



**EDGAR WILDCATS**

Welcome to Edgar High School, an excellent school built on a positive tradition of successful involvement in academics as well as music, drama, and athletic co-curricular participation. Your experience will be what you make it and you are encouraged to get involved. We want our students to learn the value of being positive people along with the attainment of knowledge that will propel them to success as adults. This planner is designed to help you organize assignments, activities, due dates, and serves as a passbook for meeting with teachers outside of the regular class time.

Be positive, work hard and have fun!

Mrs. Cari Guden  
District Administrator

**EDGAR HIGH SCHOOL**  
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**Web Site:**  
**<http://www.edgar.k12.wi.us>**

**Edgar Schools are on Twitter,**  
**Instagram and Facebook**

**MORNING AND AFTERNOON TIMETABLE**

<b>TIME</b>	<b>BLOCK</b>
7:15-8:05	Breakfast
8:06-9:31	1
9:35-10:13	Resource
10:17-11:42	2
11:42-12:16	Recess/Lunch
12:20-1:46	3
1:50-3:15	4

**LOYALTY SONG**

We're loyal to you, Edgar High,  
We know you're true blue, Edgar High,  
We know you're the best of all schools east or west,  
And we'll back you with zest, Edgar High. Rah-Rah!  
So stand up for right, Edgar High,  
Press onward with might, Edgar High,  
As time surely lengthens,  
Our loyalty strengthens,  
We're loyal to you, Edgar High!

U-Rah! Rah! Edgar High, Edgar High!  
U-Rah! Rah! Edgar High, Edgar High!  
U-Rah! Rah! Edgar High!  
EDGAR! YEA!

# **CURRICULUM AND GRADES**

## **COURSE REQUIREMENTS**

All students are required to take eight classes throughout the year. Students are encouraged to check with parents and their guidance director when they choose their course of study. All courses of study must be approved by the guidance department. Students need 29 credits to graduate, this requirement must include English (4 credits), Math (3 credits), Social Studies (3 credits), Science (3 credits), Physical Education (1.5 credits), Health (.5), Computers (.25), Consumer Economics (.5) and (.25) credits for portfolio completion. \*All failed required classes must be repeated. See student curriculum for program explanations and course descriptions. Course changes must be made within the first three days of each term. See School Board Policies – Promotion/Graduation; Class Rank; Definition of Full Time Student; Programs for School Age Mothers; Acceleration Policy

## **GRADING INFORMATION**

Report cards are issued at the end of each nine-week term. Upon completion of each grading period report cards will be mailed home, the cards are mailed one week after the term ends.

The following grade system is used:  
A+=4.0, A=4.0, A-=3.67, B+=3.33, B=3.0, B-=2.67, C+=2.33, C=2.0, C-=1.67, D+=1.33, D=1.0, D-=.67, F=0.0, Inc.-Incomplete. An incomplete must be removed within three weeks of the semester ending or it is automatically changed to an "F" grade. Unexcused absences, which lead to incomplete work, may result in a reduction in grades.

Progress reports are sent the fifth week of each grading period.

## **HONOR ROLL**

An honor roll is compiled and published in the local newspapers at the end of each report card period. To be eligible for this honor roll, the student must have a 3.0<sup>+</sup> average (high honors 3.5<sup>+</sup>, highest honors 4.0<sup>+</sup>). Honor cords at commencement are awarded to those with a 3.33<sup>+</sup> cumulative GPA. Academic letters may be earned by students with a 3.33<sup>+</sup> GPA each of the first three grading periods of the school year.

## **YOUTH OPTIONS PROGRAM**

Wisconsin State Law provides that any 11th or 12th grade student under the age of 21 is eligible to apply to an institution of higher learning to take college course work. Deadlines are October 1 for spring and March 1 for fall courses. See guidance director or principal for details.

## **PORTFOLIO PROGRAM**

The Edgar High School Academic Career Plan Portfolio is a student-generated collection of academic, co-curricular and community activities and achievements showcasing individual skills and accomplishments. Each grade level has specific goals related to the portfolio. Students will need to satisfactorily complete the portfolio program as a graduation requirement. See course description handbook for more information on the portfolio program.

## **ATTENDANCE POLICY**

Good attendance habits instill in the student a sense of responsibility. This can be a carryover into adult life, which can be an asset to steady employment.

All students must attend school to age 18. Regular attendance is absolutely necessary for all students to progress in school. Those students who do not attend regularly find it difficult to keep up with their class assignments and basic skills growth. Although students with excused absences are allowed to make up missed work, it is very difficult to make up the learning that occurs in the classroom. The student alone is responsible for work missed when he/she is absent for any reason. Students may need to make arrangements to remain after school to work with their teachers if necessary to complete work. The person in charge of attendance will determine the legitimacy of each absence. Questionable absences will be referred to the high school principal. The following rules and procedures are important:

1. **ABSENCES:** Parents/guardians are asked to call the office each day of their child's absence. Please inform the secretary as to the student's name and the reason for absence. In lieu of a phone call, a written note will be required for all excused absences on the day the student returns to school. All notes must state the reason for the indicated absence and the date or dates of absence. \*In situations where large or small groups have missed school, parental excuses may be denied and parents notified. Before school, any student who missed part or all of the previous day should check in with the attendance secretary.
2. **EXCUSED ABSENCES:** Students receive an excused absence when they are absent from school for illness, accident, serious illness of a family member, death of a family member, other family emergencies, or a reason deemed necessary by main office personnel. Medical verification may be required of those who are

habitually absent. A student who is absent from school may not attend after school social events (i.e. dances, ball games, concerts, etc.)

3. **PREARRANGED ABSENCES:** Planned absences must receive prior approval of the principal (i.e. family vacations, deer hunting, state tournament accompanied by adult family members, etc.) Students should bring a note from the parent/guardian, which states the dates and reasons for the absence. The note should be turned in to the office, at which time the attendance secretary will update the student's attendance in Skyward for the purpose of notifying teachers and obtaining assignments from each teacher.
4. **UNEXCUSED ABSENCES:** Absences, which do not fall into the categories listed above, will not be excused and will result in detention, in-school suspension, and/or conference with parents. Students may be required to remain after school to complete work missed during an unexcused absence. Some work, including tests missed during an unexcused absence, may not be made up. Any student who leaves during the school day, without prior permission, will be considered unexcused. See Wis. State Statute (118.16).
5. **TRUANCY:** Truancy is defined as any unauthorized absence from school, usually without parental permission and/or knowledge. Disciplinary responses will become more severe for repeated offenses. If absences are continuous, parents are subjecting themselves to the possibility of prosecution under state truancy laws.
6. **TARDINESS:** Because tardiness disrupts the instruction that is occurring in class, students are expected to be in their classes and ready to begin at the appropriate times. Teachers will inform students of their rules regarding tardiness at the beginning of the school year. Students are not to loiter in halls and are not to move about the building without an **assignment book** signed by a teacher. If a student is tardy to Block 1 in the morning, he/she should check in at the office. Any time after Block 1 the student must check in at the office. After four tardies or unexcused absences in any semester a letter will be sent to parents describing the implications of truancy. After school Detention will be given on the third tardy and truancy proceedings will begin after the fifth tardy/unexcused absence.
7. **EARLY DISMISSAL/LATE ARRIVAL:** If a student must leave school for any reason other

than sickness, he/she is required to present a request from home in the form of a note or letter. Whenever possible, appointments should be scheduled outside of the regular school day. If, however, a student must leave early or arrive late, he/she must check in or out at the high school office. When arriving late, the student must be "signed in" by a parent or guardian OR bring a note from a parent which states the reason for the late arrival.

See School Board Policy and Wisconsin Compulsory Attendance Law

### **BREAKFAST/LUNCH PROGRAM/NOON HOUR**

A breakfast and lunch program, available to all students, is served according to regulations set by the State Department of Public Instruction. A computer account is set up for each family. Students may deposit money as needed. Negative accounts will generate notification messages to parents. In order to continue offering meals at the lowest price per student it is necessary that a maximum number of students participate in this program. Students are to remember that the noon meal is intended to be a lunch and not a complete dinner.

### **OPEN CAMPUS**

Students are encouraged to eat in the school lunch program. Students in grades 9-12 will be permitted to leave school during their noon hour. Student conduct must be of respectable nature. Failure to do so will result in the withdrawal of noon privileges and a discontinuance of this open policy.

### **MOTOR VEHICLES**

Students are encouraged not to drive cars to school, inasmuch as bus service is provided. Students are to use their vehicles in accordance with all expectations that are placed on the responsible driver by law enforcement officials. Failure to do so will result in the loss of driving privileges.

## **SAFETY**

### **BUS PRIVILEGES**

1. All bus rider rules apply to each pupil who rides a school bus at any time for any reason.
2. Students who represent Edgar in any Curricular or Co-curricular activity (i.e. athletics, music, clubs, forensics, etc.) must ride the bus to and from the event unless other transportation, with parents, has been approved in advance by the instructor or principal.
3. A pupil who rides a school bus to an activity or event must return on the bus unless authorized to do otherwise according to school rules.
4. Spectator transportation to co-curricular activities will be provided at a small charge. Students wishing to attend these events must sign up in advance in the high school office.

See School Board Transportation Policy and Bus Rider Rules

### **SPECIAL NOTICE ON SCHOOL CLOSINGS**

In the event school is closed because of inclement weather, snowstorm, or excessively cold temperature, announcement will be made over radio/TV stations WDLB/WOSQ-Marshfield, WSAU, WDEZ, WIFC, WRIG, WOFR, WIZD, WXCO & WYCO/Channel 7 & 9-Wausau shortly before 7:00 AM. Please do not call the district administrator or principal or the school because this ties up the telephone lines making it impossible to call the radio stations, bus drivers and other personnel.

### **SAFETY DRILLS**

On receiving a **tornado warning**-the *repeated sounding* of the PA tone signal-students are to move quickly to designated areas and sit facing walls. Monthly **fire drills** are held for the safety of the student, so that in the event of an actual fire, evacuation can be done quickly and safely. Students are not to re-enter the building until the all clear signal has been given. Fire exit and tornado safety signs are posted in each classroom. Please note them.

A lock-down announced over the P.A. system requires all students to vacate the hallways and remain in classrooms for further instructions.

### **INJURIES, ILLNESS & INSURANCE**

All injuries, illness, or personal injury problems should be immediately reported to the teacher. If a student is ill and unable to attend class, report to the office immediately. Because ill students cannot be sent to an empty home, a parent, relative or neighbor will be contacted.

All prescriptions must be stored in the M.S. or H.S. office, not in lockers, backpacks, or elsewhere.

The Edgar School District provides for accident insurance coverage (with premiums paid by the district) under First Agency for all students. Students in school, on school grounds, on field trips and groups participating in school sponsored or scheduled activities are covered, as are individual students in their daily school program. Students who present physical examination and permit cards are included in sports coverage. This insurance is not intended to provide entire coverage when other insurance is carried by the family of an injured student. All injuries are to be reported immediately to the teacher in charge or to the office for a student to be eligible for insurance claims. Treatment must be given by a licensed physician, surgeon or chiropractor within 60 days of date of injury. However it is recommended that this be done as soon as possible. Glasses are not covered.

See Emergency Nursing Service Policy; School Safety Plan

## **DISCIPLINE**

### **MANNERS AND MISBEHAVIOR**

A student's manners or lack of manners show up in the hallway and classroom perhaps more than anywhere else. Students who willfully disregard rules or exhibit behavior, which adversely affects other students or members of the staff, will be issued a "Minor" or "Major" referral form. The accumulation of three minor referrals will result in afterschool detention until 4:00 PM. Consequences for earning a "Major" referral will vary based on the severity of the incident. Reasons for earning a "Minor" or "Major" referral form typically are skipping class, disruption of class, destruction of property, disrespect, not following attendance policies and inappropriate language or clothing. Students may be assigned a referral for other misbehaviors as this is not an exhaustive list.

IN-SCHOOL SUSPENSION involves confinement to the office or other quiet area for 1-5 days during which all past and present class work must be satisfactorily completed. Other appropriate work may also be assigned. The principal has the authority to implement out-of-school suspension for a period of five days.

Repeated disobedience, habitual truancy, vulgarity, profanity, the repeated use of tobacco on school premises, evidence of being under the influence of alcohol or drugs, carrying of dangerous instruments shall constitute good cause for either type of suspension from school.

When a student is suspended, the parent of that student will be notified of the action being taken. The

student will not be permitted to attend school activities throughout the duration of the suspension. Repeated cases serious enough to require expulsion will be referred to the district administrator who will arrange a hearing with the Board of Education.

Civil citations will be issued for verbal and/or physical actions directed at staff or other students.

### **FIGHTING - ZERO TOLERANCE**

Anyone who is involved in a physical fight, regardless of who "started it", will be suspended and sent home with parents.

See School Board Policy - Weapons; Tobacco Products Policy; Student Removal from Class

### **STUDENT BEHAVIOR AROUND THE BUILDING & GROUNDS**

Remember that the area around school is either private or public property. In either event, it does not belong to any individual student or any groups of students. Littering, abusing locker doors, and walking on lawns reflect a disregard to other people's property and only serves to raise the operating costs that someone must pay.

At assemblies and group meetings, accord your guest speakers the same courtesy you would your teachers in the classroom. An outside speaker carries with him an impression of the school based upon the behavior of its students.

Respect for your fellow students and staff is of utmost importance. Our learning environment should be one where all individuals feel comfortable and able to fulfill their academic/personal goals.

To insure safety of all students, students are not to run or engage in rough behavior in the halls or classrooms.

Any act of affection beyond hand holding between a boy and girl in the school is considered to be extremely poor taste and will be disciplined appropriately.

Technology - Unsupervised students using the Internet must have parental permission and a signed acceptable use agreement on file. Students are not allowed to use cell phones, pagers, or computer games in classrooms unless granted permission by their classroom teacher.

See School Board Policies - Harassment; Bullying, Student Use of Beepers; Internet Acceptable Use

### **CO-CURRICULAR ACTIVITIES**

Perhaps more than at any other time, and by more people, a school's reputation is judged by the behavior of its students at athletic events. Athletic contests at schools are held for the purpose of acquiring a sense of sportsmanship of athletes and spectators alike. The visiting team and its followers are guests and must be treated as guests. Obviously, good manners preclude booing, hissing, and uncomplimentary remarks. The well-mannered student adheres to the rules of sportsmanship conduct at all athletic events.

### **CO-CURRICULAR CODE**

A 12-month co-curricular code must be signed by parents and participants of any non-credit, school sponsored activity in grades 5-12. This code is to be signed annually before students are eligible to participate. It outlines Academic and Code of Conduct regulations for participation in any athletic, drama, forensic, or club activities throughout high school. See School Board Policy - Co-curricular Activities Code

### **STUDENT DRESS AND GROOMING**

Students are to be appropriately dressed and groomed at all times. T-shirts or other clothing deemed as vulgar, abusive or inappropriate will not be allowed in school. Tops must cover the mid-section and undergarments. Skirts, dresses or shorts that are skimpy, mid-thigh or less, are not appropriate for school. Clothing advertising alcohol, drug or tobacco products are forbidden.

### **SCHOOL BUILDING & EQUIPMENT**

There is no expectation of privacy by students for use of school lockers and/or parking lots.

### **LOCKERS, DESKS AND BOOKS**

Lockers and desks will be kept clean, neat and orderly. Each student is financially responsible for his assigned desk, books and locker that are the joint property of the school and student. Locker inspections may be made at any time during the school year. There is no expectation of privacy by students for use of school lockers and/or parking lots. See School Board Policy - Locker Search

### **SCHOOL SUPPLIES**

Any school business or supplies needed by students must be taken care of before or after school, between class periods or during the noon hour. No supplies will be given out during class periods.

## **TELEPHONES**

Office telephones will be used for office purposes only. Messages from parents will be received on the office phone and delivered as swiftly as importance dictates. Students will be called from classes only in cases of emergency. Classroom phones are off-limits to students. Students are not allowed to use cell phones in classrooms without permission from the classroom teacher. Students can use their phones during lunch and passing time. Students who use their cell phones without permission in classrooms will have them confiscated. First time offenders will have their phone returned at the end of the school day. For any subsequent offense, the phone will be returned only to a parent or guardian.

## **STUDENT WORK PERMITS**

Students should look upon school as being their job, their principle occupation. For this reason, poor academic performance may restrict the use of a work permit. Those who have jobs outside of school hours must have regular work permits in order to be employed. Every employer must obtain a work permit for each minor under 18 before he permits the minor to do any work. No permit is required for agriculture, domestic services outside of school hours, and volunteer work for non-profit organizations where no employer-employee relationship exists. Before a work permit can be issued the following requirements must be presented to the permit officer:

- 1-Proof of age (birth certificate, baptismal certificate, or driver's license or photo I.D. card issued by Wis. Dept. of Transportation)
- 2-Social Security card
- 3-Letter from employer stating his intention to employ the minor
- 4-Letter from parent or guardian consenting to the employment
- 5-Required fee-\$10.00

Child labor laws regulate the number of hours, usually four hours/weekday, and time of day during which students can work. This information is available in the high school office.

## **DISCLOSURE**

Directory information - student's name, present address, telephone listing, date and place of birth, current grade, parents' names, dates and places of attendance, participation in officially recognized activities and sports, weights and heights of members of athletic teams, student's photograph, the most recent previous educational agency or institution attended by

the student, degrees and awards received. This information may be disclosed to any person within thirty days of published notice, unless any parent, guardian or eligible student informs the high school office that all or any part of the directory information may not be released without the prior consent of the parent, guardian or eligible student.

See School Board Policy - Records

## **NONDISCRIMINATION**

The Edgar School District does not discriminate on the basis of sex, age, race, color, national origin, creed, ancestry, religion, sexual orientation, marital or parental status, pregnancy, disability (physical, mental, emotional, learning) or handicap in the educational programs or activities it operates or in employment. See School Board Policy - Nondiscrimination

## **OTHER RELATED SCHOOL BOARD POLICIES**

Citizen Complaints Against School Personnel

Section 504 of Rehabilitation Act

Corporal Punishment

Student Removal from Class

Wisconsin State Statutes and School Law

-available in District Administrator's office

Edgar School Board Policies

-available in school offices and on the district website

Open Enrollment Policy

## **DRUG FREE SCHOOLS**

The Edgar School District is a Drug Free School.