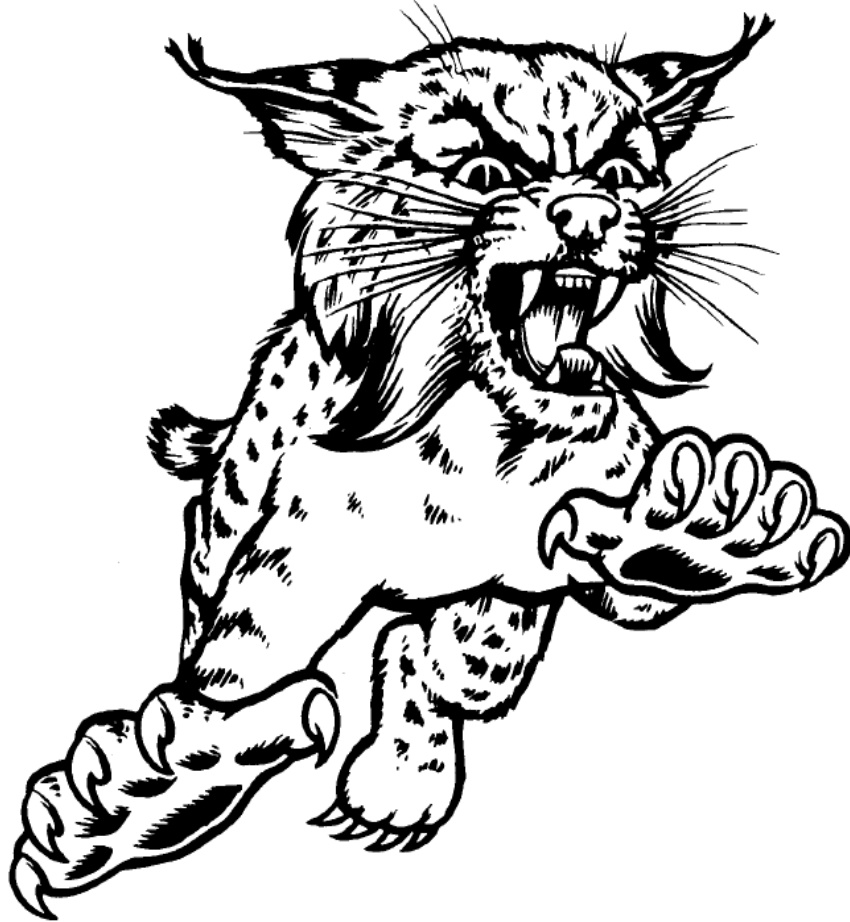


Edgar High School



Parent/Student Handbook 2024-2025

Edgar School District Board of Education Policies and Athletic Code Policies can be found at
<https://www.edgar.k12.wi.us/district/board-of-education.cfm>

Table of Contents

Page 2.....	Loyalty Song
Page 2.....	Mission Statement
Page 2.....	Vision Statement
Page 2.....	Edgar School District Values
Page 2.....	Introduction
Page 3.....	Nondiscrimination Clause
Page 4.....	2023-2024 District Calendar
Page 5.....	Daily Schedule
Page 5.....	School Contact Information
Page 5.....	School Closing Information
Page 5.....	Course and Credit Requirements
Page 6.....	Grading and Report Cards
Page 8.....	Academic Integrity
Page 8.....	Honor Roll
Page 8.....	Start College Now/ ECCP/ Dual Credit Courses
Page 10.....	School to Career Requirements
Page 11.....	Portfolio Program
Page 11.....	Attendance
Page 13.....	School Breakfast and Lunch
Page 13.....	Open Campus Privileges
Page 14.....	Motor Vehicles
Page 14.....	Safety
Page 15.....	Behavior and Student Conduct
Page 18.....	Internet/Network Use
Page 19.....	Personal Electronic Devices
Page 19.....	Lockers, Backpack, Books, Desks
Page 19.....	Co-Curricular Activities and Co-Curricular Code
Page 20.....	Drivers Education
Page 20.....	Student Dress and Grooming
Page 20.....	Drug Free School District
Page 21.....	Disclosure
Page 21.....	Other Board Related Policies
Page 22.....	Student Handbook Agreement

Edgar Middle/High School

203 East Birch Street

PO Box 196

Edgar, WI 54426-0196

www.edgar.k12.wi.us

Edgar Schools are on Twitter, Instagram and Facebook

#EdgarExcellence

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!

Edgar School District Mission Statement

The School District of Edgar provides a safe and positive environment and is committed to continuous improvement for all students, staff, and community members. Edgar Excellence embodies leadership in: curriculum and instruction, technological integration and innovation, collaboration, and co-curriculars. We prepare all of our graduates to be college and career ready.

Edgar School District Vision Statement

The Edgar Excellence environment will ensure a rigorous learning experience that equips our students for success in a global society.

Edgar School District Values

The School District of Edgar Values: Edgar Excellence...Pride and Tradition!
Respect & Responsibility--Teamwork--Hard Work & Integrity--Leadership--Critical Thinkers--Acceptance of All.

Introduction

This student handbook reflects the goals of the preceding mission statement and is based on State of Wisconsin Laws, school board policy, administrative rules, and common sense. These rules will be enforced equally for all students. Those who choose to follow the rules will be provided various opportunities to learn and be active in any of the educational programs, teams, clubs, and organizations in the Edgar School District.

Knowing and understanding the rules and policies that govern Edgar High School will help everyone achieve the ideals established in the mission statement. Students who choose to deviate from the handbook will be held accountable through a collaborative and inclusive process to repair the harm and determine obligations to satisfy all parties. Additionally, the behavior may lead to fewer privileges and/or loss of opportunities. A copy of this

handbook is provided to all students and reviewed with their resource teacher at the beginning of the school year or upon the time of enrollment.

This student handbook is in effect on Edgar School District property, property that the district rents or controls, and in all vehicles used to transport students. The rules are also in effect at school activities when students are involved. The activities include home (on and off campus) and away athletic contests, music events, field trips, etc. Anytime a student represents the school, he/she is governed by the regulations established in this handbook. In addition, students who choose to participate in extra and/or co-curricular activities are required to adhere to the expectations of the Edgar School District Co-Curricular Code of Conduct.

Comments, questions, and/or complaints regarding the interpretation or application of this policy shall be referred to the district administrator and processed in accordance with established procedures.

NONDISCRIMINATION

It is the policy of the Edgar School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, Career and Technical/Education, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination under related federal statutes, including Title IX of the Educational Amendments of 1972 (sex), Title II, Title VI and Title VII of the Civil Rights Act of 1964 (race and national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), and the Americans with Disabilities Act of 1990. This policy also prohibits harassment.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Edgar School District. For complaint procedures see Board Policies 1422, 2260, 2421, 3122, 4122, and 5517.

Any questions concerning s. 118.13, Wis. Stats., of Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, or inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Dr. Cari Guden, District Administrator
Edgar School District
203 E Birch Street
PO Box 196
Edgar, WI 54426
(715) 352-2351

(PI 9.05 Wisconsin Admin Code and Board Policies 1422, 1623, 1662, 2260, 2260.01, 3122, 3123, 3362, 4122, 4123, 4362, and 5517)

Edgar School Calendar 2024- 2025

July 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Event

New teachers report
 Teacher Inservice-Full Day(1/2T=Half Day)
 Open House (3:00-6:30)
 Vacation
 Board Meetings
 Parent/Teacher Conference
 Grading period starts
 Grading period ends
 Concerts #=Elem, ^=MS, *=HS
 Graduation

Dated

N
 T
 OH
 V
 B
 P
 S
 E
 C
 G

Days in school

Term 1 - 44
 Term 2 - 44
 Term 3 - 44
 Term 4 - 43
 Total - 175

Inservice days - 8.5
 Holidays - 4.0
 Open House/Vector - 1.0
 Parent/Teacher Conferences - 1.0
 Total contracted days- 189.50

P/T Conference Times:
 October 15 & 16 - 3:30-7:30 pm

Open House Time 3:00-6:30pm

The 4th snow day and any thereafter will be made up as determined by administration.

8/18/2024

Daily Schedule

7:30- 7:56	Breakfast
8:00-9:30	Block 1
9:34-11:04	Block 2
11:08-11:38	Wildcat Time
11:38-12:08	Lunch
12:12-1:42	Block 3
1:46-3:16	Block 4

School Telephone Contacts

Elementary Office: 715-352-2727
 Elementary Fax Number: 715-352-3022
 High School Office: 715-352-2352
 Superintendent: Dr. Cari Guden 715-352-2352
 Middle/High School Principal: Mr. Mike Wilhel 715-352-2352 x103
 Elementary Principal: Mrs. Lisa Witt 715-352-2727 x109
 Special Education Coordinator: Mr. Rich Twomey 715-352-2352
 High School Fax Number: 715-352-3198
 School Psychologist: Ms. Alyssa Narloch 715-352-3210

School Closings

In the event that school is closed due to weather conditions or any other reason, announcements will be made to all district families using the **Skylert** system as early as possible. School closures will also be reported on the appropriate media outlets (ex. WAOW, WSAW)

Course and Credit Requirements

All students are required to take eight classes throughout the academic year (4 per semester). Students are encouraged to work with their parents and academic counselor when choosing their course of study. All courses must be approved by the academic counselor.

Students need 29.25 credits to graduate from Edgar High School. This requirement must include:

4 Credits	English	1.5 Credits	Physical Education
3 Credits	Math	.5 Credits	Health
3 Credits	Social Studies	.5 Credits	Employability Skills
3 Credits	Science	.5 Credits	Consumer Economics
		.25 Credits	Portfolio Completion

An additional 11 elective credits need to be completed to meet your credit requirements for Edgar High School. Any class that is not a required class counts toward elective credits.

****All failed courses must be repeated.****

Please see the course description handbook and career planning handbook located on the Edgar High School website for any program explanation and course description.

Any course changes need to be made within the first three days of each term and must be counselor/principal approved.

See School Board Policies-Promotion/Graduation, Class Rank, Definition of Full Time Student, Programs for School Age Mothers, Acceleration Policy.

Grading and Report Cards

Grading Scales

Letter grades reflect achievement and progress against specific learning targets as identified in the curriculum. The following common grading scale will be used in grades 6-12:

98-100%	A+	
93-97	A	Advanced
90-92	A-	
88-89%	B+	
83-87%	B	Proficient
80-82%	B-	
78-79%	C+	
73-77%	C	Basic
70-72%	C-	
68-69%	D+	
63-67%	D	Limited
60-62%	D-	
0-59%	F	Failing
*	I	Incomplete

Weighted Formative and Summative Assessments

Formative scores cannot be weighted more than **20%** of the total grade.

Incomplete Formative Assessments/Assignments

- Incomplete formative assessments should be left as an incomplete asterisk in the Skyward goodbook until your teacher determines the deadline for formative assessments.
- Students will have until the end of each unit or the time the summative assessment is given to complete formative assessments/assignments for that unit. If formative assessments/assignments are not completed by the time the summative is given or end of the grading period occurs, the score changes to a 0% in the Skyward goodbook .
- A score can't be lowered or averaged due to it being late.
- Formative assessments provide the practice and skills needed to do well on the summative assessment.

Incomplete Summative Assessments/Assignments (10 Day Window at the end of the Quarter)

- Incomplete summative assessments will be left as an **incomplete asterisk** in the Skyward goodbook and must be completed within 10 school days of the quarter grade posting.
- Beyond the 10th school day after quarter grades have been posted, a zero will be given for the missing summative work and averaged into the final quarter grade. This may or may not result in an F grade for the quarter depending on the other grades.
- A score can't be lowered or averaged due to it being late.

Formative Retakes

When a retake is done on a formative assessment, the teacher will replace the old formative assessment score with the new score up to a maximum percentage of 100%.

Summative Retakes

Student Score	Next Steps
Below 60%	Retake required
60%-89%	Retake optional
90% or above	No retake option

- A. Teacher will replace the learner's old summative assessment score with the new score up to a maximum percentage of 90% after a retake. The initial grade may be kept so the teacher has a record of it, but it should not be counted in the final average or calculation.
- B. Safety Assessments may require a 100% score.
- C. Only 1 retake can be completed per summative assessment.
- D. Retakes must be completed within 5 days of the original assessment being returned by the teacher.
- E. Each teacher may have specific requirements to be completed in order to retake a summative assessment.

The Grading Guidelines require Personal Responsibility Grades to be separate from academic grades due to the importance of communicating student growth in this area to students and parents.

SOCIAL SKILLS	WORK SKILLS
<ul style="list-style-type: none"> → Respects others and property → Takes responsibility for own actions → Seeks positive solutions to problems → Practices self-control 	<ul style="list-style-type: none"> → Organized and prepared for class → Follows directions and participates → Pays attention → Completes tasks--uses time wisely → Displays effort to produce quality work

PERSONAL RESPONSIBILITY SCORING RUBRIC	
4	Student's behavior serves as a model for others and enhances the learning environment
3	Student's behavior contributes positively and helps maintain a positive learning environment
2	Student's behavior at times interferes with or disrupts the learning environment (needs frequent reminders and redirection)
1	Student's behavior repeatedly disrupts or significantly distracts from the learning environment

Unexcused absences which lead to incomplete work, may result in a reduction in grades.

Report cards will be issued electronically at the end of each 9 week term. Report cards will be available one week after the term ends. Paper report cards will be provided upon request from students and/or parents.

Progress reports will be available after the fifth week of each grading period.

Edgar High School operates under a full block schedule. This means that at the end of each semester students should receive 1 credit per class completed and with a passing grade. Students will be given a grade at the end of each quarter, which will be factored in figuring their cumulative GPA.

In a Dual Credit Course taught by an Edgar teacher, the student will get both a Quarter and Semester grade that will count toward the student's GPA.

A Start College Now (SCN) or Early College Credit Program (ECCP) course taught by a college professor, the student will only get a semester grade, which will count toward the student's GPA.

Academic Integrity

Academic dishonesty can include plagiarism, submitting falsified or invented information as fact, unauthorized use of tools, notes, textbooks or electronic devices on assessments, being complicit in the act of allowing another student to copy work or copying another student's work and submitting as your own. Students not demonstrating academic integrity will be reported to the principal's office and discipline will be handled according to the student handbook. See individual course syllabi for descriptions on how lack of academic integrity will be handled in other instances.

Honor Roll

The 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⁺ average (high honors 3.5⁺, highest honors 4.0⁺). Honor cords at commencement are awarded to those with a 3.33⁺ cumulative GPA. Academic letters may be earned by students with a 3.33⁺ GPA each of the first three grading periods of the school year.

Start College Now/ ECCP/ Dual Credit Courses

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 counselor or principal for details.

Early College Credit Program (ECCP)

- Students in grades 11-12 are eligible to take courses during the fall or spring semesters. Not offered during summer.
- Students may enroll in a UW System institute or private, non-profit institution of higher education (IHE).
- The costs of ECCP are shared among school districts and the State, with an 18-credit maximum.
- Grading:
 - Students will be graded at the semester ONLY. This semester grade will be issued by the college professor and will be calculated into the student's high school cumulative GPA.
 - This grade will be part of the student's high school transcript and college transcript.
- Application Steps:
 - Students must submit two applications which include a paper ECCP application and an online IHE application. Application deadlines: March 1 for fall semester, and October 1 for spring semester.
 - ECCP application(s): <https://dpi.wi.gov/dual-enrollment/eccp/application>. Must return to EHS Counselor.

- Submit application to IHE: <https://apply.wisconsin.edu/> as a “High School Special/Early College Credit Program” student. Application must be completed online.
- Students will receive communication from the IHE about their application status and the necessary steps to enroll for the course(s). Students register for their course(s) approximately one month prior to semester.
- Edgar School District will notify students of approval and/or rejection of desired courses before the beginning of the semester in which the pupil will be enrolled.
- Edgar School Board Policy #2271:
<https://go.boarddocs.com/wi/edsd/Board.nsf/goto?open&id=B6JKU55355DB>

Start College Now Program

- Start College Now allows students to enroll in college courses at a Wisconsin Technical College.
- Students in grades 11 and 12 must be in good academic standing with an acceptable disciplinary record.
- Grading:
 - Students will be graded at the semester ONLY. This semester grade will be issued by the college professor and will be calculated into the student’s high school cumulative GPA.
 - This grade will be part of the student’s high school transcript and college transcript.
- Application Steps:
 - Students must apply using the WI Tech College application. Application deadlines: March 1 for fall semester, and October 1 for spring semester. Not offered during summer.
 - SCN Application: Start College Now Application Form. Must return to EHS Counselor.
 - Students will receive communication from the Wisconsin Technical College about their application status and the necessary steps to enroll in course(s).
 - Edgar School District will notify students of approval and/or rejection of desired courses before the beginning of the semester in which the pupil will be enrolled.
- Edgar School Board Policy #2271.01:
<https://go.boarddocs.com/wi/edsd/Board.nsf/goto?open&id=BUS48LOA4B19>

Additional information regarding these programs can be found at <https://dpi.wi.gov/dual-enrollment>

Dual Credit Courses (DC)

Dual Credit (DC) is the name given to a technical college course that is delivered at Edgar High School and taught by an Edgar High School teacher. Note that certain courses in this booklet have a (DC) after the course name. This notation is to draw your attention to the fact that the course is dual credit through NTC.

What are the benefits? A student can earn college credits at the same time they are earning high school credits, all at no cost to the student or school district.

Please discuss with your family, teacher(s) and school counselor to see if dual credit classes are a good fit for you. Students will need to meet the necessary prerequisites for taking a college level class and be responsible for maintaining good academic standing. Information below provides key components for each program.

Dual Credit (DC)

- Students in grades 11-12 are eligible to take courses during the fall or spring semesters. Students in grade 10 may be eligible with instructor and principal approval.
- Grading:
 - Students will be graded at BOTH the quarter and the semester. These two grades (quarter and

- semester) will be calculated into the student's cumulative GPA.
- Students must receive a grade of C or higher to receive dual credit.
- A student who successfully completes a dual credit course, receives an official technical college credit in addition to high school credit.
- This grade will be part of the student's high school transcript (utilizing the HS grading scale) and college transcript (utilizing the college grading scale) **Please note: The grades may be different due to using two different grading scales.

School to Career Program

Youth Apprenticeship Program

Edgar High School's Youth Apprenticeship program is run in compliance with Wisconsin's Youth Apprenticeship program as a part of a statewide School-to-Career initiative. We are part of the North Central STC Partnership program and work with the Coordinators at NTC to complete the program with our students. It is designed for high school students who want hands-on learning in an occupational area at a work site along with classroom instruction.

Students will spend part of the day at a local job site working and learning (may or not leave during the school day), for which he/she will be paid and also receive academic credit and a grade. Students are also required to be enrolled in a related course in the area of study each semester in the program. This one or two year program combines academic and technical instruction with mentored on-the-job learning. Edgar High School has numerous Youth Apprenticeship options available in various fields (see descriptions below).

Please see the School-to-Career school coordinator for field specific information. Students must be either grades 11 or 12. They will get 1 credit.

Co-Op Program

Edgar High School's Co-Op program is run in compliance with the State of Wisconsin Employability Skills Co-Op Program. We work with the Wisconsin Department of Public Instruction to complete the program with our students.

The Co-Op program is designed to connect what students are learning in the classroom to the real world. Students will combine classroom work with specific job-related skills to gain "on-the-job" training in a field of interest. The classroom portion of the Co-Op program is designed to help students see how what is happening in the world affects them as both workers and consumers, communicate with others, and to use various forms of technology.

Edgar High School has numerous School-to-Career options available including full year Co-Op's in various fields. These positions can be paid or unpaid. Please see the School-to-Career school coordinator for field specific information. Students must be in grade 12. They will get .5 credit.

Below is a chart to show the differences in the YA requirements and the COOP requirements.

Youth Apprenticeship Requirements	COOP Requirements
Students must be enrolled in a course related to the corresponding career field	Students must have had a course related at some point in high school for COOP
YA program is open to juniors and seniors	The COOP program is open to seniors only
1 Block per semester unless otherwise approved by STC Local Coordinator	1 Block per semester
Each semester is 1 credit. Required 450 hours for a year. (Due to this requirement this is typically a year long course.)	Each semester is .5 credit. 90 hours per semester. Students can work just one or both semesters.

Please see the School to Career Coordinator and/or the Edgar Course description book for more 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 and benchmarks related to the portfolio. Students will need to satisfactorily complete the portfolio program as a graduation requirement. Students will also need to present their portfolio to a chosen community member. See course description handbook, located on the Edgar High School website for more information on the portfolio program.

Attendance

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.

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.) A parent is limited to excusing their child 10 times in a school year. It is important that any absences involving a professional visit (doctors, dentist, lawyer, counselor or other appointments) are accompanied with a signed note/letter from the office of visit.

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.) Any planned absences of 3 or more days require a pre-arranged absence form to be completed by the student. 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 and students must complete the pre-arranged absence form and return it to the office no later than 5 days prior to the first intended day of absence. The attendance secretary will update the student's attendance record in Skyward for the purpose of notifying teachers.

Under Wisconsin State Statutes, a parent may not excuse this child from school for more than 10 days. Absences that include a professional note do not factor into a parent's limits.

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 that was 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).

TRUANCY: Truancy is defined as any unauthorized absence from school, usually without parental permission and/or knowledge for all or part of a school day. 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.

HABITUAL TRUANCY: A habitual truant is defined as a student who is absent from school without an acceptable excuse for part of or all of five or more days on which school is held during a school semester. This provision includes excessive excused absences that are not accompanied by a professional note. School districts are required by law to schedule a meeting with the parent(s)/guardian of a habitual truant to discuss the student's truancy within a specific time period. The date for the meeting must be within five school days after the date that the habitual truancy notice has been sent to the student's parent/guardian. With the consent of the student's parent/guardian, however, the date for the meeting may be extended for an additional five school days.

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 or the start of the new semester.

Students are not to loiter in halls and are not to move about the building without an e-hall pass approved by a teacher/staff member. Failure to use an e-hall pass may result in disciplinary action.

Students are expected to be in their designated classroom by the bell to start class rings. Students will be assigned an unexcused tardy if not on time to class.

After four tardies or unexcused absences in any semester, a letter will be sent to parents describing the implications of truancy. A Lunch Detention will be given on the fifth tardy and every 5 following. Truancy proceedings may begin after the fifth tardy/unexcused absence.

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.

Any student that must leave early or arrive late, he/she must check in or out at the high school office.

When arriving late to school, the student must check in at the high school office, 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-Attendance and Wisconsin Compulsory Attendance Law

Breakfast and Lunch Program

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, deposits can be dropped off in the high school office. 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.

Open Campus Lunch

Students are encouraged to eat in the school lunch program.

Students in grades 11-12 will be permitted to leave school during their lunch period if they are students in good standing. In order for students to leave campus they must have a signed permission slip on file with the high school office. Student conduct must be of respectable nature. Failure to do so may result in the withdrawal of open campus privileges and a discontinuance of this open campus policy.

Students in grade 10 are able to earn open campus during 2nd semester on a privilege system. The following criteria will apply to grade 10 students who choose to utilize this privilege.

JUNIOR AND SENIOR OPEN CAMPUS LUNCH

The Edgar board of education has approved open campus lunch privileges for junior and senior students who have met certain criteria. Open campus lunch is for the entire school year. EHS administration can revoke privileges at any time for violation of the below policies, but limited to the below criteria

Criteria for participation is as follows:

1. Student may not have any referrals to the high school office for any health or safety issues. If a student is found by the school administration to be in violation of any such issue, open campus lunch may be revoked for a period of time to be determined by EHS Administration.
2. Student must retain passing grades at all times, in all classes, along with teacher approval. Teacher approval will be based upon students displaying good citizenship, good behavior, and abiding by classroom expectations.

3. Student may not have any unexcused absences from school. There will be a two-day grace period to allow students to clear unexcused absences, after which if the absence remains unexcused, open campus lunch may be revoked for a period of time to be determined by EHS Administration.
4. Any student found to be displaying inappropriate behavior within the community during open campus lunch period, may result in immediate termination of open campus privileges for a period of time to be determined by EHS Administration.
5. Parental consent must be given in the form of a permission slip and the form must be on file in the high school office. ***Form can be found in the high school office**
6. Any student found to be bringing a non-school lunch into school for other students will have their open campus lunch privileges revoked for a period of time to be determined by EHS Administration.
7. Any student found to be littering or otherwise disposing of garbage improperly may have their open campus privileges revoked for a period of time to be determined by EHS Administration.

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.

Students can park in the east or west parking lot.

Students needing to leave school during the school day must park in the west parking lot.

Student vehicles will not be used or visited during the school day without parental and office permission.

Student drivers must follow all posted signs on school property.

Parking in the school parking lots is a privilege, that privilege can be taken away if students engage in any sort of misconduct in the parking lot or other areas on school grounds.

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 student 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 may 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

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 and follow teacher instructions during this time.

A student hold or lock-down announced over the P.A. system requires all students to vacate the hallways and move to the closest secured location and/or remain in classrooms for further instructions. During this time students should follow the instructions of their teacher and/or Edgar District Administration.

Injuries and Illness

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 nurse's office immediately or high school office if the nurse is unavailable.

Because ill students cannot be sent to an empty home. An approved Skyward contact or person approved by the parent/guardian will be contacted for pick up.

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

See Emergency Nursing Service Policy; School Safety Plan

Behavior and Student Conduct

GENERAL STUDENT CONDUCT

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 detention. Consequences for earning a "Major" referral will vary based on the severity of the incident. Examples of behaviors that would earn a major or a minor can be found on our "Wildcat Way" behavior matrix.

Consequences for Minors Issued:

Minors will be issued for behavior that disrupts the learning environment for other students, is disrespectful to staff, students or facility or otherwise unacceptable social behavior. The accumulation of three minor referrals will result in detention. The following sequence will take place when a student has earned a minor. The sequences of discipline restart with the beginning of each new quarter.

1st Minor Offense: Discipline referral logged in Skyward, Student/Teacher Conference and Teacher/Parent Communication

2nd Minor Offense: Discipline referral logged in Skyward, Student/Teacher Conference and Teacher/Parent Communication. Principal or Counselor Follow up with Student

3rd Minor Offense: Discipline referral logged in Skyward, Student/Teacher

Conference, Office Call Home and 1 Lunch Detention Assigned

Each subsequent minor: Discipline referral logged in Skyward, Student/Teacher Conference, Office Call home and 1 Lunch Detention Assigned

Accumulation of more than 5 minors in a quarter may result in assigned after school detentions, potential in-school suspension or out of school suspension.

Consequences for Major Actions:

Majors will be issued for behavior that impacts the learning environment substantially, overt disrespect towards staff or students occurs, vandalism, academic dishonesty, possession of tobacco/vapes and/or paraphernalia, and other socially unacceptable behavior that warrants immediate consequences.

Consequences for major office referrals can range from

lunch detentions, after school detentions, in-school suspensions, or out of school suspensions.

Citations may also be issued for violation of municipal ordinance violations that occurred with the behavior.

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. Consequences for earning a "Major" referral will vary based on the severity of the incident.

Behaviors can include but not limited to:

1. Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom
2. Being under the influence of alcohol or other controlled substances or controlled substances analogs, or otherwise in violation of District student alcohol and other drug policies
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment
4. Fighting
5. Taunting, baiting, inciting and/or encouraging a fight or disruption
6. Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations
7. Pushing or striking a student or staff member
8. Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties
9. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means

10. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder
11. Restricting another person's freedom to properly utilize classroom facilities or equipment
12. Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions
13. Throwing dangerous objects in the classroom
14. Repeated disruption or violation of classroom rules
15. Excessive disruptive talking
16. Behavior that causes the teacher or other students fear of physical or psychological harm
17. Physical confrontations or verbal/physical threats

B. Other behaviors as outlined below:

Examples of such behavior may include, but not necessarily be limited to, the following:

1. Willful damage to school property
2. Defiance of authority (willful refusal to follow directions or orders given by the teacher)
3. Repeatedly reporting to class without bringing necessary materials to participate in class activities
4. Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
5. Repeated use of profanity

See Board Policy-Student Code of Classroom Conduct

IN-SCHOOL SUSPENSION involves confinement to the office or other quiet area for ½ -5 days during which all past and present class work must be satisfactorily completed. Other appropriate work may also be assigned.

OUT-OF-SCHOOL SUSPENSION-The principal has the authority to implement out-of-school suspension for a period up to five days. Further suspension will be approved by the district administrator.

Repeated disobedience or disrespect, habitual truancy, vulgarity, profanity, the use of or possession of tobacco/vape/e-cigarettes on school premises, physically touching another student or staff, behavior that

threatens the safety of other students, evidence of being under the influence of alcohol or drugs, and/or 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 on school campus and/or to attend school activities on the day of and 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 and other violations of the law through the Village of Edgar Police Department.

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 and 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/her 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 ensure 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

Internet/Network Use

There are policies and regulations governing the use of the Internet and network access. At the beginning of each school year, students and parents/guardians must sign the user agreement form identifying acceptance of

these policies prior to student use. Improper use of the Internet/network may result in denial of access, disciplinary action or both.

School issued chromebooks and other devices are to be used as an education tool only. Edgar School District has the right to restrict access or remove chromebook privileges from the student if the chromebook is not being used for educational purposes. Ex. chatrooms, games, social media, etc.

The school district monitors chromebooks on and off of the Edgar campus.

Students may be responsible for reimbursing the school district for damages to their chromebook, chromebook case, and/or chromebook charger.

See Board Policy-Technology Resources and other Electronic Equipment

Personal Electronic Devices

Personal electronic devices are allowed for use before and after school, during passing periods and during lunch periods. Students are not allowed to use these devices during instructional time. This handbook serves as the warning for students. Any School District of Edgar staff member has the right to revoke or confiscate electronic devices when being used inappropriately (in regards to time, frequency or content).

Electronic devices that are confiscated will be brought to the Principal's office. Failure to surrender an electronic device upon the request of a staff member may result in further disciplinary actions to be determined by the School District of Edgar administration.

Devices include, but are not limited to: phones, IPads, IPods, smartwatches, tablets, gaming devices, earbuds, etc.

Consequences for violations may include, but not limited to:

1st Offense: Device brought to office and returned to student at the end of the day; Loss of PED privileges for the next 2 days.

2nd Offense: Device brought to office and returned to student at the end of the day; Loss of PED privileges for the next week.

3rd Offense: Device brought to office, must be picked up by a parent/guardian; Loss of PED privileges for the next month.

4th Offense: Device brought to office, must be picked up by a parent/guardian; Loss of PED privileges for the remainder of the school year.

*During the time of lost privileges, students must check their device into the office during the day or parents must verify that it will not be in the building. Any violations during this time may result in further disciplinary action.

Lockers, Backpacks, Books, and Desks

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. All students should secure backpacks and coats in a locker during the instructional day unless approved by Edgar School District Administration. Students may be restricted from bringing them into the classroom. 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

Co-Curricular Activities and Co-Curricular Code

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.

A 12-month co-curricular code must be signed by parents and participants of any non-credit, school sponsored activity in grades 6-12. This code is to be signed annually before students are eligible to participate. It outlines Academic and Code of Conduct regulations. This can be found on the Edgar School District Athletics website.

Student Dress and Grooming

Students are to be appropriately dressed and groomed at all times. Clothing deemed as vulgar, abusive or inappropriate will not be allowed in school. This includes but is not limited to clothing portraying alcohol, drug, tobacco products, and/or demeaning messages. Undergarments and the mid-section must be covered. Hats, caps, bandanas, or head coverings are not permitted during normal school hours. Students may be allowed to wear these things with proper professional documentation and administrative approval.

The Student may be asked to cover up, change, or remove (to be replaced) the article in question or may be provided by EHS administration with a suitable option.

In order to maintain a focused and inclusive learning environment, the display of political beliefs, including but not limited to signs, banners, clothing, or other materials with political messaging, is not permitted on school grounds or during school-sponsored events. This policy is intended to promote a neutral and respectful atmosphere where all students feel valued and can focus on their academic and personal growth.

See Board Policy-Dress and Grooming

Drug Free Schools

The Edgar School District is a Drug Free School.

Disclosure

Directory information includes: 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, and 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

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

All Edgar School District School Board Policies can be found on the district website.

The Edgar School District Co-Curricular Code can be found on the Edgar Athletics website

The Edgar High School Course Description Book can be found on the Edgar High School website

Edgar High School

2024-2025 Student Handbook Agreement

At Edgar High School, we utilize many technology based resources to provide students with an engaging learning experience. Important information is communicated to families and students through email and Skyward Family Access. To ensure all students and parents can access this digital information, we request that all families complete the following within the first two weeks of school.

1. Students will log in and check their school email account. It will have an important message from Mr. Wilhelm and will have a direct link to Edgar's Student Handbook and online student information system, Skyward. Skyward is used to record students' grades and attendance.
2. Students will review the student handbook with their parents/guardian. The student handbook is posted on the school's website. Some of our programs and school wide expectations have changed, so it is important that each student and parent/guardian review this information.
3. Students will log in to the Skyward system.
4. Students and parents will review the Technology Acceptable Use Policy..

Please initial and sign below when all requests have been completed. Students will then return this page to the high school office.

	<u>Initial here when complete</u>	
	<u>Parent</u>	<u>Student</u>
<input type="checkbox"/> Logged in and checked school email	_____	_____
<input type="checkbox"/> Reviewed Edgar's Student Handbook	_____	_____
<input type="checkbox"/> Practiced logging in to Skyward	_____	_____
<input type="checkbox"/> Reviewed the Technology Acceptable Use Policy	_____	_____

I have read and discussed the Edgar Student Handbook with my child and understand that he/she is responsible for following these procedures and guidelines.

Parent/Guardian Signature

Print Parent/Guardian Name

I have read and discussed the Edgar Student Handbook with my parent/guardian and understand that I am responsible for following these procedures and guidelines.

Student Signature

Print Student Name

Grade

Please sign and return to the High School office by Friday, September 13, 2024.