance at ext. 126.

### **STUDENT HOUSING**

Edgewood High School believes that parents/guardians are integral to the educational process. Thus, students are expected to live at home with their parents/guardians. This includes students who have reached their 18th birthdays. Exceptions to this policy will be granted only in rare instances.

### **STUDENT VISITORS – SHADOW VISIT**

All visiting students must be pre-approved by the Director of Admissions. The student must be a prospective student who is interested in attending Edgewood High School and wants to explore the school and attend classes with a current EHS student. This type of visit is referred to as a Shadow Visit. Shadow Visits are open to 8th graders and high school transfer students. Please contact the admissions department to schedule your shadow visit.

## WEAPONS POLICY

Edgewood defines a dangerous weapon as a firearm (whether loaded or unloaded), knife (refers to all types of knives without regard to blade length), razor, box/carpet cutter, karate stick, metal knuckle, or any other object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm.

Fake/toy guns and knives are also prohibited on school property. A fake/toy gun or knife that is brought on campus may be handled as a real weapon. For the purpose of this policy, chemical irritants or sprays, such as pepper spray or mace, shall also be considered dangerous weapons. No student, employee, or other individual shall bring on school grounds, possess, use, distribute, or store a dangerous weapon on school grounds or at a school sponsored event. This includes student vehicles. A student who possesses a weapon, whether loaded or unloaded, on the school premises (any school building or school sponsored event), will receive an automatic out-of-school suspension with potential expulsion upon further investigation.

**Surrender for Safety Policy:** If a student enters the Edgewood property with any of the above items, and later remembers that they have one of these prohibited items in their possession, they are allowed to seek out an Administrator and surrender the item without penalty.

## X. DAILY CLASS SCHEDULES 2020-2021

### REGULAR SCHEDULE

Mod 1	7:50	-	8:27
Homeroom	8:39	-	8:48
Mod 2	8:53	-	9:37
Mod 3	9:42	-	10:26
Mod 4	10:31	-	11:15
Mod 5	11:20	-	12:04
Mod 6	12:09	-	12:53
Mod 7	12:58	-	1:42
Mod 8	1:47	-	2:31
Mod 9	2:36	-	3:20

### 2 HR DELAY SCHEDULE

Mod 1	9:50	-	10:2
Homeroom	10:26	-	10:32
Mod 2	10:37	-	11:08
Mod 3	11:13	-	11:44
Mod 4	11:49	-	12:20
Mod 5	12:25	-	12:56
Mod 6	1:01	-	1:32
Mod 7	1:37	-	2:08
Mod 8	2:13	-	2:44
Mod 9	2:49	-	3:20

### LITURGY SCHEDULE

Mod 1	7:50	-	8:27
Mod 2	8:32	-	9:09
Homeroom	9:14	-	9:21
Liturgy	9:26	-	10:26
Mod 3	10:31	-	11:08
Mod 4	11:13	-	11:50
Mod 5	11:55	-	12:32
Mod 6	12:37	-	1:14
Mod 7	1:19	-	1:56
Mod 8	2:01	-	2:38
Mod 9	2:43	-	3:20

### FACULTY PROFESSIONAL DEVELOPMENT SCHEDULE

Mod 1	7:50	-	8:22
Homeroom	8:27	-	8:34
Mod 2	8:39	-	9:11
Mod 3	9:16	-	9:48
Mod 4	9:53	-	10:25
Mod 5	10:30	-	11:02
Mod 6	11:07	-	11:39
Mod 7	11:44	-	12:16
Mod 8	12:21	-	12:53
Mod 9	12:58	-	1:30
FPD Sessions	1:30	-	3:30

## **XI. WHOM SHOULD I CONTACT?**

Many times, parents/guardians have questions or concerns and are unsure as to whom they should contact at Edgewood High School. While everyone at Edgewood is willing to be of service to you, the following chart may be of help. We encourage you to contact us whenever you have a concern. If after making the initial contact you feel you would like more clarification or discussion, contact the next person listed. All contacts may be made by calling Edgewood High School at 608-257-1023.

<u>Questions/Concerns</u>	<u>1st Contact</u>	<u>2nd Contact</u>	<u>3rd Contact</u>	<u>4th Contact</u>
Academic progress in a particular class	Teacher of the class	Student's Counselor	Assoc. Principal	Principal
Grading questions	Teacher of the class	Student's Counselor/ Associate Principal	Principal	
Discipline in a particular class	Teacher of the class	Associate Principal	Principal	
Course selection	Student's Counselor	Student Services Department Chairperson	Principal	
Class schedule	Student's Counselor	Associate Principal	Principal	
Change in counselors	Student's Counselor	Student Services Department Chairperson	Principal	
College placement tests and results	Student's Counselor	Student Services Department Chairperson	Principal	
Alcohol/drug use or abuse	Student's Counselor/ Assoc. Principal	Principal		
Selecting colleges or making other post-secondary plans	Student's Counselor	Student Services Department Chairperson	Principal	
Co-curricular activities	Activity Advisor	Associate Principal	Principal	
Athletic program or a particular sport	Coach of the particular sport	Head Coach of the particular sport	Athletic Director	Assoc. Principal

Calendar	General Office	Principal's Assistant	Principal	
Fees, tuition, or financial aid	Business Office	Principal		

If there are other questions or concerns, ask the receptionist to direct you to the appropriate persons.

## **XII. EHS PHONE EXTENSIONS 2020-2021**

### **ADMINISTRATIVE OFFICES**

Michael Elliott .....	103
Beth Steffen, Principal .....	123
Shannon McDonough, Assoc. Principal .....	128

### **ADMISSIONS OFFICE**

Kristina Gross.....	131
Beth Sevenz.....	134

### **ADVANCEMENT OFFICE**

Caryl Bremer.....	181
Martha Doherty .....	185
Monica Johnson.....	182
Chip McKenzie.....	133
Karla Meyer.....	221

### **ALUMNI RELATIONS**

James Listug.....	132
-------------------	-----

### **ATHLETIC DEPARTMENT**

Danielle DeSerano.....	170
Lora Staveness .....	136
Chris Zwettler .....	144

### **BUSINESS OFFICE**

Tami Holmquist .....	124
Pam Beyler.....	180

### **CAMPUS MINISTRY**

Dennis McKinley .....	141
Amy Richardson.....	142
Joan Rundhaug-Witz .....	317

### **HUMAN RESOURCES**

Mike Cary.....	167
----------------	-----

<b>KITCHEN</b> .....	120
<b>LEARNING RESOURCE CENTER</b> .....	172
<b>LIBRARY</b> .....	135
<b>MAIN OFFICE</b>	
Attendance Line .....	126
Administrative Assistant .....	100
<b>MAINTENANCE</b> .....	152
<b>PRESIDENT'S OFFICE</b>	
Michael Elliott .....	103
Carol Anzelmo .....	145
<b>PRINCIPAL'S OFFICE</b>	
Beth Steffen .....	123
Jen Trost .....	104
<b>STUDENT SERVICES</b>	
Nick Burrows, Counselor .....	127
Lindsey Edquist, Counselor .....	130
Monica Ladell, Counselor .....	125
Sue Richards, School Nurse .....	162
Sarah Smith, Administrative Assistant .....	126
Emily Watson, Counselor .....	153
<b>TECHNOLOGY OFFICE</b>	
Ben Mund .....	206
John Hylkema .....	158
<b>ATHLETICS FAX</b> .....	257-0210
<b>EDGEWOOD CAMPUS SCHOOL</b> .....	663-4100
<b>EDGEWOOD COLLEGE</b> .....	663-4861
<b>EDGEWOOD HIGH SCHOOL FAX</b> .....	257-9133
<b>POOL</b> .....	257-4823

### **XIII. FACULTY VOICE MAIL EXTENSIONS 2020-2021**

Carrie Backman .....	148
Stephanie Baertlein .....	159

Jim Baltus .....	335
Andrea Berndt.....	338
Heather Blinson .....	326
Jean Bondoc.....	302
Nick Burrows.....	127
Craig Clauson .....	304
Jessica Culberson .....	301
Rebecca de Waart.....	146
Lindsey Edquist .....	130
Mike Evans .....	327
Adriana Fonseca.....	314
Brenda Foti .....	172
Lauren Gibbs .....	319
Shaun Glynn.....	331
Jackie Graziano-Braun .....	320
Holly Guenther.....	361
Rebekah Hewitt .....	135
John Hylkema .....	158
Jody Irland .....	218
Natalie Koblenki .....	344
Katie Kornaus .....	312
Monica Ladell.....	125
Cary Lahr .....	172
Joe LaMontagne.....	341
Sarah LaMontagne .....	321
Mike Lumina .....	349
Hikari Maekawa .....	332
Dennis McKinley.....	141
Al Minnaert.....	147
Maureen Moravchik .....	311
Rich Newton .....	344
Eric Pantano .....	313
Amy Richardson .....	142

Joan Rundhaug-Witz .....	317
Mary Bridget Samson .....	330
Abbey Sanders .....	350
Cherie Schaaf .....	172
Bob Shannon .....	318
Kate Shannon .....	316
Lora Staveness .....	136
Katie Sturm .....	172
Kevin Tahany .....	323
Emily Watson .....	153
Mekel Wiederholt Meier .....	329
Rob Young .....	306
Chris Zwettler .....	144