

# Edgewood High School

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2014-2015

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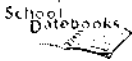
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Dear Students and Parents/Guardians:

Welcome to Edgewood High School of the Sacred Heart and the Edgewood community. We are happy that you have chosen to participate in the many opportunities Edgewood has to offer – opportunities based in a strong Catholic, Dominican, educational tradition. At the heart of our community is the building of relationships with one another. We know that all members must assume personal responsibility for creating and shaping relationships that have long been based in the history of Edgewood.

I am confident that you will find that the entire staff of Edgewood is committed to helping students achieve the high standards of academic excellence and conduct described in our mission, goals and policies of Edgewood.

As we all work together to make Edgewood a great place to learn, we ask that we always keep in mind that academic excellence, social responsibility, commitment to service, respect for others, and peace and justice are at the heart of our existence as a Catholic community.

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 as the school year progresses. Of special help, especially for new families, is Section XI, "Whom Should I Contact?"

Our school has long been a community where people offer strength and support academically, spiritually, and socially. May God bless your efforts and we hope you find the days ahead to be your best ones.

Sincerely,

Bob Growney  
Principal

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# **I. INTRODUCTION**

## **PREFACE**

The Student/Parent 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 Schools' 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 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 condition are respected and celebrated. Within this setting, students can find the confidence and courage to positively impact our world in both large and small ways.

## **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., the Congregation sponsors eleven institutions. 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:

1. Prepare our students to engage in a multicultural global economy.
2. Prepare our students to make significant contributions in a multicultural community.
3. Prepare our students to connect deliberately with others across our differences.
4. Prepare our students by enhancing their knowledge and awareness, skills and experiences, within an environment that cultivates inclusivity.
5. Our school will reflect the reality of our community.
6. The Edgewood family, our school, teachers, leaders and parents will 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 awareness 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. In accordance with state law, Edgewood requires all students to attend school full-time, (7.0 credits minimum).

### 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" (see page 10) 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 anytime unless they have pre-approved parental 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). Parents/guardians must contact attendance staff by phone or note to request permission for a student to leave.

### TARDIES

A student arriving to class after the bell sounds is tardy. If arriving more than ten minutes late for class, the student is considered absent. On a student's third tardy of the quarter (excused or unexcused) 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 assistant principal of the initial reduction. Should the problem continue in an individual class or there be a pattern of tardiness, a meeting with the student, counselor, parent/guardian, and/or assistant principal may also be requested. The following outlines what constitutes "excused" or "unexcused" tardies.

### EXCUSED TARDIES\*

Circumstances that are significantly beyond the control of the student. (ie: sickness, health treatment, or critical family emergency). Excused tardies must be documented by a parent excuse.

### UNEXCUSED TARDIES\*

Oversleeping, needed at home, work, and similar circumstances where students have control. 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 assistant principal.

### PROCEDURE FOR REPORTING TARDIES

Students arriving late to school are to immediately report to the Attendance desk in Student Services. Parents/guardians inform the school of a tardy by calling the school or by giving their son/daughter a note to give to the attendance secretary that is presented at the time of the tardy. The note, signed by the parent/ guardian, gives the date and reason for the tardy. Students without a note are still to report to attendance upon arriving at school.

Notes must be submitted on the day of the tardy. If an acceptable excuse is presented, the administration office staff will give the student a 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 by the assistant principal.

### 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. In addition, the student will receive a "zero" for any work due that day, including tests and major projects for classes missed due to an unexcused absence. Should the problem continue in an individual class or there be a pattern of unexcused absences, additional disciplinary measures will be taken, including possible suspension. A meeting with the student, counselor, parent/guardian, and/or assistant principal may also be requested.

## EXCUSED ABSENCES

Should a student miss more than two classes per quarter (for classes that meet 3 times per cycle) or more than four classes (for classes that meet 4-6 times per cycle), the student's quarter grade will be lowered 1% for each absence beyond the two or four classes missed. When a student reaches the unacceptable number of absences, the teacher will inform the student of the grade reduction, and the teacher will inform the parent/guardian, student's counselor, and assistant principal of the initial reduction. Should the problem continue in an individual class or there be a pattern of absenteeism, a meeting with the student, counselor, parent/guardian, and/or assistant principal may be requested.

Absences due to school-related activities (i.e. field trips, retreats, co-curricular activities, or college visits) are not considered "absences" and will not be counted against a student's attendance. The Edgewood High School administration will determine what constitutes school-related activities.

## LONG-TERM OR CHRONIC ABSENCES

Unexpected long-term or chronic absences due to illness or injury may occur. The assistant 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 assistant principal.

## 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.

## PROCEDURE WHEN STUDENTS ARE ABSENT

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 the Attendance desk in Student Services 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.

## 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 a doctor appointment).
- C. Death or serious illness of family members or close friends
- D. Approved school activities
- E. Absence resulting from a parent's/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 assistant principal, counselor and/or administration. 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
- I. Special circumstances that show good cause, which are approved in advance by assistant principal.

## UNEXCUSED ABSENCES/TRUANCY

An absence will be unexcused if the student:

- A. Leaves the building without permission.
- B. Cuts class or homeroom.
- C. Requests parent/guardian permission to be excused from a class to work on course work from a different course.
- D. Fails to provide an excuse for an absence from a parent/guardian.
- E. Fails to produce a doctor's excuse when one is required.

Except in extenuating circumstances, unexcused absences will be regarded as truantries. Unexcused absences will result in detention or suspension as well as possible grade deduction.

## LATE ARRIVAL/EARLY DISMISSAL

Sophomores, juniors, and seniors who are in good academic and disciplinary standing (minimum GPA of 2.5) with up to date logged service hours and who have Mod 1 open and have received parental/guardian permission may request late arrival 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.

- Semester 1, 10th grade: 10 hours
- Semester 2, 10th grade: 25 hours
- Semester 1, 11th grade: 40 hours
- Semester 2, 11th grade: 55 hours
- Semester 1, 12th grade: 70 hours
- Semester 2, 12th grade: 85 hours

Sophomores, juniors, and seniors in good academic and disciplinary standing, with up to date logged service hours and 2.5 GPA or higher, who have one or more unassigned Mods at the end of the school day may request early dismissal. Mods must be consecutive and include the last Mod of the school day.

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 work in the Computer Lab, 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.

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. Student/Parent/Guardians may access *PowerSchool* to confirm schedule changes. LA/ED does not apply on Special Schedule Days. It is the student's responsibility to know the school's Special Schedule Days.

## COMMONS 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 during open 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 other students that administration determines because of academic or behavioral reasons.

The registrar schedules study hall assignments and will notify study hall moderators and the assistant principal accordingly. The assistant principal will meet with these students to explain study hall procedures and to provide academic encouragement. Required study hall attendance begins on the first day of the school year.

## 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. The following expectations apply to all study halls:

1. 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.
2. Attendance is taken at the beginning of the period.
3. A tardy to study hall is treated like a tardy to class, i.e. the student's name is entered onto the absentee sheet.
4. Passes to washrooms are issued one at a time, when necessary.



5. 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, return to study hall before the end of mod and hand signed slips to the study hall moderator.
6. 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*

- Class of 2015           29.00
- Class of 2016           29.00
- Class of 2017           29.00
- Class of 2018           29.00

*Credit Requirements for Graduation*

- English – 4 credits
- Religious Studies – 4 credits
- Science – 3 credits
- Social Studies – 3 credits
- Physical Education – 3 credits
- Mathematics– 3 credits
- Computer Literacy – 1 credit
- Fine Arts – 1 credit
- Public Speaking – 0.5 credit
- Electives – 6.5 credits

*Minimum Yearly Credit Requirements*

- Freshman Year - 8 Credits Required
- Sophomore Year - 7 Credits Required
- Junior Year - 7 Credits Required
- Senior Year - 7 Credits Required

#### **CLASS PARTICIPATION/ATTENDANCE**

A student must be present for at least 75% of all classes to receive academic credit. This will affect athletic and co-curricular status as determined by the activities director and assistant principal. Administration reserves the discretion to review extenuating circumstances.

#### **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 System, a full point is added to the final grade when factored in to the GPA ( ex: A=5.0, B=4.0, etc.)

In special circumstances a grade of CR (credit) or NCR (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 **NOT** appear on the EHS transcript if they are high school level courses, but and thus will not be counted toward GPA, class rank, or total credits needed for graduation.

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

1. Both grades will appear on transcript.
2. Both grades will be factored into cumulative GPA.
3. Credit will be given only once.

## INCOMPLETES

Incompletes may only be given for the following reasons:

1. Extended illness or injury
2. Death in the family
3. 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 a cumulative average based on a student's entire high school academic record. Class rank status will be included with **each** report card **distribution**. It is important that parents and students note that while we privately provide **class rank** in report cards, 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 — not an attempt by students/parents to conceal rank — and further, that Edgewood High School has a specialized curriculum and student body. It also clearly provides our students and parents with the option of requesting that class rank be forwarded whenever they deem it appropriate.

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

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

## GRADUATION PARTICIPATION

Students who finish their final semester 1/2 **0.5** credit short of fulfilling graduation requirements may participate in all graduation activities, if a plan exists to obtain this 1/2 **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 1/2 **0.5** credit short of fulfilling graduation requirements are not allowed to participate in graduation week activities.

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

## 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.

## DROPPING A COURSE

Once the academic semester/year has begun, a student will only be allowed to drop a course within the first TWO CYCLES of the semester if credit totals allow and the drop is deemed appropriate after meeting with a school counselor.

After the first two cycles have passed, a course will be dropped *ONLY IF* this drop is recommended by the teacher of the course and/or extenuating circumstances arise. This recommendation is followed by communication among the Student, Teacher, Parents/Guardians, School Counselor, and Principal. The following outlines the steps of the

EHS Official Drop Process:

- 1) Course drop is recommended by the Teacher or extenuating circumstances arise for the Student.
- 2) Meeting between the Student and the Teacher of that specific course
- 3) Meeting with the Parents/Guardians and the Teacher.
- 4) Meeting with the Student, the Teacher, the School Counselor, and/or the Parents/Guardians.
- 5) FINAL STEP for Drop Approval: Final approval must be given by the Principal. This may require a sit down meeting with all parties involved.

## 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, telephone number, birth date, grade, gender, previous school(s) attended (if applicable), and entry, withdrawal, and/or graduation date. The transcript also shows the student's cumulative grade point average and total number of credits earned. 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.

### Requesting a Transcript

If an official transcript is needed for college/university admission, it needs to be requested through the Parchment site, available on the EHS homepage. Directions for creating a Parchment account and how to use Parchment are available in Student Services.

If an unofficial transcript is needed for a scholarship, job application, or any other personal need, you can request a *Self-View* through your Parchment account or you can visit Student Services for a printed copy.

## 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 chairperson grant **prior approval**. The official contract entitled *Contract for Non-EHS Courses* outlining all specific procedures must be agreed upon and signed by student, parents, school counselor, and appropriate department chairperson.

### College Courses

Edgewood High School allows juniors and seniors, 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 the 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 parents, 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.

### 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:

1. Enrichment
2. Acceleration through current EHS curriculum
3. To make up Semester Failures and/or aid students deficient in credits 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 chairperson 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 in GPA.

## FOUR YEAR PLANNING GUIDE

### FRESHMAN (MINIMUM CREDITS – 8.0)

<u>Course</u>	<u>Credit</u>
US History-FIT:	1
Biology-FIT:	1
English I-FIT:	1
Personal Computer Literacy-FIT:	1
Freshmen Religion-FIT:	1
Mathematics:	1
Physical Education: **	
(Optional, but <u>highly</u> recommended)	
Physical Education I – Sem 1:	0.5
Physical Education I – Sem 2:	0.5
Electives:	
_____	
_____	
_____	
_____	
<b>TOTAL:</b>	_____
(Maximum Credits – 9.0)	

### SOPHOMORE (MINIMUM CREDITS – 7.0)

<u>Course</u>	<u>Credit</u>
World History:	1
Intro Chemistry, Chemistry, or	
Chemistry Honors:	1
English II or	
British Literature Honors:	1
Hebrew Scriptures:	0.5
Christian Scriptures:	0.5
Mathematics:	1
Health Education:	0.5
Physical Education: **	0.5
Electives:	
_____	
_____	
_____	
_____	
<b>TOTAL:</b>	_____
(Maximum Credits – 8.0)	

### JUNIOR (MINIMUM CREDITS – 7.0)

<u>Course</u>	<u>Credit</u>
American Literature or	
American Literature Honors:	1
Religious Studies:	
Morality:	0.5
_____	0.5
Mathematics:	1
_____	
Science:	1
_____	
Physical Education: **	
_____	0.5
_____	0.5
Social Studies:	
_____	0.5
_____	0.5
Electives:	
_____	
_____	
_____	
<b>TOTAL:</b>	_____
(Maximum Credits – 8.0)	

### SENIOR (MINIMUM CREDITS – 7.0)

<u>Course</u>	<u>Credit</u>
English:	
_____	0.5
_____	0.5
Religious Studies:	
_____	0.5
_____	0.5
Physical Education: **	
_____	
_____	
Mathematics:	
(Optional, but recommended)	
_____	
Science:	
(Optional, but recommended)	
_____	
Social Studies:	
(Optional, but recommended)	
_____	
Electives:	
_____	
_____	
_____	
<b>TOTAL:</b>	_____
(Maximum Credits – 8.0)	

\*\*Physical Education: A total of 3 credits are required for graduation. You may choose which years you would like to fulfill your requirement. Health Education is required sophomore year.

Public Speaking (0.5 credits) and Fine Arts Electives (1.0 credit) are required for graduation. You may choose which years you would like to fulfill your requirements.

## **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. 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.

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 assistant principal. Anyone placed on strict academic probation will be required to abide by the following guidelines:

1. There will be a meeting with the counselor, assistant principal, parents/guardians 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 parents/guardians.
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 assistant 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 user name and password which allows access to the Systems to support and enhance their educational experience. Students must adhere to the Edgewood High School Acceptable Use Policy which can be found on the Edgewood High School web site 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 Coordinator.

## **VIOLATIONS**

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

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

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

# **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 develop 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:**

1. To help students experience the different aspects of student life that exist outside the classroom.
2. To create a caring atmosphere that motivates, encourages and enlightens all students.
3. 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 assistant principal to discuss the proposal at least six months in advance of the start of the next academic school year.

## 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 for a dance or other function. If there is any question regarding what would be an adequate number, the Assistant Principal in charge of Co-curriculars should be consulted. Without chaperones, the activity cannot be held.

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

The Class and Club officers have the following responsibilities:

1. Clear all class projects and activities with the faculty moderator and the administration.
2. Keep all facilities used for any activity in order.
3. Enforce co-curricular policies as written.
4. Keep the class and club file up-to-date with the following:
  - a. Plan for the year
  - b. Calendar of meetings and brief accounting of each meeting's minutes
  - c. Activity summary sheet for each activity held
  - d. List of officers and members
  - e. Account of income and expenditures
  - f. At the end of the school year write an evaluation of the organization

## DANCES

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

Edgewood students 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 Assistant Principal by application deadline. All guests must have completed the guest pass application through the Assistant Principal's Office. No faxes will be accepted.

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

The Valentine's Dance is a semi-formal\* dance and is open to all 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 other 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 night 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: Boys – shirt, tie, dress slacks required. Girls – dress/skirt (to the knees, and appropriately modest, per dress code).

\*\* Appropriate dress for formal dances: Boys – tuxedo, suit, sport coat, shirt and tie, dress slacks; Girls – 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 the General Office or in the Business Office. The moderator should be sure that the cash is turned in to the Business Officer 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 three or more days duration 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 responsible for payment due to any building damage occurring during its activity.

Dependent upon student interest, co-curricular activities may include the following:

## **AMNESTY INTERNATIONAL**

### **Purpose:**

To provide an opportunity for all students to make a difference in the struggle for human rights around the world.

### **Membership:**

Open to any student who has written a letter of appeal for a prisoner of conscience. Members make a commitment to write at least one letter of appeal each month.

### **Officers:**

Amnesty does not have officers. Instead, it has job coordinators.

### **Meetings:**

At the beginning of each semester, all members meet to choose one period per month that they will staff a table in the Commons.

### **Activities:**

Members staff a table in the Commons once a month. They sell aerogramme and teach other students how to copy a letter onto an aerogramme.

## **ASIAN STUDENT UNION**

The mission of the Asian Student Union of Edgewood High School is to provide educational, cultural, social, and community activities for all students of Edgewood High School, and to promote understanding of the Asian cultures to the Edgewood community. The group strives to create and maintain an environment that promotes cross-cultural understanding and appreciation for the entire Edgewood community. The purpose of the Asian Student Union is to provide all students the chance to expand their cultural knowledge and understanding of Asian-American society. It is the organization and members' common goal to encourage understanding, tolerance and respect for diversity. Activities may include decorating the school for Lunar New Year, Egg Roll Day, making paper cranes, a fashion show, as well as other possible student-led events during the year.

## **BOOK CLUB**

Book Club provides an opportunity for students to meet and discuss books, as well as nurture a love of reading. The group chooses which books to read as a group, including popular books and classical works. The "brown bag" Book Club meets approximately once a month during lunch mods in the Library Conference Room.

## **CLASS COUNCILS**

Each of the four grade levels has a Class Council.

### **Purpose:**

1. Unify the class
2. Encourage all class members to become involved in class and school activities
3. Lead the class in spirit and enthusiasm
4. Sponsor service and other projects in which the class can participate
5. Organize and support fund-raising projects

### **Membership:**

Class Council is composed of one elected representative(s) from each homeroom. The class council is open to any student interested in attending the weekly meetings. After 3 unexcused absences from class council meetings, a student will be dropped. Rather than a popularity contest, class council attracts true student leaders who are interested, responsible, and willing to work.

**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

**Meetings:**

Each Class Council should meet every two weeks and more often if needed

**Freshmen Activities:**

1. Class parties, dances, etc
2. Class trip
3. Service projects and activities
4. Fund raising activities

**Sophomore Activities:**

1. Valentine's Dance (see earlier description)
2. Class parties, dances, etc.
3. Service projects and activities
4. Fund raising activities

**Junior Activities:**

1. Service projects and activities
2. Class parties, dances, etc.
3. Prom (see earlier description)
4. Fund raising activities

**Senior Activities:**

1. Homecoming activities — pep rally activities, dance (see earlier description)
2. Service projects and activities
3. Graduation activities — dinner for seniors, their parents/guardians and faculty; plan Graduation liturgy; help plan Honors Assembly
4. Class dances, parties, etc.
5. Fund raising activities
6. Plan graduation Liturgy with Campus Ministry Department
7. Plan Graduation class video

**CLOSE-UP**

Close-Up is a political/current events club at Edgewood. Close-Up provides students with the opportunity to hear political speakers from the Madison community, visit related museum exhibits in downtown Madison, attend special lectures at the University, view current documentaries/movies covering political/historical themes and provide a classroom forum to debate and discuss relevant topics in the news. Any interested student is welcome to join!

**CRUSADER YEARBOOK****Purpose:**

Is to produce an excellent yearbook for the enjoyment of the Edgewood students, faculty, staff, family and friends. Though this is its major function, the group also exists to help students develop leadership skills, to give background in yearbook production, and to offer the opportunity to make friends.

**Membership:**

Any interested student may join the yearbook staff. Members must be willing to work hard, must be able to assume responsibility, and must be able to commit a great deal of time to the yearbook.

**Officers:**

Any student with a strong interest in the yearbook may be interviewed by the advisors for leadership positions. These positions are: General Editor, Assistant Editor, and Technology Editor. Staff leaders are also needed.

**Meetings:**

The yearbook staff meets every Monday after school from 3:30 to 5:00 p.m. Near deadline time when pages are due, the staffs may have to meet other days after school.



**Activities:**

The staff sponsors various projects to help lower the cost of the yearbook. The staff will hold a Yearbook Distribution Day for the entire school as soon as the books arrive from the publisher, usually on the 1st Saturday in August.

**DRAMA**

**Purpose:** Theatre at Edgewood High School 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 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.

**Membership:**

Auditions are open to all students. All students are welcome to participate on technical crews. Participation in Drama requires that students follow established guidelines regarding academic status and conduct as established by the EHS Co-Curricular Code of 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, assistant 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 script, music rental 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****Purpose**

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

**EDGEWOOD LEADERSHIP CORP (E.L.C.)**

**Purpose:** The purpose of the Edgewood Leadership Corps is to identify and perpetuate collaborative leadership potential through experiential education; to focus on improving the skills essential to positive leadership development such as communication, team work, trust, problem-solving, empathy, and fellowship; and to facilitate leadership development consistent with the mission of EHS.

**Membership:** The E.L.C is open to all EHS students.

**Meetings/Activities:** The E.L.C. meets every other Friday morning before school and on some weekends. Activities range from teambuilding initiatives, to service projects to various outdoor pursuits.

**THE ENVOY****Purpose:**

To create a student publication that will serve the needs of the Edgewood students by:

1. Being a showcase for unique student talent in writing, photography and cartooning.
2. Reporting events, happenings, and other occurrences in a factual manner.
3. Presenting the viewpoints of the editorial board concerning issues at hand.

**Staff:**

Any student may write for *The Envoy*. Positions of leadership are editors of layout and photography.

**Meeting Schedule:**

Ordinarily once a month.

**Activities:**

Publish *The Envoy* several times yearly.

## **EXECUTIVE COUNCIL**

### **Purpose:**

The Executive Council helps coordinate Class Council events that involve all-school activities and service projects. The council also provides leadership training for students.

### **Membership:**

Executive Council is comprised of the President, Vice-President, Secretary, and Treasurer of the four grade levels. Executive Council officers must maintain a 3.0 GPA. After 3 unexcused absences from Executive Council meetings, an officer will be dropped.

### **Officers:**

President, Vice-President, Secretary and Treasurer

### **Meetings:**

Every two weeks or more often if needed.

## **FELLOWSHIP OF CHRISTIAN ATHLETES**

### **Purpose:**

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."

### **Activities:**

Host Badger Spectacular (UW football game); and attend outings to Brewers, Bucks, and UW athletic events in which FCA has activities planned.

### **Membership:**

Open to all students and coaches interested in improving their faith through athletic participation and vice-versa.

### **Meetings:**

Sunday evenings, every three weeks, in the homes of students or coaches.

## **GREEN EDGE ENVIRONMENTAL CLUB**

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 opportunity to participate and develop activities centering on school-wide education and awareness, habitat improvements, water use, energy use, recycling, garden and composting, and other projects initiated by members. Meetings will also include presentations through media, guest speakers, and discussion.

## **JUNIOR CLASSICAL LEAGUE (LATIN CLUB)**

The Junior Classical League is a well-established national organization of approximately 50,000 middle and high school students. Its purpose is "to encourage an interest in and appreciation of the language, literature and culture of ancient Greece and Rome and to impart an understanding of the debt of our own culture to that of Classical antiquity." Students enrolled in Latin are eligible for JCL membership. JCL members are also afforded the opportunity for election to the National Latin Honor Society. An advisor and seven officers lead the EHS chapter of JCL. Meetings are usually held twice per month. Activities include, but are not limited to, certamen (academic quiz bowl competition), field trip(s), social and charity events, and state convention.

## **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.

Key Club, along with serving the community, also provides many services to the school. 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.

## **LAUGHING STOCK**

Laughing Stock is Edgewood High School's improvisational comedy troupe. Through classical Improv games, the group explores the nature of Improv comedy with an emphasis on performance. The group is open to any student, and no auditions are necessary. Several comedy showcases are performed each year, with the casting chosen from students who regularly attend practices.

## **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.

## **MULTICULTURAL GROUP**

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 holiday dinner and talent show, and provide education and awareness to the entire EHS community.

## **NATIONAL HONOR SOCIETY**

### **Purpose:**

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 via mail in January of junior year and September of senior year.

### **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. At the time of application, a minimum of 100 hours of service must be documented and on file with Campus Ministry. This must be done by the end of first semester junior year or by the beginning of senior year.
4. Students who meet the scholastic and service requirements are then evaluated by the Faculty Council on the basis of leadership, service, and character. No student is inducted simply based on grade point average. The National Honor Society strives to recognize the total student – one who excels in leadership, scholarship, service, and character.

### **Scholarship:**

The student must have a cumulative 3.500 grade point average or better to be considered for admission. It does not guarantee selection.

### **Character:**

The student must possess and demonstrate Christian values which recognize each individual's dignity and self-worth.

### **Service:**

The student must be able to show documented proof of service (type and number of hours) to both school and community.

### **Leadership:**

The student must demonstrate active leadership in the classroom, co-curricular, and other activities.

### **Selection Process:**

1. The national guidelines for NHS call for five (5) faculty members to serve on the Faculty Council. The Faculty Council reviews applications and vote on acceptance.
2. The advisors and assistant principal are non-voting members of the council. They serve as moderators and discussion leaders in the selection process.
3. Students who are invited to apply fill out and submit a resume (format will be made available) and answer an essay question about their leadership and service roles.
4. Rating sheets for applicants are sent to the faculty of the high school. Students are rated on the basis of character and leadership as witnessed in the classroom. These help Council members who are not familiar with a certain applicant.
5. There is no set number of NHS members. A student requires three 'yes' votes from the committee to be selected to membership. This process usually takes two to three weeks.
6. Announcement is made regarding selection/non-selection to the student via letters mailed to the student's home.

NOTE: **Current juniors** will have two opportunities for selection, in the early spring of junior year, and early fall of senior year. **Current seniors** will have one opportunity for selection, in the early fall.

### **Officers:**

President, Vice President, Secretary, and Treasurer are elected by members. Final approval of selections is to be made by the advisors and assistant principal. Duties for organizing and running monthly meetings are shared by the four officers.

### **Activities:**

Members are expected to provide additional service for the good of the organization and school. This includes:

1. Ambassador Table: Students serve as greeter, tour guides, and runners for the office staff. Each NHS student is to give one mod per cycle at the table.
2. Tutoring: Students will provide peer tutoring for the ASP program or through student services. Members will submit their schedule and list at least two subjects they would be willing to tutor.
3. A fund-raiser to cover the costs of the Induction Ceremony and Graduation Honor Cords.
4. Participate in a variety of service opportunities, including Open Houses, Graduation ceremony, New Student Induction, Badger Conference greeters, and other activities that arise.

### **PING PONG CLUB**

The Ping Pong Club is made up of a group of students who enjoy playing ping pong and want the chance to play both with and against other students. EHS provides all the ping pong equipment, including: tables, nets, balls, and paddles. Ping Pong Club meets one morning a week before school.

### **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 (Tyro Basin, Cascade, and Devil's Head) either Friday evening or Saturday. Ski Club meets once per week (early December through February) after school.

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

**Purpose:** 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."

**Membership:** STAR is open to all young women at EHS.

**Meetings/Activities:** STAR 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 night to professional presentations on topics such as women's wellness, self-defense, and college expectations.

### **STRATEGY GAMES CLUB**

Strategy Games Club is for those students who enjoy playing games that require strategic thought and planning. Abstract, two-player games, like Chess is played, as well as group games that can accommodate more than ten people. The emphasis is on fun...so join the SGC and have fun learning and playing new games. SGC – "coffee for your brain."

### **ULTIMATE FRISBEE**

Ultimate Frisbee is open to all students with a desire to play competitive frisbee between other high schools in the area. Practice is usually before school year 'round. Everyone participates in this fast-paced game. Come join us.

### **THE WAYFARER**

*The Wayfarer* is a literary magazine written by the students and published in the spring. Students submit poems, plays, short stories and essays to the Edgewood writing contest. Pieces are chosen by an outside panel of judges and students to be published in *The Wayfarer*.

### **Staff:**

Editor, assistant editor, layout editor, technical advisor, editorial board, and artists.

## **V. STUDENT CODE OF CONDUCT**

It is expected that students at Edgewood High School will conduct themselves, both on and off campus, when school is in session and out of 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 and understanding of the dignity 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:

1. Profanity
2. Racism
3. Sexism
4. Homophobia
5. Forging/altering note from parent/guardian
6. Littering
7. Loitering
8. False fire alarms
9. Card playing or gambling
10. Overt displays of affection
11. Use and/or possession of tobacco or paraphernalia including E-cigarettes
12. Threats, intimidation, or harassment
13. Fighting, battery, unprovoked attacks
14. Inappropriate attire (See dress code)
15. Disrespectful or insubordinate behavior
16. Dishonesty, lying, cheating, forgery, etc.
17. Cyber bullying, inappropriate texting or other inappropriate use of technology
18. Theft, vandalism and destruction of property
19. Truancy, unexcused absences, skipping classes, and tardiness
20. Use of radios, iPods, cell phones, skateboards, roller blades, and/or laser pointers during the school day unless in a designated area.
21. Food and beverage outside the Commons.
22. Possession, use, sale, or dispersal of alcohol, controlled substances, mood-altering chemicals, and paraphernalia associated with the above
23. Willful, persistent or disruptive behavior in school or at school sponsored functions
24. Hazing or initiation activities are prohibited.

Any activity that is demeaning, embarrassing, or physically or psychologically harmful is prohibited both on and off campus. 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 or 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, chat rooms and online bulletin boards. It is unacceptable for any EHS student to post or communicate anything that disrupts the educational, athletic or co-curricular environment.

## 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
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. assistant 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 Assistant 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 assistant principal. A second violation in the same class may result in the student being withdrawn from the course with an "F" grade. 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 on 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.

If **intentional** plagiarism is confirmed, consequences include:

First offense:

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

Second offense in the same course:

1. Parents/guardians, counselor, and administration will be notified.
2. The student will be dropped from the class with a grade of "F."
3. 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, social exclusion and isolation, extortion, and the use of a computer or telecommunications 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 the school staff or administration.

## **DISCIPLINARY PROBATION**

This means that 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 co-curricular activities curtailed.

## **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.

## **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 assistant 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. Students will earn the passing grade of "D" on such work and tests, if the work is of passing quality. 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 assistant 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 EHS campus
2. Prohibited from EHS functions, dances, sporting events, etc.

The assistant 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 entertained 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. Students are expected to look neat and clean at all times and dress in a manner fitting for school.
2. No tattoos or piercings that draw undue attention allowed.
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. Students must wear shoes at all times in the school building.
5. 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. Students' tops need to be kept tucked in or long enough so that at no time can skin in the midriff area be seen.
  - c. Hats, do rags, sweat pants, bandanas, sweat suits, and hospital attire.
  - d. Any clothing advertising liquor, drugs/ tobacco, as well as anything vulgar, offensive, or sexually suggestive.

## **SHORTS AND SKIRTS**

Shorts will be permitted under the following guidelines:

1. Dress shorts, including walking or Bermuda length shorts, are allowed throughout the school year. The following are not permitted: athletic shorts, including college or pro uniform replicas; physical education apparel, including extended length nylon shorts; boxer shorts (underwear); cut-offs; skater shorts.
2. Shorts must be within 3 inches of the KNEE when standing.
3. Skirts must be to or below the KNEE when standing.
4. No stretch pants, yoga pants or velour pants allowed.
5. Fitted jeans must be made of denim material only.

## **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
- Honors Assembly
- 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:

Proper dress for girls:

1. Dress/skirt (at or below the knee)/slacks and blouse.
2. Dress/casual shoes must be worn.
3. No shorts, jeans, T-shirts or sweatshirts.

Proper dress for boys:

1. Dress shirt (tucked in), tie (required) and dress slacks.
2. Dress/casual shoes and socks must be worn.
3. No shorts, jeans, T-shirts, or sweatshirts.

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 classes. Students cannot be excused by parents/guardians to go home to change.

## LEAVING THE BUILDING (OFF CAMPUS)

Students leaving the building or school grounds without securing a pass from the office will be considered off campus and skipping school and will be dealt with according to the Student Code of Conduct.

# 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 they will take with 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 co-curriculars. Similar to participation in other organized activities throughout life (e.g. work, play, 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 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 compared.

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:
1. Minimum academic eligibility standards.
  2. Use, possession, or distribution of tobacco products, alcohol, non-prescribed steroids, and controlled substances.
  3. Willful, persistent or disruptive behavior contrary to the mission and goals of Edgewood High School.
  4. Appearance.
  5. School attendance on practice, rehearsal, and event days.
  6. Transfer eligibility.
  7. Cheating.
  8. 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 assistant 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 sports or co-curricular season, if that is what is necessary to fulfill the suspension requirements.
- I. When eligibility is lost due to alcohol or drug violations, an out-of-school 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 assistant 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).
- 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 assistant 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 for the same period as decreed by his/her 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 assistant 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 assistant principal.
- C. Students participating in co-curriculars can regain eligibility after fifteen (15) school days from the first school day after report cards are made available online or quarter grades have been finalized. 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 assistant 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 by extenuating circumstances.

## **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 assistant principal and/or activities director.
- C. If students are absent from school due to illness, EHS 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 assistant principal in order to practice, compete or perform that day. The assistant principal will consider the length and nature of the absence when making a decision.

- D. Students must attend school at the minimum of half a school day, including half of their classes in order to perform/ 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 assistant principal, who shall document the nature, place, time and date of the violation. The school administration reserves the right to investigate any violation for a period of up to one calendar year from the time of the violation.

## **SELF-REFERRALS**

- A. Students are encouraged to self-refer in all situations. The intent of this is to encourage and reward student responsibility.
- B. Students should self-refer to the assistant principal within three calendar days after the violation. Once the 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.
- 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 assistant principal and activities director based on each individual incident, with a minimum of one contest or performance 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 assistant 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's set of circumstances.

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

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

- A. Use, possession, or distribution of tobacco products.
  - 1. First Violation:
    - Minimum Action – One-day suspension from co-curricular competition or performance.
    - 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.
    - 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.
    - 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.
    - 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.
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- 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 maintain a Christian image at all times.
3. To improve motor skills.
4. To seek better health and physical fitness.
5. To promote a desire to succeed and excel.
6. To foster the development of moral and ethical standards.
7. To learn the high ideals of fairness in all human relationships.
8. To learn to make proper decisions under pressure.
9. To have fun and to enjoy the competition and camaraderie provided through athletics.
10. To learn how to become a positive leader.

### **EXPLANATORY NOTE**

1. All students participating in any Edgewood High School athletic program must meet all eligibility requirements of the WIAA 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, 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 assistant 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 and the EHS Athletic Department.
3. Have a Concussion Form signed by a Parent/Guardian of the athlete prior to participating in a sport.

### B. Who May Participate:

A school may use on its interscholastic teams only full-time students enrolled in grades affiliated with WIAA membership.

### C. Fees:

Annual athletic fees are assessed per sport for participants. 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, i.e. warm-ups, mouth guards, socks, T-shirts, special practice gear and fees, etc., with assistant principal's/athletic director's approval.

### 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 fourth consecutive semester following entry into Grade 9 shall be ineligible for competition for one calendar year, 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 and/or 12th grade as transfer students are ineligible to compete for one calendar year.
4. 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.
5. 10th 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).
6. 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 fourth consecutive semester following entry into grade 9 the student is ineligible to compete for one calendar year.
7. District policies with respect to intra-district transfer do not supersede WIAA transfer rules in situations involving post-4th semester transfers. Intra-district transfers occurring after the fourth 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).
8. 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.
9. 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.
10. 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.

11. A student who transfer 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.
12. 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

##### Senior Awards

Berigan Memorial Award

Flad Memorial Award

Earl Wilke Memorial Leadership Award – (Male and Female Recipients)

Sanna Memorial Award

Jim McCormick Memorial Award

Hoffman Memorial Award

Tom McCormick Memorial Award

James D. Farley Scholarship - (Male and Female Recipients)

#### **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 8, 2014
- Winter Season: December 8, 2014
- Spring Season: April 13, 2015

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 assistant 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

A varsity letter is to be earned at the discretion of the head coach in consultation with his/her staff and the activities director.

## 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 assistant principal.

## CUT POLICY

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

## SPORTS OFFERED

	BOYS	GIRLS
FALL	Cross Country Football Soccer	Cross Country Dance Team Diving Golf Swimming Tennis Volleyball
WINTER	Basketball Diving Hockey Gymnastics Ski Team Swimming Wrestling	Basketball Dance Team Gymnastics Ski Team Girls' Hockey
SPRING	Baseball Golf Tennis Track & Field Lacrosse	Soccer Softball Track & Field

**Note:** Handbook was printed before WIAA Annual Meeting. Some rules for athletics may be subject to change.

## 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. A list of fees is available for parents/guardians at registration in July.

### PAYMENT PLANS AND PROCEDURES

Edgewood High School offers the following twelve payment plan options payable by cash, check, and automatic withdrawal from your bank account or charge card. We accept Master Card, VISA, American Express or Discover Card. 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 by check, cash or money order by August 15, 2013. There is **no additional cost** associated with this plan.
- **PLAN TWO** – Full Year – Payment is made by charge card (MasterCard, VISA, American Express or Discover) by August 15, 2013. The cost of using this plan is **\$105 per year**, which is added to the total bill.
- **PLAN THREE** – Full Year – Payment is made by automatic withdrawal from your bank account by August 15, 2013. The cost of using this plan is **\$30 per year**, which is added to the total bill.
- **PLAN FOUR** – Semester – Payment is made by check, cash or money order on a per-semester basis. The first payment is due by August 15, 2013 and the second by January 15, 2014. There is **no additional cost** associated with this plan.
- **PLAN FIVE** – Semester – Payment is made by charge card (MasterCard, VISA, American Express or Discover) on a per-semester basis. The first payment is due by August 15, 2013 and the second by January 15, 2014. The cost of using this plan is **\$185 per year**, which is added to the total bill.
- **PLAN SIX** – Semester – Payment is made by automatic withdrawal from your bank account in two installments by the 15th day of August, 2013 and January, 2014. The cost of using this plan is **\$55 per year**, which is added to the total bill.
- **PLAN SEVEN** – Quarterly – Payment is made by check, cash or money order in four installments due by the 15th day of August, October, January and March. The cost of using this plan is **\$45 per year**, which is added to the total bill.
- **PLAN EIGHT** – Quarterly – Payment is made by charge card (MasterCard, VISA, American Express or Discover) in four installments due by the 15th day of August, October, January and March. The cost of using this plan is **\$240 per year**, which is added to the total bill.
- **PLAN NINE** – Quarterly – Payment is made by automatic withdrawal from your bank account in four installments on the 15th day of August, October, January and March. The cost of using this plan is **\$80 per year**, which is added to the total bill.
- **PLAN TEN** – Monthly – Payment is made by check, cash or money order in ten monthly installments on the 15th day of August through May. The cost of using this plan is **\$95 per year**, which is added to the total bill.
- **PLAN ELEVEN** – Monthly – Payment is made by charge card (MasterCard, VISA, American Express or Discover) in ten monthly installments from August through May. The cost of using this plan is **\$265 per year**, which is added to the total bill.
- **PLAN TWELVE** – Monthly – Payment is made by automatic withdrawal from your bank account in ten monthly installments on the 15th day of August through May. The cost of using this plan is **\$140 per year**, which is added to the total bill.

There is a **\$25 fee for all checks returned NSF**, charge cards declined or automatic withdrawals denied, which is added to the total bill. Payment plans may be changed during the school year; however, a pro-rated fee for the new plan will be added to your account at the time of the change.

### 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 **\$25 late fee** may 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 does have 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 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 fifth 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 report card 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 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.

## 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 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.

## IDENTIFICATION CARDS

Identification cards are issued to students at the beginning of the school year. 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 student identification in the school, Library, computer labs, etc. Students who lose I.D. cards must purchase new ones for \$5.00.

## 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.

## EDGEWOOD HIGH SCHOOL LIBRARY

Navigating a vastly expanding, increasingly complex ocean of information is a challenge for all citizens of the world. Those who are information literate will successfully meet this challenge by applying the practical and critical thinking skills needed to identify access, evaluate and use information. Finding appropriate information helps an individual answer questions, solve problems, make decisions, and expand his/her knowledge.

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 Media Center provides appropriate printed materials, electronic information access, and audio-visual resources.

Proficiency in reading is essential for information literacy and is a foundation for learning in all disciplines. Reading skills become more critical as students approach their formal education after high school and prepare for satisfying, productive lives. To promote reading literacy and reading for pleasure we maintain an updated collection of interesting young adult fiction.

We support each Edgewood student in the journey to become a confident, competent participant in the world of information and ideas.

### 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 Edgewood 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
Magazines	\$ 5.00
Pamphlets	\$ 5.00

## 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.

## **LOCKERS**

Lockers are assigned to students at the beginning of each school year. Students are given combinations to these lockers. Student's 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 used by students. The school reserves the right to inspect lockers.

## **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.

## **MESSAGES FOR STUDENTS**

Telephone messages cannot be delivered nor can students be called to the phone unless there is an emergency. Only in the case of an emergency will Student Services attempt to contact a student prior to dismissal. The General Office will make an attempt to contact the student during the P.A. announcements at the end of each school day. These announcements sometimes are not heard by the students and they may not receive the messages even though the General Office makes the announcements.

## **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. 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 assistant 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 a parking permit. Students are encouraged to bicycle, car pool, 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/Library only and vehicles must be in designated parking areas.
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.
5. Reckless or inappropriate driving in or around our campus will not be tolerated. Loss of parking privilege could happen 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 only. Parents/guardians are not allowed to pick up or drop off anywhere except the front circle or the Commons lot.

The only students eligible for parking permits are seniors and then juniors. The annual parking fee is \$90.00.

## **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 requirement. Junior Mission Trips are an additional opportunity. For more information regarding the EHS retreat program, please refer to the EHS Curriculum Guide or contact the Campus Ministry Department.

## SERVICE PROGRAM

Student service graduation requirements are as follows:

- a. Freshmen            10 hours
- b. Sophomores        30 hours
- c. Juniors             30 hours
- d. Seniors             30 hours

The following guidelines apply to all service hour activities:

- 1. A minimum of 50 hours of students' 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.

Opportunities for service projects are available on the service bulletin board outside Campus Ministry 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

When school must close or be delayed due to severe weather conditions, the following television and radio stations will be contacted by 6:30 a.m.: WISC-TV, WKOW-TV, WMTV-TV, WIBA-AM (1310), and WIBA-FM (101.5). The following will hold true in most cases.

- 1. We will close if Madison schools are closed.
- 2. We will be delayed if Madison schools are delayed.
- 3. Because of the distance many students travel to attend Edgewood, we may delay or close school even when Madison schools are in session.
- 4. 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.

At the discretion of the Administration, if school is cancelled, activities, practices and events may also be cancelled. Also, the six day cycle will skip a day. 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 you must assume school is still open.

## 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 the rare instances.

## STUDENT VISITORS

All student visitors to Edgewood High School must check-in at the General Office. The following guidelines must be followed:

- 1. All visiting students must be pre-approved by the director of admissions or the assistant principal. The director of admissions will approve those who are interested in attending EHS. The assistant principal will give approval to those students who wish to attend classes with a friend or relative who is an Edgewood student. All visiting students must secure a pass.
- 2. If a Madison area student does not have school that day, and wishes to be a visitor, pre-approval must be given at least one day in advance by a phone contact with the assistant principal from the student's parent/guardian. The number of student visitors on any given day is at the discretion of the assistant principal.

## X. DAILY CLASS SCHEDULES 2014-2015

### REGULAR SCHEDULE

Mod 1	7:50	-	8:34
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

### EARLY DISMISSAL "ED" SCHEDULE

Mod 1	7:50	-	8:29
Homeroom	8:34	-	8:43
Mod 2	8:48	-	9:27
Mod 3	9:32	-	10:11
Mod 4	10:16	-	10:55
Mod 5	11:00	-	11:39
Mod 6	11:44	-	12:23
Mod 7	12:28	-	1:07
Mod 8	1:12	-	1:51
Mod 9	1:56	-	2:35

### 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	-	8:25
Homeroom	8:30	-	8:35
Mod 2	8:40	-	9:15
Mod 3	9:20	-	9:55
Mod 4	10:00	-	10:35
Mod 5	10:40	-	11:15
Mod 6	11:20	-	11:55
Mod 7	12:00	-	12:35
Mod 8	12:40	-	1:15
Mod 9	1:20	-	1:55

\*During the 2014-15 academic Year, the EHS faculty and administration will be continuing to work on two school-wide initiatives: cultural competencies and curriculum development. Twice each semester, students will be dismissed at 1:55 p.m.



## **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 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	Assistant Principal	Principal
Grading questions	Teacher of the class	Student's Counselor/ Assistant Principal	Principal	
Discipline in a particular class	Teacher of the class	Assistant Principal	Principal	
Course selection	Student's Counselor	Student Services Department Chairperson	Principal	
Class schedule	Student's Counselor	Registrar	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	Student Services Department Chairperson	Assistant Principal	Principal
Selecting colleges or making other post-secondary plans	Student's Counselor	Student Services Department Chairperson	Principal	
Co-curricular activities	Activity Advisor	Assistant Principal	Principal	
Athletic program or a particular sport	Coach of the particular sport	Head Coach of the particular sport	Assistant Principal	Principal
Calendar	General Office	Administrative 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 2014-2015**

### **ADMINISTRATIVE OFFICES**

Bob Growney, Principal.....	123
Anna McManus, Asst. Principal .....	163
Shannon McDonough, Asst. Principal.....	128

### **ADMISSIONS OFFICE**

Meredith Temple .....	131
Beth Sevenz.....	134
Mary Swita .....	

### **ADVANCEMENT OFFICE**

Barb Kolb .....	133
Caryl Bremer.....	181
Tammy Ehrmann.....	185
Mary Link .....	168
Karla Meyer.....	221
Jim Ottney.....	139
KathyThiel.....	182

### **ATHLETIC DEPARTMENT**

Chris Zwettler.....	144
Tere Murphy.....	170
Al Minnaert.....	147
Lora Staveness.....	136

### **BUSINESS OFFICE**

Tami Holmquist .....	124
Pam Beyler .....	180
Kaylee Schoenherr .....	151

### **CAMPUS MINISTRY**

Amy Richardson.....	142
Julia Slotnick.....	143

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### **GENERAL OFFICE**

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Becky Sautebin.....	150

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Cindy Hamburg.....	167
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**KITCHEN**

John Smith .....	120
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**LIBRARY**

Kristin DeLorme .....	135
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**PRESIDENT'S OFFICE**

Michael Elliott .....	141
Carol Anzelmo .....	145

**REGISTRAR**

Jordane Ross .....	154
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**STUDENT SERVICES**

Nick Burrows .....	127
Michelle Borleske .....	153
Monica Ladell .....	125
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**TECHNOLOGY OFFICE**

Dawn Nagle .....	176
John Hylkema .....	158
Ben Mund .....	206

<b>POOL</b> .....	257-4823
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<b>FAX</b> .....	257-9133
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<b>ATHLETICS FAX</b> .....	257-0210
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<b>EDGEWOOD CAMPUS SCHOOL</b> .....	663-4100
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<b>EDGEWOOD COLLEGE</b> .....	663-4861
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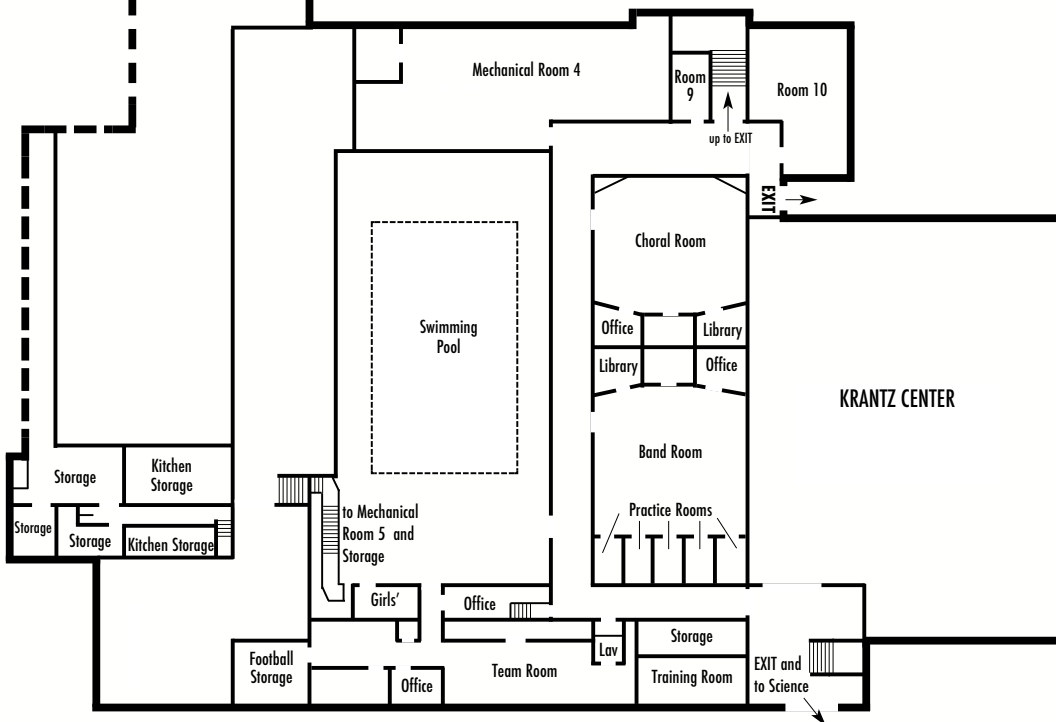


### **XIII. VOICE MAIL EXTENSIONS 2014-2015**

Carrie Backman.....	148	Dennis McKinley.....	146
Diane Ballweg.....	340	Diane Mertens .....	310
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Hikari Maekawa .....	332	Rob Young.....	306
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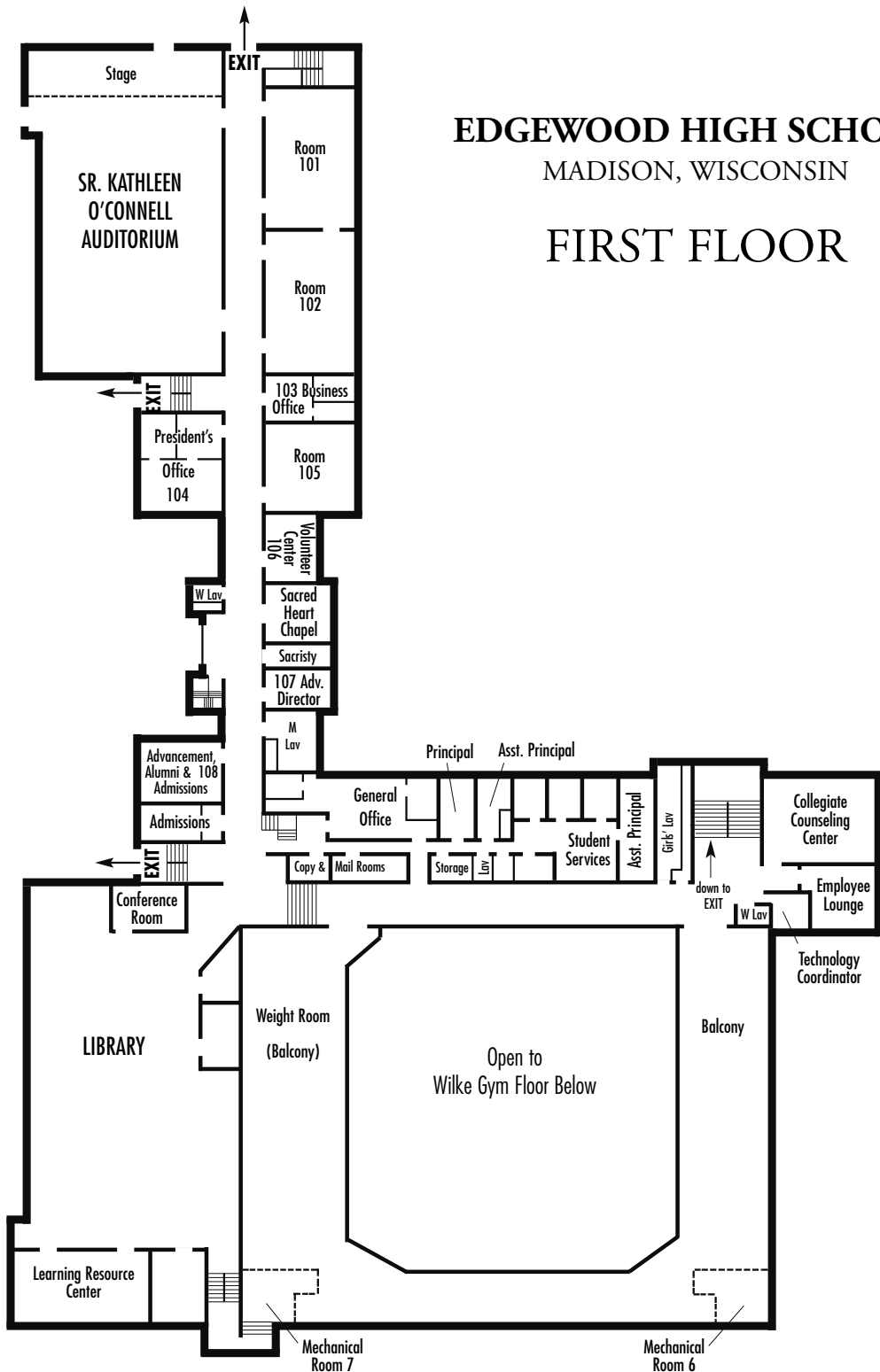
**EDGEWOOD HIGH SCHOOL**  
MADISON, WISCONSIN

**SUB-BASEMENT LEVEL**



# EDGEWOOD HIGH SCHOOL MADISON, WISCONSIN

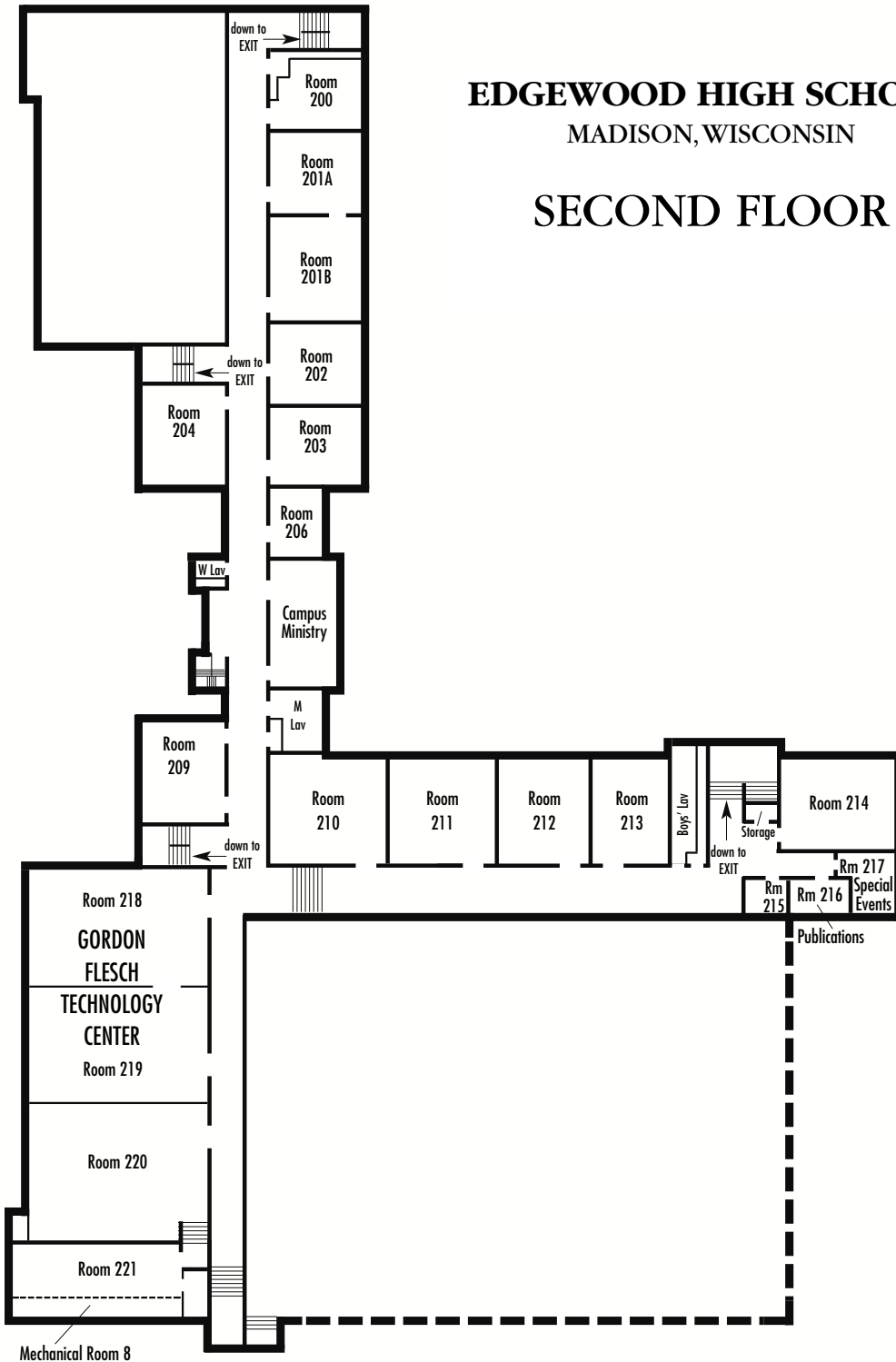
## FIRST FLOOR



# EDGEWOOD HIGH SCHOOL

MADISON, WISCONSIN

## SECOND FLOOR



**EDGEWOOD HIGH SCHOOL**  
MADISON, WISCONSIN

**THIRD FLOOR**

